

The Board's meeting was called to order in the basement meeting room at the Fremont Town Hall at 6:05 pm. Present were Selectmen Annmarie Scribner, Greta St Germain, and Brett Hunter; Town Administrator Heidi Carlson, and Auditors Sheryl Pratt and Mike Campo from Plodzik & Sanderson.

All rose for the Pledge of Allegiance.

Mike Campo and Sheryl Pratt of Plodzik & Sanderson met with the Board to review the 2011 Audit Report. Draft copies of the report were circulated for all. Scribner said that the Board wanted to focus on what items the Auditor thought needed to be attended to.

Campo said that overall the Town did very well, and that they had come in as new auditors working hard to do a very thorough review. He acknowledged that the Town Administrator "wore a lot of hats" but was able to provide all of the information necessary for their review.

Major points noted include that the Treasurer should be running her own cash book that should be reconciled to the General Fund. The Tax Collector should bring in the software vendor to get the beginning balances updated within the BMSI program. They indicated that the Purchasing Policy needs to be followed, or further evaluated for any necessary changes to it.

The Auditors stated that the Board's Management Discussion & Analysis (MD&A) Statement was needed for the final audit report, which will be reviewed later this evening for completion.

There was discussion about the cost of the audit. Pratt explained that she had been speaking with Scribner about their costs, estimated to be approximately \$20,000 thus far on the audit. Pratt is asking to bill the Town an additional \$2,500 to cover costs as they have spent, and the firm will absorb the balance (approximately \$6,500). Pratt explained that they knew being the first audit that the costs and time necessary would be high, but not as high as they have calculated. They said understanding Town budgets, they do not feel it is appropriate to ask for the whole amount. St Germain moved to accept this offer and to authorize the balance of the payment in the amount of \$2,500. Hunter seconded and the vote was unanimously approved 3-0.

Auditors suggested that the Tax Collector do an MS-61 and her spreadsheet report and see the discrepancy and start from there to get the BMSI system updated. The Board asked Carlson to have the Tax Collector get in touch with BMSI and see what the schedule is to have this completed. The Board said they wanted to begin to address this issue immediately.

Once the Board finishes with the MD & A report this evening, it will be emailed to the auditors. They will then issue a representation letter and the final report will be issued. The Board agreed that this document will be signed as soon as it is received.

Campo and Pratt left the meeting at 6:45 pm.

Selectmen further discussed the Treasurer's duties in follow-up to the audit. The Board wanted the Treasurer to immediately begin using the reconciliation spreadsheet (as presented by Scribner) as a separate cash record, and to restrict access to QuickBooks, so that only the Selectmen's Office staff (Town Administrator and Selectmen's Clerk) were using it. This will result in some duties changing from the Treasurer to Selectmen's Office staff, including recording deposits. The Board also directed the Treasurer to allow for "read-only" access by the Town Administrator of bank statements so the QuickBooks reconciliation could be done, in concert with the Treasurer's account of uncleared items each month. The Board suggested, as had the auditors, that the checks could be reconciled from the bank statement against the manifests signed by the Board each week.

At 7:00 pm there were no Department Heads present.

OLD BUSINESS

1. Selectmen reviewed the minutes for 14 June and 21 June 2012. Motion was made by St Germain to accept the minutes of 14 June and 21 June 2012 as printed. Hunter seconded and the vote was approved 3-0.

2. Chairman Scribner signed the credit card application for a card with Citizen's Bank for use in emergencies. The Treasurer had also signed the paperwork. The Board reviewed and accepted as a first read, a Credit Card Policy drafted by Carlson. There are some additional components to be added to the Credit Card Policy and the Board will discuss it again next week after further review.

The Town had also received information from Keith Pike at Citizen's Bank about a credit card acceptance program for payment of property taxes. This email (including a power point presentation) will be sent to the Board members, and to the Tax Collector for further review. Pike indicated that the Towns of Weare and Brentwood are currently using the program with success.

3. Carlson reported that Mark Pitkin talked with Steve Tomasz and he has 33 feet left to complete on the North Road stone wall. Pitkin reported that Tomasz was due back to the site this week, but there is no evidence of his return. Selectmen discussed at length how long the project has been going on, and how important it is to get it done in a reasonable time. The Town's expectation was that it would be done last year. Tomasz had committed this spring that it would be done by June 2012. The Board said the project simply cannot go on incomplete and asked for a letter to be drafted and ready for Board signature next week.

4. The Planning Board's Community Survey for the Vision Chapter of the Master Plan has been posted to the Home Page of the town's website and postcards were mailed out on Tuesday June 26th. All residents are encouraged to go on line and take the survey.

5. Selectmen discussed the bridge engineering proposals and Carlson inquired again for clarification about their desired format for interviews. Carlson had contacted both firms that the Board had asked to interview, and both were available in July and August for a brief presentation (not a technical proposal). The Board had further reviewed the proposals during the past week and a motion was made by Scribner to award the engineering review to Stantec. Hunter seconded and the vote was approved 3-0.

Carlson was asked to re-contact both firms and advise the Board had made a decision and would proceed with Stantec.

6. In follow-up to the discussion last week, Carlson presented payroll outsourcing information collected from other towns, as well as direct deposit information from Citizen's and the Town's payroll software vendor. The estimated cost per year of direct deposit is \$1,300 if everyone were to use it (Intuit) and \$50 per month from Citizen's Bank. Intuit will provide three free months, which will get the Town through much of the balance of 2012, so that it can be budgeted out for the year. The Board feels that this is a significant benefit for our employees and feels it is worth the cost. It was decided not to pursue payroll outsourcing at the present time. The Board did decide to begin the process of setting up direct deposit. A form will be designed for enrollment and employees must present a void check from the account they wish to use.

