

Campton's Campus Design Committee
Minutes
May 10, 2023

The Campton Campus Design Committee met in the Campton Community room to hold their monthly meeting on Wednesday, May 10, 2023, at 2:30 pm. Selectman Mort Donahue and Selectman Craig Engel, Sherrill Howard, and Mary O'Brien were the attendees. Also present was Corey Davenport, Town Administrator. Jade Hartsgrove, Planning, Zoning, and Assessing Coordinator, Lisa Vincent, HR/Finance/Welfare Director and Natasha Egger, Minutes Recorder.

Charlie Wheeler was absent from the meeting.

Selectman Engel called the meeting to order at 2:30 pm.

Minutes Review

The Board reviewed the minutes from April 12, 2023; Sherrill Howard motioned to approve the minutes, Selectman Donahue seconded the motion, and the motion passed unanimously.

Department Interviews

Town Administrator: The first interview the CCDC had scheduled was for the Town Administrator, Corey Davenport. Corey explained that he anticipates that the office will eventually need more storage space. He reviewed that certain items must be retained indefinitely, and some things have been moved to electronic files. Moving some things to electronic form has cleared up some space, but not all items can be in electronic form. There is a need for a new website, the one the Town has is not user friendly, and there's no IT department the Town can call and get help from. Corey stated that the HVAC system must be replaced; there have been many issues with it, and there were multiple days this past winter when the office had no heat and other times in the summer when the AC did not work. Corey said that due to the anticipated growth of the town and with the expansion of the town's recreation department, we would need 1-2 additional staff and 1-2 additional offices for each department. The CCDC thanked Corey for his time.

HR/Finance/Welfare Director: Lisa Vincent was next up to interview. Lisa said she is ok right now, but within the next 3-5 years, she will likely need another person and more space. She would like someone else to take over the welfare department, which is highly time-consuming. Lisa explained the many tasks she had to do for the welfare applicants. Lisa has also thought about taking on payroll in-house. She essentially does payroll, with the exception of printing the payroll checks. She has looked into several different programs and plans to get one secured by July to start by the new year. The HR part of her duties is extremely busy due to the high turnover of employees. Lisa stated that 50% of her time is finance, 25% is welfare, and the last 25% is HR. The CCDC thanked Lisa for her insight.

Planning/Zoning/Assessing Coordinator: Jade stated that she is all set with needing anything immediately but that the position has evolved, and later down the road, she can see the need for an assistant. The Town is expanding; more building permits, site plan reviews, and applicants have come to the ZBA.

Other Discussions

The CCDC talked about emailing all listed on the meeting schedule with a read receipt; it also stated in the email that if they cannot make the scheduled time, to reach out, and the CCDC will try to reschedule. Jade will send the email out and will add Craig to the email.

Board Concerns and Directives

-None-

Privilege of the Floor

-None-

Sherrill Howard motioned to close the meeting at 3:50 pm, and Selectman Donohue seconded the motion, and the meeting was closed at 3:50 pm.

The next meeting is scheduled for June 14, 2023, at 2:30 pm.

Respectfully Submitted,
Jade Hartsgrove

Planning, Zoning, and Assessing Coordinator