

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

The Board reviewed the paid bills, payroll and mail folders for this week.

Selectmen discussed the abatement that had been signed last week to correct a BMSI issue and that it should have been adjusted in the system instead of being abated, because the Town balance sheet will be affected by an abatement. Carlson will talk with the Tax Collector and discuss contacting BMSI to see about a correction within the software.

NEW BUSINESS

1. Selectmen reviewed the payroll \$17,932.40 and accounts payable manifest \$5,901.51 for liability checks and \$1,028,981.27 for current week dated 09 December 2011. All were signed by the Board.
2. Selectmen reviewed the folder of incoming correspondence and invoices for payment next week.

Selectmen discussed bills from the Pizzeria for Trustee lunches, which don't add up to the total shown on the cover page. The Board asked for Jeanne to contact Nick and that they be returned for further clarification.

There was discussion about invoices and reimbursements for three GPS units for the Fire Rescue Department. A call was placed to Chief Butler and he indicated they were included in the budget and were for Engine 1, Tank 4 and the Utility Truck. He said they would be used for mutual aid responses (and other locations as needed); and that they were voice activated thus more expensive. There was discussion about the price and other comparisons.

The Highway Department Nextel bill was reviewed, as it is up substantially this month. The number of minutes used was discussed, and it was compared to the Police Department submissions this month for \$25 per month reimbursement. The Highway Department has two Town phones. There was discussion about the dispatch centers being able to reach the Fire and Police Chiefs as needed, and how it might be handled if the Highway employee and Road Agent did not have Town issued phones.

There was general discussion about how to handle all departments fairly and equitably, and that this might be done with an equal reimbursement amount. There was discussion about a phone at the highway shed, but it would only be checked a couple of times per day and may not be effective, and would not work for overnight emergency situations.

The Board wanted input from the Road Agent about how much he uses his town cell phone to gain a better understanding of the usage.

The two highway phones are the published contact numbers for the Road Agent and the Highway Department and would need to be changed if those phones were not used. There was discussion of publishing individual's personal cell phone numbers and how that might work or not work. The Board asked for Jeanne Nygren to contact Nextel and find out the current contract term and what the cost would be to cancel the phones as of 12/31/2011 so they can further review the matter next week.

Selectmen asked about retirement for the non-police full-time staff and Carlson advised that Graham Bacheller was due to be in Wednesday or Thursday next week to further review the plan with employees.

The Auditor will be here on Wednesday, and this is on the list of questions to review with Plodzick and Sanderson as well.

3. Selectmen reviewed and approved budget line item transfers within the Election and Registration and Parks & Recreation budgets.
4. Selectmen reviewed and signed a Yield Tax Warrant in the amount of \$289.85 for the Stanley property on Scribner Road.
5. The Town has been notified that due to the work of Conservation Commission member Pat deBeer, an additional grant for \$15,000 has been awarded through the NH Conservation Committee toward the Smith purchase. The Purchase & Sales Agreement has been returned to the Town, executed by all parties. The Conservation Commission is processing the \$2,000 deposit which will be sent to John Ryan's office to be held in escrow in accord with the Purchase & Sales Agreement.
6. In preparation for the payment to be made by 12/15/11 by the Cooperage owners, Selectmen signed Quit Claim deeds for return of all of the former Cooperage Forest properties. Selectmen signed deeds for the return of parcels 03-054.001, 03-054.001.001, 03-054.001.008, 03-054.001.009, 03-054.001.010, 03-054.001.011, 03-054.001.015, 03-054.001.015.00A, 03-054.001.016, 03-054.001.017, 03-054.001.018, 03-054.001.019, 03-054.001.026, and 03-054.001.029. Carlson notarized all documents. They will be sent to Attorney Ryan to be held in escrow until the funds are received.
7. Selectmen discussed one proposal received for the Library sprinkler pipe upgrades to include parts and installation of the required back flow preventer valves. Due to the amount of the work, the Board asked for a second quote to be obtained.

Carlson left the meeting at 7:20 pm.

Selectmen will review the final draft of the Personnel Policy and bring any additional changes/corrections to the meeting next week.

OLD BUSINESS

1. Selectmen reviewed the minutes for 01 December 2011. St Germain moved to accept the minutes as amended. Scribner seconded and the vote was approved 3-0.
2. Selectmen continued to work on budget reviews and their recommendations. The review was done via the first printed draft of the 2012 Town Meeting Warrant.

Selectmen voted 3-0 to recommend the Fire Truck appropriation of \$469,628 with \$125,000 to be withdrawn from capital reserve.

