

Approved 08/02/2012

At 6:00 pm the Board's meeting was called to order in the basement meeting room of the Fremont Town Hall. Present were Selectmen Greta St Germain, Annmarie Scribner, and Brett Hunter; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

Selectmen discussed the payroll records in follow-up to Scribner's experience today with the NH Department of Labor. Any change made to an employees timesheet must be initialed by the employee. Additionally all employees need to reflect time taken for lunch on their timesheet, and any employee who eats while working must sign the NH DOL waiver form. The Board urged everyone to take a lunch, and the waiver process is to be used only for those who cannot leave. All are encouraged to take their lunch break.

At 6:15 pm Treasurer Kimberly Dunbar met with the Selectmen in follow-up to the audit findings. Chair Scribner explained that the Treasurer should not have any access to the Town's accounting system (now QuickBooks). She explained that the Treasurer does reconciliation of all of the Town's accounts and then compares them to the Town's accounting system. Thus the Treasurer maintains an independent record of all cash flows.

There was general discussion about the Town's system, and how this reverts back to the way it was done a couple of years ago. After further discussion, the Board agreed that no major reports are needed from the Treasurer, other than those which are generated in the QuickBooks system. The Treasurer needs to maintain a separate cash book for each of the Town's different accounts. Those will be compared to the Town's system monthly.

At the Selectmen's request, the Town Administrator has been set up with a read only access to the bank statements so that she or the bookkeeper can enter transfers and check the cleared checks, and deposits made against what is in QuickBooks. This access will also be needed for the Town's escrow accounts maintained with the NH PDIP.

With no further questions for the Board, Dunbar left the meeting at approximately 6:40 pm.

At 6:45 pm School Board member Andy Kohlhofer came to meet with the Board. He asked to set aside time with the Board the first Thursday of each month for a few minutes. This was set aside on the calendar at 6:45 pm on the first Thursday of the month through the fall.

Kohlhofer said that the Town and School recently collaborated on the electricity contract and are working on the combined oil bid at the present time. He wanted to discuss any other bulk purchasing options that the Town and School District could collectively pursue to save money. He suggested an office supply vendor (Seacoast); and suggested contacting the new Business Administrator Laurie Verville to get information.

He reviewed the recent hiring process and said both the Business Administrator and new Superintendent Michelle Langa, have started working. He discussed other things the Board is currently working on.

At 7:00 pm Department Head Richard Butler came in to the meeting.

There was discussion about the process of "school in need of improvement" and the PBIS system in place at Ellis School.

Kohlhofer left the meeting at 7:15 pm and Chief Butler moved to the Board's table. He submitted bills for payment and said he was working on some line item transfers. The rescue truck is in the shop at Two Way Communications for lighting repairs, estimated to be \$1,000.

Approved 08/02/2012

Chief Butler stated that six (6) members of the Department have just become EMT-Basics, and two more people are in a class this summer.

He indicated that the Department's hose testing will be done next Thursday. Butler left the meeting at 7:30 pm.

At 7:30 pm Tax Collector Kathy Arsenault met with the Board to review the upcoming tax deeds to include any lien waivers and payment plans that are currently in place.

The Board said they would again consider deed waivers for 07-117.002 and 01-074. They reviewed a list of other properties and will accept deeds for two of them.

Arsenault said that the follow-up audit updates within the tax program are ongoing with BMSI.

The Board said that they had received her letter of resignation as a clerical assistant in the Town Clerk's Office. The Board thanked Arsenault for her dedication to the Town and said that she will be greatly missed in this position. Arsenault said that she would need to change the hours in the Tax Collector's office to an evening, and would probably go back to Thursday evenings.

Arsenault left the meeting at 7:50 pm. At that time, the Librarian and Library Trustees John Hennelly, Eric Abney and Cheryl Rowell; and Librarian Bethany Brace met with the Board to discuss the Library water system.

There was historical discussion with Carlson explaining how the Town was deemed a public water supply, and the history of testing at the site, as well as all of the improvements which have been done to date.

The installation of a permanent chlorination system was discussed. The Town has a quote of \$900 from the consultants at SecondWind Environmental for a two week rental unit, to see if that will cure the issue. All professional advice is that the bacteria is the same as in any household well, but that it builds in the pipes at the library because the water use is so extremely minimal. There is no clear evidence how long the rental unit treatment would be effective.

Carlson also discussed the additional testing requirements that will be incumbent on the Town once a chlorination system is in place (at least four more tests annually). There was discussion about how to handle the budgetary issues surrounding all of this. It is possible that if the Town has money left in operating funds at year end, that the system may be able to be purchased.

Trustees said they have already stopped buying books for the year to cover wages and these building maintenance costs. Carlson indicated that the budget worksheets would be out to departments by the end of this week or Monday of next week.

Trustees and the Librarian left the meeting at 8:10 pm and Road Agent Mark Pitkin came in to the meeting.

Pitkin discussed the Rogers and Beede Hill Road intersection. He said he met with Doug Andrew, the owner's representative, who had discussed it with his father, the owner of property at 11 Rogers Road (where the corner of land is affected). There is a small corner of land, perhaps 25 square feet that the Town would like to acquire to correct the intersection pursuant to the survey work completed. The owner wants compensation for the small triangle of land, but did not indicate how much.

Approved 08/02/2012

At 8:20 pm a motion was made by St Germain and seconded by Hunter to enter non-public session pursuant to NH RSA 91-A:3 II (d) to discuss the acquisition of the corner of land on parcel 06-003.004. The roll call vote was approved: Scribner – yea; Hunter – yea; St Germain – yea.

At 8:30 pm motion was made by Hunter and seconded by St Germain to return to public session. The roll call vote was approved: Scribner – yea; Hunter – yea; St Germain – yea.

Motion was made by Hunter and seconded by St Germain to seal these minutes until such time as release of the information will not be detrimental to the possible transfer of the property in question (anticipated not to be more than a few weeks). The roll call vote was approved: Scribner – yea; Hunter – yea; St Germain – yea.

Pitkin then discussed the Highway building renovations and Wayne Copp's current quote of \$95,399. Pitkin also had Copp quote the sand and salt pole shed. The total does not include the necessary concrete blocks. Pitkin said he will need \$4,000 to cover that cost (the Town would purchase). As there are no other quotes, Pitkin was asked to follow the Purchasing Policy and have at least two more contractors quote the same building as Wayne Copp had quoted.

Pitkin said he would like to do the well and septic and put up the sand and salt shed this year if possible. He said that the septic system can be done with Town labor with Pitkin to price the tank and components. He estimated that the materials cost is \$4,000 to \$5,000. He estimates the well at over the \$5,000 required to go out to bid. He will contract three well vendors for pricing on a well.

Carlson left the meeting at this time to get needed materials from upstairs.

Pitkin explained that he had been asked by the homeowner to cut a dead tree on 224 North Road. Pitkin said that the center of the tree is rotted and the branches are in danger of coming down in the roadway. Pitkin declared the tree a hazard and asked the Board for permission to cut it down, which was granted. Pitkin will forward photos of the tree to the office for documentation purposes.

Carlson returned to the meeting as Selectmen were signing highway contracts for all contractors. Pitkin took contracts for Pitkin Construction and KP Electric. He updated the plow route information. None of the routes have changed, only Michael Holmes has assumed the route that John Bolduc formerly did.

Pitkin left the meeting at approximately 8:50 pm.

OLD BUSINESS

1. Selectmen reviewed the minutes for 05 July 2012. Motion was made by St Germain to approve them as written. Hunter seconded and the vote was approved 3-0.

2. Selectmen did a final read of the Credit Card Policy. Scribner moved to approve the Credit Card as a final read effective today. St Germain seconded and the vote was unanimously approved 3-0.

Carlson indicated that the Intuit subscription for the ensuing year had finally been accomplished once the credit card was received. The Board had previously approved this \$316.00 cost. This resulted in the voiding of check #43255 for \$316.00 (for the many attempts at a debit transaction to pay Intuit. Carlson also indicated that check #43642 in the amount of \$1,766.00 to Primex had been voided due to a "holiday premium" credited to the Town's account, resulting in a credit balance. Selectmen asked for a void check register to be prepared for their review and signature.

Approved 08/02/2012

3. Selectmen reviewed the finalized Farmer's Market guidelines and registration form.
4. The Records Retention Policy had been reviewed, but no further action was taken this evening. Input is pending from the Town Clerk.
5. The Purchasing Policy will be resent out for Selectmen's review for any updates.
6. Carlson continues to work with the Bank and Intuit for Direct Deposit. A consultation with Deb Moulton has been set for August.
7. The Boston Post Cane Presentation will take place at 6:00 pm on Thursday August 2, 2012 at the Town Hall, at the beginning of the Board's meeting that evening. Selectmen signed a Proclamation for presentation to Cecelia O'Connell
8. The Town has received funding on the balance of the NH OEP energy grant related to the solar hot water system at the Safety Complex in the amount of \$5,488. The Town has also received notification that the NH Public Utilities Grant in the amount of \$1,429 has been granted and funds will be forthcoming. As long as all of the NH OEP requests are paid to cover the expenses incurred in the system installation, the PUC grant will serve as a general fund revenue offset.

NEW BUSINESS

1. A resignation letter was received from Katherine Arsenault as the Town Clerk's clerical assistant. The Board discussed putting an ad out, a draft of which had been prepared for their review. The Board updated it and asked that it be published around Town and on the Town's website, as well as other municipal websites as applicable.
2. Selectmen reviewed the payroll manifest \$22,243.01 and accounts payable manifest \$222,568.34 for the current week dated 20 July 2012. Motion was made by St Germain to approve these manifests. Hunter seconded and the vote was approved 3-0.
3. Selectmen reviewed the folder of incoming correspondence and bills for payment on 02 August 2012.
4. Selectmen signed outgoing correspondence to all of the engineering firms who had submitted a response to the Town's RFQ for engineering services (11 total). A letter to the selected firm is still pending. Selectmen also signed a letter to Roger Kirk to thank him on behalf of the Town for many years as our Webmaster; and to Sharon Girardi for all her work designing a new budget presentation for the Town.
5. Selectmen reviewed and approved a request from the Fremont Universalist Society to use the Old Meetinghouse on Saturday (preparation) and Sunday (service) August 18 and 19 for the Annual Olde Home Day Service.
6. Selectmen reviewed and approved the August 2012 Newsletter.
7. The Building Inspector may be out of the office from August 6 through 10, 2012. The Board discussed his plan for coverage, which will include him doing some inspections, and Gene Perreault covering the Wednesday evening office hours. The Inspector will likely be in the office on Tuesday that week.

Approved 08/02/2012

8. Selectmen reviewed an application from the People's United Methodist Church for a tax exemption on parcel 03-054.001.029, which they purchased in January 2012. There was discussion about the history of the property and that the attorney for the closing had been notified that an exemption application was required for April 1, 2012. The Board referred to the statute covering such exemptions for further guidance.

After further discussion, the Board did not approve the exemption at this time. The Board indicated that the Church should pay the first issue bill and the Board will approve the application and will enter it as exempt for the final issue of 2012.

9. Carlson shared information with the Board regarding Waste Management's bagster program. The bagsters can be purchased for \$29.95 at establishments like Lowe's and Home Depot. Waste Management also said they would provide up to 100 to the Town at no cost to be used by residents. There was discussion about how such a program might work. The cost to have the bagster picked up by Waste Management and dumped is \$164. The Board made no final decisions on the program, but liked the concept.

10. Selectmen signed the Circuit Rider Contract with Rockingham Planning Commission, which was approved by the Fremont Planning Board on 07/18/2001. The invoice was approved for payment in two weeks, and the contract will be returned to Meredith Bolduc for final Planning Board processing.

11. Selectmen reviewed and Scribner initialed, General Journal entry #8 to correct the payment of an April invoice to USPS Stamp Fulfillment Services for Tax Collector's envelopes.

12. Selectmen reviewed and signed Land Use Change Tax bills and warrants for the Tax Collector on parcels 03-015.001.033 and 03-015.001.017 each in the amount of \$2,142.85.

13. St Germain asked how much money was in the cable revolving fund. As of December 31, 2011 there was \$58,311.57. Another check has been received from Comcast in the amount of \$17,875.47 following the near completion of the return line. This brings the total in that fund to \$76,187.04 but does not include any interest earned in 2012.

The next regular Board meeting will be held on Thursday August 2, 2012.

With no further business to be brought before the Board, motion was made by Hunter and seconded by St Germain to adjourn the meeting at 9:50 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator