

MINUTES

SELECTMEN'S MEETING

November 28, 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 Cheney and Karl Kelly and Carina Park, Town Administrator and Eleanor Dewey, Office Assistant and recorder. Selectman Davis and Selectman Wheeler were not present due to conflicts in schedules. During the work session, the Board signed the manifests and reviewed the bills. The Board signed 1 TAN document and 1 letter to Trustees of the Trust Fund.

Call to Order: Chair Laufenberg called the meeting to order at 6:30 p.m.

Approval of Minutes: Chair Laufenberg inquired if there were any revisions or concerns regarding the Public Minutes and Non-public Minutes of November 21, 2016. **After revisions made by Selectmen Cheney and Selectman Kelly, and a review of revisions made by Selectman Davis, (which were submitted by email), a Motion was made by Selectman Kelly to approve the Public Minutes as revised and approve the Non-Public as written. The Motion was seconded by Selectman Cheney, and with a roll call vote, the Public Minutes were unanimously approved as revised and the Non-public Minutes were approved as written.**

Privilege of the Floor: None

New Business: 2017 Budget Discussions

Chair Laufenberg called on Shelley Thompson, Library Trustee who distributed a copy of the 2017 Preliminary Library Budget to the Board. Mrs. Thompson began by giving some library notes of interest: the library has increased in usage this year and 32% of Campton's population is using the library. Selectman Cheney inquired as to the total population figure used. Mrs. Thompson stated the figure was ascertained from Town information and is based on approximately 3,300 to 3,400 individuals. The library is being used, not only for borrowing books, but also for computer access, special events scheduled by the library such as adult reading groups, language classes, creative writing, story hours, movie night and volunteer craftsmen teaching classes. In reviewing the Preliminary Library Budget Mrs. Thompson informed the Board that the library has an excellent Director and Assistant Director and in order to show appreciation for their excellent performance, and she included a 2% increase in their compensation. Other increases related to line item Books/Periodicals/DVDs (from \$10,000.00 to \$11,000.00). Mrs. Thompson indicated that the cost of books has risen and the average cost per book ranges from \$26.00 to \$30.00. Line item Special Programs increased by \$500.00 to accommodate craft supply costs and gift certificates to express appreciation for craftsmen volunteers. The proposed Preliminary Budget increased from \$43,302.00 in 2016 to \$44,776.00. After discussion, Mrs. Thompson was informed that the Board will take the Preliminary Library Budget under advisement and thanked Mrs. Thompson for her presentation.

Chair Laufenberg called on May Brosseau, Planning Board Clerk, who presented the Planning Board Preliminary Budget explaining that postage has increased due to certified mail and an increase in public notice fees. The other change reflected a decrease in the Planning Board Secretary's compensation line item from \$2,000.00 to \$1,850.00, making a total increase of \$150.00 to the bottom line.

May Brosseau, Zoning Board Secretary presented the Zoning Board Preliminary Budget which stayed flat for a total bottom line figure of \$1,400.00.

May Brosseau presented the Town Mapping Preliminary Budget which remains flat at \$5,500.00. May explained that this year Ron Reynolds has been hired to input all the road frontage on the tax maps, and he has done an excellent job, and the project has been completed. Ron Reynolds has also been instrumental in improving the Town website and May informed the Board that the tax maps are now all on line thanks to Ron. In addition, May stated that 2 map file cabinets have been purchased that are needed to make more room to save the existing maps from tearing. Carina added that the cabinets will accommodate some of the old maps that need filing. Carina informed the Board that a work day will be scheduled for the back room cleanup project.

May Brosseau, as Welfare Director, presented the Welfare Preliminary 2017 Budget. The proposed total remains the same as last year, at \$35,000.00. May explained that the expenses in 2016 attributed to fuel, prescriptions, security deposits for housing and two cremations. The total expenses, as of November 1, 2016 were approximately \$15,638.68. Chair Laufenberg commended May on what a great job she has done on keeping the Welfare budget down. Concerns were discussed about fuel and the fact that we are now approaching the high usage heating fuel season. May stated that the State fuel assistance program kicks in on December 1, 2016 which will lessen the fuel burden. The Board thanked May for her budget presentations.

Chair Laufenberg called on Lisa Ash, Park & Rec. Director to review the Park & Rec Preliminary 2017 Budget. Lisa stated that Parks and Rec. is growing and she now has a waiting list. She explained that she increased the budget by \$5,000.00; however, the anticipated additional revenue will eliminate a total bottom line increase. Supplies increased due to food costs for snacks even though help is received from the Food Bank program (which Lisa is very grateful for) there are still food costs. Postage has also increased. Lisa indicated that salaries have been kept flat as the college student program contributes to the hourly rate saving approximately \$15,000.00. The Town Cost bottom line Preliminary Park & Rec. Budget is \$53,527.00 as opposed to 2016 actual bottom line of \$53,569.00. Lisa also commented on all the cooperation she receives from of the Elementary School staff and it is very much appreciated. The Board was comfortable with the presented figures even though Lisa offered to try to work with any suggestions that might be presented by the Board. The Board thanked Lisa for her presentation.

Chair Laufenberg called on Shannon Garnsey, Campton Conservation Commission (CCC) member, who presented the 2017 Preliminary Campton Conservation Commission Budget. Mrs. Garnsey explained that there is one addition in the amount of \$250.00 for the 250th Celebration. She explained that the 250th Celebration Committee has asked for permission to use the Pattee Property (owned by CCC) as the location for the Celebration. The CCC were thrilled to accommodate the Celebration Committee;

however, some anticipated costs will be incurred for porta johns, etc., hence, the \$250.00 addition to the budget. Mrs. Garnsey stated, thanks to Ron Reynolds, the CCC has not had to incur any technical support costs. The bottom line of the proposed budget is \$1,396.00 and the Board agreed to make the bottom line an even \$1,400.00 and will adjust the Preliminary Budget accordingly to reflect the \$4.00. The Board thanked Mrs. Garnsey for her presentation.

Correspondence: Carina stated that she spoke with Tammie Beaulieu, Thornton Town Administrator, and tentatively set the joint Campton/Thornton Board of Selectmen's meeting for December 19, 2016, at 5:00 p.m., in the Community Room. The Board concurred. The regular Campton Selectmen's Meeting will commence after the joint meeting, at 6:30 p.m., on the 19th.

Carina stated she put in the Board's packet an expense report. Chair Laufenberg inquired if there were any highlights. Carina did explain that some line items may appear to be over budget such as health and dental; however, it is an expense, but is a reimbursed expense. Carina also stated that she pulled out the salt expense from the Highway Department subcontractors' line item; however, she has not separated the sand expense as yet. Overall, Carina stated that approximately 99% of the Departments' Budgets are under budget, at present, with approximately 80% expended.

North Country Council (NCC) sent a packet of information and Carina has it available for anyone interested. North Country Council has expressed an interest to come in to speak with the Board. Chair Laufenberg confirmed that he invited Barbara Robinson, Executive Director, NCC to a Board meeting. Chair Laufenberg expressed that he felt (from past experience with NCC) that the Town could benefit greatly from their assistance in developing a Master Plan, Planning Board information and even developing a road survey. The dues for the Town of Campton to become a member of NCC is \$4,559.49. Chair Laufenberg expressed that the benefit would far outweigh the cost factor. Ms. Robinson will be in next week to speak with the Board. Selectman Cheney mentioned that at one point a UNH student was supposed to assist the Town in doing an audit of Town roads; however, that never came to be. Chair Laufenberg explained the issues that arose interfering with that plan.

Carina explained that the official tax rate documentation from the State has not been received as yet; however, she has contacted Michelle Clark, at NH DRA to get an update. Carina did caution the Board to be on the lookout for an email from her this week requesting Board members to be available to sign documentation from the State.

The TAN is moving along and it is hoped that a date will be available by the end of the week as to when the Town will be able to get the first disbursement. Northway Bank has indicated, if necessary, that if the Town needs funds before approval, Kristy Goodson will authorize an overdraft to cover same.

Non-Public Session in accordance with RSA 91- A: 3, II (a): Chair Laufenberg moved for a Motion to go into Non-Public Session in accordance with RSA 91- A: 3, II (a) regarding a personnel matter. The Motion was so moved and seconded, and with a roll call vote: Selectman Laufenberg – aye, Selectman Kelly – aye, and Selectman Cheney – aye, the Board unanimously agreed to go into Non-Public Session, at 7:20 p.m. The Board came out of Non-Public Session at 7:25 p.m.

A Motion was made in Public Session to seal the Non-Public Session Minutes. The Motion was seconded and with a roll call vote the Motion was unanimously approved to seal the Non-Public Minutes.

Board Concerns and Directives: Chair Laufenberg called on Selectman Cheney who inquired about the issues encountered in balancing with the Town Clerk/Tax Collector's Office, Mary Durgin, Town Treasurer and the Selectmen's Office. Carina explained that the matter still has not been resolved; however, she will be speaking with Greg Colby, Town Auditor, who has indicated he will be willing to give an opinion letter on the issue. Carina will update the Board.

Selectman Cheney also inquired about an opinion letter he had requested from Town Counsel. Carina stated that she actually received the opinion letter today, at 5:30 p.m., and she will forward it to Selectman Cheney.

Selectman Kelly expressed that it has come to his attention that driveway permits are solely issued by the Compliance Officer. **Selectman Kelly suggested that the Road Agent should be involved in the process also. The Board agreed that this procedure should be a part of the Road Agent's job description as it directly affects the Road Agent's job. The Board agreed, the procedure, going forward, will be that once the Compliance Officer signs off on the driveway permit, the permit is then submitted to the Road Agent for sign off, (before the permit is approved).**

Chair Laufenberg inquired about the RFP's for the Alden Pond Dam. Carina confirmed that she has the templates and it is in the rough draft stage, but, it is in the works.

Chair Laufenberg responded to Selectman Cheney's inquiry (earlier this evening) about the CIP update. Chair Laufenberg stated that he and Carina drafted a 10-year "wish list". It now has to go before Town Meeting for vote, to allow the creation of a CIP Committee. Discussion ensued pertaining what individuals will comprise the once created committee; the fact that the CIP will be a useful tool during budget season; and renting equipment vs. contracting out.

Selectman Kelly inquired about the email from Town counsel included in the Board's packet. Chair Laufenberg reminded the Board that they gave permission to Hannah Joyce, Town Clerk/Tax Collector to contact Town counsel regarding some questions that arose with certain properties during the tax deeding process. The email from Town counsel gives an opinion on the specific issues.

Adjourn: There being no further business, Chair Laufenberg declared the meeting adjourned at 8:14 p.m.

Respectfully submitted,

Eleanor M. Dewey, Office Assistant and Recorder