

MINUTES

SELECTMEN'S MEETING

September 10, 2018

The Campton Board of Selectmen met at 4:30 pm at the Campton Municipal Building. Present were Selectmen Peter Laufenberg, Karl Kelly, Craig Keeney, and Bill Cheney. Selectman Davis was present via teleconference. Town Administrator Carina Park was also present. During the work session, the Board signed the manifests and reviewed the bills. Recorder Ellyn Franklin was absent.

Call to Order: Chair Laufenberg called the meeting to order at 4:30 pm. Members of the public present included Richard Osborne, Tom and Vicki Duffield, Tina Anderson and Ray Anderson.

Approval of Minutes: Chair Laufenberg inquired if there were any revisions or concerns regarding the Public Minutes and Non-Public Minutes of August 27, 2018. Selectman Kelly made a motion to approve the Public and Non-Public Minutes as revised. Selectman Keeney seconded the motion, and with a roll call vote, the Public and Non-Public Minutes were unanimously approved as written.

Privilege of the Floor: Dick Osborne, representing himself and state representative candidate Tiffany Johnson came before the Board to request use of the Community Room for a candidates' forum after the primary election. The Board discussed the community room policy which prohibits the use of the room for political advancement of any party. The Board suggested the old town hall (aka. The Historical Society or the Elementary School) instead.

Tom Duffield spoke for the Anderson family. Ray and Inga Anderson have 22.7 acres, and they have a state driveway permit for five lots on their land. The private road/driveway was built to the town standards in the 1970s, but they don't know if it would be an issue with the Planning Board when they go to apply for a building permit. Mr. Duffield has met with both the Road Agent and the Fire Chief and they both expressed no concerns for safety with the road as a private road. The tightest corner is 30-32 feet wide which does not meet Town Road Standards but is acceptable as private. The Board expressed that in the future if they ever were to petition the Town to take over the road it would need to be brought up to the Town's Road Standards. Mr. Duffield understood that would be necessary. They are designing it as a cluster subdivision, which would allow three lots off a cul-de-sac. Therefore, all these lots have enough frontage, but they only have 135 feet of frontage on Route 3. The Andersons are looking for a verbal approval of their road before going to the Planning Board.

Selectman Cheney believes the only thing the Planning Board would protest is the width of the road and the radius of the turnaround (50 ft). Selectman Kelly believes this is a Planning Board issue.

The Board saw no issues with the road as presented, but made it clear they are not approving anything.

Old Business:

Audio/Video Purchase Request:

At the previous meeting, the Board discussed Chief Warn's request to replace the audio and video equipment at the police station. Not only do the audio and visual not match up, but it is tricky to record in different rooms because the system must be manned from the IT room. The company that made this analog system is no longer in business. The Chief had gotten a quote from JS Adams to upgrade their

camera system to digital for a total of \$3,116.00, which would be expended from the PD budget. He will continue looking for another quote if the Board desires.

The PD would like to replace all eight cameras and fix the whole system rather than doing the bare minimum. Several Board members said they would rather the PD only replace the three cameras that are not working and save the money on the other five for now.

Chief Warn said that we are unable to mix analog and digital systems, as they will not work together. He said the Town could still use the five working cameras we have for something, such as the firehouse or historical society. However, he believes that the improved quality in a new system would be well worth the investment. He brought up an instance where a drunk woman struck an officer. On the recorded video, viewers could see her strike him, but they could not hear what she said right before she hit him, which was key to the evidence. He said the audio and video also malfunction during viewings with the court, and the court has suggested getting a new system as well.

Selectman Davis said we should upgrade the whole system at once to save money in the long run.

Chair Laufenberg made a motion that we accept the proposal from JS Adams and upgrade the entire system. Selectman Davis seconded the motion. Selectmen Kelly and Cheney voted in favor, while Selectman Keeney remained opposed. Motion carried 4-1.

Chief Warn also addressed the lock issue for the building. He said that the problem with keys is that they get scattered. As much as we try to control the key supply and prevent people from duplicating it, they always end up giving their key to someone else and we spend too much time tracking down keys.

The university just upgraded to a card system, which means there is a sense of responsibility with who is responsible for each key. With regular keys, no one knows whose key it is.

Selectman Davis said she thinks they should just upgrade the keys for the exterior doors right now, and maybe down the road budget for new technology. Discussion ensued on whether it was necessary to replace the locks as it has yet to be an issue. After discussion the Board agreed to table the issue.

New Business:

a. Deer Run Dam Bond

Carina told the Board that at the last CIP meeting, they discussed that that the plan still has \$300,000.00 in the plan for the 2018 year. Should the Board take out that \$300,000.00 this year, as we know we will incur costs on the dam project before the year's end? Or should we wait until we need the money? If we wait, we run the risk of the interest rates rising.

Selectman Davis suggested we do it now while the interest rates are low, because the rates are predicted to increase. Selectman Kelly asked what if we need more money. We only have Town Meeting authorization to take out \$300,000.00. Chair Laufenberg said that they had asked Bob Durfee if the costs would go up next year, and twice he said no, the cost will remain the same. Mr. Durfee's quote had a 20% contingency, and the money we already paid includes that contingent. Before we ask for more money, we should talk to Mr. Durfee about his previous claim. Chair Laufenberg said that according to Mr. Durfee the plan is to still put a shovel in the ground by spring. The project would take the rest of the summer and be complete by fall.

The Board agreed we give Bob Durfee a deadline for a final bid. This deadline would be for one of the October Selectboard meetings or one of the earlier November meetings. The Board also agreed to move forward on the loan and Carina said she will get the bond process started with Northway Bank.

b. Beebe River MOU Draft

There is currently no draft to discuss. Bob Welsh said if he doesn't see a draft by the beginning of next week he will have his lawyer draft something.

c. Hazard Mitigation Plan Update 2019 – Grant Agreement

Carina reminded the Board that every five years, we need to update our hazard mitigation plan, which keeps us legal with FEMA so we can accept their funds. 2019 is the renewal year. The Homeland Security and Emergency Management Division has a grant for the towns that is a 25/75 split. Campton's total cost to update is \$10,000.00, so this means that the state will pay \$7,500.00 and the town will pay \$2,500.00.

The Board is moving forward with updating this plan and we will use June Garneau from Mapping and Planning Solutions.

The Campton Board of Selectman, in a majority vote accept the terms of the pre-disaster mitigation program as presented in the amount of \$7,500.00 for local hazard mitigation plan update. Furthermore, the plan acknowledges that the total cost of this project will be \$10,000.00, in which the town will be responsible for a 25% match, which totals \$2,500.00. Further, The Board authorizes the Town Administrator to sign all documents related to the grant. The above was duly moved and seconded, and the Board unanimously voted in the affirmative.

Carina reported that we did receive the second FEMA check for roughly \$59,000.00. We are still missing the \$6,240.00 check. Vice-Chairman Kelly as the EMD Director was not sure if those funds were included in the check we just received and will look into it.

If the Board wants to accept the check to expend the funds, they must schedule a public hearing and list that hearing in the paper. Carina suggests waiting until all the funds are received so one public hearing can be held.

d. Personnel Items: Employee Job Descriptions & Sample Evaluations

Carina had three employee job descriptions to present to the Board. The police chief updates his job descriptions regularly and the fire chief's was also updated in 2017 so they do not need any changes. She has also updated her own job description with some grammatical language and other minor changes.

Selectman Keeney suggested that we include quarterly updates for department heads in their job descriptions. These would mean meetings between the department heads and the Board of Selectmen.

The Board will update the descriptions a few at a time so they are not overwhelmed. On the docket for the next meeting:

Road Agent

Rec Director

Town Clerk/Tax Collector

Treasurer (currently an elected position, but in 2020 it will be an appointed position.)

Carina emailed some other towns for samples of their employee evaluations. She got around 10-12 responses, and she believed the best ones were from Tilton and Conway. Tilton uses a 1-3 scale which represents below expectations, met expectations, and beyond expectations. There are sections to comment on each one and a section to review goals and objectives from the previous year. Carina prefers Conway's, because it is much more detailed and covers a larger scale, however, it would require more work on these evaluations.

Selectman Keeney said he likes the idea of Conway's form, because many employees really care about the answers they receive on their forms. He simply doesn't like the fact that they can be rated by decimal points.

The Board also discussed that they should start basing merit pay on the goals and objectives an employee meets throughout the year.

Selectman Davis said that this form seems to be for department heads and not just employees. She suggested tweaking this form and then bringing it back.

Carina suggested we change our evaluations across the board rather than continuing to use the evaluations that don't work. She will create a draft of the non-supervisory employee evaluations and bring them back to a future meeting.

Correspondence:

State-wide Auction: Vehicles going to auction will be the cruiser, the backhoe, and the six-wheeler. Carina will get this information to the auction. Vehicle drop off dates are Thursday, October 11 and Friday the 12th.

Bridge Maintenance:

Chief Warn said that we had previously held a discussion about cameras on the bridge and corresponding with those cameras from the PD building. The information he received was that we need an internet line to do that. They had two lines running to the bridge, one for fire and one for police. However, the fire department requested both because they needed a backup. Peter Moore suggested they put a cellular communicator into that one line so that the PD can use it and the FD would charge them to use that line.

The other option is to get internet from the closest establishment, which would be the Covered Bridge Restaurant. We would then be paying a monthly fee to Spectrum. Currently, they have to put a cruiser with lights on outside the bridge just to keep the officer safe in the small space. Chief was unsure how much this will cost but we are going to take whichever option is best.

The new lights for the bridge have arrived, and Mort will set up a date within the next week to get the new lights installed. He asked to close the bridge for a 2 hour period of time. They are trying to figure out a scenario which would allow him to still be efficient without a complete shutdown. Butch said he did not have an issue with that, but it is a state road so there are some issues with simply closing it.

It was discussed that cleaning the bridge out would be a great opportunity during the closure.

Selectman Davis left the meeting at this time.

Checklist Supervisors:

We should update one of our job descriptions with the responsibility of making sure the checklist supervisors meet their deadline for newspaper postings.

Budget Season:

Carina has alerted department heads, and everyone the Board meets with during budget season, that the Board is going to discuss budget concerns early. These meetings are scheduled for October 15th, 29th, November 5th and 19th. By end of November we should have met with everyone and can use December to apply finishing touches and wrap up the budget by the end of the year.

Tax Agreement:

Everyone has an updated tax agreement spreadsheet in their packet.

Circulator Pump

The circulator pump in the utility room has been constantly running, for reasons unknown. It runs off the heat exchange system, so we are unsure why it is running. In a separate issue, the thermostat in the community room is not working. Mort Donahue came out to check the circuit and expressed it was the compressor, not the circuit. American Air Systems is getting the Town a quote to fix both the compressor and the circulator pump.

Board Concerns

Selectman Kelly asked for an update on the information center building. Carina reported that Exit 28 Ski Rentals bought the building and should still be operating the information center out of that building. Selectman Kelly said that one individual told him the information center is never open. Carina said since they are now a for-profit business, if they stop running the information center they will lose their charitable exemption for taxes. Since the sale was after April 1, they still qualify until the 2019 tax year. Our assessors are aware of this and will schedule a pickup next spring.

Selectman Keeney reported that they began work on the fire station today. Saulnier Concrete is going to extend the foundation up to the floor level. We can then pour concrete against that and prevent water getting in.

Kevin Coburn stopped in with a concern about Eastern Corners Road. There were a couple spots he wanted to address.. It is passable, but Selectman Keeney would not suggest going down the road with a vehicle that sits close to the ground. Coburn says it is a class 5 road during the summer, listed as a "summer cottage road." This means it is only required to stay open and maintained from April 10-December 10. Proper maintenance is a lucrative term. In the past we've asked the PD and FD to take their equipment out there to make sure the road is properly maintained.

Chair Laufenberg suggested having a group of people who want to use the road create a petition to fix the road.

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 Kelly- aye, Selectman Keeney – aye and Selectman Cheney - aye ~ the Board went into Non-Public Session at 6:37 p.m. The Board came out of Non-Public Session at 6:54 p.m.

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

Adjournment: There being no further business, Chair Laufenberg declared the meeting adjourned at 6:55 pm.

Respectfully submitted,

Ellyn Franklin, Recorder