

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; and Town Administrator Heidi Carlson.

II. ANNOUNCEMENTS

This is a work session of the Board.

The printed Town Reports arrived on Tuesday 25 February 2014 and were made available for pickup at the Town Hall, Library, and Safety Complex. A notice has been posted on the website (with the email list-serve) announcing their arrival as well.

III. LIAISON REPORTS

Cordes reported on the Energy Committee meeting of Tuesday, including further discussion on the solar PV options for municipalities as discussed with Mercury Solar/RGS in January.

IV. APPROVAL OF MINUTES

Selectmen reviewed the draft of minutes for 20 February 2014. Cordes moved to defer acceptance of the minutes until next week. Hunter seconded and the vote was unanimously approved 3-0.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input - None

7:00 pm Department Heads - Deputy Fire Chief Joe Nichols came in to the meeting to see if the Board had anything for the Fire Rescue Department. He advised the Board that DayStar had installed the remote backup system at the fire station today.

There was discussion about upcoming Town Meeting Voting as it pertains to the Fire Truck Warrant Article, and an update on Chief Butler.

VI. OLD BUSINESS

1. Selectmen had reviewed several policies for readoption/revision and they were discussed as follows:
 - a. Fraud Policy: Additional information added to the definition of Asset, to include intellectual property and databases, all electronic files, equipment, tools, supplies and materials. A section also needs to be added to be the same as all other policies, for Authority, Amendments, and Effective Date. This will be revised and brought back for final approval next week.
 - b. Capital Assets and Depreciation Policy: The only change made was to Table 2 by moving the replacement schedule under Machinery and Equipment: moving Ambulance to a 6 year replacement schedule as a Light Vehicle from a heavier category of Fire/Rescue Vehicles.

With that one amendment, Cordes moved to readopt the amended Capital Assets and Depreciation Policy. Hunter seconded and the vote was unanimously approved 3-0.

c. Credit Card Policy: The only update made was to the Introduction paragraph to add “pre-approved” circumstance as an allowed usage of the Town’s credit card.

With that one amendment, Cordes moved to readopt the amended Credit Card Policy. Hunter seconded and the vote was unanimously approved 3-0.

d. Purchasing Policy: Selectmen discussed the Purchasing Policy at length. Cordes proposed some changes to create an “exceptions” section of some sort, to address purchases made in coordination with the State of NH bid list, authorization by the Board of Selectmen to vary from the terms of the Policy when one of the following conditions exist:

1. lack of suitable vendors
2. lack of adequate time to make the purchase or requisition (emergency situation, etc)
3. low priced vendor on a similar item or service procured by the Town within the prior six months

Additionally, Section IV was updated to mirror the language in NH RSA 95:1.

A final draft will be brought back for Board re-review and signature.

e. Selectmen then discussed the Rules of Procedure for the Fremont Board of Selectmen. Updates were made to Section II A 2. to read “Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound by any action or statement of any individual Board member, except when such statement or action is pursuant to *a decision* of the Board.” (New words in italics)

Section III B. Schedule of Meetings was updated to “The Board shall meet *routinely as posted*. Each meeting shall be posted in accordance with NH RSA 91-A. The balance of the paragraph was deleted.

Section I: Employees A. Duties was updated to include a designee of the Town Administrator for recording of minutes and decisions.

Section VIII: Amendment Procedure was updated to say that amendments to the Rules of Procedure can be moved and voted at any regular scheduled meeting, and will then be placed on file.

These changes will be integrated and brought back to the Board for final review and signature.

Selectmen discussed the annual audit process and asked for Carlson to contact Plodzick and Sanderson and inquire if they were to return for a subsequent contract what the pricing would be.

Selectmen said they will begin a review of the Personnel Policy after Town Meeting.

2. Selectmen reviewed the Treasurer’s comments to the Auditor from their findings. A follow-up meeting will be scheduled as soon as the final audit report is completed. Selectmen also inquired as to the Treasurer’s status and when she could be in to a Board meeting for follow-up on other items.

3. Selectmen reviewed information from the NH Department of Motor Vehicles authorizing the 250th Anniversary license plate at the request of the 250th Celebration Committee. The plates will be available shortly for \$15. The DMV indicates that they can be used on the front of a motor vehicle (with the car’s registered plate as the rear plate) for a period of one year, expiring December 31, 2014.

4. Selectmen were also reminded that members are needed as auditors for the Miss Fremont Scholarship Pageant on Sunday June 15, 2014 from 2:00 to 4:00 pm at Ellis School.

Carlson advised that events for the 250th Celebration are being added to the website calendar as they are scheduled.

VII. NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$19,603.91 and accounts payable manifest \$39,645.59 and backup details, for the current week dated 28 February 2014. Motion was made by Hunter to approve the manifests. Cordes seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed bills and invoices for payment. Selectmen asked that the monthly PSNH bill for the well house to be provided to the Fire Chief each month.

3. Selectmen reviewed the folder of incoming correspondence.

4. Board members reviewed a new program that would allow towns use of the 911 database information for the Emergency Notification System. Towns can have two authorized individuals who can make the requests, and the Board discussed having it be the Police and Fire Chiefs. The notification system can be used for emergencies only, and only at the request of either of the authorized individuals. Carlson was asked to review the information with the Police Chief and Fire Chief.

5. Selectmen reviewed and approved journal entry #19 for an error in posting payroll 01/17/2014. Cordes moved to approve the entry. Hunter seconded and the vote was unanimously approved 3-0.

6. A complaint was noted as being received by the Town this week regarding outside activity at night at Seacoast United Soccer Club. The Police had been contacted by residents at 53 Brown Brook Circle, and later Carlson received an email from Fred Lindahl noting that heavy equipment noises had been heard at 7-8 pm. The Building Inspector had been out this week and verified that it was snow removal equipment moving snow from the playing fields. No further action by the Town is warranted.

7. The final version of the Slip, Trip & Fall Policy was presented to the Board for addition to the Town's Safety Manual. This is a result of the Safety Committee meeting held on Tuesday at the Safety Complex. At that meeting, an inspection of the building was done, and other business items completed, including the policy. The Board stressed that **Safety is everyone's responsibility and all employees are responsible to fix what they can, and report what they cannot to someone who can fix it.** A copy of the Slip, Trip & Fall Policy will be copied to all employees with the next payroll.

8. Selectmen reviewed a request from Jennifer Seaver to use the Meetinghouse for a wedding on October 4, 2014. This was approved by the Board and the fee paid.

9. Carlson announced that Welfare Overseer Herb Tardiff is intending to resign for personal reasons. There was discussion about how to transition this position, and an email will be sent out to the Manager's list serve to see if any nearby towns have a welfare coordinator who is looking for more hours (which is how the Town found Tardiff).

10. Selectmen reviewed a new Current Use application for parcel 03-169.059.019 owned by Richard Ayles Jr. In the review, the Selectmen found some inaccurate acreage measurements and asked that it go back to the Assessor's for review.

Approved 03/06/2014

11. Selectmen reviewed and accepted From A-9 from the People's United Methodist Church for property owned in Fremont (Church at parcel 03-047 and Parsonage at parcel 03-054.001.029) for the 2014 tax year. This has been reviewed by the Assessors and will be placed on file.
12. Selectmen reviewed and approved invoice #762925 in the amount of \$4,091.81 from Stantec Consultants for work on the Martin Road Bridge Engineering contract. This will be withdrawn from the Bridge Capital Reserve Fund. Selectmen also signed a letter to the Trustees of Trust Funds for withdrawal of that sum from the Bridge Capital Reserve Fund.
13. There was discussion about deputy stipends for the first quarter of 2014, including the amount for separate Town Clerk and Tax Collector deputies versus the new budget for the combined position. Selectmen deferred action until after Town Meeting when a budget is approved.
14. In response to an email from Carl Erikson on Tuck Drive, Selectmen had gone to look at his mailbox, finding minimal damage to it's post. A response letter will be drafted.
15. There was discussion about job descriptions and wages, as well as the proposed budget for 2014 and what funding may be available for permanent staff wage increases.
16. Updated copies of the Highway budget expenses through 02/28/2014 were distributed. The rest of the budget as updated through the end of February will be presented next week.

VIII. NON-PUBLIC SESSION NH RSA 91-A

The next regular Board meeting will be held on Thursday March 6, 2014 at 6:00 pm.

IX. ADJOURNMENT – At 8:40 pm motion was made by Hunter and seconded by Holmes Sr to adjourn the meeting. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator