

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; Town Administrator Heidi Carlson and member of the public Felicia Augevich. All rose for the Pledge of Allegiance.

Felicia Augevich introduced herself to the Board and expressed her interest in FCTV. She is currently working with Bruce White on coverage for the Fremont School Board meetings. Augevich also expressed interest in being a member of the FCTV Committee and was advised to talk further with the Committee at their next meeting, about an Alternate Member position. This would be appointed by the Board of Selectmen upon recommendation of the Committee.

Janvrin moved to appoint Felicia Augevich as a camera operator for FCTV. Holmes Sr seconded and the vote was unanimously approved 3-0. She thanked the Board for their time and left the meeting at approximately 6:40 pm.

II. ANNOUNCEMENTS

1. This meeting is live broadcast on Channel 22 and will be rebroadcast throughout the week ahead.
2. Candidates Night will be held at 6:00 pm on Monday February 29, 2016 at the Fremont Public Library. A full listing of candidates declared is available on the Town's website and will be in the March Newsletter.
3. The Town Report material is also available on the Town's website, including the Voter Guide and other information for the upcoming town and School District Elections, which will be held on Tuesday March 8, 2016.

III. LIAISON REPORTS

02/16/2016 Energy Committee – The meeting was cancelled due to lack of agenda items, and they will meet in March. This led to discussion about follow-up on solar panels and how the process works. Relative to the town's panels on the Safety Complex, Cordes explained that one of the panels is generating electricity and one is generating hot water. They were put up with grant funding.

Holmes Sr said that the Planning Board had been discussing this last evening and Cordes said he would welcome an invitation to the Planning Board if they would like to learn more about it. The Energy Committee is looking at additional options for other locations in town but there are some issues with the sites. Cordes explained that the Town Hall is too shady and not a good option. To further consider additional panels on the Safety Complex, the roof needs to be considered given that the building is 19 years old, and it would be prudent to re-roof it before additional panels were placed.

Lastly, the Highway Shed has space and would be a good location, but we would produce more than we need at that site, given the group net metering process, it would not allow for enough at the highway shed because it is the only Town meter on NHEC.

02/03/2016 Planning Board – Holmes Sr reported on the Board's work session that included review of the Capital Improvement Plan and the Zoning Recodification that Jenn Rowden is working on. The Sign Ordinance update is also in progress. The Sign Sub-Committee will meet on Tuesday March 15, 2016 at 2:00 pm at the Town Hall.

IV. APPROVAL OF MINUTES

Selectmen reviewed the minutes of 11 February 2016. Janvrin moved to approve them as written. Holmes Sr seconded and the vote is unanimously approved 3-0.

V. SCHEDULED AGENDA ITEMS

6:45 pm Public Input – none

7:00 pm Department Heads - none

VI. OLD BUSINESS

1. Audit Follow-up – Carlson reported that the auditors had been here all week and that all had gone relative well, albeit very busy.

After some discussion about Board schedules for the week beginning 02/29/2016, Holmes Sr moved to move the meeting of March 3 to Tuesday March 1, 2016 at 6:30 pm. Janvrin seconded and the vote was unanimously approved 3-0.

2. Fremont School Board follow-up meeting has been moved to March, to accommodate a conflict with a newly scheduled School Board this evening. It has tentatively been rescheduled for Thursday March 31, 2016.

3. There is no ZBA Meeting next week as there are no applications pending.

4. Carlson reported on receipt of a proposal from the Town of Epping, from Landry Surveying for another bound to be set at the Epping/Fremont town line. It is unclear what this is relative to, and the Town Administrator in Epping is seeking more information from Selectman Langdon, who was working on the Perambulations with Fremont's Peter Bolduc. Bolduc will also be contacted to review the proposal.

5. Election follow-up items – The Moderator, Town Clerk and Town Administrator met last night to review the Primary and items that need to be updated for the next elections. We need to look at having a training session on a Saturday to put up the booths and then mark each part and pack boxes as they are to be re-erected. The Town Clerk is going to contact the School to see about using the gym on a Saturday (March 5th) to do this. The Town Clerk has also split up the shifts and we are engaging additional ballot clerks and other election workers to come in later in the evening to help with the many tasks that have to be done at the end of the voting day. A follow-up meeting is set for Thursday March 3 at 7:15 pm as part of the Selectmen's regular meeting. This will now have to be moved to the Tuesday March 1st date.

VII. NEW BUSINESS

1. Selectmen reviewed the accounts payable manifest \$18,392.19 for the current week dated 19 February 2016. Janvrin moved to approve the manifest of \$18,392.19. Cordes seconded and the vote was approved 2-0-1 with Holmes Sr abstaining.

2. There is a dead tree hanging over North Road in the area of #22, which was marked by the Road Agent in orange paint for the Board to review. Janvrin said that he had viewed it after seeing the agenda, and said it is indeed dead. With some further discussion, Janvrin moved to declare the marked tree in the area of 22 North Road as a hazard and have it removed as recommended by the Road Agent. Holmes Sr seconded and the vote was approved 3-0.

3. Selectmen reviewed the folder of incoming correspondence.
4. Selectmen reviewed the March Newsletter for publication. Motion was made by Janvrin to approve the March Newsletter. Holmes Sr seconded and the vote was approved 3-0.

There was discussion about the filling of the land use position and the Town's need to fill this position as soon as possible. Board members expressed that town employees are currently spread too thin and the desire is to get additional help hired as soon as possible. This led to discussion about some of the applications for the open positions, and whether it was time for the Town to consider a full-time position. This is not currently in the budget, so the plan for the current time is to move ahead with filling the part-time positions.

At 7:55 pm motion was made and passed to recess the meeting for five minutes.

At 8:00 pm Janvrin moved that the Board return to session. Holmes Sr seconded and the vote was approved 3-0. At this time several members of the Bolduc family entered the Board's meeting. Selectmen thanked them for coming and made a presentation to the family in memory of Meredith Bolduc regarding a dedication in the 2016 Annual Town Report. Many thoughts were shared about Meredith's deep history as a Town employee and volunteer, and her work to establish the Land Use Offices as we know them today. We lost a dear friend and treasured co-worker when Meredith passed away in October.

The family was thanked for sharing Meredith with the Town of Fremont and a shared sense of loss was expressed by all. Some photos were taken as Selectmen presented Jesse Bolduc and Meredith's daughters Rhonda Copp, Ruthann Durgin and Bonni McPherson with a framed print of the dedication.

Members of Bolduc family left the meeting at approximately 8:15 pm.

3. Personnel Policy Work Session – Selectmen reviewed the Town's Personnel Policy page by page, making revisions as noted:

Page 4 – Reporting Procedure on Sexual and Other Unlawful Harassment, Discrimination and Retaliation Section 1; add “Department Head or Supervisor” to the section on person to report to.
Section 4 – Replace “the Town of Fremont” beginning the sentence with “Individual investigators will be determined by the Board of Selectmen as appropriate to the situation.”

Page 5 – Employment Classifications

Update to include the provision approved in 2015 for part-time reference for Paid Time Off.

Page 6 – Reporting of Time Worked

Update second sentence that “All employees (remove “non-exempt) are required to complete time sheet...”

Remove the third sentence “Exempt employees shall submit a timesheet, when earned time is used.” As above, all employees will submit a timesheet.

Page 8 – Add section as drafted on Floating Holiday

Page 9 Vacation

Remove fourth paragraph, which is one sentence “Vacation time can't be used to cover sick leave.”

Page 10 Lengthy discussion about the vacation benefits granted to full-time employees. Consideration discussed to change the second tier to read One (1) through five (5) years: Ten (10) days per year; and

change the third tier to read “Six (6) to Fifteen (15) years: Fifteen (15) days per year; and add a fourth tier to read “Sixteen (16) years or greater: Twenty (20) days per year.

Before making a decision, the Board asked how many employees were in the latter tiers, to estimate the fiscal impact. Carlson will pull this data together for next week.

Page 10 – Second paragraph after years of service criteria – updated that vacation time up to one week may be carried over after written request submitted to and approved by the Board of Selectmen upon review of individual circumstances.

The goal is to have employees use and enjoy their time away from work.

Page 10 Sick Leave – discussion about use of sick time in the employees initial six months of employment.

Page 11 Earned Time

Delete first paragraph of this section, as it was only applicable July 1 through December 31 of 2015.

Page 12 Delete second paragraph, as it was only applicable July 1 through December 31 of 2015.

Page 22 Safety Personnel Leave

In this paragraph, replace “Company” with “Town of Fremont” (two replacements in the paragraph).

Page 32 Parking Facilities - Delete this section completely.

Operation of Vehicles/Motor Vehicle Violations – The Board asked for a form to be designed that all employees who drive for any reason for the Town, (their own vehicle or a Town vehicle) that shall be submitted annually to certify that they have a valid driver’s license and an acceptable driving record and/or received any violation notices.

Selectmen also asked for consultation from the Police Chief about what he could legally verify in terms of driving records for employees.

The Board added that this section applies to all Town-owned and personal vehicles that are used in the completion of Town business.

Page 33 Sixth paragraph dealing with Use of Cell Phones and PDA’s – updated to include that “use of a hand-held cell phone or texting...” is against the law and expressly prohibited by the Town.” This is updated based on the 2015 law banning use of hand-held cell phones while operating a vehicle.

Page 35

Weapons – Lengthy discussion about allowance of anything that could be construed as a weapon which is needed for the performance of one’s duties (ie: knife or other tool carried by firefighters).

Telephone, Facsimile, Computer, Email, Copier - Changed to remove “excessive” use of... This reiterates that no town equipment is to be used for personal use.

Page 39 Workplace Violence

Discussion on editing of this section. No decisions made.

Page 41 Smoking

Discussion of vaping and use of electronic cigarettes. Further research to be done.

A couple of other typographical errors were corrected throughout the manual.

More work will be done as soon as additional information is located regarding topics of discussion. Selectmen also asked about the Password provision being followed, and to ensure that employees change passwords and report them to supervisors on a regular basis.

4. Investment Policy Work Session – The Treasurer’s input is still pending, and some questions await information from the Auditors. No action taken this evening.

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 9:00 pm a motion was made by Janvrin to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss Supervisor evaluations and a tax hardship request letter. Motion was seconded by Holmes Sr and the roll call vote was unanimously approved 3-0; Cordes – yes; Holmes Sr – yes; Janvrin – yes.

Motion was made by Janvrin to return to public session at 9:17 pm. Holmes Sr seconded and the roll call vote was unanimously approved 3-0; Cordes – yes; Holmes Sr – yes; Janvrin – yes.

Selectmen will review draft evaluation forms during the next week and reconvene at the next meeting to discuss them prior to meeting with Department Heads.

The next regular Board meeting will be held on Thursday February 25, 2016 at 6:30 pm.

IX. ADJOURNMENT – by 9:00 pm

With no further business to come before the Board, motion was made by Janvrin and seconded by Holmes Sr to adjourn the meeting at 9:18 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator