

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 and Greta St Germain; and Town Administrator Heidi Carlson.

6:15 pm Dawn-Marie Jarrell came in to meet with the Selectmen to discuss the position of Human Services Coordinator. She told the Board about herself and her work background which includes several towns, the Rockingham County Community Action Program, and the State of Maine in various human services capacities.

Carlson indicated that Jarrell had been an immediate respondent to the Town's inquiry for a Coordinator and the Board had earlier reviewed her resume. She is prepared to start immediately.

St Germain moved to appoint Dawn-Marie Jarrell as the Town's Human Services Coordinator. Hunter seconded and the vote was unanimously approved 2-0. Jarrell and Carlson will meet as soon as possible for paperwork and logistics. Jarrell thanked the Board and she left the meeting at approximately 6:30 pm.

Carlson discussed the Moose Plate Grant (\$15,000) which has been awarded to the Town by the State Conservation Committee. The award requires execution of a Grant Agreement (6 page document). The Selectmen reviewed the Agreement and motion was made by St Germain to accept State Conservation Committee and to enter into a contract with the State Conservation Committee grant funds and execution of paperwork. Hunter seconded and the vote was approved 2-0.

Chairman Hunter signed the Grant Agreement and Carlson Notarized the Certificate of Authority for the Board's vote.

At 7:00 pm Road Agent Mark Pitkin came into the meeting. Pitkin asked the Board about the meeting minutes of January 5, 2012 and read a section of them regarding road conditions on 12/31/2011. He said he was concerned about the Board's statement being put into the minutes and that it was his decision to make when roads needed to be treated.

Selectmen said the statement had been made by Selectmen Scribner and she was not here this evening to further explain. Pitkin went on to clarify his decision about treating the roads, indicating that air temperature is different than ground temperature. He said area towns were all out that morning and shared information on calls he had received that day regarding conditions.

Pitkin then presented a letter from the company where he gets the daily storm report that he wanted the Board to be aware of. He asked that the letter be read into the record to clarify the earlier minutes. The letter from New England Weather Science is a certified weather statement from Meteorologist Rob Gilman and included the following information: "Saturday December 31st brought freezing rainfall measuring 0.04" during the morning. There were freezing pavements. The high temperature reached 37 degrees with a low of 30.

He explained the concern about having any black ice on roadways. He said he understands that we are spending taxpayer money and does not feel that he was spending the Town's money unwisely.

Pitkin stated that if there is a problem, it is at the Road Agent's discretion to take care of it and asked the Board to call on him for information when they have a question. St Germain apologized to Pitkin and said that the statement was not made to upset him.

During the meeting, Pitkin took a call from the New England Weather Science regarding this evening's storm. There was further discussion about the Road Agent's duty related to calling out crews and how winter events are handled.

Pitkin stated that he had been called at 1:30 am one morning this week (by Rockingham County Dispatch) and the air temperature was 41 degrees, but there were frozen spots causing icing conditions on the roads.

Selectmen said they respect his decision and thanked him for coming in. Pitkin left the meeting at 7:20 pm.

Shortly after Pitkin left, the Board realized there had been no discussion about the Cooperage Forest punch list created last week by Dan Tatem of Stantec Consulting Services during a site walk and inspection conducted with Pitkin on January 11, 2012. Carlson placed a call to Pitkin who agreed that he was all set with the letter from Stantec and the punchlist of work which would be completed in the spring. Pitkin added that the road will be evaluated again at that time to see how it weathered the winter, and other items will be added if needed to close out the project.

OLD BUSINESS

1. Selectmen reviewed the minutes for 12 January 2012. The non-public session minutes had not been completed and acceptance of the minutes was tabled until that is complete. St Germain will work on completing them.
2. Goals for 2012 were tabled for a full Board to be in attendance.
3. Selectmen reviewed the final Warrant for 2012 and signed the document once completed. Jeane Samms from DRA and the Town's Attorney have also reviewed the final draft.
4. Steve Tomasz called the Town Office on Tuesday January 17th to report that he had been out working on the stone wall about three weeks ago and finished another section. He said he would be back as soon as the snow melted. He also said he would contact Mr Miller this week to give him an update.
5. In follow-up to a question from a couple of weeks ago, Carlson provided information from the Department of Labor statutes (RSA 275:30-a). Selectmen asked for this to be brought back next week when Selectman Scribner is due to be at the meeting.
6. Carlson provided an overview of the new website design in follow-up to the meetings held today with Departments. Selectmen viewed the updates done today on the test site. Carlson asked the Board to consider what type of Website Policy and Disclaimer they would like to have, and a sample from another VTH site was downloaded for review. Selectmen thought this was a thorough template and asked if it could be obtained from the Town of Stratham.

The Board also discussed a mission statement, and St Germain will look for some samples to discuss next week. In terms of historical recordkeeping on the website, the Board felt that items could be archived by year, thus doing away with the current practice of keeping four months of minutes on the site at a time. The Board agreed that list-serve items were also a good idea.

7. The Library water system O & M Manual is completed. A copy will be posted in the mechanical room and supplied to the Library Trustees. A copy will be maintained in the Town Offices as well. Two of the five bacteria tests were positive in January, so the State's deficiency notice has also been completed and posted in the Library. Carlson also sent several updates to the State on the Library water progress as well.

8. Selectmen asked for the Fire Department copier/printer to be placed on the agenda for next week.
9. Selectmen discussed issuance of a short-term note for the Smith Land purchase. With grants received, the Town needs to borrow approximately \$65,000 at this time. Selectmen reviewed and signed an engagement letter with David Barnes of Devine Millimet to act as bond counsel, a requirement no matter who the lender is. The bond counsel application package is extensive. Carlson also advised she was working on a project description letter and Financial Statement for Citizen's Bank relative to the purchase.

NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$22,688.81 and accounts payable manifest \$36,283.44 for the current week dated 20 January 2012. Motion was made by St Germain and seconded by Hunter to approve both manifests. The vote was approved unanimously 2-0 and both were signed by Board members.
2. Selectmen reviewed the folder of incoming correspondence and bills ready for payment.
3. Selectmen reviewed and approved Cooperage Forest Escrow Manifest # 2012-012 CFE in the amount of \$440.00; and Manifest # 2012-013 CFE in the amount of \$7.94.
4. The SRRDD 53B Annual Meeting will be held in Rye on Wednesday January 25, 2012. St Germain said she will attend this meeting as the Fremont Representative.
5. Selectmen reviewed and discussed Town Report material. The Board discussed the Appreciation and Dedications. Topics generated for the Selectmen's Report include: Completion of the new Personnel Policy, a new website design, updates and improvements to Accounting practices, hiring a new Auditor, further policy development, adoption of an Information Technology Policy, changing of the polling location to Ellis School to accommodate the growing population, and shifting allocation of the default budget to allow for some road work.

The next regular Board meeting will be held on Thursday January 26, 2012.

With no further business to come before the Board, motion was made by Hunter to adjourn the meeting at 8:45 pm. St Germain seconded and the vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson
Town Administrator