

TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES

Meeting Date: February 8, 2012

APPROVED

The Board of Selectmen met and held a public meeting on
Wednesday, February 8, 2012 5:00 PM at the Thornton Town Hall.

5:05 opened meeting flag salute

Board Members present: Chairman Tim Tyler, A.W. (Butch) Burbank, Vice Chairman, David Joyce, Roy Sabourn and Brad R. Benton.

Staff present: Tammie Beaulieu, Administrator, Jessi Fleury, Contracted Secretary

Please see attached sign in sheet:

Selectmen Work Session

Non-Public Pursuant to RSA 91-A: 3, II (a-personnel)

****Motion****

5:47 p.m. Selectmen Joyce motioned to enter into non-public session pursuant to RSA 91-A: 3, II (a-personnel). Seconded by Selectmen Burbank. Motion passed 5-0.

Roll Call , Selectman Sabourn – Yes, Selectmen Benton – Yes, Chairman Tyler – Yes, Selectmen Joyce - Yes, & Selectmen Burbank - Yes.

Discussion ensued in non-public of personnel wages for the 2012 budget with a Town Department Head.

6:23 PM The Board of Selectmen motioned and passed to exit non-public session. (5-0)

****Motion****

6:23 p.m. Selectmen Joyce motioned to exit non-public session Seconded by Selectmen Burbank. Motion passed 5-0.

Motion and sign the payroll and vendor manifest.

****Motion****

6:22 p.m. Selectman Burbank motioned to approve the payroll manifest dated 02-10-2012 in the amount of \$23,790.47. Selectman Joyce seconded the motion. Roll call, all in favor. Motion passed 5-0.

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****Motion****

6:22 p.m. Selectman Sabourn motioned to approve the vendor manifest dated 02-10-2012 in the amount of \$260,447.89. Selectman Benton seconded the motion. Roll call, Chairman Tyler abstained, motion passed 4-0-1.

****Motion****

6:23 p.m. Selectman Joyce motioned to accept a second payroll manifest dated 01-27-2012 in the amount of \$970.65 as a reissue in place of a lost employee payroll check. Selectman Burbank seconded the motion. Roll call, motion passed 5-0.

Public Forum

Resident Dave Rivers informed the board that he was asked to sign a petition to eliminate a new combined job position for the Zoning Board, Health Officer and Planning Board. He feels there is a need for the position however he would like to see it serve as an assistant position rather than enforcer position so that too much responsibility is not placed within one position. Mr. Rivers offered to assist in rewriting that job description if the board agrees. Selectman Burbank stated that there is a petition article regarding this issue that will be heard at town meeting. Personally, he does not agree with the petition and will speak against it, but the townspeople will vote on the article at town meeting and will ultimately decide if the job stays or is removed. The board thanked him for attending.

Mr. James Demeritt informed the board that the he installed the grates at the fire department last week and the old ones have been removed. The board thanked him for his work.

Mr. Steve Morton shared his concern that long-term Planning Board member Sandy Macintosh may step down and not run for office this year. He asked the board if they would approve a picture of her and a short write-up of her many contributions to the town planning board in the 2011 Annual Town Report. The board agreed that the deadlines for publishing have already been met, but can be included in next year's town report. The board suggested that they could recognize her at town meeting as well. The board realized later in the meeting that Ms. Macintosh did not step down intentionally and forgot to put her name on the ballot, however, she can run as a write-in for the planning board during elections.

Town Administrator Report

Administrator Beaulieu presented copies of the preliminary budget for the town hall addition from the Building Committee. Selectman Sabourn explained that this is an estimate from a local contractor to explore possible additions or renovations for the town hall and police department in order to meet the insurance company's requests. This information is for discussion purpose at this point. Mr. Demeritt stated that a public hearing would be held once more information is

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received regarding proposals. Jim explained that the decision to move forward to use capital reserve funds will be made by the people at town meeting. Chairman Tyler asked if they intend to have this voted on for approval at town meeting. Mr. Demeritt doubts that both projects will move forward this year. Chairman Tyler feels that when they put this out for town approval, they should be very clear with the townspeople so that they understand what the project is for and the funding needed. Selectman Sabourn clarified that they are essentially looking for the towns blessing to proceed with the architectural process. Ms. Beaulieu suggested scheduling the building renovation information along with the petition warrant article from the library, which also requires a public hearing. Selectman Sabourn agreed and suggested that Ms. Beaulieu and Mr. Demeritt work together.

Budget Public Hearing

Administrator Beaulieu informed the board that she was advised by the town's DRA representative, Michelle Clark to remove \$157,000.00 out of the state grants and reimbursement submitted on the MS6 and that the FEMA funds would wash in the annual process, resulting in a proposed revenue figure of \$ 1,930,350.00.

****Motion****

6:32p.m. Selectman Burbank motioned to accept the proposed revenue figure of \$1,930,350.00 be stated on the 2012 MS6 form. Seconded by Selectman Sabourn. Roll call, motioned passed 5-0.

Town Warrant

Administrator Beaulieu informed the board that all changes are now included in the warrant and it is in order. The requested changes include Article 3, a new petitioned article from library, Article 4 has been moved and is a petitioned article for zoning enforcement, article 18 is the new article requested by the selectmen to cover the Thornton transfer station mall for \$8,000 with reimbursement from other towns, Article 11 was moved per request but this is a ballot vote and according to the town clerk/tax collector assistant has to be open for an hour so she spaced them apart to conserve time during town meeting and to prevent any confusion. Article 21 is a new petitioned article for a high voltage electrical transmission line ordinance.

****Motion****

6:40 p.m. Selectman Sabourn motioned to accept the 2012 Town Warrant as presented. Seconded by Selectman Burbank , no discussion. Roll call, motion passed 5-0.

2012 Proposed Budget Report

Ms. Beaulieu made requested changes and are reflected in the bottom line which includes warrant articles, the bottom line is \$2,669,832.00. Ms. Beaulieu reviewed the requested changes. Chairman Tyler asked for the percentage increase from last year's budget. Ms.

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Beaulieu stated that the increase from last year's budgeted and this year's proposed budget is approximately a seven percent increase not including the warrant articles that may or may not pass.

****Motion****

6:47 p.m. Selectman Burbank motioned to accept the 2012 proposed budget as submitted this evening in the amount of \$2,669,832.00 . Seconded by Selectman Joyce , no discussion. Roll call, motion passed 5-0.

Budget Public Hearing

Chairman Tyler opened the public hearing at 7:00pm. Tyler reviewed each department's total budget and asked for questions and comments for each budget.

Town Clerk/Tax Collector – increase due to restructuring and increased amount of elections Resident asked how many elections to create that increase. Five elections are scheduled.

Property Values – there is a slight increase, but under 2011 expenditures. Ms. Beaulieu explained that some funds were paid from a prior year and can be moved if needed.

Legal Expense – budgeted a higher amount this year.

Personnel Admin – benefits for employees, decreased from 2011 approved budget

Town Grants – reflects potential grant for a camera system for the Thornton Police Department.

Planning and Zoning – large increase due to contracting of an individual for the new planning administrative assistant position which is shared as the zoning enforcement officer and includes 40% planning and 60% zoning.

General Government Buildings – slight increase due to utility increase cost

Maps – Steve asked what the contingency fund is for. Chairman Tyler explained that emergency situations would be funded from this account.

Building Inspector/Code Enforcement – Includes part time wages, and legal line is increased

Emergency Management – stipend for director, added telephone line

Transfer station – Chairman Tyler was informed that Campton and Thornton residents wanted to save the mall, and formed a committee. They have asked that the board consider reinstating the Thornton mall after closing the position on January 1, 2012. The board agreed to include an \$8,000.00 warrant article to be voted on at town meeting for the part-time position to oversee the transfer station mall. If not approved at town meeting the funds would be removed from the budget. Selectman Sabourn is not sure if the current job description would be used or if a new description will be needed.

Health Agency and Hospitals – donation requests increased due to need and the success of the programs for residents.

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Welfare – Includes a part time deputy welfare position to allow the director to use vacation time.

Library – Selectman Tyler explained that the Library is working towards becoming their own entity and their costs have to be included in their department budget.

Interest on Bonds – The amount has decreased. Administrator Beaulieu explained that this is the last year for the highway building and land ten year bond.

Tax Anticipation – The amount is unchanged. Selectman Burbank stated that the Town had not had to borrow funds in at least the past four years, where other towns have had to borrow funds to continue operations. This is accredited to the town administrator, town staff and department heads and their excellent monitoring of their budgets. The SAU has also been very helpful in working with the town.

Capital Outlay Other – increase due to the addition of the parking lot beside the ball field in the amount of \$45,000 if the warrant article passes at town meeting, \$8,000 for the part time transfer station position as well as a few others.

Capital Reserves – Covers repairs the CIT committee has projected for future town needs. Ralph Perron questioned what the first bridge was on the repair list. Selectman Burbank explained the Mill Brook covered bridge is due for repairs if possible due to almost being lost during the Tropical Storm Irene. Selectman Sabourn stated that according to FEMA the repair of the bridge may not be practical and they may assist with replacing the bridge rather than repairing it depending on what the engineers report. The Capital Reserve balance reports will be included in the town report as well.

Resident asked for clarification on the budget bottom line and the petition articles. The bottom budget line includes the separate warrant articles if they are voted in and will be reduced if petitioned articles fail at town meeting.

Howard Clements requested explanation of the library revenue. Howard compared how the SAU shows the reimbursement to the town for library expense but the town does not show the revenue. The town administrator explained that the town has always claimed the revenue on the MS4 report but does not show on the revenue report. Howard questioned why the town does not show it on the town revenue report. The board feels that the way it is reported may be related to state law requirements. The board agreed to discuss the revenue process with the Department of Revenue.

****Motion****

7:40p.m. Selectmen Sabourn motioned to close the budget public hearing. Seconded by Selectman Benton. Roll call, motion passed 5-0.

Town Administrator Report Continued

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Building Committee –Mr. Demeritt mentioned that the Plymouth High School Students worked with the building committee members and saved the town a lot of money in creating the draft plan. He requested they receive recognition. The Board agreed to send them all personal thank you letters. Mr. Demeritt requested that these people be recognized at the town meeting. Selectman Sabourn stated that they should send letters since most live out of town, but if the one resident on the committee does attend then the board could recognize him during town meeting. Selectman Joyce requested that a copy of the letter be sent to the school admin to be placed in the student’s files reflecting community spirit. The board agreed.

Minutes of January 2012

Ms. Beaulieu asked if Selectman Sabourn would amend the Board of Selectmen minutes of 1/25/12 and print an approved copy for the board to sign since they were completed on his computer. Mr. Sabourn agreed.

Planning Board Decision Appeal

ZBA Appeal has been processed for planning board decision on a landlocked piece of property that has been subdivided with no frontage. The selectmen are appealing that decision. The appeal was processed within the 30 day required timeframe. Ms. Beaulieu explained the background information to the public.

Signature Folder

The board signed the following items:

****Motion****

A motion was made and seconded to approve the manifest for the detail register check date of 01-13-2012 for the amount of \$336,301.77. Chairman Tyler abstained. Voted 4-0-1 Motion passed.

Election Oath Renewals for Town Clerk records for Timothy Tyler, Roy Sabourn, Brad Benton, David Joyce, Alfred Burbank.

2012 Avitar Assessing Contract

Property Tax Exemption

****Motion****

7:58 p.m. Selectman Burbank motioned to accept the Property Tax Credit (Veterans) for Steven Link map 16 block 1 lot 07GL10. Seconded by Selectmen Joyce. Roll call, motion passed 5-0.

****Motion****

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7:58 p.m. Selectman Sabourn motioned to accept the Property Tax Credit (Veterans) for Jennifer M. Dumack at map 17 block 7 lot 3414. Seconded by Selectmen Joyce. Roll call, motion passed 5-0.

Action Folder

Intent to Cut

****Motion****

8:01 p.m. Selectman Burbank motioned to approve a Notice of Intent to Cut for lots 1-3-4, 1-3-5, 1-3-6, 1-3-7, 1-3-8 for Steven Shaughnessy. Selectmen Sabourn seconded. Motion passed 5-0.

Board of Selectmen Meeting Minutes approval for January 11, 2012

****Motion****

8:02 p.m. Selectman Burbank motioned to approve minutes of 1-11-2012 as amended. Seconded by Selectmen Joyce. Roll call, motion passed 4-01. Chairman Tyler abstained due to his absence from that meeting.

Payment Request

****Motion****

8:05 p.m. Selectman Burbank motioned to approve the payment request from the Treasurer from the Thornton/Hubbard Brook Research Foundation Scholarship fund in the amount of \$1,500. Seconded by Selectman Benton. Roll call, motion passed 5-0.

Appointments

Administrator Beaulieu explained that she was informed that the appointments have been made previously in the town minutes but that the paperwork is incomplete in the town clerk records. The town clerk has asked that the board re-sign appointment certifications so that he can have a complete file.

****Motion****

8:12p.m. Selectman Joyce motioned to re-sign appointment certificate for Gifford Kriebel expiring 2013 for the Zoning Board of Adjustment to reaffirm the appointment. Seconded by Selectmen Burbank. Roll call, motion passed 5-0.

****Motion****

8:13p.m. Selectman Joyce motioned to re-sign appointment certificate for James Demeritt expiring 2015 for the Zoning Board of Adjustment to reaffirm the appointment. Seconded by Selectmen Burbank. Roll call, motion passed 5-0.

Deputy Emergency Management Director Resignation – John Piantedosi

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****Motion****

8:17 p.m. Selectman Burbank motioned to accept the resignation of John Piantedosi as the emergency management director deputy with regret. Seconded by Selectman Sabourn. Roll call, motion passed 5-0.

Welfare Director Letter of Interest

A Letter of interest for the welfare director position was received from Cara Towers. The chairman read the letter of interest. Selectman Sabourn accepts her application on an interim basis until town meeting election. He feels that one of the selectmen should become the deputy and work with Towers to handle these cases until town meeting to see if any write-ins are received.

****Motion****

8:25 p.m. Selectman Sabourn motioned to appoint Cara Tower as an elected official to fill the vacancy of Welfare Director until town meeting election. Selectman Burbank seconded the motion. Discussion on motion: Chairman Tyler asked if there is a problem with her also being on the school board. Ms. Beaulieu stated that there is no problem. Selectman Sabourn agrees that the deputy will assist to be sure the program is run efficiently. Roll call, Motion passed 5-0.

****Motion****

8:28 p.m. Selectman Burbank motioned to appoint one member of the Board of Selectmen as the deputy welfare director to assist Carol Tower in decision making. Seconded by Selectman Benton. Roll call, Motion passed 5-0.

NHDES - Local River Management Advisory Committee Nomination Form

The board agreed to take no action as Thornton already has representation on the committee.

Zoning Petition Request

The board acknowledged a message from a resident of Route 175. The Chairman read the memo referencing a complaint. Ms. Beaulieu stated that this has been forwarded to the code enforcement officer and the chief of police. The zoning enforcement officer or board has no legal jurisdiction over this situation since it involves the action of one selectman acting as a resident, not as a selectman and not as part of the board. Chairman Tyler reminded the board members that they only have authority when they decide or act as a board and not on their own.

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2012 Campton/Thornton/Ellsworth Transfer Station Budget

The board acknowledged the approval from Ellsworth Board of Selectmen.

Board of Selectmen Comments

No comments.

Public Forum

No public comment.

****Motion****

8:39 p.m. Selectman Joyce motioned to enter non-public session pursuant to RSA 91-A:3, 11(c). Seconded by Selectman Sabourn. Roll Call, Selectman Tyler, Yes; Selectman Burbank, Yes; Selectman Sabourn, Yes; Selectman Joyce, Yes; Selectman Benton, Yes. Motion passed 5-0.

****Motion****

9:16 p.m. Selectman Burbank motioned to exit non public session. Seconded by Selectman Sabourn. Motion passed 5-0.

****Motion****

9:18 p.m. Selectman Burbank motioned to appoint Selectman Roy Sabourn as the Interim Welfare Deputy. Selectman Joyce seconded. Motion passed 5-0.

****Motion****

9:18 p.m. Selectman Burbank motioned to adjourn the meeting. Seconded by Selectman Sabourn. Motion passed 5-0.

Respectfully submitted,

Jessi Fleury
Secretary