

**I. CALL TO ORDER** at 6:00 pm in the basement meeting room. Present were Selectmen Greta St Germain and Leon Holmes Sr; and Town Administrator Heidi Carlson; Members of the Public Renee and TJ King were also present. All rose for the Pledge of Allegiance led by Boy Scout TJ King.

Selectmen met with Scout TJ King to review his proposal for an Eagle Scout Project which is to clean up the neighborhood beach on Riverside Drive. He presented a slide show of the existing conditions at the beach. As an Eagle Scout Project he is proposing to clean up the area, build canoe rack concreted in with posts, cut back grass and pucker brushes, and revamp the sign at the site. He presented a sample sign design, using the information currently on the sign that residents had done many years ago. He will rebuild the block wall which has been knocked down.

Added to the sign will be “Not responsible for lost items left behind” or the like, and “No motors” but that you can swim, canoe, ice skate. He is working to coordinate other volunteers to help him complete the project and has lined up donars for some of the items needed.

Carlson reported on a conversation earlier this evening with Riverside Drive resident Steve Tomasz, who has organized many beach clean-ups of the area. He said he was more than willing to guide King in his project to provide historical information about the park and previous clean-ups and restorations. Carlson will email King with contact information.

Selectmen thought the project was a nice idea, and St Germain signed his project approval form. The Kings left the meeting at approximately 6:15 pm.

## **II. ANNOUNCEMENTS**

This is a work session of the Board.

## **III. LIAISON REPORTS - None**

## **IV. APPROVAL OF MINUTES**

Hunter moved to approve the minutes of 08 August 2013 as amended. St Germain seconded and the vote was approved 2-0-1. Holmes Sr moved to approve the minutes of 22 August 2013. St Germain seconded and the vote was approved 2-0-1 with Hunter abstaining.

## **V. SCHEDULED AGENDA ITEMS**

6:45 pm Public Input

Andy Kohlhofer met with the Board to remind them of the upcoming Ellis School Curriculum Night. The event will be held on Wednesday September 18, 2013 at 6:30 pm. The Curriculum Advisory Committee sent the notice to approximately 170 people in Fremont to get input for the School’s curriculum.

Brett Hunter came into the meeting at 7:05 pm.

Kohlhofer also let Selectmen know that the School District has an unaudited fund balance of \$209,909 that should be returned against the current text rate. He also indicated that a new Financial Administrator has been hired and should be starting by October 1, 2013.

## Department Heads

Fire Chief Richard Butler was present from 6:35 to 7:00 pm and discussed a variety of topics including ongoing vehicle maintenance items, and grounds keeping at the Safety Complex.

With regard to his request from two weeks ago, Butler was advised that the Board would allow the expense for the gator equipment, with submission of the two the written and one verbal quotes, and was asked to submit a purchase requisition for review.

## VI. OLD BUSINESS

1. Keith Stanton left off copies of letters last week for the Board to review regarding a neighbor matter. Stanton has also met with the Police Chief about his concerns.
2. Selectmen reviewed the trash and recycling pickup RFP and finalized some of the specifications for completion. The goal is to have this out by the end of next week, with a timetable to be completed with the process by November. A new contract would begin January 1, 2014. A bidder's meeting will be held between 7:30 and 8:00 pm at the Selectmen's meeting of September 19, 2013.
3. The 2012 Draft Audit Report was available for review, and was emailed to all members to read. The Board now needs to complete the MD&A document for the audit report.

There was discussion about some of the items noted in the audit. One included the release of checks. The audit notes that they are signed by the Treasurer prior to the Board signing a manifest. The Board reiterated that either the Treasurer needs to sign checks after 6:00 pm (or when they are approved at a Thursday Board meeting); or all checks are to be locked up until such time as the manifest is signed.

Other audit recommendations were reviewed. The Town continues to make improvements based on the recommendations. The tax records caused a significant amount of review due to the lack of recordkeeping done by the interim Collector who stepped up from Deputy after Kathy Arsenaault's resignation.

4. The final Tax Audit for March 2013 after Christine Goudin left office was also available for review, and emailed out to Board members. The auditors presented the tax warrants as of 20 March 2013 for recommitments to Sharon Girardi. Selectmen reviewed warrants for the following outstanding amounts:
  - \$1,803.40 in 2012 yield tax
  - \$351,758.77 in 2013 property taxes
  - \$149,805.53 in levy of 2011 property taxes
  - \$49,687.32 in levy of 2010 property taxes
  - \$5,375.93 in levy of 2009+ property taxes

St Germain moved to sign the recommitment warrants. Hunter seconded and the vote was unanimously approved 3-0.

5. Information was available to review regarding the two properties slated for tax deed; and the listing of properties which were liened for 2012 property taxes.
6. Selectmen reviewed the Highway Winter Plow Contracts with vendors K P Electric, Keith Burleigh, Pitkin Construction, Kevin Bolduc/Bolduc Tree Service, Michael Holmes, Leon Holmes Jr, and Stephen Chase. Holmes Sr abstained from this discussion and the vote on the contracts. St Germain moved to

approve the winter contracts for 2013-2015 on the big trucks; and 2013-2014 on the one ton trucks. Hunter seconded and the vote was approved 2-0-1 with Holmes Sr abstaining.

## VII. NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$20,612.71 and accounts payable manifest \$58,890.54 for the current week dated 30 August 2013. Motion was made by Hunter to approve the manifests. Holmes Sr seconded and the vote was approved 3-0.

2. Selectmen reviewed bills and invoices for payment. This included two purchase orders for new equipment (BMSI and Interstate Arms).

3. Selectmen reviewed the folder of incoming correspondence.

4. A second user license for the BMSI tax software has been ordered. Carlson is working with DayStar and BMSI on to coordinate installation on the computer in the Town Clerk's Office. DayStar is also putting together an estimate (as per the 2013 budget plan) for a new server for the Vision Appraisal software.

5. Budgets distributed for Board review, scheduled for discussion at the meeting of September 5<sup>th</sup>:

- 4130 Executive
- 4191 Planning & Zoning
- 4215 Ambulance
- 4240 Building Inspection
- 4312 Highway Department
- 4583 Patriotic Purposes
- 4610 Conservation Commission
- 4711-4721 Debt Service
- 4723 Tax Anticipation Notes

6. Chief Twiss has forwarded for the Board's consideration, a recommendation that Kurtis Boissonneault be appointed for a one year probationary term to fill the Full-time Police Department patrol position vacated recently by Shawn Carlson. Boissonneault is already full-time certified and has been through a complete background investigation. Selectmen accepted this recommendation based on their meeting with Chief Twiss two weeks ago (which was only pending completion of the background). St Germain moved to appoint Kurtis Boissonneault to the full-time vacancy for a one year probationary period, effective 15 September 2013. Hunter seconded and the vote was unanimously approved 3-0. An appointment form was signed.

7. The 2013 Snowmobile Grass Drag planning meeting has been scheduled for September 12, 2013 at 7:30 pm. Selectmen were provided with copies of the abutter letter and maps as provided by the NH Snowmobile Association.

8. Carlson advised the Board that due to some newly revised Current Use values from the Assessors, that have not yet been entered, the Town will not be able to complete the MS-1 by the 9/1 deadline. The Board signed an extension form and the CU values should be completed in the next couple of days.

9. Selectmen received three bids for the Oil RFP put out on 25 June 2013. All three were opened and read aloud as follows:

Walter Clark & Sons Inc	Capped price \$3.499 paid cash/check Capped price \$3.549 paid by credit card
Hartmann Oil Co	Capped price \$3.356 with downside protection if price is lower on day of Delivery
Palmer Gas/Ermer Oil	Capped price \$3.939 with downside protection Fixed price \$3.639 with no downside protection

After reviewing the information presented, motion was made by St Germain and seconded by Hunter for the Town to accept the bid from Hartmann Oil Co at \$3.356 per gallon as delivered with downside protection. The contract MUST read that the Town will only pay for actual gallons used, and it is for the Town's portion of the gallons only.

10. Selectmen reviewed and approved a budget line item transfer request within the Patriotic Purposes budget.

11. Selectmen reviewed and signed a Land Use Change Tax release bill and warrant for parcel 03-015.001.022 in the amount of \$2,142.85. This was forwarded to the Tax Collector.

12. Selectmen received a resignation letter from Sarah Lamirande from the Parks & Recreation Commission. Chair Elizabeth Rosa (formerly Torre) is recruiting some new members. Time will be set aside next week to meet with potential new members for appointment.

St Germain announced her resignation from the Board, as her house has sold as of late September. She said she can give the Board another week or two, but will be moving in with family before the end of the month. She brought forward Andy Kohlhofer as a potential replacement, given that he is familiar with the Town's budget process, and Planning Board. There was discussion about how to move forward at this critical time in the budget planning process. The Board felt it was best to find a candidate to fill in who is not interested in running, to make the March election fair and open. It is important to find someone with some base knowledge of the Town's process and the budget process to reduce the learning curve in the six month time period.

Selectmen will add this topic to the agenda for next week, considering the options.

#### **VIII. NON-PUBLIC SESSION NH RSA 91-A**

The next regular Board meeting will be a work session, to be held on Thursday September 5, 2013 at 6:00 pm.

#### **IX. ADJOURNMENT – by 9:00 pm**

Motion was made by adjourn the meeting at 8:45 pm by St Germain. Holmes Sr seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator