

**Town of Freedom
Selectmen's Meeting
Monday, July 19, 2021**

Present were Selectmen Leslie Babb, Ernest Day, Jr., Melissa Florio, and Ellen White, Town Administrator, who recorded the minutes. This meeting was held at the Town Office.

Also, present were Jamie Mullen, Alan Fall, Rob Cunio, Scott Brooks and Justin Brooks.

Chairman Babb called the meeting to order at 6:30 P.M.

Review of Mail, Sign Manifests, Approval of Minutes

The accounts payable and payroll manifests were reviewed as well as the red folder containing correspondence.

Florio informed other Board members of a call she received from a resident questioning the Selectmen's decision to not allow the tennis program's use of the town's tennis court. She was able to set the record straight with the resident providing her with accurate information.

Day made a motion to approve and have Babb sign the contract change orders (No. 4 & 5) presented by CMA Engineers on the Danforth Bay Bridge project. Florio seconded. All in favor, the motion passed.

Day made a motion to approve the minutes of the Selectmen's Meeting held on July 12, 2021. Florio noted a correction on page 3; abatement to be "tabled" rather than "abled". Babb seconded with noted amendment. All in favor, the motion passed.

Correspondence received from State of NH DES regarding recommended continued monitoring of PFAs at the Transfer Station was reviewed. White explained that this recommendation will be included in the Stantec's contract of services.

Department Head Updates:

Fire Department – Chief Rob Cunio stated the Covid-19 data is stagnant with no regular updates being reported at the State or dispatch level. Call volume is 18 calls ahead of 2020; 3 medical aids, 1 mutual aid-fire, furnace issue. The dry hydrant was tested and no issue was found; assumption that the PVC head/pressure loss may have been a result of user error. Cunio will have the company contracted to completed the fire pond dredging complete an estimate to remove the PVC heads and replace using the hydrant maintenance budget. Cunio reported a complaint received from a property owner that was upset with flower damage that occurred while accessing the lower hydrant during the structure fire. Cunio has addressed the issue with the homeowner and offered resolution but was refused. Discussion on history of hydrants installed in the 1970's and 1980's. Cunio confirmed that the department has the right to access any hydrant with no obstruction. Cunio also reported that Chief Mullen confirmed the right to confiscate fireworks when reporting to calls found to be in violation of the ordinance. Due to the anticipated cost, there will be no lobster bake hosted during Old Home Week this year.

Police Department – Chief Jamie Mullen reported the 4th of July holiday was well staffed, several noise complaints have been received with a recent call leading to the arrest of 6-underage individuals at a short-term rental with possession of alcohol. Mullen commented on the great partnership he has with

Chief Cunio and the dialog they have opened on fireworks complaints. Mullen stated that complaints are logged, followed up with a drive by for safety and a more aggressive approach will be taken now. The department has been working on resolving ongoing cases and fulfilling 91-A information requests. Mullen discussed hiring an administrative assistant for 8-10 hours per week using the part-time budget to help with the paperwork load. All were in favor. Mullen explained that the ideal candidate would be experienced with police software. Florio recommended sharing the administrative duties with the Fire Chief to cost-share the position between the two budgets. Florio questioned a complaint posted on social media reporting vandalism to the bridge. Mullen acknowledged being aware of the report but had not investigated yet.

Highway – Road Agent Scott Brooks reported the box culvert replacement on Youngs Hill Road has been completed and they started work on the underdrain on Swetts Hill today. A draft copy of the paving reclamation bid request was presented for review. Brooks would like to have bids due 2-weeks from today. The Board was in agreement. Brooks reported the headboard has been raise on the new pickup in preparation for HP Fairfield’s installation as soon as they are able to schedule it.

Transfer Station- Justin Brooks reported nothing new. He ordered the container and expects it will be a few weeks before it is received. Due to a vacation absence last week, he does not have the tonnage figures for comparison to report at this time.

Town Office – Administrator Ellen White stated that Dave Senecal will be reviewing the ballfield bleachers this week and will report back on the concern expressed of use of screws instead of nails. The Mullane request for abatement has been reviewed by the Town Attorney and White will be following up with the Assessor to verify properties with access to the common use lot are being assessed accordingly before the abatement is acted upon. Invitations to bid have been circulated for propane, heating and road fuel supply. This week White will be working on cleaning out the contracts book and creating a list of upcoming contracts that will need to be advertised for bid, cleaning out the personnel records, logging and transferring more archive records to the records vault, and sending out the winter road maintenance billing. White reported ongoing research on allowable expenditures of the ARPA funds but guidance received is vague yet explicit so far.

