

## MINUTES

### SELECTMEN'S MEETING

Joint Meeting with Campton, Thornton & Ellsworth, NH Selectboards

**January 9, 2018**

The Campton Board of Selectmen met at 4:30 p.m. at the Campton Municipal Building. Present were Selectmen, Peter Laufenberg, Charles Wheeler, Bill Cheney, Sharon Davis, Karl Kelly and Town Administrator Carina Park.

Thornton Board of Selectmen in attendance: Roy Sabourn, John-Paul Hilliard, John Gaites, and Brad Benton. Former Thornton Town Administrator Tammie Beaulieu also in attendance along with current Town Administrator Debra Shepard.

Ellsworth Board of Selectmen in attendance: Mike O'Brien and Steve Taves; Ellsworth Town Administrator Donna O'Brien also in attendance.

Transfer Station Manager Kevin McGuire; Fire Chief Dan Defosses; Police Chief Christopher Warn; Road Agent Robert "Butch" Bain; Cemetery Sexton John Timson.

Members of the public present at this meeting were: Town Clerk/Tax Collector Hannah Joyce, Deputy Fire Chief Ian Halm, Craig Keeney, Nancy Donahue, Mary O'Brien, Brenda Boisvert, Virginia Erickson, Jay Wagner.

Cub Scouts were also in attendance and asked questions about civic duties. The Cub Scouts were also interested in knowing why the Selectboard members chose to serve on the Selectboard.

The Minutes were audio recorded for the Town this evening.

During the work session, the Campton Selectboard signed the payroll manifest and reviewed the bills.

**Approval of Minutes:** Chair Laufenberg inquired if there were any revisions or concerns regarding the Public Minutes and Non-Public Minutes of December 18, 2017. **Selectman Davis recommended revisions in three spots that stated selectmen instead of selectman Kelly. A Motion was made to approve the Public Minutes and Non-Public Minutes of December 18, 2017 with revisions. The Motion was seconded and with a roll call vote the Public Minutes and Non-Public Minutes of December 18, 2017 were unanimously approved with revisions.**

**Privilege of the Floor:** Chair Laufenberg answered a Cub Scout question as to why they say "aye" at the end. Chair Laufenberg answered it means yes, with nay being no.

#### **New Business:**

**2018 Budget Discussion – Library –** Chair Laufenberg called on Mary O'Brien and Nancy Donahue, members of the Library Study Committee. They were asking for \$500 to be used to keep residents informed of resources the library has to offer. Chair Laufenberg asked if this was

in the purview of the study committee. Chair Laufenberg said he doesn't see a problem with approving the \$500 this year but next year they should revisit the study.

2018 Budget Discussion – Cemetery – Chair Laufenberg called on Cemetery Sexton, John Timson. Chair Laufenberg commented the budget looked the same as last year. John Timson agreed. Discussion ensued on a tree that had fallen down and the damage it had caused.

2018 Budget Discussion – Police Department Budget – Chair Laufenberg called on Chief Christopher Warn. The only major change was the retracted expense for a prosecutor. With fuel costs going up Chief Warn commented he does encourage fuel be purchased in Campton; he feels they will still be within the budgeted amount. The uniform line is for potential new officers along with some equipment, for existing officers, which does need to be replaced. The oldest cruiser will need to be replaced at some point. There is a decrease in the office line as some major purchases had already occurred. They were able to save \$4,000 on that line last year. Chair Laufenberg questioned the line on wages for the Chief's salary increase as well as the increase for the executive secretary. Chief Warn replied that over the years he has focused on getting the sworn officer's salaries increased to remain competitive. The administrative assistant's increase was to keep it consistent with what the officers have had (3%). His numbers compare best with Bristol and Woodstock in regards to a wage increase for his position.

2018 Budget Discussion – Highway Department – Chair Laufenberg called on Butch Bain. Mr. Bain said nothing major has changed in his budget. He continued he has no changes that he would like to see. There was discussion on the "sub-contractor" line. The proposed increase is due to good feedback from March for the ditching work performed. Chair Laufenberg asked why this work needs to be subbed out. Mr. Bain said there are a lot of roads that haven't been ditched and the east side of town still needs work. The health insurance line is questioned. Ms. Park said there was a 14% increase in health insurance premiums this year. They also increased the opt-out amount. Mr. Cheney questioned the increase for grading. Mr. Bain answered the truck had some expensive repairs last month. After the last big storm they had another break down. He commented he is trying to "nurse" it through this winter. In the last month they have \$10,000 in bills on that vehicle.

Correspondence:

Ms. Park told the Selectboard she had a meeting with Certified Computers for an inventory of what they currently have for computers. A lot of towns are going with what they call a Total Care Package. The town could amortize the cost of replacing computers into their contract period. Rather than replace on a cyclical basis they could be replaced at will. The cost would be approximately \$3000 more per year but works out to the same as the cost of computers would be included. This plan offers more flexibility.

Ms. Park continued they haven't made a decision on the CAP program through Primex. The Selectboard needs to keep this on their radar.

Granite State Glass quoted \$5,066 for windows in the Town Clerk building. Ms. Davis said this should go into the budget for next year. Ms. Park will also get a quote from Pemi Glass. It is decided this will not go into the building line but will come out of the Building Fund.

**In Public Session a Motion was made to go into Non-Public Session under RSA 91-A: 3, II (b) regarding personnel. The Motion was seconded and with a roll call vote: Selectman**

**Laufenberg – aye, Selectman Davis – aye, Selectman Kelly– aye, and Selectman Wheeler – aye, the Board went into Non-Public Session at 5:26 p.m. The Board came out of Non-Public Session at 5:48 p.m.**

**Board Concerns and Directives:** Selectmen Kelly asked about FEMA funds and wanted to make sure it goes back into the Highway Capital Reserve for Road Reconstruction as we expended funds for gravel. Chair Laufenberg said they will also be getting Federal funds for the October storm. Ms. Park said she would contact DRA to find out how they appropriate the funds back into the budget. She believes it will be considered Unanticipated Revenue.

Mr. Wheeler asked if there was a mechanism in place to have minutes emailed to people when they ask. Ms. Park responded she can email them to people if they ask but there is nothing set up for this to be done automatically.

**CIP Update:** Chair Laufenberg commented the CIP committee has met three times. During their last meeting they started to delve into some long-term and short-term capital improvements for next year. As they committee is in the initial phase funding for all projects has yet to be determined however the committee does have recommendations for the 2018 budget. They are as follows: command vehicle for the fire department to be purchased out of the capital reserves; International truck to be replaced in part from the heavy equipment fund and the remaining bonded out. The Transfer Station is another area which needs some renovations, CIP committee suggests using capital reserves for this expenditure as well.

As a committee they have decided there are a number of improvements that need to be done on municipal buildings. Moving forward it is recommended a trust fund be established. Capital reserves get used but a trust fund will be established for purchases that are needed based on the CIP. It will allow more flexibility. Capital reserves are for specific purchases whereas a trust fund offers more liquidity.

Chair Laufenberg along with Capital Improvements Plan Committee Member Craig Keeney addressed the issue of storage space and using the upper floor of the town hall for storage.

**2018 Intergovernmental Agreement Renewal & Transfer Station 2018 Budget:** Chair Laufenberg called on former Thornton TA, Tammy Beaulieu, to discuss warrant articles (fire department). Chair Laufenberg explained the conversation on changing the way the fire department currently operates to a stand-alone fire department and bringing the fire department strictly under the purview of Campton. This had been discussed before and all three towns have indicated this is a direction they would like to explore. They should have a conversation on how they move forward on editing this for future agreement.

Thornton Selectman Roy Sabourn said he hasn't given much thought about an agreement as he was under the impression this would be a warrant article. He continued that the Thornton Board was in favor of doing this.

Chair Laufenberg said there are two driving forces; one the commission isn't functioning due to not being able to find people to serve on it. There are also cost savings. By putting the fire department under just Campton the process (insurances, legal fees) would be stream lined.

It is suggested each town (Campton, Thornton and Ellsworth) establish a subcommittee to work on the process of changing the way the fire department functions.

Tammy Beaulieu introduced the new Thornton TA, Debra Shepard.

Kevin McGuire, Transfer Station Manager, presented his budget to the Selectboard(s).

Sharon Davis made a motion to approve the Transfer Station's budget with flexibility in the health insurance area. Motion seconded by Selectman Cheney; all in favor.

Mike O'Brien (Ellsworth Selectman) made a motion to approve the Transfer Station's budget with flexibility in the health insurance area. Motion seconded by Selectman Taves; all in favor.

John Gaites (Thornton Selectman) made a motion to approve the Transfer Station's budget with flexibility in the health insurance area. Motion seconded by Selectman Sabourn; all in favor.

Chair Laufenberg said the Intergovernmental Agreement for the Transfer Station needed to be renewed for two years.

Charlie Wheeler made a motion to approve the Intergovernmental Agreement for the Transfer Station. Selectman Davis seconded; all in favor.

Mike O'Brien (Ellsworth Selectman) made a motion to approve the Intergovernmental Agreement for the Transfer Station. Motion seconded by Selectman Taves; all in favor.

Roy Sabourn (Thornton Selectman) made a motion to approve the Intergovernmental Agreement for the Transfer Station. Motion seconded by Selectman Gaites; all in favor.

Discussion on construction work that had been planned for the Transfer Station and problem in getting bids.

2018 Intergovernmental Agreement Renewal & Fire Department 2018 Budget: Fire Chief Dan Defosses shared his budget with the Board. Some changes were made. He added in the base overtime to the regular wage lines. Another change was on the overtime. When the base overtime was adjusted into the normal hours the overtime wasn't removed from the budget. Unemployment expense had previously been budgeted as a percentage; previous to that it had been put into the insurance line leaving the percentage too high. The Treasurer suggested dropping it to \$500. The average has been a little over \$100.

Legal expense was at \$4,000 with the most ever being spent was \$1,500. Insurance line came up a bit due to a life insurance they must offer. Cell phone line is up as each ambulance now has a cell phone due to being able to give more personal information to a hospital over a phone versus using a radio.

Heating fuel is up a bit to help offset any increase in the cost of fuel. Health and safety line is also up due to the cost of physicals. The original proposal was \$770,496; the current proposal is \$762,903. The year was ended with a little over \$27,000 left.

Chief Defosses explained why there was \$27,000 left versus the anticipated \$50,000. Chair Laufenberg asked for the explanation be given to them in writing.

Discussion on radios for the vehicles and whether to spend money on one mobile or one mobile and two portables.

Campton Selectboard member, Sharon Davis, made a motion to accept the spending of \$27,150 for the stretcher and radios. Motion seconded by Selectman Wheeler and unanimously approved by the Campton Selectboard.

Ray Sabourn of the Thornton Board of Selectmen made the motion to accept the spending of \$27,150 for the stretcher and radios. Motion seconded by Selectman Benton, and also approved unanimously.

Mike O'Brien of the Ellsworth Board of Selectmen made the motion to accept the spending of \$27,150 for the stretcher and radios. Motion seconded by Selectman Taves, and also approved unanimously.

Sharon Davis made a motion to accept the Fire Department's budget for the amount of \$762,903. Motion was seconded by Selectman Wheeler and approved unanimously Campton Board of Selectmen.

Mike O'Brien of the Ellsworth Board of Selectmen made a motion to accept the Fire Department's budget for the amount of \$762,902. Motion seconded by Selectman Taves and approved unanimously.

Ray Sabourn of the Thornton Board of Selectmen made a motion to accept the Fire Department's budget for the amount of \$762,903. Motion was seconded by Selectman Gaites and approved unanimously.

Chief Defosses updated on the boards on the cost and options of a Chevy Tahoe for the fire department. Discussion regarding whether this items has to go before towns as a warrant article.

Sharon Davis made a motion to enter into an Intergovernmental Agreement (one year January 2018 through end of the year) between Campton, Thornton and Ellsworth. Motion was seconded by Selectman Wheeler and Campton Selectboard voted unanimously to accept the Agreement.

Mike O'Brien made a motion to enter into an Intergovernmental Agreement (one year January 2018 through end of the year) between Campton, Thornton and Ellsworth. Motion was seconded by Selectman Taves and Ellsworth Selectboard voted unanimously to accept the Agreement.

John Gaites made a motion to enter into an Intergovernmental Agreement (one year January 2018 through end of the year) between Campton, Thornton and Ellsworth. Motion was seconded by Selectman Benton and Thornton Selectboard voted unanimously to accept the Agreement.

John Paul Hilliard (Thornton Chairman) said they have enjoyed the cooperation between the three towns. The various agencies respond well to each other and he looks forward to the continued relationship between the three towns.

Adjourn: There being no further business; Chair Laufenberg declared the meeting adjourned at 7:36 p.m.

Respectfully submitted,

*Mary Pelchat*

Recorder