

At 6:09 the Board's meeting was called to order in the basement meeting room at the Fremont Town Hall by Chairman Hunter. Present were Selectmen Annmarie Scribner, Greta St Germain, and Brett Hunter; and Town Administrator Heidi Carlson. Also present were Meredith Bolduc, Roger Barham, and Bob Meade.

Selectmen met with Meredith Bolduc and Bob Meade and Scribner began by saying that she wanted to clear up the past process regarding the building addition for her parents at her son's home. She said that the process was confusing and that she had spoken with Hunter about it as a representative to the Planning Board. She felt that she wanted to let them know her intentions when things had become confusing for her family.

She said she is a rules person and feels that they apply to everyone. She felt like she wanted to clarify her integrity on this issue. She said everyone has learned a lot during the process.

There was general discussion about the process. Meade, Bolduc, and Barham left the meeting at 6:26 pm.

### **OLD BUSINESS**

1. Scribner indicated that she had spoken with Mike Campo at Plodzick and Sanderson this week and that the Fixed Asset spreadsheet is all they are missing to complete the Town's audit report. Carlson advised that Jeanne Nygren is compiling the balance of the data needed from Town Reports, as well as Town property records. The Capital Asset Policy is also needed to finish the depreciation numbers.
2. Selectmen reviewed the minutes for 02 March 2012. Motion was made by Scribner and seconded by St Germain to approve the minutes as printed. The vote to accept the minutes was approved 3-0.
3. Selectmen discussed the highway budget money which has been saved due to the light winter, and asked for a budget update to see what funds may be available, after saving sufficient allocation to be used for November and December 2012, to be able to do additional road construction/reconstruction work this year.
3. Selectmen further discussed the Citizen's Bank information as well as reviewed the Delegation of Deposit Authority. The Board discussed the duties of the Treasurer and the current arrangement regarding deposits of Town funds.
4. The Capital Asset Policy will be redistributed for review next week. It was sent to Mike Campo at Plodzick and Sanderson this week for review.
5. The Disaster Recovery Policy will be redistributed for review next week.
6. Selectmen discussed Special Event Regulations. John Ryan had reviewed the information sent to him (the New Durham Regulation); and thought it would be fine to proceed with such a regulation. The Board discussed the segregation of certain events and how Town events would be handled. Carlson was asked to start working on a draft policy for the Board to review with components of the New Durham sample as discussed.
7. To follow-up discussion from last week, Chief Janvrin advised Carlson that the Police Department training for February was done at the Sandown PD, by the prosecutor, and included discovery, documentation and motion information.

The Board indicated that Department Heads need to review hourly employees time worked in cases where overtime is worked and adjust hours the employee works during the balance of the pay week accordingly to avoid the payment of overtime.

### NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$10,580.96 for the current week dated 09 March 2012. Motion was made by St Germain and seconded by Scribner to approve the manifest. The vote was approved 3-0.
2. Selectmen reviewed the folder of incoming correspondence and bills for payment next week.
3. Selectmen signed outgoing correspondence to Freedom Renewable Energy regarding their non-activity on the contract for the Safety Complex solar hot water system. With some suggestions from TRC (the grant administrator), the letter was finalized, giving Freedom seven days to respond to the Board about whether they intent to fulfill their commitment on the contract. Failing that, the Town considers the contract terminated.
4. Treasurer reports for the end of February 2012 were distributed to Board members for review. This includes the balance sheet and deposit log. In discussing the reports, Selectmen asked for a Trial Balance Report and how to get more information from the Balance Sheet. It was noted that 2011 audit adjustments have not yet been completed.

The Board discussed having Deb Moulton from A Step Up Bookkeeping in to a meeting to discuss the QuickBooks reports and how to get more of the information they are looking for. They would like to look toward scheduling that in April. They also discussed budgeting for a municipal software accounting package at some point in the future.

5. Selectmen reviewed February 2012 audit log for QuickBooks. There was further discussion about doing all updates via journal entries, and that Treasurer should not be making any adjustments to the system.
6. Selectmen reviewed the March Newsletter completed to date. The voting information and results from next Tuesday will be added and the document will be published on Wednesday next week.
7. Selectman St Germain will be at the polls in the morning; Scribner will be there at mid-day; and Hunter will arrive there after work.

At 7:55 pm motion was made by Scribner and seconded by St Germain to enter non-public session pursuant to NH RSA 91-A: 3 II (c) to discuss a tax hardship payment arrangement. The roll call vote was unanimously approved – Hunter – aye; Scribner – aye; St Germain – aye. This will be recorded as Session I.

At 7:59 motion was made by Scribner and seconded by St Germain to return to public session. The roll call vote was unanimously approved – Hunter – aye; Scribner – aye; St Germain – aye.

Motion was made by Scribner to change the due date on a tax payment arrangement as requested by the landowner to the seventh of the month. St Germain seconded and the vote was unanimously approved 3-0. A letter will be sent to the owner regarding the change in payment due date from the first of the month to the seventh of the month.

At 8:01 pm motion was made by Scribner and seconded by St Germain to enter non-public session pursuant to NH RSA 91-A: 3 II (a) and (c) to discuss personnel evaluations and any potential merit wage increases (if the budget is approved). The roll call vote was unanimously approved – Hunter – aye; Scribner – aye; St Germain – aye. This will be recorded as Session II.

Carlson left the meeting at this time.

At 9:20 motion was made by Scribner and seconded by St Germain to return to public session. The roll call vote was unanimously approved – Hunter – aye; Scribner – aye; St Germain – aye. No decisions were made.

The next regular Board meeting will be held on Thursday March 15, 2012.

Carlson returned to the meeting at 9:25 pm. The updated copy of the letter to Freedom Renewable was reviewed and signed by Board members. Carlson also advised that a sentence had been added to the minutes of March 2, 2012 noting that Selectmen had signed the enrollment forms for the 401 (a) plan with Security Benefit.

Carlson also advised the Board that in follow-up to the bid process, the former civil defense truck had been purchased today and removed from Town property by the new owner Doug Andrew.

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