

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 Brett Hunter, Annmarie Scribner, and Greta St Germain; and Town Administrator Heidi Carlson.

Selectmen reviewed the minutes for last week and the agenda for the evening. Selectmen reviewed the mail folder and the invoices paid this week.

At 6:30 pm Mark Pitkin came in to the Board's meeting. Selectmen continued working on other items and began a discussion with the Road Agent at approximately 6:55 pm.

Dan Tatem and Pitkin have spoken about a final walk-thru with the Board of the Spaulding and Frost project.

Pitkin updated the Board on the status of the new truck order, as well as the costs which have been spent to repair the old truck to keep it running in the interim.

Pitkin then discussed the 2011 highway budget which is showing about \$9,500 remaining for the balance of this year. Pitkin estimates that there is about \$25,000 in expense (primarily trees down) from the October 29th storm. He attended the FEMA debriefing session today to see about recovery of the eligible costs.

In addition to the usual maintenance items, there were some equipment breakdowns this year, but he was pleased that he had been able to put \$86,000 into the paving of Sandown Road and \$8,300 in cracksealing.

There was discussion about cell phone use and the overage last month. He said that he is using the Town phone more and that there is a need for contact between he and the Town's full-time employee on a regular basis. There was lengthy discussion about phone plans and potential options.

Pitkin left the meeting at 7:20 pm.

Carlson advised the Board that Fire Chief Rich Butler could not be present this evening but that he had submitted many of his outstanding bills, and there are a few repair bills he is still waiting on. Carlson advised that the Department is trying to order a printer, but that is it on backorder.

After discussing several scheduling issues next week, the Board requested to change the posting for the next meeting from Thursday December 22 to Wednesday December 21 at 6:00 pm. The Board also cancelled their meeting scheduled for Thursday December 29th due to the holiday week.

OLD BUSINESS

1. Selectmen reviewed the minutes for 8 December 2011. Motion was made by St Germain and seconded by Scribner to accept them as amended. The vote was unanimously approved 3-0.
2. Selectmen had completed a final review of Hunter's follow-up corrections to the Personnel Policy. Scribner moved to approve the Personnel Policy with final revisions as made by Selectman Hunter. St Germain seconded and the vote was unanimously approved 3-0. Carlson asked the Board about putting together a letter to accompany the manual being distributed to employees, which they want to happen with next weeks payroll. Selectmen discussed that the manual is something put together by management, and that any questions for clarification can be directed to the Board via email, or at a time to be established (at a regular meeting) after the holidays. The Board indicated that the new policy is in place

immediately. The manual will go out with final 2011 checks with a payroll and holiday schedule for 2012.

3. Selectmen reviewed final warrant items and follow-up questions from last week. With additional information, motion was made by Scribner and seconded by St Germain to recommend the Police Cruiser Article (\$15,000) and the OHRV Special Revenue Article (\$6,385). Both are to be funded from existing funds and have no tax impact. The vote was unanimously approved 3-0. Motion was made by Scribner and seconded by St Germain for the Board to recommend the article to combine the positions of Tax Collector and Town Clerk. The vote was approved 3-0. Additional typographical corrections were made as well.

4. There was follow-up discussion related to the bids received for the well house roof repair work. The low bid was Dzioba Construction at \$3,150.00. Selectmen reviewed the materials and signed the quote to requisition this work and asked that it be scheduled as soon as possible.

5. The Board discussed the Fire Truck and land financing options to include the land payment of \$28,000 (principal); and \$4,000 (interest) in the 2012 budget request. The Board also decided to do a five year lease purchase on the fire truck through All American Investment Group. That will not result in a payment until 2012, as the down payment will be made in 2012 from Capital Reserve Funds.

6. Carlson discussed the fuel adjustment forwarded last week by Waste Management and the anticipated increase to the solid waste collection contract amount. The Board did not think the amount was substantial enough (approximately \$850) to change the budget request.

7. There was follow-up from the Budget Committee meeting of 14 December 2011 and the items they were still waiting for from the Town. The Committee did review some of the warrant articles and recommended the Police Department budget.

8. Carlson updated Board members on the status of the retirement plan through Security Benefit. They will also offer a 529 college savings plan at no cost to employees who want to participate. The Board asked that when the enrollment information was received from the company, that the Board review it, and highlight to employees that at this time there is no charge for it, but if in the future anything changes with our relationship with the vendor, or they begin to charge a maintenance fee, that that would be borne by participants.

9. Selectmen reviewed some line item transfer requests. They were approved for the Fire Rescue Department and the Town Clerk's Office. The Board indicated that they had earlier approved doing a line item transfer to assist the Clerk with her family duties, but did not approve of it being done for other reasons or to offset additional hours. The Board did not approve transfers from any wage lines, and the Building Inspector will need to amend his request to take funds from another line.

NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$23,178.37 for the current week dated 16 December 2011; and an unscheduled payroll manifest that includes the final vacation buyouts (2) and Police Department holiday pay (4) in the amount of \$7,481.20. Both manifests were approved and signed by the Board.

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

3. Carlson discussed follow-up from the auditor's visit on Wednesday. The audit engagement letter was also reviewed and signed by Chairman Hunter.
4. Selectmen opened three proposals received in response to the bulk electricity RFP. Results will be tabulated by the Energy Committee and brought back to the Board for further consideration. Proposals were received from Pope Energy, Integrys, and Constellation Energy.
5. Selectmen received one response to the Library Water System RFP, from SecondWind Environmental. Members reviewed it, and it will be copied for the Library Trustees. The only item to be performed now is an O & M Manual for a cost of \$200. They will continue to be used as a resource as the Town needs assistance.

Carlson also updated the Board on the Library water systems and the chlorination that took place last weekend. The water samples submitted failed, and repeats will be due in January. Correspondence and all updates have also been forwarded to all of the Trustees and the Librarian.

6. Selectmen signed the final 2011 petty cash manifest \$200 (to debit final expenses and close for 2011).
7. Matthew Thomas submitted a document for the Board's review titled "Proposed Requirements for the Management, Preservation & Accessibility of the Fremont Historical Society Museum Collections December 3, 2011." This was distributed for review and discussion at a future date.
8. Selectmen reviewed a letter from Fred Lindahl and Jones & Beach Engineers regarding the Seacoast United Soccer site. St Germain indicated that the Conservation Commission and Planning Board were maintaining contact on this matter and the related follow-up. Carlson will forward the most recent Conservation Commission meeting minutes from December to the Selectmen for further review.
9. Scribner asked about the Town's fee schedule which provides for a fine for building which begins without a permit and inquired if it was paid by Mark Woodman due to his beginning of his project without a permit. The Board indicated that everyone needs to follow the same rules and asked for the Building Inspector to look into it.

Scribner asked if the Board could cancel the meeting of December 29, 2011 due to the holiday week. Board members agreed, and it was decided that at least two members will review and sign the accounts payable manifest that week.

NEXT WEEK

The next regular Board meeting will be held on Wednesday December 21, 2011 at 6:00 pm. There is also a Budget Committee meeting on Wednesday December 21, 2011 at 7:00 pm.

With no further business to come before the Board, motion was made by Scribner and seconded by St Germain to adjourn the meeting at 8:45 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator