

MINUTES

SELECTMEN'S MEETING

November 14, 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, Charles Wheeler, Selectman Davis, and Karl Kelly, and Carina Park, Town Administrator and Eleanor Dewey, Office Assistant and recorder. Selectman Cheney was not present due to a conflict in schedule. During the work session, the Board signed the manifests and reviewed the bills.

Call to Order: Chair Laufenberg called the meeting to order at 6:30 p.m. Members of the public present at this meeting were: Karen Pierce, Shawn Tanguay, Christine Fillmore and Police Chief Warn.

Approval of Minutes: Chair Laufenberg inquired if there were any revisions or concerns regarding the Public Minutes of November 7, 2016. **After revisions made by Chair Laufenberg, a Motion was made by Selectman Davis to approve the Public Minutes as revised. The Motion was seconded and with a roll call vote, the Public Minutes were unanimously approved as revised.**

Privilege of the Floor: None

Old Business: None

New Business:

2017 Preliminary Budget Discussion – Board of Selectmen, Financial Admin & Potential Warrant Articles. Chair Laufenberg called on Carina. Carina proceeded to review the budget in sections, starting with the Selectmen's Office. Chair Laufenberg and Carina will be meeting with Jennah Partington on Friday to discuss the new health insurance policies. Carina informed the Board that Jennah expressed to anticipate a 5% to 11% increase in Health insurance. The flexible spending fund and health reimbursement account will need to be reviewed as the health reimbursement account is presently low due to unusual heavy spending in 2016. **The reimbursement account is set at 50% at present. Carina inquired if the Board would like to leave it at 50% or increase the percentage. Discussion ensued and the Board agreed to revisit this issue and leave the line item blank at this time.** There was discussion pertaining to a percentage change regarding employees' contribution to their health insurance premium. Chair Laufenberg stated that before the Board makes a decision on the increase, a survey of surrounding Towns' percentage practices will be reviewed.

The payroll service was discussed and Carina stated she will revisit with the current payroll service the possibility of direct deposit and other features being included in the service, at the same rate, since the current payroll service, when approached previously, charged additional fees for this service.

Under buildings, Carina stated she left the Building Repair line item flat until she hears from other Departments and she also kept the Electricity line and water line flat. Selectman Davis suggested the

Electricity line be increased as utilities are going up. Rubbish and custodial will have to be revisited for a determination after a decision is made regarding the part time position. Carina did decrease the heating line down a bit, but expressed concern of the unknown. Carina also decreased the postage meter line as the decreased figure is more in line with what the Town is spending.

Discussion ensued regarding including the expense of a storage shed, vs. a storage unit to be added to the budget. This item will be revisited by the Board. It was confirmed that there is money in the Capital Reserve to cover some type of storage facility.

In the Selectmen's section, Carina mentioned that that she did a 3 year average for the Moderator/Meals/memory coding, etc. line and that represented the reason for the decrease. Carina left the Town Administrator line blank, because of the unknown.

In the Financial Administration section Carina addressed merit increases of 2% for staff; however, stated that in the Office Assistant line item, she would like to discuss this matter in Non-Public Session. There is a decrease in the part time bookkeeper line as the \$4,000.00 decrease represents a more realistic figure for hours actually being worked. Town report expenses, Carina recommended that the service be put out for bid. Regarding Computer Services, Certified Computer Service (CCS) recommends that our server be replaced by the end of the year as the server went down this week; however, restoration was a success, but is only a temporary situation. Carina stated she has price quotes and options presented by CCS pertaining to leasing vs. buying outright and she will discuss this further with the Board this evening. Legal expenses are increased by \$5,000.00 due to new Town counsel's fee schedule. The TAN total interest line item was discussed which is at \$6,000.00, and Carina stated she received an interest rate from the bank for 1.4%.

Planning Board and Zoning Board Section, May Brosseau will be in in two weeks to present along with Welfare. John Timson will be in to discuss the Cemetery section and the Library, Conservation Commissioner and Parks and Rec. will also be in on November 28, 2016. Selectman Davis mentioned that the Library Study Committee and 250th Celebration Committee will be requesting a budget for 2017 and Carina will schedule the presentations in December, 2016.

Insurance Section, Carina pointed out that the Worker's Comp line was brought up as she understood that the reduction in 2016 was a reflection of a one-time reduction.

Advertising & Regional Section, it was agreed to leave flat with no additional organizations to be added.

Chair Laufenberg called on Karen Pierce who inquired as to who sets the percentage of health insurance contribution required for employees to pay. It was confirmed that the Board sets the percentage; however, a survey will be done, by Carina and Ellie, to determine what other surrounding Towns are using for a percentage rate and the results will be brought to the Board for further discussion. A percentage will then be set by the Board; (taking into consideration the anticipated total increase in premium presented to the Town for 2017). Further discussion will then be entertained by the Board through public involvement at the two Budget Hearings that will be scheduled before Town Meeting. It

was also clarified that there has never been an annual percentage employee contribution increase policy put in place. It was explained that a policy was discussed, but, as yet, has never been put in place. The Board will be reviewing, as stated above.

Carina continued discussion regarding the computer server. Carina stated that there are two computers up for replacement in 2017, those being for the Deputy Town Clerk and the Assistant to Town Administrator in the amount of \$2,700.00. Carina suggested getting rid of the 2 old assessor computers and the bookkeeper's laptop (in the Selectmen's Office) and replacing them with a single computer (in the amount of \$1,355.00- a laptop, only, would cost \$1,098.00). The single computer will be used by the bookkeeper on Mondays and Fridays and by the assessors Tuesday-Thursdays. Carina presented her case for the single computer and her scenario will save the Town money as the single computer will be added to the service contract, at no extra cost, whereas the laptop service contract was an additional charge to the Town. In addition, Carina presented the options presented by CCS for a new server vs. a leased server. The new server quote is \$8,375.00 (service contract included). A lease option is \$6,000.00 for a three year period, at \$2,000.00 a year, service contract included. Discussion ensued regarding the technology account (approximately \$2,000.00 is in the account at present) and possible payment options in 2016/2017 for the server. **The Board unanimously agreed to purchase the single computer, (to be shared by assessors and bookkeeper) and to follow the replacement schedule in 2017 for the two computers, (one for Deputy Town Clerk and one for the Assistant to Town Administrator) and to lease the server for three years in the amount of \$6,000.00, at \$2,000.00 per year.**

Regarding the part time building custodian position, Carina presented to the Board a list of additional tasks that the custodian would be responsible for. Selectman Davis mentioned that her son, who is a commercial custodian, will be willing to review cleaning requirements needed and he would be willing to serve as a mentor for the individual hired. Discussion ensued regarding start-up costs for lawn and shrub maintenance and the cost effectiveness of a full time employee with benefits vs. subcontractors' fees. The Board requested a cost comparison be drafted. Carina will prepare.

Discussion also ensued regarding a Public Works Department. Discussion ensued pertaining to elected positions vs. appointed positions and the fact that a decision should be made this year, either by Selectmen's Warrant Article or public, in order to even begin consideration for a Public Works Department in the future.

Carina had nothing further to discuss on the budget.

Correspondence: Chair Laufenberg called on Carina and she informed the Board that she was in contact with Michelle Clark, at NH DRA and the Town is not close to reaching a tax rate due to the Campton Village Precinct issue. Carina explained there is conflicting information given to her from NH DRA and John Whitney, CVP Commissioner. The Board explained the problem of the CVP not balanced with NH DRA and asked Mrs. Pierce to please convey to her husband, John Pierce, CVP bookkeeper, to contact Michelle Clark, at NH DRA as soon as possible because this is an emergency situation. It was confirmed that the fact that CVP is not balanced with the State is causing the emergency. The tax rate needs to be

set before tax bills can be processed. Without a steady revenue flow from property tax revenue, a TAN is necessary, causing more expense to the Town. Carina informed the Board that a TAN will have to be applied for and Northway Bank informed Carina that it would take at least two weeks for processing and that would be if it were a very quick process. **Carina inquired as to how much the Town needs to borrow. Discussion ensued, and the Board suggested that 2 million dollars be applied for; however, Selectman Davis recommended that Carina verify that figure, because the consequences of the Town having to apply for additional funds (if needed) would be great.** Carina also mentioned that she will need some additional information from the Town Clerk/Tax Collector in order to apply for the TAN. An email will be forwarded to Mrs. Joyce for this information.

Carina mentioned an issue with NH Retirement System (NHRS), after the audit was performed, and NH RS has now forwarded a refund check to the Town in the amount of \$100.00. In turn, a small \$11.00 portion is due by an employee, and an additional amount is due by the Town. Carina inquired if the Board would like the employee's portion to be paid for by the Town. The Board unanimously agreed that the employee's portion (\$11.00) would be paid by the Town.

Carina informed the Board that she spoke with Mr. Appleton at NH DOT regarding the lights not being lite off of Exit 28. He will reach out to PSNH as the lights should be on and he was not aware they were off. He believes it might be an electrical issue with bulbs; however, he will take care of the matter.

Primex provided the estimate of damages for the Blair Bridge and it is lower than the original estimate. Discussion ensued. The Board agreed to put it out for bid again and the Primex check will be deposited.

Campton Historical Society is having a Cookie Swap on December 4th, from 3:00 p.m. to 5:00 p.m. at the Campton Historical Society. Also, on Monday, November 21, 2016 a presentation on the Turkey Jim Bridge, at 7:00 p.m., at the Campton Historical Society.

NH Extension is holding a training class for forest laws for Municipal officers on December 14, 2016, which is an all-day class.

Northern Pass will be working on Route 3 within the next few weeks doing "field testing materials".

Selectmen Wheeler informed the Board that he will be out of Town from December 3-12, 2016. Selectman Davis will not be available for the November 28, 2016 Selectmen's Meeting. Chair Laufenberg would still like to have the meeting on the 28th, but Selectmen Cheney will have to be present for a quorum.

Due to Selectman Wheeler's absences, Selectman Kelly inquired what Selectmen Wheeler's thoughts were regarding an appointed position vs. elected position for the Road Agent. Selectman Wheeler expressed he was in favor of an appointed position and discussion ensued.

Regarding no COLA, discussion ensued pertaining to merit raises. No decision was made as to a percentage/if any, and it was pointed out that employees compensation may be reduced this year by paying a higher percentage of contribution to their health insurance. Another problem mentioned was the fact that the Town falls behind in compensation raises by not giving an increase, as demonstrated with the wage study, and then it becomes a larger burden on the budget.

There was discussion pertaining to an afternoon Christmas party for all employees on December 16, 2016. Carina will contact local restaurants for a catering quote.

Carina informed the Board that residents on 182 Windmill Road are pruning trees on their property and throwing the brush in the ditch. Butch Bain is on vacation this week and asked Carina if she could draft a letter to the homeowners. The Board concurred.

Non-Public Session in accordance with RSA 91-A: 3 2(a): A Motion was made by Selectman Davis to go into Non-Public Session under RSA 91-A: 3, II (a) regarding personnel. The Motion was seconded by Selectman Wheeler and with a roll call vote: Selectman Davis – aye, Selectman Laufenberg – aye, Selectman Wheeler – aye, and Selectman Kelly – aye, the Board unanimously voted to go into Non-Public Session.

The Board returned to Public Session and a Motion was made and seconded to seal the Non-Public Minutes, and with a roll call vote, the Board unanimously agreed to seal the Non-Public Minutes.

Adjourn: There being no further business, Chair Laufenberg declared the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Eleanor M. Dewey, Office Assistant and Recorder