

The meeting was called to order at 6:30 pm in the Fremont Town Hall Main Floor meeting room. Present were Selectmen Gene Cordes, Neal Janvrin, and Roger Barham; Town Administrator Heidi Carlson and Selectmen's Clerk Jeanne Nygren. Bruce White from FCTV was recording this meeting for future broadcast. All rose for the Pledge of Allegiance.

II. ANNOUNCEMENTS

1. The Town Clerk Tax Collector's Office has new hours. They are open on Monday from 9:00 am to 12 noon and will have new hours on Wednesday from 3:00 to 7:00 pm ONLY. Next week the Tuesday 9/26 hours will be altered due to unforeseen circumstances. The office will be open from 7:30 to 10:45 am and again from 2:00 to 4:00 pm.
2. Fremont's Fall Bulky Day will be held on Saturday October 14, 2017 from 8:00 am to 12 noon at the Highway Shed on Danville Road. Volunteers are still needed.
3. The NH DMV will close all of their offices for a software upgrade on Monday, October 9th and Tuesday, October 10th and will temporarily limit some services. **Town Clerks WILL NOT be able to process the State portion of vehicle registrations from Friday, October 6, through Tuesday, October 10.** See postings at Town Buildings and on the homepage of the Town's website.
4. Fremont Trick or Treat will be Tuesday October 31st from 5:00 to 8:00 pm.
5. Reminder notice to those who use Beede Hill Road, Martin Road and North Road that on October 6, 7, 8 traffic may be heavy due to Grass Drags activities.
6. The Mill Road Dam informational meeting will be held at the Brentwood Community Center on Wednesday September 27, 2017 beginning at 5:30 pm.

III. LIAISON REPORTS

The Energy Committee has suspended their meeting schedule for the balance of this year due to lack of activity and committee scheduling.

At the Selectmen's Budget meeting held on September 19, 2017 the Board dedicated this time to 2018 budget proposals. They met with FRD Chief and Deputies to review the budget line item proposed changes of the weekend duty officer personnel. They reviewed several other budgets with their recommendations. A conditional offer was accepted for part-time highway worker pending background and driving record checks.

The September 20, 2017 Budget Committee met and dedicated this meeting entirely to Town budgets. Their next meeting will be held on October 4, 2017. There is no meeting next week as the Selectmen, Carlson and a few members of the Budget Committee are attending the Brentwood Dam informational meeting.

Barham provided updates of the September 20, 2017 Planning Board Meeting. The Public Hearing of Altaeros Energies project proposal was reviewed. Their modifications to the plan need to be reviewed with the Town engineer's comments. The hearing was continued to October 4, 2017. Also of note, review of the road study survey submitted to DOT has not been completed still needing review by their engineers. This is still on their list and DOT is on this, and they will be coming back with their proposal. Fremont needs to have this data to be included in our CIP process. Barham is contacting the RPC to get this project moving again.

IV. APPROVAL OF MINUTES

A motion to approve the minutes of the September 14, 2017 was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

A motion to approve the minutes of the September 19, 2017 was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

V. SCHEDULED AGENDA ITEMS

The Board at 6:30 pm met with Rick Foye regarding his 2018 budget. He wishes to increase the hours in this department as well as purchasing new software. He submitted within the budget an increase to a full-time position with an increase in pay. He cited the workload and said that homeowner driven inspections can be more complex due to the education process also involved. He felt new house construction permits (7-8 this year) are sometimes shorter to complete as builders generally know the regulations better.

The availability of the public during his open hours is an issue and their scheduling is difficult with his limited work week. There are three drawers full of open files that are at least 7 years old that need to be addressed and he has no spare time to dedicate to this task. Carlson stated there are funds available such that he could work more hours in this year's operating budget. Foye said that working additional hours on Thursday or Friday are not possible for him as he operates his contracting business those days, and that he did not want to add any time to his current 8 hour work day.

