

MINUTES
SELECTMEN'S MEETING
NOVEMBER 23 2015

The Board of Selectmen met for their weekly meeting at 6:30 p. m. at the Campton Municipal Building. Present were Selectmen, Charles Wheeler, Charles Cheney, Karl Kelly and Peter Laufenberg. Selectman Davis was not present due to being out of State. During the work session of the meeting the Board signed the manifests and reviewed the bills. They signed 1 Building Permit.

While the Board was in work session, Vice Chair Laufenberg called for a review of the Public Minutes and 2 sets of Non Public Minutes of November 16, 2015. After review, Vice Chair Laufenberg called for a Motion to approve and the Motion was made by Selectman Wheeler to approve the Public Minutes and 2 sets of Non Public Minutes as written. The Motion was seconded by Selectman Cheney, and with a roll call vote, the Public Minutes and 2 sets of Non Public Minutes were unanimously approved as written.

During the work session, Vice Chair Laufenberg called on Ann Marie to review correspondence. Ann Marie informed the Board that a draft copy of a Tax Agreement regarding a repurchase of property for which a tax deed was issued has been drafted by Attorney Dan Crean and copy provided to the Board this evening. The tax agreement will be discussed at the November 30, 2015 Board of Selectmen's meeting.

Ann Marie indicated that the NH Department of Revenue Administration has requested specific data regarding the assessing of the 2014 telephone companies. Ann Marie informed the Board that she has officially notified Commerford Nieder Perkins, Town Assessors, to get this information to the Department of Revenue Administration.

A news release was received from the Society for the Protection of NH Forests indicating that they have filed a lawsuit against Northern Pass due to the fact that Northern Pass has filed an application to build portions of a private transmission facility on Forest Society property.

Ann Marie indicated that June Garneau, of Mapping and Planning Solutions, has provided two binders of the completed Emergency Operations Plan Update, 2015 Manual. Ms. Garneau has also provided folders (for the school, Police and Fire Departments and Selectmen's Office) with contact information and appropriate documentation instructions should an emergency disaster occur. Selectman Wheeler requested an electronic copy. Carina will acquire the electronic copy.

Primex sent a copy of a letter addressed to York Risk Services Group, Inc. (the insuring company for Wentworth Greenhouses) who, through investigation, Primex claims is responsible for the accident on 8/28/14 and involved the property damage to the Blair Bridge. Primex is seeking reimbursement for the damages in the amount of \$16,800.00, together with the Town's \$1,000.00 deductible.

Ann Marie informed the Board that North Country Council, (NCC) Regional Planning Commission & Economic Development District did an inspection of the Campton/Thornton Transfer Station recently and as a result sent a report letter stating that since the NCC's last visit a number of years ago, the improvements made are commendable, i.e. the facility is well-kept and organized, all permits and operator certifications were posted in the office, the brush pile is clean and free of any non-conforming material, universal wastes were stored under cover and processed recyclables were stored so as to maintain quality and insure the best price. Ann Marie indicated there were some minor issues addressed such as labeling of all universal waste collection containers, i.e. fluorescent bulbs and electrical universal waste. The other minor issue was to acquire signage for electronics and for the burn pile.

A copy of a letter was received from NH DOT regarding a State driveway permit issued for property located on Owl Street. The DOT noted that the requirement to refrain from parking equipment within the stated maintained right of way remains; however, it has been noted by DOT that the vehicles have been removed. The DOT also has notified the property owner that one of the 3 access points has to be closed off and the time extended to the property owner for closing is to December 7, 2015.

Laurie Vachon, of Lakes Region Community Services (LRCS) recently used the Community Room to hold a meeting for the Campton Community Engagement Project. Ms. Vachon inquired if LRCS could utilize the Community Room for a monthly supper club that would be hosted by LRCS. After discussion by the Board, it was agreed that the activity would not fit within the guidelines of the Town's Policy for use of the Community Room and Ann Marie will inform Ms. Vachon of the Board's decision.

Vice Chair Laufenberg called on Carina regarding an update on the Tracking Report. Carina stated that there are no updates on the Tracking Report, but she did report to the Board that there have been 4 responses (out of 5 Requests for Proposals – Auditing Services) that were sent out. Carina stated the deadline for responding is December 11, 2015.

