

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, Greta St Germain, and Annmarie Scribner, Town Administrator Heidi Carlson and Building Inspector Marcus Everngam.

Motion was made by Scribner to enter non-public session at 6:00 pm pursuant to NH RSA 91-A:3 II (a) and (c). Motion was seconded by St Germain and the roll call vote was unanimously approved 3-0.

At 6:05 pm motion was made by Scribner and seconded by St Germain to return to public session. The roll call vote was unanimously approved 3-0.

The Board took action regarding employment status of the Building Inspector.

At 6:10 pm motion was made by Scribner and seconded by St Germain to enter non-public session pursuant to NH RSA 91-A:3 II (a) and (c). Motion was seconded by St Germain and the roll call vote was unanimously approved 3-0.

At 6:20 pm motion was made by Scribner and seconded by St Germain to return to public session. The roll call vote was unanimously approved.

No decisions were made.

At 6:25 pm the schedule meeting with the Library got underway. Present were Library Trustees Meredith Patrick, John Hennelly and Eric Abney; and guests Cheryl Rowell, Matthew Thomas, and Barbara Niland.

Selectmen said they wanted to check in with the Trustees about the audit report and the items needed to complete a full financial review. St Germain read from the Auditor's management letter to the Town from the 2010 audit report.

Abney said the Trustees did not realize that any further information was needed and mentioned that the Library Association (responsible for the golf tournament) and the Friends of the Library are both non-profit organizations and that their filing is done with the State of NH as such.

Selectmen said that may make it irrelevant, as it is not the same as a Town of Fremont Library account. St Germain said she would seek clarification from the auditor but the Board thought if they are completing the necessary non-profit forms and reports, that it may be moot.

There was then discussion about the conversion of other Town buildings computer systems and IT maintenance to DayStar. There had been some miscommunication about a possible transition and the Selectmen apologized for this oversight.

It is recognized that the Library Trustees have complete control over the computer services and there was considerable discussion about past services and the potential new services. The Trustees said they would like to explore this, and John Hennelly will be the contact person for DayStar. Carlson will send out contact information.

Scribner clarified that the library is a Town building and that the Town is trying to get all of our IT services under one umbrella and having one person monitor that. She highlighted the many improvements made to the Town Hall computer systems including the backup systems.

Discussion then turned to the Library Director search. Trustees indicated that they have received a good number of resumes, and will spend the next few weeks heavily involved in this process, as the application deadline was September 6<sup>th</sup>.

Trustees said they were planning to submit a bottom line budget that does not increase over 2011 and would submit it shortly. There was discussion about the many items involved in the monitoring of the public water system at the building. Carlson provided updates to all present regarding current testing and work done to date. This may need some additional consideration for the 2012 budget, as more than budgeted allowance has been spent this year.

After further discussion, it was decided that pricing will be refreshed for the iron removal component to the water system and quotes will be obtained for sprinkler system maintenance and to have the bubblers removed.

Selectmen asked for the Trustees to submit their budget and the Town will add in the other maintenance items once we have the estimates.

Selectmen thanked the Trustees for coming in. The Trustees and members of the public left the meeting at 6:55 pm.

### **OLD BUSINESS**

1. Selectmen reviewed the minutes for 01 September 2011. Motion was made by Scribner and seconded by St Germain to accept them as amended. The vote was approved 3-0.
2. Selectmen set a budget work session for 6:00 pm on Tuesday September 13, 2011 and set aside time at the beginning of the next several regular Board meetings from 6:00 to 7:00 pm for budget work sessions. The Board also set time at 6:00 pm on Tuesday October 11, 2011 for a work session on personnel evaluations.
3. At the present time, the Board is unable to draft a letter for the LCHIP grant process regarding other financial commitments toward land purchases.
4. Following the discussion last week, Chairman Hunter signed the Notice to Proceed for Stantec to get the engineering oversight and construction underway for the Cooperage project. The estimate for engineering assistance throughout the construction phase is \$10,000.
5. The oil contract from Palmer Gas / Ermer Oil was presented for Board signature. With the bid in order at \$3.72 per gallon with fallback pricing, Chairman Hunter signed the document for the Town.
6. The website estimate is not yet complete and is expected to be here next week. Mainstay is also looking for photos of events and things in Fremont to be included on the website.

### **NEW BUSINESS**

1. Selectmen reviewed the accounts payable manifest \$29,327.53 for the current week dated 09 September 2011. St Germain moved to approve the manifest. Scribner seconded and the vote was approved 3-0.
2. Selectmen reviewed the folder of incoming correspondence and invoices for payment.

3. Selectmen signed outgoing correspondence to Keith Stanton regarding a franchise fee inquiry.

At 8:05 pm Fire Chief Richard Butler met with the Board to discuss the Fire Rescue Department's 2012 budget proposal.

With regard to office supplies, the Chief is obtaining pricing on a new copy machine that will be networked to act as their printer as well. He is planning to only keep one printer as a backup and will only budget for supplies for that one. It is hoped this will cut down on costs in printer maintenance. He is obtaining quotes from the Cannon Representative and Copy Connection in Newburyport. Scribner also suggested Conway Office and will provide vendor contact information. Butler was asked to get three written quotes.

With regard to EMS training, it has been increased as six first responders are planning to transition to EMT-B with the new State standards.

With regard to new equipment the Chief said the Department is working on a SCBA grant to replace their existing units. New funds have been budgeted to replace two units (\$5,500 each) which will be used as the grant cost-share amount if the grant is approved.

Chief Butler discussed grants options to obtain a new fire truck through the Federal Assistance to Firefighters Grant Program (AFG).

Selectmen asked about the budget for the current year and noted that it is underexpended for  $\frac{3}{4}$  of the way through the year. Butler said that he currently has radios and pagers on order; fire prevention materials and protective gear (EMS jackets) on order.

With regard to equipment maintenance there is a significant increase here as he is proposing to have all of the Department's hose tested by an independent company. He said that the Department has nearly 14,000 feet of hose and \$0.30 per foot is the testing fee. This amount will fluctuate and the large diameter hose would be done every other year. This is a maintenance and liability item.

Butler said that included in the Communications line is the addition of the purchase of a smart phone for him to include the phone and the monthly maintenance charge.

To keep consistent with other Departments, the Board discussed paying a portion of a monthly fee toward the Chief's personal phone.

Butler also asked the Board to consider the funding for the key fob system for the Complex. Carlson indicated the Government Buildings budget was done and to submit the estimates he has as soon as possible.

Butler then talked with the Board about the detail rate paid to firefighters for the Grass Drags. He said it had previously always mirrored the Police Department rate. The Board agreed for the 2011 fire detail rate to be the same as the Police Detail rate was in 2010. Hunter recused himself from the discussion as he is a member who works those details. Scribner and St Germain agreed to this update for the Fire Rescue members for 2011.

Chief Butler left the meeting at 8:45 pm.

**NEW BUSINESS CONTINUED**

4. The following budgets were distributed to Board members: 4130 Selectmen's Office, 4141 Election & Registration, 4191 Planning & Zoning, 4210 Police Spreadsheet, 4215 Ambulance Service, 4220 Fire Rescue, 4520 Parks & Recreation, 4583 Patriotic Purposes, 4610 Conservation Commission, 4711/4721 Debt Service, and 4723 Interest on Tax Anticipation Notes.

Copies of the August monthly budget report were also provided to the Selectmen, and the cover memo as addressed to the Budget Committee.

Selectmen reviewed the budgeting calendar for the season as well.

5. Selectmen reviewed and approved a request from John & Suzanne Berry to use tables and chairs for the coming weekend.

6. Selectmen reviewed and approved a request from Annmarie Scribner request to use the Old Meetinghouse on October 1, 2011 with the \$25 fee paid. Scribner abstained from the discussion.

7. Selectmen authorized Carlson to sign the Waste Management waiver form for delivery of bulky day dumpsters.

8. Copies of the MS-4 were distributed for Board member review, with any proposed changes to be ready for tax rate setting this fall.

9. Treasurer monthly reports were distributed to Board members for July and August 2011 along with current Balance Sheets for both months.

**NEXT WEEK**

The next regular Board meeting will be held on Thursday September 15, 2011. The Budget Committee meets on Wednesday September 14, 2011.

With no further business to be brought before the Board, motion was made by St Germain to adjourn the meeting at 9:15 pm. Scribner seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator