

At 5:00 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 resident Betty Harris. All rose for the Pledge of Allegiance.

At 5:02 Motion was made by St Germain to enter non-public session pursuant to NH RSA 91-A:3 II (b) to discuss the hiring of an individual as a public employee. Scribner seconded and the roll call vote was unanimously approved 2-0; Scribner – aye; St Germain – aye.

Heidi Carlson joined the meeting at 5:05 pm.

At 5:45 pm motion was made by Scribner and seconded by St Germain to return to public session. The roll call vote was unanimously approved 2-0; Scribner – aye; St Germain – aye.

No decisions were made.

Carlson updated the Board on events of this past week including receiving the tax rate (hard copies distributed this evening); printing of the tax warrant and Collector's commitment. The 2012 tax rate is \$27.80 per thousand, which is up \$0.53 from 2011. The Board reviewed and approved the 2012 Tax Rate Release Information sheet, which will also go in the November Newsletter. Input from the School District is still pending.

Carlson updated the Board on progress for filling the schedule of Town Clerk replacement hours. The Board approved hiring of Sue McKinnon, the Newfields NH Town Clerk, for temporary hours based on a schedule, at \$23 per hour in accord with her current pay rate. MRI will provide coverage for one day (Tuesdays 9:00 am to 3:00 pm) which will be filled by the Town Clerk from Hill NH.

Selectman Hunter joined the meeting at 6:00 pm.

Selectmen asked to have the Tax Collector come in next week for an update on tax billing and overall how she is doing in the position. Carlson advised that the Collector was planning to print bills over the weekend, and would have extra hours on Saturday December 1 from 9:00 am to 1:00 pm; and on Monday December 3 (due date) from 6:30 to 8:30 pm.

At 6:15 pm Shannon Bryant met with the Selectmen. Motion was made by Hunter to enter non-public session pursuant to NH RSA 91-A:3 II (b) to discuss the hiring of a person as a public employee. St Germain seconded and the roll call vote was unanimously approved 3-0; Scribner – aye; St Germain – aye; Hunter – aye.

Motion was made by Hunter and seconded by St Germain to return to public session at 6:48 pm.

Bryant left the meeting at 6:49 pm. Keith Stanton came in to the meeting at this time.

Stanton met with the Selectmen to discuss some cable items. He said that the Cable Committee was promised by a former Board of Selectmen that once the contract was signed that public access would be underway, and would include more than government meetings. He said this still has not happened and it has been a few years. He said that once the return line was constructed by Comcast, that the Town would be doing the broadcast locally.

He said a friend of his is a fiber optic cable installer, and that together they had looked at the return line. Stanton shared several photographs with the Board of the return line, showing that it is disconnected and hanging down in several locations, and that after North Road, the line is no longer visible. He showed

photos looking down Main Street, in some areas wire was hanging down 10 feet. He said that this return line is not a complete system, and did not feel it would work even when equipment was connected to the drop at the Town Hall.

Interim Police Chief Denny Wood and Heather Newell came in to the meeting at 7:00 pm.

Stanton was asked to formulate the information to the Town via letter or email so that the Selectmen can forward it to Comcast and ask questions about the construction.

Stanton left the meeting at 7:05 pm.

Wood introduced the Board to Heather Newell, a prosecuting attorney, who is contracting with Fremont for Police Prosecution Services as of January 1, 2013. Wood presented a contract for these services, and Newell discussed her background and proposed services. With Wood's recommendation, Selectmen signed the contract for services. This is approximately \$3,500 less than the proposed continued contract would have been with the County Attorney's office for 2013.

Newell left the meeting at 7:15 pm.

At 7:16 pm a motion was made by Hunter and seconded by St Germain to enter non-public session to discuss a personnel matter pursuant to NH RSA 91-A:3 II (a). The roll call vote was unanimously approved 3-0; Scribner – aye; St Germain – aye; Hunter – aye.

Hunter moved to return to public session at 7:40 pm. St Germain seconded and the roll call vote was unanimously approved 3-0; St Germain – aye; Hunter – aye; Scribner – aye.

Motion was made by Hunter to seal the minutes of this non-public session indefinitely or until release of the information would not be detrimental. St Germain seconded and the vote was unanimously approved 3-0; St Germain – aye; Hunter – aye; Scribner – aye.

The Board accepted the resignation of Officer Jason Grant, effective immediately. The Board indicated that Interim Chief Wood should move toward making a recommendation to the Selectmen on a replacement part-time officer for the Board's consideration for an appointment.

Wood then discussed cruiser maintenance costs that are up due to age of the cars. He explained that he wanted the Board to know that expenses would be up this year but that the overall bottom line of the budget would be OK given the current work status of staff members.

Wood then reviewed line items within the 2013 proposed operating budget with Selectmen. The wage rates include the next step on the matrix for all uniformed officers. The clerical wages will be adjusted within the Selectmen's recommendation to a 2% wage increase as with all other non-police permanent town staff.

