

**I. CALL TO ORDER** at 6:00 pm in the basement meeting room at the Town Hall. Present were Selectmen Gene Cordes and Brett Hunter; and Town Administrator Heidi Carlson. Leon Holmes Sr came in to the meeting at 6:30 pm.

**II. ANNOUNCEMENTS** - None

**III. LIAISON REPORTS** - None

**IV. APPROVAL OF MINUTES**

Selectmen reviewed the minutes for 13 March 2014. Motion was made by Cordes to approve them as written. Hunter seconded and the vote was unanimously approved 3-0.

**V. SCHEDULED AGENDA ITEMS**

At 6:15 pm Nicole Cloutier came in to the Board's meeting. Selectmen congratulated her on being elected as the Town Clerk Tax Collector. Cordes explained the thought process that went into the budget when it was formulated. The salary is based on 30 hours per week. Cloutier currently has the office posted open 19 hours per week, with one Saturday per month. Once she gets through the next six weeks of training, she will also open on Thursdays, adding 6 hours per week to the total.

She is enrolled in trainings on Mondays and Thursdays throughout March and April, and in May will plan to open the office also on Thursdays from 9:00 am to 3:00 pm. She discussed her plans with regard to expectations for a Deputy Clerk Collector. She plans overlap on the evening hours and Saturday, and will see what the schedule looks like in terms of traffic to decide what other hours the Deputy would work. It may include overlap or opening earlier one morning of the week.

There was discussion about records retention and that she had begun organizing the office to accommodate everything needed for tax collection as well as the Clerk functions.

There was discussion about her getting guidance and assistance from other Town Clerk and Tax Collectors, as well as Fremont's former officials who have offered to help.

She then discussed a 5K Fun Run/Walk that she is working on with the 250<sup>th</sup> Committee and the Fremont Food Pantry. There was discussion about the permit needed from NH DOT for closing Route 107, and that she would need to coordinate all efforts for road closures through the Fremont Police Department.

Cloutier left the meeting at 6:45 pm.

6:45 pm Public Input - None

7:00 pm Department Heads - None

There was discussion about the Town's recent adoption of an Animal Control Ordinance and a conversation that Holmes Sr had with residents recently. This led to discussion about what was included in the State law and what the newly adopted ordinance did to change the Town's laws. The Board would like to meet with Chief Twiss to discuss the ordinance.

**VI. OLD BUSINESS**

1. Policy Review (Information Sensitivity Policy and Personnel Policy) was tabled until next week.

2. Carlson advised that work was finally progressing on converting the Highway Department phone contract to Verizon Wireless for better service and less cost.

Holmes Sr asked for an update on the highway shed renovations.

3. Quarterly Stipends were reviewed. The stipend for the Deputy Town Clerk and Deputy Tax Collector were reviewed, as the proposal has changed in the 2014 budget. Cordes moved to accept Sharon Girardi's recommendation dated 02/27/14. Hunter seconded and the vote was approved 2-1.

## **VII. NEW BUSINESS**

1. Board organization: Holmes Sr nominated Cordes as the Board of Selectmen's Representative to the Budget Committee. Hunter seconded and the vote was approved 3-0. Holmes Sr nominated Hunter as the Board of Selectmen's Representative to the Planning Board. Hunter seconded and the vote was approved 3-0. Cordes moved to appoint Hunter as the Chair for the Board of Selectmen. Holmes Sr seconded and the vote was approved 3-0. Holmes Sr nominated Cordes as Vice Chair. Hunter seconded and the vote was approved 3-0.

2. Selectmen reviewed the accounts payable manifest \$31,536.42 for current week dated 20 March 2014. Hunter moved to approve the manifest. Cordes 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. A new job description has been drafted for the Deputy Tax Collector Town Clerk position. This will be distributed for Board review.

6. Selectmen reviewed and approved the April 2014 Newsletter. The Town Hall front steps RFP will be added, as well as updates for the Town Clerk's schedule in April. The new Town Clerk Tax Collector will have assistance from an outside Clerk (and reduced hours) during the week of April 23 to 29.

7. Selectmen reviewed the Mosquito Control Contracts. This includes \$12,000 in contract with Municipal Pest Management Services Inc for Larval Mosquito Control, and \$37,550 in contract with Swamp Inc for Biological Monitoring for Larviciding and Adulticiding Mosquito Control. Cordes moved to approve both contracts as approved in Warrant Article 16. Hunter seconded and the vote was unanimously approved 3-0.

8. Selectmen approved a date of May 10<sup>th</sup> for Spring Bulky Date. It will be held at the Highway Shed site, 113 Danville Road, from 8:00 am to 12 noon.

9. Selectmen reviewed the Camp Fremont early registration form and pricing and found it acceptable for distribution.

10. The Tax Collector's Audit was completed on Tuesday March 18<sup>th</sup>. The final report was available for Board review. Recommittal warrants have been sent by Plodzick and Sanderson. Selectmen reviewed and signed the following Tax Warrant Recommitments (committing all uncollected taxes to the new Tax Collector Nicole Cloutier):

2014 Land Use Change Tax \$2,142.85

2013 Property Tax \$286,703.64

Levy of 2012 (lien) \$105,155.05

Levy of 2011 (lien) \$58,649.10

11. Selectmen reviewed the Police Department pay matrix information for 2014 and a letter from Chief Twiss with his recommendations. The Board discussed the budget and matrix overall, as well as the employees who are not part of the matrix (administrative and ACO). The Board would like to review the Chief's recommendations with him prior to making a decision. There was discussion about the completion of employee evaluations as that is tied to the matrix approval.

There is also at least one updated job description, for the Administrative Assistant.

12. Selectmen reviewed an RFP for replacement of the Town Hall front steps. This has already been reviewed by the Building Inspector.

Selectmen discussed the funding in the operating budget allocated for permanent staff employee wages. Carlson prepared a matrix showing different percentages for the Board to review to see what the dollar value of percentage raises totaled cumulatively for all eligible employees. The budget did not include temporary staff and library staff. Selectmen looked at current wages and their disparity compared to other positions and their job descriptions.

Selectmen will also talk with Chief Twiss about the two employees not in the wage matrix as part of the other allocated wage increase money (\$8,000 total) in the operating budget.

#### **VIII. NON-PUBLIC SESSION NH RSA 91-A**

At 8:45 pm motion was made by Hunter and seconded by Cordes to enter non-public session pursuant to NH RSA 91-A:3 II to discuss a tax hardship matter (pursuant to Section (c)); and a legal matter (pursuant to Section (e)). The roll call vote was unanimously approved 3-0; Hunter – aye; Holmes Sr – aye; Cordes – aye.

1. Tax Hardship abatement request – The Board would like the affected party to attend an upcoming meeting to review the situation with them in person.
2. Legal matter – No decisions made. The case is being handled by the Towns Insurer and their assigned counsel.

At 9:09 pm Holmes Sr moved to return to public session. Hunter seconded and the vote was unanimously approved 3-0.

The next regular Board meeting will be held on Thursday March 27, 2014 at 6:00 pm.

**IX. ADJOURNMENT** – At 9:10 pm, with no further business to come before the Board, 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