

MINUTES  
SELECTMEN'S MEETING  
OCTOBER 19, 2015

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 Wheeler, Charles Cheney, Karl Kelly and Peter Laufenberg. During the work session of the meeting the Board signed the manifest and reviewed the bills. They signed 1 Sign Permit, 1 Building Permit and 1 Pole Permit.

A Member of the public who attended the meeting but was not on the agenda was Robert Bain.

While the Board was in work session Chair Davis called for a review of the public minutes of October 5, 2015 and two sets of Non Public Minutes. After two revisions made by Selectman Laufenberg to the public Minutes, Chair Davis called for a Motion to approve. The Motion was made by Selectman Laufenberg to approve the public Minutes as revised and one set of Non Public Minutes as written. The Motion was seconded by Selectman Wheeler and with a roll call vote, the public Minutes as revised and one set of Non Public Minutes as written were unanimously approved. Chair Davis called for a review of the second set of Non Public Minutes dated October 14, 2015. After revisions made by Chair Davis, she called for a Motion to approve the second set of Non Public Minutes. The Motion was made by Selectman Laufenberg and seconded by Selectman Wheeler, and with a roll call vote, the Non Public Minutes dated October 14, 2015 were unanimously approved.

During the work session Chair Davis called on Ann Marie to review correspondence. Ann Marie indicated that an email was received from Cynthia Klevens at NH Department of Environmental Service regarding Beebe River Distribution Upgrades. Ann Marie read the email to the Board which specified the individuals who will be involved in coordinating the upgrades (listing specific tasks to be completed) and how the individuals will be working as a team with Pump System coordinating the project in order to complete the job before winter.

A notice was received that NH Municipal Association will be holding their Annual Conference on October 19-20, 2015. The guest speaker will be Captain Richard Phillips. Ann Marie mentioned that Captain Phillips' dramatic story was transformed into the film, *Captain Phillips*.

A copy of the Shoreland Permit application of The Northern Pass Project was received (for information purposes) from Normandeau Associates Environmental Consultants. Ann Marie also stated that documentation regarding Wetlands Applications were received by the Town Clerk for distribution to the Board, the Planning Board and the Conservation Commission. Ann Marie also informed the Board that Eversource delivered several boxes of documentation pertaining to Site Development Plans for

Northern Pass. The Board suggested that Tom Mullen and George Wright be notified that this information is available for reviewing at the Selectmen's Office.

Ann Marie stated that Mary Durgin, Town Treasurer has been preparing with Northway Bank and the Town Clerk/Tax Collector to accommodate the public by accepting credit card processing. Ms. Durgin supplied the packet of information from the bank regarding this process to Ann Marie. Anna Hanrahan, Deputy Treasurer, will be reviewing the packet and Ann Marie stated that Ms. Durgin inquired if the Board could also review the documentation. Selectman Laufenberg and Selectman Wheeler volunteered to review the documentation. Ann Marie mentioned that this service would create no charges to the Town. She also mentioned that a new bank account will have to be opened and the Town Clerk/Tax Collector's Office will have 3 credit card machines available to the staff. Chair Davis asked Ann Marie to inquire if the machines will be in compliance with the new law "chip" law that went into effect on October 1, 2015.

Ann Marie distributed to the Board the cash balance spreadsheet prepared by the Diane Richards, bookkeeper, giving an update to the Board. Ann Marie commented that the cash balance is in good shape and there will probably not be a need for applying for a Tax Anticipation Note this year.

Ann Marie informed the Board that a proposal for cleaning services for the Town Municipal Building was received from PF Property Maintenance, LLC in the amount of \$140.00 weekly. Another proposal was also received from Deb Hills Cleaning Services in the amount of \$125.00 for one day a week. Both quotes are for the cleaning of the entire building. Ann Marie informed the Board that Janet Woolfenden has expressed an interest in the cleaning position for the Police Department. Police Chief Warn suggested that the "General Government Buildings" budget line be set at \$8,000.00 and that out of that line the sub-contracted services would be paid as well as cleaning products. Police Chief Warn also suggested that the Police Department would place an amount of \$4,000.00 to the Janitorial line and would pay Ms. Woolfenden from that line at her overtime rate. The Board acknowledged concerns expressed by Chief Warn regarding working around the cleaning services' schedule and the Police Department's schedule and issues of separating the cleaning sections with two sub-contractors. After discussion, **the Board's unanimous consensus was to approve the proposal for cleaning from Deb Hill Cleaning Services in the amount of \$125.00 per week for cleaning the entire Municipal Building.**

An email was received from Nancy Bell, Vermont/New Hampshire Director of The Conservation Fund, regarding the Beebe River Conservation property. She wrote to request a letter of support from the Town to submit with the application for their federal funding application and also suggested noting in the letter any unique thoughts about what benefits the conservation property will bring to the Town.

Ann Marie indicated that Nancy Decoteau, from The Town of Thornton inquired if the Town of Campton has renegotiated its contract with Time Warner. The Board commented that they have no way of renegotiation since we have no other cable companies interested in coming to Campton

Ann Marie informed the Board that the tax auction went very well and every property was sold and six properties were redeemed.

There were no Tax Agreements or personnel issues for Non Public Session so Chair Davis proceeded with Other Business Agenda Items and called on Fire Chief Dan Defosses to discuss proposed amendment to the Campton/Thornton Fire Department Intergovernmental Agreement. Kelly Bolger, Fire Commissioner, was also present. Chief Defosses explained that during the course of working on the Fire Department policy, they forwarded to their new Attorney, Douglas Mansfield, a copy of the most recent Intergovernmental Agreement. After Attorney Mansfield's review of the Intergovernmental Agreement he noted that under the statute for municipal fire departments, RSA 154:1, it is the Fire Chief who shall have the organizational and administrative control of the Department, subject to such laws and written formal policies or guidelines as maybe adopted by the appointed Commissioners. In a letter to the Fire Commissioners, Attorney Mansfield pointed out that the present structure under the Campton/Thornton Fire Intergovernmental Agreement allows the Commissioners to adopt personnel policies, yet requires signed approval of the Boards of Selectmen. Attorney Mansfield pointed out that the present Intergovernmental Agreement further provides that the Commissioners may hire and remove Department personnel as recommended by the Fire Chief, yet creates an appeal process where hiring and removal decisions are brought before and decided by the Boards of Selectmen. Attorney Mansfield indicated that the present Intergovernmental Agreement, as written, runs contrary to the requirements of RSA 154:1. Chief Defosses stated that Attorney Mansfield recommended that the Boards of Selectmen be approached to amend the Agreement to address the issues discussed above. The First Amendment to the Intergovernmental Fire Agreement was prepared by Attorney Mansfield and copies of the Amendment were presented to the Board this evening for review. Chair Davis inquired of each Board member their comments. After discussion it was the majority consensus of the Campton Board of Selectmen that the Amendment would promote better operations of the Fire Department and could possibility alleviate the potential for a legal action. After discussion and concerns expressed and resolved, Chair Davis called for a **Motion to adopt the First Amendment to the Campton/Thornton/Ellsworth Intergovernmental Fire Rescue Service Agreement. The Motion was so moved by Selectman Wheeler, and seconded by Selectman Laufenberg, and with a roll call vote: Selectman Davis – aye, Selectman Wheeler – aye, Selectman Cheney – aye, Selectman Kelly – aye, and Selectman Laufenberg, the Motion to adopt the Amendment was unanimously approved.**

Chair Davis called on Selectman Laufenberg who expressed (together with Selectman Kelly) the communication issue between the Board and Fire Department and it was requested again that all 3 Campton Commissioners attend the quarterly updates to the Board of Selectmen; however, he did express his gratitude that Mr. Bolger has attended the majority of previous meetings. Mr. Bolger expressed that he will relay the concerns to the Commissioners. Fire Chief Defosses and Mr. Bolger thanked the Board for their

cooperation and the Board wished them well on discussing the adoption with the Towns of Thornton and Ellsworth.

Chair Davis continued the meeting by calling on Mr. Cote of Townline Cooperative Park regarding 32 Carla Court. Mr. Cote confirmed that the mobile home is in very poor shape and he plans on tearing the mobile home down. Mr. Cote is inquiring this evening if the Board would agree to a property tax abatement. Ann Marie explained that previously, an abatement was sought by the previous owners of the mobile home park; but at that time, the previous owners were interested in utilizing the mobile home for park management purposes so with that in mind an abatement could not be sought. Mr. Cote, however, on behalf of the park, is seeking an abatement. Mr. Cote's plans are to put a better mobile home on the property. Ann Marie stated the present mobile home on the property is a 1970 home and is assessed at \$5,200.00. After discussion **the Board of Selectmen unanimously agreed to abate the property taxes, (without interest) at 32 Carla Court.** Ann Marie will draw up the abatement. Regarding the property at 27 Carla Court, a Writ of Possession is out on this mobile home and until the Court makes a decision, Mr. Cote will not be able to move forward; however, his plan is to tear this mobile home down also (if he receives ownership). Mr. Cote thanked the Board for their cooperation.

There being no further Other Business Agenda Items, Chair Davis continued the meeting with Other Business and called on Hannah Joyce, Town Clerk/Tax Collector. Mrs. Joyce informed the Board that the Old Home Day Committee met (which is now down to a "skeleton" committee) and Mrs. Joyce informed the Board that they can no longer operate with a skeleton committee. With this in mind, she inquired if the Board has any plans for the upcoming Town of Campton's 250<sup>th</sup> Birthday. Mrs. Joyce indicated she had no further business to discuss. Chair Davis informed Mrs. Joyce that the Board will discuss this issue this evening as it is listed on the Board's Tracking Report.

Chair Davis then called on Robert "Butch" Bain who indicated he wanted to give the Board an update on the paving. He informed the Board that GMI Asphalt will be back to do the top coat paving this week, possibly Wednesday and they will start on Bog Road. Mr. Bain had no further business to discuss.

Chair Davis continued the meeting with Selectmen's Input and called on Selectman Laufenberg. Selectman Laufenberg requested that there be a small change in the format of the Board of Selectmen's Minutes by adding "continuous numbering" of lines in the draft Minutes. He also requested that "bold" type be used in the text for the results of votes taken at the meetings. Ms. Dewey will start using the new format commencing with the October 19, 2015 Minutes.

Chair Davis called on Selectman Laufenberg who presented a revision to the Tax Agreement Policy & Criteria which the Board reviewed and discussed this evening. After discussion, **Chair Davis called for a Motion to adopt the revised Tax Agreement Policy & Criteria presented 10/19/2015. Selectman Laufenberg made the Motion to adopt the revision to the Tax Agreement Policy & Criteria. The**

**Motion was seconded by Selectman Cheney, and with a roll call vote: Selectman Davis – aye, Selectmen Wheeler – aye, Selectman Cheney – aye, Selectman Kelly – aye, and Selectman Laufenberg – aye, the revised Tax Agreement Policy & Criteria was adopted on October 19, 2015.**

Chair Davis then distributed to the Board a “Tracking Report” which she drafted. The first item on the report pertained to the 250<sup>th</sup> Anniversary Celebration of the Town to be held in 2016. Chair Davis stated that Committee members need to be appointed and she would like to know how the Board would like to go about getting volunteers. It was suggested that information be placed on the web page; that emails be sent to all registered individuals that signed up on the web site for email notices; place an ad in the newspaper; perhaps the Fire Department could post the information on their board; and Selectmen Laufenberg will place an information notice in the applicable spot at Plymouth State University. The deadline date for responding was established for November 9, 2015.

Chair Davis called on Mrs. Joyce who stated the present Old Home Day Committee voted to dissolve and there is a \$2,500.00 balance in the bank account and she suggested it be turned over to the appointed Campton’s 250<sup>th</sup> Celebration Committee. Mrs. Joyce also indicated that certainly previous Old Home Day Committee members would be willing to share with new members what they found that worked and what they found that did not work. The Board thanked Mrs. Joyce and the Committee members for the support offered.

The next item on the Tracking Report is DOT street lighting discontinuance at Exit 28 and junction of Route 49 and Route 175. Selectman Laufenberg stated that he was unable to attend the DOT meeting on October 15<sup>th</sup>; however, he will follow-up with Commissioner Cass who indicated the lighting proposal will be re-examined.

Item #3 on the Tracking Report pertains to CIP development. Selectman Laufenberg stated that once the Planning Board finishes the Master Plan, the CIP Committee will move forward.

Item #4 on the Tracking Report is in reference to self-appraisal reviews. Chair Davis will contact Selectman Cheney to set up a date to move forward with reviews.

Item #5 pertains to the HR Committee, Board and Town Attorney to review and update Employee handbook. This will be tracked for a date in the future.

Item #6 pertains to Deposit & Investment Policy updating which is usually done in October. This item will be tracked for a date in the future.

Item #7 is in regard to Establishment of Economic Development Committee. Selectman Laufenberg indicated this item got “shelved”; (because of other priorities) however, he will be back on track with that item.

Item #8 refers to the need for the Board to set proposed employee % increase for 2016 budget. Target date for setting increase was set for October 26<sup>th</sup>.

Item #9 pertains to revamping the tax agreement evaluation and monitoring process. This item was discussed this evening; however, follow through work will be needed to institute the revised tax agreement process.

Chair Davis called on Selectman Laufenberg who suggested that a Health Care Sub-Committee item be added to the Tracking Report. Selectman Laufenberg stated that he would contact Jennah at NEEBCo to see if she has any concerns. Selectman Laufenberg also suggested a website management review be added to the Tracking Report.

Chair Davis then called on Selectman Wheeler who inquired regarding Ann Marie's plans for her training process with Carina Park who will be taking Ann Marie's place as Town Administrator. Ann Marie explained that she will familiarize Mrs. Park with the calendar of events as to when certain documents need to be filed, etc. Ann Marie did comment that Mrs. Park may already be familiar with those procedures. Ann Marie also mentioned that she would familiarize Mrs. Park with the Board's preferences and Heads of Departments. Ann Marie will also review with Mrs. Park the processing of Beebe River matters; however, Ann Marie stated that she has delegated the bookkeeper, Diane Richards with the financial tasks concerning Beebe River.

Selectman Wheeler has mentioned that the website needs to be updated as his name is still on the website as Chairman of the Board of Selectmen and Minutes of the Board of Selectmen are not up to date. Ann Marie will contact Beverly regarding this matter.

There being no further business, Chair Davis declared the meeting adjourned at 8:25 p.m.

Respectfully submitted,

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