

Approved 03/23/2017

**I. CALL TO ORDER** At 6:30 pm the meeting was called to order in in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Neal Janvrin, Roger Barham (arrived at 6:34 pm), Town Administrator Heidi Carlson and Selectmen's Clerk Jeanne Nygren. All rose for the Pledge of Allegiance.

## II. ANNOUNCEMENTS

1. Building Inspector hours are Monday and Tuesday 8:00 to 10:00 am and 12:30 to 2:00 pm; and Wednesday 10:00 am to 12 noon and 5:00 to 7:00 pm and otherwise by appointment.
2. Town and School District elections took place on Tuesday March 14, 2017 at Ellis School. Results are posted on the Town website. Full detailed reports can be obtained from the Town Clerk, and copies of the results are also posted and available at the Town Hall.
3. Spring Bulky Day will be held on Saturday May 20<sup>th</sup>. This is the same day as the Library Book Sale and the Fremont Garden Club Spring Plant Sale.
4. The Planning Board and Conservation Commission are currently short-handed and actively recruiting for new members. Anyone interested is encouraged to attend an upcoming meeting, Conservation on Monday April 3 or Planning Board on Wednesday April 5<sup>th</sup>. Casey Wolfe or Heidi Carlson can be contacted for more information.
5. A reminder to all that trash is on its regular schedule this week. There is NO DELAY due to the storm on Tuesday.

## III. LIAISON REPORTS

Cordes attended the March 13, 2017 Economic Development Committee meeting. The Shirkin Road upgrade project was submitted by Warrant Gerety to the CEDS Steering Committee. The EDC is also looking to plan a business social event April or in May to be determined. Cordes was asked to obtain any data on listed businesses in Fremont. Nygren will be asked to look into such lists within the town's Site Plan records, ownership records, and with various State agencies such as the Secretary of State business registry.

Carlson indicated that the CDES Steering Committee meeting #3, where the Committee will discuss the applications for the Priority List, will be held on Wednesday March 29, 2017. (The Shirkin Road project has been submitted by the EDC and will be discussed at this meeting). The meeting will be held at Merrimack Town Hall, Matthew Thornton Room at 6 Baboosic Lake Road in Merrimack NH. RSVP is due no later than Friday March 24. Warren Gerety is hoping to attend and be available to answer questions, and is wondering if one of the Selectmen would like to attend as well. It is unclear at this point if any of the Selectmen would be able to leave work to attend the meeting.

On March 14, 2017, the Selectmen held a meeting during polling, through the day at the Ellis School. Primarily the Board discussed some business items between 4 to 5 pm after Barham arrived. The Board came up with a goals list for the current year. Minutes of that meeting were tabled for acceptance next week, with some updates to be added.

For the voting results – copies are available at our office, and were posted on the website Wednesday morning.

The Planning Board meeting scheduled for March 15, 2017 was not held due to lack of a quorum. The next meeting will be the continued Public Hearings on Wednesday April 5, 2017.

#### **IV. APPROVAL OF MINUTES**

After review of the March 9, 2017 meeting minutes, a motion to approve as written was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

The approval of the March 14, 2017 meeting minutes was tabled.

#### **V. SCHEDULED AGENDA ITEMS**

6:45 pm Public Input-none

At 7:00 pm Fremont Fire Rescue Department member Mark DeVeber came before the Board after submitting his resume to fill the position of Emergency Management Director. His military and current work background has provided him the extensive scope of knowledge in Emergency Management, and he also is very familiar with FEMA and will be able to provide assistance to the residence in times of trouble or disaster. Janvrin recommended him highly and he motioned to appoint Mark DeVeber as the Emergency Management Director for a one year term to expire at the end of March 2018. This was seconded by Barham. The vote was unanimous 3-0.

#### **VI. OLD BUSINESS**

1. The Safety Committee meeting was postponed again due to weather, and is reposted for Monday March 20, 2017 at 12:30 pm at the Town Hall.

2. Carlson has completed DRA form MS-232, for 2017 the Report of Appropriations Voted. The form was printed for review by the Board. A motion to sign the 2017 MS 232 form showing a total appropriation (budget and Warrant Articles) in the amount of \$3,194,567.00 was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

Carlson will shortly circulate the updated budget report and the warrant articles that have passed. There are several projects that now also need to begin relative to voted appropriations.

3. Carlson indicated that she and Jon Benson have reviewed the applications submitted for the Parks & Recreation maintenance position. Their recommendation will be addressed in non-public session at the end of this meeting.

4. Joshua Yokela was elected to one of the open three year positions on the Budget Committee, and we are waiting to hear if Mary Anderson accepts one of the others as she was the high write-in vote for the other 3 year and the 1 year positions. In either case, we still have at least one opening for a volunteer to step forward for the Budget Committee. A notice will be posted once we know how many openings still remain, and we urge anyone interested to come forward with a letter of interest as soon as possible. The Budget Committee makes appointments to fill vacancies within the Committee, and that would be done at their first meeting, which will likely be the last Wednesday in April (working around open Wednesday nights for meeting space at the Town Hall).

On the organization of the Select Board, a motion was made by Janvrin to reappoint Cordes as Chairman of this Board. This was seconded by Barham. The vote was unanimous 3-0. A motion to reappoint Cordes as the Selectmen's Ex-Officio representative to the Budget Committee, and Alternate Ex-Officio

Approved 03/23/2017

representative to the Planning Board was made by Janvrin and seconded by Barham. These positions go with his term as Selectman (elected through March 2020). The vote was unanimous 3-0.

5. Carlson had additional information about the street light in question on Hooke Road. The closest abutter confirmed that they have not ever paid for the light since purchasing the property at 4 Hooke Road in 2010. They were not opposed to it being lit, and stated that there is a lot of activity in the area that would likely benefit from the light. Carlson further stated that at the current rate, the street light budget will be overspent this year, even without adding additional. Nygren provided the cost of \$17.99 per month quoted by NHEC to turn it on, for a total of \$215.88 a year. A motion to turn this light on and the Town pay and adjust the line item amount was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

## VII. NEW BUSINESS

1. A motion to approve the accounts payable manifest \$518,221.72 (additional payment to FSD \$500,000) for the current week dated March 17, 2017 was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

2. A motion to sign the Intent to Cut for parcel 06-047.001.002 owned by Charles and Carlene Bolduc at 105 Tavern Road was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

3. Cordes then reviewed the folder of incoming correspondence.

4. A motion to sign and approve the Mosquito Control contract for services in 2017 and their payment schedule was made by Barham for \$12,000 to Municipal Pest Management and have the chair sign on the Board behalf. This was seconded by Janvrin. The vote was unanimous 3-0. A motion by Barham to sign and approve the biological monitoring for larvaciding and adultciding by Swamp Inc for \$37,550 and to have the Chair sign on behalf of the Board. This was seconded by Janvrin. The vote was unanimous 3-0.

5. Appointments for the 2017 calendar year position were reviewed as follows: Health Officer one year Rick Foye; Deputy Health Officer one year Carla J. Smith; Parks & Recreation Commission three years Jon E. Benson and Nicole E. Cloutier; Deputy Town Clerk Tax Collector one year Cheryl Bolduc; Planning Board three years John "Jack" D. Downing and Andrew Kohlhofer; Zoning Board of Adjustment three years Dennis Howland and Franklin Todd O'Malley; FCTV Cable Committee Member three years William J. Millios. A motion was made by Janvrin to appoint and sign all the above listed appointments. This was seconded by Barham. The vote was unanimous 3-0.

A motion to concur with the Treasurer Rachel Edwards' recommendation for the reappointment of Mary Esther Dutton as Deputy Treasurer for one year was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0. Selectmen initialed the form.

A meeting is scheduled for next week to go through the Fire Department appointment positions with the Department Head.

At 7:50 pm FCTV Coordinator Bruce White thanked the Board for their support relative to passage of Warrant Article 18. He presented the FCTV Committee's recommended policy changes which included an increase to the pay scale, appointment of Felicia Augevich as a full-time member and a change in the number of members to their Committee.

White discussed updates and a memorandum submitted to the Board. It includes a modest increase in the minimum stipends for camera operators in an effort to draw in some more people who would like to get

trained to do this work. It is a \$5.00 increase in the minimum levels of each position. Carlson and White will complete the edits to the policy and procedure sheet (a separate document drawn up by Carlson to outline stipends and pay procedures). This will be submitted next week for final action by the Selectmen.

The appointment form for Augevich will be done for next week's meeting for the Board's approval and signature. There is also one more position to be filled on the Committee's expanded membership of five.

Bill Millios will be scheduling time in the next couple of weeks to present details, job description, etc relative to the FCTV Coordinator's Position.

7. A motion to approve the Police Department line item transfer \$2035.00 from investigation wages to in-service training for the officer to be able to train for the Firearm Instructor training class at Sig Sauer Academy was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

### **VIII. WORKS IN PROGRESS**

- A meeting is scheduled with KTM and posted for Monday March 20<sup>th</sup> at 7:00 pm on the Town Hall Renovations update.
- Letter to Comcast relative to reinstatement of franchise fees based on Town Meeting vote
- Safety Complex Well - a call will be made to the low bidder to set up appointment ASAP.
- Generator repair/replacement at a later date.
- Wage schedule updates are in progress by Carlson.
- Discussion took place about an employee's request submitted relative to buying back sick time. Investigation into policy language is needed prior to a decision. The Medicare and Retirement tracking will need to be calculated so no duplication is done. This also was put on hold pending further information and investigation.
- Cordes asked for update on encumbrances if they were available. Carlson recited a list of the still pending encumbered items, and will update the list on the next budget report.
- Voting results were passed out. Carlson stated that payout on the Capital Reserve Funds will wait until there is sufficient cash flow. The Road Agent will be working on a North Road scope of work with the Town Engineer, and relative to the paving work on Whittier and Sandown. With regard to the Library Bookmobile services, line items will be set up to track bookmobile wages and costs separately.
- Chief Twiss will be working on the new Police Officer posting. There may be a possibility that an in-house part-time candidate is interested.

At 7:55 pm a motion for a five-minute recess was made by Janvrin. This was seconded by Janvrin. The vote was unanimous 3-0.

At 8:00 pm motion to resume the meeting was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

At 8:13 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter. Cordes seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

At 8:30 pm motion was made by Janvrin to return to public session. Barham seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Approved 03/23/2017

Motion was made by Janvrin to appoint Thomas Ryan to the vacant part-time Parks & Recreation Maintenance Worker position at a rate of \$14.00 per hour.

The position will start in the next couple of weeks and Ryan will report to the Town Administrator with input also from Jon Benson, who is the Parks & Recreation Fields Coordinator. There was discussion about the Town's relationship with the FAA and that the Town oversees the fields maintenance, and the FAA does the fields markings and other tasks associated with game play.

As a member of the Fire Rescue Department, Ryan may also respond to incidents as needed, as the Parks & Recreation hours are flexible, but a clear delineation of time between the two are to be made. Time spent on fire or EMS incidents is to be removed from his hourly timesheet and recorded within the Fire Rescue Points system.

Ryan will also do other duties as assigned, including helping with voting equipment setup and takedown, and other maintenance items as needed (snow shoveling or other maintenance when/if needed).

Carlson will get a letter out to Ryan but it will not likely be until she returns, but an email will go out so that Ryan and Jon Benson can get together as soon as possible. He will need to meet with Benson on the security improvements, as well as get into the building to get it and the equipment ready for spring work.

The next regular Board meeting will be held on Thursday March 23, 2017 at 6:30 pm.

**X. ADJOURNMENT** – by 9:00 pm

With no further business to come before the Board, motion was made by Barham to adjourn the meeting at 8:50 pm. Janvrin seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Jeanne Nygren  
Selectmen's Clerk

Heidi Carlson  
Town Administrator