

MINUTES
SELECTMEN'S MEETING
NOVEMBER 25, 2013

The Board of Selectmen met for their weekly meeting at 6:30 p. m. at the Campton Municipal Building. Present were Selectmen, Sharon Davis, Charles Cheney, Charles Wheeler, Marsh Morgan and Karl Kelly. The Board signed the manifest and reviewed the bills. They signed 1 Intent to Cut, 5 Abatements, 1 Tax Agreement, and 1 Final Petition and Pole License.

At 6:45 p.m. Chair Davis called the meeting to order and called on Craig Keeney and Kelly Bolger to give an update on the Blair Bridge Project. Craig and Kelly made the Board aware of issues regarding the camber balancing and communication issues again. Craig did mention that there has been some improvement after Selectman Davis spoke with Sean James. Craig expressed that an extension has been requested and while he feels the extension is justified, he feels the costs involved need to be negotiated. After discussion, a Motion was made by Chair Davis to grant a 20-day extension on the Blair Bridge to Arnold Graton Associates, Inc. The Motion was seconded by Selectman Morgan and the extension was unanimously approved. After further discussion and concerns of additional costs involved with an extension, the Board unanimously agreed to make arrangements to meet with Hoyle Tanner (Sean James and his superior) at the Selectmen's Meeting on December 9, 2013. Craig stated that Mr. Graton has requested permission to work on Saturday, November 30, 2013. The Board unanimously agreed to approve the work on Saturday.

Kelly informed the Board that the installation of the generator is scheduled for Friday, November 29, 2013. Kelly stated that Certified Computer Services has been notified and will be at the Town Office on Wednesday at 11:45 a.m. to prepare for the shutdown of the server and make sure all necessary electrical equipment and backup batteries are disconnected. Kelly stated the whole installation procedure should take between 8 to 10 hours (may be less). Ann Marie indicated that all departments have been notified and Kelly indicated he has communicated with Chief Warn. Kelly also indicated that he met with Paul Hatch and he expressed that he is happy with what has been done so far. Chair Davis then thanked Kelly for his entire assistance with the generator and all the long hours spent to accomplish this goal.

Chair Davis continued the meeting with discussion regarding the position of Emergency Manager Director and called on Ann Marie. Ann Marie indicated that she met with Paul Hatch and he provided her with a job description and duties of an Emergency Manager Director which she distributed to the Board. Mr. Hatch stated that in a lot of Towns, it is the Fire Chief, Police Chief, Town Administrator or a private individual. In any case, it should be someone who is qualified for the position and can work with both the Police and the Fire Departments. Mr. Hatch also suggested that a Deputy Emergency Manager Director also be appointed. Chair Davis then called on Kelly Bolger who explained to the Board that he has taken his position as interim Emergency Manager Director very

seriously. He has attended training classes, upgraded the emergency management manual, and he participated in a web cam class. Also, a “mock emergency” is being planned that he is looking forward to participating in. Kelly explained that he is not interested in the position as a permanent position, but he is still interested in the position temporarily. He explained that he feels competent that the Fire Chief would be a good candidate for the permanent position; however Chief DeFosses has a 9-month period in which to acquaint himself with his new position as Fire Chief. With that in mind, he has a lot to focus on at the present time. Ann Marie confirmed that after speaking with Fire Chief Defosses, he also reiterated his needs to focus on his position as Fire Chief. Kelly expressed that he would like to continue his position as interim Director and at some point would consider the Deputy Director position. Chair Davis then inquired if there were still monies available in the budget at present for the position and the fact that this line item would need to be reviewed for the 2014 Budget. Selectman Wheeler then made a Motion to appoint Kelly Bolger as interim Emergency Manger Director through August 1, 2014. At this point, Selectman Karl Kelly expressed that he was in favor of Fire Chief DeFosses handling the position, and after reviewing the job description he felt the Fire Chief was well qualified for the position. Selectman Kelly was concerned that Chief DeFosses might be interested in the position. Ann Marie confirmed that when she spoke with Chief DeFosses he expressed to her that he was not interested in the position at the present time as he needs to focus on his position as Fire Chief. The Motion was then seconded by Selectman Morgan, and the Motion was unanimously approved to appoint Kelly Bolger as interim Emergency Manger Director through August 1, 2014.

Chair Davis then called on Ann Marie to discuss the Avitar program for taxing and assessing purposes. Ann Marie stated she received a proposal in the amount of \$15,120.00 from Avitar Associates of New England, Inc. and she would like the Board’s approval to go forward with the Avitar program for both the tax and assessing programs. Ann Marie explained, for Selectman Karl Kelly’s benefit, that both the Selectmen’s Office staff and Hannah Joyce met with Avitar Associates of New England, Inc. to review the tax and assessing programs two years ago and explained the benefits the program would bring to the Town. Ann Marie stated that the Tax Collector seemed to be apprehensive about the system at that time, but Ann Marie felt certain that she would appreciate the program once it was up and running. Ann Marie explained that at present, we have an old tax program in BMSI, which is still in DOS. She explained all the problems that have been encountered with the old program, i.e., BMSI does not merge well with the present Vision assessing program causing loss of information which causing weeks of inputting information all over again. Current Use calculations were especially affected, again causing weeks of work for recalculating and inputting by Ellie. Ann Marie explained that May and Ellie spend hours inputting assessment data which has to be entered into the BMSI tax program after it is received from the Town Assessors, Commerford, Nieder, Perkins. With Avitar only one system will be running so no duplication work will be necessary. The fact that there are two different systems causes room for errors in itself. Ann Marie has e-mails from several different Towns who have changed to Avitar and they acknowledged how pleased they are with the program and all the support rendered when needed. Ann Marie stated that Avitar Associates of New England, Inc. confirmed that the best time to convert is when the Town is having a

reevaluation. Campton is doing a reevaluation in 2014. The Board acknowledged that there are funds available in the Capital Reserve account for Avitar. Ann Marie confirmed that there will be \$5,000.00 remaining in the Vision account (that would ordinarily go to Vision's annual support) that we could use as the support expenses in July if the Board moves forward with Avitar before July and that will be more than enough to make up any difference in the Capital Reserve fund for the Avitar program. A Motion was then made by Selectman Morgan to approve the proposal of Avitar Associates of New England, Inc. in the amount of \$15, 120.00. The Motion was seconded by Selectman Wheeler, and with a roll call vote the Motion was unanimously approved.

Chair Davis then continued the meeting by calling for a Motion to approve the revised regular Minutes of the Meeting on November 18, 2013. Chair Davis stated an additional revision to her revisions previous made. Selectman Morgan then made the Motion to approve the revised Minutes and to approve the 2 sets of Non Public Minutes as written. The Motion was seconded by Selectman Wheeler and the Minutes were unanimously approved.

Chair Davis then called on Ann Marie to review correspondence. Ann Marie stated that Campton Historical Society is having their "Community Holiday Concert and Cookie Swap" on Sunday, December 8, 2013, from 4:00 – 5:30 p.m., at the Campton Historical Society.

A notice from Primex was received indicating the Town's member contribution has increased from \$26,617.00 to \$29,397.00; however, this increase is still less than what the Town previously paid with LGC.

Voices Against Violence sent a request for an appropriation of \$3,500.00. The Town appropriated \$2,000.00 last year and after discussion the Board agreed to appropriate \$2,000.00 this year.

Carol Lenahan sent a picture of the plaque which was created to thank all groups and individuals who supported the Liberty Elm Tree Installation. The supporters who were involved in the project were: Campton Garden Club, Campton Conservation Commission, Campton Historical Society, The Town of Campton, Elm Research Institute of Keene, Jim Dunstan of Dunstan Electric, Jeff Hebda and son of Evergreen Acres Landscaping. Jane Hilliard Fine Landscaping, Don LeBlanc of Mad River Fence Company, Carol Lenahan of Pease Porridge Hot Caterers, Duncan McDougall, Allen Tailby of NE Traditions and Col. Robert and Mrs. Patricia Barker.

A copy of a letter was received from the Campton Conservation Commission which was directed to Christopher Lawrence of the Office of Electricity Delivery and Reliability (U.S. Dept. of Energy) in Washington, DC. concerning the Northern Pass Project. Ann Marie explained that the well written letter addressed the Conservation Commission's concerns regarding inadequacies with the Northern Pass Project that they believe should be resolved before the permitting process proceeds. A copy of the letter is available for anyone who wishes to review it.

Ann Marie also informed the Board that there will be a special election held on January 21, 2014 regarding the Executive Councilor position. With that in mind, Ann Marie informed the Board that she is making arrangements to have the electrical work and panic alarms installed in the Town Clerk/Tax Collector's Office on that day and this will eliminate the need to close the Town Clerk/Tax Collector's Office in order to have the work done. The Board agreed.

Chair Davis then inquired if any Board member had any Other Business – Selectmen's Input to discuss. There was none.

There being no further business, Chair Davis declared the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Eleanor M. Dewey,
Office Assistant to Ann Marie Foote, Town Administrator