

The meeting was called to order at 6:03 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Greta St Germain and Annmarie Scribner; Town Administrator Heidi Carlson and member of the public Chris Silk. Selectman Hunter arrived at approximately 6:35 pm.

The budget work session was postponed due to Selectman Hunter running late. Selectmen reviewed the mail folder, bills for approval, and accounts payable for this week.

There was discussion about an email exchange between Carlson and the Miller's regarding the stonewall construction and a utility pole. Work continued with the wall construction as it was being worked around a utility pole and the Miller's have concern about how the property line is tied in. Selectman St Germain will visit the site on Friday with the current maps and discuss the importance of the property line being tied in.

There was discussion about setting two meetings per month that are work sessions and taking appointments on the other evenings (every other meeting being a work session). The Board would like to implement this so that work can continue on policy writing, budgets, and other projects the Board would like to complete.

St Germain asked if the Trustees of Trust Funds report had been submitted as requested by the Attorney General's Office. Carlson will send an email to Pat Martel.

New budgets distributed for Board review included: 4152 Reappraisal of Property, 4194 General Government Buildings and 4290 Emergency Management. Carlson asked the Board to consider the Safety Complex building audit and what items should be budgeted for completion in 2012. Copies of the energy audit recommendation page were made and distributed for all Board members as well.

At approximately 6:35 pm Hunter arrived at the meeting.

The Board would like to put an article on the warrant to have the Selectmen named as agents of the HW Building Capital Reserve Fund.

NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$13,126.96 for the current week dated 23 September 2011. Selectmen asked for the Town Administrator to review the invoice edit list in payroll and accounts payable before any checks are printed. There was also discussion that the requests for School District funding be processed and printed when requested, as a contract item. A call was made to School Treasurer Betty Stanley to be sure the request made this week did not need to be prepared for tomorrow. She indicated it could wait until next Friday.

2. Selectmen reviewed the folder of incoming correspondence and bills for payment.

At 7:20 pm Linda Fish and Kathy Arsenault came into the meeting. A motion was made by Scribner and seconded by St Germain to enter non-public session pursuant to NH RSA 91-A: 3 II (c) to discuss a tax hardship matter. The roll call vote was unanimously approved 3-0.

Mr Silk left the meeting room.

At 7:35 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.

At this time, Mr. Silk returned to the meeting. Arsenault took a few minutes to discuss with the Board the Deputy Tax Collector line item in the Tax Collector's (Financial Administration 4150) budget. She said she knows the Board is using the \$500 stipend; but asked them to reconsider the amount so that she could truly train someone. The law says that the Deputy shall be able to perform all of the duties of the Tax Collector and she does not feel she can properly train someone with only \$500 per year.

She felt that three to four times per year the Deputy was needed in the office for getting bills out and accepting them and getting lien notices out, explaining that you just need the extra person given that time is of the essence.

She feels it would be fair to the residents to have someone who is trained and ready to do the task. Selectmen asked if some training could be done this year or will the 2011 budget be expended. The line items were reviewed to see if there would be funds remaining in 2011 that could be reallocated for training. The Board said they would take this under consideration.

Arsenault then asked the Board to reconsider their earlier decision on reimbursing her the cost of the Notary Public application she had paid. She explained that in the weeks since they had declined the reimbursement, that she has notarized some 33 documents in the Town Clerk's Office. She said she does not bring her stamp home and uses it often for the title documents and residency verifications in the Clerk's Office, as well as in the Tax Collector's Office. The Board said they did not have access to this information when they made their previous decision.

Arsenault said the application fee is \$75 for five years and she thought the service to the Town was worth \$15 per year. St Germain moved to reverse the Board's earlier decision, and to reimburse Kathy Arsenault the \$75 fee for her Notary Public reapplication fee. Scribner seconded and the vote was approved 3-0.

Selectmen thanked Arsenault for coming forward with the information and Arsenault left the meeting at 7:45 pm.

OLD BUSINESS

1. Selectmen discussed the Health Officer position. After some discussion, it was moved by Scribner to offer the Health Officer position to Bob Meade. St Germain seconded and the vote was approved 3-0.
2. Selectmen signed the Building Inspector offer letter with all terms as discussed.
3. Carlson provided copies of the bid packages sent out by Stantec on the Cooperage work to include the paving, general site work, and guardrails (three separate packages). Other updates on the work include that a PSNH pole at the entrance to the project will be moved. There is a sidewalk on the plans, at the entrance from Route 107. This will remain on the plans as it was intended to provide safe passage from the old fire station building (where there is no parking) across Spaulding Road to the larger parking area adjacent to the commercial development. The Planning Board reviewed this last night and suggested that the maintenance of it be part of the condominium's responsibility as it is on the old fire station lot.