There was discussion about training and maintenance within the 2013 proposal. Wood also reviewed the IMC program and service contract information. There is also a proposal for two replacement mobile computers (now used in all of the cruisers). Selectmen discussed reducing this in the 2013 budget and being able to purchase with residual funds in 2012.

Wood left the meeting at approximately 8:15 pm.

Selectmen continued to discuss the Police Department budget and working with the numbers to arrive at a final figure of \$405,851 as a recommendation, with the understanding that several items would be purchase in 2012 and thus removed from the 2013 recommendation.

Selectmen reviewed the Special Detail budget (4211) as well and recommended \$41,000 as proposed. There is no tax impact to this portion of the budget.

Shannon Bryant called Chairman Scribner and accepted the position offer for appointment as Town Clerk. Scribner explained that the Board would make the necessary appointments and that Bryant could meet with Heidi Carlson tomorrow to begin organizing logistics.

To facilitate all of the necessary actions for now as well as next week, after Holmes resignation becomes effective, Hunter moved to appoint Shannon V Bryant as the Deputy Town Clerk for a period through October 31, 2012. St Germain seconded and the vote was unanimously approved 3-0. Hunter then moved to appoint Shannon V Bryant as the Town Clerk to be effective upon Holmes' resignation, through March 2013 when a Town Clerk is elected by ballot. St Germain seconded and the vote was unanimously approved 3-0.

Hunter moved to authorize Town Administrator Heidi Carlson to send any necessary letters on behalf of the Board, to any State agencies (NH DMV, Vital Records, Election Net, Secretary of State, etc) as needed to provide the documentation that Shannon Bryant is the Deputy Town Clerk, and will be the Town Clerk as of 10/31/2012. St Germain seconded and the vote was unanimously approved 3-0.

Selectmen discussed options for a Deputy Town Clerk. Carlson was authorized to send letters to the candidates regarding the Board's decision.

OLD BUSINESS

1. Selectmen reviewed the minutes for 11 October 2012. Hunter moved to approve the minutes as amended. St Germain seconded and the vote was unanimously approved 3-0. Hunter then moved to approve the minutes of 18 October 2012. St Germain seconded and the vote was approved 2-0-1 with Scribner abstaining as she was not at that meeting.
2. Copies of the proposed budget rationale and spreadsheet on Warrant Articles were distributed to the Board. It will be reviewed and voted at a later date.
3. Selectmen reviewed and signed the recommitment of tax warrants to Christine Goudin / Tax Audit for period 01/01/2012 to 09/13/2012. This included \$220,536.66 for 2012 first issue property taxes; \$264,250.92 for tax levies of 2009 to 2011; \$6,428.55 for land use change taxes; and \$1,944.21 for yield tax. Originals will be forwarded to the Tax Collector, the Town's tax warrant file, and placed with the respective warrants.

NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$27,885.23 and accounts payable manifest \$529,668.57 for the current week dated 26 October 2012. Motion was made by St Germain and seconded by Hunter to approve both manifests. The vote was unanimously approved 3-0.
2. Selectmen reviewed the folder of incoming correspondence and bills for payment were approved.

3. Selectmen signed a letter to Thelma Murphy, Chief of the US EPA Stormwater and Construction Permits Section regarding a request for Waiver from Municipal Separate Storm Sewer System (MS4) Permitting Requirements. The Planning Board Chairman and Meredith Bolduc have both assisted in gathering the necessary information to submit this request. Assistance and technical guidance was also provided by Rockingham Planning Commission staff.
 4. Selectmen reviewed and approved the November newsletter. The Town Clerk schedule needs to be completed prior to printing. This issue will be printed and mailed as early as possible next week.
 5. Selectmen signed letter prepared by Jeanne Nygren, to Departments regarding the required upkeep of MSDS books. This is in response to the Safety Committee's work.
 6. Selectmen signed the 2012 Second Issue Tax Warrant in the amount of \$5,127,098.
 7. Selectmen approved an abatement for tax deeded parcel 03-167.009 in the amount of \$811.62 as of 09/19/2012 when the statement was printed.
 8. Selectmen reviewed budgets:

Personnel Administration 4155 – The request is \$226,505 and covers all personnel costs, many of which are mandated. The State increase in NH Retirement is included. The Budget Committee recommended the Department Request last night. Selectmen also recommended \$226,505 for this line item.

Social Service Agencies 4445 – The Board recommended the default budget amount of \$25,813. This has also been recommended by the Budget Committee.

Greater Promise of Rockingham County – WA (4902) – This is a new social service request and will thus be placed on the Warrant as an independent article. The request is \$5,000 and the Selectmen did not make a recommendation at this time.

Warrant Articles (4901), Capital Reserve Articles (4915), and Expendable Trust Funds (4916) were distributed but not discussed this evening.
 9. Selectmen discussed the meeting schedule for the week of Thanksgiving and decided that there would only be a brief meeting on Tuesday afternoon November 20, 2012 at 4:00 pm for signing of manifests. It is believed that no changes are needed at this time for the week of Christmas.
 10. Selectmen reviewed and approved the Holiday Schedule for 2013.
- The next regular Board meeting will be held on Thursday November 1, 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 9:40 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator