

I. CALL TO ORDER at 6:00 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Leon Holmes Sr, Brett Hunter, and Greta St Germain; and Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

At 6:10 pm motion was made by St Germain to enter non-public session pursuant to NH RSA 91-A:3 II (b) to discuss the Police Chief appointment. Hunter seconded and the roll call vote was unanimously approved 3-0; Hunter – aye; Holmes Sr – aye; St Germain – aye.

At 6:40 pm motion was made by Hunter to return to public session. Holmes Sr seconded and the roll call vote was unanimously approved 3-0; Hunter – aye; Holmes Sr – aye; St Germain – aye.

Selectmen reviewed the background report for Jon Twiss and decided that they were ready to offer him the part-time position of Police Chief. A call was placed to Twiss with a message left.

II. ANNOUNCEMENTS

This meeting is a work session of the Board.

Bob Meade's report included a note that Trudie Butler had announced her resignation as Deputy Health Officer in a letter to him. Selectmen indicated if she is officially resigning that the Town needs to do something to acknowledge her tenure as the Town's Health Officer and Deputy.

III. LIAISON REPORTS

Hunter reported that the Planning Board spent some time last night discussing escrow accounts. Carlson confirmed that there is an escrow set up for legal and engineering services for the Beede Spaulding subdivision. Hunter asked for an updated list of escrow accounts and balances from the Treasurer.

There was discussion about a letter received from the People's United Methodist Church regarding the list of items needed for them to complete a change of use. Bob Meade is working on this letter and the Church plans to retain an architect to come forth with the necessary plan.

IV. APPROVAL OF MINUTES

Selectmen reviewed minutes for 11 July 2013, including the session recessed to 15 July 2013; and minutes for 18 July 2013. Motion was made by St Germain to accept both sets of minutes with some typographical corrections. Hunter seconded and the vote was unanimously approved 3-0.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input - none

7:00 pm Department Heads - none

VI. OLD BUSINESS

1. The August Newsletter was finalized and mailed out this week.
2. The 250th Committee will hold a drawing for the oil raffle on Saturday August 31, 2013 at the Fremont Safety Complex and would like a Selectman to be present to draw the winning ticket. They are planning on 6:00 pm. Hunter will try and be available for the drawing.

3. There was some brief discussion about the wage study and combination of the Town Clerk Tax Collector position. It will be further discussed next week.
4. Selectmen discussed the Police Chief transition. A meeting will be set up for tomorrow evening with Jon Twiss to discuss his plans and an appointment form. The Board would like to discuss with Twiss having an open house or "meet and greet" session in a month or so to introduce him to the community.
5. Safety Committee meeting minutes of 07/11/2013 were available for review. The next Safety Committee meeting will be held on Tuesday September 10, 2013 at 12:00 noon.
6. Minutes from the Police Chief Search Committee's two meetings were available for review. These will go on file in the 2013 Selectmen's Meeting minutes binder (as a Subcommittee).
7. Repair calls are out to a couple of companies regarding the air conditioning system upgraded needed at the Safety Complex and the Town Hall generator. Estimates should be forthcoming for these repairs.
8. Comcast had to cancel the training session for Town Hall staff on the character generator (originally scheduled for Monday 07/22/2013) due to illness. It has been rescheduled for Monday August 19, 2013.

Carlson discussed with the Board Randy Bucchini's findings of estimates for cabling equipment. Only two of the companies have returned calls and estimates to him. The Board indicated that they would like him to bring forward the two estimates he does have for their consideration. Hunter brought in a video camera to do a test run of the Board's meeting, and provided a specification and two prices on a camera for the Town to purchase to be able to tape and upstream meetings to YouTube.

VII. NEW BUSINESS

1. Selectmen reviewed and approved the accounts payable manifest \$63,061.88 for current week dated 26 July 2013. A manifest for a voided and reissued paycheck was reviewed. This included one check from the 07/05/2013 manifest voided and reissued to Scott Cole in the amount of \$378.36. The next new expense is zero.
2. Selectmen reviewed bills and invoices for payment.
3. Selectmen reviewed the folder of incoming correspondence.
4. A Public Hearing is scheduled for August 8, 2013 to discuss the easement on Oak Ridge Town Forest Conservation Lands. This is an amendment to the Glen Oakes Easement with SPNHF.
5. Land Use Change Tax bills and warrants for lots 03-015.001.003, 03-015.001.023, and 03-015.001.024 at Black Rocks Village each in the amount of \$2,142.85 were signed and forwarded to the Tax Collector.

Land Use Change Tax bills and warrants for lots under agreement were processed for the remaining three lots (02-151.005.003, 02-151.005.004, 02-151.005.005) on Kenniston Lane, and the balance of roadway area, owned by CoppHutch Enterprises. These will be held pending the transfer taking place. The seller is paying the tax and the Assessor prepared the forms in preparation for the closing next week.

6. Today Mary Anderson submitted an application to restore involuntarily merged lots. Carlson reviewed some of the history researched on this matter when Anderson originally contacted the Town

early in 2013. There is some additional information needed from Anderson prior to the Board acting on the application form. Research will be done and the forms brought back for a final review.

7. The Credit Card Policy was reviewed. Hunter moved to readopt the Policy as currently written. St Germain seconded and the vote was unanimously approved 3-0.

8. Family Promise will attend the meeting next week with a presentation about their organization and services they offer to the homeless. A letter was received from the church regarding their plans for a change of use to support Family Promise by housing homeless families in the church several times per year. The Building Inspector, Fire Chief and Welfare Officer have been invited to the meeting next week.

The Board asked Carlson to send an email to the Welfare Officer in preparation for his meeting with the Board next week to discuss the budget.

VIII. NON-PUBLIC SESSION NH RSA 91-A

At 7:30 pm motion was made by St Germain to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a tax hardship issue. Hunter seconded and the roll call vote was unanimously approved 3-0; Hunter – aye; Holmes Sr – aye; St Germain – aye.

At 7:35 pm motion was made by St Germain to return to public session. Hunter seconded and the roll call vote was unanimously approved 3-0; Hunter – aye; Holmes Sr – aye; St Germain – aye.

St Germain then moved to abate \$1,146.11 in interest on the 2010 tax lien for parcel 07-117.002. Hunter seconded and the vote was unanimously approved 3-0. Selectmen signed an abatement form dated to 06/27/2013 when the final principal payment was made on the 2010 tax lien. This was forwarded to the Tax Collector and a copy will be mailed to the homeowners.

Sharon Girardi came in to the meeting at approximately 7:45 pm to review an email that was sent for the Board regarding an offer from Shannon Bryant to return to assist in the Clerk's Office on Thursday nights pending Girardi's training being completed. Girardi said that she would like to wait to see how busy it is on Thursday nights before having a third person in the office. She said it was very quiet tonight.

Girardi stated that she began training with Bryant yesterday and is planning to be here with all of the visiting Clerks to do training in the coming weeks. Bryant had taken good notes at her training sessions and has left them for Girardi to review; along with manuals that she can use to "study." Carlson has signed Girardi up for the two required training sessions in Concord at NH DMV to include the four day MAAP training and three hour privacy class (both in August); and Girardi has also opted to do the boat training in September.

There was discussion about posting a notice on the website for a Deputy Town Clerk. The Board will treat this as a stipend position and will pay \$10 per hour during the training period.

Girardi discussed how to structure and set up the combined office moving forward and discussed some of her thoughts on scheduling for the period after the combination begins, if she were to run and be elected.

She said she has also submitted a budget for 2013 to include both offices.

The Board will recess the meeting to 5:15 pm tomorrow night to establish an appointment with Jon Twiss to discuss the balance of details regarding his start date and the upcoming transition. Interim Chief

Wood's appointment expires on July 31, 2013 and the Board would like to have Chief Twiss's appointment begin on August 1, 2013.

The next regular Board meeting will be held on Thursday August 1, 2013 at 6:00 pm. Jeanne Nygren will cover the meeting in place of Carlson.

IX. ADJOURNMENT – by 9:00 pm

At 8:15 pm with no further business to come before the Board, motion was made by St Germain and seconded by Hunter to recess the meeting to 5:15 pm on Friday 26 July 2013. The vote was unanimously approved 3-0.

At 5:30 pm on Friday 26 July 2013, the Board's meeting returned to session in the main floor meeting room at the Fremont Town Hall. Present were Selectmen Greta St Germain, Leon Holmes Sr, and Brett Hunter; Police Chief candidate Jon Twiss and Town Administrator Heidi Carlson.

Selectmen reviewed with Twiss the results of his background investigation and indicated that they are ready to sign an appointment form. Twiss said that he is planning to start work in Fremont the week of August 11, 2013. He said he could do some meetings with employees and Interim Chief Wood this weekend and next week, and was comfortable with his appointment being dated for August 1, 2013. There was discussion about the transition and time that Wood may spend assisting Twiss with operational and department matters. There was discussion about cruiser use and preparation of forms necessary for Police Standards & Training. Selectmen will sign Form A for Twiss, and Twiss will do Form B to notify them of Wood's change in status.

The Board will compensate Twiss at an hourly rate of \$31.85 and will look at his wage again at the end of a six month probationary period. Twiss will work 32 hours per week. The Board suggested that he work out a schedule that would work best for him once he gets to Fremont and begins to work through

Motion was made by St Germain and seconded by Holmes Sr to appoint Jon Twiss as Fremont Police Chief as of August 1, 2013 for a probationary period through December 31, 2013. The vote was unanimously approved 3-0 and Selectmen signed an appointment form. Carlson (a Justice of the Peace) swore Twiss in during the meeting.

A call was placed to Interim Chief Wood and a message was left for him. The Board asked Carlson to follow-up with an email to him outlining the time schedule decided this evening. Logistics of the conversion were discussed. Personnel matters moving forward will be at the discretion of Chief Twiss, once he learns more about the Department and what may be needed. He will bring all personnel matters to the Board for consideration.

A call was placed to the duty unit and Sergeant Jason Larochelle and Officer Paul Hanley came to the Town Hall a short time later. They were introduced to Chief Twiss and were going to get him a contact list and show him around the Safety Complex.

Selectmen asked Carlson to contact Mary Wheaton-Pinder and let her know that Chief Twiss would be getting in touch with her over the weekend or early next week as well.

Twiss said he would begin getting in contact with officers and Interim Chief Wood this weekend, and perhaps begin meeting with them as early as this weekend. Twiss was given a copy of all of the Town's payroll and enrollment paperwork and policies.

Twiss, Larochelle and Hanley left the meeting at approximately 6:20 pm.

Carlson completed Form A for the NH Police Standards & Training Council. Selectmen signed Form A for Twiss as the Police Chief.

With no further business to come before the Board, motion was made to adjourn the meeting at 6:30 pm by Hunter. Holmes Sr seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator