

I. CALL TO ORDER The meeting was called to order at 6:30 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Gene Cordes, Neal Janvrin, and Roger Barham; Town Administrator Heidi Carlson and Selectmen's Clerk Jeanne Nygren. All rose for the Pledge of Allegiance. This meeting is live broadcast by Bruce White from FCTV.

II. ANNOUNCEMENTS

1. The State's Low and Moderate Income Tax refund paperwork is available at the Town Hall and from the home page of the Town's website. The deadline to file these forms is June 30, 2018.
2. All Town Offices will be closed on Wednesday July 4th in observance of Independence Day. Trash and recycling will be delayed by one day during the holiday week. Thursday collection will be on Friday July 6 and Friday collection will be on Saturday July 7.
3. There will be no Selectmen's meeting the week of July 2nd.

III. LIAISON REPORTS

At the June 26, 2018 Zoning Board meeting Janvrin updated on two applications submitted. First, Jason Broyer, Parcel 01-048.006 at 342 Sandown Road, is seeking a variance to construct an in-ground swimming pool 20 feet from the rear property line, when a 30 foot setback is normally required. The Board granted this variance 5-0-0. Second application, for Lisa and Peter Marggraff at Parcel 02-173.018 at 110 Gristmill Road, for construction of a garage 62 feet from a wetland when a 100 foot setback is normally required. The Board will conduct a Site Walk at 9:00 am on Saturday, July 1, 2018 on this property.

IV. APPROVAL OF MINUTES

A motion to approve minutes for the June 21, 2018 Selectmen's meeting was made by Janvrin. This was seconded by Barham. The vote was unanimous 3-0.

V. SCHEDULED AGENDA ITEMS

At 6:30 pm Police Chief Jon Twiss met with the Board to present the figures and the matrix data they requested last week. He began by telling the Board that he made two conditional offers based on the current hiring process.

He then presented a spreadsheet with the five current uniformed officer positions listed with three options for pay increases along with the dollar amount impact to make sure it is in the 2018 operating budget. These options would be a pay increase making Fremont more comparable to other towns in Rockingham County of similar size to Fremont. Twiss also provided the line items he feels will have sufficient funds to cover these increases.

Cordes asked of the possibility of overspending on other lines occurred, would he still be able to level fund his budget this year. Twiss had gone through other lines in the PD budget to find the surplus to cover these increases in his budget this year.

Barham asked what happens when the last level is reached in the matrix. It was explained that generally the longevity stipend would kick in by then. Twiss mentioned wanting to create a pay matrix that was much smaller in terms of steps.

Carlson and Twiss left the meeting for approximately 15 minutes to do calculations from the information provided to include all of the Town's current staff and projected new staff (replacements for the two vacant full-time positions); to include the payroll costs of Medicare and NH Retirement.

Janvrin moved to increase the pay matrix for the Police Department by \$2.50 across each step, and to implement the differential pay shift option of \$1.00 for the 4:00 pm to 12:00 am shift, and \$1.50 for the midnight to 8:00 am shift, to become effective the payroll that begins July 8, 2018. Barham seconded and the vote was unanimous 3-0.

Carlson then asked if part-time uniformed police are included in this increase and if so their dollar amount was not calculated. Cordes felt the part time department employees also need to be looked at. Carlson did some quick calculations on the part-time wages, which is not much more. The end result is that the \$2.50 pay increase will cost approximately \$12,000 in full-time wages this year plus approximately \$3,700 in Medicare and NHRS. The part time increase will be approximately \$5,000 plus pertinent FICA and Medicare for the rest of 2018. The Chief said that he can accommodate the increases in the current Police Department budget. The Board had also debated how to handle this in the 2019 budget, but the costs of losing just one full-time officer in any fiscal year is nearly equal to the pay in a full calendar year of all the officers with the increase in rates. Some of the savings will come due to the wages not being paid to the two officers who left as the overtime paid out is not quite as much as being down the two salaries.

It is noted that Chief Twiss and Lieutenant Morelli are working several patrol shifts each week and this results in a cost to the Town in other things not done. Both are restricted to 32 hours per week or less so their wages are being re-directed to patrol and pulled away from their administrative and investigative duties significantly.

After the numbers were recalculated they felt the budget is able to accommodate all uniformed officers, Janvrin moved to include part-time uniformed personnel officers in the new pay rates along with the same differential also effective July 8, 2018. Barham seconded. The vote was unanimous 3-0.

At 7:12 Camp Fremont staff including Director Shona Emery and Assistant Director Martha Abney were present, along with Melissa Olms who was the Director for Camp Fremont last year. Emery is asking to appoint Olms as a fill-in Assistant Director on an as needed basis for this summer. Emery explained that she and Abney on two separate occasions this week, need to take a couple of days away from camp. Where Olms is presently a teacher at Ellis School and has previously been a Camp Director, the Board felt she was a great candidate for the position.