Old / New Business / Discussion:

Policies & Procedures Update – Personnel Policy: No additional comments were received from department heads. Day made a motion to accept the policy as written. Florio seconded. All in favor, the motion passed. White asked for confirmation that the changes suggested in a separate memo from her were included. Confirmed.

Masonic Lodge Lease Agreement – Fall confirmed that he has reviewed the draft agreement and the input he has given has been incorporated but one question remains in the term of the lease. The intention of the gift to the town came with the attachment that Carroll Lodge while in existence is able to have exclusive right to the second floor with no noted expiration. Fall would like to see the agreement term be 50-100 years with automatic renewal. Babb explained that the Town Attorney has recommended the agreement have an end date. Fall recommends removal of the words “after initial term” where it speaks to compensation in the amount of \$150,000 in the event of non-renewal. Florio commented that she was looking for the agreement to be for a shorter term with a pro-rated potential payout. Florio questions what will happen if Town Meeting does not vote in favor and referenced the “no means no” clause. Fall stated that a shorter-term agreement is not agreeable. White will address recommended changes and concerns with Attorney Ratigan.

Policies & Procedures Update – Town Hall Use Policy: The policy and user form were reviewed. No changes recommended to the policy. Item #2 on the user form should include the amount of required coverage for the certificate of liability insurance. Florio presented several other use agreements from other towns used for comparison with almost all prohibiting use of alcohol in a town building. Clarification was made that any non-town-function/use of the building requires a certificate of insurance per the policy in place. Item will remain on the agenda for the 7/26 meeting with an updated draft user form to be reviewed at that time.

Public Comment:

None presented.

Non-Public Session(s):

Babb made a motion to enter into a non-public session at 7:32 PM pursuant to RSA 91-a:3, II (e) for legal. Day seconded. Roll call vote was taken: Day-yes, Babb-yes, Florio-yes. All in favor, the motion passed. Babb made a motion to reconvene public session at 7:55 PM. Day seconded. All in favor, the motion passed.

Babb made a motion to enter into a non-public session at 7:55 PM pursuant to RSA 91-a:3, II (a) for personnel. Day seconded. Roll call vote was taken: Day-yes, Babb-yes, Florio-yes. All in favor, the motion passed. Babb made a motion to reconvene public session at 8:05 PM. Day seconded. All in favor, the motion passed.

Babb made a motion to enter into a non-public session at 8:05 PM pursuant to RSA 91-a:3, II (c) for tax matters and reputation. Day seconded. Roll call vote was taken: Day-yes, Babb-yes, Florio-yes. All in favor, the motion passed. Babb made a motion to reconvene public session at 8:15 PM. Day seconded. All in favor, the motion passed.

Discussion continued:

Discussion on request for email addresses for the Selectmen and 91-A disclosure concerns for use of personal email accounts. White will work on setting up generic email accounts for all town-related correspondence.

Correspondence will be drafted as a reminder of the requirement to fill the deputy tax collector position.

It was noted that the Planning Board meeting at which there was discussion on short-term rentals was very well attended

Consent Agenda:

Minutes – Selectmen’s Meeting – 7/12/21	Approved
Payroll Manifest – week ending 7/14/21	Approved
Accounts Payable Manifest – week ending 7/14/21	Approved

Correspondence:

Public Notice – Invitations to Bid Heating & Road Fuels and Propane Supply	Reviewed
Report - 2017-2018 Lien Status	Reviewed
Letter – ZBA re: Enforcement Action Request x2	Reviewed
E-mail – NH DES, Waste Management Div. re: Groundwater monitoring for PFAs	Reviewed
E-mail – CMA Engineers re: Danforth Bay Bridge change orders no. 4 & 5	Reviewed

Being no further input, Babb made a motion to adjourn. Day seconded. All in favor, the motion passed.

The meeting adjourned at 8:22 PM.

Respectfully submitted,
Ellen White, Town Administrator

Approved by the Board of Selectmen on _____:

Leslie R. Babb

Ernest F. Day, Jr.

Melissa M. Florio