

MINUTES

CAMPTON'S SELECTMEN'S MEETING

AND

CAMPTON/THORNTON/ELLSWORTH JOINT SELECT BOARD MEETING

July 10, 2017

The Campton, Thornton and Ellsworth Select Board met at 6:00 p.m. at the Campton Municipal Building. Present representing the Campton Select Board were: Selectmen, Peter Laufenberg, Sharon Davis, Charles Cheney and Karl Kelly and Carina Park, Town Administrator, May Brosseau, Assistant to the Town Administrator and Eleanor Dewey, Office Assistant and recorder. The members present representing the Select Board for the Town of Thornton were: Selectmen, Roy Sabourn, Marianne Peabody, John Paul Hilliard and John Gaites, and Tammie Beaulieu, Thornton Town Administration. Members representing the Ellsworth Board were: Michael O'Brien, Anthony Landroche and Steven Taves.

Call to Order: Chair Laufenberg called the meeting to order at 6:00 p.m. Members of the public present at this meeting were: Gregory Jencks, Russell Allard, Susan B. Jayne, Brenda Boisvert, Virginia Erickson, Robert Bain, Ian Halm, Tom Mullen and George Wright. The Minutes were recorded this evening.

Approval of Minutes: Chair Laufenberg inquired if there were any revisions or concerns regarding the Public and Non-Public Minutes of June 19, 2017. There were no revisions, and a Motion was made and seconded to approve the Public Minutes and Non-Public Minutes, as written, and with a roll call vote: Selectman Laufenberg – aye, Selectman Davis – aye, Selectman Cheney – aye, and Selectman Kelly – aye, the Public and Non-Public Minutes were unanimously approved as written.

New Business:

2016 Audit Update: Carina stated that she spoke with Greg Colby, Town Auditor, who suggested, in order to save time, to not include the Capital Assets this year. He indicated a more thorough report was needed in order to include the Capital Assets in 2018. Carina expressed that extensive research will be needed to go back ten years. **Discussion ensued, and it was the consensus of the Board to research as far back as information is available (possibly only six years), in order to clear up the issue to meet audit requirements. Mr. Colby will be supplying a draft version of the 2016 audit and discussion will be needed to file an analysis report which Chair Laufenberg will prepare while Carina is out on maternity leave.**

Old Business: Deer Run Dam Expenditures Update: Carina stated that the Board has in their packet an estimate of engineering expenses from Dubois & King for the dam this year, broken down in two phases. The total cost of the two phases is \$54,900.00 for this year for engineering work, only. Phase II of the quote includes preparation of an estimate of probable construction costs for the project. Discussion ensued as to concerns of the full cost of the project to satisfy the DES's letter of deficiencies; however,

there are no final costs estimates in place at this time. Dubois & King is now asking for authority to move forward by the Board signing the acceptance of the proposal for the two phases. **Discussion ensued. Selectman Davis made a Motion to accept the Phase I and II Proposal of Dubois & King for the Deer Run Dam project in the amount of \$54,900.00. The Motion was seconded and with a roll call vote: Selectman Laufenberg – aye, Selectman Davis – aye, Selectman Cheney – aye, and Selectman Kelly – aye, the Board unanimously approved the Motion and authorization of acceptance was signed this evening.**

New Business: Campton/Thornton/Ellsworth Transfer Station - Chair Laufenberg called on Kevin McGuire, Transfer Station Manager who explained that he met with the architects regarding the renovations and they addressed a safety issue which needs to be corrected concerning cracks in the cement block wall where the trash compacter can is located. Mr. McGuire supplied a picture of the wall to the Boards this evening. Mr. McGuire explained that when the trailer is pulled out, he has to have his staff enter this area to clean up rubbish which presents additional safety issues. Mr. McGuire stated that the architect met with the Thornton Select Board and an estimated cost to correct the problem is \$15,000.00 to \$20,000.00. Mr. McGuire also discussed the possible scheduled time to close the Transfer Station in order to complete the job which would entail four days, but only one service day. However if a can was rented he would not have to close at all. Discussion ensued regarding the process of anchoring the blocks and possibly a fence around the edge which does not interfere with where the public distributes their trash in the compacter. Tammie Beaulieu, Thornton Town Administrator, stated that as soon as final figures of costs of the full renovation project are received (with the safety issue included) she will provide that information to Carina. Tammie Beaulieu confirmed that, at present, there has been no timeline set for the project; however, anticipation is that the renovation project will be done this fall. **The Boards did concur that the safety issue needs to be addressed as soon as possible and not wait until fall.** There were no further questions presented regarding the Transfer Station and the Boards thanked Mr. McGuire for his presentation.

Campton/Thornton Fire Department - Chief Defosses acknowledged Brenda Boisvert, Fire Commissioner who will discuss the Wage Study which was requested and provided by MRI. Mrs. Boisvert explained the study has two parts, i.e. salary and benefits what needs to be done to bring individual staff up to comparable wages in comparison to other local Towns in the area. Mrs. Boisvert stated that it has been approximately 4 years since the last Wage Study so there needs to be a considerable increase to get salaries up to compete with other Towns with similar job positions. Mrs. Boisvert stated that the cost for bringing salaries up amounts to an increase of \$6,033.00 for the full year and it is the recommendation of the Fire Commissioners to take care of this in 2017. Chief Defosses felt certain he could find monies in the budget to make the increase possible. It is hoped by making this adjustment the Fire Department will be able to keep staff rather than losing them to higher paid salaries in a different Town. Mrs. Boisvert explained the second part of the wage Study related to benefits. She explained that they are awaiting a proposal from an outside firm for insurance benefits (with levels that can be chosen by employees), but that information is not available at present. Discussion ensued pertaining to summarizing the study spelling out where the \$6,033.00 would be distributed and comparing where an individual employee is at present in the salary range and spelling out the different

steps for each position. Also concern was expressed that the Towns compared seemed to not compare “apples to apples”. **It was agreed that an “executive summary” needed to be prepared for the Boards to review before any decisions were made.**

Chair Laufenberg inquired regarding an update on the ambulance. Chief Defosses stated that it looks like a van style ambulance would range in the \$180,000.00 to \$200,000.00 range. A “F” Series, more like a truck style, would be in the \$220,000.00 for a new ambulance. However, Chief Defosses stated that the department is facing significant repair issues with the present ambulance which has presently totaled approximately \$12,000.00 and he is not sure how long the ambulance is going to last. Ian Halm, Deputy Fire Chief stated the vehicle shakes, and, at times, the engine races and on occasions he is concerned it will not make it to the destination. The ambulance has been out of commission approximately a total of 30 days this year which has resulted in loss of revenue in transports alone in the amount of \$5,000.00 to \$10,000.00 and additional revenue lost by having to depend on other Towns to assist. Chief Defosses expressed that something might need to be done this year and he inquired about “a Plan B”, being the possibility of purchasing a used vehicle. Fire Commissioner Mrs. Boisvert confirmed that the Commissioners are united that a “Plan B” needs to be in place. Discussion ensued. **It was agreed that Chief Defosses present a proposal to the Boards for review for a used ambulance and the Boards will meet jointly to discuss on Monday, July 31, 2017. Chief Defosses agreed he will prepare different options on certain vehicles, his recommendations and reasons why.**

Mrs. Boisvert indicated, on another matter, that Engine 5 is going to be put out for bid and she had the agreements to be signed by the Town of Thornton and Town of Campton to authorize putting it out to bid. She distributed the agreements. Chief Defosses explained that the agreements authorizes the Fire Department to sell the vehicle and the revenue to be distributed to the Towns of Campton and Thornton as those were the two Towns that purchased Engine 5. Discussion ensued. **A Motion was then made by Selectman Davis to approve the Agency Agreement, as proposed. The Motion was seconded and with a roll call vote: The Campton Select Board voted unanimously to approve the Motion.**

**A Motion was made by Selectman Sabourn of the Thornton Select Board to put out for bid Engine 5 as described in the proposed Agency Agreement. The Motion was seconded by John Gaites, and with a roll call vote, the Thornton Board unanimously approved the Motion.**

Chair Laufenberg continued the meeting by discussing one last item with the joint boards. He indicated the Intergovernmental Agreement is up for renewal this year and the Campton Board has had some discussion. He explained that the Campton Board is interested in exploring the reorganization of the Fire Department pertaining to the operation and overhead. The Campton Board would like to renew the Intergovernmental for a one year period rather than the usual three year period. The Campton Board would also like to start conversation pertaining to making the Fire Department more efficient and possibly have it run similar to the way the Campton/Thornton/Ellsworth Transfer Station is run. It was suggested that the one year period would be a temporary measure to reorganize the Fire Department and then possibly going back to a three year period. It was also mentioned that the Campton Board was thinking along the lines that

**the Town of Campton would take the lead, just as the Town of Thornton takes the lead for the Campton/Thornton Transfer Station. The Thornton Board and the Ellsworth Board were open to discussion.**

Chief Defosses informed the Board that Engine 2 had a fire in the pump panel recently and it is now out for repair. The approximate cost for repairs is \$4,500.00.

Chair Laufenberg commended Chief Defosses and his staff for a job well done regarding the recent emergency flash flooding events in the Town of Campton. Chief Defosses said he couldn't have done it without the help of his staff and Mutual Aid. Chief Defosses also commented on how training has enabled his staff to perform in the excellent manner they did, and he was happy the Town invested in additional training for the Fire Department which proved beneficial under the circumstances.

The Thornton and Ellsworth Board excused themselves from the meeting and Chair Laufenberg continued the meeting with Old Business.

Snow Removal & Plow Contract Proposals: Chair Laufenberg called on Robert "Butch" Bain, Road Agent. Carina explained that after placing an ad in the Penny Saver, the Record Enterprise, on the website and posting at the Municipal Building she received 6 letters of interest from contractors. The positions were advertised as \$80.00 per hour with no assigned routes. The routes will be assigned by the Road Agent. The contractors are: Brad Benton, Sr. and Brad Benton Jr., Russell Allard, Gregory Jencks, dba Property Management, Evergreen Acres Landscaping and 3 Lakes Landscaping. Butch explained that he has now 4 designated routes and the 2.1 mile around Merrill Road can be included in with whoever does Hodgeman Hill, and, if needed, he can act as a floater which would save the Town approximately \$12,000.00. With this being said, Butch felt this was the best way to go. Concerns were discussed about the possible back tracking of the Town truck and possibility of delays in the plowing of Winterbrook Road. Butch clarified the routes and assured Selectman Kelly and Selectman Cheney that the Town truck will not be going out of its way and there will be no delays in maintaining Winterbrook Road as he can be a floater if need be. **Chair Laufenberg requested that Butch provide the Board with his recommendations for contractors to be hired and what routes he will assign to each and to express his reasons why. Butch will provide that information to the Board this week in order for the Board to make a decision on July 17, 2017. Selectman Cheney expressed that he would like to inspect the proposed contractors' equipment as there were issues in the past. Selectmen Cheney will do the inspections this week. Butch also informed the Board that he would like to discuss some personnel issues with the Board before a decision is made. Carina stated that there are six applicants and four routes and she will make the necessary provision in the Snow Removal & Plow Contract pertaining to the deadline for acquiring the proper insurance coverage.**

Selectman Cheney inquired as to when an appointment will be set up to meet with Ed Sommerford regarding his road complaints. Butch explained that he met with Mr. Sommerford and some work was done to address the issues and Mr. and Mrs. Sommerford were very pleased with the results. Selectman Cheney will also follow-up with Mr. and Mrs. Sommerford.

Non-Public Session in accordance with RSA 91-A: 3, II (c). **A Motion was made by Selectman Davis to go into Non-Public Session under RSA 91-A: 3, II (c). The Motion was seconded and with a roll call vote: Selectman Laufenberg – aye, Selectman Davis – aye, Selectman Cheney – aye, and Selectman Kelly – aye, the Board unanimously agreed to go into Non-Public Session at 7:30 p.m. The Board came out of Non-Public Session at 7:33 p.m.**

Privilege of the Floor: Chair Laufenberg called on Tom Mullen and George Wright. Mr. Mullen explained that they were here this evening to ask for the Town's support regarding Northern Pass. He explained that Granite State Power Link (GSPL) is requesting approval of their existing power line to be used by Northern Pass rather than Northern Pass going down Route 3. Mr. Mullen expressed that the use of this existing right-of-way would be the preferred route as far as the Town of Campton is concerned. Mr. Mullen explained that he drafted a sample letter of support to Granite State Power Link which the Town may use (or may choose to draft their own letter of support). Mr. Mullen read his draft letter to the Board which spelled out the reasons why the approval of Granite State Power Link's existing right-of-way is so important. Mr. Mullen stressed the urgency of a support letter being received by Granite State Power Link before July 20, 2017, as there will be a meeting in Boston pertaining to the outcome of same on that date. Chair Laufenberg informed Mr. Mullen and Mr. Wright that the Board would take their request under advisement. Mr. Mullen and Mr. Wright thanked the Board for their time.

Old Business: Personnel Policy Revision Approval - Carina inquired if the Board had a chance to review the revisions. She also inquired if the Board was in agreement to make the effective date of the Personnel Policy to be January 1, 2018. **Discussion ensued and the Board agreed the effective date of the Policy would be January 1, 2018. Discussion ensued pertaining to the section, "Workplace Violence Prevention", paragraph 2, "regarding firearms, weapons, and other dangerous or hazardous devices..." A Motion was made by Selectman Davis to strike the last sentence in Paragraph 2 of the section entitled "Workplace Violence Prevention" of the Personnel Policy. The Motion was seconded and with a roll call vote: Selectman Laufenberg – aye, Selectman Davis – aye, Selectman Kelly – aye and Selectman Cheney – aye, the Motion was unanimously approved. The Board also approved the \$425.00 per month opt out payment.**

**A Motion was made by Selectman Davis to approve the Emergency Closure Policy. The Motion was seconded and with a roll call vote: Selectman Laufenberg – aye, Selectman Davis – aye, Selectman Kelly – aye, and Selectman Cheney – aye, the Motion was unanimously approved.**

Selectman Kelly inquired about the holiday pay issue that arose this past week due to the emergency flash flooding occurrences. Discussion ensued. The Board unanimously agreed that if the situation arose again, they would handle the matter on a case by case basis.

**A Motion was made by Selectman Davis to approve the Personnel Policy with the revisions discussed this evening and the effective date of the Policy to be January 1, 2018. The Motion was seconded and with a roll call vote: Selectman Laufenberg – aye, Selectman Davis – aye, Selectman Kelly – aye, and Selectman Cheney – aye, the Motion unanimously approved.**

Correspondence: Carina informed the Board that DRA has given the Town access to the Campton Village Precinct's (CVP) portal. Carina explained that DRA informed her that the Town legally has a right to viewing the portal. Carina stated, in viewing the portal, documents have been submitted by CVP. However, signature documents have not been submitted, but she has contacted the CVP to make them aware of what additional information is needed for DRA, and she feels the Town is in much better shape than they were last year regarding this matter.

**Carina explained that the utility values will not be completed by the assessors until the end of September. Due to the delay DRA suggested that the Town request an extension to file the MS-1 form. May did mention that it will be in the Town portal in August, but Carina will not have it in her portal in time. With that in mind, Carina drafted the extension requesting the extension date to be November 1, 2018 and if the Board was agreeable, they can signed the extension this evening. May Brosseau will not submit the form until time progresses. The Board concurred and signed the extension this evening.**

Carina stated that she spoke with Town Attorney regarding when the Town should start paying snow plow contractors. He informed her that whatever the contract states is when the Town starts paying compensation. This is because they are "private" contractors. The Attorney suggested the word sub-contractor be removed in the contract and replaced with "private" contractor and Carina made that revision.

**Carina informed the Board that the old Campton Inn is going up for auction on Friday, July 14, 2017. She contacted Town Attorney regarding the provision of getting a building permit with 60 days (and completion within one year) or a demolition permit with completion of same within 90 days. The Board agreed with the timelines. These provisions will be a part of the Developmental Agreement which will be signed by the buyer at the auction.**

Carina explained that the meeting regarding the Chamber Building went well and the State does not claim title to the land. However, the original deed from the Town (Attorney McCormick believes) is not correctly referencing the chain of history and it may be that a corrective will need to be drafted.

Chair Laufenberg addressed dismay with the fact that the Town sold the Chamber Building to the Chamber for \$1.00 and now a sizable profit is going to be realized by the Chamber. Selectman Davis explained that the Town made this decision so the Chamber could obtain an equity mortgage because the Chamber did not have any money. Carina also confirmed that other members of the public have expressed this same concern.

Board Concerns and Directives:

**Chair Laufenberg called on Selectman Davis who expressed concern that the irrigation system at the Municipal Building complex is not in working order and she fears the shrubs and flowers that the Town invested in will be stressed or lost without sufficient water. With that in mind, she requested permission from the Board to contact a reliable irrigation system company that Carol Lenahan utilizes**

**to get an estimate on the cost to get the present irrigation system up and running. The Board was in agreement to get an estimate.**

Chair Laufenberg called on Selectman Kelly, Emergency Manager Director regarding an update on the recent flash flooding emergency. Selectman Kelly stated that FEMA had a meeting with the Town today and a percentage of reimbursement will be made; however, the Town will have to expend monies before that occurs as it will take some time. Butch Bain stated that the damages to the road are in the vicinity of \$40,000.00 to \$60,000.00 and that a couple of culverts and ditching will be part of the reimbursement. Carina stated that the additional payroll and payroll taxes will be taken care of this coming week. Because of the time lapse before reimbursement, discussion ensued regarding where to find funds in the budget.

Butch also mentioned that if he had access to the communication radios in the Municipal Building, it would have been helpful during the emergency. **The Board agreed to have keys made up for Butch for the back door to the Municipal Building.**

Chair Laufenberg commended Butch Bain and his staff for a job well done during the flash flooding emergency.

Carina informed the Board that this week she is turning over all tasks designated to May while she is out on maternity leave. She also stated that she will have an “out of the office message” on her email during her maternity absence. The message will give instructions on who to contact for their particular needs while she is out on maternity leave.

Adjourned: There being no further business, Chair Laufenberg declared the meeting adjourned at 8:20 p.m.

Respectfully submitted,

Eleanor M. Dewey, Office Assistant and Recorder