

The Board's meeting was called to order at 6:00 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Greta St Germain, Annmarie Scribner; and Town Administrator Heidi Carlson.

It is noted for the record that the meeting of November 10, 2011 was cancelled due to lack of a quorum. On Thursday November 10th, Selectmen Hunter and St Germain separately reviewed and signed the payroll \$18,056.01 and accounts payable manifest \$560,356.92 for last week dated 11 November 2011.

Selectmen reviewed the mail folder and the bill payment folder for next week.

Chairman Hunter arrived at 6:10 pm.

#### NEW BUSINESS

1. Selectmen reviewed folder of incoming correspondence and invoices for payment next week.
2. Cooperage Forest Manifest correction from 11/03/2011 – manifest # CFE-2011-005 in the amount of \$24,664.30 instead of the \$28,424.10 signed. The Northeast Electrical bill for the street light was changed to a different model for a lesser price. The invoice was removed from the manifest pending receipt of the updated amount. This manifest is a replacement and is dated 11/17/2011.
3. The Board had agreed to the Cooperage Forest bankruptcy court extension filing and the settlement should be completed by December 15, 2011.
4. Selectmen reviewed and approved the December Newsletter.

At 6:50 pm Police Chief Neal Janvrin and Deputy Chief Reese Bassett came in to the Board's meeting.

5. Selectmen reviewed and signed Land Use Change Tax Release Forms and corresponding Tax Warrants for the following parcels:

a. 02-146.001	2.83 acres	\$7,000	Paul Powers
b. 02-151.005.007	3.06 acres	\$250.00	CoppHutch Enterprises
c. 03-015.001.015	0.82 acres	\$2,242.85	Lewis Builders
d. 03-015.001.016	0.82 acres	\$2,242.85	Lewis Builders

All were forwarded to the Tax Collector.

At 7:00 pm Selectmen met with the Police Department. Chief Janvrin provided detailed information on two potential part-time police officer candidates for the Board's consideration.

Cunningham is going to attend the part-time academy on his own time. The Town will only be responsible for covering the workers compensation insurance while he attends, and will pay for the field training when he is in Fremont. This will reduce the cost to the Town. Officer Artimovich is already part-time certified and works currently in Sandown. Both of the part-time candidates are full-time employees of the Rockingham County Sherriff's Department Dispatch Center.

Selectmen asked what these additions did to the total number of available officers. They indicated it brought them up to call signs 252, which is where they had previously been.

After some discussion and a review of their background information, Scribner moved to appoint Andrew Artimovich and Lindsey Cunningham III as part-time patrol officers for the Town. St Germain seconded and the vote was unanimously approved 3-0.

Chief Janvrin then presented the Board with a recommendation to re-hire Shawn Carlson to fill a vacancy. There was discussion about his having left his position in Exeter, which he had only been at a short time. Shawn had left the Town's employment, knowing his temporary position would not be funded in the 2012 budget. (He had been hired to fill in temporarily while Officer Larochelle was on military leave).

After further discussion, Scribner moved to appoint Shawn Carlson as a full-time officer to fill an existing full-time vacancy. St Germain seconded and the vote was unanimously approved 3-0. Selectmen signed three appointment forms as presented by Chief Janvrin.

In response to a question from a Martin Road resident, Selectmen and the Police Department members discussed the need for a Grassdrag follow-up meeting. The resident indicated they would attend if there was one, mentioning that they had a concern about the helicopter but it was addressed as soon as they reported it.

Janvrin said they did have concerns expressed about the helicopter flights, which were set up in accordance with FAA regulations. Janvrin and Bassett felt that the overall event went very well. Selectmen decided that there did not need to be a follow-up meeting, and that next year one will be set at the time of the initial meeting, to avoid any additional notification cost.

At 7:30 pm Matthew Thomas came in to the Board's meeting and Chief Janvrin and Deputy Chief Bassett left the meeting.

Thomas met with the Board to discuss several items. He began by saying that Boston Post Cane holder Lillian Pratt passed away in September. He said that the next recipient would be Cecile O'Connell and he wanted to get that presentation underway for the new year.

