

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. All rose for the Pledge of Allegiance.

Selectmen reviewed the mail folder of incoming correspondence.

At 6:30 pm Mark Pitkin met with the Board to discuss pending invoices and the winter snow plow season. There was discussion about creating an addendum in future years to better define what is Town equipment and what the Town is responsible for with regard to Town equipment.

Pitkin said that the pole on Rogers Road is pending changes from the phone and cable companies. PSNH has moved their wires already. He will check in with them again tomorrow.

There was discussion about budget and warrant articles for 2013.

Pitkin left the meeting at 6:55 pm.

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

Selectmen called Tax Collector Christine Goudin regarding the amount of tax money that needs to be deposited. Goudin said that she would be in tomorrow morning. She was advised that all monies greater than \$1,500 need to be deposited the same day. Goudin advised that she would be in on Friday morning and again on Saturday.

Selectmen thanked her for her time and dedication at this busy season.

OLD BUSINESS

1. Selectmen reviewed the minutes for 15 and 20 November 2012. St Germain moved to approve the minutes of November 15, 2012 and November 20, 2012 as written. Hunter seconded and the vote was unanimously approved 3-0.
2. St Germain followed-up on the School Board meeting from Tuesday night regarding the Emergency Management Director getting a Sheltering Committee together to investigate and set up Ellis School as a sheltering location. St Germain discussed EMD Joyce Booker-Janvrin's position on sheltering and options, leading the Board of Selectmen to discuss their feeling that the Safety Complex will be used until such time as a shelter is permanently established at Ellis School.

The Board directed Carlson to draft a letter to the EMD and copy it to all of the safety service department heads advising them that the Safety Complex will be used as the Town's shelter and warming location until a permanent shelter is established at Ellis School. The Town spent a great deal of tax money to get Town buildings built and they should be available if needed during prolonged power outages. The Board indicated that everyone needs to be on the same page in this regard, and that we need to move forward with due diligence to set up Ellis School as the sheltering location.

The Safety Complex can be used during the day when staff is available, and the EMD should be tasked with coordinating volunteers and other assistance for use in mass emergency situations. There are some CERT-trained volunteers in Fremont, and the Board reiterated their desire that a practice be put in place about the having the EMD consult with the Board for a decision on opening of a shelter.

The Board discussed the Emergency Management Director's job description and will review it and figure out the next steps in creating a practice for use in emergency situations.

The Board indicated that in any power outage predicted to last for an extensive period of time the Safety Complex will generally be open from 8 am to 4 pm for a warming station (to include use of water and power outlets to charge cell phones, etc).

Booker-Janvrin had also notified that the School Board and Selectmen have to take the FEMA online courses of ICS/NIMS 100 and 200. Selectmen asked for Carlson to forward the website link out to members.

3. Notices have been distributed for the annual volunteer, committee and employee pot luck dinner to be held on Monday December 10, 2012 at the Town Hall.

4. Carlson provided the Board information on the NH Department of Labor inspection on November 19, 2012. The Town will be receiving a list of items to be updated to maintain compliance, and have 30 days to fix them. Carlson advised she is getting pricing on the electrical and plumbing items and is trying to work within the Town's Purchasing Policy and the timeframe outlined by the Department of Labor. Carlson will attend the information hearing on the outstanding fine through the Department on Wednesday December 12, 2012 in Concord.

5. Selectmen again discussed the health insurance holiday money and how to handle it. It was discussed in October that the Town was going to accept the increased rates for 2013 and put all of the holiday money toward those premiums so that employees did not have to pick up any additional amount. Scribner cautioned that employee money needs to be discussed with employees and that a sign-off is needed prior to any use by the Town, even if toward the premium costs on behalf of the employee. Carlson will update the rate sheet (estimated in October) and provide the information to employees and the Board.

NEW BUSINESS

1. Selectmen reviewed the Accounts Payable manifest \$1,532,916.41 for current week dated 30 November 2012; Payroll manifest for 2012 Fire Rescue Points Program \$29,728.92 dated 28 November 2012; and Payroll manifest for 2012 Fire Rescue LOSAP Program and Health Insurance stipends \$22,311.72 dated 27 November 2012. Motion was made by St Germain and seconded by Hunter to approve all three manifests. The vote was unanimously approved 3-0.

2. Selectmen reviewed the folder of bills for payment.

3. Selectmen signed outgoing correspondence to Charles Kimball re: paperwork for enrollment in the Town's payroll system; to the Trustees of Trust Funds re: additional disbursement from the Highway Shed Capital Reserve Fund; and letters to 2012 Fremont Fire Rescue Department LOSAP recipients David Barker, Richard Butler, Ronald DeClercq, Mathew Dustin, Brett Hunter, Joel Lennon, Doris Nichols, Joseph Nichols, Kevin O'Callaghan, Vincent O'Connor, John Roderick, and Kevin Zukas.

4. Carlson shared with the Board the 911 maps and information that have been provided to the Town through the State mapping program. The Board reviewed the documents and the State agreements pertaining to use and release of the information. Selectmen signed the agreements, understanding that the information can only be viewed by the public, and not copied, and that the 911 database can use it for their purposes. Some of the information is protected pursuant to NH RSA 91-A.

5. Copies of the Town's Investment Policy and Purchasing Policy were redistributed to Board members for annual review.
6. Selectmen reviewed and approved budget line item transfers.
7. Selectmen reviewed the December Newsletter and approved it with some updates.
8. The auditors will be in Fremont on December 20, 2012 for preliminary work.
9. The Wreaths Across America ceremony will take place at 12 noon on Saturday December 15, 2012 at the Fremont Town Hall.
10. Selectmen authorized use of the Town's credit card for purchasing of flags and wands so the Town can obtain the proper flagging equipment. The Town recently hosted a Primex Flagging class for safety services and highway employees.
11. Selectmen discussed a request from a resident for access to public meetings (for someone who is unable to come to the Town Hall) due to a health condition. The Board felt that the same effort as would be made for anyone else should be made for the resident, pursuant to the Right-to-Know law.
12. Selectmen reviewed an email from Hayley Lane-Therriault regarding her email about the position of Town Clerk. The Board asked Carson to draft a response for review next week.

Carlson left the meeting at 8:25 pm when a motion was made by Hunter and seconded by St Germain to enter non-public session pursuant to NH RSA 91-A to work on employee performance reviews. The roll call vote was unanimously approved 3-0; Scribner – aye; Hunter –aye; St Germain – aye.

At 9:25 pm motion was made by Hunter to return to public session. St Germain seconded and the roll call vote was unanimously approved 3-0; Scribner – aye; Hunter –aye; St Germain – aye. No decisions were made.

Selectmen reviewed and discussed two proposals (Dzioba Construction \$1,486.00 and Sensible Building Solutions \$850 plus screens \$294) Carlson had obtained to install replacement gutters and one new gutter on the front of the Town Hall to help with a water problem. The Board accepted the low quote from Sensible Building Solutions in the total amount of \$1,144.00 to include seamless gutters and a gutter screen.

Selectmen asked Carlson to get timesheets for the Town Clerk.

NEXT WEEK

The next regular Board meeting will be held on Thursday December 6, 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 9:30 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson, Town Administrator