

Approved 11/16/2017

I. The meeting was called to order at 6:31 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Neal Janvrin, Roger Barham; Town Administrator Heidi Carlson, and Selectmen's Clerk Jeanne Nygren and FCTV Operator Bruce White.

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

1. New Building Inspector hours begin tomorrow. The interim inspector will be in the office generally on Monday and Wednesday 8:00 to 10:00 am and 2:00 to 4:00 pm; and Friday 8:00 to 10:00 am.
2. Veteran's Open House will take place on Friday November 10<sup>th</sup> from 5:00 to 7:00 pm at the Fremont Public Library. All Town Offices are closed on this date in observance of Veteran's Day. There are no trash delays during Veteran's Day week.
3. A Business Open House will be held by the Economic Development Committee at 5:30 pm on Monday November 13, 2017 at the Fremont Public Library. There will be refreshments and all Fremont Business Owners are cordially invited to attend. The Open House will be followed by the regular EDC meeting.
4. All Town Offices will be CLOSED on Thursday and Friday November 23 and 24 for Thanksgiving. Trash will be delayed by one day during the week of Thanksgiving.
5. Fremont second issue tax bills are due December 1, 2017.
6. The Town's Winter Parking Ban begins on November 15 and runs through April 1<sup>st</sup> from midnight to 6:00 am. The Ordinance is posted on the Town's website and available in the Selectmen's Office. No parking in the right-of-way (off pavement) is permitted and no parking in public lots is allowed.

### III. LIAISON REPORTS

Bruce White provided an update of the November 7, 2017 FCTV Committee meeting as Janvrin was unable to attend. He said that they are waiting for dates to meet with Comcast about the contract extension, and that it is anticipated to be February before franchise fees become available. He noted that he saw the fee reinstated on his most recent cable bill. He is meeting with new Superintendent of Schools to assist with the FCTV broadcasting of various school meetings and events. Barham stated that he has left a voice mail for Jay Somers at Comcast and he is pursuing to obtain another person at Comcast to facilitate and get the contract meeting off the ground.

Cordes recapped the November 8, 2017 Budget Committee meeting which began with the School Public Budget Forum on the draft of the 2018-2019 school year budget where their priorities were listed. The School Board recommended budget will be presented next week to the Budget Committee. After the presentation by the School Board the Budget Committee continued to meet at the Library. They discussed the Highway Department recommendations by the Selectmen, the two Warrant Articles referencing road repairs and the One Sky social service request. No decisions were made. The benefit package for the full-time employees was also discussed and they want to visit other options available. A comparison of School District employee benefits to Town employee's benefits was requested.

Carlson announced that the FCTV, Open Space Committee and Conservation Commission meetings were held this week in the new basement meeting room this week.

Barham attended the Brentwood Dam meeting on Tuesday where the dam association representatives met with the owner's attorneys to get a clarification on time limits.

**IV. APPROVAL OF MINUTES**

A motion was made by Janvrin to approve the minutes of the November 2, 2017 as written. This was seconded by Cordes. Barham abstained as he wasn't present last week and the vote was approved 2-0-1.

**V. SCHEDULED AGENDA ITEMS**

6:45 pm -Public Input-none

7:00 pm-Department Heads-none present.

Steve Tomasz came into the meeting to speak with the Selectmen regarding renovation work. At 7:45 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter. Barham seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

At 7:57 Janvrin moved to return to public session. Cordes seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

**VI. OLD BUSINESS**

1. After review of the payroll register with dates of employment for consideration of longevity prepared by Carlson.

2. Selectmen discussed the 2018 Town Meeting Warrant Article regarding Social Service agencies, and Cordes explained that traditionally the Board has put on the Warrant what the agency asks for, and let the people decide. The Budget Committee discussed reducing the request to \$2,000 (in their recommendation). Janvrin moved to recommend the Warrant Article for One Sky Community Service at \$3,500 as per the agency request. This was seconded by Barham. The vote was unanimous 3-0.

The Historic Museum CRF \$15,000 Warrant Article was reviewed. Carlson provided information from discussions and emails with Matthew Thomas, who agrees with the Board's discussion of last week regarding waiting to put a full plan together for construction of an addition/renovation to the Museum. He supports the Warrant Article K for adding \$15,000 to the Capital Reserve savings. Barham moved to recommend \$15,000 for the Historic Museum Capital Reserve Fund and also that an article be added to make the Selectmen Agents of this fund. This was seconded by Janvrin. The vote was unanimous 3-0. All three Selectmen agreed to have Carlson write another Warrant Article for the Selectmen to be authorized Agents to Expend.

3. Carlson passed out the spreadsheet prepared on the copy machine information for five bids submitted. The bid submitted with the specialized pricing to go along with the School District is in the final consideration and Carlson will contact the school for the transition. Additional documents will be presented once finalized.

4. The longevity information for permanent year-round Town employees was provided by Carlson for the Board to review. There were additional questions needing clarification on the Police Department Longevity Policy provisions, including who it covers.

5. Carlson indicated that an estimate has been received for repair of the Safety Complex water softening system, after one component failed this week. The repair has been moved ahead to get it fixed so it will

be operational as soon as possible. It is felt that the repair will get a few more years from the system versus a much larger bill for a replacement.

6. Carlson provided some updates received via phone from Chief Butler regarding the Fire Rescue Department expenditure priorities on end of year spending. The Point and LOSAP information is still being worked on to submit for payroll.

The Chief outlined coming expenses to include Fire Tech & Safety \$800 for hydrant adapters and carrying case (hydrant kit); IPS \$600 for a single gas meter and brackets for the new truck; and he is still deciding on radios, whether he can buy 4 this year and 4 next, or all 8 now. He is also still waiting for a second estimate on truck repairs (\$16,000 is first estimate from Perkins). He stated that Tank 4 is in for service next week \$500. A few bills are currently pending for repair and maintenance items on two of the trucks (approximately \$2,400 total).

7. Carlson provided Town Hall basement updates for this week:

- Fire alarm company here Friday to complete more of their work and do testing. They were unable to finish and will be back sometime next week. The fire panel and all stations are on line.
- Phone work was done Monday November 6<sup>th</sup> for all offices that are currently located. Williams Communication will be back once balance of rooms downstairs are ready for phones.
- Data and cabling vendor (Connectivity Point) returned to pull all old wires on Tuesday November 7<sup>th</sup>. This included moving the switch to the new rack.
- Temporary CO was issued for use of the space.
- Access AV is scheduled for Monday November 13<sup>th</sup>. Comcast will also be scheduled for the same day. Kevin Woods (RCTV) and Bruce White (FCTV) will be around that day for troubleshooting.
- Ceiling tiles and movers will be scheduled for Tuesday and Wednesday November 14<sup>th</sup> and 15<sup>th</sup>.
- First meetings were held in the new room beginning on Monday night.
- Temporary Occupancy Certificate issued this week.

It is noted that KTM installed a donated granite countertop to the Town Hall Renovation project as a thank you to the Town. The countertop has been installed and plumbing of the sink fixture is still to be complete. The Board reviewed a current requisition for payment (#5) from KTM for the project. A motion to approve the bill submitted by KTM for \$16,366.00 for payment progress invoice was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

Janvrin wanted to clarify the rekeying at Town Hall to obtain quotes from locksmiths on the whole building or just downstairs. The Board decided to consider the entire building and if it has to be pared down for cost, that can be done later.

## **VII. NEW BUSINESS**

1. A motion to approve the accounts payable manifest of \$66,440.41 for the current week dated November 10, 2017 was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

2. Janvrin moved to approve the Cooperage Forest Escrow Account manifest #2017-022 CFE in the amount of \$2,500 for sealcoating Spaulding Road and Frost Lane per the recommendation of the Town Engineer and Road Agent. Barham seconded and the vote was approved 3-0. Carlson explained this is being done as we work toward finalization of Phase I of the subdivision and acceptance as Town Roads.

3. The Board then did a review of the folder of incoming correspondence. They signed outgoing correspondence to Dana Lockwood re: plowing on Susan's Way.

4. Carlson reported that the Highway Department has talked with Eversource about removal of three trees on North Road at 317 North Road (Cordes and Holmes Jr had looked at these previously). Eversource will do the removal for nothing as long as they have landowner permission which the Road Agent has left message to get. They will take down one tree on Squire Road tomorrow as well. The Board had previously voted about removal of the trees on North Road due to them being dead and a hazard, but they are on private property, and ultimately it is up to the landowner.

5. A motion to approve the annual health insurance stipend manifest of \$1,000 with their attached Town policy was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

6. A motion to sign the Intent to Cut for Patterson property 05-034 on Shirkin Road was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

Carlson then discussed a request from Bernadette Patterson relative to work on Shirkin Road. There was a complaint on activity on Shirkin Road, and it has been determined that Patterson is doing work to make the road more passable but without written Town permission. Carlson explained meeting with Mrs Patterson on Monday and has requested additional information from the Pattersons specific to their reported survey, to define right-of-way from their property. Also, they will need to meet with the Road Agent to discuss their specific plans.

7. After Nygren had confirmed the proper language in the license, a motion to sign Eversource Pole License 65-0612 for Pole 44/16 on Martin Road was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

8. Rick Foye's last day was Wednesday November 8<sup>th</sup>. He met with interim inspector Bob Meade to review current projects. Bob will begin with office hours on Friday morning from 8:00 to 10:00 am. A motion to appoint Bob Meade as Interim Building Inspector was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

9. A motion to update the server from Daystar at their proposed quote of \$15,202 was made Barham to get the work underway. This was seconded by Cordes. The vote was unanimous 2-1 with Janvrin opposed. The Board also authorized Carlson to exercise on the Towns behalf.

## **VIII. WORKS IN PROGRESS**

Petra Paving is still planning to do the Town Hall work this fall. The funds have been encumbered to redo some of the parking lot to fix crevices and do some sealcoating.

At 8:25 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 II (e) to discuss a legal matter. Cordes seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Nygren and White left the meeting at 8:30 pm.

Respectfully submitted,

Jeanne Nygren  
Selectmen's Clerk

At 8:45 pm motion was made by Janvrin to return to public session.

Selectmen discussed follow-up on the utility case legal matters and having Scott Marsh meet with the Board.

After discussion in non-public session, a motion was made by Cordes to authorize a reimbursement to Debbie Burke of the Fremont Food Pantry in the amount of \$275 to cover an IRS expense. Barham seconded and the vote was approved 3-0. The Board asked this to be submitted under the Direct Assistance budget.

The Board asked for additional work to be done in the parking lot at the Town Hall to move the leaves before they freeze, and asked Carlson to get a leaf blower for that purpose.

The Town's budget expense (summary report) was circulated and the Board discussed projects still to be completed if there are any excess funds, including work at the Town hall on the basement renovations, and the Safety Complex roof, which continues to be a need. The Town Hall has additional windows which need to be repaired, and the front door is also in need of repair again.

The Board asked for Mark Minasalli to provide a price and get a chair rail installed around the perimeter of the meeting room. They also wanted to look at clear corner protectors for the jogs in the wall.

There was again brief discussion about the meeting room, arrangement of tables, and work on the move back into the basement, as well as file reorganization.

With no further business, motion was made to adjourn the meeting at approximately 9:30 pm by Janvrin. Barham seconded and the vote was approved 3-0.

The next regular Board meeting will be a work session, to be held on Thursday November 16, 2017 at 6:30 pm.

Respectfully submitted,

Heidi Carlson  
Town Administrator