

**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, and Roger Barham; Town Administrator Heidi Carlson, and Selectmen's Clerk Jeanne Nygren. Bruce White from FCTV was in the control room, live broadcasting this meeting. All rose for the Pledge of Allegiance.

**II. ANNOUNCEMENTS** were read by Selectmen Cordes.

1. The Town's Winter Parking Ban is in effect through April 1<sup>st</sup> from midnight to 6:00 am.
2. Candidates Night will be held at 6:00 pm sharp at the Fremont Town Hall in the Basement Meeting Room on Tuesday March 6, 2018 with Michael Rydeen moderating the event.
3. The Building Inspector is working by appointment only. Anyone needing a permit should leave a voicemail or email message to schedule time with the Inspector.
4. The 2017 Town Report is posted on the website and has gone off to the printer. Books will be back in Fremont in early March.
5. There is a rebroadcast of the MtBE presentation on FCTV with more information from the NH DES MtBE Coordinator. The program is aired Saturdays and Sundays at 11:00 am and Tuesdays at 8:00 pm.
6. Nobody has signed up for the open position of Cemetery Trustee. At the Candidate Night on March 6<sup>th</sup> Moderator Michael Rydeen is planning on brief introduction to the position and its responsibilities.

### **III. LIAISON REPORTS**

Janvrin met on February 20, 2018 with FCTV Coordinator Bruce White and Jay Somers from Comcast. The idea of hooking the feed line to the residents that are unable to get FCTV channel 22 was reviewed again. The proposed cost of \$49,000 to get this done has caused Comcast to reconsider it, and there is no where near enough money in local franchise fees to get it completed. The Committee definitely wants to continue this as at item on the list. FCTV members asked about the possibility of getting the feed from the Chester line.

For the second channel to be available, a letter needs to be sent to Comcast once sufficient programming is available for the channel. Within 120 days of that letter, it will be up and running. There was no decision on changing the density of residents in a mile for cable to be run. Janvrin said he is not sure that Comcast will change their policy in this regard. Somers will research the Chester feed capability and get back to the Committee in a few weeks.

The February 21, 2018 Planning Board meeting report by Barham as follows:

#### **Public Hearings:**

1. Map 2 Lot 148-1 Copp Drive  
Subdivision into 3 residential lots with the intention to create 3 multi-family units. The purpose of this public hearing is to create the subdivision and a separate site plan application will be made to develop the site with multi-family units. The application was incomplete and the PH was continued until March 7, 2018.
2. Map 2 Lots 144 145 146-2 147 Copp Drive  
Consolidation of 4 lots, then a subdivision into 5 residential lots with the intention to create 5 multi-family units. The purpose of this public hearing is to create the subdivision and a separate

site plan application will be made to develop the site with multi-family units. The application was incomplete and the PH was continued until March 7, 2018.

3. Map 2 Lot 151-2 662 Main Street

Site Plan Amendment to modify the approved Altaeros Energies Site Plan into two phases:

- Phase 1 Erect Temporary Structures
- Phase 2 Construct Permanent Structures

The application was approved with minor conditions including Phase 1 approval is limited to 2 years.

**Potential Board Member:** The Board met with Paul Powers who expressed an interest to become a member of the Planning Board. The Board voted to recommend Paul Powers to the Board of Selectmen to fill a vacant slot on the Board.

**Circuit Rider Business:** Jenn Rowden discussed with the Board options for defining the Flexible Use Zone (Red Roads). Extracts of other Town Ordinances demonstrating alternative ways to specify permitted uses.

**Next Meeting:** The Planning Board will meet at 7:00 pm at the Town Hall Basement Meeting Room on Wednesday March 7, 2018.

Janvrin attended the February 21, 2018 SRRDD 53-B Meeting in Rye. There were nine present and they discussed the overall working budget. Fremont's anticipated dues are \$3,778.50 for the current fiscal year. Their next meeting is May 9<sup>th</sup>. The Hazardous Waste collection event is tentatively scheduled to be in Brentwood on the last Saturday in September.

Earlier today Carlson, Cemetery Trustees Matthew Thomas and Rick Pinder, and Cemetery Superintendent Bruce White interviewed candidates that have applied for the open Cemetery Sexton position. The information will be presented to the Board later in non-public session, and a Cemetery Trustees meeting has been posted for March 6, 2018 for them to make a recommendation on the hiring.

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

A motion to approve the minutes of the February 15, 2018 as written was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

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

6:45 pm Public Input - none

7:00 pm Department Heads - none

At 7:15 pm the Board met with Don Bourassa. He was interviewed by Carlson and Jon Benson for the open part-time Parks & Recreation Fields Maintenance position, and he is now being recommended by them to the Board, to fill this position. The Selectmen reviewed his resume and discussed his interest in the position. Janvrin moved to extend a conditional offer to Don Bourassa for the position of part-time Parks & Recreation Field Maintenance, subject to a satisfactory background check. This was seconded by Barham. The vote was unanimous 3-0. He was thanked and left the meeting at 7:24 pm, making plans to meet with Carlson at 10:00 am Monday morning to do the background check forms.

At 7:25 pm Road Agent Leon Holmes Jr met with the Board to present and discuss roads to be posted in accordance with the Town's Frost Ban Ordinance. He is concerned with specifically Rogers and Shirkin

Roads with a considerable volume of overweight vehicles travelling these roads with the construction going on in Epping at the Soccer Fields. He has been in contact with the Fremont Police Department regarding putting the Frost Ban Ordinance in place to prohibit any vehicles to exceed ten (10) tons (20,000 pounds) on any town road, to save the roads that he feels will suffer considerable damage. He detailed out the amount of work and expense the Town of Fremont has put into these two roads in particular in the past couple of years and described the type of vehicles that are currently hauling. The Fremont PD has taken care of the illegal vehicles that were hauling in the area, but he believes that the warm weather which started this week will be the beginning of the thaw, and the roads are subject to damage at this critical time. He has spoken with the Road Agents in Brentwood, Danville and Chester to discuss their postings as well.

NH Statute (RSA 231:191) states the Road Agent has to bring this request before the Selectmen for their approval. He will post all required signage on the roads he feels at this time could incur considerable damage. Janvrin motioned the posting by the Road Agent his recommendation for no trucking on Rogers and Shirkin roads due to frost beginning as soon as it is posted, and by March 1<sup>st</sup> at the latest. Barham seconded. There is another travel route through Epping instead of using Fremont roads, especially in light of these businesses being in Epping. Janvrin then amended his motion to the Road Agent being able to post weight limits on all town roads at his discretion and judgement due to thawing conditions. This was seconded by Barham. The vote was unanimous 3-0. Holmes was thanked by the Board and left the meeting at approximately 7:35 pm.

At 7:35 pm Paul Powers Jr met with the Board, explaining that he had been recommended for appointment by the Planning Board last night. Carlson stated that there is a three year term currently open. Barham moved to appoint Paul M Powers Jr to the open three-year full board member position to the Planning Board expiring in March 2021. This was seconded by Janvrin. Selectmen thanked him for coming forward with his talents to serve the Board. The vote was unanimous. He stepped into another room to be sworn in by Carlson.

## **VI. OLD BUSINESS**

1. Carlson went through several policies that had been brought forth last week for review and reapproval. They were done in sections as detailed below.

**Fuel Credit Card Policy:** Carlson explained that this policy was updated to change the name of it to clarify the majority of fuel credit is card, leaving the work “key” in there in case a future vendor uses keys. The policy was simply cleaned up for that change, and a reference was made that it is different than the Credit Card Policy. Janvrin moved to readopt with amendments the Fuel Credit Card Policy. This was seconded by Barham. The vote was unanimous 3-0.

**Capital Assets and Depreciation Policy:** This policy was amended to show that it does not have to be reviewed annually, but at any regular meeting as the Board feels necessary. Barham moved to readopt with amendments the Capital Asset and Depreciation Policy. This was seconded by Janvrin. The vote was unanimous 3-0.

**Fund Balance Policy:** This policy was updated to change the language to state the Board “acknowledges” the minimum standards set forth by NH GFOA and NH DRA. Janvrin moved to approve and readopt as amended the Fund Balance Policy. This was seconded by Barham. The vote was unanimous 3-0.

**Fraud Policy:** Janvrin moved to approve and readopt the Fraud Policy. This was seconded by Barham. The vote was unanimous 3-0.

Information Sensitivity Policy: Barham moved to approve and readopt the Information Sensitivity Policy. This was seconded by Janvrin. The vote was unanimous 3-0.

Credit Card Policy: The language was updated to change the name of the Fuel Credit Card Policy which is referenced within this policy. Janvrin moved to approve and readopt the Credit Card Policy as amended. Barham seconded and the vote was unanimous 3-0.

Investment Policy: With no changes needed, Barham moved to approve and readopt the Investment Policy. Janvrin seconded and the vote was unanimous 3-0.

Carlson reviewed several areas where she felt the Board of Selectmen Rules of Procedure needed to be updated. Selectmen discussed and asked for an updated version to be brought back next week for a final review and approval.

2. Carlson explained the Fire Rescue department is placing an order for four additional mobile radios as proposed in the 2018 operating budget, with the ½ off installation promotion still going on for Rockingham County. A motion to approve Fire Rescue PO 2018-004 to Motorola Solutions c/o Two Way Communications in the amount of \$9,220 for the purchase of four new mobile radios as budgeted for 2018 was made by Barham. This was seconded by Janvrin with the amendment that the Chairman sign the PO on the Board's behalf. The vote was unanimous 3-0.

3. Carlson reported that the town's water samples had been taken today by NH DES staff at the Library, Town Hall, and Safety Complex, in follow-up to the MtBE Bureau work.

## **VII. NEW BUSINESS**

1. A motion was made by Janvrin to approve the Accounts Payable for the current week dated February 23, 2018 for \$21,580.59. This was seconded by Barham. The vote was unanimous 3-0.

A motion to approve the Payroll manifest for the current week dated February 23, 2018 for \$25,302.81 was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

2. A motion to approve the FCTV Revolving Fund manifest 2018-05 in the amount of \$1,013.68 to the Town of Fremont was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

3. With the addition of the Frost Ban and Food Pantry articles, a motion to approve the March Newsletter was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

4. Selectmen reviewed the incoming mail folder.

## **VIII. WORKS IN PROGRESS**

Selectmen will be meeting with the Fire Chief next week in follow-up, as well as to review the pending meeting with the Fire Rescue membership at their March regular meeting on Monday March 5, 2018. This is to follow-up on the MRI study and next steps for a working session in April with the entire Department.

Voting setup takes place on Monday March 12, 2018.

At 7:52 pm Janvrin moved to enter into non-public session pursuant to NH RSA 91-A:3 II (c) and (e) to discuss a legal and personnel matter. Cordes seconded and the roll call vote was unanimously 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Nygren left the meeting at 7:54 pm.

Respectfully submitted,

Jeanne Nygren  
Selectmen's Clerk

At 7:55 pm Selectmen undertook the non-public items for discussion.

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

Selectmen conducted a Building Inspector Interview. No decisions were made.

Carlson advised the Board that three candidates had been interviewed by the panel this afternoon, and that the two Trustees present would make a presentation at the next full Trustee meeting with a recommendation. Following that, the chosen candidate would be brought to the Board of Selectmen for appointment.

Carlson advised the Board about some additional information pertaining to Building Inspection candidates as well.

Selectmen reviewed a letter from the Tucker Firm in Exeter sent to the Fire Chief relative to the sprinkler system installation on parcel 01-048.008.

With no further business to legally come before the Board, motion was made by Janvrin to adjourn the meeting at 8:40 pm. Barham seconded and the vote was unanimously approved 3-0.

The next regular Board meeting will be held on Thursday March 1, 2018 at 6:30 pm in the basement meeting room at the Fremont Town Hall.

Respectfully submitted,

Heidi Carlson  
Town Administrator