

## MINUTES

### SELECTMEN'S MEETING

DECEMBER 7, 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 the Board signed the manifests and reviewed the bills. The Board signed 1 Building Permit for mobile home installation and an Amended Property Tax Agreement. Chair Davis called on Carina regarding updates on the Tracking Report. Carina informed the Board that she added two more items to the Tracking Report. One item is in regard to Nixle. Carina explained that she and the Police Department, through Corporal Foss, contacted Nixle and confirmed that they are no longer offering free programs for towns the size of Campton. To offer such services would cost \$3,000.00 per year. The second item added to the Tracking List pertained to the Evans matter and the need to make final decisions on how to proceed with rental property and the property tax matter. Carina stated that Selectman Laufenberg will up-date the Board this evening regarding Health Insurance. Carina stated she had no further updates.

Call to Order: Chair Davis called the meeting to order at 6:45 p.m.

A member of the public who was present at the meeting, but not on the agenda was Police Chief Warn.

Approval of Minutes: Chair Davis inquired if there were any revisions or concerns regarding the Public Minutes and Non-public Minutes of November 30, 2015. There were no revisions. Chair Davis called on Selectman Laufenberg who made a Motion to approve the Public Minutes and the Non-public Minutes as written. The Motion was seconded by Selectman Wheeler, and with a roll call vote, the Public Minutes and Non-public Minutes of November 30, 2015 were unanimously approved as written.

Correspondence: Chair Davis called on Carina to review correspondence. Carina stated that there were two thank you letters received. One from Bridge House thanking the Board for the donation. The second was from Marjie Norton, thanking the Highway Department for fixing the culvert below her driveway. Carina informed the Board that a winter parking reminder was given to her by Hannah Joyce, Town Clerk/Tax Collector), which was received from New Hampshire Governor's Commission on Disability pertaining to accessible parking, aisles and parking signage for the disabled. Obstruction of accessible parking spaces and access aisles carries a fine up to \$250.00. Carina will pass the reminder on to Robert Bain, Road Agent. There was no further correspondence.

Chair Davis distributed to the Board a schedule for Selectmen's Meetings and Budget Hearings for the month of December through March 8<sup>th</sup>, (Town Meeting). Chair Davis explained that in order for the Board to achieve their goals she felt it necessary to set up the time line. For the December 28<sup>th</sup> Budget meetings with Department Heads, the Board requested that Carina schedule 30 minute intervals for each Department Head, (the Police Department, Town Clerk/Tax Collector's Office and Highway Department). **The Board approved of the schedule.**

Chair Davis then distributed a very informative research package that she prepared for the Board regarding Small Claims vs. Collection Agency for the collection of delinquent property taxes. The Board previously discussed the possibility of Small Claims actions and the possibility of the Town Clerk/Tax Collector handling the Small Claims processing. Chair Davis explained, through her research, she discovered the Small Claims process is expensive and time consuming and there is no guarantee of payment, even though costs will be extended due to Town employees' time, (i.e. the Town Clerk/Tax Collector, and could trigger a new full time person). Also, the costs involved are the filing fee, Motion filing fees, sheriff's fees and the possibility of a mediation and if a request is made by the defendant for a jury trial, it would go to Superior Court. (Chair Davis provided documentation on fees and costs in her research documentation). With that being said, Chair Davis explained that she took the liberty of inquiring about the use of a collection agency. She spoke with Ted Geraghty of Credit Bureau Services of Plymouth, Inc. and he would be interested in taking on the collection work. His fee is 35%; however, there is no charge to the Town unless he collects the money. Discussion ensued regarding what Mr. Geraghty's success rate is and the fact that Mr. Geraghty's fee is steep. After discussion, the Board agreed that they would like to get some other quotes from other collection agencies and that a warning letter be sent from the Town (to property owners) first before pursuing either a collection agency or small claims action.

New Business: Chair Davis called on Kelly Bolger Emergency Management Director to review the Emergency Management 2016 Proposed Budget. The proposed budget was distributed to the Board and Mr. Bolger informed the Board that the Proposed Budget is reduced by \$2,625.00 this year for a bottom line of \$4,200.00, as opposed to last year at \$6,825.00. Mr. Bolger explained that he added a \$1,000.00 stipend for the Deputy Emergency Management Director, Ron Reynolds and the already established stipend for Emergency Management Director of \$2,500.00. The Board concurred and expressed that Ron Reynolds could step in for Mr. Bolger in case of his absence. The miscellaneous line item included mostly training expenses, but also some mileage reimbursement. The Board concurred with the proposed budget and thanked Mr. Bolger for his presentation.

Chair Davis called on Selectman Laufenberg who inquired on another matter, and asked Mr. Bolger, in his capacity as Fire Commissioner, if the Fire Department had a quote for the anticipated new Fire Department truck purchase. It was confirmed that the ballpark figure is \$480,000.00.

Chair Davis then called on Sandy Rowe of Interware Development regarding the new credit card system for the Town Clerk/Tax Collector's Office. The concern expressed by the Deputy Treasurer, Anna Hanrahan and the bookkeeper, Diane Richards was they would like to have samples of different reports generated by the reporting host. Ms. Rowe explained that there are various ways of generating reports; however, she expressed that generating the report on a daily basis, reporting by batch would be the most useful way for the Treasurer and the Town Clerk/Tax Collector. As to how the report is generated will be a determination that has to be made. Chair Davis stated that there will be no decisions made this evening about the new online bank account as Mary Durgin, Treasurer had an emergency this evening and could not be present, and Mary wants to be part of the conversation about the uses of this account.

Ms. Rowe indicated that Heartland Systems will be the new payment processor as they are more “updated” and have no contract. Ms. Rowe also explained that Interware Development will train Mrs. Joyce to reconcile so that when the reports are given to the Treasurer and the bookkeeper everything will be in line with the total that is reported in the bank account. Mrs. Joyce explained that all transactions will be deposited in the one account and each transaction will be identified as cash, credit card or check, with amounts, identification of individual, property, etc. Ms. Rowe presented the two types of credit card machines available. One with the capacity for an electronic signature, in the amount of \$575.00, each, and the other machine without the electronic signature in the amount of \$375.00 each. Ms. Rowe stated the machines cannot be shared, they need to be installed at each work station. Chair Davis inquired if there were any other questions or concerns and called on Anna Hanrahan and Diane Richards. They reiterated that they would like to see some sample reports. Ms. Rowe stated that she can supply a variety of reports to them.

Chair Davis called on Kelly Bolger who inquired if the credit card machines will be chip and pin compliant. Ms. Rowe confirmed the machine will be chip and pin compliant.

Chair Davis thanked Ms. Rowe for coming this evening and addressing the Board’s concerns.

Selectmen’s Budget Workshop: Chair Davis explained that the Budget Workshop will be a workshop for the Board to review the budgets and there will be no input from the public. Chair Davis did call on Police Chief Warn (the only individual present, at the time, as a member of the public) who inquired if he had anything to discuss. Chief Warn explained that he was present to answer any particular questions the Board had concerning the Police Department’s budget.

Chair Davis then called on Carina to do a visual presentation of the Town of Campton 2016 Proposed Budget, starting with Page 1. The highlight of Items discussed in the Town Clerk/Tax Collectors Budget are as follows:

In the Town Clerk/Tax Collector Budget:

Line item Deputy Town Clerk/Tax Wages should read: Deputy TC/TC Wages

Additional Help Wage line changed to Assistant to TC/TC

Printing & Supplies, voting booths changed to \$5,700.00. It was confirmed that there are monies available in the 2015 budget to pay for the credit card machines. The Board agreed to 3 credit card machines at \$575.00 each (with electronic signature processing)

The Board reviewed the full time assistant line item in the amount to \$17,200.00 and the justification for the new full time assistant which was provided by Mrs. Joyce. The Board felt that another person could not be added at this time.

There was discussion pertaining to Town Clerk/Tax Collector Wages and how other Towns handle the positions and the possibility of splitting the positions.

There was also discussion of the attorney's fee line item. The Board felt that this was not needed as there is a provision for attorney's fees in another part of the town's budget.

In the Financial Administration budget Carina will check the figure for the Assistant to Town Administrator as she believes the figure for 2015 was based on 40 hours a week and at present the hours have been reduced. In the Treasurer/Deputy line item \$2,500.00 was proposed and in the Auditors line item \$20,000.00 was proposed.

