

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

### OLD BUSINESS

1. There was discussion about a final vote by the Board of Selectmen on the Budget Committee's recommendation budget number (\$2,563,725) in Article 6 of the 2012 Town Meeting Warrant. The Board will address this following completion of the Town's Public Budget hearing tonight (which was recessed from last night).

Selectmen reviewed a 2011 expense report to date (which is unaudited, and not yet complete) to determine the amount there may be in unreserved fund balance. At this time, there is approximately \$91,000 in unexpended appropriations for 2011.

The Board decided they would use approximately half of this money to fund capital reserve articles presented in the 2012 Town Meeting Warrant. The Board reviewed the Warrant and motion was made by Scribner and seconded by St Germain to use \$25,000 to fund the Bridge Capital Reserve Fund (Article 7), use \$12,500 to fund the Police Cruiser Capital Reserve Fund (Article 8); and use \$10,000 to fund the Town Hall Renovations Capital Reserve Fund (Article 9). The vote was unanimously approved 3-0.

There was discussion in follow-up to the Budget Committee Public Hearing last night and St Germain shared information from Paul Sanderson, Attorney from NH LGC, and Jeane Samms, Auditor for the NH Department of Revenue Administration. Sanderson said that the voters need to vote on compensation of Town Officials and it can be done by a warrant article for the operating budget in total or could be by separate article. Samms said that RSA 41:25 did not mandate it either way, but that it must be done at town vote, and further that advice of an attorney "trumped" her (Samms) advice. St Germain will share this with the Budget Committee this evening.

2. Selectmen signed the DRA Form MS-7D for 2012 to be posted with the budget. The total default budget for 2012 is \$2,537,577.

3. Selectmen reviewed the minutes for 05 January 2012. St Germain stated that the Points matter from last week was to be referred to the Points Board. Scribner then moved to accept the minutes of January 5, 2012 as amended. St Germain seconded and the vote was approved 3-0.

4. Carlson discussed with the Board the Town's administrative costs associated with the management of escrow account for completion of the Cooperage Forest project. The Board agreed that the \$40 administrative fee for each escrow disbursement was appropriate to use to cover some of the Town's administrative overhead related to this matter. There is also a \$2.00 per month Treasurer maintenance fee. A manifest will be done to cover the \$40 administrative fee to date for the first 11 manifests/escrow disbursements.

Also related to the Cooperage project, Selectmen signed the originals of the change order approved last week for Brox Industries contract amount. This adjusted the paving contract for the project.

5. Goals for 2012 were tabled.

6. Carlson discussed some follow-up information on RSA 261:153 regarding the registration surcharge fee to fund a Capital Reserve Fund for highway improvements. Some information from the Town of

Hanover was received, and a draft warrant article sent to Jeane Samms for review. In response, Samms said that the DRA has been advised by an attorney that such an article must come in by petition.

Selectmen discussed it further and the pros and cons of another fee/surcharge to residents, including that this would also be applicable to non-property owners thus help with the tax burden of transportation (roads and bridges) improvements. The issue may come up at some point in the future, but is not an option for the 2012 Town Meeting Warrant at this time.

At 6:45 pm Department Head Neal Janvrin came into the meeting.

Chief Janvrin explained that his Trend Micro virus protection is about to expire and he understands that the Town is using the DayStar recommendation of converting to FortiClient. He said there is sufficient money in his budget to support the FortiClient program, and wanted to be sure that the Board was OK with the additional expenditure. The Board said they supported the DayStar recommendation.

The Chief then presented a quote for a new computer to replace the one in his office which has been problematic for the past two months. The quote is for \$790 not including the labor to install it. Janvrin explained that he usually builds units by purchasing only the components needed and thought the price was high. The Board felt that it was comparable to what the Town had recently paid for new computers and thought that DayStar should proceed with the work if it was what Chief Janvrin needed.

Chief Janvrin then discussed problems with the copy machine in the Police Station. He said it has also had several maintenance issues in recent weeks. He said he has spoken with the company he leases from and obtained information on a new lease, for the same price, on a better machine. He said he needs to be able to scan items (victim statements, photographs, etc) into the IMC system and needs the capability to send everything electronically to the court systems through that scanner.

In response to the Board's questions, Janvrin said the lease on the current machine is up in April. He said he could exchange for another one for the same price (roll into another lease) for the next four year period of time. With the lease, they supply toner and all items needed to run the machine. The Board said that if he can get a better machine for the same money as budgeted, that it was fine to pursue. He was asked to look at whether any savings could be obtained by paying the monthly lease payment all at once at the beginning of the year. If so, that may be a worthwhile change to the payment structure.

Greta St Germain went upstairs for the Budget Committee public hearing at 7:00 pm.

Hunter asked about any problems with the storm today and Chief Janvrin recounted some of the weather issues. Hunter asked Janvrin who makes the determination on when to cancel school. Chief Janvrin said that he and the Road Agent confer with the Superintendent to make the decision. Hunter said he was asking because he was contacted by a resident today asking about road conditions and why school had been cancelled.

There was discussion about how those decisions are made depending on the different administrations. The Superintendent and the Principal do not live near Fremont. Chief Janvrin said that the roads got worse today as the day went on. There was also a power outage which would have forced release of the school.

Chief Janvrin left the meeting at 7:05 pm. St Germain returned and asked for Carlson to provide additional information to the Budget Committee. Selectmen Hunter and Scribner went to the main hall to participate in the Budget Committee recessed public hearing as well. The Board's meeting was recessed to partake in the Budget hearing.

At 8:00 pm Selectmen returned to their meeting in the basement meeting room, upon completion of the public budget hearing.

Selectmen discussed the Budget Committee meeting and clarified with Carlson that because the Clerk's Office is closed on Friday, Carlson was out of the office on Monday due to the death of a family member, and the Town Clerk had been out of the Town Hall all day for elections on Tuesday, Carlson had been unable to talk with Lori Holmes about the Board's budget reduction recommendation until Wednesday. There was also clarification that draft minutes are available once they are completed, and that meeting minutes don't go on the Town's website until they are approved.

Selectmen discussed the Budget Committee's budget recommendation. The Board wanted to support their own budget recommendation of \$2,570,413. Motion was made by Scribner to not recommend the Budget Committee budget recommended amount of \$2,563,725. Hunter seconded and the vote 3-0. This vote will be updated in the Warrant.

### **NEW BUSINESS**

1. Selectmen reviewed the accounts payable manifest \$38,537.16 for the current week dated 13 January 2012. Motion was made by Scribner and seconded by St Germain to approve the accounts payable manifest of \$38,537.16. The vote was unanimously approved 3-0.
2. Selectmen reviewed the folder of incoming correspondence and bills for payment.
3. Selectmen signed outgoing correspondence to Waste Management regarding acceptance of the contract extension through 12/31/2013.
4. There was a brief discussion about Town Hall storage space and the possibility of having the FAA materials moved to accommodate voting items being stored at the Town Hall. Some rearranging has been done to get the items inside. The Board asked if the FAA could move some of their equipment to the storage space available at the ballfields.
5. Carlson advised that the Board of Selectmen's Report is needed for the Annual Report. A list of items to cover was generated this evening and Scribner will make a first attempt at the report for members to review.
6. The Board discussed meeting with Credere Associates regarding follow-up to the DES project at the Hammond Property, in response to an email from Theresa Walker. The Board did not feel any need to meet with them, but would like to look at the report.
7. Selectmen reviewed and approved Cooperage Forest Manifest # 2012-011 CFE in the amount of \$6,233.56.
8. Carlson advised the Board that the Town's Highway Truck had been struck by another vehicle this week, with no damage to the Town equipment. The draft police log was reviewed by members, and another jurisdiction was called by Fremont Police to investigate the accident. The Board felt a claim should be filed to protect the Town even though the Town is not at fault and there is no cost of damage to the Town.
9. Copies of the Treasurer's December monthly reports were distributed to Board members.

10. The Board reviewed the Audit materials (fraud worksheet) and will circulate a draft at the next meeting before reporting back to Plodzik & Sanderson.

11. Selectmen discussed a tax hardship matter and payment history provided by the Tax Collector. Motion was made by Scribner to adjust interest to 6% on parcel 02-162 for the 2009 property tax lien. St Germain seconded and the vote was unanimously approved 3-0. The Board asked for an abatement to be processed for signature next week.

The next regular Board meeting will be held on Thursday January 19, 2012.

At 8:30 pm motion was made by St Germain and seconded by Scribner to discuss a personnel matter pursuant to NH 91-A:3 II (c). The roll call vote was unanimously approved 3-0. Carlson left the meeting at this time.

At 9:28 pm motion was made by Scribner and seconded by St Germain to return to public session. The roll call vote was unanimously approved 3-0. No decisions were made.

At 9:30 pm motion was made to adjourn the meeting by Scribner and seconded by St Germain. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator