

At 4:40 pm Board members Annmarie Scribner and Greta St Germain met in a work session on the Town's Personnel Policy. The session was held in the basement meeting room of the Fremont Town Hall. Town Administrator Heidi Carlson was also present.

The Board worked on the Personnel Policy draft to include the sections labeled Sick Time through Inclement Weather.

At 6:00 pm the Board's posted meeting came to order. Work continued on the Personnel Policy. The following items were approved:

- Sick leave will be earned at the rate of six days per year. In year one of employment they will be pro-rated; and subsequently will be earned on a calendar year basis. There is no payout of unused sick time.
- The word "earn" will be used instead of "accrue" as related to leave time benefits.
- FMLA Policy written pursuant to requirements.
- Required sections written as per NH LGC recommendations for Maternity Leave, Military Leave, Jury Duty, Leave of Absences for Victims of a Crime, COBRA, Worker's Compensation Insurance and Reporting Workplace Injuries, Unemployment Insurance, and Social Security.
- Unpaid Personal Leave of Absence will be included. The Board of Selectmen will have final approval for any unpaid personal leave of absence.
- Bereavement Leave will be allowed for full-time staff for three days for a list of "immediate family" members.
- Sections on Temporary Alternative Duty, Attendance, and Confidentiality were included.
- Personal Dress was included with verbiage to be appropriate for the individual's workspace and environment, and consideration of a professional work place.

At 7:00 pm there were no Department Heads present.

There was lengthy discussion about the Town's offering of medical, dental and life insurances, short and long-term disability benefits, and retirement. The policy was written in accord with what is current practice. The Board discussed other options for use of sick time in lieu of offering any short-term disability coverage. Additional work needs to be done on securing the Town's non-NHRS retirement options.

There was discussion about the Computer Use and Communications Equipment Policy.

While discussing the communications section, the Board inquired if the connection had been made with DayStar to secure the Police Station records.

The Board also discussed having a list of all passwords and pass codes secured in a locked location at each of the Town buildings so that there was a resource available through a Supervisor or Department Head in an emergency, as disaster recovery measure. The Board directed that passwords and pass codes shall be changed at least annually and reported to one's supervisor.

The Board directed Carlson to contact DayStar about social networking sites and blocking them from the Town's server and all unconnected desktops.

In an unrelated matter, Carlson advised the Board that the computer in the rescue office was damaged (will not work) as a result of the last storm. DayStar will be contacted about a new computer, as well as

to follow-up on a request from Chief Butler to consider a new copy machine that is networked to replace the existing three printers for the fire rescue computers.

The Inclement Weather section was discussed and will be finalized next week. Work will continue from there next week.

OLD BUSINESS

1. Selectmen reviewed the minutes for 26 May 2011. Action on acceptance was deferred to next week.
2. No work took place on the Information Sensitivity Policy without Chairman Hunter.
3. St Germain said she would be meeting with the Highway Study Committee on Monday June 6, 2011. At that time, they will review truck proposals and further discuss the purchase of Town equipment. She will report back to the Board following that meeting.
4. The Board further discussed website design, styles and formats they like, and what to include on Fremont's new site design. St Germain offered to come and meet with the consultant once time is set up, and information will continue to be gathered. There is a budget ceiling and the Board decided to get as much done as possible within the budget this year, and add other items or further expand as necessary next year.
5. The Board discussed the potential need for another cemetery laborer to be able to keep up in the busy time, as well as to begin the season. No decision was made.
6. Selectmen discussed Town Hall basement renovations in light of some updates drawn to the plan by Marc Everngam and Meredith Bolduc. Selectmen then discussed one large meeting room in the basement and all offices on the first floor. This approach would serve several additional needs, including more storage and food pantry space, as well as having all public offices on one floor.

Carlson will talk to Dave Gleason to get some idea of what additional work on the plans might cost, in an effort to have something more current to go with an RFP. Everngam has the RFP for additional work also.

7. The Town has received email confirmation that Comcast has removed franchise fees from the subscriber bills as of May 26, 2011. This is within the 60 days of the Town's vote. Pursuant to the Contract, there is a 60-day window for any changes to be executed.

NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$13,854.76 for the current week dated 03 June 2011. Scribner moved to approve the manifest. St Germain seconded and the vote was unanimously approved 2-0.
2. The Selectmen reviewed the folder of incoming correspondence.
3. Selectmen approved a first issue tax abatement for a taxpayer who did not want to wait for it to clear with the second issue bill (relative to an assessing issue). This abated \$171 from parcel 06-064.003 owned by Carl Erickson.

4. A first draft of the Town Hall oil tank removal RFP has been circulated to Board members, the Building Inspector, and Selectmen's Clerk for editing and review. The Building Inspector had marked up a full-size plan earlier created. This was discussed and the Board turned to consideration of office space on the first floor of the Town Hall and one large meeting room in the basement level. Various options were discussed and several need to be followed up on.

5. The May budget report was distributed to Board members and to the Budget Committee.

At 7:40 pm motion was made by Scribner and seconded by St Germain to enter non-public session pursuant to NH RSA 91-A: 3 II (c) and (e) to discuss tax hardship and legal matters. The roll call vote was unanimously approved 2-0.

At 7:53 pm motion was made by Scribner and seconded by St Germain to return to public session. The roll call vote was unanimously approved 2-0.

The Board decided that Jeremy Lennon could pay the balance due on the 2007 tax lien with interest through the date paid.

NEXT WEEK

The next regular Board meeting will be held on Thursday June 9, 2011. There may be an additional session held to work on the Personnel Policy. St Germain said she had a death in her family and was not sure on when services would be.

With no further business to come before the Board, motion was made by Scribner and seconded by St Germain at 7:55 pm. The vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson
Town Administrator