

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

Selectmen reviewed the mail folder and discussed the public hearing from Tuesday evening.

Selectmen reviewed the folder of bills for payment.

OLD BUSINESS

1. Selectmen reviewed the minutes for 03 January 2013. Motion was made to approve them by St Germain. Hunter seconded and the vote was unanimously approved 3-0.
2. Selectmen considered their final recommendation on Warrant Article 5. Motion was made by Scribner to recommend the Budget Committee's operating budget amount of \$2,499,591. Hunter seconded and the vote was unanimously approved 3-0.
3. Selectmen reviewed and signed the NH DRA Form MS 7D (Default budget form for 2013).
4. Selectmen reviewed the Credit/Key Card Policy originally drafted in 2009. Hunter moved to readopt the policy as written. Scribner seconded and the vote was unanimously approved 3-0.
5. It is noted for the record that there was no Board business to transact on Tuesday January 8, 2013 as no petitions were received for the Town Warrant. The Selectmen attended the Public Budget Hearing that evening, beginning at approximately 6:45 pm.
6. Selectmen reviewed the response letter drafted to the NH Department of Labor in follow-up to the November inspections. It is noted that the maintenance logs and signs were posted at the eye wash station in the Police bay; and eye wash and decontamination shower on the Fire Rescue side of the Complex. An email has been sent to the Fire and Police Departments for passage to all members, that the log is posted and testing is required monthly. Some additional trainings are also required and need to be undertaken by all Departments in the near future.
7. Carlson presented an update to the Town's Safety Program that includes new policies for Hoists, Lockout, Noise Exposure, Respiratory Protection, Saws, Toxic Substances, Trash, and Washing Facilities. These have been drafted in response to the NH Department of Labor's Safety Inspection Technical Report. Selectmen reviewed and signed the updated policy.
8. There was discussion about a printer contract and a copy machine for the Selectmen's Office.

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

NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest in the amount of \$24,714.69 for the current week dated 11 January 2013. Motion was made by Hunter and seconded by St Germain to approve the manifest. The vote was unanimously approved 3-0.
2. Selectmen reviewed the January 2013 Newsletter draft. It generated questions about the School portion submitted, which is a partial Warrant Article Narrative. There was discussion of the format of some of the articles and whether or not the articles had been reviewed by DRA. St Germain moved to ask

the School Board to provide the tax impact for each of the monetary articles within the School District's warrant; and to inquire with Jeane Samms if the NH DRA has reviewed the Warrant. Hunter seconded and the vote was unanimously approved 3-0.

Only the basic information for the newsletter was approved, so it can be posted this week. Additional information will be gathered for the warrant portion, and published in a separate electronic edition.

3. Information on the candidacy declaration period has been posted and put in the January Newsletter; as well as posted on the Town's website. The Town Clerk will accept Town and School District declaration forms. Sherri Ficker, School District Clerk, will also accept School District declaration forms.

4. Selectmen have been invited to join the Cub Scouts for the annual Blue and Gold Celebration that will be taking place on Sunday February 10, 2013 from 11:00 am to 1:00 pm. They will partake in the church services from 11 to 11:45 am and then will head over to the Ellis School Gymnasium for some games and presentations. Board members do not believe they will be able to attend and will send a letter to the Scouts in care of Michael Rydeen, who extended the invitation.

5. Land Use Change Tax bills and Warrants for parcels 03-015.001.001; 03-015.001.002; and 03-015.001.031 each in the amount of \$2,142.85 were reviewed and signed by the Board. These were forwarded to the Tax Collector.

6. Selectmen were updated on the status of the Deputy Health Officer.

7. Selectmen spent the balance of the evening reviewing and discussing the Board of Selectmen Rules of Procedure. At the conclusion, St Germain moved to adopt the current edition as a working draft of the Board of Selectmen Rules of Procedure (see Attachment A). Hunter seconded and the vote was unanimously approved 3-0.

NEXT WEEK

The next regular Board meeting will be held on Thursday January 18, 2013 at 6:00 pm.

With no further business to come before the Board, motion was made by Hunter and seconded by St Germain to adjourn the meeting at 8:00 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator

Appendix A – Working Draft

**RULES OF PROCEDURE
FREMONT BOARD OF SELECTMEN**

SECTION I: PURPOSE

These rules of Procedure describe the duties and methods of operation of the Fremont Board of Selectmen.

SECTION II: ORGANIZATION

A) RESPONSIBILITIES OF MEMBERS:

1. All members shall make every effort to attend each scheduled meeting.
2. Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound by any action or statement of any individual Board member, except when such statement or action is pursuant to instructions from the Board.

B) OFFICERS:

1. ELECTION – A Chairperson and Vice-Chairperson shall be elected at the first regularly scheduled meeting following the swearing in of members elected at the annual Town meeting. Election shall be by majority vote of those present.
2. DUTIES – The Chairperson shall preside at all meetings of the Board and perform all duties required by law.
In the absence of the Chairperson, the Vice-Chairperson shall preside and assume all duties and responsibilities of the Chair.

C) COMMITTEES: The Board, by vote, may delegate members of the Board to investigate Town matters, to serve on committees and to perform other duties.

SECTION III: OPERATION

A) MEETINGS:

1. ORGANIZATIONAL MEETINGS – An organization meeting to elect officers shall be held in accordance with Section II, B), 1. The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these Rules of Procedure. The Board shall establish a schedule for meetings for the upcoming year.
2. REGULAR MEETINGS – A more formalized meeting of the Board generally conducted in accordance with the order of the "Agenda" contained herein.
3. WORKSHOP MEETINGS – A less formalized meeting of the Board generally conducted for the purpose of providing Board members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth.
4. NON-PUBLIC MEETINGS – A meeting of the Board held in accordance with NH RSA 91-A:3.
5. SPECIAL MEETINGS – May be called by the Chairperson in accordance with NH RSA 91-A: 2. II; upon demand of 2 members of the Board; or at the request of the Town Administrator. The Town Administrator, or his/her designee, shall notify each member in accordance with RSA 91-A: 2, II.

B) SCHEDULE OF MEETINGS

The Board shall meet every Thursday evening in a regular meeting. Each meeting shall be posted in accordance with RSA 91-A. The weeks in which the Board is not scheduled to meet shall be reserved for workshop sessions as called by the Chairperson or Town Administrator.

C) REPORTS OF COMMITTEES

Written reports from committees received by the Board shall be filed for review by the Selectmen. Copies shall be kept for a period of (3) months unless otherwise provided in the Records Retention Policy.

D) REVIEW OF AUDIT REPORTS

The Board shall review the annual financial report submitted by the auditor as soon as the report is made available and take any action related thereto.

SECTION IV: RULES OF ORDER

A) QUORUM

A quorum shall consist of (2) members of the Board.

B) AGENDA

Shall be published with meeting notice and include in the minutes. A suggested agenda is provided below. It may change by the Chair or by vote of the Board.

1. Non-Public(s), if necessary.
2. Announcements.
3. Liaison Reports
4. Approval of Minutes
5. Scheduled Agenda Issues;
 - Departments/Committees
 - Residents
 - Others

6:45 pm Public Input

7:00 pm Department Heads

6. Old Business/Tabled and Pending.
7. New Business
8. Non-Public(s), if necessary.
9. Adjournment by 9:00 pm.

a) A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

Persons, including Selectmen, wishing to place an item on the agenda must notify the Town Administrator before the agenda setting deadline which is 12:00 Noon on the Wednesday preceding the meeting. If the person is going to make a presentation, s/he must provide a copy of all presentation material and documentation to be included in each Selectman's packet which shall be available no later than 4:00 PM on the Friday preceding the meeting. Only bonafide emergencies may be placed on the agenda for discussion at the meeting after the agenda setting deadline has passed.

C) ROLE OF THE CHAIRPERSON: The Chairperson's duties are as follows:

1. To open the session at the time at which the Board is to meet by calling the members to order.
2. To announce the business before the Board in the order in which it is to be acted upon.
3. To recognize members entitled to the floor.
4. To state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings, and to announce the result of the vote.
5. To protect the Board from annoyance.
6. To assist in expediting all business in every way compatible with the rights of the members by:
 - a) Allowing remarks when non-debatable motions are pending.
 - b) Calling a recess to permit restoration of order or clarification of an obscure point if s/he thinks it advisable.
 - c) Guiding the members when engaged in a debate to stay within the Rules of Order.
 - d) Ensuring on all occasions the observance of order and decorum among the members.
 - e) Deciding all questions of order (subject to an appeal by any two (2) members) unless s/he prefers to submit the question for the decision of the Board.
 - f) Informing the Board on a point of order, or practice pertinent to pending business.

7. To authenticate by his/her signature, when necessary, all acts, orders, and proceedings as directed by vote of the Board.

8. The Chairperson shall vote as a member of the Board.

9. Discussions which are not addressing the business before the Board, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chairperson shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

D) CONDUCT OF MEETINGS:

Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Robert Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority.

E) RECORDING OF VOTES:

Votes shall be by a show of hands, or by a roll call. The vote of each member present shall be recorded. No action shall be re-considered at a subsequent meeting in the same calendar year except by majority vote of the members present and voting.

F) REQUESTS FOR INFORMATION:

Should it become apparent to the Chairperson or an individual Board member, in the interim between meetings, that additional information relative to a specific item may be needed for Board use at the next regularly scheduled meeting; a request for this information may be submitted to the Town Administrator. Any information provided to any individual Selectman shall be provided to the rest of the Board and shall note the origin of the request.

SECTION V: EMPLOYEES

A) DUTIES:

The Town Administrator, or his/her designee, shall be responsible for recording the minutes of the Board's meetings, and an official copy of the records is to be filed in the Selectmen's Office and open to inspection by any person at reasonable times. In addition to keeping the minutes of the meetings, it is the duty of said Administrator to keep a roll of members and to call the roll when required. Said Town Administrator shall record the essentials, called "the minutes" of the proceedings as follows:

1. The kind of meeting - regular, special, work session, or recessed.
2. Time and place of meeting.
3. The presence/absence of Board members.
4. Whether the minutes of the previous meeting were approved or amended.
5. A brief, written record of the general topics discussed.
6. All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
7. Record of any votes by the Board.
8. The hour of adjournment.

SECTION VI: APPOINTMENT TO BOARDS AND COMMISSIONS

A) The Town Administrator shall request from members their choices of committees, boards, and commissions they wish to serve on as Selectmen's Representative. The Town Administrator shall distribute to the Board all choices and set a meeting date when the Board shall make appointments.

B) The term of all appointments of Selectmen Representatives, including the terms of any ex-officio members of the Board of Selectmen serving on local land use boards (i.e. Planning Board, Conservation Commission, and Historic District Commission) shall be for one (1) year, or until next Town Meeting, whichever is sooner.

SECTION VII: PLACEMENT OF SELECTMEN RECOMMENDATIONS ON WARRANT

The Board shall place a "Recommended" or "Not Recommended" notation on each warrant article submitted directly by the Board or through petition to any Town Meeting which contains an appropriation in accordance with RSA 32:5 V (a). In addition, the Board shall place a "Recommended" or "Not Recommended" notation on all non-appropriation warrant article submitted by the Board directly or through petition, except when a majority of the Board vote specifically not to submit such a recommendation. All notations shall include the specific numerical vote of the Board.

SECTION VIII: AMENDMENT PROCEDURE

An amendment to these Rules of Procedure may be moved at a Board meeting, but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later. A copy of any amendment shall then be certified and submitted to the Administrator's Secretary for inclusion in the Selectmen's' Records.

SECTION IX: EFFECTIVE DATE

These Rules of Procedure shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Adopted as a working draft: 10 January 2013 Fremont Board of Selectmen
Anmarie Scribner
Brett Hunter
Greta St Germain

Adopted: