



**TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES**  
**Meeting Date: December 19, 2012**

**APPROVED**

The Board of Selectmen met and held a public meeting on  
Wednesday, December 19, 2012 5:00 p.m. at the Thornton Town Hall.

**5:00 p.m. Acting Chair, Selectman Benton opened the meeting with the flag salute and began the work session.**

**Board Members present:** Brad Benton, Acting Chair, Steve Morton and Marianne Peabody.

**Absent:** Alfred (Butch) Burbank, Roy Sabourn, Jessi Fleury, Board Secretary

**Staff present:** Tammie Beaulieu, Town Administrator

The board observed a moment of silence for the victims in the Connecticut shooting on December 18, 2012.

**Public Forum**

No forum.

*Vendor Manifest*

No manifest this meeting.

*Payroll Manifest*

No manifest this meeting.

Town Administrator Report

*Justice of the Peace Request*

Ms. Beaulieu reminded the board that they had requested she obtain her justice of the peace status again to allow her to witness signatures. She asked if Selectwoman Peabody would sign her application endorsing her as a Justice of the Peace as the state requires two signatures.

*Invoice for Jane Hubbard*

Chief Moller asked Ms. Beaulieu to submit an invoice to the selectboard for Jane Hubbard, she explained that last year when they put the grant lines in, they did not put the \$2,500 in the grant line. Ms. Beaulieu explained that the grant amount is a wash, and will be reimbursed 100%. Selectwoman Peabody asked if the school had their own EOP or if they followed the town's plan. Ms. Beaulieu stated that Carol Tyler at the school was part of the EOP committee but thinks that school emergency plans for the students would be included in a different plan.

*Police Equipment Grant – Additional Funds*

Ms. Beaulieu informed the board that Chief Moller submitted a grant request for the selectmen to sign that approves an additional radio in the amount of \$3,537.84 for the 2012 Equipment Grant. She explained that there was funding left over in the grant and even though this is from the original grant, the amount of funds to be accepted are more than the original amount the selectboard motioned to accept, therefore, this acceptance will have to be placed on the next agenda for the board to formally accept. The board agreed that they would sign the paperwork this evening and include this on their next agenda as part of the grant requirement.

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**\*\*Motion\*\***

**Selectman Benton motioned to accept the grant for an additional \$3,537.84 for equipment consisting of one radio for the police department. Selectman Morton seconded. Motion passed 3-0.**

Ms. Beaulieu explained that there was also an invoice that the police department submitted for the original two-way radio grant that was more than the amount the board had originally approved due to the state having additional funding and passing those additional funds down to the town. These funds are reimbursed and are a wash in the accounting system, but since the funding was higher than the board motioned, she recommended that the board re-motion to accept the additional funding and she will included this on the next agenda as well for the next meeting.

**\*\*Motion\*\***

**Selectman Morton motioned to accept the additional \$292.50 in increased funds available for the previous two-way radio grant for the police department. Seconded by Selectman Benton. Motion passed 3-0.**

*CIP Update*

Ms. Beaulieu informed the board that Giff Kriebel forwarded new revised information for the capital reserves. He wondered if the board would vote to approve taking the estimated \$50,000 for the Alba Architects contract out of the surplus from the 2012 budget as well as the remainder of approximately \$14,000 for the HEB contract from the surplus, in doing so, he will be able to have enough money in the capital reserve for the building to be able to have the backup funds available for the police department building phase. Ms. Beaulieu contacted Chairman Burbank and he was in agreement with this suggestion if the funds are available. Ms. Beaulieu stated that the funds are available as of right now, however, she recommends waiting until the last vendor run on the year to make sure and then the funds can be included on the encumbrance list since the contracts are already underway. The board discussed the amount in surplus and agreed that if they agree to this then no other department request for expenditures can be approved. Ms. Beaulieu explained that she contact DRA to discuss this since the building renovations were discussed at town floor. Since this was not a warrant article and was discussed under "other business" then this is an option for the selectmen to consider. Selectwoman Peabody asked if this would affect the town's ability to use the surplus to buy down next year's tax rate. TA Beaulieu explained that there are enough funds to be able to buy down next year. Ms. Beaulieu referenced a comment made earlier from the CIP committee, that the board continues to put money in the reserves funds but they do not use it. She explained that it is a good idea to expend the funds from the surplus in the budget rather than using the capital reserves, as these funds can be saved in the event they are needed for an emergency. The board agreed to expend these funds from surplus rather than the capital reserves, and Ms. Beaulieu will monitor the funds available.

Ms. Beaulieu referenced discussion during the last meeting, about the recommended reserves amount that she supported. The total amount she would hope the selectmen would consider is for a total of \$270,000 which includes the bond amount of \$70,000 which Giff Kriebel mentioned at the 12/12/12 meeting. She clarified that recommending \$270,000 for capital reserves plus an additional \$70,000 for the bonding (total of \$340,000) would have a substantial impact on the tax rate for 2013. Ms. Beaulieu stated that the townspeople approved \$270,000 and that the more the board can keep to those amounts, the less the tax rate would fluctuate. The selectboard will have to be careful when reviewing department requests so that they do not

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approve too many in one year. The board discussed the cost of inflation. She praised the CIP committee and stated that they have placed the town in a good position to accomplish their capital improvement goals.

*Town Bonding Process*

Ms. Beaulieu is reviewing the process and the RSA's on the municipal finance act in the event that a public hearing is needed.

*Primex*

Ms. Beaulieu stated that a request was received from NHLCG for a cash return of surplus for the town. She explained that the return of investment from LGC is similar to the "holiday" program that Primex offered earlier in the year, where then selectboard requested a refund check for surplus funds rather than a credit for services. Ms. Beaulieu stated that the return of investment from LGC is for town payments but also may apply to employees. She is looking into this complicated matter further. The board agreed that they would request a refund check from LGC as well, rather than a credit.

*Cloud Program*

Ms. Beaulieu stated that the many departments are moving towards a cloud system. She explained that there are cost benefits for this program and this appears to be the new way of networking and data storage. She anticipates asking for this new system for 2013 as will Chief Moller. The board discussed the approximate hosting costs and set-up fees. The costs to upgrade the current server that would be required without this program would be eliminated.

**Agenda Items:** (no public input)

*6:00 Library 2013 budget request*

*Present:* Nina Sergeant, Laura Laufenberg, Anita Ross, Diane Gravel

The library trustees met with the selectboard to discuss their requests for the 2013 budget. Ms. Beaulieu informed the board that there appears to be some changes from the budgets that the Library entered in to the town financial program and the spreadsheets that the board has in front of them that they just distributed. Librarian Nina Sargent explained the few changes made since she entered the 2013 Library budget. Ms. Gravel explained the salary and expenses, and would like to raise the librarian pay rate due to their experience with her work, as well as the assistant who has not had a raise in five years. The health insurance has increased, and the NHRS has been increased to add the librarian to the retirement system. Ms. Beaulieu explained that she has been emailing the trustees and the librarian. When the librarian was hired she was only offered health benefits and the trustees agreed that they wanted to offer her retirement benefits in 2012 but was unable to since it was not included in their budget. Ms. Beaulieu stated that if the board approves this new item in the budget then they can offer however, since the library employees are not employees of the town but rather under the trustees, NHRS will mandate how this gets implemented. Ms. Beaulieu acts as a bookkeeping agent for the Library trustees to process payroll and vendor checks as they request. NHRS is different from FICA and Medicare, and she is not sure if NHRS will allow this to happen because this is a mandatory program for all town employees and since the librarian has been working for a year this might not work. The trustees agreed to forward Ms. Beaulieu the contact information from the person they have been working with at NHRS so that she can know which process is to be followed. If NHRS does not agree to this, then library trustees would have to open their own account and then their employees would be allowed this option.

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The trustees continued to explain their line items in the budget. The trustees discussed encumbering the funds for the security system. Ms. Beaulieu explained that if there is a contract in place and if the work is being done and is expected to be finished by mid-February then the funds can be encumbered. The selectboard agreed that the surplus in the library budget could be used for the security cameras. Ms. Beaulieu asked that the signed contract as well as an encumbrance request be forwarded so she can forward to the auditors. The trustees agreed that their 2013 budget request will be \$2,500 less since the camera cost will come from the 2012 budget.

*6:30 Town Clerk/Tax Collector 2013 budget request*

*Present: Lou Klotz*

Mr. Klotz met with the selectboard to review his 2013 department budget request and explained that he is starting to separate the town clerk and tax collector budget in anticipation of the separation in the office in 2014, he hopes that this will give a clearer picture of where the funds are dispersed. Mr. Klotz suggested the CAP outlay for an electronic ballot box, and the board discussed the ordering of a ballot counter in 2013 as well as other items. Ms. Beaulieu explained that this cost would need to be in the election operating budget since it is under \$10,000. The board agreed that they would include this request as a warrant article for the townspeople to vote on at town meeting. The board discussed the mileage increase. Mr. Klotz stated that he wants to make sure the trainings are attended and that largest portion for increase is the bank runs he has to take. Mr. Klotz discussed that the anticipated need for archival costs and he suggested that this can be included next year due to the projects that the town has before them this year. The board and town clerk agreed that they would speak with Desiree Mahurin and determine the best way to move forward with archiving information and the expected cost. The board thanked Mr. Klotz for meeting with them.

*7:00 Transfer Station 2013 budget request*

*Present: Kevin McGuire*

Transfer Station Supervisor met with the selectboard to discuss his 2013 budget requests. The board discussed lowering portions of the budget, and Mr. McGuire also informed the board that the transfer station will not be closing early on the day before Thanksgiving and Christmas but rather he will schedule a skeleton crew, due to some residents being very upset. The board agreed to increase the legal line to \$500 in case the department is in need. Ms. Beaulieu presented an old contract and the new contract from Casella but nothing specified the transport cost. Mr. McGuire explained the contract and the difficulty figuring the transport costs. The selectmen agreed they will review this again when a full board is present and also share with Campton during the annual joint budget meeting.

*7:45 Highway Dept. 2013 budget request*

*Present: Road Agent John Kubik.* Ms. Beaulieu stated that the salary lines in the budget are the same as last year so the board can have an idea for the 2013 increases, but the actual salary lines for 2013 will be discussed on January 9 budget meetings. Ms. Beaulieu stated that the Road Agent has done a good job keeping the overtime costs at a minimum. The board agreed that the Road Agent needs to include a better description for the supply line. The board discussed why some lines had gone over budget and the new amounts that are suggested. The board and road agent recommended some modifications to the budget. The board discussed the paving plans and schedules.

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The board thanked Mr. Kubik for meeting with them.

8:30 *Emergency Management 2013 Budget*

Ms. Beaulieu explained that the Emergency Management director has not had an opportunity to meet with the Chief yet, so this budget meeting will be rescheduled.

**Action Folder**

*Minutes*

Regular public meeting minutes will be accepted at the next meeting.

**\*\*Motion\*\***

**Selectman Morton motioned to accept the non-public meeting minutes of 12-12-12 as submitted. Seconded by Selectwoman Peabody. Motion passed 3-0.**

**\*\*Motion\*\***

**Selectman Morton motioned to approve the Timber Tax Warrant in the amount of \$202.24 for PID 10/1-10. Seconded by Selectwoman Peabody. Motion passed. 3-0.**

*Intent to Cut*

The board reviewed the Intent to Cut, and noted all taxes are current.

**\*\*Motion\*\***

**Selectman Morton motioned to approve the Intent to Cut for PID 9/1-2. Seconded by Selectwoman Peabody. Motion passed. 3-0.**

ZCA

The board reviewed Zoning Compliance Application forms, background information and recommendations from Nancy Decoteau.

**\*\*Motion\*\***

**Selectman Morton motioned to approve a ZCA# 2012-38 for Gail Witcher, PID 1/5-14 for a garage and breeze-way. Seconded by Selectwoman Peabody. Motion passed 3-0.**

**Selectmen Comments**

Selectman Morton updated the board that the Zoning Board has received an appeal for the Thornton Bluff application that was not approved by the Planning Board.

In relation to the NRCS denial for funding for town for the Millbrook dike breach problems, Mr. Morton has received a response letter from Jade Nield at NRCS, that responds to the letter he sent last week. She agreed that the town should be able to get emergency permitting from the state to temporarily fix this problem, NRCS Engineer Jeff Tenley is sending a letter confirming this so that the town can present this to the state.

Mr. Morton explained that the Road Agent has not done the replacement culvert at 55 Mt Woodland Road yet due to the winter weather. Mr. Morton has discussed equipment rates with the Road Agent that should be charged to the homeowner relative to the work that is to be done on a private culvert on Mt. Woodlands Road.

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After discussion, the board agreed to the hourly equipment rates of \$35.00 for the one ton, \$45.00 for the six wheeler, \$7.00 for the Compactor, \$50.00 for the backhoe and these rates reflect the equipment rates that will be used in the future. The board noted that these rates do not include the operator costs.

The board agreed with the rates that were presented.

**\*\*Motion\*\***

**9:19 p.m. Selectman Morton motioned to adjourn. Selectwoman Peabody seconded. Motion passed 3-0.**

Respectfully submitted,



Jessi Fleury

Board Secretary

Draft posted 12/26/2012

# Board of Selectmen

December 19, 2012

5:00 p.m.

Sign In Sheet

**PLEASE PRINT YOUR NAME AND ADDRESS.**

Thank you!

1. JAMES DEMEROTT 76 Fadden Rd
2. DIANE GRAVEL 40 HORSE PASTURE LN.
3. ANITA ROSS 33 MIRROR LAKE ROAD
4. Laura Lautenberg 133 Banjo DR.
5. Nina Sargent 32 Penn River Heights #3 Holderness, NH
6. Lee K. H. Mill Brook Rd
7. Kevin McQuinn 9 Karna Ct Thornton
8. JOHN KUBIK 822 ROUTE 49
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**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**December 19, 2012**  
**5:00 PM**

Flag salute

Work session – (no public input)

Signature Folder  
Action Folder reviewed by Board for discussion later  
Mail Folder

Motion and sign the payroll and vendor manifest

**Public Forum (5 minute session per person)**

Town Administrator presents (no public input)

**Agenda Items:** (no public input)

6:00PM	Library 2013 budget request
6:30	Town Clerk/Tax Collector 2013 budget request
7:00	Transfer Station 2013 budget request
7:45	Highway Dept. 2013 budget request
8:30	Emergency Management 2013 Budget

Action Folder (no public input)

Board of Selectmen Item Discussions (no public input)

**Public Forum (5 minute session per person)**

Other business or non-public issues as needed pursuant to RSA 91-A: 3, II

Residents may contact the Town Administrator to get placed on a future agenda.

\*The board may review decisions made during the meeting in public input, at the closing of the meeting, provided information that could result in an adjustment to a decision that was made during the meeting.