

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, Greta St Germain, and Brett Hunter; and Town Administrator Heidi Carlson. Selectmen rose for the Pledge of Allegiance.

Selectmen reviewed the mail, folder of bills and payroll for approval this week, and the invoices for future payment.

### OLD BUSINESS

1. Selectmen had reviewed the minutes for 26 April 2012. One amendment had been made by Scribner to clarify a statement regarding the Town's vote on the 250<sup>th</sup> Committee funding. With that amendment, motion was made by Scribner and seconded by Scribner to approve them. The vote was approved 2-0-1 with Hunter abstaining.

Hunter moved to approve the minutes of 03 May 2012 as printed. Scribner seconded and the vote was approved 2-0-1 with St Germain abstaining.

2. Scribner indicated that discussion had begun last week on the Highway Study Committee and what their task list included. St Germain had the original task list and it was shared with all members. She explained that the original list had also segued into the bridge process. There was discussion about the current work of the Committee.

Scribner said that she would like the Committee to stay open until the bridge engineering reviews are done. St Germain thought that by mid July the work of the Committee could be completed. The Committee needs to narrow down the 12 engineering proposals to a few firms to be interviewed by the Town. The Bridge Aid engineering process will be reviewed again.

3. Selectmen are planning to attend a Regional Joint Boards of Selectmen meeting on Thursday May 24, 2012 at 7:00 pm in Kingston. The Board's attendance at that session has been posted, and if for any reason that meeting is cancelled, the Selectmen will meet as per the regular schedule at 6:00 pm in Fremont. Board members will meet in Fremont at 6:00 pm to review manifests and will then travel to Kingston.

4. Carlson provided website updates to the Board. Roger Kirk is working with Hurricane Electric and the State of NH on having Fremont's website moved to the Virtual Town Hall hosting location. The site will likely be down for at least 24 hours once the conversion begins.

5. Carlson discussed more information with the Board relative to the 250<sup>th</sup> Committee membership. The Town's insurance carrier has stated that there do not need to be official appointment forms for each member. If the group is a Town Committee, they will be covered by the Town's insurance, and would need to check in with the Selectmen regularly as to their plans and events. Carlson indicated that NH LGC sent a copy of the Special Events Guide Book, and it has been copied for the 250<sup>th</sup> Committee. Carlson has also obtained some sample waiver forms for use by the Committee. Selectmen suggested that Carlson be added to the 250<sup>th</sup> Committee email distribution list to have the minutes for posting on the website and at the Town Hall.

At 6:55 pm Bob Grimm came in to the Board's meeting to discuss cable equipment and setup for the Town Offices.

He said the Town would need at least one camera and some microphones. Selectmen explained that they wanted to be able to have meeting attendees turn the camera and sound on and off to start, so that meetings could easily be broadcast.

Grimm explained that options include broadcasting live or recording with play back. Selectmen asked him to figure out what equipment is needed, price it out and after Board discussion, purchase and install it.

Kathy Arsenault came in to the meeting at 7:05 pm.

Grimm explained that the Town would need a camera, a microphone, mixer, DVR; and equipment to make it interface with the output demodulator. Selectmen asked him to keep in mind expandability of the system. There was some discussion about the message board, which Grimm said could be done with a computer and PowerPoint presentation software.

It was agreed that Grimm would consult for the Town for \$20 an hour that would be billed on an hourly basis.

Grimm provided his email and mailing address so the Town can process a W-9 form for him; and Carlson will send him an email with Randy Bucchini's contact information.

At 7:13 pm Mr Grimm left the meeting and Kathy Arsenault came to the table.

Arsenault met with the Board to discuss the 2011 tax lien, which is dated for May 10, 2012. She explained that there had been considerable discussion last week at the Tax Collector's workshop about postmark and using that as the date received. Currently Fremont observes this, and Arsenault felt that she should wait until next Tuesday to execute the tax lien to allow for postmarks through the 10<sup>th</sup>. She said she will have the finalized document here for the Board's review next week. The Board agreed this was a good idea.

There was a brief discussion about payment arrangements. There was also discussion about accepting credit cards and Paypal for payment of property taxes.

At 7:25 pm Arsenault left the meeting.

6. Hunter had completed a review of the Disaster Recovery Policy and submitted a list of questions to Carlson which are to be followed up through DayStar and additional research.

7. Members were not all prepared to review the Records Retention Policy yet, and it will be deferred to another meeting.

Hunter asked if the Town had an Emergency Operations Plan, and Carlson indicated that it was on file in her office, as well as at the Safety Complex with all of the Safety Service Department Heads. The public version of the document is also in the Selectmen's Office for review.

At 7:35 pm Nicole Cloutier came in to the Board's meeting to discuss the Farmers Market she is planning to coordinate for this summer. She has spoken with the Library Trustees about holding it on Library grounds (the grassed area in front of the building). Parking would be in the Library parking lot, and it would be held on Sunday afternoons from June through October 2012.

She has generated a list of farms in Fremont, and Selectmen and Carlson added more names to the list as potential contacts. There was discussion about the program guidelines, and some additions to it for insurance coverage and a registration form. Carlson will work some more on the document and recirculate it to all.

Cloutier left the meeting at approximately 8:00 pm and Mark Pitkin met with the Board at this time.

Pitkin indicated that Tim Lavelle has offered to design the new septic system for the highway shed site at no cost. The town will only have to pay the State of NH application fee of \$300. St Germain moved to accept the kind gift to the Town of a septic design from James Lavelle Associates. The only cost to the Town will be the \$300 fee for the design to the State of NH. Hunter seconded and the vote was approved 3-0.

Pitkin will move ahead with a test pit and the design work.

Pitkin said he has done some research on the intersections of corners at Leavitt and Shirkin Roads; Rogers and Shirkin Roads; and Rogers and Beede Hill Roads, in an effort to make them safer. He met with Dan Tatem and Stantec Consulting gave him a number to get it together and make sure they meet ASHTO standards. The plan would be to do all three, getting survey work done first, followed by a plan that gets approved.

The estimate Pitkin has from Stantec Consultants is \$3,350 survey work (low quote, ranges from this to \$9,000 approximately); \$2,334 for information gathering; and \$3,438 for a conceptual design and plans.

Selectmen asked Pitkin about the quotes (to be in compliance with the Town's purchasing Policy) for the survey work. Pitkin will ask Tatem to provide the backup detail for the Town's records on the survey proposals to be in compliance with the Town's Policy.

This led to discussion about Pitkin submitting for the Town's records his price checks annual for sand and gravel materials (per yard or per ton); so that when a bill comes in that exceeds the amount requiring estimates or bids, it is clear how the vendor was chosen. Pitkin said he could get these notes in for the Board's records on an annual basis to be in compliance with Town Policy and audit recommendations.

There was discussion about dissolution of the Highway Study Committee at such time as the task list is done. The Board is feeling that now most of those things are done, aside from completing the bridge engineering proposal review. Pitkin agreed that the Committee will work on that and then come to a close. The Committee's next meeting is May 21, 2012.

There was discussion about the curve on Whittier Drive nearest Sandown Road and the traffic pattern.

Pitkin left the meeting at 8:25 pm.

## **NEW BUSINESS**

1. Selectmen reviewed and unanimously approved the payroll manifest \$19,432.12 and accounts payable manifest \$38,226.06 for the current week dated 11 May 2012 after a motion from St Germain and second from Hunter.
2. Selectmen signed outgoing correspondence to NH DOT re: maintenance of Beede Hill Road and Route 107.

3. Carlson outlined emergency repairs that were completed at the Safety Complex on Monday to cure the fact that there was no water in the building. This included a bypass around the broken cylinder (which will always be useful to the system). The sand separator water system needs a replacement cylinder. One estimate was obtained from Paul the Plumber of \$1,525.00 for the balance of work to cure the problem; and a second estimate of \$1,185.00. The Board agreed to use the lower estimate from Ideal Temp HVAC to complete the work and signed the estimate dated 05/10/2012, to be used as a purchase order.

There was then discussion about taking this funding from the Expendable Town Trust Fund created for the purpose of Town Buildings Maintenance. Hunter moved to expend the necessary money from the Town Building Maintenance Expendable Trust Fund. St Germain seconded and the vote was unanimously approved 3-0. Carlson will send a letter to the Trustees of Trust Funds with the documentation of costs spent to date, and the estimate to complete the repair.

4. Selectmen reviewed bids received for Safety Complex solar panel hot water system and a spreadsheet tabulated by Bob Meade with results. Bids included:

<b>Vendor</b>	<b>Retrofit / Completion Cost</b>	<b>Upgrade Cost</b>
ReVision Energy	\$6,101.00	N/A
Ideal Temp HVAC	\$4,859.00	\$6,354.00
Bright Light Solar	\$3,600.00	\$5,400.00
Shift Energy	\$2,750	Upon request

The proposals are in response to the Town's RFP for completion of the solar panel hot water system (grant) at the Fremont Safety Complex. The RFP was posted on the State's website as required on April 18, 2012; and sent by email and USPS to each of the vendors who had previously bid, and other vendors who had since been involved with the project. It was also posted on the Town's website on April 18<sup>th</sup>.

Selectmen reviewed the proposals received and recommendations made by Bob Meade. Hunter moved to accept the proposal from Shift Energy conditioned on further follow-up on references and feedback from Building Inspector Bob Meade. St Germain seconded and the vote was approved 3-0. The Board wanted Meade to contact references and/or visit completed projects in the area. The Board was amenable to the upgrade if the State would approve the contract addition. Meade's recommendation includes doing an upgrade to a larger tank for better efficiency and long-term success of the system.

Once reference checks are done, Carlson will work with the vendor and NH OEP and TRC to get a contract approved for the Board to review.

6. Selectmen approved a budget line item transfer request for the Fremont Library.

7. Selectmen reviewed and approved an Elderly Exemption for parcel 03-025.

8. Selectmen reviewed and approved a Yield Tax Warrant 2011-2012 for parcel 02-181 in the amount of \$27.03.

9. The NH Information and Analysis Center has sent information and an Information Sharing Agreement. This was completed and signed by Chair Scribner. Heidi Carlson and Neal Janvrin will be the contacts for the information.

Selectmen discussed progress on Department Head evaluations, and will work on them again in a few weeks when the full Board is back together.

The next regular Board meeting will be held on Thursday May 17, 2012.

At 8:30 pm motion was made by Hunter and seconded by St Germain to adjourn the meeting. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administration