

Approved 07/20/2017

I. At 6:35 pm the meeting was called to order in the Community Room at the Fremont Public Library. Present were Selectmen Gene Cordes, Neal Janvrin, Roger Barham, Town Administrator Heidi Carlson, and Selectmen's Clerk Jeanne Nygren. All rose for the Pledge of Allegiance.

II. **ANNOUNCEMENTS**-were read by Selectmen Cordes as follows:

1. The Town Clerk Tax Collector's Office IS CLOSED on Mondays for the summer. Please plan accordingly.
2. The Fremont Planning Board is in need of members. The Board meets twice per month to consider land use applications in the town, and work on Zoning and other land use regulations. If you are interested and would like to get involved in the community, contact Casey Wolfe at 895 3200 x 18 or Heidi Carlson in the Selectmen's Office.
3. The Town's summer road improvement work begins on Monday July 17<sup>th</sup> in the area of Whittier Drive and Sandown Road. Once that is complete, it will move to North Road. North Road was closed July 13<sup>th</sup> from Beede Hill and North Road to the corner of Tavern/Leavitt from 8:00 am to 5:00 pm. There are apt to be delays during the construction, so drivers should be aware.
4. The Camp Fremont Summer Program is full for the rest of the season.

### III. LIAISON REPORTS

Barham attended and reported on the RPC/MPO Monthly Meeting that was held on Wednesday July 12, 2017 18:30-21:00 at the Seabrook Library as follows:

#### **Metropolitan Planning Organization (MPO) Updates:**

1. FY 2017-2020 Transportation Improvement Program (TIP)  
This was a Public Hearing to discuss and approve Amendment #2 to the TIP which increases the net funding by \$7.9 Million. RPC's David Walker gave a detailed presentation detailing the amendments and the rationale. The amendment was approved.
2. MPO Transit Assessment Management (TAM) 2018 Performance Targets  
This was a Public Hearing to discuss and approve the adoption and implementation of TAM which is a federally mandated requirement under 49 CFR Part 625. This regulation requires States to maintain metrics associated with age of rolling stock and infrastructure assets utilized in public transportation. RPC David Walker gave a detailed presentation detailing the metrics and presented baseline numbers for 2017 and projected numbers for 2018. The adoption of this CFR was approved.
3. Draft 2040 RPC/MPO Long Range Transportation Plan (2017 Update)  
This plan is updated annually and members were issued a number of completed chapters for review.
4. Updated Land-Use GIS Layer for RPC Region  
A presentation was given outlining the updated land-use layer based on 2015 data; the previous update was completed in 2010. This data is useful planning tool as it shows the changes in land use over time within the region and individual municipalities.

#### **Rockingham Planning Commission (RPC)**

1. FEMA/NHHSEM Hazard Mitigation Plan Updates

Federal funding has been granted for the development of updated plans for 3 towns within the Region. The members approved the execution of these plans.

2. RPC Bylaws Amendments

The members were presented with a summary of necessary changes to the bylaws and a request was made for members to form a subcommittee to develop and draft the necessary changes.

3. Executive Director Transition

Cliff Sinnott is retiring and Tim Roach officially takes over as Executive Director on August 1, 2017.

The next RPC Commissioners meeting is scheduled for August 9, 2017 at 6:30 pm with the location to be announced later.

The July 5, 2017 Planning Board meeting was not held as there was no quorum, and the next meeting will be held on Wednesday July 19<sup>th</sup>. Anyone interested in a position on the Board is welcomed to attend and find out what it's all about!

At the July 11, 2017 ZBA Site Walk on the Perry Property on Thunder Road, Janvrin reported all Board members were present including the alternates, two Conservation Commission members and their proposed new member, and also the representation from Perry. They cut a path into the woods to be able to walk into which showed only a minor wetland impact of this area which was the Conservation Commissions only comment. Their next meeting is scheduled for July 27, 2017.

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

A motion to approve the minutes June 29, 2017 as amended was made by Janvrin. This was seconded by Barham. This was unanimous 3-0.

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

6:45 pm Public Input - none

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

1. Town Hall Basement Weekly Update:

- Plastering done Thursday through Saturday June 29 to July 1.
- Mark Minasalli is back and was in checking on progress, making calls to sub-contractors on Wednesday July 5<sup>th</sup>. The project is on schedule.
- The Fire Alarm company completed their work on the new panel on Thursday June 29<sup>th</sup>. They will be back when ceilings are installed in the basement, to connect those devices.
- Engineer on site Thursday June 29<sup>th</sup>, report to be forthcoming...
- The suspended ceiling contractor was on site late day on Friday July 7<sup>th</sup>. There were some adjustments made for the ducting that is lower than the original plans, as well as to work around the window casing in the foyer (so that the new brick work is visible).
- On Tuesday July 11<sup>th</sup>, the stairway finishing estimate was received and forwarded to Board members. Print copy is in the mail file. Two other change order costs were also included in that email from Mark Minasalli.
- Carlson continues work on the spreadsheet of current costs and anticipated funding sources.

2. Other Projects Update:

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- Highway Department continuing work on North Road, prep for upcoming paving work. Work will begin Monday July 17<sup>th</sup> and notice has been placed on the Town's website of the work period as there may be delays during construction. (See additional in Item #3 below).
- Camp Fremont has had two successful weeks (July 4<sup>th</sup> week included a make-up day on Monday (to cover first day of Camp); and then two field trip days on July 5 and 6. Camp is at full capacity and Week 3 began on Monday July 10<sup>th</sup>.
- Safety Complex well work due to begin on Tuesday. Department Chiefs being updated as to progress, and Mike Malloy is overseeing the schedule and helping with logistics.
- Chief Twiss in the final stages of hiring a new full-time candidate and has scheduled time on the Board's agenda for two weeks from tonight, as he will be present that night for the Fee Schedule Public Hearing, to introduce the candidate.

3. Selectmen were presented with three original sets of contract documents for the GMI asphalt paving award. The pre-construction meeting was held at the Town Hall on Friday July 7<sup>th</sup>. Work on the contract is due to begin on Monday July 17<sup>th</sup>. There is a Notice to Proceed (1 page), and an Agreement (3 pages) for signature. One goes to GMI, one to Stantec and the Town retains one. A motion to execute the contracts to GMI Asphalt for \$325,211.60 as approved, and to sign the notice to proceed was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

4. Review engineer's report for Town Hall basement carrying beam – engineer has not yet submitted a report. The Board reviewed the proposal to finish the stairway area between the basement and first floor, and will recess at the end of the meeting to review that and progress to date.

5. Copies were distributed to members containing information collected by Rick Foye from other Town's and the ICC rate for renovation construction permitting. He is recommend \$60 per square foot (as per formula established). The Public Hearing notice has been posted and that will take place on July 27<sup>th</sup> at 7:30 pm as part of the Board's meeting.

## VII. NEW BUSINESS

1. After review, Janvrin moved to approve the payroll manifest \$27,721.30 for the current week dated July 14, 2017. This was seconded by Barham. The vote was unanimous 3-0.

Barham moved to approve the accounts payable manifest of \$43,616.11 for the current week dated July 14, 2017. This was seconded by Janvrin. The vote was unanimous 3-0.

2. The Board then reviewed the folder of incoming correspondence. The quote for the additional work by KTM price was included. The Board will recess at the end of this meeting to adjourn to Town Hall basement to review progress of work done to date.

Cordes read a letter from the legal representative of the Brentwood Dam owner who is hosting a meeting on Friday July 14, 2017 in Portsmouth. Interested residents are encouraged to be present. Barham and Carlson are planning on attending.

Carlson circulated an email update from Josh Manning of Lewis Builders (Black Rocks Village project) on the repair to the paving that was done incorrectly last year at the intersection of Route 107 and Hall Road. Manning is now requesting the release of the cash bond they posted. Stantec will review the work performed on this paving as he wishes to do come core sampling. DOT's letter stated they are satisfied with the completion of this work.

3. Janvrin moved to approve and sign the agreement for Highland Dunlap Band from Maine for the 2018 Memorial Day Parade in the amount of \$800.00. This was seconded by Barham. The vote was unanimous 3-0. Janvrin then motioned the Chairman to sign this agreement. Barham seconded. The vote was unanimous 3-0.

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

It is time to start thinking about budget process for 2018 and criteria and guidance for Departments. Carlson sent budgets to departments and urged to start the process the beginning of August. Selectmen need to plan who they wish to see for Department Heads.

An invoice for the second bill phase from KTM was reviewed by the Board. A motion to approve payment of the second progress invoice #524 in the amount of \$12,150 was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

At 7:18 pm Janvrin moved to enter non-public session pursuant to RSA 91-A:3 II e to discuss a legal matter. This was seconded by Barham and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Nygren left the meeting at 7:20 pm. The non-public session happened at approximately 7:30 pm when Bruce White was primarily complete moving equipment from the Library.

Selectmen discussed a potential legal matter.

At 7:50 pm the Board returned to public session, and recessed so that all members could go down to the Town Hall and view progress, and review the stairway area.

At approximately 8:00 pm all members were at the Town Hall and walked through to see progress to date. Members looked at a few other areas and Carlson updated them on the suspended ceiling work and plans made to work around the soffits for heat ducts. The board asked again about ceiling insulation, zipping up the plastic in rooms where dust is a problem, repointing the chimney, having KTM look at the rear door brick work as well; and caulking or moulding in the areas where brick meets sheetrock.

It was decided that Cordes will try and speak with Mark Minasalli tomorrow before he leaves for his son's soccer tournament overseas.

With no further business, Janvrin moved to adjourn the meeting at 8:25 pm. Barham seconded and the vote was unanimous 3-0.

The next regular Board meeting will be held on Thursday July 20, 2017 at the Fremont Public Library Community Room.

Respectfully submitted,

Jeanne Nygren  
Selectmen's Clerk

Heidi Carlson  
Town Administrator