

**I. CALL TO ORDER** at 4:35 pm in the basement meeting room at 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.

**II. ANNOUNCEMENTS**

All Town Offices are closed on Monday February 18, 2013 in observance of President's Day. There are no delays to trash and recycling collections due to the holiday.

Candidates Night will be held at 6:00 pm on Tuesday March 5, 2013 at the Ellis School Gymnasium.

**III. LIAISON REPORTS** - None

Hunter will not be available for the Planning Board meeting next week (Wednesday February 20). St Germain will attend if needed to make a quorum for the Board.

**IV. APPROVAL OF MINUTES**

Selectmen reviewed the minutes of 07 February 2013. Action on approval of the minutes was deferred until a quorum of members present on that evening was available.

**V. SCHEDULED AGENDA ITEMS**

Public Input - None

Department Heads - None

**VI. OLD BUSINESS**

1. Carlson discussed audit preparation and the reports and policy updates that have been sent thus far to Plodzick and Sanderson.
2. The Board discussed the Tax Collector position following the resignation of Christine Goudin. Kathy St Germain has agreed to assume the role of Tax Collector. Kathy Arsenault has also agreed to help during the transition period. Selectmen authorized Carlson to work out a plan for the weeks until the election to cover the office as needed using the balance of salary funds available at this time. The Board wants to ensure that questions, faxes, voicemails and emails are answered in a timely fashion.
3. Selectmen reviewed voided transactions summary for September thru December 2012; and for January 2013. They initialed both sheets for the audit files.
4. Selectmen signed an outgoing letter regarding a Hardship Application.
5. Selectmen reviewed updates left by Christine Goudin on the residents who have tax payment plans in place.
6. Selectmen discussed an interest abatement for hardship, and it will be reviewed again once updates can be made to the way the past principal payments have been applied.
7. Carlson indicated that her review of the Trustees of Trust Funds Investment Policy Statement is consistent with the Town's Investment Policy, and suggested simply adding one sentence to Article VI.

*Ethics and Conflicts of Interest* to refer to the Town's Conflict of Interest Ordinance. The Board agreed with this recommendation and it will be forwarded to the Trustees for reconsideration at their next meeting in April. The Policy as readopted by the Trustees will be sent to the Auditors.

8. Selectmen asked Carlson to schedule Fire Chief Richard Butler for his evaluation on February 28 or for the work session on March 7, 2013. Chief Butler will return on February 25. The Board wants his responses to their questionnaire prior to him meeting with the Board, and asked Carlson to confirm he has the document.

## VII. NEW BUSINESS

1. Selectmen reviewed the payroll \$19,726.16 and accounts payable manifest \$55,990.51 for current week dated 15 February 2013. Motion was made by St Germain and seconded by Scribner to approve both manifests. The vote was unanimously approved 2-0.

2. Selectmen reviewed and approved the March Newsletter for publication.

3. Selectmen reviewed the folder of incoming correspondence.

4. Selectmen granted permission for NH Fish & Game to access any town-owned lands for study of Blanding's turtles.

5. The Board discussed the potential Town Clerk / Tax Collector position and their thoughts on what that combined position would be. The Board would like to maintain open communications with whoever is elected to the two individual positions this year and keep that up through the coming year. There was discussion about the manpower needs. The Board stressed the need to work with the officials and see what other towns the same size as Fremont, are doing, and what they pay.

6. The 2013 Camp Director position has been posted on the website, in Town buildings, and in the March Newsletter.

7. Selectmen reviewed a set of non-public minutes from October 20, 2011 which had initially been sealed for one year. Motion was made by Scribner to seal the minutes of October 20, 2011 indefinitely. St Germain seconded and the vote was unanimously approved 2-0.

8. A priority mail item was received by the Board from "Cullen." St Germain moved to send the document to the Attorney for review and further action. Scribner seconded and the vote was unanimously approved 2-0.

9. Carlson advised the Board that the report submitted by the Tax Collector's report had come in (for the second time), but that there were still some items incorrectly reported on it (such as resident taxes). There was no time for additional corrections, so Board recommended the report as submitted be published in the Town Report. Carlson has asked the Tax Collector to correct the remaining items prior to it being sent to the NH DRA. The Board discussed the potential of added costs for the 2012 audit due to the issues with the tax report.

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

The next regular Board meeting will be a work session, and will be held on Thursday February 21, 2013 at 4:30 pm.

With no further business to come before the Board, motion was made by St Germain and seconded by Scribner to adjourn the meeting at 7:00 pm. The vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator