

I. CALL TO ORDER The meeting was called to order at 6:30 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. The meeting was live broadcast and Bruce White from FCTV was recording for rebroadcasting as well. All rose for the Pledge of Allegiance.

II. ANNOUNCEMENTS were read by Selectmen Cordes as follows:

1. Interim Building Inspector hours are generally 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. The Town's Winter Parking Ban is in effect through April 1st from midnight to 6:00 am. This means no parking in the right-of-way allowed, and no parking in public lots is allowed.
3. The Wreaths Across America Program will be held at 12 noon on Saturday December 16th at the Fremont Town Hall, in the front yard.
4. The Public Safety Services will escort Santa around the roads of Fremont on Saturday December 16th. Watch for the lights and listen for the sirens! It leaves the Complex at 10:00 am. The route is posted on the Town's website on the home page.

III. LIAISON REPORTS

From the December 6, 2017 Planning Board meeting, Barham reported on the following:

The recommendation by the Board to appoint Tim Lavelle as a full member for a period of 12 months. Carlson explained that there is currently only a term open that expires in March 2018.

Altaeros Energies (Company personnel, landowners, Engineer, Surveyor, and attorney) attended the meeting to address outstanding Site Plan Conditions that have to be met before the following may occur in this order:

1. Site Plan recorded at the Registry of Deeds.
2. Pre-construction meeting.
3. Commencement of Work on Site.

Earlier this week, the contractor commenced work and the Building Inspector was forced to issue a Cease & Desist.

At the Planning Board meeting, the amount of surety (\$37,835 covering a small amount of the engineer's original estimate just for ground stabilization) and construction engineering escrow (\$11,510) was agreed and the company submitted checks to the Town for escrow. A Pre-Construction meeting was scheduled for Friday morning at 8:00. The contractor was proposing to pour concrete Friday morning following the meeting.

Subsequently, whilst the Town Engineer was preparing for the Pre-Construction meeting it was established that the Engineer had not filed a Notice of Intent (NOI) to the Federal EPA fourteen days prior to commencement of construction.

The Town has no authority to waive the requirement of Federal Permits and the contractor must file the NOI and wait out the fourteen-day period. Based on this, the Town Engineer was asked not to attend the proposed Pre-Construction meeting (note that the Town Engineer is also due to be on vacation).

Public Hearing held on the proposed amendment to Article XII Section 1202 Fremont Zoning Ordinance. The Board voted to place it on the ballot.

Public Hearing held on the proposed amendment to Article XII Section 1301B Fremont Zoning Ordinance. The Board voted to place it on the ballot.

Cordes reported on the Budget Committee meeting held on December 6, 2017. The Committee focused on wrapping up Town information. They made their recommendation on the operating budget figure (which will need to be revisited next meeting due to an oversight they had no discussion or recommendation of the Longevity Policy). Warrant Articles recommended were the Article L the Elderly Exemption and Article J the Historic Museum Capital Reserve Fund; as well as Article K for the Selectmen as Agents to Expend from the Historic Museum Capital Reserve Fund.

IV. APPROVAL OF MINUTES

A motion to approve the minutes as amended for November 30, 2017 was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input - scheduled appointment was not present. Suzanne Petersen LRAC Outreach Specialist had planned a short, informal presentation about the Lamprey Rivers Advisory Committee. The Committee has a (printed) 20-year progress report and annual report to drop off, would like to invite the Town to partner with them on projects that help to protect the river or encourage people to enjoy the river, and request a representative or two from Fremont to serve on the Committee.

It is noted for the minutes that Ms Peterson could not find the Town Hall and will reschedule.

At 6:55 pm Tim Lavelle met with the Selectmen. Last night he met with, and was recommended by Planning Board for an open term on the Board. Selectmen knew him due to his work as a local surveyor and welcomed his expertise on the Planning Board. Carlson explained that the only open position at the present time is a term that expires March 2018. Following that, he could be reappointed for a 3-year term. Barham moved to appoint Tim Lavelle as full member of the Planning Board until March 2018. (This fills the unexpired term of Leon Holmes Sr.) This was seconded by Janvrin. The vote was unanimous 3-0. He and Carlson stepped out and Carlson swore him in to the position.

VI. OLD BUSINESS

1. A motion to approve PO 2017-011 for \$7,177 to fund the balance due on the Town Hall Server Replacement project was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.
2. Selectmen reviewed the 2018 Town Meeting Warrant with updates to date including Budget committee recommendations from last night. The Board will defer on a vote on the master budget article until the Longevity Plan information has been presented to the Committee and voted upon. Selectmen were asked to review the document for completeness and accuracy.
3. The draft Longevity Policy prepared by Carlson was reviewed. A motion to adopt the Longevity Policy for full and part-time employees was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0. Selectmen signed the policy and will include 2018 awards in the next meeting with the Budget Committee, within the Personnel Administration line.

4. Town Hall basement updates:

- Access AV completed the second mike hookup on the main floor of the Town Hall on Friday last week.
- A punch list walk-through was done earlier today with Mark Minasalli. Work continues on the list. The trailers are empty and due to be removed by KTM, and the dumpster pickup will also be scheduled.
- KP Electric is due back next week, and Joe Fitzpatrick is due tomorrow.
- We continue to work on reorganization and movement of the Planning and Zoning files. This is still a long way from completion.

