

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; Police Chief Jon Twiss, and Town Administrator Heidi Carlson.

II. ANNOUNCEMENTS

This is a work session of the Board.

Selectmen reviewed voting results from Tuesday. There was lengthy discussion about how to reach voters with information and the strong support of the SB2 method of voting. Moderator Rydeen is doing some research into the use of the Town's website, which does not appear to be the primary source of voter information. Selectmen discussed potential alternative ways to get information out to the public for their use in decision making.

III. LIAISON REPORTS - None

IV. APPROVAL OF MINUTES

Cordes moved to approve the minutes of 06 March 2014 as printed. Hunter seconded and the vote was unanimously approved 3-0.

V. SCHEDULED AGENDA ITEMS

At 6:05 pm Police Chief Jon Twiss met with the Board to review the changes to the job description for the Administrative Assistant. He proposed a description that has been updated to more accurately reflect the position, and discussed with the Board a pay rate comparable to other administrative assistant positions in Fremont.

The Board said they would take this under advisement in reviewing the approved budget, and asked Chief Twiss if there was enough money in his budget to support an hourly increase in this wage. He felt there was, given that the Detective Lieutenant position had not been filled until late January.

Selectmen then discussed the Police Cruiser Capital Reserve Fund. On Tuesday, voters approved Article 7 making the Selectmen agents of the Police Cruiser Capital Reserve Fund. The Board discussed with Chief Twiss the order for two new cars, and that the equipment for the cars has already been purchased. Selectmen discussed sending a letter to the Trustees of Trust Funds to remove \$25,000 from the Police Cruiser Capital Reserve Fund. Motion was made by Cordes to remove \$25,000 from the Police Cruiser Capital Reserve Fund to make a down payment on the cruiser order to shorten the lease and make for a lower lease payment. Holmes Sr seconded and the vote was unanimously approved 3-0. Selectmen signed a letter to the Trustees of Trust Funds for the withdrawal.

Chief Twiss left the meeting at 6:30 pm.

Public Input

At 6:30 pm Michael Holmes came in to the meeting with a request to use the Meetinghouse for a wedding on August 31, 2014. Motion was made by Cordes to approve the request. Hunter seconded and the vote was unanimously approved 3-0.

7:00 pm Department Heads - None

VI. OLD BUSINESS

1. Policy Review

Investment Policy

Selectmen asked for the Treasurer's written procedures, which need to be established, and be consistent with the Investment Policy.

The Board again discussed meeting with the Treasurer and asked for this to be set up soon. The Board also reviewed Section 6 - Investment activities, of the policy regarding reporting on a monthly basis to the Selectmen's Office. The policy states:

2) *The Treasurer conducts investment transactions via written instructions and reviews the bank statements daily to ensure that the appropriate transactions were made per the instructions. The Treasurer, on a monthly basis reviews and reconciles all bank account activity and records it in a cash reconciliation spreadsheet that shall be balanced monthly with the Selectmen's Office staff from the Town's accounting system. Monthly reports to the Selectmen shall be delivered by the 7th of the month, following the prior month close.*

Motion was made by Cordes to readopt the Investment Policy. Hunter seconded and the vote was unanimously approved 3-0.

Purchasing Policy

Cordes moved to adopt the Purchasing Policy as amended. Hunter seconded and the vote was unanimously approved 3-0.

Information Sensitivity Policy

This policy was distributed for Board review.

Personnel Policy

This policy was distributed for Board review.

2. With additional information from the Assessor, Selectmen re-reviewed the Current Use supplemental application for Richard Ayles Jr on parcel 03-169.059.019 located at 149 Whittier Drive. With all information in order, the application to place an additional 2.47 acres into Current Use was unanimously approved 3-0.

3. Cordes moved to sign the abatement form, approved last week, for parcel 03-146 for 2013 property tax interest in the amount of \$106.13. Hunter seconded and the vote was unanimously approved 3-0.

4. Holmes brought up the issue of the cost and quality of winter sand in response to the recent sander damage, caused by a large frozen chunk of material in the spinner. The Board discussed alternative pricing options on sand, to consider quality of the material as well as to include the cost of trucking.

VII. NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$18,619.97 and accounts payable manifest \$47,520.97 for current week dated 14 March 2014. Motion was made by Cordes to approve the payroll manifest. Hunter seconded and the vote was unanimously approved 3-0. Motion was made by Cordes to approve the accounts payable manifest. Hunter seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed the bills and invoices for payment.
3. Selectmen reviewed the folder of incoming correspondence.
4. Selectmen reviewed the MS 2 budget form submission to DRA. The Board discussed at length the allocation of \$8,000 within the Executive budget for the raises as outlined as part of the budget process. The number did not include all of the necessary FICA and Medicare amounts, and at the time it was gathered, was missing one employee. Carlson was asked to look at the Town's permanent staffing (aside from uniformed officers and Library) and see what different percentage raises totaled to, including the other personnel costs such as FICA and Medicare.

Carlson discussed with the Board concerns raised by Mike Nygren (Budget Committee Member) this week about line items within the operating budgets, namely the inclusion of a new line in the Highway Budget for building maintenance as the highway shed is being renovated.

Selectmen asked for the newly elected Town Clerk Tax Collector to be invited to the Board's next meeting, to review with her, the budget and how it was prepared, her options with regard to the Deputy position, and configuration of her office and schedule to best utilize budgeted funds. The Board would like to plan a regular (perhaps quarterly) meeting schedule to see how she is doing and assist her with the transition to the new position.

5. Selectmen reviewed an email from Matt Buxton. He is working with a group called ExploringNH and they are responsible off-road enthusiasts. They are trying to organize an Earth Day cleanup on Shirkin Road in Fremont. He is looking to do it on Saturday April 26th and has good support from his organization already.

The Board reviewed the email and was not opposed to the cleanup and discussed various options for the disposal of waste, including the tonnage, and contacting Palmer Cleanouts and Waste Management about options.

6. Selectmen review potential appointments for the coming year including:
 - Emergency Management Director Joyce Booker-Janvrin and Deputy Laurie Allore
 - Selectmen ask to have Joyce come to in and meet with the Selectmen to get some updates, and see what she is working on and thinking about moving ahead.
 - Fire Chief & Heating Inspector / Forest Fire Warden Richard Butler
 - Health Officer Robert Meade
 - Conservation Commission Member Patricia deBeer, one additional vacancy
 - Parks & Recreation Commission Members Beth Swanson and Jon Benson
 - Planning Board Member Jack Karcz and Alternate Chris Silk (Silke not planning to renew)
 - Zoning Board Member Scott Boisvert (Boisvert not planning to renew), one additional vacancy
 - Deputy Town Clerk/Tax Collector – job ad is posted
 - Assistant Electrical Inspector Kenneth Pitkin

7. The newly adopted Slip, Trip & Fall Policy will be distributed with paychecks tomorrow to all permanent staff. Copies will also be forwarded to the Fire Rescue Chief for distribution.

8. Selectmen reviewed an email from Tyra Vargas asking for a few sentences to be put in the Town Newsletter thanking voters for their support on Tuesday. The Board declined as this does not meet the guidelines of the Newsletter, and suggested a letter to the editor in a local paper instead.

VIII. NON-PUBLIC SESSION NH RSA 91-A

The next regular Board meeting will be held on Thursday March 20, 2014 at 6:00 pm.

IX. ADJOURNMENT – Motion was made by Holmes Sr to adjourn the meeting at 8:50 pm. Hunter seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator