

At 3:05 pm the Board's meeting was called to order in the main floor meeting room of the Fremont Town Hall. Present were Selectmen Annmarie Scribner and Greta St Germain; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

Selectmen reviewed information exchanged last evening at the Budget Committee meeting regarding updates to the School District budget.

Selectmen reviewed incoming correspondence including a couple of complaint matters that had to do with the Police Department. The Board convened a telephone session with legal counsel at 3:30 pm until 4:00 pm, a non-meeting in accordance with NH RSA 91-A: 2 (b). Selectmen moved to a private office and spoke in confidence with the attorney by phone.

At 4:00 pm Selectmen returned to the main hall and to open session.

OLD BUSINESS

1. Selectmen reviewed the minutes for 06 December 2012. St Germain moved to approve them as written. Scribner seconded and the vote was unanimously approved 2-0.
2. The Board completed their annual review of the Investment Policy. Motion was made by St Germain to readopt the Policy without any changes. Scribner seconded and the vote was unanimously approved 2-0.
3. Carlson reviewed with Selectmen the NH Department of Labor informal conference information from December 12, 2012. The Department agreed to reduce the fine to \$100 from the original \$2,500 given the Town's good faith effort to remedy the police traffic detail violation.

Additionally, the Town has received the NH DOL letter regarding the town-wide buildings inspection that took place on November 19, 2012. There are additional items to be completed, and Departments continue to work on them. There are a few items required to be added to the Safety Program as well.

Carlson will write a letter to all employees with the year end information to highlight the need for safety and the Town's commitment to the Safety Program. The Board was supportive of this effort and highlighted that the Program needs to be followed and non-compliance is subject to disciplinary action.

4. Selectmen reviewed the 2013 Town Meeting Warrant to date. This will also be forwarded to the Budget Committee for review at their meeting next week.
5. The Board discussed the Interim Police Chief appointment, which expires on 12/31/2012. They would like to meet with Denny Wood to discuss his interest in continuing in this role. Time will be set aside at the meeting next week.
6. Selectmen again discussed the 250th Committee request to have a Christmas Tree bonfire at the Highway Department site on Danville Road. The Board expressed concern about the liability issues, and asked that the email be forwarded to the Town's property liability insurer for comment. The Board wanted details about how the event would be monitored and who would be there from the Fire Department during the burn. The pile also needs to be inspected prior to burning it, and they would like written permission from the Fire Chief with the plan for execution.
7. Carlson advised the Selectmen that she had spoken with Mark Pitkin regarding the engineering at Cooperage Forest. Pitkin said that he had been in to discuss the additional services in August with the

Board, but no record of it is in the Selectmen's minutes. Pitkin explained to Carlson that he had asked for the added oversight because of the problems with the shoulder work within the subdivision, and that the Board at that time had agreed to it. Pitkin did not understand why Stantec had not asked much earlier (and that they have still not billed the Town for these services).

Selectmen did not recollect this discussion and kept the item open as a pending discussion for return of Selectman Hunter, who may remember additional details.

Chief Richard Butler came in to the meeting at 5:15 pm to respond to Carlson's earlier phone message regarding an invoice, explaining that the purchase is for CO detectors to go on the first in bags. He also advised that he would be available for the bond hearing, which will be held at some point in January or February in accord with NH RSA 33:8-a.

8. Selectmen asked for Carlson to contact Bob Grimm to see what the status is of the estimate for cable equipment for live broadcast from the Town Hall.

9. Selectmen asked for an updated budget spreadsheet to make some determinations about what funds are left in 2012 to be able to purchase items and remove them from the 2013 request. In particular the Selectmen discussed if there was \$47,088 in the 2012 appropriation to be able to purchase the Fire Department SCBA's. Carlson will work on the spreadsheet and try and distribute it later this evening.

Selectmen also discussed funding the library chlorination system from residual 2012 library funds (which are currently at approximately \$12,000). They also discussed the possibility of assigning fund balance for computer needs.

10. Selectmen discussed the Town Clerk's schedule for January and that the funding for outside clerical assistance would cease at the beginning of the new year. Carlson indicated that Shannon Bryant has announced tentative hours for January to include Monday, Tuesday, and Wednesday from 9:00 am to 2:00 pm; and Thursdays from 11:00 am to 7:00 pm. This is a 23 hour per week open schedule, with 4 hours weekly for administrative and bookkeeping/banking duties.

The Board indicated that the 2012 salary line had been paid out as budgeted, but that moving into a new budget year, the position would be paid out on an hourly basis depending on the number of hours worked. The Board said that the salary (\$29,491) has been based on 34 hours worked per week (30 open and 4 for paperwork). They indicated that they would like to meet with the new Town Clerk, and intended to pay the position beginning January 1, 2013 on an hourly basis at \$16.68 per hour (which has been the standard based on the salary and 34 hours for the past several years).

NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$189,778.39 for the current week dated 14 December 2012. Motion was made by St Germain to approve the manifest. Scribner seconded and the vote was unanimously approved 2-0.

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

3. Selectmen signed outgoing correspondence to Hayley Lane-Therriault regarding the Town Clerk appointment.

4. Selectmen asked Carlson to send an email to Don Penland regarding the pending insurance matters.

5. Carlson indicated that EMD Joyce Booker-Janvrin had been in touch regarding the Town's Emergency Operations Plan, indicating that it was a State or Federal requirement (she was asked to send the reference to the Board) that an Emergency Operations Center (EOC – the Safety Complex) must be secure, and not open to the general public while in use. There was discussion about Ellis School as the Town's shelter and Booker-Janvrin indicated there were not showers in that facility. Scribner said there is a shower in the nurse's office.

Booker-Janvrin told Carlson that she would be back in touch to schedule time with the Board regarding the Town's Emergency Operations Plan and sheltering.

The next regular Board meeting will be held on Thursday December 20, 2012 at 6:00 pm.

With no further business to be brought before the Board, motion was made by St Germain and seconded by Scribner to adjourn the meeting at 5:40 pm. The vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson
Town Administrator