There being no further correspondence or discussion during the Selectmen's work session, Vice Chair Laufenberg continued the meeting with Other Business Agenda and called on Nancy Mardin to present the Trustee of Trust Funds 2016 Proposed Budget. Mrs. Mardin went down each line item: Fees for posting meetings \$40.00, Travel – Attending Training Meetings \$50.00, Legal Fees \$200.00 and Fees for professional services (Merrimack County Savings Bank), \$5,800.00. The bottom line being \$6,090.00. The Board inquired as to what the bottom line was on last year's budget. Ann Marie indicated it was \$5,600.00. Mrs. Mardin also invited the Board to the Trustee's meeting scheduled for December 9, 2015.

Mrs. Mardin then continued by presenting the Campton Historical Society (CHS) 2016 Budget request. Again this year she stated the request is \$10,000.00, same as last year; however, the CHS is requesting \$7,500.00 for disbursement to CHS and \$2,500.00 be

disbursed to the Capital Reserve fund for CHS. Mrs. Mardin discussed fuel costs and the issue of the CHS building being difficult to heat. Ann Marie suggested Mrs. Mardin contact White Mountain Propane and Oil (WMPO) for a quote since the Town has recently switched to WMPO and found them to be very reasonable.

Mrs. Mardin proceeded by discussing the Town's 250th celebration, which she mentioned is officially known as the Semi-Quin Centennial Celebration. Mrs. Mardin informed the Board that the CHS has decided to publish a book of the History of Campton through Arcadia Publishing for the 250th celebration. She explained that as part of the publishing agreement, CHS will agree to buy 500 books for a total cost of \$5,000.00. Mrs. Mardin stated that CHS is requesting that half of the initial cost be paid by the Town and the other half to be paid by CHS. Mrs. Mardin stated that CHS's plan is to sell the books as part of the 250th anniversary celebration. In addition, she stated Arcadia Press distributes the books for sale and royalties are paid to CHS. Ann Marie stated that a Warrant Article will be needed regarding the books and also for the balance remaining in the Old Home Day account. Hannah Joyce, Town Clerk/Tax Collector stated she will discuss the Warrant Article concerning the Old Home Day account balance when she presents the Town Clerk/Tax Collector's Proposed Budget this evening.

The Board thanked Mrs. Mardin for her budget presentations and Vice Chair Laufenberg then called on the Supervisors of the Checklist as the Board's next appointment. Patricia Scray, Sally Moulton, and Carolyn Hill were present. **Sally Moulton requested a Non Public Session concerning a reputation issue. Vice Chair Laufenberg made the Motion to go into Non Public Session under RSA 91-A: 3 ll(c), the Motion was seconded by Selectman Wheeler and with a roll call vote: Selectman Laufenberg – aye, Selectman Wheeler – aye, Selectman Cheney – aye, and Selectman Kelly – aye, the Board went into Non Public Session at 7:20 p.m. The Board came out of Non Public Session at 7:30 p.m.**

Vice Chair Laufenberg continued the public meeting by calling on Mrs. Joyce to present the Town Clerk/Tax Collector's 2016 Proposed Budget. Mrs. Joyce distributed the copies of the proposed budget to the Board. The items that reflected change increases were as followings: Town Clerk/Tax Collectors compensation \$52,500.00 which represented an hourly amount plus overtime allowing for 4 elections, the 2% merit and extra time for Small Claims matters; Deputy Town Clerk/Tax Collector and Assistant to the Town Clerk/Tax Collector reflecting the 2% merit raise. The next item of compensation pertained to the request for another full time Assistant to the Town Clerk/Tax Collector with an hourly rate starting at \$12.00 until the individual was certified. The Printing and Supplies line was increased to \$7,400.00; however the credit card machines were included in this line item. Mileage Updates line was increased at the suggestion of Selectman Cheney due to Small Claims court appearances. Public notices was increase by \$100.00 for a total of \$600.00 to accommodate for the 4 elections. Ballot Clerks increased due to the number of elections, and in addition, Mrs. Joyce requested a day rate for the ballot clerks from \$50.00 per day to \$75.00. The Board concurred. The fees to the State increased by \$2,000.00 making the total \$14,000.00 which Mrs. Joyce indicated that she has no control of. Mrs. Joyce indicated that a new

line item was added for Legal Services in the amount of \$4,000.00. Questions arose as to what specifically the Legal Services would cover. Mrs. Joyce stated that if there were any charges that might be incurred due to the Small Claims actions and any other legal services that might arise. After Mrs. Joyce's presentation, discussion ensued pertaining to wages for the Town Clerk/Tax Collector being set by the voters and it was suggested that this issue be discussed with Attorney Dan Crean at the Selectmen's Meeting on November 30, 2015. Selectman Cheney requested that Mrs. Joyce present to the Board a written justification for the need of another full time assistant. Mrs. Joyce confirmed she will bring the revisions made to the Proposed Budget and the reasons for the full time assistant when she comes to the work session.

Mrs. Joyce then presented the Supervisors of the Checklist's 2016 Budget just as the figures were given to her by the Chair of the Supervisors of the Checklist. Mrs. Joyce went down the budget line by line. The line item that the Board expressed concern about was payroll in the amount of \$3,300.00 since the 2015 expenditure is now at \$3,075.07 through October and there will be 4 elections, the line item might need to be increased. Also, the Notices line item is a similar situation whereas the expenditures for 2015 are \$433.00 and the proposed figure is \$500.00. Mrs. Scray stated that she will review her figures again when she gets home and then contact Mrs. Joyce with revisions. The Board thanked Mrs. Joyce and Mrs. Scray for coming this evening.

Mrs. Joyce stated that she drafted a Warrant Article for turning over the monies from the dissolved Old Home Day Committee and she submitted the draft to the Board this evening. Mrs. Joyce also presented a proposed amount of \$4,500.00 for a Warrant Article for the preservation and restoration of records.

Mrs. Joyce inquired about the subscription to the Avitar assessing data program. She wanted to know who retains the subscription fee of \$500.00, the Town or Avitar. Ann Marie explained that Avitar retains the fee and most real estate offices and appraisal offices subscribe to the subscription.

Vice Chair Laufenberg continued with the meeting and inquired if Mr. Kelly Bolger was going to be present this evening to present the Emergency Management 2016 Proposed Budget. Selectman Wheeler confirmed that Mr. Bolger would not be present this evening.

Vice Chair Laufenberg then proceeded to Other Business. Vice Chair Laufenberg inquired of each Board member if they had any business to discuss and he called on Selectman Cheney. Selectman Cheney stated that he has available the road specification graph that Ann Marie was looking for and he provided the graph to Ann Marie this evening.

Vice Chair Laufenberg inquired on the status of the retirement issue regarding Ms. Hartsgrove. Ann Marie informed the Board that all the documentation has been submitted to NH Retirement by certified mail, return receipt requested. Vice Chair Laufenberg also inquired as to whether or not there was a need for two checks to be

drafted; i.e. one check drafted for Ms. Hartsgrove for her portion, and one check to NH Retirement for the Town's portion. Carina expressed that the impression given by NH Retirement was that one check for the total amount due would be acceptable to NH Retirement.

Vice Chair Laufenberg informed the Board that Jennah Parkington from NEEBCo has confirmed that the new health care rates are down by 6% and even if a plan was chosen with lower co-pays there would be a 3% savings on rates. Vice Chair Laufenberg did state that regarding the FSA account, only 50% of the employees have used the portion allotted so there will also be a savings there. Ms. Parkington will be meeting with the Health Insurance Committee on December 2, 2015 to discuss the various health plan options and the savings that the Town has accumulated.

Vice Chair Laufenberg inquired if the cost of the credit card machines has to come out of the Town Clerk/Tax Collector's Budget. It was confirmed that it does not have to come out of the Town Clerk/Tax Collector's Budget. If indeed there are no funds remaining in the Town Clerk/Tax Collector's budget, the Board will revisit this matter in December.

There being no further business Vice Chair Laufenberg declared the meeting adjourned at 7:56 p.m.

Respectfully submitted;



Eleanor M. Dewey

Office Assistant to Ann Marie Foote, Town Administrator