Selectmen again brought up discussion about the North Road stonewall. The Board wants the drill holes set in their proper location. St Germain again offered to go to the site tomorrow and reiterate the importance of the wall's location. The Board also asked Carlson to get in touch with Charlie Bauer and ask if he has a suggestion on how to approach this.

The wall has been built around the utility pole and the discussion tonight is how to move forward with identifying the property line. Earl Sandford holds the prior survey information, and his estimate to replace the drill holes was reviewed. It differs slightly from what he indicated to Carlson in the Town Hall on Wednesday.

The final discussion surrounded who is going to cover the cost of the monumentation needed. It was included in the scope of work that Tomasz accepted. St Germain will also contact Road Agent Mark Pitkin to get to the site on Friday, and will provide him with the Board's discussion as well.

4. Selectmen discussed approval of minutes for 15 September 2011 and 20 September 2011. There was discussion about the minutes for the work session. Scribner stated that she supports our fire and police departments and they need equipment and technology to do their job. Hunter added that they need to be moving forward, but the Board needed additional rationale information to make a decision on the budget proposal for 2012.

Scribner said that her concerns are about the spreadsheets and rationale that were submitted and that they are not detailed enough to give the Board information to review.

Hunter said that perhaps with the larger budgets once the Board has had them for a week or so that it would be helpful to have the Department Head then come in to address some of the questions. Scribner said that the Board does not have time to review the budgets repeatedly looking for additional information.

Scribner and St Germain did not feel comfortable with Hunter, who took part in the Fire Rescue budget discussion, which he ultimately abstained from the final vote.

Energy Committee members Gene Cordes and John Berry came in to the meeting.

The Board said they had put some of the Fire Rescue line items to \$1 so that the Chief understood he needed to provide additional information and rationale for the budget. The Selectmen feel that they do need to give the Department the tools that they need, but need the Chief to understand that he needs to present more detailed information so that educated decisions can be made.

Selectmen wanted the Budget committee to have all of the information as well, and it was discussed after further discussion that Chief Butler would be asked to come to the Budget Committee to present the balance of the information next Wednesday September 28, 2011.

The Board decided that Carlson would further explain to the Chief what information is needed for the budget rationale.

At 8:25 pm Selectmen met with Gene Cordes and John Berry. Cordes further explained that the Committee was working on a grant for a geothermal heating system for the Town Hall and that the amount of money available would not cover the entire system and they needed a commitment for the balance.

Cordes said that the grant may be as much as \$75,000 but the proposal is nearly \$95,000 for a geothermal system. Cordes is asking the Board to support the difference between the cost and the grant as long as it was not more than the \$30,000 it may cost to fix or replace the oil burners currently in use at the Town Hall.

Berry then discussed in detail the workings of a geothermal system. He explained that geothermal systems use heat pumps powered by electricity, not propane or oil. He said at his home he got a tax break making the payback more feasible. He said in the Town Hall, the payback may be 16-20 years, but with the grant monies, payback would be almost immediate.

He said a heat pump would replace the furnace (no oil tank) and a water well is the fuel supply; exchanging heat with well water. Well water is pumped to the heat pump, taking approximately ten degrees of heat out of the water and using it to heat the building. It would be central air conditioning in the summer as it works in reverse, returning warmer water to the ground. Berry said that a heat pump works more efficiently if it is also used for air conditioning.

There was discussion about finding out if the Town Hall generator will take the additional load of the heat pump. Carlson will forward the generator KW information to Berry. The project proposal also includes an estimate for the deep water well (which is a closed loop).

Berry said that if this were to be pursued, someone would come in to the building and do an evaluation of what needs to be done, followed by a plan and an RFP for a geothermal system. Selectmen were interested in learning more about it and suggested that the evaluation be done with additional follow-up.

At 8:50 pm Cordes and Berry left the meeting.

Selectmen returned to the Fire Rescue Department budget. Hunter said that he would recuse himself from further interaction on the Department's budget. Selectmen reiterated that the Fire Rescue Department budget submission for 2012 lacked clarity and there were several instances where old items were still listed with some vague details. The Board explained that they were trying to build in an incentive to get further detail that they needed to understand and be able to present the budget accurately to the Budget Committee.

With regard to the minutes of September 20, 2011, Scribner felt that the minutes as drafted need to stay as they were recorded to include the information in this evening's minutes that Hunter planned to recuse himself from further Fire Rescue Department budget decisions.

A motion was made to approve the minutes of 15 September 2011 as amended by Scribner. St Germain seconded and the vote was approved 3-0. Scribner moved to approve the minutes of 20 September 2011 as printed. St Germain seconded and the vote was approved 3-0.

Hunter apologized for putting the Board in a bad position regarding the Fire Rescue Department budget, but did it for his love of the Department. Board members Scribner and St Germain said they understood this.

There was continued discussion that the Chief needs to provide better explanations for the line items, and the Board did not want to recommend \$30,000 less in the budget than what he presented. The Board's intent was not to cut the budget, but to provide incentive for more information and detail to be provided to support the Fire Rescue Department's budget requests. The Board did not feel they were given sufficient details.

There was discussion about the Reappraisal of Property budget. Carlson detailed the items in the budget. Scribner moved to recommend 4152 Reappraisal of Property at \$48,570 as presented. St Germain seconded and the vote was approved 3-0.

NEW BUSINESS CONTINUED

3. Selectmen signed outgoing correspondence to Mr. & Mrs. Schieding.
4. Selectmen authorized release of a road bond less the Town's \$40 administrative fee and a Road Agent inspection fee, for Tibbetts Road work in conjunction with a permit issued for 78 Tibbetts Road. The total refunded to the applicant is \$400.
5. Selectmen signed a Yield Tax Warrant for tax year 2011-2012 in the amount of \$21.74 for parcel 04-015 owned by Gary Merrill / Fremont Park Associates.
6. Selectmen discussed the Public Hearing scheduled for Thursday September 29th.
7. Selectmen reviewed a completed Elderly Exemption application with final items verified for parcel 02-136.00C. The applicant had submitted in a timely fashion and her son has brought in the remaining items. Scribner moved to approve the elderly application for Donnelly as qualified. St Germain seconded and the vote was unanimously approved 3-0.
8. Selectmen reviewed and signed a Cooperage Forest Escrow Account Manifest #2011-001 CFE for engineering services totaling \$297.00. These documents will all be kept separately for documentation purposes.
9. Chief Janvrin advised that the Trustee program would begin again tomorrow at the Safety Complex, with a Trustee available Monday through Friday for general custodial duties. The Board reiterated that the budget for Trustee lunches should not exceed \$10 per day.

OLD BUSINESS CONTINUED

5. Selectmen re-signed corrected pages of Highway Contracts for the plow drivers. The first run of the contracts incorrectly omitted the paragraph about the fuel surcharge.
6. In follow-up to the quotes for virus software on the Town Hall computer systems, Hunter did some research and recommended that the Town should use the Forticlient as proposed. This will be reconfigured for the 2012 budget over the current Panda software.
7. Further action was deferred on the Personnel Policy review.
8. Carlson provided a spreadsheet with the bids tallied for the oil tank removal at the Town Hall. The Dzioba Construction proposal was the lowest, but did not include a test of the soil. Carlson will contact Mr. Dzioba to inquire about that portion of the RFP.
9. Selectmen decided that the audit from 2010 would be placed on the Town's web site for review.

At 9:50 pm motion was made by Scribner and seconded by St Germain to enter non-public session pursuant to NH RSA 91-A: 3 II (c) to discuss an employee matter. The roll call vote was unanimously approved 3-0.

Mr. Silk asked a question about the statute covering non-public session prior to leaving the meeting. Portions of NH RSA 91-A were read aloud, and he was given the statute reference to review further. Selectmen thanked him for his time in attending the meeting.

At 9:55 pm motion was made by Hunter to return to public session. Scribner seconded and the roll call vote was unanimously approved 3-0. No decisions were made.

NEXT WEEK

The next regular Board meeting will be held on Thursday September 29, 2011. The Budget Committee will meet on Wednesday September 28, 2011

With no further business to come before the Board, motion was made by Scribner and seconded by St Germain to adjourn the meeting at 10:00 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator