

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

Selectmen reviewed the bills paid this week, payroll for the prior two week period, bills to be paid next week, and the minutes for the past two meetings.

Selectmen asked Carlson to verify the NH Labor law on lunch breaks and the time period worked which requires an employee to be given a lunch break, to be sure we are in compliance.

There was discussion about black ice on Saturday morning and the trucks sanding while the temperature was at 40 degrees. Selectmen said they did not feel this was necessary as the temperature was warm enough to have cleared the roads by mid-morning.

There was additional discussion about the Town's acceptance of the contract extension offered by Waste Management through 12/31/2013 at no additional increase for the nine month extension. The Board agreed that they would sign a letter to Waste Management confirming acceptance of the extension.

At 6:30 pm Joe Lessard from MRI came in to meet with the Board to discuss a pending BTLA Case. Motion was made by St Germain to enter non-public session pursuant to NH RSA 91-A:3 II (e) to discuss a pending BTLA Case. Scribner seconded and the vote was unanimously approved by roll call vote 3-0.

At 6:35 pm motion was made by St Germain to return to public session. Scribner seconded and the roll call vote was unanimously approved 3-0.

Motion was made by Scribner to accept the offered settlement assessment of \$933,000 for property located at map 3 lot 2. St Germain seconded and the vote was approved 3-0. Lessard will present follow-up paperwork once the property owner Ferwerda completes the paperwork to withdraw the case on the settlement.

The case was scheduled many months ago to be heard by the NH BTLA on Tuesday January 10, 2012 and Mr Ferwerda has applied to the BTLA for an extension in the event that the case is not settled, such that he can get his own expert. The Board agreed that they were not in concurrence with granting an extension because there has been substantial time to get the case prepared.

Selectmen thanked Lessard for his time and he left the meeting at 6:40 pm.

OLD BUSINESS

1. Selectmen reviewed the minutes for 15 December 2011 and 21 December 2011. Scribner moved to approve both sets as amended. St Germain seconded and the vote was approved 3-0.
2. There was further discussion about a Fire Rescue copier/printer. Carlson presented to the Board quotes and options from Copy Connection and DayStar. The Board said that now that we are in to a new budget year, Chief Butler should look at his 2012 budget and see if there are any funds available. This will be placed on the agenda for next week.
3. Selectmen discussed how to set up appointments for tax hardship requests for 2012. As with last years practice, the Board would like to have some historical information from the Tax Collector on payment history prior to meeting with any resident wishing to discuss a tax hardship matter. The Board briefly

discussed the application of payments on arrearages and felt the Tax Collector should continue to apply payments as she has been.

There was discussion about processing abatements for the tax deeded properties at Cooperage Forest, which were deeded to the Town 09/02/2010. The properties have been redeemed by the court settlement of the former owner. Carlson said that past practice has been to issue an abatement for outstanding tax amounts once a property is owned by the Town. This was discussed with Attorney Ryan recently in light of the settlement for the Cooperage properties, and he agreed that issuing abatements was appropriate. Scribner suggested that Carlson check with DRA as well to be sure the practice is appropriate.

4. Selectmen discussed Deliberative Session to be held on Monday February 6. The Board decided that they did want the Town's Attorney to be present that evening.

5. Selectmen discussed the Fire Rescue points/LOSAP programs and copies of the updated Points and LOSAP history were distributed as information. St Germain said she believes the Fire Chief's pay, since being increased to \$25,000 in 2009, is worthy of picking up some of the smaller tasks as needed for the Department. The Board felt that this was the role of any Department head to pick up; or perhaps give that task to someone else, referring to the \$250 stipend received by Chief Butler for performing ½ of the work of the SCBA Maintenance Coordinator for the past year in the absence of Member Mark DeVeber..

Selectmen agreed that they would send the inquiry to the Points Board about how the Coordinator stipends work and are administered overall for the Department.

6. Current copies of the 2012 Town Meeting Warrant were distributed, as were the current drafts of the State forms MS-7 and MS-7D. Carlson asked the Board for their input to the Warrant Article Narrative as soon as possible, and for the forms to be checked for final signature next week.

Scribner left the meeting to tend to a personal matter at approximately 7:20 pm.

7. It is noted for the minutes that in accordance with arrangements made at the December 21, 2011 meeting, Selectmen Hunter and St Germain reviewed bills on December 29, 2011 for payment; and reviewed and approved the manifest for accounts payable checks dated December 30, 2011 in the amount of \$529,153.82.

8. Conservation Commission Member Pat deBeer reports that \$80,000 is the grant total for the Smith project. They did not get the Open Space Institute (OSI) grant award and there are no more outstanding applications.

At 7:35 pm Mike Rydeen came in to the meeting to go over the voting layout. He detailed his meeting yesterday with Supervisor of Checklist Neal Janvrin and Town Clerk Lori Holmes. He presented the voting layout sketches and information and stated that this was a living/working document to see how everything works on the first time voting at Ellis School.

