

MINUTES
SELECTMEN'S MEETING

June 11, 2018

The Campton Board of Selectmen met at 4:30 p.m. at the Campton Municipal Building. Present were Selectboard members Chair Peter Laufenberg, Vice-Chair Karl Kelly, Sharon Davis, Bill Cheney, Craig Keeney, and Carina Park, Town Administrator.

Approval of Minutes: Chairman Peter Laufenberg inquired if there were any revisions or concerns regarding the Public Minutes of May 21, 2018. **A Motion was made to approve the Public Minutes of May 21, 2018 with amendments. The Motion was seconded. Public Minutes of May 21, 2018 approved with amendments.**

Privilege of the Floor

None

New Business

Brooke Brown, District Forest Ranger, updated the Board with regards to the White Mountain National Forest Wanosha Integrated Resource Management Project. The formal scoping on this project was conducted in March 2018. The project area consists of Smarts Brook Mountain proposed Bike area (southern section), Waterville Valley, Campton Campgrounds and the parking area at the Welch/Dickey Trailhead. Ms. Brown shared some concerns in relation to the proposed upgrades. Ms. Brown also advised that in response to the push for the Forest Service to have its projects available online that there is now an interactive map on the website.

An updated project draft should be available next February or March and will be available to the public.

There is also a grant opportunity available for town infrastructure (Map 21). The purpose of this grant is to help local governments improve access to federal lands.

Potential CIP Committee Members Introduction

Chairman Laufenberg asked the potential CIP Committee members to introduce themselves and state why they wish to serve on the Committee. Residents present who shared interest in participating on the CIP Committee are: Ted Baumeister, Sally Moulton and David Williams.

2018 Paving Improvements

Robert "Butch" Bain, Road Agent updated the Board on the current paving proposal. The Highway Department is running a little behind, however, the paving proposals will be put out for bid soon. Selectman Cheney asked who is going to prep the roads prior to paving and commented that some

of the sand needs to be removed. Butch responded that the Highway crew will be removing the sand and doing the ditch work, although, Butch will need to find out what is going on with Time Warner/Spectrum cable lines prior to ditching.

Carina mentioned Butch will also receive quotes from the paving contractors in regards to the front of the fire station. The plan is to remove the concrete, excavate and either pave or replace the concrete. Issues that could arise are driving over the concrete before it can cure and having to park the emergency vehicles in the back.

Vice Chair Kelly asked about Depot St. and the current drainage issues. He expressed he would like to have this taken care of although he feels the entrance to Southmayd Rd. is in bad shape (going in to the post office) and that Southmayd Rd. sees far more traffic than Depot St. does.

Chairman Laufenberg questioned if the Board felt that Depot or Southmayd was more of a priority. Selectman Davis stated she feels Butch should plan on repairing Depot St. this year as this would give the Select Board more time to discuss plans for Southmayd Rd.

Butch also informed the Board that several additional responses have been received to the help wanted ads for the two open highway positions. Selectman Davis recommended that the interviewing process be started as soon as possible.

The Select Board praised Butch for the work done on Bumps Flat Rd. and that it was a great improvement.

Chief Defosses - CTFD Proposed Building Improvements

Fire Chief Dan Defosses shared his priority list in regards to improvements to the Fire Station with the Select Board along with quotes for the replacement of the roof, which is his first priority.

Chief Defosses explained that the companies contacted were not comfortable with simply replacing the screws and preferred to replace the roof in total.

The lowest quote received was from Drew's Affordable Metal Roofing. Drew's would pull off the existing roof and replace with the same material. The quote price is \$17,995. The contractor would subcontract out replacing the soffits for approx. \$7,000

Next quote was from Mask Construction who recommended GAF shingles which have a lifetime warranty. Mask's quote came in at \$43,200 for a standing seam metal roof.

The last quote from Forever Metal Roof was quoted at \$43,500 for a standing seam metal roof.

His second priority is the replacement of the concrete at the fire truck doors entrances in front of the station and paving on the south side of the Fire Station where the trailer is parked. Porter Paving quoted the job at \$10,000; East Coast Foundation quoted (just concrete being poured, prepping would be done by another contractor)

Selectman Davis made a motion to hire Mask Construction to do the roof project for the quote of \$52,865. Chair Laufenberg asked Carina to make a note to discuss sharing of fire station building improvement costs at the next fire meeting.

Discussion ensued on how to take care of the leaking around the chimney as well as any possible damage done to the roof which can't be seen. The Board also discussed lowering the "hose tower" while the work is being done on the roof.

The Board agreed to a standing seam metal roof and to set aside funds to explore/repair any damage to the closest in the Chief's office.

Discussion ensued on what option would be the most effective for the truck entrances into the fire station. It was agreed concrete is the best option.

The Select Board agreed that an RFP should be created for the work to be performed at the fire station. Selectman Davis withdrew her earlier motion.

The Board discussed how the roof was originally constructed and using capital reserve funds to cover the roof replacement costs.

Correspondence

Carina informed the Board that the Board has been contacted by Sabourn and Tower Surveying about installing a new septic system at the Lougee property on Pulsifer Road. Mr. Lougee's well is believed to be in the town's right-of-way. DES requires a letter from the town acknowledging the town knows where the well is and that the Town knows it is being used by Mr. Lougee. DES will not sign the permit until a letter from the Board is received. It was noted that the well has been in use since the 1970s.

Chair Laufenberg is concerned with what might happen if the well becomes contaminated in the future.

Selectman Davis is concerned about liability as well and suggested having the Lougee's release the town from any liability in case of future problems, and would like to see the property owner get an easement from the town that addressed liability.

Selectman Cheney stated he knows of many wells that have a protective radius that fall within the town's right-of-way throughout the town.

Carina will report back to Sabourn and Tower Surveying with regards to the letter and the Board's request for a release of liability by the property owner.

FEMA Funds: Carina informed the Board that the Town should be receiving the first round of funds from FEMA (regarding the storm from July 2017). She asked the Board if they would like to hold a public hearing to accept the funds. The funds are considered unanticipated revenue and if a public hearing is held than the monies could be used this year for additional projects if needed.

If the Board does not hold a public hearing the Town will have to wait until the 2019 town meeting in order to re-appropriate the funds back into the gravel capital reserve fund. The first amount is roughly \$37,000.

The Select Board agreed to hold a public hearing and Carina will get the process started.

Discussion ensued on how to utilize the funds. Selectman Kelly expressed he would like to return the funds to the gravel capital reserve fund which is where the monies came from originally. Carina replied if that is what the Board wants to do than there is no need for a public hearing.

Chair Laufenberg stated he would still recommend holding a public hearing to allow for flexibility if needed, with the intention for the funds to go back into the gravel capital reserve. There will be a need for a second public hearing for the next amount due to come in from the October storm.

Beebe River follow up: Carina has not yet heard back from the Town attorneys. Carina suggested that with the second quarter invoice billing that the property owners be invited to meet with the Select Board at an upcoming meeting. At that time, the Board can address with the owners the proposed agreement with the Homeowners Association. The Board is in agreement and invitations will go out with the invoices as recommended.

Selectman Kelly asked if the Beebe River residents were part of the homeowner's association. Carina replied she did not know.

Personnel items: Carina reported she spoke with Selectmen Laufenberg and Keeney about bringing payroll in-house rather than outsourcing payroll beginning January 2019. Discussion ensued regarding moving to a bi-weekly payroll and the consensus of the employees in regards to the bi-weekly payments. The Board discussed the potential scrutiny/difficulty from employees once brought in-house; if payroll continues to be outsourced there is less opportunity to be questioned. Carina agreed with this assessment.

Selectman Davis recommended moving to a bi-weekly payroll starting January 2019 but keeping the payroll outsourced. The cost to do this is roughly \$5,500/year. The town would need to purchase software to process payroll in-house properly and the work load would increase significantly with bringing the fire department payroll processing into the Selectmen's office as well.

Carina will consult with the payroll company on going biweekly.

Carina will send out a memo stating that starting January 2019 that payroll will be biweekly. The Board agreed to wait on the possibility of having payroll done in-house. Meanwhile, Carina will check out payroll software programs.

Vacation Requests: In the past, the Dept. Head vacation requests went through the Town Administrator. Chair Laufenberg suggested that the Dept. Heads' vacation requests now go through the Select Board. Chair Laufenberg expressed he feels the Board should know about Dept.

Head planned vacations and should review those requests Carina agreed to draft a memo and the Board will discuss this again at the next meeting.

Speed Limit Amendment: Carina shared a speed limit amendment Chief Warn gave her. This stemmed from a complaint on Bog Road's speed limit and the lack of speed limit signs. Discussion ensued on the list of roads where the Chief would like to see more speed limit signs. The Board agreed to table the proposed amendment at this time.

Taxes: Carina shared an updated tax agreement spreadsheet for review.

The eleven Six Flag Mobile Home properties that had been reassessed as suggested by Town Counsel are all valued well under \$10,000. Carina asked the Board at what price point are mobile homes going to be deemed valueless. If Six Flags (or any mobile home park) wants to demolish a property that has been abandoned, the procedure moving forward will be that the Mobile Home Park owners must show a Writ of Possession, and if under the amount set by the Select Board, the town would issue a demolition permit, and the back taxes would be abated. The ideal result would be a tax-paying mobile home could then be placed on the vacant lot. Selectman Davis made a motion to set the value at \$10,000. Motion seconded by Selectman Keeney. Motion passes unanimously. Carina added if the mobile home park wishes to tear these homes down they can. The town cannot hold the Mobile Home Park owners hostage for unpaid taxes but hopefully this will help to develop a system to be followed in the future.

Cable Franchise Agreement: Charter Communications would like to renew their cable franchise agreement. Carina suggested holding off on signing until Mr. Reed can meet with the Select Board and the Road Agent. Discussion ensued regarding the previous agreement never being signed. It was agreed to hold off on signing the agreement for now.

Donahue Electric has been in communication with the light manufacturer in regards to the lights on the Blair Covered Bridge. The manufacturer will be sending 14 new lights soon. The lights will be clear white lights rather than having the amber glow.

Carina informed the Select Board that her office gets address verification requests from the Tax Collector on a regular basis. The Avitar Tax Collector program located in the Tax Collector's office is able to access the exact information that the Selectmen's Assessing program has on file with a click of a button. She feels the process of sending and receiving the requests back and forth between the two offices is a waste of time and resources as both offices have access to the same information. She is going to inform the Tax Collector's office that the Selectmen's office will no longer respond to the address verification requests.

Chair Laufenberg shared a letter he received in regards to the Beckett School/Owl St. incident and mentioning there have been other incidences. Carina advised the Board that there is going to be a meeting regarding this incident on Wednesday June 13th at 7:00pm.

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

Laufenberg – aye, Selectman Davis – aye, Selectman Kelly– aye, Selectman Keeney – aye, Selectman Cheney – aye ~ the Board went into Non-Public Session at 6:47 p.m. The Board came out of Non-Public Session at 6:49 p.m.

In Public Session, a Motion was made to go into Non-Public Session under RSA 91-A: 3, II (a) regarding personnel. The Motion was seconded and with a roll call vote: Selectman Laufenberg – aye, Selectman Davis – aye, Selectman Kelly– aye, Selectman Keeney – aye, Selectman Cheney – aye ~ the Board went into Non-Public Session at 6:49 p.m. The Board came out of Non-Public Session at 7:11 p.m.

In Public Session, a Motion was made to seal the minutes of the non-public session. The Motion was seconded and unanimously approved.

Discussion on CIP Committee Member Selections

The Select Board discussed the individuals that introduced themselves with an interest on serving the CIP Committee.

Selectman Kelly made a motion to appoint Ted Baumeister and Bill Frye to the CIP Committee; motion seconded by Selectman Keeney. Mr. Frye did not attend this meeting and it was suggested the Select Board meet him prior to appointing him to the CIP. Motion did not pass. Mr. Frye will be encouraged to meet the Select Board at its next meeting.

Selectman Keeney asked Carina if the phone system issue has been resolved. Carina reported that it has been.

Selectman Cheney wanted to thank Ray Mardin for the grading work that has been done on the roads this spring/summer.

Adjourn: There being no further business; Chair Laufenberg declared the meeting adjourned at 7:26 p.m.

Respectfully submitted,

Mary Pelchat, Transcriber

Approved by:

Date _____

