

At 6:20 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; and Town Administrator

Richard Boyd came into the meeting and asked for a few minutes to discuss traffic on Shirkin Road. He said the heavy trucks on the road to the Epping businesses are destroying Shirkin Road. This has been an ongoing problem for many years, and has increased as the businesses in Epping on Shirkin Road have grown.

Selectmen said they would do some research and get back to Mr Boyd, and he was also encouraged to check back in and schedule time with the Board for an update or further follow-up. Mr Boyd left the meeting at 6:25 pm.

At 6:50 pm Police Sergeant Jason Larochelle came in to the Board's meeting. Board members welcomed him back from his recent deployment. He began by thanking the Board for their letter that he received last week, for acknowledging his deployment and his service to the Country.

He also thanked the Board for their work to ensure raises for police officers while he was gone, and to improve the health insurance offering. He felt this was a strong statement to employees that they are valued and an important part of the Town.

He said that he feels the cohesive team in place upon his return to the Fremont Police Department is one of the very best.

He asked the Board to allow a one time exception to the vacation policy to carry over one week because he had been deployed this full year and would like to take a three week vacation next spring. He said he understood that time could no longer be carried forward.

The Board said they would take this under advisement and get back to him shortly.

Larochelle left the meeting at 7:00 pm.

OLD BUSINESS

1. Scribner moved to approve the minutes for 17 November 2011 as amended. St Germain seconded and the vote was approved 3-0. St Germain then moved to approve the minutes of 22 November 2011 as amended. Hunter seconded and the vote was approved 2-0-1 with Scribner abstaining.
2. Budget reviews were deferred to the meeting next week. The Budget committee cancelled their posted meeting of December 7, 2011 and will meet next on Wednesday December 14, 2011.
3. Carlson updated the Board on the most recent discussion with Graham Bacheller of Lincoln Investments regarding a formal retirement plan. He has agreed to work with the Town at no cost to put a plan in place for the non-police full-time staff.
4. The Wreath Across America Ceremony will take place at 12 noon at the Fremont Town Hall on Saturday December 10th. Selectman Scribner is planning to speak. The programs will be finalized next week.
5. Selectmen reviewed and signed the LOSAP update. They asked for the original adoption date and the amendment date to be added to the document.

6. A clean (no contaminants) soil test was received from the sample taken upon the oil tank removal at the Town Hall. The work is completed aside from the final compaction and paving.

Selectmen worked at length on finalizing the Personnel Policy for a final read next week.

NEW BUSINESS

1. Scribner moved to approve the accounts payable manifest in the amount of \$403,208.58 for current week dated 02 December 2011. St Germain seconded and the vote was approved 3-0. Scribner moved to approve the 2011 Fire Rescue Points Plan payroll manifest in the amount of \$29,272.10. St Germain seconded and the vote was approved 3-0. Scribner then moved to approve the 2011 Fire Rescue LOSAP payroll manifest in the amount of \$23,621.22. St Germain seconded and the vote was approved 3-0.

2. Selectmen reviewed the folder of incoming correspondence and invoices for payment next week.

3. Selectmen reviewed the November 30th budget report. They discussed items remaining to be done for 2011. They discussed transfers and how to accurately reflect what line items need additional monies from year to year. It was felt that showing expenses in the actual line they occur is important so that you can see where funds are needed if that changes from one year to another. The Board said that the overspent line items should be left, as they are to be an adequate reflection of need and actual use.

4. Selectmen reviewed and signed Land Use Change Tax bills on parcel 03-015.001.011 and 03-015.001.014 in the amount of \$2,242.85 per site. The Board also signed a warrant. All forms were forwarded to the Tax Collector.

5. Selectmen reviewed and approved an abatement for tax billing system calculation of \$84.29 on principal for parcel 02-136.00C (error on a payment made after first issue and elderly exemption entered prior to second issue billing). The signed form will be forwarded to the Tax Collector.

6. Selectmen opened three bids received for maintenance and painting work. The bids need to be organized and tabulated. More information will be brought forward next week. The Board did authorize a \$300 repair (low bid Wayne Copp) to the Highway Shed.

7. The RFP for the Library water system was posted this week and distributed to local vendors.

8. Carlson discussed the Involuntary Lot Merger form and process in accord with newly passed RSA 674:39-aa. Meredith Bolduc has put together a form to be used and the posting for the Board's consideration. The governing body is responsible for this action. Copies of the statute and applicable forms will be copied and distributed for Board review and final action prior to year-end. The new statute is effective January 1, 2012.

The Statute contains a provision for public posting, which must be included in Town Reports through 12/31/2016 and must be public posted in Town. The proposed notice reads:

Restoration of involuntarily Merged Lots

In accordance with NH RSA 674:39-aa, any owner of lots merged by municipal action for zoning, assessing, or taxation purposes prior to September 18, 2010 and without the consent of the owner may request that the lots be restored to their premerger status. Application for Restoration of Involuntarily Merged Lots Pursuant to NH RSA 674:39-aa can be found at the Fremont Town hall and on the Town's website at www.Fremont.nh.gov. The application must be completed and returned to the Board of

Selectmen prior to December 31, 2016. Instructions and general information for lot restoration are included in the application form.

9. Selectmen discussed the payroll schedule for 2011, which should have included a 27 payroll (which falls on the calendar every 7-8 years). The 2011 schedule did not include it yet the last two-week period falls in 2011 and should be processed as such. There was lengthy discussion about the appropriate way to handle it. Salaried employees would not be paid if it is included in 2011 and the 2012 schedule would need to be updated to reflect the change in schedule.

The Board decided that the schedule for 2012 will be altered to include 27 payrolls, beginning with the pay period that is December 18, 2011. Selectmen instructed Carlson to contact the Town's new auditing firm and get direction on how to properly account for the error.

10. Selectmen reviewed and signed the Cooperage Forest Manifest CFE 2011-007 in the amount of \$11,397.00.

Carlson indicated that Dan Tatem, the project manager, had contacted her this evening about Stantec's project engineering costs, which are higher than anticipated. The Board indicated they had agreed to a \$10,000 engineering cost and felt that any changes to that should have been brought forward before being incurred.

Tatem explained that due to some changes in the project related to paving and guardrails, that additional engineering on the project had saved significant money within the other trades. Tatem was asked by Carlson to present a detailed letter and the cost information to the Selectmen.

Carlson discussed a citizen concern expressed this week by Jeff Rowell that he had asked be brought to the Board's attention.

Selectmen further discussed the request of Jason Larochelle in light of his military deployment during the past year. After much consideration, the Board decided to grant his request for a one-time carryover of one week of vacation time from prior accruals into 2012. The week will need to be used in 2012 and the other balance of his accrued time prior to 2010 will be paid out at year-end.

The Board discussed the final payout of vacation for Heidi Carlson as well. Both will be done before year-end and this will fully liquidate the Town's accrued benefit liability.

The Board discussed scheduling light next week and not taking any appointments.

NEXT WEEK

The next regular Board meeting will be held on Thursday December 8, 2011. The Holiday potluck will take place on Tuesday December 6, 2011 from 5:00 to 7:00 pm at the Fremont Safety Complex.

With no further business to be brought before the Board, motion was made to adjourn the meeting at 9:40 pm by Scribner. Hunter seconded and the vote was approved 3-0.

Respectfully submitted,

Heidi Carlson, Town Administrator