In the Personnel Administration line item for Health & Dental Insurance Selectman Laufenberg explained that the insurance committee met with NEEBCo and there is a 5% premium reduction, and for the most part, no changes. However, the Insurance Committee suggested going with Harvard Pilgrim and 3% reduction, in turn, the higher deductible will be reduced, co-pay will go down to \$30.00/\$60.00 and Harvard Pilgrim will be offering an additional discount. Last year the HRA was funded at 50% (\$24,000). To date \$14,000.00 has been paid out so the Town will only have to put in approximately \$10,000.00 (another savings to the Town). The FSA (credit cards) have not been exhausted by all employees; however, it was recommended that the Town fund this account again for all employees in the amount of \$500.00. Selectman Laufenberg informed the Board that the Insurance Committee recommends shifting the Life Insurance/Disability, as well as dental to NEEBCo as the coverage will be better. **The Board agreed to shift Life Insurance/Disability and Dental to NEEBCo.**

In the Gen. Government Buildings budget discussion ensued as to needs that will be necessary to address in 2016 such as a drawer style computer keyboard (perhaps 2), 2 desk floor pads, (in the Selectmen's Office), and a commercial cleaner for at least once a year for the Municipal building floors. Carina will check on a quote previously received. Also discussion ensued regarding repairing the trash gate that has been damaged and perhaps completely moving the trash facility to another location. Discussion ensued regarding the issue of lack of storage space in the Municipal Building and building a storage shed. It was mentioned that perhaps part of the funding could come from the Capital Reserve Account. The Board agreed to schedule a tour of the Municipal Building at 6:30 p.m. on December 14, 2015 to have a better idea of space needed for storage.

Under the Police Department Proposed Budget there was discussion pertaining to another full time officer, a part time officer and the reasons for same. The Fuel line item was reduced by \$2,000.00, reducing the line item to \$20,000.00, the Cruiser Maintenance line item was reduced \$2,000.00 making the figure \$8,000.00 and Recruitment line reduced to \$250.00 as opposed to \$650.00, reducing the bottom line, at present, to \$528,144.81. Discussion ensued regarding purchasing all-wheel drive sedans versus rear-wheel drive sedans.

In the Highway Department Proposed Budget discussion ensued pertaining to another full time employee and increases in the Gravel and Paving Appropriation/Bridges. The Board was in favor of some increases but would like to know the roads involved where paving and extra gravel will be recommended. With that in mind, the Board again requested that the Road Agent present a list of the Roads recommended for paving and extra gravel, and reasons for the recommendations. The Board

would like to have the list of roads and recommendations from the Road Agent on December 28, 2015 when the Board meets with Heads of Departments. Carina will inform the Road Agent of their requests.

Under the Town Welfare Proposed Budget the Board revisited the idea of buying a prepaid fuel card and there were mixed opinions concerning this issue. The Board agreed that the Town Attorney should be contacted for advice.

In the Capital Reserve Funds, under line item Heavy Highway Equipment, the Board will discuss this at a future time when more solid figures are available for new equipment.

Chair Davis suggested for all departments that a separate line item be added to separate regular hours of compensation and overtime hours and in doing so would make all departments' budgets consistent in format. The Board was in agreement. That concluded the work shop regarding the 2016 Town Proposed Budget.

Board Concerns and Directives. Discussion ensued about some issues the Town Clerk/Tax Collector mentioned regarding dates on some tax agreements being incorrect and it was recommended that Mrs. Joyce contact Carina about her concerns. Carina mentioned that the amended tax agreement the Board signed this evening was one of the concerns of Mrs. Joyce because the initial agreement did not include penalties in the amount of \$58.71, but this has been resolved with the Amended Tax Agreement signed this evening.

**The Board concurred not to go forward with the Nixle computer program at this time.**

There being no further concerns or directives, **Chair Davis made a Motion to go into Non-public Session under RSA 91-A: 3, II (a-i) concerning a Tax Agreement review. 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 went into Non-public Session at 9:02 p.m. The Board came out of Non-public Session at 9:07 p.m.**

Adjourn: There being no further business, Chair Davis declared the public meeting adjourned at 9:08 p.m.

Respectfully submitted,

Eleanor M. Dewey, Office Assistant in the Selectmen's Office

