

I. CALL TO ORDER at 6:30 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Leon Holmes Sr and Neal Janvrin; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

II. ANNOUNCEMENTS

1. This meeting is live broadcast on Channel 22 and will be rebroadcast throughout the week ahead.
2. A full listing of candidates declared for Town and School District Offices is available on the Town's website and posted at Town buildings. Candidates Night will be held at 6:00 pm on Monday February 29, 2016 at the Fremont Public Library.
3. The NH Primary was held on Tuesday at Ellis School. There were 1940 votes cast and results are on the Town website homepage, posted at the Town Hall, and available from the Town Clerk.
4. The Town Report is being printed and will be back by the end of February. The majority of it is also up on the Town's website.

III. LIAISON REPORTS - None

IV. APPROVAL OF MINUTES

Selectmen reviewed the minutes of 04 February 2016. Holmes Sr moved to approve them as written. Janvrin seconded and the vote was unanimously approved 3-0.

Holmes Sr asked about Andreski Drive and the status of the roadway at the end, which he said slopes off and is not a good turn-around. Given that the conservation land uses this area to park, he asked for the Conservation Commission to look at this to see if it is something that they could fix with conservation funds. This would be a big help to create a turn-around, such as a hammer-head, and the parking area. Carlson will forward this to the Chair for consideration at a future Conservation Commission meeting.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input - none

7:00 pm Department Heads – see below

VI. OLD BUSINESS

1. Recap of Primary Election – a meeting is tentatively scheduled for Thursday February 25th with the Moderator, Town Clerk and ballot clerks to review process, procedure and how to ensure scheduling of sufficient resources to get through the entire day and evening. Selectmen also discussed logistics of moving voters through the lines efficiently.

Janvrin stated that the Town needs to purchase additional voting booths to meet the federal requirement of 1 booth per 100 registered voters for the upcoming November election.

2. Investment Policy: The Board had reviewed the policy and some questions were discussed. Cordes asked what the final sentence of Page 3 Section IV Item 1 second paragraph meant, "The amount of collected funds on deposit in any one bank shall not for more than 20 days exceed the sum of its paid-up capital and surplus." They suggested getting clarification from the Town's auditing firm about what exactly this means.

The Board also discussed other sections of the Policy dealing with reports the Treasurer is charged with preparing and presenting on a monthly basis, and if all of these reports are being generated. The only items the Treasurer presents monthly are the month-end reconciliation reports. The Board also asked for the Treasurer's Written Procedures that are outlined in Section IV Item 2.

Selectmen also asked for clarification on the Town's Public Officials Liability Bonds and the insurer, as well as the terms of that policy. Additional information will be gathered next week from auditors so that this can be reviewed again.

3. Fraud Policy: Members had reviewed it and did not have any changes to offer. Motion was made by Holmes Sr and seconded by Janvrin to readopt the Fraud Policy as currently written. The vote was unanimously approved 3-0.

4. Other Policy updates to review: The Board was asked to continue reviewing the Personnel Policy for next week, with the areas which have been questioned over the past few months. Carlson stated she is working on a list of the items, and drafted the Floating Holiday policy as discussed last December.

Holmes Sr said that the Planning Board Sign Subcommittee will get together next Tuesday and he asked the Selectmen to review the Ordinance and offer any comments they had on it. This is Article XIX of the Fremont Zoning Ordinance. Janvrin said he would get this online, and Cordes asked for a print copy.

VII. NEW BUSINESS

1. Selectmen reviewed the payroll \$20,803.95 and accounts payable manifest \$46,795.66 for the current week dated 12 February 2016. Holmes Sr moved to approve the payroll manifest of \$20,803.95. Janvrin seconded and the vote was unanimously approved 3-0. Janvrin then moved to approve the accounts payable check warrant in the amount of \$46,795.66. Holmes Sr seconded and the vote was unanimously approved 3-0.

At 6:55 pm Fire Chief Richard Butler came in to the meeting. He reported that he has received a quote on Tank 4 repairs from Lakes Region Fire Apparatus but they have not yet looked at the truck. They are going to do that, and provide an updated estimate. Butler said that he wants to wait until spring so that they have the truck through the winter when people are using heating appliances and there is a great chance of fires that they would need the truck for.

He presented a fire training schedule for the year for Board members to review. He also dropped off copies of the Personnel Policy sign off forms for the majority of members of the Fire Rescue Department.

Cordes said that the Board is looking at doing evaluations and would like to meet with him in the next couple of weeks. Time was tentatively set aside on February 25th to meet with Chief Butler.

Chief Butler left the meeting at 7:06 pm.

2. Selectmen reviewed a 2015-2016 Excavation Tax Warrant in the amount of \$50.00 for parcel 02-151.002. Motion was made by Holmes Sr to sign the Warrant. Janvrin seconded and the vote was approved 3-0.

3. Selectmen reviewed the folder of incoming correspondence.

Approved 02/18/2016

4. The Parks & Recreation Summer Camp Director and Assistant positions have been posted on the community Facebook page by the Parks & Recreation Chair, and on the Town's website by the Town Administrator.
5. Selectmen reviewed an appointment form for Kimberly Dyer for a three year term on the Parks and Recreation Commission through March 2018. Cordes stated that the Board is reaffirming/reappointing for the term to expire March 2018. Holmes moved the appointment, seconded by Janvrin and voted unanimously in favor.
6. Selectmen reviewed timesheets of Department Heads that they are responsible for.
7. Selectmen reviewed a draft Elected Official's request for payment of position stipend form. The Board wants further clarification based on Holmes Sr and Janvrin having concerns over the reporting responsibility. Cordes said that he would like to have it reviewed by the Auditors and the Board will reconsider at a future meeting.

VIII. WORKS IN PROGRESS

1. The Town is looking for interested volunteers for the following positions:
 - a. Zoning Board of Adjustment Member (usually meets once per month)
 - b. Rockingham Planning Commission Metropolitan Planning Organization Transportation Advisory Committee member representative (usually meets bi-monthly)
 - c. Parks & Recreation Commission Member (meets once per month)
 - d. Planning Board Alternate (meets twice per month)
 - e. Budget Committee Member (meets quarterly and then weekly from October to early January)

Anyone interested could begin by contacting Heidi Carlson for more information or attend an upcoming meeting.

IX. NON-PUBLIC SESSION NH RSA 91-A

At 7:29 pm motion was made by Janvrin to enter non-public session pursuant to NH 91-A 3 II (c) to discuss a personnel matter. Holmes Sr seconded and the roll call vote was approved 3-0; Cordes – yes; Holmes Sr – yes; Janvrin – yes.

At 7:42 pm motion was made by Janvrin to return to public session. Holmes Sr seconded and the roll call vote was approved 3-0; Cordes – yes; Holmes Sr – yes; Janvrin – yes.

No decisions were made. The Board will be working on evaluations in the next few weeks while the present Board is here. The next regular Board meeting will be a work session, to be held on Thursday February 18, 2016 at 6:30 pm.

IX. ADJOURNMENT – by 9:00 pm

With no further business to come before the Board, motion was made by Holmes Sr and seconded by Janvrin to adjourn the meeting at 7:43 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson, Town Administrator