

MINUTES

SELECTMEN'S MEETING

JANUARY 4, 2016

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 corrected Quitclaim deed, 2 Intents to Cut and 1 disapproved Building Permit. Chair Davis called on Carina for updates on the Tracking Report. Carina stated that Certified Computer Services is working on getting all Board members and Park and Rec Department town email addresses. The cost for such services is \$3.00 per email address. Carina stated an additional \$216.00 was added to computer services line item on the proposed 2016 Budget. Carina informed the Board that the Town Clerk/Tax Collector's Office, the Fire Department and Municipal Building are all connected to a single well. The Town Clerk/Tax Collector's Office and Fire Department are believed to share same pump causing the low water pressure. Charles Brosseau is scheduled to test the water and once results is in Carina will contact Capital Well to acquire filtration and pump options. Carina also informed the Board that she has contacted White Mountain Propane to add the Fire Department and Historical Building to the Town's current contract. White Mountain Propane indicated there should not be a problem and was told Vic Calhoun from White Mountain Propane will get in touch with Carina to finalize. Selectman Laufenberg suggested that an item be added to the Tracking Report to follow-up with Attorney Dan Crean regarding establishing policy on sealed Minutes.

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

Approval of Minutes: Chair Davis inquired if there were any revisions or concerns regarding the Public Minutes and Non-public Minutes of December 28, 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 December 28, 2015 were unanimously approved as written.

Correspondence: Chair Davis called on Carina to review correspondence. Carina informed the Board that a letter was received from NH DOT regarding the Town bridge inspections. All Town bridges are in compliance and there is no Town action required. Carina also informed the Board that a letter was received from DRA confirming the determination of the overall equalization assessment has been set at 98.5%.

New Business: Chair Davis then called on Jane Kellogg, member of Friends of the Pemi/Livermore Falls (FP/LF). Along with Jane Kellogg, present this evening, as active members of FP/LF were Alisoun Hodges, Steve Rand and Mr. and Mrs. Ken Evans. Ms. Kellogg explained to the Board that they wanted to keep the Board updated on the progress. A slide show was presented of the historical interest the site provides dating from 1889 to present and expressed the environmental and recreational values. The Holderness side has well over 5,000 visits to the Park and will be constructing a 74 space parking lot on

the Holderness side of the river to accommodate visitors to the beach, picnickers and geologists giving access to the gorge. An informative presentation was also provided with handouts of a summary of successes accomplished in 2014 and 2015. Jane and the active members present this evening expressed excitement that the State is taking a closer look at what is going to be done with the Campton side of the site. It was mentioned that a commitment of \$150,000 from the State will be devoted to the Campton side which resulted from a settlement with the Groton Wind Farm. The FP/LF will be meeting with NH DES and NH DHR to discuss possible projects centering on historical and recreational benefits of the site. Contact information was provided: LivermoreFalls.org, Friends of the Pemi – Livermore Falls Chapter on Facebook and also an email address for Ken Evans at evanmead139@gmail.com. Jane encouraged the Board to come to the meetings (she will keep the Board informed) and to feel free to offer advice. Ms. Kellogg will also forward Minutes of the meetings to Carina. Selectman Laufenberg expressed that if any specific needs were needed, please do not hesitate to let the Board know how they could assist. It was also suggested by the Board to get the Governor involved and Senator Jeannie Forrester. Mr. Evans expressed that Senator Forrester has already been very instrumental. The Board thanked the group for their presentation this evening and Ms. Kellogg expressed appreciation for the Board's time.

At 7:20 p.m. Chair Davis called for a Motion to go into Non-public Session. The Motion was made by Selectman Wheeler to go into Non-public Session under RSA 91-A: 3, II (a-i). The Motion was seconded by Selectman Laufenberg, and with a roll call vote: Selectman Davis – aye, Selectman Kelly, aye, Selectman Wheeler – aye, Selectman Cheney – aye and Selectman Laufenberg – aye, the Board went into Non-Public Session at 7:20 p.m. The board came out of Non-Public Session at 8:00 p.m.

In public session Chair Davis called for a Motion to seal the Non-public Minutes. The Motion was made and seconded and with a roll call vote, it was unanimously approved to seal the Non-public Minutes.

Old Business: Chair Davis called for a Motion to authorize the Board of Selectmen's Office to make bank deposits for the Selectmen's Office, the Police Department and Parks and Rec. The Motion was made and seconded, and with a roll call vote the Motion was unanimously approved.

Chair Davis called for a Motion to authorize the Board to make a personnel policy change to reflect that the Town adhere to the current providers regulations in regards to STD/LTD and workers compensation and the current policy of the Town's ST/LT policy to be: Employee returns Workers Compensation checks and all disability checks (66%) to the Town and, in turn, the Town will pay the employee the full 100% wage supplemented by sick/vacation and personal time. Selectman Wheeler made the Motion, the Motion was seconded by Selectman Laufenberg, and with a roll call vote the Motion was unanimously approved.

Chair Davis then informed the Board that she spoke with Greg Colby regarding issues of the Town accepting prepayments/tax credits. Mr. Colby confirmed that there are not too many towns that do not accept prepayments and mentioned the positive affect on cash flow by accepting same.

Chair Davis called on Selectman Wheeler who stated that Mrs. Joyce previously discussed with the Board the issues involved with the software program and the concern of cumbersome work involved for the Tax Collector's Office. Selectman Wheeler contacted Avitar and clarified issues concerning the number of credits that can be done, (confirmed 185 credits can be done at one time) and Amy explained assigning to warrants and there seemed to be discrepancies with information previously given to the Board. Amy expressed that almost 100% of Towns are now processing prepayments.

