

MINUTES
SELECTMEN'S MEETING – EMERGENCY MEETING
March 23, 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, March 23, 2020 by Chairman Craig Keeney via Zoom Video Conference. Selectmen Dan Boynton and Selectman Bill Cheney were Town Office to ensure that members of the public had access to the meeting.

The following Selectmen were present:

Craig Keeney, Chair

Karl Kelly, Vice Chair

Bill Cheney

Dan Boynton

Sharon Davis- Not in attendance initially. Joined Video Conference during the non-public session.

Four members being present, a quorum (4) has been reached. Town Administrator Carina Park was also present via Zoom Video Conference.

Approval of Minutes. Selectman Kelly made a motion to approve the Public and Non-Public Minutes from February 24, 2020 and March 16, 2020 as revised. Selectman Boynton seconded the motion, and the Board voted unanimously to approve.

New Business

Draft Request for Bids- 2020 Gravel: The Board reviewed the draft RFB for 2020 gravel purchases. Selectmen Davis had previously distributed minor changes to the document. Selectmen Cheney asked if this bid would be awarded to the lowest bidder. Carina explained that this decision can be made by the Board at the bid opening. The bid documents states that the Town has the right to reject any and all bids and that although price is a factor, vendors are advised that other factors will also be considered which may result in the award of a contract to the non-lowest bidder. Selectmen Cheney suggested we add language to the effect that an inspection of the material may be required. All Board members agreed that this should be included. Carina will add to the bid documents a statement that before a bidder is awarded the contract a site inspection of the material will be requested. Carina also suggested we add

language that in the event the quality of the material changes throughout the contract that the contract could be terminated.

The Board approved the RFB with the revised changes. Carina will forward the updated document to the Board and to the vendors previously contacted during the screened sand bid process.

BETA Pavement Management Study Proposal: The Board reviewed the proposal from the BETA Group regarding the road management and inventory study. The total cost not including the capital asset planning was \$18,500.00. Carina asked the BETA Group for a rough estimate to include the capital asset planning and was told no more than \$7,500.00. The decision to include the additional work can be added at any time throughout the project and does not need to be included for approval of the initial contract. The Board discussed the pros and cons regarding the inclusion of the additional work such as additional fees, feasibility of the work proposed, and time restraints of current staff to come up with a similar plan. After discussion, the Board decided to move forward with the contract without the additional capital planning work but will reevaluate this decision as the project progresses.

Selectman Boynton made a motion to enter into a contract with the BETA Group pending review of the contract. Selectmen Kelly seconds the motion and the motion passes by unanimous voice vote.

Tuck Property Management Quote-Pressure Washing, Window Cleaning and Staining of Siding: The Board reviewed the proposal from Tuck Property Management for Pressure Washing and Window Cleaning of 12 Gearty Way. The amount of bugs and mildew on the building is going to require a chemical treatment which has driven the quote up. The quote covers all four sides of the building including the cupola which will require staging or some sort of apparatus to access. The quote for the pressure washing and window cleaning is roughly \$4,300. In an effort to expedite the process as Jake Tuck would like to start on the project before spring clean-ups begin, the Board agreed to use the Durgin Fund to pay for the work. The Board discussed including the Durgin Building in the work as it's presumed to be just as bad in terms of the bugs and mildew.

Chairman Keeney made a motion to hire Tuck Property Management to pressure wash and clean the windows of the Municipal Building at 12 Gearty Way and the Durgin Building at 10 Gearty Way with a price not to exceed \$5,500.00 to come from the Durgin Fund. Selectman Kelly seconds and the motion passes with a unanimous voice vote.

COVID-19 Building Closure: Carina gave the Board a brief update on the status of the Town Office Closure. All offices are doing their best to continue on a virtual basis. The Board of Selectmen’s Office has transitioned to mostly online functions although the employees are able to receive emails and calls remotely. They are also able to access their desktops to ensure business continues per usual even if not physically in the office. The Town Clerk/Tax Collector has restructured the staffing of her office and is closed to the public but she remains in the office to conduct transactions daily. New laws regarding extended FMLA and emergency sick time are emerging every day and the Town will conform with the current regulations.

Correspondence

The Board reviewed the NH DOT reports on both the bridge classifications in town as well as the projected paving plans for summer 2020.

The Board also reviewed the North Country Council’s report form their visit to the Transfer Station.

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 6:19 p.m. The Board came out of Non-Public Session at 6:25 p.m.

Adjournment. There being no further business, Chairman Keeney adjourned the public meeting at 6:25 p.m.

Respectfully Submitted

Carina Park
Town Administrator