

I. CALL TO ORDER at 6:15 pm in the basement meeting room. Present were Selectmen Brett Hunter, Gene Cordes, and Leon Holmes Sr; Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance. Tonight's meeting is being live broadcast on Fremont Community TV, and will also be rebroadcast and posted in the broadcasting schedule.

II. ANNOUNCEMENTS

1. Programming for current events on Fremont Community TV (Channel 22) includes:

Budget Public Hearing 4:00 pm

School Deliberative Session 6:00 pm

Town Deliberative Session 7:00 pm

They are all running now every day until February 23rd. A slide will also be posted on the bulletin board about moving the budget hearing time from when it was previously being broadcast.

TOWN & SCHOOL ELECTIONS: The filing period for Town and School District Offices has ended. The following candidates have declared:

Selectman: 1 for 3 years: Neal R Janvrin, Brett A Hunter

Trustee of Trust Funds: 1 for 3 years: No candidates declared

Library Trustee: 1 for 3 years: Cheryl Rowell

Library Trustee: 1 for 1 year: No candidates declared

Road Agent: 1 for 3 years: Leon F Holmes Jr

Budget Committee: 2 for 3 years: No candidates declared

Budget Committee: 1 for 2 years: Mark Kidd

Cemetery Trustee: 1 for 3 years: Richard Pinder

School Board Member: 2 for 3 years: Ida Keane, Jennifer Brown, Greg Fraize, Sharon A Girardi

School District Treasurer: 1 for 1 year: Elizabeth J Stanley

School District Clerk: 1 for 1 year: Patricia Coulombe

School District Moderator: 1 for 1 year: Victor P Sokul Jr

Candidates Night will be held at 6:00 pm on Tuesday February 17, 2015 in the Ellis School Gymnasium.

The last day to register to vote prior to Town and School Voting on March 10th is Saturday February 28, 2015 from 11:00 to 11:30 am at the Fremont Public Library. You can register on election day, but not on the days between March 1 and March 9th.

III. LIAISON REPORTS - None

IV. APPROVAL OF MINUTES

Cordes moved to approve the minutes of 29 January 2015 as written. Holmes Sr seconded and the vote was unanimously approved 3-0.

V. SCHEDULED AGENDA ITEMS

At 6:30 pm Dan Scull came in to the Board's meeting.

7:00 pm Department Heads - None

VI. OLD BUSINESS

1. Hard copies of the completed 2013 Audit report were distributed to Board members. A follow-up meeting will be scheduled at some point this spring, after the field work is completed next week on the 2014 audit.
2. In follow-up to Deliberative Session, Selectmen reviewed the draft minutes and did not have any comments to add. Carlson also advised that she had spoken with Plodzick and Sanderson and they do know about the Town's previously authorized, but unissued bond. Further work will be done on this when they are in Fremont next week.
3. The Town Report has gone to the printer. The electronic version is complete on the Town's website. The finalized 2015 Deliberative Session minutes will be added to the online version tomorrow.
4. A Library roof leak was addressed by having KTM clear some ice and snow from the front of the building. The Safety Complex was also cleared on Monday but melted again and began leaking again on Wednesday. A crew was brought in to clear the Complex roof on Wednesday and Thursday. There are open insurance claims for both incidents where the roof has leaked. The Town Hall roof was partially cleared on Thursday as a precaution. With the snow that continues to fall, this is likely to be a continual problem that needs to be watched closely.
5. The Parks & Recreation Commission met this week and worked on logistics for Camp Fremont. There is a setback in that Ellis School may not be able for most of the summer due to the asbestos abatement. With all the snow days, school will obviously run longer than anticipated, and the asbestos project will take longer than originally thought as well. School officials are meeting with their contractor in late February, and expect to have a better idea on schedule by mid to late March. The Town will wait to see what happens with that, or if an alternative plan can be workable at the fields, before advertising for a director and laying out a summer curriculum.

VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest totaling \$524,129.49 dated 06 February 2015. Motion was made by Cordes to approve the manifest of \$524,129.49. Holmes Sr seconded and the vote was unanimously approved 3-0.
2. Selectmen reviewed the payroll manifest \$20,163.54 and accounts payable manifest \$66,334.11 dated 13 February 2015. Motion was made by Cordes and seconded by Hunter to approve the accounts payable manifest of 66,334.11. The vote was approved 2-0-1 with Holmes Sr abstaining. Motion was made by Cordes to approve the payroll manifest of \$20,163.54. Holmes Sr seconded and the vote was unanimously approved 3-0.
3. Selectmen reviewed bills and invoices for payment.
4. Selectmen reviewed the folder of incoming correspondence.
5. The Police Department now has two part-time vacancies. Corporal Robert Allore resigned as of last weekend, and Officer Hanley had resigned in the fall of 2014 and the position was not filled at that time. Chief Twiss is running an ad for part-time officer(s) and will do a process to include applications, interviews, physical agility and written testing. The Board would like to send Allore a letter to say thank you, and recognize his many years of service.

6. Selectmen Holmes viewed the mailbox at 28 Tuck Drive as requested by Mr Erickson. In general the Town does not replace mailboxes. In this astronomical amount of snow, it has in some cases been unavoidable that they are damaged. Carlson suggested bringing back a draft policy for Board review next week, and all agreed. Letters are needed to go out to the three people who have asked about mailbox damage. They are also referred to talk with Road Agent Mark Pitkin.

7. Selectmen reviewed an email from Kevin Woods regarding obtaining a Comcast fixed IP address for use by Fremont Community TV. The cost is \$19.95 per month and it would be added to the Town's bill, but paid for through the cable revolving fund. This led to discussion about how much money will be left in the fund after the purchase of current equipment for setting up the studio. There will be something over \$20,000 after current purchase orders are paid, and the approximate \$240 per year fee can be supported for quite some time. This also led to discussion about at what point we could reconsider the franchise fees to pay for the costs of public access broadcasting. The current cable contract expires in 2019 and it would be considered/reviewed as part of that renewal process.

Cordes moved to authorize the cost of \$19.95 per month for the fixed IP address for FCTV to come from the CATV Revolving fund. Hunter seconded and the vote was unanimously approved 3-0.

8. The Board discussed the start time for meetings given that live broadcast is in place. At the current season and due to weather and traffic, it is difficult for some members to get back to Fremont by 6:00 pm. Cordes moved to adjust the Board's start time for meetings to 6:30 pm effective as of next week. Holmes Sr seconded and the vote was unanimously approved 3-0.

At 6:45 pm motion was made by Hunter to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a tax hardship matter. Holmes Sr seconded and the roll call vote was unanimously approved: Hunter – aye; Holmes Sr – aye; Cordes – aye.

At 7:00 Cordes moved to return to public session. Hunter seconded and the vote was unanimously approved 3-0.

Cordes moved that regarding the outstanding property taxes on parcel 03-002.002.05B that in consideration of the owner agreeing to make monthly payments on the 2012 taxes with the understanding that the principal will be paid off by 11/1/2015; the Board will at that time, if it is paid off by 11/1/2015 abate the accrued interest down to 6% due to hardship. Holmes Sr seconded and the vote was unanimously approved 3-0.

9. A hard copy of the Fremont Community Television Policy Manual as presented by Bruce White was circulated for Board review. This will be an agenda item next week.

10. Selectmen approved a Journal Entry to correct accounting for the Police Chief Wages, which were changed from patrol wages to a new budget line as of 1/1/15 Police Chief Wages. The amount for the month of January is \$4,104.93 which will be transferred from patrol wages to Chief's wage line within the PD budget. Motion was made by Cordes to approve this transfer. Hunter seconded and the vote was unanimously approved 3-0.

11. Jacob's Cove bond reduction – A bond estimate has been received from Stantec Consultants for a total of \$168,187.50. This meets the Town's standards for minimum bonded amount and is planned to be posted via letter of credit. The surety for Jacob's Cove in the amount of \$168,187.50 was recommended by the Fremont Planning Board on 01/21/2015.

Based on the Town's consulting engineer's review and the Fremont Planning Board review and recommendation, Cordes moved to approve the performance bond reduction to \$168,187.50 for the Jacob's Cove Subdivision located off of Sandown Road. Holmes Sr seconded and the vote was unanimously approved 3-0.

11. A snow plow contract has been recommended by the Road agent for Frank Chase Jr as a backup truck for the remainder of this winter season. Selectmen reviewed the contract which runs February 12 through March 31, 2015. Cordes moved to sign the contract. Hunter seconded and the vote was unanimously approved 3-0.

12. Selectmen reviewed a Cable TV manifest totaling \$1,347.55 for purchase of the studio computer, speaker, printer, and UPS backup power supply. Motion was made by Cordes to approve the manifest totaling \$1,347.55 from the Cable Revolving Fund. Hunter seconded and the vote was unanimously approved 3-0.

13. The highway budget report to date was distributed. The majority of the winter maintenance budget has been spent already and there was some discussion about how the Town will cope with that moving forward. The balance of the budget report to date will be completed and distributed by next week.

At 7:25 pm motion was made by Cordes to recess for 5 minutes. Holmes Sr seconded and the vote was unanimously approved 3-0.

At 7:35 pm the meeting returned to session.

Selectmen began annual policy review.

Investment Policy

- a. Motion was made by Cordes and seconded by Hunter to change the review to annual from semi-annual under Section IX. The vote was unanimously approved 3-0.
- b. Motion made by Cordes to remove the sentence "It will, at a minimum, be reviewed and adopted semi-annually by the Board." From Section IX. Hunter seconded and the vote was unanimously approved 3-0.
- c. Motion was made by Cordes to readopt the Town of Fremont Investment Policy as amended. Hunter seconded and the vote was unanimously approved 3-0.

Capital Asset and Depreciation Policy

Selectmen reviewed the policy and saw no areas that needed to be updated. Motion was made by Cordes and seconded by Holmes to readopt the policy as currently written. The vote was unanimously approved 3-0.

Fraud Policy

- a. Selectmen reviewed the Policy and wanted to remove the last sentence of Section XII. That sentence reads "The Policy will be reviewed by the Board of Selectmen annually." This sentence is already included in Section VI. Motion was made by Cordes to remove that last sentence of Section XII. Hunter seconded and the vote was unanimously approved 3-0.
- b. Motion was made by Cordes and seconded by Hunter to readopt the Fraud Policy as amended. The vote was unanimously approved 3-0.
- c. A typo was noted at the end of the policy in that Section XIII was incorrectly numbered as IX. This will also be fixed.

Fund Balance

- a. This policy had been reviewed and approved in early 2014 but the date is not recorded in the Policy.
- b. Selectmen reviewed changes to include Section 8 being updated to say “Annual Review. Compliance with the provisions of this Policy shall be reviewed as part of the Selectmen’s annual budget process.”
- c. Police OHRV Special Revenue Fund was updated to the Policy OHRV Revolving Fund.
- d. to include description of the OHRV Revolving Fund and Police Special Detail Revolving Fund

Information Sensitivity Policy

Selectmen reviewed the policy and saw no areas that needed to be updated. As annual review is not required, the Board took no action and stated that they can review and update it at any time.

Purchasing Policy

Selectmen reviewed the policy and saw no areas that needed to be updated. As annual review is not required, the Board took no action and stated that they can review and update it at any time.

Selectmen may contact one of the County Commissioners after Town Meeting, in follow-up to the offer of meeting to review any county concerns.

VIII. NON-PUBLIC SESSION NH RSA 91-A

The next regular Board meeting will be a work session, to be held on Thursday February 19, 2015 at 6:00 pm.

IX. ADJOURNMENT – At 8:15 pm motion was made by Leon Holmes Sr to adjourn the meeting. Cordes seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator