

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

The Board rose for the Pledge of Allegiance.

There was follow-up discussion to the meeting a few weeks ago with MRI. The Board feels that assessments should be done in accord with the law, and periodically reviewed. The Board decided to follow the revaluation/recertification process to address needed changes.

OLD BUSINESS

1. Selectmen reviewed the minutes for the past two weeks. St Germain moved to approve the minutes for 31 May 2012. Hunter seconded and the vote was unanimously approved 2-0-1 with Hunter abstaining. St Germain then moved to approve the minutes of 07 June 2012. Hunter seconded and the vote was approved 2-0-1 with Scribner abstaining.
2. Selectmen reviewed the final paperwork and documents related to a \$500,000 Tax Anticipation Note. Motion was made by St Germain and seconded by Hunter to approve and sign the document. The vote was unanimously approved. The Treasurer has signed the documents and they have been sealed.
3. There was discussion about the recommendation Mark Pitkin got from Nancy Mayville, the NH DOT Bridge Administrator, regarding the engineering process for the Bridge Aid Program. Her recommendation is to interview the three finalist firms and choose one to move forward with an engineering and cost proposal. Further work will be done on a timeline and copies of the proposals for the top three firms (from the Highway Study recommendation) will be provided to all Board members. The Board discussed generating a list of questions to ask the firms, and the timeline about the next steps.
4. There was further discussion about the changes proposed by the Road Agent with regard to snow plow contracts. The Board had concern about changing the rate in the middle of the budget year, and will talk further with the Road Agent about including these changes in the proposal for the 2013 budget. The Board was inclined to leave the contracts as they are for now.

In follow-up to the proposal last week to have a pay differential for the employee in the Town's one-ton truck, there was discussion about why the Town's full-time employee was not in this truck.

With regard to the discussion about setting up a new truck for one of the vendors, the Board would like to see a signed contract in place before we spend money on that truck, so that the Town has the assurance the vendor is here for the current plow season.

At 6:50 pm Summer Camp Director LeeAnne Hatch came in with Deven Tendino, Tavish Forsyth, Morgan DeShaw, and Allison Picone. New camp staff was introduced, and Hatch indicated that Assistant Director Christine Dube would be returning and a new counselor Amanda Oswald would also be joining the team. (Oswald was at a graduation ceremony this evening).

Selectmen underscored the importance of taking good care of Fremont's children in the program this summer. The Board decided that background checks would be done on all staff if they had not been done recently, and approved the voucher for seven background checks. Employment packages had been prepared for everyone and were distributed for Hatch to assist over the next few weeks. Their in-service training session will be held near the end of June.

Fire Chief Richard Butler joined the meeting at 7:00 pm.

All of the camp staff were thanked for their attendance and wished a successful summer season, and left the meeting at 7:05 pm.

Chief Butler discussed the status of repairs at the Safety Complex. Bob Meade will be asked to assist in the final specifications for completion of remaining work. The estimate for restoration work is currently being reviewed by the adjustor hired by LGC, and LGC has indicated verbally that the Member Agreement will cover the claim.

Chief Butler then discussed a grant he had first talked to the Board about over the winter, from NH DRED (a forestry grant). He said that the Town's Forestry truck is out of service due to brake issues and that they had submitted a grant application to replace that truck with a gator. He explained that the gator would serve to assist in forestry operations, and it would be used on the recreation trail and other woods situations, as needed for a rescue vehicle. He said the Fire Association is interested in putting some money toward the project as well.

The gator cost is approximately \$11,000. The State grant will only grant up to \$4,999.99. The Fire Department applied for the grant in February of this year and has received notification of their award. The Chief said they are trying to fund the difference with trade in of the old forestry truck and one of the old ATV units, with some money from the new equipment line of the Fire Rescue budget, and from the Fire Association.

Butler said they had spoken to one dealer already who would take the old forestry vehicle in trade to offset the cost; as well as the 4 wheeler. The Board asked for a commitment letter from the Fire Association so that all of the sources are committed to the project's completion.

Butler said he will price out the unit (in accord with the Town's Purchasing Policy).

Butler reported that Two Way Communications was at the station today to work on the wiring in the rescue truck. There is additional work to be done, and Butler wanted the Board to be aware of the issues. He also stated that sprinkler system maintenance was done today, and the sprinkler system is now relayed in to the building alarm system as well.

With nothing further, Chief Butler left the meeting at approximately 7:20 pm.

Selectmen reviewed the draft audit report and began to discuss the findings. The Board wanted for the Treasurer to set up an Excel spreadsheet that maintains an independent record of cash transactions as recommended within the report. The Board would also like to adopt the Auditor's recommendation of returning to having the Selectmen's Office do the data entry of revenue reporting.

The Board would also like the Treasurer to set up a separate check register tally (within that spreadsheet to have a cash balance that would then be compared to match the number in Quickbooks each month. This would provide additional segregation of duties as outline by the Auditor.

The Board also discussed having the Tax Form MS-61 from the BMSI system match the Collector's spreadsheet, so that the documents match, thus using the BMSI system to its fullest capacity. Selectmen asked that the Tax Collector seek assistance from the software vendor for the BMSI program. The Board asked that the management letter be provided to the Town Officials involved.

At 7:30 pm Scribner called to order the Public Hearing for discussion of changes to the Town's fee schedule. Present were Selectmen and Carlson. The notice of public hearing reads:

TOWN OF FREMONT FEE SCHEDULE PUBLIC HEARING

The Public is invited to attend a public hearing held by the Board of Selectmen on June 7, 2012 at 7:30 pm at the Fremont Town Hall, basement meeting room, 295 Main Street in Fremont NH. The hearing will discuss the following changes and updates to the Town's Fee Schedule:

POLICE DETAILS \$54.00 per hour / officer and cruiser
 \$45.00 per hour / officer only

POLICE REPORTS \$20.00

NRI – Remove this separate fee from the fee schedule. This Natural Resource Inventory (NRI) is included as a chapter of the Town's Master Plan.

MASTER PLAN \$50.00

CIP \$10.00

TAX MAPS full set with color printing (full size) \$237.00 plus shipping (determined by the vendor); and reduced (11 x 17) size \$94.00 plus shipping (determined by the vendor). Requests for tax maps are made through the Selectmen's Office and checks are made payable through the vendor.

TOWN CLERK AFFIDAVIT FILING FEE \$15.00

POLICE LICENSE FILING FEE \$10.00

E-Reg check out fee \$1.85 for the first transaction and \$1.50 for each additional transaction in the same cart; or as set by the vendor (E-Reg).

TEMPORARY OCCUPANCY PERMIT \$35.00

BUILDING PERMIT EXTENSION FEE \$25.00

COMMERCIAL RENOVATION BUILDING PERMIT FEE \$90.00

RECORDING FEE \$40.00 plus actual recording cost (when the Town must record necessary documents not otherwise covered by this fee schedule).

It is noted for the record that this hearing was originally posted for 7:30 pm on Thursday May 31, 2012. The Board did not have a quorum after 7:15 that evening, so the hearing was reposted on 05/31/2012 to be held at 7:30 pm on Thursday June 14, 2012.

Motion was made by Hunter and seconded by St Germain to accept fee schedule changes as proposed herein. The vote was unanimously approved 3-0. The public hearing was closed at 7:40 pm.

At 7:41 pm Scribner called to order the Public Hearing for acceptance of a grant in accord with NH RSA 31:95-b in the amount of \$4,196.16 from the US Department of Homeland Security/FEMA (being administered by the State of NH Department of Safety. The notice of public hearing reads:

TOWN OF FREMONT NOTICE OF PUBLIC HEARING

The Board of Selectmen will hold a public hearing pursuant to NH RSA 31:95-b at 7:30 pm on June 14, 2012 to consider potential acceptance of funds from the NH PUC to offset the cost of installation of the solar hot water system at the Fremont Safety Complex; and to consider acceptance of funds for the purchase of two additional radios for the Fremont Police Department.

The meeting will be held in the basement meeting room at the Town Hall, 295 Main Street, Fremont NH, as part of a regularly scheduled Selectmen's Meeting. The Public is welcome to attend.

This notice was posted in Town buildings, the Fremont Post Office, and on the Town's Website 05/18/2012; as well as in the June 2012 Newsletter.