There was then discussion on how to proceed with Camp Counselor candidate Oliver Soares and Substitute Counselor Emily Stockbridge who could not make it this week due to other commitments. Emery spoke to both of them, their applications and abilities. Stockbridge was a teacher at Ellis this past year, and Soares is the best counselor candidate.

Barham moved to appoint Oliver Soares as part-time camp counselor and Emily Stockbridge as substitute counselor, and Melissa Olms as an Assistant Director on a fill-in as needed basis based on satisfactory background checks. Janvrin seconded, and the vote was unanimous 3-0.

On Friday June 29, 2018 the Director and Counselors will meet with Carlson to go through paperwork still pending and have their training session with Emery.

At 7:20 pm Fire Chief Rich Butler came to present a purchase order for a forestry pump and permission to use the Town credit card for these purchases. Barham moved to approve PO 2018-011 for \$2,895.00 plus

shipping cost, for purchase of forestry supplies and have the Board Chair sign on their behalf, with shipping cost to be calculated, and then added to the total purchase amount put on the town credit card. This was seconded by Janvrin. The vote was unanimous 3-0.

7:30 pm Public Input - none

VI. OLD BUSINESS

1. Carlson presented the draft Audit report for 2017 and the Board wants to look over and discuss at their next meeting in two weeks.

VII. NEW BUSINESS

1. Barham moved to approve the payroll manifest for \$25,082.50 for the week ending June 29, 2018. This was seconded by Janvrin. The vote was unanimous 3-0.

Janvrin moved to approve the accounts payable manifest for \$65,842.18 dated June 29, 2018, and Barham seconded. The vote was unanimous 3-0.

2. Folder of incoming correspondence. Janvrin moved to sign the outgoing correspondence to RCCD regarding the invasive plant pilot program. Barham seconded and the vote was unanimous 3-0. The letter to Peter Porter regarding full-time highway position will be reviewed in non-public session later tonight.

3. As there is no Board meeting next week the Selectmen decided the plan for approval of the Accounts Payable manifest for next week. Barham moved to have either two Selectmen review and sign the manifest or one Selectman along with Carlson to review and approve the manifest to vendors. Janvrin seconded and the vote was approved 3-0. All will be called sometime next Thursday when the manifest is ready.

4. Janvrin moved to approve the FCTV Revolving Fund Manifest 2018-16 in the amount of \$1,504.36 for reimbursement to the Town's General Fund for June payroll and Barham seconded. The vote was unanimous 3-0.

5. Selectmen will further review the MRI Professional Services Agreement for Fire Rescue leadership mentoring.

6. Carlson explained that the annual report to DRA of whether Fremont uses the Inventory Form is now due. Fremont does not use the Inventory Form, so a motion to sign DRA Form PA-28 indicating the Town of Fremont does not use the Inventory Form was made by Barham. This was seconded by Janvrin. The vote was unanimous 3-0.

7. The Town received an invitation for Selectmen and Budget Committee members to attend budget training in Sandown on July 25, 2018 at 6:30 pm. A check for \$50.00 will be submitted and Carlson will send the invite to the Budget Committee as well. Selectmen will get back to Carlson if they can attend.

8. Carlson provided the updated June budget report for Board review.

9. The mini-split AC system installation is complete at FCTV Town Hall location.

VIII. WORKS IN PROGRESS

1. The Safety Complex oil tank was removed on Friday by the Highway Department. They then filled and compacted material in the space, and it was paved on Tuesday morning. Current plans are to remove the last bit of oil sludge in the tank and dispose of the tank.
2. The Safety Complex generator was delivered Thursday. The old unit was removed and the new one set, with wiring underway by 10:00 am. As of tonight's meeting this installation is complete and up and running.
3. The RFP for disposal of the old generators is being completed. Anyone interested should contact the Selectmen's Office for more information. The units can be seen at the buildings they served, one at the Town Hall and one at the rear of the Safety Complex, along with a couple of portable generators that are also at the rear of the Safety Complex.
4. Selectmen are scheduled to participate in the Labor Management Committee meeting at the fire house on Monday July 9, 2018 at 7:00 pm. Carlson is planning on attending along with the Selectmen.

At 8:07 pm Janvrin moved to enter into non-public session pursuant to NH RSA 91-A II (c) to discuss a personnel matter. Cordes seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Nygren left the meeting at 8:10 pm.

Respectfully submitted,

Jeanne Nygren
Selectmen's Clerk

At 8:15 pm the Board's non-public session got underway.

At 8:45 pm motion was made by Janvrin to return to public session. Barham seconded and the roll call vote was unanimously approved 3-0; Cordes-yes; Janvrin-yes; Barham-yes.

Selectmen will participate in the Labor Management Committee process at the fire station on July 9th. At some point that evening they will further discuss the next segment of the MRI work with the Chief Officers and Chris Olsen.

Selectmen reviewed and approved the hiring letter for Peter Porter.

The next regular Board meeting will be held on Thursday July 12, 2018 at 6:30 pm at the Fremont Town Hall, basement meeting room.

With no further business to come before the Board, motion was made by Janvrin to adjourn the meeting at 9:00 pm. Barham seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson, Town Administrator