

At 6:00 pm the Board's meeting was called to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Annmarie Scribner, Greta St Germain and Brett Hunter; and Town Administrator Heidi Carlson. Participants rose for the Pledge of Allegiance.

Selectmen reviewed the mail folder, bills for payment, and the manifests for this week.

### OLD BUSINESS

1. Selectmen deferred approval of minutes for 14 June 2012.
2. Selectmen discussed presentation of the Boston Post Cane to Cecile O'Connell. The Board suggested that a Thursday night at 6:00 pm to begin one of the upcoming meetings would be the best time and for the presentation. Town Historian Matthew Thomas needs to be contacted to be a part of the event as well.
3. Carlson provided an update on the insurance claim for the Safety Complex.
4. Intuit still has been unable to debit the Town's account for the cost of the annual payroll subscription for Quickbooks. In response, Citizen's Bank had been doing ACH follow-up, and contacted Chairman Scribner today as well. This led to the Board discussing a credit card for emergency use by the Town. Scribner said that a Town card would be issued with one individual's name on it, and that it could only be used for emergency items, pre-approved by the Board. Carlson was asked to follow-up with Keith Pike on this matter.
5. Carlson provided updates on the library water system, and the Librarian had received the information as well. Jeff Rowell, a Town resident and engineer with GZA had offered to help, and reviewed the Town's information. He has made the same suggestions as the Town's consultant at SecondWind Water Systems. The Board feels that it may be time to install a treatment system to alleviate the problems, as we need a long term solution to the water testing issue. The Board discussed gathering a second estimate for the system and what kind of warranty or guarantee we could get with it. The Library Trustees meet next week and the Librarian will also update them on the newest information.
6. The Auditor will be in to meet with the Board at 6:00 pm next Thursday for follow-up on the report. An appointment has come forward for Yvonne Ouellette as the Town's Deputy Treasurer. Selectmen were in agreement with this appointment, and Kimberly Dunbar, Treasurer, will get together with Ouellette next week to finalize the paperwork and do some additional training.
7. Meredith Bolduc has done additional research in follow-up to the sign request made by Melissa Gates a few weeks ago. Zoning Article XIX Section 1.5-G describes the freestanding pole sign, which is the best match for the sign Gates showed the Board. The base cannot be more than 12" above the ground, and the sign can not be more than 32 square feet in size or 10' in height.

The existing Pizzeria sign is a monument sign, and Bolduc's research indicates that there cannot be more than one of any one kind on a lot. The Board indicated that in accordance with the Town's Zoning Ordinance, the sign could be placed on property with the owner's permission, and that it could remain up for one year. A letter will be sent out with the information, and Gates will be asked to consult with Meredith Bolduc on any zoning questions, and with Bob Meade on any setup or conformance questions.

## NEW BUSINESS

1. Selectmen reviewed the payroll \$22,941.38 and accounts payable manifest \$19,780.39 for the current week dated 21 June 2012. St Germain moved to approve the manifests. Hunter seconded and the vote was unanimously approved 3-0.

At 6:40 pm Road Agent Mark Pitkin came in to the meeting.

2. Selectmen signed outgoing correspondence to Sarah Perkins regarding the Leavitt Cemetery.

3. Selectmen approved requests to use the Town Hall parking lot on August 4, 2012 and tables and chairs on July 6, 2012.

4. Selectmen reviewed a manifest for repayment of the TAN in the amount of \$500,000 principal and \$161.11 interest (total \$500,161.11). St Germain moved to approve this manifest. Hunter seconded and the vote was approved 3-0.

Selectmen met with Road Agent Mark Pitkin. The first item was the plow contracts and rates. Scribner explained that the Board did not want to change the amount in the middle of the budget cycle. Pitkin explained that he wanted \$1,000 to begin with (back at the time of Highway Study Committee), but that the Committee voted to start at the \$520 as a baseline. The first year of the winter contracts, the monthly amount was \$520 (8 hours at \$65) and paid out for four months. In the second year of the contracts, the amount remained the same but it was paid for the full five months of the contract cycle.

Pitkin further explained that it was hard for him trying to make the decision on who to call out based on those contracts and the Town's needs, and that he is trying to be fair to everyone. Selectmen said they are also trying to be fair to everyone, including taxpayers.

There was lengthy discussion about the pros and cons of the amount of money paid out in advance and how the Town and the contractors fare in both bad (heavy) winters and good (light) winters. Pitkin explained that his thought is that this is the Town paying to be secured in the winter months to have trucks ready to go for any storm.

The Board agreed that we cannot compete with the State of NH. Pitkin said that he did not have all of the details on how the State and other town's handled these contracts, and that each town does something a little different.

There was discussion about using 15 hours at \$65 for a monthly contract amount of \$975; and several variations between the current 8 hours per month and \$1,000.

This led to discussion about the hourly rate for the town one-ton and Pitkin further explained how the Town's winter operations work.

The Board said that they would like to further discuss this prior to contracts being prepared.

With regard to intersections, Pitkin updated the Board on the current progress. He said he was working with an abutting property owner on one of the areas that needs to be shifted.

Pitkin said that he is meeting with Wayne Copp next week with regard to the Highway Building renovations. Pitkin reported that the Building Inspector was firm on the code item related to the exhaust/ventilation system. The Board was in support of maintaining code compliance. Pitkin said that

he needs to cut \$10,000 from the proposal to get it done within the budget.

Pitkin said that as a fallback, if the building cannot be done, that he would like to do a couple of other big items at the site like the well and septic system. He did not want to go another full year without some additional progress.

There was follow-up discussion on the NH Bridge Aid Program. Pitkin explained that Nancy Mayville, the Bridge Aid Program Administrator had said the Town did not have to interview the engineers, but that she recommended it. Selectmen took copies of the top three proposals that they had not yet reviewed. It was decided that the Board would interview briefly Hoyle Tanner and Stantec Consultants, based on the Town's knowledge of both firms.

The Board then discussed the Road Agent job description and the administrative services provided to the Town and the cost for those services.

Pitkin said that he had proposed changes to the job description last budget year, and that the Town did not fund them. Pitkin said that the current stipend is \$75 per week; and suggested leaving it as it is and when he works, he will bill for his time.

Selectmen felt that it needs to be clear who is responsible for what and at what cost.

Pitkin discussed some areas in town where rocks and landscaping have been placed in the Town's right-of-way and in the drainage swales. The Road Agent needs to send a letter to these owners. An article will also be placed in the July Newsletter to again warn residents about such obstructions.

Pitkin left the meeting at approximately 7:45 pm.

Selectmen continued to discuss the changes proposed to the plow contract monthly stipend amount. No decisions were made.

#### **NEW BUSINESS CONTINUED**

5. Selectmen reviewed and approved an Intent to Cut for parcel 02-156.001.006.001 owned by Mike Romano.
6. Selectmen reviewed the July Newsletter for publication. Some articles were rearranged for ease of reading.
7. Selectmen will plan to attend the next Regional Boards of Selectmen meeting which will be held in Danville on September 20, 2012 at 7:00 pm. The Board will meet in Fremont at 6:00 pm for a brief agenda ahead of that.

The Board asked for Virtual Town Hall to look at how the Town's website is searched when using search engines such as Google. Currently when you type in Fremont NH, you get a wide variety of other sites, but not [www.fremont.nh.gov](http://www.fremont.nh.gov).

At 8:25 pm a motion was made by Hunter to enter non-public session pursuant to NH RSA 91-A:3 II, II (c) to work on employee evaluations; and to discuss a tax hardship application letter. St Germain seconded and the roll call vote was unanimously approved 3-0; Scribner – yes; Hunter – yes; St Germain – yes. Carlson left the meeting at this time.

Selectmen worked on Department Head evaluation forms.

Selectmen reviewed a tax hardship request and asked for Carlson to have the Tax Collector to prepare a statement of the amounts outstanding and dates owed, for them to review next week.

Motion was made by Hunter and seconded by St Germain to return to public session at 9:00 pm. The vote was unanimously approved 3-0. Carlson returned to the meeting at 9:05 pm.

Scribner asked Carlson to send out a request to the Managers list-serve regarding information on outsourcing the Town's payroll. She asked for information on the companies used, fees involved, how do they like it, and about direct deposit. She said the Board would like this information for next Thursday.

In follow-up to the credit card decision, Scribner will contact Keith Pike at Citizen's Bank tomorrow to have a card opened in the Town's name and her name for use in emergencies. She will also ask Pike about direct deposit.

The next regular Board meeting will be held on Thursday June 28, 2012.

With no further business to come before the Board, motion was made by Hunter and seconded by Scribner to adjourn the meeting at 9:20 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator