

MINUTES

SELECTMEN'S MEETING

MARCH 21, 2016

The Board of Selectmen met for their weekly meeting at 6:30 p.m. at the Campton Municipal Building. Present were Selectmen, Peter Laufenberg, Sharon Davis, Charles Wheeler, Charles Cheney, Karl Kelly, and Carina Park, Town Administrator, and Eleanor Dewey, Office Assistant and recorder. During the work session, the Board signed the manifests and reviewed the bills. The Board signed 2 Building Permits, 1 Veteran's Exemption, an Employee's Retro Pay Approval and 1 letter to Cman Express, LLC. The Board reviewed the Town's current financial status (from QuickBooks) which was updated through 3/21/2016.

Call to Order: Chair Laufenberg called the meeting to order at 6:30 p.m. Chair Laufenberg confirmed with Carina that there were no revisions to the agenda this evening. Members of the Public who were present at the meeting were: Robert Bain, Hannah Joyce, Karen Rienzo and Heidi Johnson.

Approval of Minutes: Chair Laufenberg inquired if there were any revisions or concerns regarding the Public Minutes and Non-public Minutes of March 14, 2016. After one revision to the Public Minutes by Selectman Cheney, a Motion was made and seconded to approve the Public Minutes as revised and Non-public Minutes as written, and with a roll call vote, the 2 sets of Minutes were unanimously approved.

Old Business: Chair Laufenberg called on Selectman Davis who made a Motion to adopt the Policy Regarding Prepayment of Taxes and Credits for Overpayment. Chair Laufenberg called for any discussion and he called on Hannah Joyce, Town Clerk/Tax Collector, (TC/TX) and she recognized the Motion on the floor, however, she began to address her concerns regarding the prepayments and credits for overpayments. Mrs. Joyce reviewed with the Board the RSA's relating to tax abatements regarding interest, prepayments and refunds of overpayments. Mrs. Joyce expressed that the Board of Selectman cannot adopt a policy that does not follow the law. Mrs. Joyce also questioned why the Board was not in favor of issuing refunds. It was explained that the costs involved issuing checks, postage and the laborious procedures involved is not cost effective for the issuance of small refunds. Mrs. Joyce explained that the bulk of the work is done by TC/TX's Office's after the check is drafted by the Selectmen's Office. The Board, concurred, therefore, that the policy would lessen the work load in the TX/TX's Office. Upon further discussion, Mrs. Joyce then expressed to the Board that she comes to the Board with a compromise to ask that a Motion be made to raise the amount of interest to be waived from \$5.00 to \$25.00. Mrs. Joyce expressed that this would eliminate a large percentage of small refunds being processed. Mrs. Joyce also stated that she contacted the Town Auditor and it was confirmed that this measure would not have an impact on revenue for the Town. After discussion, **a Motion was made and seconded (under RSA 76:13) to raise the waiver of interest allowed by the Tax Collector from \$5.00 to \$25.00, and with a roll call vote: the Motion passed by majority vote.**

Mrs. Joyce did request that the Board approve the processing of refund checks for presently outstanding credits, and then Mrs. Joyce confirmed she will start fresh with the raised waiver of interest procedure. The Board agreed and Carina confirmed the refund checks would be issued next week.

New Business: Chair Laufenberg informed the Board the draft Procurement Policy which was provided to the Board has been reviewed by himself and Carina. Chair Laufenberg explained that the drafting of the Procurement Policy came about as a result of the recognized need for procedures to be in place for the bidding and purchasing process, i.e. a Procurement Policy would have been beneficial through the Fire Department's fire/rescue truck procurement which was recently voted on at Town Meeting. **Chair Laufenberg called on Selectman Cheney who suggested in the "non-major purchases" section of the policy that the range begin at \$2,500.00 rather than \$5,000.00. Chair Laufenberg and Selectman Davis recommended that the Procurement Policy be distributed to Department Heads for review, comments and suggestions. The Board unanimously agreed.**

Correspondence: Chair Laufenberg called on Carina who informed the Board that she had met with some property owners who live on Sugarbush Road who expressed their concern that the current road conditions on Bog Road would not allow the school bus, an ambulance or any emergency vehicle to pass. Selectman Wheeler recommended that Fire Chief Defosses do a site review to determine whether or not emergency vehicles would be able to pass. Carina also stated, that on the flip side, she received a call from Margie Norton who commended the Road Agent and his staff for their maintenance of Mason Road and Chandler Road. Also, a thank you note was received (addressed to Butch Bain) from another property owner expressing their appreciation for all the hard work the Highway Department does during "mud season".

Carina stated that a letter was received from NH DES regarding a Campton Village Water Precinct (CVWP) issue concerning back flow preventers. Carina did state that there was no action required by the Town. The letter received was a "for your information" letter. Chair Laufenberg suggested that Carina reach out to the Campton Village Water Precinct Commissioners to acquire any responses made by CVWP to the NH DES issues.

Non-public Session in accordance with RSA 91-A: 3, II (a-i): **Chair Laufenberg called on Selectman Davis who made a Motion to go into Non-public Session under RSA 91-A: 3, II (a-i) pertaining to legal matters and personnel. The Motion was seconded by Selectman Wheeler, and with a roll call vote: Selectman Davis – aye, Selectman Kelly – aye, Selectman Laufenberg – aye, Selectman Wheeler – aye, and Selectman Cheney – aye, the Board went into Non-public Session at 7:30 p.m. The Board came out of Non-public Session at 7:55 p.m.**

In Public Session, Chair Laufenberg called on Selectman Kelly who made a Motion to seal the Non-public Minutes. The Motion was seconded by Selectman Wheeler, and with a roll call vote, the Motion to seal was unanimously approved.

Board Concerns and Directives: Chair Laufenberg stated that Carol Lenahan contacted him regarding the Board's decision to eliminate the departments on the main Municipal Building sign. After addressing her concerns and the reasons why the departments should be listed (and the sign company's concerns for eliminating the departments), together with Mrs. Lenahan expressing the need for a decision to be made as soon as possible, Chair Laufenberg informed Mrs. Lenahan to authorize Marvel Sign to move forward with listing the departments on the sign.

Chair Laufenberg confirmed that in the sealed envelope given to him this evening by Hannah Joyce, Town Clerk/Tax Collector, Mrs. Joyce provided a sample copy of a blank residency application which the Board recently requested from her.

Appointments and re-appointments were discussed and the due date for same. The Board confirmed that they have agreed to invite each interested appointee in to speak with them before the individual appointments are signed. There were no other concerns and directives.

Adjourn: There being no further business, Chair Laufenberg declared the meeting adjourned at 8:07 p.m.

Respectfully submitted,

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