

CAMPTON BOARD OF SELECTMEN

MEETING MINUTES

Monday, January 8, 2024

Board attendees: Sharon Davis, Craig Engel, Dan Boynton, Mort Donahue in-person
Nik Coates via zoom

Campton employees present were Lisa Vincent and Jade Hartsgrove. And Minutes Recorder, Paula Woodward.

Members of the public present included Mary O'Brien, Ron Goggans, Sherrill Howard, Butch Bain, Cami Bain, and Ed Baumeister.

Call to Order. A regular meeting of the Town of Campton Board of Selectmen was called to order at 4:35 p.m. on Wednesday, January 8, 2024 by Chairman Sharon Davis in the Campton Town offices and via Zoom.

Public Hearing. Upon motion duly made and seconded, it was unanimously voted to open a Public Hearing at 4:35 pm with regards to the acceptance of unanticipated funds. Chair Davis explained that unanticipated funds have been received by the town from DMV/DOT highway block grant in the amount of \$36,368.27. These funds will be placed into the Bridge/Highway capital reserve funds for future use. Selectman Boynton made a motion to close the public hearing at 4:38 p.m. The motion was seconded and unanimously approved. In regular meeting session, Selectman Engel made a motion to accept the unanticipated revenue of \$36,368.27. The motion was seconded and unanimously approved.

Campton Design Committee Report. Selectman Engel explained that in January 2023 he was asked to lead a needs-based assessment of the Campton Town Office complex (hereafter called "campus" in these minutes) located at Gearty Way. Selectman Engel introduced current co-committee members Sherill Howard, Mary O'Brien and Mort Donahue, all of whom were present (the committee originally also included Charlie Wheeler and Corey Davenport). 12 +/- groups/town departments were asked "What do you need now, what do you anticipate needing in 5-10 years, and what do you anticipate needing in 20 years." The focus of the meetings was on infrastructure, workspace, storage space, equipment, and staffing. The interview responses were collated and indicated four major areas of need:

- 1) Personnel space and storage space were identified as the priority needs.
- 2) Safety issues.
- 3) Inadequate space in the current campus design.
- 4) Significant issues with water source for the campus.

The following recommendations came from the ad-hoc committee regarding the above four identified needs:

(Regarding personnel and storage space)

- Assess all on and off campus buildings for physical storage capability.
- Incorporate personnel and physical storage needs into campus redesign process.
- Move all processes as legally possible to electronic storage.
- Identify and install software to improve efficiencies (reduce hard copy storage).

(Regarding safety)

[Assess and address, including annual inspection of all buildings by BOS.]

- Fire House.
 - Fire suppression system with cistern.
 - Commercial grade ventilation hood in kitchen.
 - Safety Ventilation throughout fire house.
- Road Maintenance Building.
- Town Hall.
- Durgin Building.
- Historical Society Building.
- South Fire Station.

(Regarding current campus design)

[Buildings barely accommodate current storage and personnel needs. Buildings will not accommodate future needs: Fire Department, Police Department, Highway Department, Library and solar array.]

- Acquire land that is contiguous with our current campus.
 - Pike Industries - Schedule a meeting. Discuss what land is available.
 - Would Pike Industries grant any land to the town?
 - Is there land along the Pemigewasset River that could be put into conservancy through the stewardship of the Campton Conservation Commission.
- Redesign the current campus. Assess and redesign the campus to meet our needs:
 - Initial analysis of the campus map to scale indicates there is room to expand the Fire Department, Town Hall, highway building, Durgin Building, and accommodate a library on the ~ 5-acre campus.
 - Fire Department needs to double their inside capacity.
 - Police Department needs more office space and a sally port.
 - Highway Department needs more inside workspace and outside storage capacity.
 - Library should be placed on campus.
 - Any new buildings should have a south-facing roof to allow for solar panel installation.
 - Recommend walking the campus to locate pins and accurately measure the current land available.
 - Hire Dennis Mires from the architect's agency located in Manchester, NH to develop an updated site plan. Mr. Mires worked on the site plan in 2008. He recently worked with Chief Foss on the sally port design. He would be interested in helping us with our needs.
- Acquire land not contiguous with current campus (least desired).

(Regarding issues with water source for the campus)

[Current well location prohibits expansion of current campus; both wells will have to be relocated.]

- Connect the campus to village water.
- Drill new well(s).
- Install water filtration system.

In addition, to the four major areas of need named above, Selectman Engel pointed out additional areas of feedback, including:

Emergency Management

- There is electronic capability built into the Town Hall. The system should be evaluated annually.
- Develop a town-wide Emergency Response Plan. Make available online with hard copies in office.
- Communication plan should be developed and implemented and include chain of command.
- Emergency Management training should be completed by the Emergency Management Director and Deputy.

Parks and Recreation

- Create an office for the parks and recreation department.
- Redesign the selectmen's meeting room to allow for one additional office.
- Change the hall bathroom to an office.
- Add a full-time staff.
- Field(s) with storage capacity.
- Van/Mini-Bus to transport children/adults desired.

Historical Society

- Historical Society building needs work.
- Historical Society needs more volunteers.
- Campus committee discussed with Society possibility of having building inspected, individual projects identified with cost and, as they wish, present projects as future town warrant articles.

Selectman Coates asked if a warrant article should be written to cover the cost of the architect to cost out various projects. More discussion will take place in the budget work session. The committee report will be placed on the town website. The BOS thanked the ad-hoc committee for their year-long work and comprehensive report.

Administrative Tasks. Consent Agenda. Selectman Engel made a motion to approve: December 18, 2023 Emergency Meeting Public Minutes, & December 21, 2023 Public Minutes. The motion was seconded and unanimously approved.

Budget Discussion.

- Updated Budget. The Police Department Administrative Assistant position has been assigned the same increase as everyone else and placed on the new STEP scale. Chairman Davis discovered that the replacement of the voting machine will not take place until 2025 so this cost has been removed from the proposed 2024 budget. The overall projected budget increase from 2023 to 2024 is now decreased from 12.1% to 9.6%.
- A Selectmen's budget work session is scheduled for January 15th at 4:30 p.m.
- Municipal Buildings boiler replacement bids. Selectman Donahue said that three boilers need to be replaced; Police Department, Fire Department (with propane conversion), and Highway garage.

Privilege of the Floor.

- Supervisors of the Checklist update. An interim appointment of Town Moderator needs to take place urgently due to the January 2nd resignation of the current Town Moderator. One letter of inquiry has been received by the Supervisors. Selectman Coates stated that a Moderator training is rapidly approaching. Selectman Coates offered his assistance.
- Butch Bain asked why the Kenworth truck wasn't out on the road being used during the last snowstorm. Chairman Davis stated that she didn't have an answer and Road Agent Ron Farnsworth wasn't at the meeting to respond.

Elections Set-up.

Jade Hartsgrove and Ron Farnsworth and his highway crew will be setting up the election space the Friday before elections.

Planning Board Update. Jade Hartsgrove, Planning & Zoning Coordinator, stated that the Planning Board has been interested in passing an ordinance relative to short term rentals. The Planning Board and Ms. Hartsgrove discovered that a "regulation" is easier to maintain/change than an "ordinance" and suggests that route instead. Selectman Boynton asked if the distributed proposal had been reviewed by Counsel. It has not yet. Planning Board member Sherill Howard stated that some of the litigation occurring around short term rentals has to do with municipalities trying to prohibit short term rentals. Public member Paula Woodward suggested that there is inequity between large and small businesses (same fee paid by all). Selectman Boynton asked that no action be taken now since the proposal has not yet been reviewed by town counsel and there is perception that numerous NH towns are involved in litigation. It was the consensus of the Board to review this topic further discussion in the first quarter of 2024.

Board Concerns and Directives.

Selectman Coates- none

Selectman Boynton- asked if all town board and committee meetings can be posted on the calendar. Chair Davis explained that we had developed a calendar for that purpose but because of the lack of an administrative assistant the calendar had not been updated. When the administrative assistant is hired, this will be a task that will continue at that time.

Selectman Donahue- none

Selectman Engel- none

Chairperson Davis- The January 29th BOS meeting will be held at 4:30 p.m. with the budget hearing to follow at 5:30 p.m.

Chair Davis had the following updates from Chief Foss about police matters.

- The old Motorola 2500 radios are now being removed from the police vehicles and Fire Chief DeFosses will install one into his truck. Another one will be used by the Highway Department.
- Chief Foss received a nice letter from Whole Village Family Resource Center thanking Jennifer Gould, the Police Department Administrative Assistant, for orchestrating the

Police Department's involvement in the Angels & Elves Program. The Police Department's donations of clothing and toys was valued at \$700.

- The 2016 Dodge Charger has a rust hole in the frame and is leaking coolant and will be replaced (as budgeted out of undesignated funds) in 2024. The rust does not present a danger; however, the vehicle cannot be used for patrol.
- Three employees have been out of work due to COVID-19. Disinfecting supplies are plentiful and are being used.

In public session, Selectmen Donahue made a motion to go into non-public session in accordance with RSA 91-A:3, II (a) & (c) at 5:43 p.m. The motion was seconded and unanimously approved. A roll call vote was as follows: Selectman Davis, aye; Selectman Engel, aye; Selectman Donahue, aye; and Selectman Boynton, aye.

The Board came out of a non-public session at 6:21 p.m.

Adjournment. There being no further business, Chairman Davis adjourned the public meeting at 6:21 p.m.

Paula Woodward
Recorder

Sd/