

CALL TO ORDER 6:10 pm – Basement meeting room at the Fremont Town Hall.

Present: Selectmen Annmarie Scribner, Brett Hunter, Greta St Germain; Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

II. ANNOUNCEMENTS

1. Moderator Mike Rydeen will be in next week to review the Deliberative Session Warrant with the Board.
2. The Fire Truck bond hearing will be held next week at 7:30 as part of the Board's meeting.

III. LIAISON REPORTS

Hunter reported that the Planning Board met their new planner last night; and they had an informative presentation by the Rockingham Planning Commission. The Board is working on updating their Rules of Procedure as well.

IV. APPROVAL OF MINUTES

Selectmen reviewed the minutes for 17 January 2013. Motion was made by Hunter to accept the minutes of 17 January 2013. Scribner seconded and the vote was approved 2-0-1 with St Germain abstaining.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input - None

7:00 pm Department Heads - None

VI. OLD BUSINESS

1. The Board of Selectmen Rules of Procedure were approved last week and St Germain signed the final version this evening for the Town's record.
2. Carlson shared with the Board concerns expressed this week by the Town Clerk regarding the conversion to hourly pay. The Board had decided on December 20th that they were going to pay the position the salary through year end, and were planning to pay on an hourly basis after January 1, 2013 if the schedule did not support 34 hours per week. (The salary for the past several years has been based on 34 hours per week; 30 open and one hour daily for book work.)

There was discussion about the Deputy position and how to proceed prior to upcoming elections. The Board does not have any bias in terms of the Clerk or Deputy positions. St Germain went to the Town Clerk's Office and asked her if she could come down and meet with the Board after she closed out for the evening.

3. Selectmen again discussed the decision from last week to not include the School Board partial warrant narrative in the Newsletter. St Germain had not been present for the final vote, and was updated on the Board's final decision.

4. Selectmen reviewed the Town Report cover and how the dedication and appreciation were put together. The Board would like the cover to be printed in color, as it was last year. The Board reviewed the back cover and inside both front and back covers as well.
5. The February Newsletter was mailed out to residents today, and was posted on the Newsletter on Monday.

VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$53,255.69 for current week dated 25 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 folder of incoming correspondence, and the invoices for payment next week.
3. Selectmen reviewed the final Board of Selectmen and Town Administrator Town Reports.

Town Clerk Shannon Bryant came down to the Board's meeting at 7:35 pm. St Germain said that she wanted to clear the air about some things that had happened this week regarding potential candidates for the office of Town Clerk. She explained that she had been asked about Bryant's decision to run for the position, which as of her last meeting with the Board on 12/20/2012, she was undecided. St Germain explained that the Town had a lot invested in Bryant with regard to the position, and the Board was going to remain neutral.

St Germain further stated there may be some confusion about the conversation to hourly pay as of the first of the new year. St Germain explained that the Board's position was that going in to the new year the position would be paid on an hourly basis; as the salary is based on 34 hours a week; 30 open and 4 hours of administration. The new schedule is 23 open hours per week with some additional hours for administration.

Bryant said she was working approximately 30 hours per week to include administration, closing out, and trips to the bank. St Germain further said that the Board did hope for additional evenings and weekends for the working people in town, and that this could be attainable.

Scribner stated that when they met with Bryant in October, they had said that they would pay out the salary for the balance of 2012 because there was a lot going on for training and the transition.

St Germain said that the one item the Board was going to get back to Bryant about was the proposed schedule to continue having Sue McKinnon in to assist and train her. The Board had thought that would cease as of January 2013.

Bryant said she has learned a lot but there is still a lot to learn. She said McKinnon is in the office six hour per week now, on Monday mornings and Thursday afternoons which are the busiest times in the office. Scribner asked how long Bryant may need the support of McKinnon and she would like to keep those two times because she continues to have training questions and items that she is learning from McKinnon when she is in. She said she calls McKinnon for assistance during times when Bryant is alone in the office and detailed out several transactions that still arise that are new.

The Board agreed that she needed help on Thursdays, and Bryant said it was helpful for her now to have McKinnon's help on Mondays with the pending year end and election preparation work, which Bryant has not fully been exposed to yet.

There was discussion again about deferring action on a Deputy pending the outcome of the election because there are so many unknowns at this point.

There was discussion about the Deputy position and Bryant asked how the Board envisioned this moving forward. The Board explained that their decision was based on revenues; and was compared to several years of past data. The revenues were down from 2008 and there was explanation of how the clerical assistant position had grown with revenues, but was not reduced in later years as revenues fell. St Germain said she would provide a copy of the spreadsheet with this data.

Selectmen discussed the deputy positions and that they are “in place of” the Town Official, and that the definition of their position is to fill in when the Clerk/Collector/Treasurer is not there. Bryant said that there is not a lot of flexibility with regard to the position.

It is in the Town’s best interest to have Bryant run for the position because she has the majority of the training completed at this time. There is a long process of training and learning the position.

Bryant said she was not prepared to come down this evening, and the Board encouraged her to come back with any thoughts or questions that she may have in follow-up. The Board acknowledged how hard she has worked the past few months to learn the position.

There was then some discussion about the Tax Collector position and how much that stipend is paid. Scribner clarified that the Statute is different for the Tax Collector, who is required to work only two hours per month. The Tax Collector is paid a stipend, and it had been based on different historical data. The Board stated that the stipend, wage or salary of Town Officials is set by Town Meeting vote.

There was discussion about the cost to train a Deputy and figuring out how that will take place. The Board said that there could be some future discussion about using additional money from the Town Clerk salary line to pay a clerical assistant.

Board asked Bryant to come and talk to them any time that she had questions or concerns

The Board thanked her for the great job she is doing, and Bryant left the meeting at 8:05 pm.

VIII. NON-PUBLIC SESSION NH RSA 91-A - None

IX. ADJOURNMENT

The next regular Board meeting will be held on Thursday January 31, 2013 at 6:00 pm.

Motion was made by Hunter and seconded by St Germain to adjourn the meeting at 8:05 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator