

At 6:00 pm the Board's meeting was called to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Brett Hunter and Greta St Germain and Town Administrator Heidi Carlson.

Selectmen reviewed the agenda, the mail folder, and the bill folder for the week.

Selectmen reviewed the Personnel Policy. Discussion was held on overtime payments and whether it is required for a 40 hour work week or 80 hour pay period. Currently the Town uses the 40 hour workweek, but this will be verified as to whether or not it is the NH Labor Law.

(On Friday May 20, 2011 Carlson spoke with a NH Labor Inspector and verified that overtime is based on a 40 hour work week, not the pay period).

The Board agreed in keeping full-time at 40 hours; and anything less than 40 hours is considered part-time. The Board discussed the holiday schedule and updated the policy to include that there are 10 paid holidays and a schedule will be prepared in December annually and distributed to all employees.

The vacation policy was reviewed. The Town's current practice is two weeks (10 days) vacation from zero to five years of service; and three weeks (15 days) for greater than five years of service. The current observance is what Carlson had included in the Personnel Policy being reviewed.

There was general discussion about vacation and accrued time.

At 6:50 pm Department Head Neal Janvrin came in to the meeting.

Copies of the accrued vacation time log and the Police Department's operating practice regarding comp time were distributed to Board members for further review. Currently the Police Department observes a limit of 80 hours of comp time. Two employees currently have comp time accrued, at 11 and 15 hours. The Chief explained that the practice has been used as it allows for the military members of the Department to work up to their two annual weeks of military service leave.

Chief Janvrin detailed some of the items the Police Department was working on.

Janvrin said he came to the Board regarding the Information Sensitivity Policy. He had some areas that are in conflict with things he has to provide by Statute. This might include Social Security numbers in states where they are still used as drivers license numbers. He said the Town's Checklist includes addresses. There was general discussion about the Policy wording that calls for "common sense judgment..." and that any Police Policy or SOP that was in conflict would prevail if driven by Statute.

There was discussion about the security of police records in general. Janvrin said not all of his file cabinets are locking, but it was clarified that in general, no unauthorized personnel are allowed in the area.

The Board reiterated use of common sense in security matters. The Board will revisit the areas of the Policy highlighted by Chief Janvrin.

At 7:15 pm Richard Butler came in to the Board's meeting. Chief Janvrin left the meeting at this time.

Butler asked about the upstairs at the Safety Complex; and indicated that storage bins had been built last year. There is not adequate lighting in the area, and he would like to talk to an electrician about some additional fixtures. Further investigation will be done into having the Building Inspector (who is a licensed electrician) do the work.

Butler said he was still working with locksmiths on proposals for re-keying of the Safety Complex. The Board asked him to come back when he had more to present.

Butler asked if there was room in the Newsletter, if a statement could be added as a reminder for seasonal permit holders to renew their permits.

At 7:30 pm Chief Butler left the meeting and Robin & Edward Patria came in to the meeting.

At 7:32 pm motion was made by St Germain to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a tax hardship matter. Hunter seconded and the roll call vote was unanimously approved 2-0.

At 8:00 pm motion was made by St Germain to return to public session. Hunter seconded and the roll call vote was unanimously approved 2-0. The Patria's left the meeting at this time.

The Board discussed the request for a tax extension and decided that in four months they would be looking at the tax deeds. The Board's position at this time is to allow four months until the September tax deed process for the taxes to be paid. A letter will be drafted.

OLD BUSINESS

1. Selectmen reviewed the minutes for 12 May 2011 as amended. No action was taken as there is not a quorum of members here tonight that were at that meeting.
2. Jeanne Nygren printed out Memorial Day Program updates and other information for Board members. The updated information once complete will be emailed to members.
3. The Board reviewed an application from one of the Cemetery Trustees for the Cemetery labor position. The Selectmen thought that it was a conflict for a Trustee to be a Cemetery employee and NH RSA 289 was consulted. A provision of 289:7 indicates that "Cemetery trustees may appoint a cemetery custodian or sexton who shall not be a trustee..." In light of this statute, the Board did not feel that the Trustee could be hired for maintenance. The Board felt that if the Trustees felt additional work was needed that they could offer to help out in getting it done prior to Memorial Day.
4. Selectmen reviewed the plan drawn in 2007 for the Town Hall basement renovations. They discussed the proposals from the initial review of the project in 2005 and the estimates received in 2009 when it was bid for budgeting purposes. There is currently approximately \$123,000 in the Capital Reserve Fund, and the Board thought this was doable plan and wanted to further discuss moving it ahead to a warrant article in 2012.

NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest in the amount of \$4,856.07 for the current week dated 20 May 2011. Motion was made by St Germain to approve it, seconded by Hunter. The vote was unanimously approved 2-0.
2. Selectmen reviewed the folder of incoming correspondence.
3. Selectmen reviewed the June Newsletter and made several updates; approving a final draft for publication.

The Board discussed the "Adopt a Flag" article drafted by Carlson and Nygren in an effort to fund the balance of the flags for the "Main Street" project. The first 18 flags have been purchased as budgeted within the Patriotic Purposes budget, and the idea was crafted to "adopt a flag" to see if the balance of the flags and brackets could be purchased. Ultimately the plan is to have flags installed on Main Street in the center of Town. The authorization came from PSNH for use of the space on utility poles, for the period of time from Memorial Day to Independence Day, annually.

No decisions were made on the Board's meeting schedule and it will be placed on the agenda next week.

5. Carlson provided to the Board a proposal from Nicole Cloutier of the Parks & Recreation Commission regarding a summer trip to Water Country. Water Country has offered to provide tickets to be sold on a cash basis, which no up front money paid out by the Town. Cloutier has asked if this could be done through the Selectmen's Office for the trip, planned for Saturday July 23, 2011. It was suggested that tickets could be sold on a cash only basis, and the cash and all unsold tickets would be returned to Cloutier for return to Water Country.

After some discussion, the Board approved this with the provision that the tickets and cash funds could be secured. An article will be added to the newsletter for this day event.

6. Selectmen reviewed and signed the first issue tax warrant for 2011 in the amount of \$4,691,302. This will be forwarded to the Tax Collector.

7. Selectmen reviewed a request from the Fremont Universalist society to use the Old Meetinghouse for the Annual Old Home Day event on August 20 for cleaning and August 21, 2011 for the service. No fee is required.

8. Selectmen discussed the Safety Complex repair work. One additional proposal is anticipated, and once received, the Board will review all proposals received and make a decision.

9. Relative to the 10 year purging of the Checklist, the following public notice has been posted and published: The Fremont Supervisors of the Check List will meet Tuesday June 7, 2011 from 7:00 to 7:30 pm. The meeting will be held at the Fremont Public Library.

The meeting is being held pursuant to NH RSA 654:39 (Verification Every 10 Years). The purpose of the meeting is to review the checklist and strike there from the names of all persons who have not registered or reregistered.

For the purpose of this meeting, a person shall be deemed reregistered and need not appear before the Supervisors if:

- (a) The person voted in any election within the 4 years immediately preceding a 10-year verification; or
- (b) The person has been added to the checklist since the last state general election.

10. Selectmen reviewed and signed a petition for release of letter of credit funds for Saugus Bank for filing with the Court. The letter of credit is in place to secure completion of the Cooperage Forest residential project.

11. Selectmen reviewed a draft Petition for layout of a Rangeway off of Shirkin Road which was submitted by Matthew Jensen. The Board took copies of some documents related to rangeways and will continue to review this at a future meeting.

12. Selectmen reviewed additional 2010 Abatements processed by the Assessor as follows:

a. Jack Baker 45 Main Street 03-164

Subject is a ranch style dwelling on a 5.28-acre parcel. Applicant initially stated that he believed his proposed assessment increased from \$203,000 to \$257,000 because he did not attend a Vision hearing. This property was reviewed last year. After speaking with the applicant and Heidi Carlson it was determined that the applicant requests a hardship abatement. An application for hardship was mailed to the owner and if returned it will be processed through the Board of Selectmen. Based on these developments it is recommended that no action be taken on the abatement filed with the Assessor's office

Selectmen reviewed the Assessor's recommendation. Motion was made by St Germain to accept the Assessor's recommendation and deny the abatement. Hunter seconded and the vote was unanimously approved 2-0.

b. Spaulding & Frost - 3 LLC / Peter Doucet 326 Main Street #3 03-037.003

Subject is an industrial condominium. The reason for request is the applicant's belief that the unit's assessment is excessive based on the recent sale price of an abutting unit and the asking price of a detached unit. Applicant provided an appraisal with a value estimate of \$64,500 dated 4/9/2010 as evidence. Property was inspected and it was determined that the unit was never completed. The building lacks working plumbing and heat, and utility of the interior is somewhat compromised by the location of support beams. It was determined some adjustments to the building were necessary in regard to its condition. After adjustments the assessment decreased \$31,500 from \$110,000 to \$78,500 and it is recommended that an abatement in the amount of \$836.33 be granted.

Selectmen reviewed the Assessor's recommendation. Motion was made by St Germain to accept the Assessor's recommendation and grant the abatement. Hunter seconded and the vote was unanimously approved 2-0.

c. Daniel Makin & Lindsay Reddish 20 Cavil Mill Road 03-191.010

Subject is a colonial style home on a 4.85 acre parcel. Reason for request is that the \$312,000 assessment exceeds the February 2010 sale price of \$256,000. Applicant provided an appraisal with a value estimate of \$278,000 as evidence. Property was inspected and the physical data was verified. Only a minor change regarding a secondary interior floor was necessary. Two of the comparable sales used in the appraisal report are inferior to the subject, and one is a 2009 transaction without a time adjustment. With the third sale being a bank sale, none of these are considered good indicators. In addition the property was originally listed for sale at \$329,900, then reduced to \$249,900 and advertised as a short sale. It eventually sold in 14 days at a price higher than the asking price. An analysis of recent sale properties comparable to the subject indicates the assessment is consistent. After an adjustment the assessment decreased \$4,200 from \$312,800 to \$308,600 and it is recommended that an abatement in the amount of \$111.51 be granted.

Selectmen reviewed the Assessor's recommendation. Motion was made by St Germain to accept the Assessor's recommendation and grant the abatement. Hunter seconded and the vote was unanimously approved 2-0.

d. Jeremy Russman 66 Riverside Drive 07-065

Subject is a vacant .38-acre parcel previously improved with a dwelling. Property was purchased from bank in Dec. 2009 for \$58,000 and the deteriorated building was razed March 31. The applicant believes that the land assessment is excessive based on comparable vacant lot sales, assessments of similar properties, and the Feb. 2011 sale price. An appraisal provided was based on the property as improved with a new dwelling on site is not considered a good indicator. The land sales provided consisted of

foreclosure sales and similar non arms length transactions where the dwelling was razed afterwards. Based on the amount of work and expense involved to make the site a marketable property, the assessor's office believes an adjustment to the land is appropriate for the 2010 tax year. After an adjustment the assessment decreased \$8,600 from \$86,200 to \$77,600 and it is recommended that an abatement in the amount of \$228.33 be granted. Note: Land assessment and total to be adjusted for the 2011 tax year.

Selectmen reviewed the Assessor's recommendation. Motion was made by St Germain to accept the Assessor's recommendation and grant the abatement. Hunter seconded and the vote was unanimously approved 2-0.

13. Selectmen discussed the pending Tax Anticipation Note issuance. The Treasurer has completed the preliminary paperwork from Citizens' Bank and determined that the Town will need to borrow \$600,000 to complete the school district payment by May 27, 2011.

St Germain moved to recommend the Treasurer's recommendation to borrow \$600,000 in anticipation of taxes, with loan documents to be prepared for signature on 26 May 2011 at the Board's next meeting. Hunter seconded and the vote was unanimously approved 2-0.

Carlson indicated that paperwork was pending from Citizen's Bank and that a Bond Counsel Opinion was also necessary, and Attorney Barnes (who has done this for the Town previously) had been contacted today to get the process underway.

14. Selectmen received a message from Matthew Thomas asking for permission to move rocks to the Meetinghouse in preparation to construct the Town Pound. The Board discussed placement of the pound around the tree on the Meetinghouse lawn. Board tabled this request and asked to revisit it again next week when the full Board was present.

Hunter will work on updates to the Information Sensitivity Policy as discussed earlier this evening with Chief Janvrin.

Selectmen discussed other tax hardship matters and will send letters advising residents to continue with their payment plans, being mindful of the tax deed date in September.

Carlson provided some updates on the Bankruptcy Court hearing regarding Cooperage Forest LLC. Attorney Ryan will attend a hearing tomorrow.

NEXT WEEK

The next regular Board meeting will be held on Thursday May 26, 2011.

With no further business to come before the Board, a motion was made by Hunter and seconded by St Germain to adjourn the meeting at 9:57 pm. The vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson
Town Administrator