

I. CALL TO ORDER at 4:30 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

1. This meeting is a work session of the Board.
2. Candidates Night will be held at 6:00 pm on Tuesday March 5, 2013 at the Ellis School Gymnasium.
3. An Open House will be held at the Fire Rescue Department on Saturday March 9, 2013 from 10:00 am to 2:00 pm. It will include fire extinguisher training for homeowners, Q & A for homeowners on fire safety, including CO detectors and smoke detectors. Members will demonstrate some of the equipment we use and the importance of having this equipment to serve the community. Apparatus and equipment will be there for residents to see, and members will take photos of kids on the trucks. Refreshments will be served, come have coffee, juice, brownies and other goodies with the men and women of the Fire Rescue Department and learn more about what they do.

III. LIAISON REPORTS

St Germain reported on the Planning Board meeting from last evening. Selectmen discussed having more of the Planning Board meeting notices put onto the Town's website.

IV. APPROVAL OF MINUTES

- a. 07 February 2013 – Continued to be tabled pending a quorum of members present.
- b. 14 February 2013 – Motion made by St Germain and seconded by Scribner to accept the minutes of 14 February 2013 as printed. The vote was unanimously approved 2-0.

V. SCHEDULED AGENDA ITEMS

5:00 pm Public Input - none

5:15 pm Department Heads - none

VI. OLD BUSINESS

1. Selectmen reviewed Treasurer reconciliation reports for January 2013. Part of the audit review included lack of a Treasurer's cash book, which auditors talked with Kimberly Dunbar about. Carlson had also written her an email last week with additional direction on putting together a cash book, such as with an excel spreadsheet.
2. Carlson updated the Board on updates from the audit process. Additional work is needed on the Tax Collector's records, and there are many unfinished items from Christine Goudin's resignation, including an updated MS-61. Several of the auditor's noted improvements were reviewed by the Board.
3. Kathy St Germain has agreed to assume the Tax Collector role through the upcoming election, as Deputy she is in place for the position. She has agreed to maintain the Wednesday evening office hours from 6:30 to 8:30 pm. Carlson has also spoken with Kathy Arsenault, who has agreed to come in and assist in getting the office up to date. The Board discussed appointing Kathy Arsenault as the Deputy through the Town Meeting season, if she would be acceptable to the position.

4. The NH BTLA appeal case of the People's United Methodist Church has been dismissed.
5. Carlson discussed the chlorination system installation at the Library. Finally additional details have been received such that three quotes are in the Town's hands. The most detailed and most comprehensive quote is from SecondWind Water Systems at \$4,000. A quote of \$2,200 was received from Absolute Water System in Brentwood and Windham NH. This vendor did not view the setup at the Library. The quote does not include any electrical costs, and indicates that an inspection would need to be done to design the appropriate system. A third quote was received from Advance Pump & Filter Company in Lee NH. This quote is \$2,950 and does not include an electrician and several other items which are included in the SecondWind quote.

Selectmen reviewed the proposals and letters from all three companies, and discussed a decision to award the work to SecondWind Water Systems based on the comprehensive quote and items it includes, the Town's past working relationship with the company, and the fact that they have done many service calls and visits this past year at no cost to the Town. The Board would like the concurrence of the Library Trustees, who meet next on Wednesday February 27, 2013. Carlson has talked with one of the Trustees and the Librarian, and it is believed that all agree that SecondWind is the best alternative for an all-inclusive solution for the Town to the water issues at the Library.

Motion was made by St Germain and seconded by Scribner to have Carlson issue a purchase order for \$4,000 to SecondWind Water Systems following concurrence of the Library Trustees for the purchase and installation of a chlorination system at the Fremont Public Library. This decision is based on the comprehensive quote provided by SecondWind, and the Town's past history with the firm. The vote was unanimously approved 2-0.

6. Selectmen discussed use of ancillary Town Clerk assistants, and stated that the Town Clerk needs to check with the Board prior to expending town funds for this purpose. The Board asked Carlson to also ask the Clerk about her plan to cover the office in her upcoming absences.

VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$36,750.24 for current week dated 22 February 2013. Motion was made to approve the manifest by St Germain and seconded by Scribner. The vote was approved 2-0.
2. Selectmen reviewed and approved additional March Newsletter submissions from the Historical Society, Tax Collector Office hours article, and Friends of the Library.
3. Selectmen reviewed the folder of incoming correspondence. The Board asked for a letter to John Ryan to be ready for next week. Selectmen reviewed and approved invoices for next week as well.
4. The Wreaths Across America Program for 2013 planned for 12 noon on Saturday December 14, 2013 at the Town Hall. Gerry Tilley is again requesting permission for use of Town Hall facilities, to place wreaths on Veteran Graves, and place Stars on the Heroes Christmas Tree. Selectmen approved the use of the Town Hall for the event, and will support the program as in past years. A letter will be sent to Gerry Tilley and copied to the Cemetery Trustees for their participation (and cemetery wreath laying) as well.
5. Selectmen reviewed a letter from the Fremont Planning Board recommending appointment of Andrew Kohlhofer to a full Board member of the Planning Board. The term is through March 2015, and would

replace his current alternate status. Motion was made by Scribner and seconded by St Germain to appoint Andrew P Kohlhofer to a member of the Fremont Planning Board for a term to expire at the end of March 2015. The vote was unanimously approved the Board signed an appointment form. It will be forwarded to the Town Clerk.

6. Selectmen reviewed the SRRDD 53B RFP for Professional Consulting Engineering and Design Services for the Development of Bidding Documents and Service Perimeters for Solid Waste Disposal for the District for comments or information. Some housekeeping items were added to the proposal for the District's consideration, and the document will be returned to the District Office.

7. Selectmen received a request from the Fremont School District (Business Administrator Laurie Verville) to District Treasurer Elizabeth Stanley for release of \$14,000 in School Impact Fee Funds. Stanley had left this request for Selectmen's action.

In discussion, Selectmen reviewed the MS-27 under other local sources, indicating \$20,000. The Board asked Carlson to confirm what is included in that number, and if the District had actually planned on \$20,000 in impact fees. This item will be revisited next week.

8. Selectmen reviewed a letter from Jean Ragonese asking the Board to consider Mildred Emerson Frye as the Town's 2013 Memorial Day Parade Grand Marshal. The letter outlined her long history in Fremont and veteran status. The Board said they would be honored to have Mildred Emerson Frye as the 2013 Grand Marshal.

9. On behalf of the 250th Anniversary Committee, Scribner relayed some questions from Matthew Thomas regarding the possibility of the Committee using the Town's taxpayer identification number for 501 (c) 3 status. Carlson indicated that the Town's IRS status is different, and not officially called 501 (c) 3. As a municipality, generally donations are deductible. There was discussion about how an account may be set up by the Treasurer for the Committee as they are being treated as a Town organization.

Thomas had also said that the Town Report for the 250th Committee is not properly opening/linked on the Town Report page. Carlson will correct this problem this evening.

At approximately 5:45 pm Kathy Arsenault came in to the meeting. She discussed some pending tax collection items with the Selectmen, in follow-up to conversations with Carlson at the Board's request for assistance in the next few weeks. Arsenault stated that the Barrington notice (delinquency notice) is not required by law. Generally these are sent out just after the December due date (just in to the new year), but had not been completed by Chris Goudin as originally planned prior to her resignation.

The Board discussed the Deputy Tax Collector position and Arsenault agreed that she would accept the appointment to help the Town through the transition to Town Meeting. The Board indicated that they would be willing to pay her for the assistance to the Town, as Kathy St Germain, the Tax Collector is not familiar with the BMSI tax system, and many other components of the Tax Collector's position.

Kathy Arsenault left the meeting at 6:00 pm, and the Board thanked her for her assistance at this time.

Mr Rob Pitts entered the meeting at this time, stating to the Board that he bought a house on Louise Lane last August, and wanted to submit an abatement application and Veterans Credit application. Mr Pitts was advised that he could submit these forms to the Selectmen's Office at any time, and updated on the process for both forms, which were forwarded to Jeanne Nygren for processing.

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

The next regular Board meeting will be held on Thursday February 28, 2013 at 6:00 pm.

Motion was made by St Germain to adjourn the meeting at 6:30 pm. St Germain seconded and the vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson
Town Administrator