Chair Davis then called for a Motion to vote for the Town to accept prepayments of taxes. Selectman Wheeler made the Motion and the Motion was seconded, and with a roll call vote: Selectmen Davis – aye, Selectman Kelly – aye, Selectman Wheeler – aye, Selectman Cheney – aye, and Selectman Laufenberg – aye, the Board unanimously agreed, and

Voted: That pursuant to the authority granted by RSA 80:52-a the Campton Board of Selectmen authorizes the prepayment of taxes and authorizes the collector of taxes to accept payments in prepayment of taxes and shall pay over all sums so received to the town treasurer under the provisions of RSA 41:35. No taxpayer shall be allowed to prepay taxes more than 2 years in advance of the due date of the taxes. No interest shall accrue to the taxpayer on any prepayment which is later subject to rebate or refund. This vote and authorization is effective immediately.

Chair Davis called on Carina regarding direct deposit payroll and after discussion, it was the consensus of the Board to be in favor of direct deposit. Carina will contact the payroll service to inquire about procedures. There was also discussion pertaining to bi-weekly payroll. The Board did not make a final decision this evening regarding bi-weekly payroll.

Chair Davis then proceeded with discussion pertaining to future Tax Agreements and called on Carina. Carina reviewed the proposed new format of the Tax Agreement and a few revisions were made this evening. **Chair Davis then called for a Motion to accept the new format of the Tax Agreement. Selectman Wheeler made the Motion, seconded by Selectman Laufenberg, and with a roll call vote the proposed Tax Agreement (see copy attached) was unanimously accepted as presented.**

Chair Davis then continued the meeting with Selectmen's Work Session: 2016 Proposed Budget Review. Chair Davis called on Carina who reviewed line items that presently remain blank and up for discussion. After the Board discussed the Highway Department, Police Department and Town Clerk/Tax Collector it was decided that they would like to invite the Road Agent and Police Chief back for discussion of concerns and questions. It is understood that the Town Clerk/Tax Collector will be back to discuss comparisons of other Towns regarding staffing numbers in various Town offices.

Carina mentioned to the Board that Police Chief Warn suggested that he could encumber the \$8,000.00 for refurbished computers. Selectman Cheney asked that Chief Warn also get a price on new computers for the Board to review.

Board Concerns and Directives: Chair Davis called on Selectman Cheney who inquired about an individual who is supposed to come back to speak to the Board concerning a Tax Agreement. Carina confirmed that the individual is supposed to come back early this month to speak with the Board.

Adjourn: There being no further business, Chair Davis declared the meeting adjourned at 9:22 p.m.

Respectfully submitted,

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

GUIDELINES FOR TAX AGREEMENTS

The Campton Board of Selectmen, in an effort to collect unpaid taxes, will enter into tax agreements with delinquent taxpayers. To initiate an agreement a taxpayer should contact the Town Administrator.

All agreements will be drawn up according to the criteria outlined below. The Board of Selectman reserves the right to modify these criteria on a case by case, but every effort will be made to follow them.

Tax Agreements:

1. Must have a clear start and end date. The end date must be prior to the next year's tax deeding date (i.e. 2012's due by 10/24/15)
2. Can only be for one tax year. Multiple years of unpaid taxes must be resolved with individual agreements for each year.
3. Will only be made on primary residences. Second homes, vacant lots, land or commercial property will not be considered for tax agreements.
4. Will only be on one parcel at a time.
5. Must have all current contact information of the homeowner.
6. Must have specified payment amounts to be paid either weekly or monthly.
7. Will contain language stating that agreements will be cancelled and the deeding process will be initiated after 30 days of non-payment.
8. Will contain language stating that agreements will be cancelled and the deeding process will be initiated if the taxpayer fails to stay up-to-date on current year's tax payments.
9. Are considered in effect only after:
 - a. The legal owner(s), as listed on the deed, have signed the agreement.*
 - b. The legal owner(s) has appeared before the board with the appropriate documentation and explanation of hardship.*
 - c. A majority of the board has signed the agreement.

** If there is more than one owner of property, at least one must appear to meet with the Board, but both must sign off on tax agreement.*

TOWN OF CAMPTON, NEW HAMPSHIRE
AGREEMENT FOR PAYMENT OF TAXES

This tax payment agreement is made on and effective as of _____,
between Campton Board of Selectment (herein referred to as the "Town") and _____
_____ (herein referred to as the "Taxpayers") for the payment of back taxes,
interest and costs due on the taxpayer's property described as
Address: _____, Map & Lot: _____

The Taxpayers agree to pay outstanding taxes and costs on delinquent taxes for the _____ taxes billed
on _____, Inv# _____, total outstanding amount _____. Monthly/Weekly
payments of _____ will commence on _____ and continue until _____.

The Taxpayer(s) must complete a sworn Affidavit and complete the Tax Agreement Qualification
Worksheet as a part of this Tax Agreement for payment delinquent taxes.

Provided the payment scheduled is adhered to the Town will in turn abate any accrued interest on the
total of the principal and fees due. If the Taxpayer fails to make payments in a timely manner the Town
reserves the right to rescind abatement of interest and this agreement in total.

This agreement will be cancelled and the deeding process will be initiated after 30 days of non-
payment.

This agreement will be cancelled and the deeding process will be initiated if the taxpayer fails to stay up-
to-date on the current year's tax payments.

Failure to comply with this agreement in full will result in the Town taking the property by tax deed.

CAMPTON BOARD OF SELECTMEN

Charles Wheeler– Chair Date

Sharon Davis– Vice Chair Date

Charles Cheney Date

Karl E. Kelly Date

Peter Laufenberg Date

TAXPAYER(S)

Date