7. Selectmen reviewed the Treasurer Delegation of Deposit Authority which has been updated for incorrect statutory references. This was approved by the Board, and had been signed by the Treasurer as well.

8. In follow-up to review of the Delegation of Deposit Authority, a review of the Town's Investment Policy had revealed some items that needed to be updated. This included changing the reference from the Town Ethics Policy to the Town's Conflict of Interest Ordinance, and some changes to Treasurer duties in follow-up to the auditors findings, and the Board's subsequent change to internal financial controls. A final draft with all of the revisions will be brought forward for signature at the meeting next week.

9. The Board discussed the earlier drafted "Beautification Ordinance" and expressed concern about the overall appearance of the Town, and the desire to keep Fremont free of junk and to keep the Town beautiful. The Board will revisit the pending draft of this ordinance in the coming weeks.

10. Selectmen signed the Fuel Key Card Policy Agreement page for Police employees Jason Grant, Derek Franek, Reese Bassett, Shawn Carlson, Neal Janvrin, Jason Laroche, and Greg Huard; and Highway employees Jared Butler and Leon Holmes Jr.

NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$26,305.58 for the current week dated 29 June 2012. Hunter moved to approve the manifest. St Germain seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed the folder of incoming correspondence and bills for payment. In Scribner's review of the bills for payment next week, she mistakenly dated them 06/29/2012 (instead of today's date 06/28/2012). This is noted in the minutes for the audit trail.

The Board questioned one charge for the trustee lunch on 5/29/12 as it includes two lunches. The last bill will be checked for dates of the training period, and confirmed with Chief Janvrin the status. Carlson advised that as of this week, there is not currently a trustee assisting at the Complex.

3. Selectmen signed outgoing correspondence to Melissa Gates regarding sign placement in follow-up to her meeting with the Board of June 7th.

4. Selectmen signed a Land Use Change Tax Warrant and bill for parcel 03-015.001.030.

5. Selectmen reviewed and approved the Web GIS contract with Cartographics for the year (07/29/12 to 07/28/13). This is the Town's on-line mapping access program.

6. Selectmen reviewed and approved an Intent to Cut for parcel 04-076 owned by the Southeast Land Trust of NH.

7. Two bids were received by today's 2:00 pm deadline for oil proposals. Selectmen opened the two proposals. They were from Difeo and Palmer. The Palmer proposal was \$3.54 per gallon as delivered; and the Difeo proposal only included pay in advance, which the Town is not going to consider. Copies of these will be forwarded to the School District for consideration. The Board did not accept either at this time, and will consider rebidding in the future.

8. Selectmen reviewed and approved General Journal Transaction #7 to correct an incorrect account charged on submission of a bill for Town Clerk envelopes.

9. Selectmen reviewed 2011 abatements:

a. Parcel 03-144 at 291 Main Street owned by Troy Dunbar – Selectmen had several questions about what caused the reduction in value and changes to the card. Action was tabled pending further information from the Assessor.

b. Parcel 07-998 Public Utility owned by NH Electric Cooperative - Based on the recommendation of the Town's Utility Appraiser George Sansoucy, motion was made by St Germain to deny the abatement due to lack of evidence supporting any reduction in value. Hunter seconded and the vote was unanimously approved 3-0. Selectmen signed the abatement form and a letter to the attorney representing NH Electric Cooperative.

10. Selectmen reviewed and approve a request from the Ghost Hunters Of Southern Tri State to use the Fremont Meetinghouse for a paranormal investigation on July 28, 2012. This was approved on the condition that Matthew Thomas has planned to be present during the event and secure the building. Selectmen signed the form.

At 8:40 pm motion was made by Hunter and seconded by St Germain to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a tax hardship request. The roll call vote was unanimously approved: Scribner – yes; Hunter – yes; St Germain – yes.

At 8:48 pm motion was made by Hunter and seconded by St Germain to return to public session. The roll call vote was unanimously approved: Scribner – yes; Hunter – yes; St Germain – yes.

Selectmen asked for a letter to be drafted to the residents, for Board signature next week. The Board wants to see the taxpayers outline a realistic payment plan, and indicate a timeline.

Selectmen set dates for the holiday Town volunteer/committees pot luck supper for Monday December 10, 2012 from 5:00 to 7:00 pm at the Fremont Safety Complex. Fall Bulky Day will be set for Saturday October 13, with times to be determined based on feedback from volunteers at Spring event. The Veteran's Day Potluck Dinner will be held on Sunday November 11, 2012 from 5:00 to 7:00 pm at the Fremont Town Hall.

Tax bills are due on Monday July 2, 2012. The Tax Collector has hours on Friday June 29th from 8:00 am to 12 noon; and on Monday July 2 from 8:00 am to 3:00 pm and 5:00 to 7:00 pm at the Town Hall.

All Town Offices will be closed on Wednesday July 4, 2012 in observance of Independence Day. There will be a one day delay in trash and recycling collections.

The Planning and Zoning Office is closed from July 3 to July 9, and reopens at 8:30 am on Tuesday July 10, 2012.

The next regular Board meeting will be held on Thursday July 5, 2012 for review and approval of bills and manifests and urgent business as needed. With no further business to come before the Board, motion was made by Hunter and seconded by St Germain to adjourn the meeting at 8:55 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson, Town Administrator