

MINUTES
SELECTMEN'S MEETING – BUDGET HEARING & REGULAR MEETING
January 27, 2020

The following Selectmen were present:

Craig Keeney, Chair
Karl Kelly, Vice Chair
Bill Cheney
Sharon Davis
Dan Boynton

Town Administrator Carina Park was also present. Department heads in attendance were Hannah Joyce, Daniel Defosses, and Butch Bain. Sergeant Foss was in attendance to answer any questions about the Police Department budget. An attendance sheet was passed for members of the public to sign.

Town of Campton Budget Hearing

Chairman Keeney opened the Budget Hearing at 5:30 p.m. with a brief overview. Town Administrator, Carina Park, provided an illustrated overview of the municipal budget (see "Town of Campton Budget Hearing 2020" PowerPoint slides for details). The first slide shows a breakdown of the 2019 tax rate of \$23.21/\$1,000; down \$2.21 from 2018. The town portion of the \$23.21 tax rate is \$5.11, PRHS is \$4.88, Campton Elementary School is \$11.36, and the County is \$1.86. The second slide compared the tax rates for 2015-2019. Campton's portion is the lowest it has been since 2013. The third slide illustrates that 46% of the budget is accounted for by the Police, Fire, and Highway departments. The fourth slide compares property taxes between Campton, Campton Village, and Waterville Estates.

An audience member asked how the Campton budget compares to other towns. While Carina didn't have exact figures for comparison from other towns, Selectman Boynton stated that we know our payroll is comparable because of the recent wage study.

Members of the Board and the Town Administrator presented highlights of the budget sections as follows (see Town of Campton 2020 Approved Budget for details):

SELECTMEN. Carina Park stated that the biggest change to this budget is due to an approximately 16% increase in health insurance (4130-210). She further described that the town offers two levels of health insurance that cost employees either 7% or 15% to purchase. The second item with a significant change is the line for Moderator/Meal/memory coding (4130-004). This change is due to three elections taking place in 2020.

TOWN CLERK/TAX COLLECTOR. Selectman Davis pointed out that all town employees will receive a 2% COLA this year. The Deputy and Assistant Town Clerks received a wage increase (4140-001) due to the wage study that was conducted. The Overtime line item (4140-130) was increased due to the elections taking place in 2020. A significant change is the removal of funds from line item 4140-002 – Fees to the State of NH. These funds were described as "flow through" monies that come to the town and are then passed on- so not truly part of the budget and therefore removed. A few line items were

changed to reflect more accurate actual costs – such as 4140-003 and -004. 4140-006 and -016 are increased due to the elections taking place in 2020.

FINANCIAL ADMINISTRATION. Carina Park described that changes in payroll, health insurance, and training were due to one employee's retirement and the hiring of a new employee. A new three-year term for the Auditors (4150-001) resulted in a modest increase. As with some other departments, a stipend was added for volunteer committee work (CIP Committee).

ASSESSING SERVICES. Carina Park stated that the town's Reval /Updates line went down to its normal rate for 2020 (4152-001).

LEGAL EXPENSES. Carina Park. An increase of \$5000 was budgeted to reflect actual costs incurred from 2019 (4153-001).

PERSONNEL ADMINISTRATION. Carina Park. The only item of note was \$1.00 line item 4155-006 (Unemployment) that Carina Park described as a place holder since it isn't currently being used. Carina informed the public that Merit Pay (4155-007) was previously paid out in the year following an employee's evaluation, causing occasional confusion. The practice of payment of Merit Pay has been changed to paying it the same year the evaluation process is completed.

PLANNING BOARD. Selectman Cheney stated that the only significant change was the provision for paying Committee volunteer stipends. (4191-008).

ZONING BOARD. Selectman Cheney stated that the only significant change was the provision for paying Committee volunteer stipends. (4191-008).

GENERAL GOVERNMENT BUILDINGS. Selectman Kelly pointed out that the Custodial line (4194-003) had been modestly increased to improve the maintenance of the town office buildings. Cost of telephone lines (4194-007) had decreased due to a new plan that Selectman Boynton worked on obtaining. The line item for yard care (4194-008) was increased by \$500.

CEMETERY. Selectman Kelly pointed out that the labor cost had been increased (4195-001) due to the need for a part-time worker.

INSURANCE. Chairman Keeney stated that there were no significant changes.

ADVERTISING & REGIONAL ASSOCIATIONS. Chairman Keeney pointed out that a request form is now distributed to improve accountability from agencies. Two agencies did not return completed forms for this year: American Red Cross, and Day Away Program. They did not receive funding in the 2020 year (4197-001).

OTHER GENERAL GOVERNMENT. Chairman Keeney stated that there were no significant changes.

WALKING TOWN BOUNDARY LINES. Chairman Keeney stated there was no change.

POLICE DEPARTMENT. Selectman Boynton described several changes to this budget. Significantly, a line was added for Prosecutor (4210-002) as these duties were removed from the Chief and a shared position created between two other towns, Lincoln and Woodstock. The revenue from those towns isn't shown in this budget but it offsets most of the cost. An increase in the Overtime line (4210-001) is due to a new officer who is currently at the training academy. \$4500 was removed from Training (4210-003) and more appropriately placed in payroll since this is money used to pay for coverage when officers are at a training event. An increase in Uniforms & Equipment (4210-004) is being used to replace worn ballistic gear. An increase in Office (4210-007) is due to increased demands of mandated Discovery requirements and software changes. A question came from the Public regarding

“Legal/Prosecutor” (4210-013). Selectman Boynton responded that this line item’s name was a legacy and would be changed in the future to simply “Legal” to reflect that this pays for hard costs such as law books. A member of the Public questioned the Retirement line item (4210-230). Carina responded that the rate is set by State statute and is currently about 27%.

FIRE DEPARTMENT. Chairman Keeney pointed out that a significant change in this budget concerns Payroll (4220-006). A third eight-week period of 24-hour coverage was added to this budget to decrease the burden of on-call coverage. In addition, it was pointed out that one full pay period was carried over into this budget since it is the first full year of the Fire Department being administered under the town of Campton. A question was raised by a member of the audience concerning Lakes Region Mutual Fire Aid (4220-091) increase. Chairman Keeney responded that the Town has no control over Lakes Region’s charges as there are no other services available. Chairman Keeney stated that Campton’s total share of the Fire Department budget has gone down due to the Inter-governmental Agreement between Campton, Thornton and Ellsworth. Chief Defosses stated that each of the towns pay a portion of the bill based on valuation, town population, and a fixed cost.

EMERGENCY MANAGEMENT. Chairman Kelly stated there was no change.

SIGNS, POSTS, E911. Selectman Kelly stated there was no change.

HIGHWAY DEPARTMENT. Selectman Kelly said that one employee received an increase in wages due to the wage study. Overtime (4312-002) was increased because the previous budgeted line had been exceeded. The line for Sub-Contractors (4312-009) was increased because the previous budgeted line had been exceeded. The line for Winter Salt (4312-012) was increased by \$2,000 per the request of the Road Agent.

HYDRANT RENTAL. Selectman Cheney stated there was no change.

SOLID WASTE & LANDFILL ADMINISTRATION. Selectman Cheney stated there were no changes.

BEEBE RIVER UTILITIES – WATER & SEWER. Selectman Cheney stated there were no changes.

HEALTH AGENCIES. Selectman Davis provided explanation that this expense is the Campton share of home health care provided to some residents.

TOWN WELFARE. Selectman Davis described a \$5,000 decrease because applications for assistance had decreased.

PARKS & RECREATION. Selectman Davis described a \$3,791 increase in payroll (4520-001) due to the addition of qualified adult oversight for some of the programs, especially for those that serve children with special needs. There was a necessary increase in training costs (4520-003) to educate the new personnel. These costs will be offset by about \$48,000 in collected revenues.

LIBRARY. Selectman Davis described a shift in payroll due to the Director and Assistant Director switching roles. In addition, it was pointed out that Trustees could no longer volunteer their time due to labor laws (4550-001). A member of the audience asked why many of the 2019 expenses were not recorded. It was explained that the Library Trustees pay these costs from their bank account which is audited by the town auditors and they receive disbursements from the town quarterly.

PATRIOTIC PURPOSES. Selectman Boynton stated that there was no change.

CONSERVATION COMMISSION. Selectman Boynton stated the only change was the addition of stipends for volunteers (4611-010).

LONG TERM DEBT – PRINCIPAL. Selectman Davis said that the principal had decreased by \$29,095 which also meant that the cost of interest on the principal had gone down.

CAPITAL RESERVE FUNDS. Carina Park said that this is the second year of an active CIP Committee that meets once monthly. They have made two recommendations for 2020: increasing the paving and gravel for road improvement (4900-013), and a decrease in highway heavy equipment (4900-001). Carina pointed out that these funds are raised by taxation. A member of the audience questioned the gravel line item and Carina restated that the funds will be used to improve, not maintain, roads. Chairman Keeney stated that the Road Agent will be putting together a 5-year plan and a road study will be conducted to determine best use of these funds.

CAPITAL RESERVE FUNDS – FUNDED BY UNDESIGNATED FUND BALANCE- NO AMOUNT TO BE RAISED BY GENERAL TAXATION. Carina Park said that these funds come from town surplus, not taxation.

2020 PETITIONED WARRANT ARTICLES – FUNDED BY UNDESIGNATED FUND BALANCE – NO AMOUNT TO BE RAISED BY GENERAL TAXATION. Selectman Boynton stated no significant changes.

2020 PETITIONED WARRANT ARTICLES. Selectman Boynton stated there are two petitioned articles with regards to the Municipal Library Construction – one to expand the use of the Capital Reserve fund to include engineering and planning expenses and the other for \$17,500 to be added to the Municipal Library Construction Capital Reserve Fund.

2020 CAPITAL OUTLAY WARRANT ARTICLES – FUNDED BY UNDESIGNATED FUND BALANCE – NO AMOUNT TO BE RAISED BY GENERAL TAXATION. Selectman Boynton stated that all cruisers are on a 6-year turn-over cycle and the SUV is on a 7-year turn-over cycle. It is now time to replace the SUV. In addition, Selectman Boynton stated that the Police Equipment Grant is used to pay for the consoles in the vehicles so officers can improve efficiency by completing administrative work in the field.

As a final comment, Carina stated that the 2020 budget reflected a 1.34% increase over the 2019 budget.

Chairman Keeney adjourned the Town of Campton Budget Hearing at 6:20 p.m.

Campton School Board Chair, Danny Desrosiers, announced the school board budget hearing will be held on February 5th at 6:30pm at the Elementary School.

Call to Order.

A regular meeting of the Town of Campton Board of Selectmen was called to order at 6:21 p.m. on Monday, January 27, 2020 by Chairman Craig Keeney in the Campton Town offices.

The following Selectmen were present:

Craig Keeney, Chair

Karl Kelly, Vice Chair

Bill Cheney

Sharon Davis

Dan Boynton

Five members being present, a quorum (3) has been reached. Town Administrator Carina Park was also present.

Approval of Minutes.

Selectman Davis made a motion to approve the Public and Non-Public Minutes from January 6, 2020 and January 13, 2020 as corrected. Selectman Boynton seconded the motion, and the Board voted unanimously to approve.

Correspondence

Carina Park stated that the first invoice from Stachecki Contracting, LLC for the two sheds had been received. The invoice included an increased quote by \$2,146 as the first quote did not provide for necessary excavation work. One shed is for Highway Dept. and is for the Fire Department. The work will be provided for out of Capital Reserve funds.

Privilege of the Floor

-None-

Board Concerns and Directives

-None-

Adjournment. There being no further business, Chairman Keeney adjourned the public meeting at 6:58 p.m.