He said they will need a new table for people to return to undeclared status and said he would like one of the Selectmen to help with that. The Board said that throughout the day at least one of them will be there, and they will be voting officials to help out in any way they can. St Germain said she would fill in wherever necessary and that she would be there at the opening of the polls.

Rydeen described the electioneering area and the requirements of who can be where. He said there is a designated area in front of the school where unattended signs can be placed.

Rydeen said that due to the school schedule, election officials can't get into the school until 3:30 pm on Monday afternoon, so setup and takedown will require additional logistics. He said he is looking for volunteers to help with take down. It will likely be necessary to budget funds to have additional help because it needs to be done in a shorter time period than ever before. Breakdown must take place that night because the building must be ready for school early the next day.

They can use the kitchen for food prep (bring in and store cold items). The site is handicap accessible and has access to all necessary items now that the phone line has also been moved.

Rydeen thanked the Board and he left the meeting at 8:00 pm.

OLD BUSINESS CONTINUED

9. A form came from Plodzick and Sanderson for the Board to complete regarding risk assessment for the 2011 Audit report. Carlson will forward the form for Board review and time will be set up on the agenda next week for the Board to complete it.

10. Selectmen reviewed and signed the Cooperage Forest change order for paving work which had been approved in discussions with Stantec on December 21, 2011. Selectmen asked for Carlson to follow-up with Dan Tatem on the punch list that was to be put together on remaining work items for the spring.

11. Carlson presented information for a new Human Services Coordinator to the Board. The candidate will come in to meet the Selectmen at their meeting next week.

12. Selectmen discussed the sale of the former Civil Defense/EMD truck and reviewed the notice of it being for sale by sealed bid. No minimum bid price was set, and bids will be due to the Selectmen's Office no later than February 29, 2012.

13. Selectmen discussed the potential of having a special event permit fee to cover some of the Town's costs related to special events. More research will be done into this.

14. Selectmen agreed that the Shagg's Fundraiser proposed by Jesse Krakow (of New York) was acceptable for the 250th Celebration, and the contact will be forwarded to Matthew Thomas for Committee review. The Board indicated that the Town would need to authorize all publications put out using any Town information.

NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$18,194.75 and accounts payable manifest \$25,158.99 for the current week dated 06 January 2012. Motion was made by St Germain to approve the manifests. Hunter seconded and the vote was approved 2-0.

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

3. Goals for 2012 were tabled until a full Board is present.

4. The Town Clerk provided to Carlson a copy of NH RSA 261:153 which provides for a vehicle registration surcharge fee to be saved in a Capital Reserve Fund for transportation improvements. The Board discussed this as a possible alternative to being able to save funds for highway reconstruction and bridges.

5. Selectmen reviewed and approved Cooperage Forest Manifests in accordance with recommendations from Stantec Consultants:

2012-009 CFE	\$5,800.00
2012-010 CFE	\$184,266.79

6. Selectmen reviewed the Town Clerk's budget in response to concern expressed by residents regarding office hours. Selectmen reviewed the Town Clerk's budget for the past couple of years to compare compensation with open hours and overall hours worked by the office.

It was clarified that the Town Clerk does not get vacation pay. There were a few of the past budget years when the position was defined by the Clerk as a 40 hour position. That is no longer the case. Currently the office is open 30 hours per week.

The Board reviewed the past few budget rationales where the open hours were between 30 and 32 hours per week, which is what the 2010 and 2011 budgets were based on.

After considerable discussion and review of prior years budget rationale, the Board expressed concern about jeopardizing service to residents and open hours for the office, a motion was made by St Germain to reduce the Selectmen's recommendation for the Town Clerk's salary to \$27,756 to reflect the current rate of pay (calculated at \$16.68 per hour using current salary of \$29,491 at 34 hours per week) multiplied by 30 hours per week for 52 weeks. Hunter seconded and the vote was approved 2-0.

7. Selectmen agreed to a one year contract renewal with Triangle Portable Services for the porta-toilet at the Highway Shed. This reduces the cost per month when paid in advance for the year.

8. Selectmen signed a line item transfer for the Solid Waste Collection budget.

9. Selectmen reviewed and signed an Intent to Cut for parcel 01-011 owned by John & Lorraine Downing.

10. A public hearing for the fire truck lease/purchase has been posted (12/29/2011) as follows: "The Board of Selectmen will hold a public hearing at the Town Hall, 295 Main Street, Fremont NH in the basement meeting room on February 9, 2012 at 7:30 pm in accord with NH RSA 33:8-a to discuss the long-term lease/purchase of a fire truck for the Fremont Fire Rescue Department. The public is welcome to attend."

The next regular Board meeting will be held on Thursday January 12, 2012. The NH Primary will take place on Tuesday January 10, 2012 at Ellis School with polls open from 7:00 am to 8:00 pm.

At 9:35 motion was made by Hunter to adjourn the meeting. St Germain seconded and the vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson
Town Administrator