

## MINUTES

### SELECTMEN'S MEETING- BUDGET HEARING

January 28, 2019

The Campton Board of Selectmen met at 6:30 pm at the Campton Municipal Building. Chairman Craig Keeney, Vice Chair Karl Kelly, Bill Cheney, and Sharon Davis were present. Town Administrator Carina Park, Road Agent Robert "Butch" Bain, and Tax Collector Hannah B. Joyce were present, along with Police Chief Warn and Fire Chief Daniel Defosses. During the work session, the Board signed the manifests and reviewed the bills.

**Call to Order:** Chairman Keeney called the meeting to order at 6:30 pm and opened the Public Hearing.

#### **Public Budget Hearing:**

**Tax Rate:** Town Administrator Carina Park presented slides on the tax rate. Last year, the tax rate was \$25.53. Out of the \$25.53 paid per \$1,000 on your property assessment, \$6.50 goes to the town. \$12.28 goes to Campton Elementary School, accounting for 48% for the overall tax rate. \$4.84 goes to Plymouth Regional High School accounting for 19%, and the county is 8% of the tax rate, or \$1.91.

Carina showed a graph of the tax rate from 2014-2018. She also showed an outline that indicated where the public's tax contribution goes, based on a \$200,000 assessment. For instance, \$286.06 would go toward an annual payment toward police services. Another chart outlined the difference in taxes paid from 2014 to 2018. *These complete graphs can be found on the Town of Campton website.*

**Selectmen's Budget** (Carina Park): The proposed budget reflects an increase in the selectman's stipend to \$4,000. After researching stipends from other towns, it was found that Campton's is on the lower end of the pay scale. The Board has decided to give the town employees a 2.5% cost of living increase, so the wage lines in the budget reflect that COLA increase. The moderator, meals, coding, etc., are the town election expenses and there is not as many elections in 2019 as there were in 2018 so that number is down significantly.

**Town Clerk/Tax Collector Budget** (Selectman Davis): Overall, the budget is down \$2,907.00. Overtime is down \$2,700 because there are fewer elections. Health insurance has gone down. Deeding and mortgage notices have gone down by \$1,500. Supervisors of the Checklist Supplies is down \$1,140, because there is only one election this year. Printing and supplies are down \$1,000. Everything else is pretty stable, but the wage lines reflect the COLA increase.

**Financial Administration Budget** (Carina Park): This encompasses all the activities that take place in the Board of Selectmen's office. There is a significant personnel change starting in the summer of 2019. A long full-time employee is switching to part time, so we need to think ahead and budget for another full-time employee who possibly will be on a family insurance plan. Carina explained that the town offers their employees two different health insurance plans. The first option is a richer plan, which is slightly more expensive, and the employees pay 15% of that plan. The other is called a saver high deductible plan, and those employees pay 7%.

**Computer services:** The police department previously worked with an independent computer service, and they formerly found funds for it from their office supplies budget. However, this year they are coming underneath the towns contracted computer service company. This company is going to be a significant increase, at around \$12,000 a year. This new package encompasses the server lease, computer security, and replacement of all computers in a four-year window. There are a large number of computers used by the police department, and the quality of service the town receives from this company is worth its cost.

The website line item includes cost for our domain name and other fees we have had to pay – these are taken care of in-house. It was asked if there is a non-appropriations clause in the contract for the new computer company, which allows us to get out of it? Carina replied yes, and we are not adding the Police Department with this new company until after the town meeting.

**Assessing services and legal expenses:** Assessing services have greatly increased, because 2019 is the town's reval year. We are required to complete a total reval every five years. Our contract is at \$37,000, which accounts for the quarter of the year that they review. We pay per hour for little items throughout the rest of the year, such as building permits and abatements. We usually pay around \$41,000-47,000 per year, but at the final year of the contract it goes up to that \$64,000.

Legal expenses remain the same.

**Personnel administration** (Selectman Cheney): The only difference seen here is in the health and dental insurance, due to the rates.

**Planning & Town mapping:** The Planning Board budget is down slightly. The ZBA budget is significantly reduced as there are not many meetings. More of the work in mapping is being done in-house, so costs are down. Some of the money in the past went to different programs for the mapping.

**Government buildings** (Chair Keeney): The major repairs for the tax office and fire department are no longer in this section as they have been moved over to the CIP. A portion of the previously budgeted funds have moved to the general repair and maintenance line. With the new CIP, we have specific criteria for what can be paid out of the CIP and what can't. We moved some of the smaller projects to this line, but the bigger projects went to the CIP.

**Cemeteries** (Selectman Cheney): The cemeteries have a level funded budget other than the cost of living increase for the employees.

**Insurance** (Carina Park): the town is insured through Primex, and we have signed into a cap agreement with them, so the insurance cannot go over an 8% increase on an annual basis. These quotes are for the 2019-2020 year. Primex runs its fiscal year from July through June.

**Advertising and regional** (Selectman Davis): This line item is the same. These are donations and contributions we make to nonprofits.

**Other general government:** Other general government is the same for trust management fees, mileage fees and notices.

**Perambulation:** The Board must keep our walking boundary lines section open – this is called perambulation. It is still on the books as a law even though we don't do it, so we need to keep it open with \$1.00.

**Contingency:** This year the board recommends keeping it at \$15,000. This is for items that are unanticipated but need to be paid, such as litigation or surprise damages to buildings that are not covered by insurance.

**Police department** (Selectman Kelly): Salary lines have increased due to the COLA, there are a few other small increases but the budget is overall lower than last year. Last year, there was an open position so the budget was a bit higher to anticipate for a new employee's health insurance. We have a full staff this year, so we can budget accordingly.

**Fire department** (Chairman Keeney): One thing to note is that the Board has entered a new agreement with the towns of Thornton and Ellsworth, so the percentages paid by each town has changed. Last year, the percentage for Campton's share was 58%. Now we are down to 56.5%. Next year it will go down to 54.5%, and the following year, we will settle at 53%. These percentages are based on population and total town evaluation. Campton has benefited quite a bit from this new breakdown, and we are hoping to do the same thing with the transfer station as well.

Previously fire commissioners oversaw the daily operations; however, with the new agreement in place the towns have agreed that Campton will oversee the entire fire department. The salary portion reflects the 2.5% COLA increase. Longevity has been added, as they have not had that before. The health insurance line went down significantly because they joined Campton's health insurance. There is an increase in the total budget due to an additional eight weeks of overnight coverage during the busiest time of year at the fire department.

**Emergency management & signs and posts** (Selectman Kelly): The Emergency Management line item stayed the same. Signs and posts increased, as last year we spent more money in this area.

**Highway department:** We are down about \$4,000 from last year.

**Hydrant rental** (Selectman Cheney): This is a fee the town pays to the Campton Village Water Precinct for the use of fire hydrants in case of fires.

**Solid waste and landfill administration:** This is the fee that Campton pays Thornton for the use of the transfer station. The budget this year includes some increases and tipping fees, but overall, we feel we can maintain the \$225,000 that we paid last year. Pemi-Baker Solid Waste District is a group of towns that work together for waste needs.

**Beebe River Utilities: Water and Sewer:** The town manages the water and sewer systems in Beebe River per state order. We are working with the Homeowners' Association to get some rules and regulations in place. The Board hires out any work that needs to be done, and we do receive some monies from state grants to offset those costs. The homeowners are also billed quarterly for the services.

**Health Agencies** (Carina Park): Pemi-Baker Community Health is our share of the donation we make every year. This is an individual warrant article that the town votes on. Our health officer is on the warrant as well, for any calls out to the field that we have to make. We did go over budget for Town Welfare – we have reached out to other towns and found out we are not the only Town having experienced increase welfare assistance requests. The Town also donates to Voices against Violence and the Bridge House every year for their services.

**Parks and Recreation** (Selectman Davis): This item is basically the same except a little increase in the wage line. The budget is up \$200 from last year.

**Library:** The library budget is up \$869. Books and periodicals are up \$1,500. The office supplies are down \$1,000. Special programs are down \$500. The Library Study Committee has been added to this budget. This committee has been very active for two years now and is studying possible renovations to the building. That is an increase of \$2,000. That makes this budget up \$1,869.

**Patriotic purposes** (Chairman Keeney): The flags and wreaths for the cemetery line was increased to reflect the associated costs. We kept the Old Home Day line the same.

**Conservation:** Conservation was kept about the same, with a little bit of change in dues.

**Long term debt and principal** (Carina Park): The Deer Run Dam was a \$300,000 bond the town had to take out to fix some deficiencies in the pond and dam. This was an instance prompted by the state. We took out this bond over a 15-year time period. The \$20,000 is our first year of the principal and we will pay \$10,000 in interest this first year. The dam is located on Tyler Way on Ellsworth Hill Road.

The second addition was our new highway six-wheel truck and 2019 will be our first payment and interest payment for that as well.

The town did not have to take out a TAN in 2018, but we put \$4,000 in for next year just in case a TAN is needed in 2019.

**Capital reserve funds:** Over the past few years we have tried to be creative with how we have funded the capital reserve funds. The first section is Road Infrastructure improvements and Highway Heavy Equipment funds totaling \$255,000 which will be funded by taxation. The second section of the Capital Reserve Funds budget totals \$149,400 which will be funded by undesignated fund balance. We had a surplus at the end of this year – these numbers are unaudited currently so not set in stone – but we want to use it so we can fund a portion of the capital reserve fund budget to keep taxation stable.

The last thing on the budget is the petitioned warrant article, which is a request to raise an additional \$15,000 for the Library Capital Reserve fund. This article will be put on the warrant.

We will be purchasing a 2019 police cruiser with the undesignated fund balance from the surplus we have on hand.

**Overall, the budget went up \$91,315. That is just under 2.5%. If you look at the increase, over 2/3 of it came from the new long-term debt and the reval which equals over \$89,000.**

**Capital reserve funds – end of year balances:** Carina presented the town’s current fund balances and estimated revenues. These are unaudited numbers that could potentially change. I wish we could say that we have more revenue coming in, but we are service based and it fluctuates from year to year. We received \$110,000 from FEMA, as we qualified for two disasters and were reimbursed 75% for those disasters in 2017. We received a highway grant to offset our highway costs. We received \$172,000 last year for rooms and meals tax. Charges for Services from other departments was budgeted at \$160,000, however in 2018 revenues totaled \$180,000. We are budgeting \$165,000 because this line item tends to fluctuate.

**Chairman Keeney closed the Budget hearing ended at 7:15 pm.**

**Normal meeting in session at 7:25 pm.**

**Privilege of the floor:**

Dan Boynton introduced himself as a current resident of Campton, interested in the selectman vacancy. He runs a small farm off Exit 27 and manages that with his wife and two kids. He is the owner and vice president of the telecommunications company, which has a budget larger than the towns. He is a strong advocate for the community, local businesses and education. Since hearing there was an opening for this position, he has attended the Board meetings and looked over Campton’s budget.

Chairman Keeney explained that the Board has to appoint someone to fill out the vacant Selectman position through March 13, 2019. It is the Board’s hope that the person appointed to this position would not just serve for several months, but would be interested in running for the one-year Selectman position in the upcoming elections. There will be 2 three-year Selectman positions and 1 one-year Selectman position up for election this year.

**Selectman Davis made a motion to appoint Dan Boynton to fill the selectman position for the remainder of the current year as he has come to many of our meetings and has sincerely expressed his interest in the Selectman position. Bill Cheney seconded the motion. All voted in favor (4-0). The motion carried.**

The new Selectman Boynton will get his contact information to Carina.

The Board will go over the warrant articles themselves at the next meeting. They concurred that the budget hearing went well. February 5 is the deadline for any petitioned warrants.

Carina pointed out that the new Selectmen’s binders have the ordinances we are going over at the next meeting. She thinks the Board should go over the monetary fine amounts. The Board decided they would set a fine of \$100 for the first offense and a \$500 fine for every subsequent event. Carina will craft a blanket statement that reads, “any violation in this section” will have these following fines.

Chief Warn suggested the Selectmen include a time limit, such as a second offense within two years. So, if it was the third year out, it would not go back to the beginning. You can’t keep track of a lot of offenses after the seven-year mark. It is a lot better when you go to court. The Board agreed they are fine with the two-year limit for any of them.

**Approval of Minutes:** Chairman Keeney inquired if there were any revisions or concerns regarding the Public Minutes and Non-Public Minutes of January 14, 2019. Selectman Cheney made a motion to accept the Public and Non-Public Minutes as revised. Selectman Davis seconded the motion, and the Board voted unanimously to approve the Public and Non-Public Minutes.

**In Public Session a Motion was made to go into Non-Public Session under RSA 91-A: 3, II (c). The Motion was seconded and with a roll call vote: Chairman Keeney- aye, Selectman Davis – aye, Selectman Kelly– aye, Selectman Cheney – aye ~ the Board went into Non-Public Session at 7:33 p.m. The Board came out of Non-Public Session at 7:45 p.m.**

**Adjournment: There being no further business, Chairman Craig Keeney adjourned the meeting at 7:45 pm.**

Respectfully submitted,

Ellyn Franklin, Recorder