5. The new copier was delivered on Monday and set up on Wednesday. Additional training is still pending from the sales representative. Daystar will be here next Tuesday to do the scanning and printing function setups to each desktop. CopEx will remove the old machine and wipe the hard drive, beginning 12/13/2017.

6. Budget worksheet to date, for review by the Board, were handed out by Carlson. The preliminary tax rate impacts and the revenue estimates have also been drafted.

7. A motion to appointment Neal Janvrin to represent the Town as a member of SRRDD 53B with a term through March 2018 was made by Barham. This was seconded by Cordes. The vote was unanimous 3-0. Carlson will swear him in after the meeting.

8. A Town Volunteer form was submitted by resident Robert Babcock volunteering to represent the Town at the Rockingham Planning Commission (as a Commissioner Rep from Fremont) and the Rockingham Metropolitan Planning Organization. The Selectmen invite him to a future meeting to discuss his interest in these appointments. Carlson will contact him.

9. Carlson confirmed the Board's readiness to move forward with the fire pump controller repair at the Safety Complex. Chief Butler has also agreed with the repair and Carlson will schedule it as soon as possible.

VII. NEW BUSINESS

1. A motion to approve the accounts payable manifest of \$23,952.72 for the current week dated December 8, 2017 was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

2. A motion was made by Barham to appoint Patricia DeBeer to the Fremont Conservation Commission through March 2019. This was seconded by Janvrin. The vote was unanimous 3-0.

3. The Board then reviewed the folder of incoming correspondence.

4. Janvrin handed out his binder from his research to obtain bids from locksmith's regarding the rekeying of all the doors at Town Hall. There were four vendors submitting their bids as follows: Chelmsford Lock \$2,193.89; Alpha Lock Level I \$1,457.00 and Level 2 \$1,676.00 and AI's Lock \$1,331.00. After review a motion was made by Barham to accept the bid proposal from AI's Lock for a total of \$1,331.00. This was seconded by Janvrin. The vote was unanimous 3-0.

5. A copy of the draft 2018 important dates and meeting information flyer was circulated for Selectmen to read. This is pending the Town Clerk's approval and already includes the School's information on open positions and information from the Supervisors regarding voter registration.

At 7:30 pm Police Chief Jon Twiss came before the Board. He presented 4 police department members and one administrative employee wishing to carry over vacation time into 2018. These requests were

reviewed by the Board. The statement to use these hours prior to May 1, 2018 was missing on some of the requests, and the Chief will make these members aware of this. One town administrative employee also submitted carry over of vacation time. A motion to grant carry over of vacation time for police officers Huard, Twiss, Lutz, Boissonneault and administration personnel Wheaton-Pinder and Carlson to carry over vacation to 2018 to be used prior to May 1, 2018 was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

A motion to approve PO 2017-012 to Daystar for \$14,028.00 to encumber the funds for a new server for the Police Department to be done by November 2018 was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

It was noted that Wayne Robinson is retiring after many years as the Police Chief in Brentwood. Chief Twiss said he has been asked to sit on the oral board panel next week and indicated they are filling a 30 hour per week part-time position as well. This led to some discussion about the pending Senate Bill regarding further limiting the number of hours which can be worked by retirees.

Chief Twiss indicated that the new laptops are up and running and thanked the Board for their support on funding the project.

Lastly, the chief had a personnel matter to discuss with the Board. At 7:50 pm Janvrin moved to enter non-public session pursuant to NH RSA 91-A:3 (c) to discuss a personnel 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 8:00 PM.

Respectfully submitted,

Jeanne Nygren
Selectmen's Clerk

At 8:10 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.

Selectmen accepted with regret the resignation letter of part-time police patrolman Andy Artimovich, effective at year end.

Chief Twiss indicated that Patrolman James Saltzman will graduate from the NH Police Academy on Friday 12/15/2017 and the Chief and others from the Department will attend graduation that afternoon.

Chief Twiss left the meeting at approximately 8:20 pm.

The Road Agent had phoned Cordes with some updates for the week including that the paving projects (Petra patches) are now all complete. Ann Lane was the last of them, and it was done this week, along with repaving the driveway patch at the Safety Complex from the installation of the gas line to the building for the generator and future heating appliances. The bollards will be done tomorrow.

Carlson noted how much work the Highway Department staff had done to get the Complex propane tanks installed and thanked them for all their work.

The Board clarified that extended vacation time shall be used by May 1, 2018.

The next SRRDD 523B meeting date needs to be provided to Janvrin to attend that meeting.

At 8:30 pm motion was made by Janvrin to enter non-public session pursuant to NH RSA 91-A:3 (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 8:45 pm motion was made by Barham to return to public session. Janvrin seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

VIII. WORKS IN PROGRESS

Carlson reported that she is still working on end of year expenses, preparing Purchase Orders where necessary. If funds available for the replacement of the Safety Complex roof, Carlson will solicit bids to encumber money to work on this project next year.

Carlson advised the Board that Bruce White is working with a local vendor to get a Town Seal for placement on the wall in the meeting room.

Selectmen will meet with Chief Fire Officers next week, and also asked for Chief Butler to have additional quotes on the truck repair work that is pending.

It is noted that the Town's 2017 equalization ratio is 85.8%.

Selectmen Cordes and Barham indicated they were planning to attend the Economic Development Meeting on Monday night at the Library. Janvrin will be unable to attend as there is an FCTV Committee meeting the same evening.

With no further business, motion was made by Janvrin to adjourn the meeting at 9:00 pm. Barham seconded and the vote was approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator