

**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 Kathy Clement. Bruce White from FCTV is live broadcasting this meeting from the control room. All rose for the Pledge of Allegiance.

## **II. ANNOUNCEMENTS**

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, Basement Meeting Room on Tuesday March 6, 2018 with Michael Rydeen moderating the event.
3. Voting takes place for all Town and School District officers and Warrant Articles on Tuesday March 13, 2018. Polling is open from 7:00 am to 8:00 pm at Ellis School.
4. The Road Weight Limit Posting went into effect on Rogers Road and Shirkin Road on Tuesday February 27<sup>th</sup> in accordance with the Town's Frost Ban Ordinance. No vehicle over 10 Tons GVW can be on these roads through the spring thaw season. Postings will be removed when the ban is lifted. Questions can be directed to the Road Agent.

## **III. LIAISON REPORTS**

02/27/2018 Safety Committee met Tuesday morning at the Fremont Public Library. Carlson said the meeting was very productive, reviewing safety concerns, planning some budget items and longer range goals; along with annual building checklists planning for the summer. The next meeting will be May 22, 2018 at the Fremont Town Hall Basement Meeting Room.

02/27/2018 Zoning Board of Adjustment met Tuesday night. There were 2 variance cases. The first was the final hearing for a variance for a garage and shed at 116 Tavern Road which was granted. The second was to build a third residential unit at 91 Sandown Road where the Zoning Ordinance calls for 240 feet of frontage and the lot only has 220 feet. That variance was also approved.

## **IV. APPROVAL OF MINUTES**

A motion was made by Barham to approve the minutes of February 22, 2018 meeting as written. This was seconded by Janvrin. The vote was unanimous 3-0.

## **V. SCHEDULED AGENDA ITEMS**

6:45 pm Public Input - None

7:00 pm Department Heads - None

## **VI. OLD BUSINESS**

1. Selectmen discussed some items in preparation for the Fire Rescue Monthly Departmental Meeting on Monday March 5, 2018 at 7:00 pm. The Board of Selectmen will be attending this meeting at the Safety Complex, and it is posted.

2. Carlson posted the sample Town and School District ballots on the website on Tuesday this week. They are posted in Town buildings and copies are available at the Town Hall during open office hours of the Selectmen and Town Clerk.
3. One of the ten foot Goodroads front plows has been purchased for the minimum bid price of \$350 (from the earlier sealed bid process) and will be removed by the new owner.
4. People in town are interested in doing a roadside cleanup for Earth Day on April 22nd. Clement will be looking into putting this together. Carlson suggested a tentative date of April 28, 2018 for Bulky Day so that dumpsters can be coordinated for the cleanup/drop-off of roadside litter bags as well.

#### **VII. NEW BUSINESS**

1. Barham made a motion to approve the Accounts payable manifest of \$2,064,693.24 for the current week dated March 2, 2018. This was seconded by Janvrin. The vote was unanimous 3-0.
2. The Town received a letter from Superintendent Hutton regarding closure of the ballfields for Ellis School Field Day Friday June 15, 2018 (rain date Monday June 18, 2018) the Town cannot close the ballfields as they are a public area and has suggested that the school to kindly ask people to come another day. Janvrin made a motion to approve request for the PTA and Ellis School for use of Memorial Fields for Ellis School Field Day on June 15<sup>th</sup> with a raindate of June 18<sup>th</sup>. Barham seconded the motion. The vote was unanimous 3-0.
3. Carlson indicated that in response to a request from the newest cell tower provider that a draft Tower Removal Bond process and template document was sent to the Town Attorney for review. Selectmen had questions regarding the draft letter and Carlson will investigate the wording and bring back more information to the Selectmen for approval.
4. Selectmen all took copies of the budget worksheet for the end of February. No budget numbers have been entered, and will not be until a budget is approved at Town Meeting. Selectmen will bring back any questions next week.
5. Selectmen reviewed the incoming correspondence file.

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

Town Reports should be in tomorrow. As soon as they arrive a notice will be posted on the Town website, and they will be available at the Town Hall, Fremont Public Library, Safety Complex and Ellis School.

#### **IX. NON-PUBLIC SESSION NH RSA 91-A:3 II (c) & (e)**

At 6:55 pm Janvrin moved to enter into non-public session pursuant to NH RSA 91-A:3 II (c) & (e) to discuss a personnel and a legal matter. Barham seconded the motion. The roll call vote was unanimously approved 3-0; Cordes – yes; Barham – yes; Janvrin – yes.

Clement left the meeting at 7:00 pm.

Respectfully submitted,

Kathy Clement  
Selectmen's Clerk

Selectmen's non-public discussion began at 7:01 pm.

At 7:40 pm motion was made by Janvrin to return to public session. Barham seconded and the roll call vote was approved 3-0; Cordes – yes; Janvrin – yes; Barham – yes.

Selectmen met with Town Clerk Nicole Cloutier and candidate Debbie Caputo for the position of Deputy Town Clerk Tax Collector. Cloutier is proposing this primarily for elections, explaining that Cheryl Bolduc moved from Fremont and cannot legally be the Deputy but can continue to do all of the rest of the tasks in the Clerk/Collector's Office aside from some of the election duties.

It was determined that Cloutier actually does the appointment of the Deputy position with concurrence of the Selectmen, so she updated the appointment form, signed it as the appointing authority and the Selectmen agreed to concur with Caputo's appointment. Cloutier swore in Caputo.

Selectmen asked Cloutier to come back next week (or send in a letter) to review how she intends to pay the Deputy position (on what basis and from what line). This led to discussion about the hours worked by Cheryl Bolduc in support of Clerk vacation and sick time, and how it would be handled moving forward. Cloutier said she would bring back the information about her plans.

There was some discussion about some type of an agreement for the Clerical Assistant position now held solely by Bolduc. Cloutier said that she wanted to do something to formalize Bolduc's tasks. This led to discussion about the job description for the position, or Carlson suggested an MOU document. This was discussed and Cloutier was asked to draft something up. Bolduc is already a Town employee and doing all the tasks she is trained for and able to do.

The Board explained to Cloutier that they would be doing the annual appointment forms on 3/15 or 3/22 and would be getting them to her for swearing in within the six day period. They asked if the following Thursday night she would prepare a list of everyone who had been sworn in, and if people were not able to be sworn in, she would need to redo the appointment forms for presentation to the Selectmen. It was explained that Carlson will be away for the meeting of 3/22 and 3/29; and the swearing in needs to be completed within six days.

Cloutier said she fully understood the process and would report back after the process began.

She thanked the Board and left the meeting with Caputo at approximately 8:15 pm.

At 8:20 pm motion was made by Janvrin to return to non-public session for a personnel matter pursuant to NH RSA 91-A: 3 II (c). Barham seconded and the roll call vote was unanimously approved: Cordes – yes; Janvrin – yes; Barham – yes.

At 8:40 pm motion was made by Janvrin to return to public session. Barham seconded and the roll call vote was unanimously approved: Cordes – yes; Janvrin – yes; Barham – yes.

Selectmen and Carlson are planning to attend the regular FFRD monthly Department meeting on Monday March 5<sup>th</sup> at 7:00 pm. A Board meeting is posted for the time and place.

The Board also indicated to Butler that the revisions to the Points Plan have been sent to the Town's Attorney for review.

With no further business to come before the Board, motion was made by Janvrin to adjourn the meeting at 8:48 pm. Barham seconded and the vote was unanimously approved 3-0.

The next regular Board meeting will be held on Thursday, March 8, 2018 at 6:30 pm in the basement meeting room at the Fremont Town Hall.

Respectfully submitted,

Heidi Carlson  
Town Administrator