St Germain moved to approve the acceptance of the US Homeland Security/FEMA grant in the amount of \$4,196.16 to purchase two Motorola Single band APX 6000 radios for use by the Fremont Police Department. Hunter seconded and the vote was unanimously approved 3-0.

Pat deBeer came in to the meeting at 7:40 pm.

St Germain then moved to accept an incentive of up to \$1,429.00 from the NH PUC for the NH non-residential solar and solar hot water systems. These funds will be used to fund any difference in the cost of the Safety Complex solar hot water system installation that is not covered by NH EECBG grant funds (if any). The grant reimbursement has not yet been completed through the NH EECBG program. If no additional funds are needed to pay the \$10,232 bills for the solar hot water system installation at the Complex, the entire amount of the PUC incentive would be a revenue offset to the Town's general fund.

Hunter seconded and the vote to accept the NH PUC funds was approved 3-0.

At 7:50 the second public hearing was closed, and Conservation Commission member Pat deBeer met with the Board to discuss the Commission's Outreach Grant process that was proposed within her recent grant proposals. Ms deBeer came to the Board to ask about doing a Facebook page for the Town Forests. The Moose Plate grant required due diligence in terms of public outreach; just to provide information about the Town forests.

She said that people can then use Facebook to communicate with the Conservation Commission, and learn more about the Town Forests. She said that it would be designed to reach out to people as a test subject for the grant parameters.

Where everyone felt that the activity had to be sanctioned by the Board of Selectmen, motion was made by St Germain to allow a Facebook page for the Conservation Commission to be authored by Pat deBeer. Hunter seconded and the vote was approved 3-0. It was discussed that it could include a disclaimer about the use of Facebook and the Town's policies.

Selectmen thanked Ms deBeer again for all her work on writing grants for the recent Smith land acquisition, and she left the meeting at approximately 8:10 pm.

OLD BUSINESS CONTINUED

5. With regard to the summer schedule, Hunter motioned to meet every other week in July and August, to coincide with the payroll schedule, and to pay bills only on those weeks as well. Scribner seconded and the vote was 2-0-1 with St Germain voting in the negative. The Board meeting schedule for the summer will include Thursdays June 21 and 28; July 5 (sign manifests only); July 19; August 2, 16, and 30.

6. Copies of the intersection engineering work done by Roscoe Blaisdell and Stantec for the Highway Department were reviewed.

There was discussion about the Road Agent job description and the duties expected within the stipend for the position versus the work the Town is billed for to include administrative responsibilities. One pending bill was held until the Board could speak with the Road Agent.

7. The Special Event Policy was re-circulated for review and input.
8. Carlson advised that Daystar Computer had been on site today to do the mapping necessary for the Disaster Recovery Policy.

NEW BUSINESS

1. Selectmen reviewed an approved the accounts payable manifest \$894,454.44 for the current week dated 15 June 2012 after a motion from St Germain and second from Hunter.
2. Selectmen reviewed the folder of incoming correspondence and bills for payment.
3. Selectmen signed outgoing correspondence to Keith Stanton regarding Board meeting minutes from earlier in the year.
4. Selectmen received a copy from Chief Janvrin of the resignation letter from Officer Joseph Lister.
5. Selectmen discussed the Senior Community Service Employment Program run through the Rockingham County Community Action Program. The Board did not feel that there was a need in Fremont for any new positions at this time that would fit with the program, but will keep the information on file for future reference.
6. An RFP has been put together for oil for the coming season to include Town and School District buildings.
7. A Fremont volunteer is needed for the Hazardous Waste Collection Day to be held in Brentwood on September 22 from 8:00 am to 12 noon. Greta St Germain volunteered.
8. Selectmen reviewed and signed a letter of support for a Planning Board "NH Community Planning Grant" funded project through the NH Housing Authority.
9. Selectmen approved budget line item transfer forms for Parks & Recreation and Solid Waste.
10. Carlson advised the Board that the Town had a compliance review with the IRS on Wednesday this week. It was a very educational process, and the Town fared well in terms of current process.

Selectmen continue to work on Department Head evaluations. Time will be set aside next week for this to continue.

The next regular Board meeting will be held on Thursday June 21, 2012.

With no further business to come before the Board, motion was made by Hunter to adjourn the meeting at 9:00 pm. St Germain seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator