

MINUTES
SELECTMEN'S MEETING – REGULAR MEETING
April 6, 2020

Call to Order. The meeting of the Town of Campton Board of Selectmen was called to order at 5:31 p.m. on Monday, April 6, 2020 by Chairman Craig Keeney via Zoom Video Conference.

The following Selectmen were present:

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

Five members being present, a quorum (5) has been reached. Town Administrator Carina Park, Town Clerk/Tax Collector Hannah Joyce, Lisa Vincent, Jade Hartsgrove, Corey Davenport and Ron Goggans were also present via Zoom Video Conference.

Approval of Minutes. Selectman Davis made a motion to approve the Public and Non-Public Minutes from March 23, 2020 as corrected. Selectman Kelly seconded the motion, and the Board voted unanimously to approve.

New Business

2020 Selectmen Assignments. A discussion took place about possibly rotating the assignments but it was felt that the assignments should stand due to the current COVID-19 situation.

A motion was made by Vice Chair Kelly to keep the assignments as they currently stand and Selectman Cheney seconded: Craig Keeney as Chair, Karl Kelly as Vice Chair. The motion was passed unanimously.

The following assignments were also discussed:

Planning Board: Bill Cheney
ZBA & Conservation Commission: Dan Boynton
Policy Committee: Sharon Davis & Dan Boynton
CIP Committee: Karl Kelly & Craig Keeney
Tax Assurance: Sharon Davis
Voter Set-Up: Sharon Davis & Karl Kelly
Park & Rec: Sharon Davis & Craig Keeney

HR Committee: Sharon Davis & Karl Kelly

Transfer Station Committee: Dan Boynton & Craig Keeney

Selectman Cheney made a motion to accept the committee assignments, seconded by Selectman Boynton. The motion was passed unanimously.

Chairman Keeney suggested adding "Committee Updates" as a regularly occurring agenda item.

Carina Park suggested that Dan Boynton be the point person for technology issues related to the BOS issues.

Temporary Leave Policy & Board Directives Regarding COVID-19. Drafts of the two documents were circulated to the Board members.

Temporary Leave Policy

Several changes were suggested by Selectman Davis;

- A. Re Paragraph 1: "Adopted by unanimous consent of the Campton *Board of Selectmen...*," not "Select Board."
- B. Re A. Federal Emergency Paid Sick Leave Act and the Emergency Family Medical Expansion Act: first sentence, "In accordance with the Federal Emergency Paid Sick Leave Act and the Emergency Family Medical Expansion Act, employees will be eligible *for* the following leaves," not "with the following leaves."
- C. Re (2) Emergency Paid Sick Leave Act, paragraph following #6: "Where leave is foreseeable, an employee should provide notice of leave to the Town as *soon* as practicable," not "...to the Town as practicable."
- D. Re final paragraph of document: "This temporary policy will expire no later than December 31, 2020 and may be amended from time to time at the discretion of the *Board of Selectmen,*" not "Select Board."

A discussion followed regarding this draft policy. It is the Board's hope that full-time employees would continue to work throughout this State of Emergency. Employees are encouraged to work remotely if possible. Department Heads should think about projects that could be done from home. In the event the employee cannot work from home a discussion ensued regarding how that employee should be paid. The Selectmen voiced the following:

Selectman Boynton – expressed that time should be paid until May 4, 2020 and then revisit the policy at the next BOS meeting at May 4, 2020. He clarified the employees should be paid at their regular status (part-time vs full-time).

Selectman Davis – felt that time should be paid until May 4, 2020 and then revisit the policy.

Selectman Cheney – asked about Federal subsidy. He would like employees paid until May 4, 2020 and then revisit the policy.

Vice Chair Kelly – felt employees should continue to be paid until May 4, 2020.

Chairman Keeney – wondered about Park & Rec employees. Lisa Vincent informed the Board that Lisa Ash, Parks & Recreation Director uses her employees to fulfill other roles such as helping with the Commodity Food. It was agreed to pay employees at full rate until May 4, 2020.

Carina Park will distribute policy as corrected. Department heads will manage their employees' work schedules as best suits the needs/demands.

Board Directives

One correction was noted by Selectman Davis in #2, bullet 2: "Spacing seating *farther* apart than usual to promote social distancing, including the distance between participants, if possible," not "father."

Memo on Spending. The Board reviewed the draft Memo on Spending to be distributed to Department Heads. A general discussion took place regarding departmental spending during the current COVID-19 situation. It was decided that the current spending controls would remain in place but the Board asks that all department heads to be even more diligent in spending and to hold off on any large or unnecessary purchases. Carina Park will report any unusual spending activity to the Board.

COVID-19 Town Building Closure Update. Carina Park reported that all public restrooms have been closed. Rotating shifts for town employees are being implemented. Hannah Joyce said that there has been an increase in calls and low supplies such as hand sanitizer, face shields, etc. A general discussion took place about being vigilant with cleaning surfaces in the offices.

Correspondence

W. Raabe Building Permit Extension Request. Will Raabe is asking for an extension on his building permit set to expire in May. The BOS agreed to extending the permit to May 2021.

2019 Equalization Rate. Carina Park reported that the Equalization Rate for 2019 has been set at 98.6%.

Board Concerns and Directives

Selectman Kelly suggested tabling the snowmobile use of town roads for the time being. He raised a new concern of possibly issuing vending permits so that vender parking can be regulated. Carina Park suggested implementation of an ordinance might be useful. She will obtain ordinances from other towns for the Board to examine.

Selectman Davis reported not seeing trucks out working from the Highway Department on her side of town.

Selectman Boynton said that the Conservation Committee is working on grant applications for the purchase of land. A written recommendation by the BOS would be a helpful addition to the application package. The BOS agreed to supply a written recommendation drafted by Carina Park and Sharon Davis. Dan also expressed interest in having committees supply input to the upcoming ordinance review. An additional point of interest that Dan raised was the use of personal vs work computers (and other technologies) during this time of work-from-home. Dan will explore various options.

Chairman Keeney raised a concern about a piece of property on Plaisted Road. The owner wishes to work on the road to make it more passable such as putting in some culverts and ditches. The BOS were fine with the work as long as the proposed work is identified and the owner knows that the town will not maintain the improvements. Craig asked Carina if any further information was available about the road study. She reported none at present.

In Public Session a Motion was made to go into Non-Public Session under RSA 91-A: 3, II (a). 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 6:51 p.m. The Board came out of Non-Public Session at 7:10 p.m.

In Public Session Selectman Davis made a motion to seal the Non-Public minutes. Vice Chair Kelly seconded the motion and with a roll call vote: Chairman Keeney- aye, Selectman Davis – aye, Selectman Kelly– aye, Selectman Cheney – aye, Selectman Boynton-aye. The motion to seal passed unanimously.

Adjournment. There being no further business, Chairman Keeney adjourned the public meeting at 7:10 p.m.

Respectfully Submitted

Paula Woodward

Recorder