He then asked the Board to submit the Warrant Article on behalf of the 250<sup>th</sup> Committee for \$10,000 for funding for the celebration in 2014. He is proposing that it be an expendable trust fund with a designated agent. He feels they will need to raise \$30,000 to put on the celebration. Carlson will look at the capital reserve and expendable trust fund statutes to see which one might fit the appropriation better. They will not be looking to spend any of this money until the celebration occurs in 2014 but would like the Selectmen to be agents so that it can be spent when the year of the celebration arrives.

They will do some things with offsetting revenue like the souvenir booklet, which will contain ads for sale. He would like the Town to pay for announcers, speaker systems, fireworks, etc.

Thomas also advised that the Historical Society has just submitted an application to the IRS for 501 (c) 3 tax-exempt status. From that account they will pay certain bills from any fundraised monies. This will allow the Society to accept estate or trust money and for the donor to be able to include it as a tax deduction.

There was discussion about the celebration and how the warrant article should be written. There was also consensus that an article will go on the warrant asking residents if they want to observe the 250<sup>th</sup> celebration of Fremont in 2014 to get the voters to support the program.

At 7:45 pm members of the Fire Rescue Department came in to the meeting.

Thomas then presented to the Board a document regarding safeguarding and maintenance of the Fremont Historical Society Museum collection by the Town of Fremont. He discussed how this might be managed.

Thomas said that he would come back at another time to discuss his personal collection with the Board. There was discussion that a full inventory of the items would need to be put together.

Thomas left the meeting at 7:50 pm.

At 7:50 pm Fire Rescue Association officers Kevin Zukas, Joe & Doris Nichols, and Nathan Draney met with the Board to discuss the LOSAP plan for the Department.

Carlson began with an introduction and apology that the subject matter had not been brought to the department sooner, but that when a question was raised about how the retirement component was handled, the Town wanted to find solutions and bring all of it to the Department (and not just a potential problem).

After additional research, it would appear that the LOSAP (Length of Service and Awards Program) plan might best be amended to change the type of "reward" to be issued as a payroll item. Joe Nichols said that the Department membership present at the last meeting had voted unanimously to request that the Selectmen handle it as a payroll item.

There was discussion about the Points Board making the necessary amendments to the Points Plan and LOSAP document, which they said they would do and also try and submit for the Board's consideration next week.

Joe Nichols said that he would have the Points and LOSAP data done by next week and would submit it in time for the Board's meeting next Tuesday.

Points Committee members left the meeting at 8:15 pm.

## **OLD BUSINESS**

1. Selectmen reviewed the minutes for 20 October 2011 and 03 November 2011. Motion was made by St Germain to approve the minutes for 20 October 2011 as amended. Scribner seconded and the vote was approved 3-0. St Germain then moved to approve the minutes of 03 November 2011. Hunter seconded and the vote was approved 3-0.

2. Selectmen re-reviewed the Police budget (4210), specifically training needs in follow-up to the comments Chief Janvrin made earlier in the evening that he had sufficient funds to train Officer Cunningham within the recommended amount. The Board did not make any further changes to their earlier recommendation on the Police Department budget.

Selectmen discussed the Animal Control budget and will follow-up with Chief Janvrin about why it is overspent. Selectmen agreed the need to abide by the budgeted hours per week and respond only when called. The overage will need to come from the Police Department budget.

Selectmen reviewed the Social Service Agencies (4445) budget requests. After some discussion, Scribner moved to recommend a total of \$25,813 for social services to keep in line with the default budget for 2011. St Germain seconded and the vote was approved 3-0.

Budgets were distributed for Board review for Capital Reserves (4914) and Capital Outlay (4902). Capital outlay includes the Fire Truck Proposal \$470,000; Mosquito Control \$49,550; OHRV Special

Revenue fund equipment \$6,385; and the 250<sup>th</sup> request of \$10,000 was added to the form based on Matthew Thomas' request this evening.

With regard to the requested increase in the Treasurer's salary of \$600, Selectmen asked what other Treasurer salaries were and asked Carlson to check the LGC salary survey for the information.

Selectmen again discussed shared services and cost savings, which may be accomplished, as is being seen in so many other communities.

The Board discussed support for the Fire Department's effort with regard to the new truck, and reviewed the Department maintenance plan that had been presented to the Budget Committee last night.

With regard to a Police vehicle, Carlson was asked to follow up with Chief Janvrin on the dollar amount he wants in a warrant article for a used detective vehicle, and how much of it should be removed from the existing Capital Reserve Fund for police vehicles.

The Budget Committee voted on November 9, 2011 to request that the Board of Selectmen make as much progress as possible so the Committee could wrap up Town matters at their meeting of November 16, 2011. Selectmen continue to work on finalizing the balance of the Town budgets.

3. Selectmen were advised that Matthew Jensen withdrew his petition for right-of-way / roadway improvement (RSA 231:40-42) on October 31, 2011.

4. Selectmen reviewed the Health Insurance renewal information including a second quote obtained from SchoolCare. SchoolCare runs on a July 1 fiscal year so the current rates would be valid through 06/30/12 and there was a new rate for 07/01/12 through 06/30/13. Combined these rates were within two percent of the quote provided by NH LGC. Selectmen reviewed the grid and plan details for both and after some discussion, decided to stay with the current offering.

The Board reviewed the Insurance buyout policy revisions as approved in November 2010, and signed a manifest consistent with the policy for a total buyout of \$2,000 (two each at \$1,000).

5. Selectmen reviewed a fax from Londonderry Ford regarding an item they had not included in the original order for the snowplow prep package on the new highway truck. To add this now is an additional cost of \$475. Mr. Garon at the dealership said he would assume \$200 of the cost and asked for the Town to pay \$275. The Board discussed this and thought the dealership should pay the \$275 and the Town would agree to pay \$200.

6. Selectmen briefly discussed a retirement plan for the Town's other (non-police) full-time employees and said that Carlson should continue to look for a plan that will work for the payroll deduction and town matching portion at no cost to the Town, or that could be funded from the plan itself.

## **NEW BUSINESS**

1. The Board reviewed the accounts payable manifest \$19,313.13 for the current week dated 18 November 2011. Motion was made by St Germain and seconded by Scribner to approve the manifest. The vote was unanimously approved 3-0.

2. Selectmen reviewed and signed outgoing correspondence to NH Department of Safety regarding Town Clerk's Office being an authorized Boat Agent; and to Mark Woodman regarding his building permit fee.

3. Selectmen reviewed the sales analysis for submission to DRA as completed by the Town's contracted assessor. The Board signed the certification page.

4. Selectmen reviewed the finalized Purchase & Sales Agreement between the Town and Richard and Robert Smith for parcels 04-086, 04-088, 04-089. The Open Space Committee, Mike Speltz, and the town's Attorney have reviewed the Agreement. Selectmen signed the Agreement and Carlson will get it out with a letter to the Smiths.

Selectmen discussed the loan information received from Citizen's Bank and a payment schedule. The Board considered a three-year note with an interest rate of 2% and will include that information in the 2012 budget proposal for debt service.

5. Selectmen reviewed and signed a Lamprey River Advisory Committee Nomination form for resident Fred Lindahl and forwarded it to the NH Rivers Committee at NH DES.

6. Copies of the new Fire Truck proposal were distributed to Board members to review. There was discussion about having a bond hearing for the purchase, which would be scheduled in January after the Public Budget Hearing. Selectmen reviewed information submitted regarding repairs and apparatus inventory for the Department.

7. Selectmen reviewed the Coopers Forest Manifest # CFE-2011-006 \$4,240.00 for engineering expenses. Scribner moved to approve the manifest. St Germain seconded and the vote was unanimously approved 3-0.

8. Selectmen reviewed the 2012 Holiday Schedule. It was approved and signed by all members.

9. Selectmen discussed the Wreaths Across America program, which is being sponsored in Fremont on Saturday December 10<sup>th</sup>. Selectman Scribner will plan to participate and Hunter will be the backup. Scribner took a copy of their program document for review.

10. The Board asked for a letter to be drafted for signature on Tuesday to Jason Larochelle to welcome him home from military deployment.

#### **NEXT WEEK**

The next regular Board meeting will be held on Tuesday November 22, 2011.

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

Respectfully submitted,

Heidi Carlson  
Town Administrator