Selectmen voted 3-0 to recommend \$12,500 to be placed in Capital Reserve for a police vehicle.

Selectmen voted 3-0 to recommend \$10,000 to be placed in Capital Reserve for Town Hall renovations.

Selectmen voted 3-0 to recommend \$15,000 to be placed in Capital Reserve for property reassessment.

Selectmen voted 3-0 to recommend \$50,000 to be placed in Capital Reserve for a fire truck.

Selectmen voted 3-0 to recommend \$50,000 to be placed in Capital Reserve for highway equipment.

Selectmen voted 3-0 to recommend \$49,550 for the mosquito control program.

Selectmen voted 3-0 to not recommend \$600 for an increase in the Treasurer's annual stipend.

Selectmen voted 3-0 to recommend \$10,000 to establish a new expendable town trust fund for the 250th Celebration of Fremont to be celebrated in 2014 with Selectmen to be agents of the fund.

Selectmen discussed including a warrant article to adopt an Ethics Ordinance for the Town and asked that the current version be sent to Town Counsel for review.

The Board discussed including a warrant article to combine the positions of Town Clerk and Tax Collector. No decision was made.

Selectmen discussed the Fire Rescue budget revisions proposed by Chief Butler. After further discussion, the Board felt that line items could be adjusted next year depending on the need. Motion was made to keep the 2012 budget recommendation the same as previously voted at \$168,463 by Scribner and seconded by St Germain. The vote was 2-0-1 with Hunter abstaining.

Selectmen reiterated that spending should be stopped by now and only items budgeted for in 2011 should be purchased.

3. Selectmen adopted the form and posting information regarding the Involuntary Lot Merger statute.

4. Selectmen reviewed the maintenance proposals and a grid put together by Jeanne Nygren. The Board voted to award the Highway shed siding repair to low bidder Wayne Copp for a total of \$300.

There were some missing totals for the well house repair which the Board needs additional information for. The Board asked for the approved work to be done as soon as possible.

With regard to the Connor painting work, the Board wanted additional breakdown on Town Hall work, including whether he was washing and painting the area.

5. Selectmen signed a letter to Steve Tomasz regarding his work plan and schedule for completion of the North Road stonewall. The Board asked Carlson or Road Agent Mark Pitkin to call him weekly and check in. The Board finds it unacceptable that the work is not done yet.

6. The new Town website construction is underway based on the Town (sample layout) the Board chose. Electronic photos of landscapes in town are needed. Anyone who has them should forward them to the Town Administrator by email at FremontTA@comcast.net.

7. Selectmen discussed maintenance upgrades to be done prior to year end to address energy consumption and conservation. The Energy Committee stated that at the FEC meeting on 12/1/11 the FEC once again reviewed the energy audit recommendations regarding the Safety Complex and Town Hall. Based on the assumption that there is up to \$3000 available for end of the year action items, the Committee has the following recommendations:

- * Purchase and install smart strips on the computers that are actively in use in both buildings.
- * Relocate a thermostat that is noted to be currently installed below an air duct in the Safety Complex (believed to be in the training room, which will involve the use of an electrician).

- * Purchase and install programmable thermostats for selective use in the Safety Complex and the Town Hall (this may involve the use of an electrician).
- * Strategically add attic insulation at both sites, utilizing a donated infrared camera. What is envisioned that the Town would purchase the insulation and through the use of a town employee and perhaps a local contractor, install the insulation per the heat loss information from the infrared camera.

All the payback data and other benefits are documented in the original audit reports that are on file with the Town.

After discussion, Selectmen voted to accept the Energy Committee suggested upgrades.

8. Selectmen signed a letter to Jason Larochelle regarding the one-time approval of his carryover of five vacation days to be used in 2012. The Board discussed the pay out for the carryover week of vacation, and that it will need to be paid out at the current 2011 rate of pay. The Board asked that this be sent to him with the letter signed.

9. The Board had questions about the 27 pay periods in 2012 but Carlson is needed to answer them.

10. Treasurer reports for November were distributed to all members.

11. Selectmen reviewed an approved an amended police holiday pay manifest for next week. The current Personnel Policy refers to holidays worked, thus Officer Larochelle would not be eligible for pay on the holidays he was not in Fremont.

12. The Board inquired if anyone has come forward for the cable committee. No applications have been received to date.

NEXT WEEK

The next regular Board meeting will be held on Thursday December 15, 2011. There is a Budget Committee meeting on Wednesday December 14, 2011 at 7:00 pm.

At 8:41 pm the Board's meeting came to a close.

Respectfully submitted,

Heidi Carlson
Town Administrator