

Approved 01/09/2014

I. CALL TO ORDER at 6:05 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Brett Hunter, Gene Cordes, and Leon Holmes Sr; Wayne Copp, and Town Administrator Heidi Carlson.

Wayne Copp reviewed with the Board a floor plan layout of the newest proposal for the highway maintenance building. There is currently one big overhead door on the south side of the building, and one smaller overhead door on that side. There was discussion about putting the larger overhead door on the gable end of the building facing the rear of the property.

Carlson relayed a conversation with Mark Pitkin last week, that on Friday he and Leon Holmes Jr had sketched out the dimensions of the doors within the existing building and put a truck into the building and turned it with the door as currently designed, and it fit and was workable. Pitkin's thoughts were that the gable end door had been investigated and would be optimum, but that the cost was prohibitive.

Copp then detailed out that the door could be moved to the gable end for an additional \$7,250. If the footings are not as shown on the original Dzioba design of the building, there would be an additional \$1,000 involved in blocking it up from the footing to support the door.

Holmes Sr said that he wanted to hear out the thought process, but was not willing to spend the additional funds if the setup as currently designed would suffice. Copp said there would be no extras that he could foresee in what he has drawn and proposed in the contract.

Selectmen agreed that if the setup as designed would work for the Department's usage, that the contract currently in place was acceptable. The contract document Copp had prepared was signed by Board members, and Copp was paid the \$34,000 deposit. His insurance and tax form had been submitted as well.

Selectmen thanked Copp for his time and there was some discussion about the work getting underway in the next couple of weeks. Copp left the meeting at approximately 6:25 pm.

II. ANNOUNCEMENTS

Trash and recycling collections are delayed one day this week due to the New Year's Day holiday.

Planning Board site walks for Friday have been postponed due to the weather.

The Town Clerk's Office was closed today due to the storm, and all Town Offices will be closed on Friday January 3, 2014 due to the storm and cold weather. It has been posted at Town buildings, the Fremont Post Office, and noticed on WMUR as of this evening.

III. LIAISON REPORTS - None

IV. APPROVAL OF MINUTES

Action was deferred on minutes of 26 December 2013 until the next meeting.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input - none

7:00 pm Department Heads

Richard Butler came in to the meeting at approximately 6:45 pm to drop off invoices and advise the Board that he would be on desk duty in the coming weeks due to a shoulder procedure planned for Monday.

VI. OLD BUSINESS

1. Selectmen reviewed a Fire Alarm proposal for annual maintenance work at the Town Hall and Library. Other proposals are on file and need to be compared. Fire Alarm and Safety Technologies has been contracted to complete the repairs of the Town Hall fire alarm system. Cordes asked for the vendors to be asked to provide a price schedule for the cost of replacement batteries, heads, detectors, etc. No further action taken at this time.

In response to discussion with the Town Treasurer, Selectmen discussed her work schedule and availability. Due to some health issues, the Treasurer has not been able to come to the Town Hall to sign checks. The Board indicated if this is the case, the Deputy needs to be contacted to sign checks and do other necessary Treasurer duties. The Board indicated that non town-employees cannot be in possession of the Town's records for transit. There are several Treasurer duties that have not been done in several weeks, and need to be caught up as soon as possible due to the year end and Town Report schedule, as well as the audit, which is due to begin February 10, 2014.

Of her own accord, the Treasurer has purchased an alternate program for her use in creating a cash book instead of using the Town's excel program. She is also investigating use of a laptop computer as she cannot presently use her office at the Town Hall. The Board decided that she could remote in with adequate security in place, and that she needs to continue to work with the Deputy so that she can do additional tasks that are necessary to get the financial year end reports in order as quickly as possible. The Board discussed what Town equipment is in place at the Town Hall for the Treasurer to do all necessary work for the Town, in the office set up for this purpose.

There was also discussion about compensation for the Deputy if that person is doing additional work that the Treasurer is not doing.

The Board decided that moving ahead, the Town must have the Deputy sign the checks if the Treasurer cannot get in to the Town Hall. The Board asked to have the Treasurer in to a Selectmen's meeting as soon as possible to discuss these important matters.

3. Selectmen reviewed an email from Mike Nygren regarding Town Clerk hours, and the Clerk's initial response. After review and discussion, the Town Clerk has decided to keep the current hours in place until the March elections. The Deputy is doing more work independently, and separating the clerical duties from work she does as the Deputy Town Clerk. Additional emails were sent to Nygren without response, so it is anticipated that the question may also be raised at the Budget Committee meeting next week.

Research of the Budget Committee meeting minutes indicated that the Committee did not recommend funding that would have covered the Saturday hours. Selectmen indicated that they do not have control over the Town Clerk's office hours.

The Board agreed that to begin the 2014 payroll year, the salary for the combined position would be used as compensation for the Town Clerk/Tax Collector. A memo will be drafted for Board signature next week.

4. Carlson will draft a letter to the Budget Committee outlining all of the changes made to the Town's budgets within the past couple of weeks. This includes the updated ACO Ordinance being recommended on the Warrant. It also includes Warrant Article 13 (\$25,000) being removed for the Highway Building Capital Reserve fund as the Board has entered into a contract for completion of the Highway Maintenance Building with unexpended funds from 2013. Additionally the tax rate impacts will be prepared for the Town's proposed expenses.

5. With regard to the reported leak at the Library, several contractors have been in to assess the damage and a repair strategy. One vendor indicated that there are mice in the ceiling that need to be removed. The Librarian is contacting exterminators for this. Selectmen urged that no food be kept in desks or open place at the library, and that the trash is cleaned out every day to avoid any snacks for the mice.

VII. NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$17,923.77 and accounts payable manifest \$35,789.20 for current week dated 31 December 2013. Motion was made by Cordes to approve the payroll and accounts payable manifests for 31 December 2013. Holmes Sr seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed and approved bills and invoices for payment.

3. Selectmen reviewed the folder of incoming correspondence.

4. Selectmen reviewed and approved a Yield Tax Warrant in the amount of \$1,846.77 covering parcels 04-087 (C Ladd) and 05-072.001.002 (Frost). It was signed and will be forwarded to the Tax Collector.

5. Selectmen reviewed the maintenance position job advertisement and job description. Several amendments were made and a final version will be forward to the Board for final review.

6. Cordes moved to have Hunter sign NH DRA Form MS 60A on behalf of the Board. Holmes Sr seconded and the vote was approved 3-0.

7. Selectmen reviewed a letter forwarded by the Conservation Commission regarding a \$10,000 bequest to the Commission by the Estate of Aja Mahoney. The bequest is an unrestricted donation for the Commission's use. Motion was made by Cordes to accept this bequest in accordance with NH RSA 36-A:4. Hunter seconded and the vote was unanimously approved 3-0. The next step in the process is for the Conservation Commission to accept it, which will be an agenda item at their meeting of January 6, 2014.

Selectmen asked for a follow-up report from the Building Inspector and Fire Chief regarding their inspection at 38 Brentwood Road.

Selectmen discussed the final Warrant preparation for the Budget Committee meeting next week.

VIII. NON-PUBLIC SESSION NH RSA 91-A

The next regular Board meeting will be a work session, to be held on Thursday 09 January 2014 at 6:00 pm.

Approved 01/09/2014

IX. ADJOURNMENT – With no further business to come before the Board, motion was made by Hunter and seconded by Holmes Sr to adjourn the meeting at 8:30 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator