

Approved 02/16/2012

At 6:02 pm the Board's meeting was called to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Annmarie Scribner, Greta St Germain, and Brett Hunter; and Town Administrator Heidi Carlson.

Selectmen reviewed the mail folder and the Warrant Article Narrative for Town Meeting. Board members approved the Warrant Article Narrative and decided to use this document as the handout for the Deliberative Session. Copies of the full budget spreadsheet (proposed 2012) will also be prepared for Board members use at Deliberative Session.

## OLD BUSINESS

1. Selectmen further discussed the Energy Committee's recommendation regarding bulk energy purchasing. The contract was reviewed by Attorney Ryan, with some follow-up provided and discussed with the provider. There were no outstanding items. The Board accepted the bulk energy purchase proposal from Integrys Energy Services at the current rate \$0.0605 for a 36 month term. Chairman Hunter executed Power Sale Agreement and the Confirmation with Integrys Energy.

2. A final list of items for inclusion in the Selectmen's Town Report was discussed. The Board will review the final draft while at Deliberative Session on Monday evening.

At 6:30 pm Town Moderator Michael Rydeen met with the Board to review the Town Meeting Warrant in preparation for Deliberative Session.

Selectmen reviewed the warrant articles and how each would be moved, and questions answered as they arise at the meeting.

Rydeen agreed that the set up of the meeting room for Deliberative Session could be the same as it was done last year. The documents which have been prepared for the meeting include the Rules of Procedure for Fremont Town and School Meetings, State Budget Forms MS-7 and MS-7D, and the Warrant Article Narrative.

Mark Pitkin came into the meeting at 6:55 pm.

It was highlighted that Warrant Article 13 will have to be amended to withdraw only \$12,500 from the Capital Reserve Fund as that is all the funding currently available.

Rydeen thanked the Board and left the meeting at 7:00 pm.

At this time, Department Head Mark Pitkin met with the Board regarding the reimbursement of FEMA funds from the October storm. Carlson advised the Board that Jeanne Nygren, working with Pitkin, had submitted all of the FEMA paperwork for reimbursement of costs incurred with the October snow storm. It is anticipated that the Town could receive approximately \$14,000, which is 75% of the Town's expenditures.

Pitkin asked the Board if these reimbursed funds could be returned to his budget. He said instead of road work being completed, the \$18,000 was redirected to storm cleanup and debris removal. There was Board discussion on whether money comes in for 2011 or 2012. Selectmen asked Carlson to check with the auditors about the bookkeeping, but were not opposed to holding a NH RSA 31:95-b hearing for acceptance and expenditure of unanticipated funds since it is a new budget year. This would reduce the Town's revenues by the amount received and redirected as an expense (as an offset to general taxes).

Joel Lennon came in to the meeting at 7:15 pm.

Pitkin then advised the Board they had taken delivery of the new highway truck, a 2012 Ford F550. He discussed an extended warranty and pricing. The truck comes with a standard three year, 36,000 mile warranty. The extended power train warranty for seven years or 100,000 miles is \$3,995; and the general bumper to bumper warranty for general maintenance is \$3,875. Pitkin said he wanted to do more research on it before making a decision but wanted the Board's input. There was discussion about what would work best. Pitkin said he will find out when a decision has to be made, and if there are other options for an extended warranty.

Pitkin advised that the Town seal will be put on the doors within the next week or so.

There was discussion about repairs to the Highway shed, voted by the Board in December. Pitkin and others had reported that the area of siding repair has significant rot underneath it, and is not worth fixing the siding until the rot can be fixed. Bob Meade and other employees have offered to assist if the repair work can be done in house.

Pitkin noted that the State has installed new school bus signs on Beede Hill Road.

Pitkin left the meeting at 7:25 pm. David Barker and Leon Holmes Jr came in to the meeting.

At 7:30 pm Selectmen opened an employee session to discuss the Town's Personnel Policy. When the policies were distributed in December, the Board set aside time to review any questions or comments from employees.

Deputy Chief Barker introduced himself as a representative of the Fire Rescue Department for Chief Butler, and said he had a few points the Department wanted to review with the Board.

Barker began by stating that it was one of the better polices he has seen, on a personal level, terming it comprehensive and with a lot of thought involved. From the Fire Department's perspective, this is a guideline, a living document, and that someday there may not be the same three member Board of Selectmen sitting here to interpret the policy.

Barker asked questions about the possibilities for example, of a volunteer firefighter who is responding to a call and may have come from the grocery store and have wine or beer in their vehicle; or have responded to a call from a hunting location and have a weapon in their vehicle. He also indicated that as part of their gear, most firefighters have knives or other tools which could be viewed as weapons.

Barker further stated that a firefighter/EMT's work location can be anywhere they come across an emergency and that it can happen without warning or planning.

Selectmen discussed this and could see the point.

Barker then referred to Page 32 Nepotism indicating that Joe and Doris Nichols who are family members; as well as Chief Butler and his son Jared who is a department members. Given the rank of Chief Butler and Deputy Chief Nichols, it is possible that their family member may in some circumstances, report to them.

Barker said that in the fire service, there are often situations where there are family members involved. The Board indicated that the intent was that no added privilege of family members on the Department.

Barker said that in dealing with applications of family members, the member already on the Department will recuse themselves from the discussion.

Barker then referenced Page 26 – Passwords and Passcodes. He referenced NH TEMSIS, which is the State of NH web-based EMS reporting system. This is not a Town system. The Board said that only property of the Town of Fremont is of concern. A system governed by the State of NH or some other governing agency, especially one protected by HIPPA, would not fall under this policy.

Barker moved to Page 35 dealing with Promotions, Transfers & Job Postings. He stated that the Fire Rescue Department has a written posting of how promotions work, and would like to preserve their rights to use this.

The Board agreed that in recognition of existing policy within the police and fire service, it would be used for those Departments.

The Board agreed that any potential “weapon” related to one’s work would not be considered in violation of the policy.

Barker pointed out a typographical error on Page 20 – where “company” should be changed to “the Town.”

There was considerable discussion about taste and common sense as well as the Board’s intent related to many of these items. The Board agreed that the document was a “living document.”

Leon Holmes Jr said he signed the acceptance form and also thought the Board did a great job with it. He asked the Board to consider allowing the use of vacation time in a hardship situation, to cover extended sick leave; or at least allow for case-specific review. He said that it had worked well for him. The Board was not opposed to this in hardship or specific cases. St Germain will check on the FMLA regarding use of sick and vacation time.

All were thanked for their review and comments. Dave Barker and Leon Holmes left the meeting at 8:05 pm.

At 8:10 pm Matthew Thomas met with the Board. He discussed with them the Historian’s report for the Town Report. Selectmen just wanted to clarify for him the legal matter regarding the Town Clerk and Tax Collector, that it is a two part matter and there is still one part unconcluded. Thomas said as an Historian, he reports on all stories, and does not chose, indicating he is careful to be honest, impartial, and truthful.

Thomas then said that the Historical Society does not have sufficient funding to keep up with the rising costs of maintaining the Historic Museum. With the current price of oil, the Society cannot continue to run the building without financial help. Up to now, they have been paying the electricity and oil costs.

Thomas said that membership is a small few dedicated people and that it is hard to sponsor fundraisers. The Fremont fair in 2010 raised \$600 or \$700 but can’t easily continue as an annual event without electrical improvements that they cannot afford. He asked the Board to consider rolling these costs into the Town budget. He added that they are in the process of getting 501c3 status from the IRS.

The money for these two expenses is in the Town budget, as is an offsetting revenue. The Board discussed taking on the costs this year, and looking at the situation again at budget season in the fall of 2012.

Thomas shared Town report photos as well.

Thomas was thanked for his time and he left the meeting at approximately 8:30 pm.

### **OLD BUSINESS CONTINUED**

3. Selectmen reviewed the minutes for 12 January and 19 January 2012. Scribner moved to accept the January 12, 2012 and January 19, 2012 minutes as amended. St Germain seconded and the vote was approved 3-0.
4. Goals for 2012 were briefly discussed with the following items being reviewed: Fund Balance Policy, universal budget worksheet, cable TV equipment, a Fremont School District payment schedule for the upcoming year. This will continue to be a work in progress.
5. Selectmen discussed financial policies and sending out a letter to Departments after the budget is passed, including a copy of the Department's approved budget. The Board wants to see Departments purchase items they have planned, and not wait until year end. The Board also discussed a standard example for budget submissions.
6. The Board followed up on a NH Department of Labor Question from a few weeks ago and reviewed RSA 275:30-a regarding lunch periods.
7. Selectmen reviewed the Website Policy and Disclaimer model as revised for Fremont. Motion was made by St Germain to approve this policy for Fremont. Scribner seconded and the vote was approved 3-0.
8. There was some discussion about the Board's mission statement. St Germain will continue to work on this and bring it back to a future meeting.
9. The Fire Rescue Department copier/printer discussion was tabled.
10. The Board asked for a sample Fund Balance Policy from Plodzick and Sanderson.
11. Selectmen signed a letter to Dawn Jarrell regarding the Human Services Coordinator position.

### **NEW BUSINESS**

1. It is noted that the accounts payable manifest \$1,118,092.65 for last week dated 27 January 2012 was reviewed and signed by Selectmen Hunter and St Germain. The payroll \$18,807.51 manifest and accounts payable manifest \$51,141.52 for the current week dated 03 February 2012 were reviewed and signed.
2. Selectmen reviewed the folder of incoming correspondence and the bills for payment next week.

3. Selectmen approved the Town Meeting edition newsletter for posting on the website. Following Deliberative Session, the Voter Guide will be prepared, and placed into the next newsletter (dated for February).

4. Selectmen signed the election warrant for March 13, 2012 elections with polls open from 7:00 am to 8:00 pm at Ellis School, 432 Main Street. This was returned to the Town Clerk.

5. Selectmen considered a request from Attorney Nancy Barbour for a residency request for an assisted living facility resident relative to purchase of a cemetery lot. The Board felt that if the person was a resident at the assisting living, they could purchase a cemetery lot.

The Board did not feel a need to post a meeting prior to Deliberative Session for any final discussions. Members will meet at Ellis School at 6:45 for Monday's Deliberative Session.

At 9:15 pm motion was made by Scribner to enter Non-Public Session pursuant to NH RSA 91-A:3 II (e) regarding a pending BTLA settlement. St Germain seconded and the roll call vote was unanimously approved 3-0. Hunter – aye; Scribner – aye; St Germain -aye.

At 9:20 pm motion was made by Scribner to return to public session. St Germain seconded and the vote was unanimously approved 3-0.

Motion was made by Scribner and seconded by St Germain to counter offer at \$550,000 for the 2010 assessment. The vote was unanimously approved. Carlson will get this information back to Joe Lessard.

Selectmen discussed a letter from Peter Gilligan from the mail folder regarding his request to be reimbursed the building permit fee because he had been delayed during the process to put an addition on his home. St Germain asked Scribner to get from Gilligan a total of the extra costs incurred during the process. Scribner said she would follow-up with her son on this.

With no further business to come before the Board, motion was made by Hunter and seconded by Scribner to adjourn the meeting at 9:30 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator