

## **Campton Board of Selectmen**

### **Meeting Minutes**

**Monday, January 30, 2023**

The Campton Board of Selectmen met at 4:00 pm Monday, January 30, 2023. Present were Chair Sharon Davis, Selectman Mort Donahue, Selectman Dan Boynton, Selectman Nik Coates and Selectman Craig Engel. Also present were Campton Town Administrator Corey Davenport, and Minutes Recorder Natasha Egger.

Members of the public on zoom were: Kerrin Randall, Ron Bates, and Eric Grenier from HEB Engineers.

Chair Davis started the meeting at 4:04 pm

#### **Selectmen Work Session**

Craig and Corey discussed the proposed Bid Proposal for FY 2023 Road Reconstruction (RFP) and road planning with Eric Grenier from HEB Engineers. Eric gave general recommendations and other information that the Town should consider. Eric indicated that all roads must be up to the latest NH DOT standard specifications. These were provided to Corey for the RFP. Eric recommended that there should be references to bonding requirements in the draft RFP, specifically, Performance & Payment Bonds. These bond requirements are usually standard for projects of this magnitude. These bonds will protect the Town from uncompleted work or unpaid subcontractors. Eric also recommended insurance requirements that the contractor must carry in order to work with the Town. Typically, Eric has seen the required \$1 to-2 million limits. Another issue Eric found with the RFP was that it does not include any material quantities for contractors. This will leave it up to the contractors to do the math to determine how much excavation, gravel, grading, etc., they will need to complete this work. This could cause the bids to vary quite a bit. Eric was concerned that the limited details provided would result in wildly different prices. At a minimum, the Town should receive some ballpark understanding of the project cost. However, the bids could be very different from one another.

Based on the HEB engineer's experience, an integrated and holistic approach to roadway improvements needs to be considered for this project before investing significant dollars. The Town should first consider developing clear roadway improvement plan/process goals. The overall goal should be a framework for the approach to roadway improvements. Eric presented the Board with a few questions to ask when looking to set goals. These questions revolved around rebuilding strategy, drainage, ditching and paving. He mentioned that objectives would need to be set before any major project should be started. Eric felt that it would take roughly a year to come up with a scope of work, road

future planning, and put this out to bid. His projection is about a year of planning, and he is looking at 2024 year for an RFP.

The Board of Selectmen asked Eric some specific questions regarding different aspects of the road reconstruction process. Selectman Coates asked several questions about budgeting, strategy, and contracting. Eric had told the Board that budgeting would vary from town to town, but that, generally, a town would bond or try to raise funds over time. Eric recommended that the Select Board should decide on the road reconstruction strategy, but he indicated that you could preserve more miles by keeping good roads good. Eric told the Board that a maintenance strategy should revolve around ditching, road crowning, and shoulder maintenance. When maintained properly, water should leave the road surface, preventing major road damage. Finally, Eric told the Board he could help them come up with an RFP and some goals for our roads. This goal-setting discussion would help set a direction for the highway crew maintenance and future road reconstruction. The Board would like to present the goals at the 2023 Town Meeting.

Selectman Boynton had a few questions for Eric regarding maintenance and reconstruction. Selectman Boynton first asked about the use of calcium chloride on gravel roads. Eric was familiar with this process and indicated that using calcium chloride could help keep surface material from being pushed off the road. He stressed that this is only a minor surface treatment and would not help if the road had major structural problems. Selectman Boynton also asked about the differences in depth recommendations between an email received and the RFP. Corey explained that the RFP was based on the Road Agent's recommendations. Eric said that he could envision some stretches of the road being raised instead of excavated. He told the Board that he could make that determination when choosing road projects.

The Board and Eric agreed to pick a future date for goal-setting. Corey said he would reach out after the meeting and coordinate schedules.

### **Discussion of Future Road Planning**

Chair Davis asked Corey about the Road Reconstruction Fund and Road Infrastructure Fund. The Board wanted to know if these funds could be used for summer construction. Corey was not sure; he will look into this. Selectman Boynton was concerned that money should be set aside for emergencies in case the spring turned out to be a bad mud season again. Selectman Coates recommended the Town move the Road Reconstruction and Road infrastructure funds into a new account for all road-related issues. That way, the Highway Department could access it whenever they may need to fix the roads. Nik explained that it would have to be two warrant articles to present. One to transfer the two funds into one account and one article to close those two old accounts.

Selectman Boynton mentioned that he had not seen a detailed road plan from the Highway Department, which should start this year. Selectman Coates agreed it should have required specifications that they have to meet yearly.

Selectman Coates and Selectman Boynton asked if the Highway Department staff ever go to training and could the Board start that process. Selectman Coates mentioned that UNH has many programs for them to go to throughout the year.

Chair Davis and Selectman Coates recommend starting with \$750,000.00 in the new capital reserve fund. Chair Davis asked the rest of the Board if they felt that that amount was enough to start with or if they should have more. The Board felt that that amount to start should be sufficient. . The money from the Road Reconstruction and Road Infrastructure Funds should be transferred into the new capital reserve fund. The Board wanted to know how much might be able to come out of the undesignated fund balance to offset some costs. Corey said he would look into this matter and get back to the Board. There was discussion about the balance from the other funds to cover about \$200,000.00 so that Puckerbrush Road could be paved this coming summer. Selectman Coates mentioned that this might be one way to tackle some larger projects by saving up money in this fund.

### **Committee Updates, Board Concerns, and Directive**

Corey had a few items for the Board to address.

**State Bridge Aid**- The Town received funds from the State of NH of \$114,977.00 for bridge maintenance and repair. Corey asked if the Board would prefer to put it in the General Fund or the Bridge Capital Reserve Fund. The Board preferred to do a warrant article to put money into the Bridge Maintenance Capital Fund. Selectman Coates mentioned some opportunities to partner with State or Federal agencies to repair bridges in the town.

**Veteran's Credit**-The State of NH has adjusted the standard Veterans Credit. This change now includes active-duty military members. The town assessors said that the Town has to re-adopt the \$500.00 veteran credit. If not, it will revert to a \$50.00 credit. Corey explained that he already wrote a warrant article on this.

**IT Company Transition**- The new IT company, Lakes Region Computer, came in last week to start the transition. CCS will still be providing IT support for the police department. CCS will also be involved as the transition moves ahead. Corey explained that one of the computers in the Town Clerk's office had died. The Town has contracted CCS to repair or replace that computer.

**Campton Village Precinct Update**- Corey explained that quite a few residents of the Campton Village Precinct have been waiting to be removed from the precinct. We have consulted with the Town Attorney, and we are required to notify all of the homeowners in the village precinct of the public hearing. We do not have enough time to properly notify all interested parties of the public hearing before the Village Precinct Annual Meeting. The Select Board has decided to hold a public hearing this summer and allow additional time for more individuals to come forward. We hope to send out a letter this spring with a date in the summer for the public hearing.

With no further business, the meeting was adjourned at 5:30 pm.

Respectfully Submitted,  
Natasha Egger

## Minutes Recorder

### Tasks Requested:

- Work with Eric from HEB on goals, the scope of work, bonds, insurance, and proposals
- Move the Gravel and Culvert Fund into a new Capital Reserve Fund and rename it for 2024
- 2 warrant articles for this change of funds and create a new Capital Reserve Fund for 2024
- Setting goals for staff for development (training for highway department)
- Roads Questions with answers to present to the Town Meeting
- What is available in the Undesignated Fund Balance
- Corey looks into Capital Reserve Fund & Road Infrastructure and Road Repair Fund. What do they mean and/or allow?