

The Board's meeting was called to order at 6:05 pm in the basement meeting room of the Fremont Town Hall. Present were Selectmen Annmarie Scribner, Brett Hunter, and Greta St Germain; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

OLD BUSINESS

1. Selectmen reviewed the minutes for 02 August 2012. Hunter moved to approve them as amended. St Germain seconded and the vote was unanimously approved 3-0.

2. Carlson shared with the Board some follow-up information from Town Clerk Lori Holmes regarding the clerical position in her office. The Clerk indicated that without the State of NH offerings that Fremont provides (decals, boat licensing, etc); the Town would see a reduction in revenues. It is some of these State trainings that require a new person to spend at least 30 days in the office and then attend several training seminars in Concord.

The Board said they wanted the Town Clerk to appoint a Deputy, as has been previously discussed, and that if she wants to speak further with the Board about a plan to move forward, that she is welcomed to do so.

3. Motion was made by St Germain to unseal the non-public minutes for 19 July 2012 now that an agreement has been reached with Mr Andrew regarding property at the corner of Rogers Road and Beede Hill Road. Hunter seconded and the vote was unanimously approved 3-0 with a roll call vote: Scribner – aye; St Germain – aye; Hunter – aye.

4. Selectmen signed an abatement form which had been voted on 08/02/2012 for parcel 02-162 in the amount of \$1,815.04.

5. The Town has received the balance of grant funds due to fund the Solar Hot Water system at the Fremont Safety Complex (\$4,744.00) which completes funding of the project.

6. Selectmen reviewed an email request from Sue Miller regarding a final review of the stone wall work, plans and agreement. Selectmen asked Mark Pitkin to meet with the Miller's and Steve Tomasz on site. Carlson will get a set of plans for Pitkin's use and the agreement. The Board of Selectmen felt that they had approved the stone bound setting by their engineer (with the Town's cost for the bound). It is believed that Mr Sandford was going to install/reinstall the property bounds as he is most familiar with the site. These are some of the items to be checked, as well as grades, against the plans. Carlson will contact the Miller's to see what their schedule is for the week of August 27th.

Tomasz provided (in conversations with Carlson and Pitkin this week) that he had contacted Mark Pitkin this week to check the grades, and that he is working on finishing the capping stone. He estimates the cap will take one to two weeks to finish, and then he has two to three days of drainage system work to be finished. He indicated he will need to leave the site one more time amidst that work schedule, but that he should be completed in three to four weeks. Tomasz said that the site is cleaned up and he has used all of the stone from the site, and is now bringing in new stone to work on the cap.

7. Selectmen reviewed Emergency Management Director and Health Officer Memorandum of Understandings regarding annual stipend payment in follow-up to audit recommendation. No further action was taken, and these will be reviewed again at the next meeting.

Neal Janvrin came in to the meeting at 6:40 pm.

NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$24,552.67 and accounts payable manifest \$7,962.36 for the current week dated 17 August 2012 (payroll liability payments only); and the accounts payable manifest for bills paid this week in the amount of \$49,116.97 (checks incorrectly dated 06/14/2012 in the computer). Motion was made by St Germain and seconded by Hunter to approve the manifests as presented. The vote was unanimously approved 3-0.

2. Selectmen reviewed the folder of incoming correspondence and bills for payment.

At 7:00 pm Mark Pitkin came in to the meeting. Selectmen met with Police Chief Neal Janvrin. He announced that Officer Lindsay Cunningham had submitted his resignation as a part-time officer due a change in his full-time employment. Chief Janvrin reiterated that there were only minimal training and equipment costs incurred.

Janvrin presented a new part-time candidate for the Board's consideration, who would be a rehire of a part-time officer who worked for the Town back in 2005. Janvrin explained that Emery is already trained but has to go back to the part-time academy and he is doing some of this on his own. He lives in Raymond and knows some of Fremont's officers because he worked here previously. (His full-time position at that time required him to resign). His employment terms have changed and he can return to part-time police work.

Janvrin said that there is less involved in re-orienting him than in hiring someone completely new to Fremont.

St Germain moved to appoint Jesse Emery as a part-time patrol officer. Hunter seconded and the vote was unanimously approved 3-0. Board members signed the appointment form that Chief Janvrin presented. He will have Emery sworn in next week.

Selectmen then talked with Janvrin about the request for training for the Administrative Assistant. The Board questioned the topic (domestic violence) and its relevance to clerical staff. The Chief indicated that the Administrative Assistant is often the first person that an assault victim comes into contact with. It is not uncommon to have a domestic violence victim come in to the lobby of the police station; or an assault happening at the station and the first or only person there was the Administrative Assistant until an officer is summoned. He said this person is in a position to assist and save the victim from further harm. He said that the Administrative Assistant is the first and last eyes on any restraining order received by the Department, or sent to the courts. Selectmen stated that he is also in the building and could handle the walk-in aspect.

There was further discussion and the Selectmen explained that this is an expense and that they feel should be closely examined. They suggested more local trainings and that webinars are becoming more and more popular to save money and time. Janvrin said this particular session is not available via webinar and it is an annual conference and the subject matter changes from year to year.

Janvrin further stated that the Administrative Assistant's recent training on motor vehicle privacy laws was extremely helpful so that the Department could improve the way they handle it, and reduce the Town's being subject to civil liability in handling of this information. He said she had also attended a day long session on the issuance of pistol permits for the same purpose.

Janvrin said he believed the Town did need to fund this training, and the Board explained their position regarding budget funds and best use of them. Moving ahead, the Board urged Janvrin to look at other, less expensive trainings, but approved this conference in October.

Janvrin left the meeting at 7:15 pm and Mark Pitkin came to the table. Pitkin presented the proposals he has received for a well at the highway site. This included Clear Water Artesian Well Co Inc, Comac Pump & Well LLC, and Faxon's Artesian Wells & Pumps. Each of the proposals were put together with a different basis, but once compared with a certain footage well, it was easier to come up with a low price. After discussion and review of the information, the Board voted to award the work to Faxon's Artesian Wells and Pumps of Sandown NH.

In the future, the Board asked Pitkin to make a comparison when getting quotes for work and make a recommendation to them for decision-making.

Pitkin followed up on the additional salt and sand barn proposals that he has received, and copies were provided to the Selectmen. (Copies need to be provided to the Building Inspector as well). Pitkin has additional work to complete in comparing the proposals to ensure that they have all of his required specifications. He will report back to the Board once he has contacted contractors and has additional information.

Selectmen reviewed the engineering extension agreement with Stantec for additional work at Rogers Road. Due to the exchange of land at the corner, the plans have to be brought to the Planning Board for a lot line adjustment recording. Deeds also have to be written to reflect the transfer of lot area from Mr Andrew to the Town, and an update to his deed.

Carlson advised that she is waiting for tax form paperwork to be returned from Mr Andrew prior to processing the payment for the land exchange.

St Germain moved to approve a \$1,937 increase to the engineering budget for additional work to be done by Stantec Consultants. Hunter seconded and the vote was approved. Chair Scribner signed the contract form.

Selectmen discussed the gating of Shirkin Road near or at the Seacoast Farms operation to try and reduce the amount of illegal dumping and other illegal activities that occur repeatedly on the road. There was discussion about the Town's decision several years ago to gate the road and give abutting landowners keys, and the Board had asked Jeanne Nygren at the last meeting to begin researching the files. Research will be done and additional information brought back to the Board.

There was discussion about letters received from Nancy Mayville with regard to bridge aid. The Town has been authorized to enter into an agreement with Stantec Consultants for the first phase of engineering on the Martin Road bridge. Pitkin recalled that the sum for that work was under the \$25,000 the Town has in the Capital Reserve Fund. The next step is to send a letter to Stantec asking them for a contract and a proposal for the engineering fee for the first step of the process regarding engineering for the Martin Road project.

NEW BUSINESS CONTINUED

3. Selectmen reviewed and signed a 2012 budget line item transfer for the cemetery.
4. Effective tomorrow, the Tax Collector's office hours have changed back to Thursday evenings 6:00 to 8:00 pm.

5. A voided check transaction register (newly designed) was presented for Board review and approval. The Board asked for this to be printed and presented monthly for review.
6. Land Use Change Tax bills and individual Tax Collector Warrants for parcels 03-015.001.027, 03-015.001.032, and 03-015.001.034 each in the amount of \$2,142.85 were signed by the Board.
7. Copies of the letter and map for the Fall 2012 Snowmobile Grassdrag event were distributed to the Board for review. A public meeting has been set to discuss the event at 7:30 on Thursday September 6, 2012 at 7:30 pm at the Selectmen's Meeting. Abutter notices will be sent by the Town with all fees paid by the NH Snowmobile Association.
8. Selectmen discussed the format of budget presentation information. The Board members would all like hard copies for the weekly discussions, and will refer to the electronic spreadsheet if needed. Budget worksheets for 2013 submissions were distributed to the Board to include the Conservation Commission, Health, Direct Assistance, and Animal Control.
9. Updates were provided to the Board on time spent in training Wednesday with Deb Moulton on QuickBooks to include general journal transactions, the monthly reporting, and direct deposit. Two general journal entries were presented for Board review that had corrected the format that the Town's TAN entries were recorded for 2011 and 2012.
10. Selectmen reviewed the September Newsletter. The only article they requested be changed was the one on the Smith Acquisition addition to Town Forests, and asked that Pat deBeer be thanked for all of her hard work on the grants. This article will also be added to the Home Page News; and Conservation Commission pages of the town's website.
11. In follow-up to a request from Emergency Management Director Joyce Booker-Janvrin, Selectmen discussed Warrant Articles for Emergency Management equipment to be included in the 2013 Town Meeting Warrant. The EMD is proposing that the purpose of an earlier established Emergency Management Vehicle Capital Reserve Fund be changed to Emergency Management Equipment. She said she is pursuing a generator grant and it requires 50% funding from the Town. She is planning to apply in the July 2013 round, and the Town must have the money saved to be eligible. Carlson drafted a warrant article to change the purpose of the existing Capital Reserve Fund, as well as an article to add funds to the newly purposed article. The goal is to purchase and install a generator at Ellis School for use as the Town's shelter. Selectmen were supportive of both articles, as the Town needs to continue to progress with regard to a shelter.
12. Carlson discussed dates for the upcoming Town Meeting Season. The deadline for petition warrant articles is Tuesday January 8, 2013. Town petitions are due no later than 12 noon at the Selectmen's Office. The Town's Public Budget Hearing will be schedule for that evening, and there was discussion about when to schedule Deliberative Session. After reviewing the 2013 Town Meeting calendar, Selectmen decided that the Town's Deliberative Session would be schedule for 7:00 pm on Tuesday February 5, 2013 with a posted snow date of Thursday February 7, 2013.

The next regular Board meeting will be held on Thursday August 30, 2012.

With no further business to come before the Board, motion was made by Hunter and seconded by St Germain to adjourn the meeting at 8:30 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator