

## MINUTES

### SELECTMEN'S MEETING - PUBLIC HEARING

November 18, 2019

The Campton Board of Selectmen met at 5:30 pm at the Campton Municipal Building. Chairman Craig Keeney, Vice Chair Karl Kelly, Selectman Bill Cheney and Selectman Dan Boynton were present. Selectman Sharon Davis was excused. Town Administrator Carina Park was also present. During the work session, the Board signed the manifests and reviewed the bills.

**Call to Order:** Chairman Keeney called the meeting to order at 5:30 pm.

**Approval of Minutes:** Selectman Cheney made a motion to approve both the public and nonpublic minutes from November 4, 2019 as revised. Vice Chair Kelly seconded the motion, and the Board voted unanimously to approve both sets of minutes.

#### **Public Hearing: Acceptance of Unanticipated State Revenue**

**Vice Chair Kelly made a motion to accept the unanticipated state revenue of \$53,588.09. Selectman Boynton seconded the motion, the Board voted all in favor and the motion carried.**

Chairman Keeney closed the public hearing on the revenue.

#### **New Business**

- **2020 Budget Discussion – Recreation Department:**

Lisa Ash presented the Recreation Department's budget. She has kept everything the same but has changed the anticipated revenue. The department has discontinued including Thornton children in the program for a variety of reasons and this has impacted the revenues. Carina advised that we raise the program fee in which Lisa agreed as we are low in comparison to the surrounding towns. Lisa is hesitant to say what the revenues will be next year, but she believes \$44,000 is more conservative. She would rather go over that number than not meet it. She is also allowing for COLA and inflation.

Her summer program and after school program is often "children watching children." Students are coming to us with some unforeseen impactful circumstances so she has been discussing having a person on staff to deal with these circumstances. (i.e. lack of proper clothing or food). These additions are reflected in the salary line.

There are also a lot of children with medications, and having one person in charge of overseeing these medications would be beneficial to the program as a whole. Ideally, they would have a nurse on duty but there is no way that is affordable at this time.

The training line reflects the new CIT program, which is for young teens and tweens who act as “extra eyes.” Lisa said they can’t pay the CITs as they are too young, but they are given a \$50-100 gift card as a thank you.

The grant the recreation department has for the Work Safe program pays for the first hour the college students work and the department pays 30% of the second hour. However, now college students will now be paid \$10/hr. instead of \$7.50. To ease the department into this jump, the grant will cover the first year of increase. This is reflected in the 2020 budget. She took money out of contract and services and added money to the training line item to cover the difference.

- **2020 Budget Discussion – Conservation Commission, Historical Society, Cemetery and Library**

Conservation Commission

In 2019, the Conservation bottom line was \$1,146 and in 2020 it is going down to \$1,125. This is due to the NHCC decrease in dues. Everything else remained flat. To date they have spent \$855.99.

Chairman Keeney observed that with property management they overspent. Boynton said they did not plan on mowing this year but they did for the race, resulting in the overspending. Chairman Keeney suggests they put \$250 in for mowing. Selectman Boynton said that they only mow every other year. Chairman Keeney said that they should get in the habit of mowing ever year. Selectman Boynton agreed, saying if the funds are not used, they could always use that money for other property maintenance.

Historical Society

Paul Yelle said that last year their bottom line was \$7,500. They are watching the roof and the carriage shed and have money in the capital reserve to hopefully accomplish some of the projects.

For the upcoming multiphase veterans memorial project, they are looking at being roughly \$2,500 short. Chairman Keeney suggested using the Durgin Fund for this project.

Paul hopes the elementary students will build a life size replica of what is being proposed and could possibly present it at town meeting.

Library

Shelley Thompson presented the library budget. The wages line is different from last year as the director and assistant director have flip flopped, so there are hourly differences are reflected as well as the number of hours they are working. In essence, the flavor the library is not going to change.

They did discover they were under with their substitute amount, because while going to conferences they learned that library trustees can no longer volunteer their time due to labor laws.

### Cemetery

Carina has met with John Timson and you will see some incremental changes. He went slightly over budget in labor so far. He explained that he has hired his grandson to come on part time through the summer to do some of the heavy lifting. He is hoping to continue that next year as well.

You will also see a \$500 increase in the equipment line item.

He has received COLA like every other employee

Carina believes we would be safe bringing the electricity budget to \$450.

He would like additional funds for the equipment line and labor. Selectman Cheney asked Carina to find out why he is going up on his equipment rate.

- **2020 Budget Discussion – Financial Admin, Building and Capital Reserves:**

Carina presented the selectmen's budget. Selectmen stipends are the same, and Carina's salary is increased by COLA. She will be finalizing insurance numbers next week. Current numbers are a 10% increase placeholder compared to what they are currently paying.

The biggest increase you will see this year is Moderator Meals, Coding, Etc. line item. Carina compared to 2016, where they spent \$7,000. She thought \$6,500 was safe due to it being a presidential election year.

The Financial Administration budget has decreased significantly, due to last year budgeting for unknown personnel changes. The town now has hired Corey and his benefits are adjusted accordingly.

She also decreased the personnel due to the minute's taker changes.

The only other drastic change is the increase of \$2,000 to training rather than \$250. Carina and Lisa must obtain welfare training and Lisa is enrolled in a course for municipal finance. Carina would like Corey to gain some training as well. She would also like to stay overnight for at least one of the conferences they attend.

Town reports and binding has gone down slightly.

Auditors have increased slightly, based on the quote they gave us last year for the three-year quote. They will now be auditing the fire departments' books as well and they are not quite sure what that will look like yet. Chairman Keeney suggested that be part of the fire department budget as we need to split this cost with Thornton. Carina agreed, so she will transfer that additional \$1,000 dollars to the Fire Department.

Chairman Keeney asked about the compliance officer. Carina said we have not paid out the entire year yet, so the expenditures will increase. Corey keeps track of hours for the compliance officer, and it is a fixed price based on visits. She lowered that as she does not see us reaching that number.

Assessing is dropping as well, because they are in the first year of their reval year. Next year they begin their cyclical program so they will drop from paying \$76,000 to \$54,000.

Legal expenses have increased slightly –lawyer fees are going up. In 2020 they will put this out to bid as they are under a three year agreement.

For personnel administration, this includes the HRA flexible spending cards. Back in 2018, this number was roughly \$26,000. They have a healthy reserve at the moment, so they could probably lower it a bit. \$48,000 is 38% of total cost, which Carina thinks is fair. Of course, they would like it to go down, but she recommends keeping it for one more year. It is up \$100 because she combined the Life and Disabilities line with this line.

Payroll is flat as they have not spent that to date, but they did not know what the fire department would cost us. Carina believes they could lower it, but would like to wait another month to see a full 12 months of the fire department included.

Merit pay has increased because they added an employee this year.

Planning, ZBA and Mapping have remained flat, just reallocated to different lines. Corey is training with Ron to do the simple stuff in mapping, but they should consider long term solutions. Going with another mapping firm will cost the town a significant amount of money.

In government buildings, electricity is flat. Water could be lowered slightly, so she will put \$2,000 as a placeholder. Yard care is increased in parallel with the quote they received last year. Floors came out of capital reserve. The Board would like to do the floors annually, and put it in the operating line of custodial. Miscellaneous repairs are left at \$7,500.

For advertising and regional, they put in the same request they approved last year. Last year was the first year they established the outside agency report – a request for funding from outside agencies.

Lakes Region Behavioral Health and Tri County Cap were the only ones who conformed to our funding request form this year. Ann Nichols, the director of development, was present from Lakes Region Behavioral Health, to give some information to the Board. She said, they are the mental health center which is contracted with the state of NH. Last year as a whole, their organization served 4,081 patients. In Campton specifically they provided care to 130 residents – 39 being children and 91 being adults. They provided \$23,660 in charity care to Campton residents last year. They ask all twenty-four towns to help with funds for emergency services is simply because it is so expensive to offer and requires psychiatrists and master level clinicians on duty 24/7.

Deer Run Dam can be brought down to \$400 as that is the price to register the dam.

The Beebe River committee met a few weeks back and asked the Board to hold the budget as it was last year. They recently sent termination notices to delinquent homeowners and have received a trickle of collections because of it. Because they need to build these reserves back up, this money will stay in its own fund for Beebe River Water and Sewer Utilities. They are not nearly collecting the \$22,840 that they should be annually, but are spending nearly \$9,000. It looks like they will be obtaining a grant from the trust fund, which will help with projects the committee has coming down the line in 2020.

Town welfare is decreased slightly – Carina could possibly bring it down more, but would like to see where this year ends.

The food pantry is being moved out next Saturday to the Baptist church. She brought it down \$5,000, and could possibly bring it down more.

Carina brought up patriotic purposes to \$750 from \$500, as they bought all new flags for the buildings and the cemetery.

Long term debt and principle are the amortization schedules. They did retire some debt for the John Deere backhoe, which lowers the long-term debt by roughly 30,000 a year.

Capital reserves are just placeholders for what they spent last year. This is open to discussion from the board. The Board also discussed the Undesignated Fund Balance. At the beginning of the year, they had \$732,033 in this fund. Carina recommended that if they want to use money to drive the tax rate down, they should use it from the operating budget and not this fund. Based on the reval numbers, it takes roughly \$40,000 to drop the tax rate by 10 cents.

Thornton would like to hold the joint meeting between towns after the first of the year. They would like to have it either January 6<sup>th</sup> or the 8<sup>th</sup>. The Board will schedule it for January 6<sup>th</sup> as of now.

The town received a 'right to know' request from Alfano Law Office about Burhoe Way. Carina received this on Friday and reached out to an attorney from the firm to ask for fourteen days to gather the information, as they are looking as far back as 1982.

The town is still in the mindset to not join North Country Council, as they did receive a budget request from them in 2020 and their membership dues would be just under \$4,600. The Board agreed it would be better to stick with trainings from the New Hampshire Municipal Association (NHMA). Corey brings trainings from the NHMA before the Planning Board every month to tell them what is available.

When the tax collector was here, they talked about possibly abating some of the old tax properties that remain on the payroll for housekeeping reasons. Carina would say that 99% of them are mobile homes that the town could tax deed but have deemed them as too much of a liability. Listed are two of the taxpayers with the most outstanding

balances, however the auditor suggested they do not abate those as they will lose any opportunity to collect back taxes in future. Selectman Boynton asked if this also applied with the mobile home properties. Carina said that yes, but what is more likely is that these mobile homes are abandoned and need to be demolished. These abatements are more like a housekeeping issue for the tax collector.

There were previously some questions on the true ownership about the travel trailer in Branch Brook campground. Hannah suggested they abate the 2017-2019 years, but Carina suggests that the board holds off until the assessors go out and take inventory of that strip. The Board agreed with Carina.

### **Correspondence:**

The fire department was approved for a grant to install a generator at the substation. Part of that process was that they needed to get three quotes and have one approved by the Board. Carina suggested they try to piggy back on that and get them to do the generator at the tax collector's office at the same time. Quotes are below:

New Wave Electric: \$9,934.52  
M Wills Electric: \$10,156  
Sabourn Electric: \$9,775

This grant covers 75% and the town covers the remaining 25%.

They would like to ask the chief why a 20k not 10k generator. They would like to see a quote for 10k.

White Mountain Oil, the town's previous oil and propane provider, stated that they are sorry someone never submitted a bid for the town's project. They also asked about the 2,000-gallon propane tanks in the ground and Carina said she believed the town owns them, but White Mountain believes their company owns them. The Board is pretty confident that they own the tanks, as they previously were contracted with AmeriGas, before White Mountain, but will wait to hear back from White Mountain.

### **Merit Pay**

The fire department never got the 2019 merit pay "step" increase. Chief Defosses has the money in his budget, so Carina proposed that to minimize confusion, that merit pay be paid out the same year it is evaluated. Merit pay is traditionally paid out in March after the books are closed. Last year was the first year they paid it in January to soften the blow of bi-weekly payroll.

Vice Chair Kelly said that he sees her point, but they do not have much time to evaluate the department heads (the only employees remaining for evaluation), by the end of the year.

Selectman Boynton said that he likes the idea of paying it the same year as evaluation and paying it around this time of year, which is helpful around the holidays. He sees Vice Chair Kelly's point as well of not having a full year to evaluate, however – that would happen with every year no matter how you scheduled it.

Carina said that the fire department usually get evaluated in the summertime. For the summer of 2018, no merit pay was associated, so they received nothing in March 2019. He has a merit pay line for 2019 that is not expended.

**Selectman Boynton made a motion to take the merit pay out of contingency for the town employees and fire department. Selectman Cheney seconded the motion. All voted in favor and the motion carried.**

The town employees have asked for the entirety of Christmas Eve off. As this had to do with the date Christmas falls, the town replied no.

The residents from the area around Windmill Road had concerns about healthcare workers reaching houses on their road, as well as the ditching that has happened in their area. Even so, they said their road is in much better shape going into this winter. Chairman Keeney said that in the next year they will attempt to make a plan to address these issues, as well as come up with a much more structured maintenance plan.

#### **Board Concerns and Directives**

Selectman Boynton said that this year they discussed a maintenance person for the town buildings and property. He would like the maintenance position to be on the agenda during the budget discussions. Carina said that the Easter Seals is actively looking for a person for us.

Selectman Cheney agreed with the folks from Windmill Road about the issues there, as he was just out there to do a building permit. He said Ryder Road specifically has problems. There is erosion on the edge of the road that is 6-12 inches deep in some places on Livermore Falls road. He has also marked a culvert down there that is clogging. Chairman Keeney told him to get Butch to fix this by November 25<sup>th</sup>. They will put something up to mark the hole tomorrow. They will ask Butch to fix Windmill Road by December 6<sup>th</sup>.

The Board discussed how to alert residents on this road. Carina doesn't believe he is required to knock on doors or make phone calls. The Board decided he should put out a sign on Monday, stating when the road will be closed.

Claire Desjardins is interested on being on the CIP committee. **Selectman Boynton made a motion to appoint her onto the CIP committee as an alternate. Selectman Cheney seconded the motion, the Board voted all in favor, and the motion carried.**

**Adjournment: There being no further business, Chairman Keeney adjourned the meeting at 8:00 pm.**

Respectfully submitted,

Ellyn Franklin, Recorder

