

## MINUTES

### SELECTMEN'S MEETING

September 24, 2018

The Campton Board of Selectmen met at 6:30 pm at the Campton Municipal Building. Present were Chair Peter Laufenberg, Selectmen Karl Kelly, Sharon Davis, Craig Keeney, and Bill Cheney. Town Administrator Carina Park and Recorder Ellyn Franklin were also present. During the work session, the Board signed the manifests and reviewed the bills.

**Call to Order:** Chair Laufenberg called the meeting to order at 6:30 pm. Members of the public present included Road Agent Butch Bain, Town Clerk/ Tax Collector Hannah Joyce, Kelly Weiser, Timmee Whitmore, Martha Aguiar, Nancy Donahue, Carolyn Hill, Mary O'Brien, Lori Shea, Tracey Maley, and Chester Wigley.

**Approval of Minutes:** Chair Laufenberg inquired if there were any revisions or concerns regarding the Public Minutes and Non-Public Minutes of September 10, 2018. Selectman Davis made a motion to approve the Public and Non-Public Minutes as revised. Motion was seconded, and with a roll call vote, the Public and Non-Public Minutes were unanimously approved as written.

**Privilege of the Floor:** None.

**Old Business:** None.

**New Business:**

#### **Library Study Committee:**

Kelly Weiser presented the preliminary report from the Town of Campton's library study committee.

After extensive investigation and study, the Committee has come to the unanimous consensus that the Town of Campton undertake to renovate, reconfigure, and update their current library facility in its present location, but not necessarily the present configuration.

The Board of Selectman appointed this committee in 2016, in response to a petition signed by over 100 residents of the Town of Campton. Purposes of this committee were as following:

- To study the current structure and its use.
- To determine the condition and adequacy of the current structure.
- To recommend either expansion, reconfiguration or building a new library.

Ms. Weiser shared some highlights from their study. At the end of August 2018 there were 1,424 library cardholders, which is up 102 members from the end of 2017. There were 3,332 individual visits to the library from January 2018 – the end of August 2018. There were 63 programs with over 600+ people in attendance, including book groups, author visits, game nights, music events, and more. The library has an active Facebook page with their events listed.

The committee investigated possible collaboration with another library for a new building and location, however, they found that no one wanted to collaborate. A few of the libraries they spoke with included Thornton, Plymouth, Waterville, and they also spoke to Holderness, Bristol, Rumney, and Lincoln to

gather information about renovations. They sent out a survey to all residents in the town and received 300 responses. Some things people were not happy with included the opening hours, which leave out older adults during the day and families with young children. The parking situation needs improvement, especially if there will be improvement in the building or expansion. The size needs to be bigger as well. The library also needs technology upgrades. Folks loved the programs that brought them into the library, and were then able to see the services offered to them.

The committee consulted the NH state librarian who gave the opinion that the future of libraries is “technology, technology, technology.” Giving people access to technology that they wouldn’t otherwise have is an important job of the library.

The members of the current committee would like to continue to serve and continue the research on expanding and reconfiguring the library building in its current location. They would like the Board to look over their information and are happy to reconvene when they are ready to discuss our material.

Selectman Davis said the committee has definitely done what we asked them to do, as far as coming up with research. She would definitely support them in their continuing research.

Selectman Keeney asked if they had any ideas as far as opening hours. Kelly Weiser responded that would be the next step if we got the green light to continue. She is on the school board and may be able to use that influence. Selectman Keeney asked if the school has discussed doing these changes on the library or if Ms. Weiser plans to present these same findings to the school board. Ms. Weiser said yes, that would need to be part of the next step, speaking from a legal perspective as well. There are security issues as well to the school so that would need to be considered in giving more access to the library.

Carolyn Hill clarified that the school does not currently use the computers in the library, and they are unfiltered. The kids have their own computers in the school.

Ms. Weiser said that many people find the configuration in the library awkward, but this could be addressed through layout.

Selectman Davis made a motion that we appoint the present committee to move forward with looking at renovations to the present library committee. Selectman Keeney seconded the motion, the Board voted in favor and the motion carried.

Selectman Davis said possibly a year from now the committee and the Board of Selectman would reconvene, however, to request budget monies for the following year (2019), the Committee will need to get that request in very soon.

#### **Town Clerk/Tax Collector Update – 2018 Tax Deeding.**

Town Clerk/Tax Collector Hannah Joyce arrived and handed out packets containing the properties in jeopardy of tax deeding. She told the Board that the deeding date this year is October 19, 2018. Because of the Board of Selectmen’s schedule, Hannah will not be in until October 15, when the Board will go over the final list. She asks should anything come up between now and then regarding these properties, to let her know. No extensions or special exceptions should be offered – the date is firm.

Hannah presented a stack of addressed verification inquires and asked that they be manually verified by the staff in the Board of Selectmen's office and the responses directed to the tax collectors' office. There was discussion on this communication, as Hannah said she is legally unable to update her assessment data system during certain times of the year.

Carina Park recommended the Board get in writing from the DRA the statute which states the tax collector is forbidden to update the system during certain or specific times of the year.

#### **Road Agent Update – Vehicle Maintenance Issues:**

Butch reported that the International 6 wheel has some mechanical issues that will need to be fixed before it can be sold at the State auction. The two issues are the starter cables and the coolers. These coolers were the second or third set in less than a year, and the truck is not drivable. This set had less than 400 miles on them. Butch wants the Board's opinion on whether to invest around \$1400 in it to possibly get \$3000 more at auction?

The Board agreed that he should keep the truck to be sold by sealed bid and to send the backhoe to auction. Carina will get the towing schedule. The vehicle must be there on the 11<sup>th</sup>.

Butch also informed the Board that there is a tree leaning on Wilbur Coffey's Pond Road property into the road. As the tree is within the Town's right of way, it is our responsibility to remove the tree. The Board requested that Butch hire someone with the proper equipment to get rid of the tree.

#### **Personnel Items:**

As the below job descriptions are not being fully approved tonight, Carina will go through and make changes and they will be accepted at a future meeting.

- **Road Agent**

Selectman Keeney had some wording suggestions to Butch's job description. He requested that we include the requirement that the road agent "maintain a twelve and six month schedule," which would basically be a document of work projects, a living document that is not set in stone. This purpose is so that the Board has a concrete answer when people ask what the Highway Department is doing over the next six months. Chair Laufenberg agreed wholeheartedly that this should be in the job description.

- **Town Clerk/Tax Collector**

Hannah submitted her draft to the Board for review, as well as a draft for the deputy and the assistant to the town clerk/tax collector. Carina will put those on the agenda for the October 29<sup>th</sup> meeting.

- **Recreation Director**

The Board had no comments.

- **Police Chief**

The Board discussed changing or removing the phrase, "in the absence of a contracted prosecutor, the police chief will serve as a prosecutor." Discussion will be continued at a later date.

#### **Evaluation Forms**

Carina presented the changes to the draft employee evaluation form, which includes elements from the Tilton and Conway evaluations.

Chair Laufenberg suggested they include a rubric to explain each point from 1-5 so that everyone is on the same page when it comes to each number. The Board decided they wanted to create a rubric from a 1-5 rating.

#### **Year End Schedule:**

As the end of the year is approaching, Carina suggests making a few revisions to the Board of Selectmen's schedule. She suggests they meet on December 3, and do the bi-weekly on the 3<sup>rd</sup> and the 17<sup>th</sup>. We would pick the schedule up again after the 1<sup>st</sup> of the year. The Board decided to mark December 10<sup>th</sup> as a tentative meeting date in case they feel like they need more time to get things done.

#### **Correspondence:**

- Kristy Goodson from Northway Bank sent the numbers for the Deer Run Dam bond. The Board decided to choose the 15 year term at 3.4 %. This would be roughly \$20,000 a year. She would like a date to initiate the loan and funds to be available. The Board decided that the middle of November should be the cut-off date and Carina will pick one of those dates for the Board to sign the paperwork.
- American Air Systems sent us a quote for the pump and compressor. The Board discussed whether they should replace the whole system or just the compressor? Chair Laufenberg suggested we pay a little more and do everything at once so we can obtain the 5 year warranty. The Board agreed.
- The Beebe Homeowners Association contracted the BCM to help them create a draft of their memorandum to present to the Board.

**Board Concerns:** None.

**In Public Session a Motion was made to go into Non-Public Session under RSA 91-A: 3, II (c) regarding tax agreements. The Motion was seconded and with a roll call vote: Selectman Laufenberg- aye, Selectman Kelly- aye, Selectman Davis- aye, Selectman Keeney - aye and Selectman Cheney - aye ~ the Board went into Non-Public Session at 7:49 p.m. The Board came out of Non-Public Session at 8:13 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 Kelly- aye, Selectman Davis- aye, Selectman Keeney - aye and Selectman Cheney - aye ~ the Board went into Non-Public Session at 8:14 p.m. The Board came out of Non-Public Session at 8:25 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 8:30 p.m.**

Respectfully submitted,

Ellyn Franklin, Recorder