

MINUTES
SELECTMEN'S MEETING
NOVEMBER 16, 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 manifests and reviewed the bills. They signed 2 Building Permits and 1 Intent to Cut.

While the Board was in work session, Chair Davis called for a review of the Public Minutes and 1 set of Non Public Minutes of November 9, 2015. After review, and two changes to the Public Minutes, a Motion was made by Selectman Cheney to approve the revised Public Minutes and approve the Non Public Minutes as written. The Motion was seconded by Selectman Laufenberg and with a roll call vote; the Public Minutes were approved as revised and the Non Public Minutes were unanimously approved as written.

Chair Davis called on the Town Administrators to review correspondence. Carina Park distributed to the Board information pertaining to the Nixle computer program that Selectman Cheney inquired about at a previous meeting. Carina reported that if the Police Department signs up for the program, there would be no cost to the Town. **Carina inquired if the Board would like her to speak with Police Chief Warn regarding the sign up. The Board unanimously agreed.**

Chair Davis called on Carina Park to give the Board an update on Selectman Laufenberg's concern whether the 2014 Tax Agreements had language to the effect that property owners would need to remain up to date on the current fiscal year's property taxes. Carina reported that the 2014 agreements did not have such language and, therefore, we could not hold the property owners accountable to said terms. She concluded that moving forward all property tax agreements with the Board of Selectmen will have language addressing the need to remain up to date on the current fiscal year's property taxes.

Carina also distributed to the Board the draft for the Request for Proposal (RFP) – Auditing Service for the Board to review. Carina stated that she inserted a tentative deadline date in the RFP for December 11, 2015 for returns. Chair Davis informed the Board that she has reviewed the document and it is very complete. After discussion, the Board unanimously concurred to move forward with sending the RFP's out to the agreed auditing firms previously agreed upon.

The Financial Report for January through October 31, 2015 was given to the Board this evening. Carina informed the Board that she is working on a more user friendly Financial Report spreadsheet.

Ann Marie informed the Board that Attorney Crean and Attorney Gary Daddario will be attending the November 30th Board of Selectmen's Meeting to discuss Red Sleigh and also Attorney Crean will be discussing language for Arthur Evans' agreement.

Ann Marie stated that Attorney Crean emailed her informing her of a new law announcing significant changes in zoning and signs in particular. Attorney Crean inquired if the Board would like him to review and suggest changes to Campton's current sign ordinance which will address problem areas under the new law. Ann Marie stated that Stuart Pitts, the Planning Board Chair agreed that it would be beneficial for Attorney Crean to review. The Board concurred.

There being no further correspondence or discussion by Ann Marie or Carina, Chair Davis called on Selectman Cheney who requested a Non Public Session under RSA 91-A: 311(c) regarding a personnel issue. The Board went into Non Public Session at 7:05p.m. The Board came out of Non Public Session at 7:10 p.m.

Chair Davis continued the meeting with Other Business – Agenda Items and called on Martha Richards, Grafton County Commissioner regarding an update on Grafton County. Mrs. Richards gave Ann Marie, for distribution, County Government brochures together with information regarding a prescription drug discount card offered by the County. Mrs. Richards informed the Board that Campton's tax contribution went up 2.55% for the County tax and the County's budget is 40 million dollars. Mrs. Richards gave an informative review of all the departments. Regarding the Nursing Home facility, Selectman Wheeler inquired how many Campton residents are in the Nursing Home. Mrs. Richards indicated the home houses 135 residents; however, she will get the exact number of Campton residents for Selectman Wheeler. She also stated that some life safety improvements were recently made on the Nursing Home which resulted in lost revenue. Mrs. Richards stated the Department of Corrections currently houses 100 to 120 inmates and can handle up to 150. She proudly stated that the farm herds Jersey cows, and even though the farm operates at a loss, there are benefits for keeping inmates busy. She also mentioned the farm can be viewed by the public and she will get the dates of the open house for the Board. Selectman Wheeler inquired as to how much of a loss is encountered with the farm. Mrs. Richards will acquire the exact figure. The vegetable stand brought \$55,000.00 in revenue this year and again the benefit of experience for inmates working the stand are very beneficial as no inmates who have worked the stand have returned back into the prison environment after being released. She also mentioned the Department of Correction has a work release program implemented. Among the other departments were a high quality IT Department, Maintenance Department and the Registry of Deeds.

Mrs. Richards commented that her County concerns are as follows:

The need for more affordable housing for the elderly;

Northern Pass – She expressed that the County is very much opposed to Northern Pass however, if it does pass, the need to bury the entire route is the goal that the 3 County Commissioners would like to see implemented;

Windmills around the New Found area are still being considered; and

Mental Health Care and drug and alcohol facilities - She would like to see more facilities in the North Country.

In conclusion, Mrs. Richards invited the Board to speak with the Commissioners on Tuesdays as that is when they have their meetings. Mrs. Richards then inquired if there were any questions. There were no questions. Mrs. Richards thanked the Board for their time, wished them happy holidays and wished Carina well in her position as the new Campton Town Administrator. The Board thanked Mrs. Richards for her very informative presentation.

Chair Davis then called on Beverly Chappell to discuss the Town of Campton's website. Mrs. Chappell informed the Board that she will do all she can to make Carina Park's transition smooth. Chair Davis indicated that the website may possibly need updating and Mrs. Chappell stated she would work with Carina so that Carina will be able to change data on a regular basis, as needed. Mrs. Chappell indicated that all the Minutes are archived. Mrs. Chappell expressed a concern to the Board regarding email addresses. Her suggestion was that the Board members should get Town email addresses rather than using their personal email addresses for Town business. Mrs. Chappell explained that as she works with Carina on the website, she will be working on phasing herself out of the position as the Town's website manager for 2016 as she has other obligations that require her to travel out of state. Mrs. Chappell also mentioned that she has an inside connection for Carina to get in touch with to discuss the Nixle computer program and she will give that information to Carina. The Board thanked Mrs. Chappell for coming this evening and for her willingness to assist Carina through the transition.

Chair Davis then called on Stuart Pitts, Planning Board Chairman and May Brosseau, Planning Board Clerk to review the Planning Board's 2016 Proposed Budget. The proposed budget was distributed to the Board. Mrs. Brosseau explained that the Planning Board's lap top is 10 years old and will not support the GIS program so under Computer Supplies for 2016 \$600.00 is proposed for the purchase of a new lap top. After the Board's review, Chair Davis suggested purchasing the lap top now since there is money available in the 2015 budget and putting \$300.00 in the Computer Supplies line for 2016 along with \$300.00 in Printing and \$300.00 in Miscellaneous which would keep the bottom line at \$6,100.00 (leaving it the same as in 2015). Mr. Pitts, Mrs. Brosseau agreed and the Board concurred. Mrs. Brosseau and Mr. Pitts thanked the Board for their suggestions and approval.

Mrs. Brosseau, Zoning Board Clerk and Sam Plaisted, Chairman of the Zoning Board presented the Zoning Board 2016 Proposed Budget. The proposed budget was distributed to the Board. The proposed budget bottom line is \$1,400.00 which is \$100.00

less than in 2015. After review, the Board unanimously concurred with the \$1,400.00 figure for the Zoning Board proposed budget.

The Board thanked Mrs. Brosseau, Mr. Pitts and Mr. Plaisted for coming to present the 2016 Proposed Budgets. Ann Marie then introduced Mr. Pitts and Mr. Plaisted to Carina Park.

Chair Davis continued the meeting with Other Business. Chair Davis stated that a legal inquiry was made concerning the Payment Networks' Liability Shift associated with accepting MasterCard and Visa cards that went into effect 10/1/15 with regards to EMV chips, and whether or not the Town should be concerned if the credit card machines are not EMV compliant.

The legal response confirmed that non-compliant EMV credit card machines would create a liability for the Town for any fraudulent cards that are chip enabled. Chair Davis stated there is also concern about what the credit card activity reports will look like and how they can be used in balancing accounts. Chair Davis called on Carina who explained that she is very much in favor of accepting credit/debit cards; however she has bookkeeping concerns. The concerns are based on bookkeeping obligations (in balancing) in the Board of Selectmen's Office, and with this in mind, Carina would like to meet with the Diane Richards, (bookkeeper), Mary Durgin, (Treasurer) and Mrs. Joyce, to have a plan implemented to alleviate possible issues down the road. Carina informed the Board that she had contacted the Interware rep and scheduled a meeting for December 7, 2015, at 6:45 p.m. with Interware Development, vendors for the credit card readers, to answer any questions concerning compliance issues, etc.

Mrs. Joyce stated that all that is needed is a letter from the Board to Ms. Durgin authorizing Ms. Durgin to sign the credit card contracts and signature card.

After discussion, concerning implementing the credit/debit cards, the Board agreed that the processing of credit/debit cards should commence no sooner than January 1, 2016.

In the meantime, the Board agreed to begin the paper work needed; however, it was to be understood that the process was not to begin until after December 31, 2015. **A Motion was then made by Chair Davis to authorize Mary Durgin, Town Treasurer, to sign the agreement with Interware Development and to sign the signature cards all to be effective no sooner than January 1, 2016. The Motion was seconded by Selectman Wheeler, and with a roll call vote: Selectman Davis – aye, Selectman Wheeler – aye, Selectman Cheney – aye, Selectman Kelly – aye, and Selectman Laufenberg – aye, the Board unanimously approved the Motion.**

After further discussion concerning non-compliant machines, Chair Davis made a **Motion to purchase 3 EMV compliant machines. The Motion was seconded by Selectman Cheney and with a roll call vote: Selectman Davis – aye, Selectman Cheney – aye, Selectman Wheeler – aye, Selectman Kelly – aye, and Selectman Laufenberg – aye, the Motion was unanimously approved.**

At 8:22 p.m. Chair Davis requested a Non Public Session under RSA 91-A: 3, II(c) regarding personnel. A Motion was made and seconded and with a roll call vote: Selectman Davis – aye, Selectman Wheeler – aye, Selectman Cheney – aye, Selectman Kelly – aye, and Selectman Laufenberg – aye, the Board went into Non Public Session and Ann Marie Foote, Carina Park and Ellie Dewey were excused from the Non Public meeting. The Board came out of Non Public Session at 8:50 p.m.

There being no further business, Chair Davis declared the public meeting adjourned at 8:50 p.m.

Respectfully submitted,

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