Foye then presented data on IWorQ software which is a program used to track permits. He did not have data on surrounding towns which use it, and he was asked to gather that information, as well as inquire of towns who use it, about it's ease and usefulness. He is interested in obtaining and using a software program as he does not like the excel spreadsheet. He has an estimate of \$2,000 one time set up and data conversion, with a \$3,550 annual fee for the software. Selectmen asked Foye to solicit other software providers and give comparison at a later meeting. No decisions were made on this budget.

Foye will make schedule arrangements to be available the Thursday and Friday prior to Grass drag weekend for building and health inspections. Foye was thanked by the Board and he left the meeting at 7:10 pm.

VI. OLD BUSINESS

1. Generator updates this week Janvrin met with two companies. The load test was completed and the figures were good. He is waiting for their proposal. Also meeting with Viking propane on Friday morning as another vender interested in bidding.

2. Town Hall basement updates:

- Work continued through the week on the steel beam installation. The columns and concrete work were done on Friday. Tuesday a KTM vendor began working on framing the columns at and around the steel beam and reviewed work necessary for the stairway finishing. Rick Pinder walked through the site on Tuesday as well.

At 7:30 pm Lewis Builders representatives met with the board for the updates on progress to the unfinished work at Black Rocks Village regarding the Site Plan approval. Present were Town Attorney Diane Gorrow, Attorney Robert Levine representing Lewis Builders, Josh Manning and Christine Lewis Morse from Lewis Builders, Thomas McCutcheon representing the Black Rocks Homeowners Association, and the Town's engineering consultant Dan Tatem from Stantec.

The updated punch list (dated 09/14/2017) and bond reduction release letter (09/21/2017) were handed out by Carlson to all present listing all items still left unfinished to be discussed and agreed upon tonight. About an hour ago, Carlson also received a letter from the Home Owners Association (Evergreen Harvard letter from Dawn Kenison dated 09/21/2017) with their input on five outstanding items that they resolved at their Board meeting, and this list and letter was distributed as well. The Home Owner's Association has voted to resolve the following earlier issues: Accepting landscaping as is by Lewis Builders; their preference not to install crosswalks throughout the property; accepting a 5-year written guarantee by Lewis Builders for culvert headwalls for any repairs during that period and their receipt of the as-built utility plans for the community showing locations of septic, systems, drainage, water, gas and electric.

With these items completed, a lengthy discussion pursued on major remaining issues:

- wearing course pavement failure
- as-built plans
- non-compliant guardrail end sections

With regard to the wearing course of pavement, Stantec's review included recommending a six point plan to be done by an engineer specializing in pavement repair/remediation expertise to provide a detailed pavement remediation plan for approval by the Town, addressing six outstanding issues (listed in Tatem 09/14/2017 letter). Lewis did not agree to the engineering consultant but said they would take into consideration all of the criteria presented and be sure that they ended up with a satisfactory paving job.

There was discussion about the requirements for engineering inspections. Tatem stated that they need 24 hour notice on both the remedial milling work, as well as the paving, and this was agreed to by Lewis Builders. The paving project will begin in 2018 and Lewis is working now on pricing, options and a plan to proceed.

Tatem suggested to Manning they review his duplicate copies of the as-built plans by each section rather than a complete as-built needing to be redone would suffice for proper compliance to sign off. They will have this meeting sometime within the week. This will give satisfactory completion of the project and the functionality of the infrastructure.

With regard to the non-compliant guard rail end session Lewis Builders agreed to accept one of the two options as outlined in Stantec's letter to install the 12.5' section of standard w-beam guardrail per DOT standard specifications prior to the ground freezing this winter. The motion to accept these conditions was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

Lewis Builders then requested the bond reduction calculations be redone and the amount adjusted accordingly. A motion to reduce the surety bond recommendation to Lewis Builders for \$53,570.00 for work completed or amended was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

There was discussion about the request to release the part of the bond for the deceleration land, and there was discussion about who is responsible for upkeep of this section of the roadway. As NH DOT is partially responsible for it, they would be OK with removing it. The Black Rocks Homeowners Association doesn't want the liability to refer back to their Association, Lewis Builders stated ½ of this deceleration lane is the responsibility of 5 Hall Road property owners. The Town's intent to keep this lane and Tatem will contact DOT about it and recalculate the bond reduction. Motion was made by Janvrin and seconded by Barham that the existing deceleration lane be maintained in it's current location. The vote was unanimously approved 3-0.

Approved 10/05/2017

A motion was made by Janvrin for existing deceleration lane to stay. This was seconded by Barham. The vote was unanimous 3-0. All present were thanked by the Board and left the meeting at 8:55 pm.

VII. NEW BUSINESS

1. A motion to approve the payroll manifest dated September 22, 2017 for \$26,158.84 was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

A motion to approve the accounts payable manifest for \$1,045,392.31 dated September 22, 2017 was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

2. A motion to approve the FCTV Revolving Fund Manifest 2017-18 in the amount of \$1,163.61 for reimbursement to the general fund of September 2017 payroll costs was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

3. Town Report bids – Jeanne Nygren tallied the results of last week’s bid opening and determined that The Country Press was the lowest at \$2,377 for 650 copies (Town’s desired quantity). Letters have gone out to all three companies announcing the selection of The Country Press.

4. Selectmen reviewed the folder of incoming correspondence.

5. A motion was made by Janvrin to hold the next budget work session on Tuesday September 26, 2017 at 7:00 pm, which has been posted by Carlson. This was seconded by Barham. The vote was unanimous 3-0.

6. A motion was made by Janvrin to approve the Cooperage Forest Escrow Manifest 2017-008CFE for payment of Stantec invoice # 1249351 in the amount of \$128.00 for engineering review in the final process of road acceptance (Phase I of Cooperage Forest residential subdivision). This was seconded by Barham. The vote was unanimous 3-0.

VIII. WORKS IN PROGRESS

1. The Public Budget Hearing will be held at 7:00 pm on Wednesday evening January 10, 2018. The Town’s Deliberative Session is set for Monday February 5, 2018 at 7:00 pm at Ellis School; with a snow date of Wednesday February 7, 2018 at 7:00 pm.

At 8:54 pm Barham moved to recess the meeting to confer with Town Counsel. This was seconded by Janvrin. The vote was unanimous 3-0.

Nygren left the meeting at 8:57 pm.

Respectfully submitted,

Jeanne Nygren
Selectmen’s Clerk

Bruce White left the meeting at approximately 9:00 pm and the Board conferred with Town Counsel for approximately 20 minutes.

Approved 10/05/2017

At 9:25 pm Barham moved to end the recess and return the meeting to public session. Janvrin seconded and the vote was unanimously approved 3-0.

Selectmen set a meeting date for 7:00 pm on Tuesday September 26, 2017 to continue work on budgets. They may meet with the Road Agent, and also with Fire Chief Officers.

Carlson discussed the Selectmen's Office part-time hiring process at length, with Carlson making a recommendation to make a conditional offer pending some reference checks. The Board was in agreement and Carlson will report back on the reference checks.

There was further discussion about progress in the basement relative to renovations. The Town Clerk's door has shifted and needs to be shimmed, which will be added to the KTM final punch list.

The Board discussed the road Agent's concern about a sixty day timeframe for the new employee to obtain a CDL. Selectmen agreed that the intent is he get this done as soon as possible, but the Board will not be unreasonable, and will be looking for a progress report in approximately 45 days.

Copies of the 2018 Highway Department budget proposal was circulated for Board members, for discussion at a future meeting.

There was discussion about the Budget Committee's reduced recommendation within the Planning Board budget, and how the Town has less options in terms of staffing with less money in the budget, if additional hours were to be needed.

The next regular Board meeting will be held on Thursday September 28, 2017 at 6:30 pm at the Town Hall.

With no further business to come before the Board, motion was made by Janvrin to adjourn the meeting at 10:00 pm. Barham seconded and the vote was approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator