



Approved on: 01-31-18  
BOS Initial: JAL  
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Town Clerk Initials: [Signature]

## TOWN OF THORNTON BOARD OF SELECTMEN

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### Board of Selectmen Meeting Minutes January 17, 2018

**ROLL CALL:** Vice-Chairwoman Marianne Peabody, Selectman Brad Benton (attended only a portion of the meeting), Selectman Roy Sabourn, and Selectman John Gaites.

**STAFF PRESENT:** Town Administrator (TA) Debra Shepard, Tammie Beaulieu, Town Administrator Trainer (TAT), Jessi Fleury, Board Secretary

**5:07 P.M. Vice-Chairwoman Peabody opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:**

5:40 p.m. Selectman Benton left the meeting early due to winter plowing commitments.

#### ACTION FOLDER

**MOTION: "To approve the payroll manifest dated 1-19-2018 in the amount of \$28,162.10."**

Motion: R. Sabourn  
Seconded: J. Gaites  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No**

**MOTION: "To approve the 2017 end of year vendor manifest dated 1-12-2018 in the amount of \$51,106.19."**

Motion: J. Gaites  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No**

**MOTION: "To approve the vendor manifest dated 1-19-2018 in the amount of \$455,857.14."**

Motion: J. Gaites  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No**

LTR 2/1/18

## Minutes

**MOTION: "To re-approve meeting minutes of December 6, 2017 as amended."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**MOTION: "To approve meeting minutes of December 18, 2017 as amended."**

Motion: R. Sabourn

Seconded: Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**MOTION: "To approve meeting minutes of December 28, 2017 as presented."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 2 – Yes, 0 – No Abstained: M. Peabody**

**MOTION: "To approve meeting minutes of January 3, 2018 as amended."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

## TOWN ADMINISTRATOR PRESENTS

### *Special Event Application Checklist*

TA Shepard stated that a special event checklist was received for the Board's review for PID#15/4-24, Dwayne Johnson for a snowmobile meet. All questions 1-5 on the checklist were answered "No." The Board agreed that a special event Public Hearing is not required for this application.

### *Retirement*

The Board reviewed and accepted a retirement letter submitted by Town Administrator Tammie Beaulieu effective February 5, 2018. TAT Beaulieu explained that she will be using a week of vacation time which will make her last day with the Town of Thornton the 5<sup>th</sup> of February. She will be covered on the Town of Thornton health insurance plan through February 28, 2018.

**MOTION: "To accept the retirement of Tammie Beaulieu to be effective February 5, 2018."**

Motion: R. Sabourn  
Seconded: J. Gaites  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No**

*Letter from Chief Miller*

Andrew Vermeersch has submitted a letter of resignation as a part time officer for the Police Department. The Board accepted this resignation.

**MOTION: "To accept a resignation letter from Andrew Vermeersch as a part time patrol officer effective immediately."**

Motion: R. Sabourn  
Seconded: J. Gaites  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No**

**MOTION: "To approve 40 hours of vacation time to carry into 2018 for Mary Conn."**

Motion: R. Sabourn  
Seconded: J. Gaites  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No**

*Safety Committee*

Alisa St. Amour has been working on updating the policies and procedures for the safety committee. TA Shepard informed the Board that the State Labor Board has a requirement that the Board needs to review and sign the JLMC policies on odd years. They will need to sign again in 2019.

**MOTION: "To approve, sign, and implement the new joint loss management program policy and procedure as presented."**

Motion: R. Sabourn  
Seconded: J. Gaites  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No**

*FEMA funding for the Covered Bridge Project*

TA Shepard stated that Chris Fournier, HEB, has recommended that the Town encourage FEMA to respond to their request for assistance with the replacement of the Covered Bridge Road Bridge under the 50% Rule FEMA Funding process. Mr. Fournier drafted a letter on behalf of the town for the Board's review to send to FEMA requesting a timely response. After discussion, the Board approved the letter and will have TA Shepard sign it and send it to FEMA on behalf of the Thornton Board of Selectmen.

*Laundromat Road Maintenance and Flowage Release*

TA Shepard informed the Board that the Maintenance and Flowage release documents were signed and sent to NHDOT previously. The forms were not recorded because the address was not listed on the document received from the State. The address has been included on the document and is now ready to be recorded.

**MOTION: "To approve and sign the amended Laundromat Road Maintenance and Flowage Release to correct the wording deficiency."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

*Special Event Applications*

TA Shepard stated that two requests were received for special events; one from the Pemi-Valley Bluegrass and one from the Boogie 'n Blues Festival. The Board asked TA Shepard to have the Administrative Assistant contact both applicants to see when they would be available for the public hearing. The Board also suggested that they would be open to scheduling the public hearing on a date other than a BOS meeting date. TA Shepard will bring this back to the board on January 31, 2018.

*Blake Mountain*

AA Mahurin completed paperwork from the town attorney regarding the Blake Mountain complaint and request for preliminary and permanent injunctive relief, penalties, cost and attorney's fees. The town attorney requested that B. Regan sign the affidavit as the town Planning Director. The Board discussed that they Selectboard Chairman should sign the affidavit as the code enforcement agency. The Board agreed to further review the paperwork before signing.

*Health Insurance Update*

TA Shepard stated that the mandatory meeting for employees concerning HealthTrust Insurance Plan changes went well. Approximately half of the employees expressed interest in the AB5SOS Plan and the other half expressed interest in the AB5 Plan which is very similar to the current plan. HealthTrust had suggested to TA Shepard and TAT Beaulieu that the BOS could consider changing the percentage the town pays for the health insurance to encourage more employees to try the SOS plan. R. Sabourn explained that some employees may not want to switch plans because they are comfortable with the plan and how it may impact them.

TAT Beaulieu explained that town employees can switch insurance plans, at open enrollment time each year, if needed due to a catastrophic health condition. She explained that this is an important feature of our plans and helps with planning for deductibles and out of pocket costs.

After discussion, the Board agreed to not increase the employee contribution percentage for the health insurance for this year. The Board agreed to offer both the AB5 (closes to current plan) and the AB5SOS plan (with FSA) to employees.

Employees will need to decide which plan they want at the open enrollment period which will begin in June 2018, with the new plans being effective July 1, 2018.

**MOTION: "To offer health insurance to the town employees to include the AB5 Rx 10/20/45 plan or the ABSOS 20/40/1K deductible plan to include retirees under 65 years old."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

### **Agenda Items:**

**7:00 2018 Budget Public Hearing in accordance with RSA 32:5 and Final Warrant, Final Budget, and DRA MS6 motioned and signed for posting**

*Present: Chief Miller, Kevin McGuire, Desiree Mahurin, William DeLeo, Howard Clement, Chief Defosses, Road Agent John Kubik*

Vice-Chairwoman Peabody opened the public hearing at 7:06 p.m. and read the advertised notice as published in the Record Enterprise.

TAT Beaulieu stated that the January 3, 2018 budget was motioned for the public hearing this evening during the previous Board meeting. The reason that the Board is reviewing the budget from the January 3 meeting is because the Board met with the Fire Department for a joint meeting with the Town of Campton and the Town of Ellsworth on January 9, 2018. Changes to the budget were made at the joint meeting which will be discussed tonight during the Public Hearing.

Other changes that were made in the January 3<sup>rd</sup> budget were as a result of a mandatory insurance meeting and the requirement to budget for new employee health insurance premiums.

There is an additional 2018 warrant article in the amount of \$246.00 for a donation request from Transport Central. This is a new donation request and the Selectboard's past practice is to include all new donation requests on the warrant for voting at town meeting.

R. Sabourn stated that there are three amendments to the health insurance budgets. The fourth change is for the fire department budget.

R. Sabourn reviewed and explained the department budgets.

W. DeLeo asked if the notes in the budget pertain to the proposed 2018 budget amounts. R. Sabourn confirmed that the notes do explain the proposed budget requests.

R. Sabourn continued to review and explain the department budgets as well as amendments that have been made after the January 3, 2018 meeting.

The warrant articles match the capital resolve items at the end of the budget as mentioned and discussed during the public hearing.

The following comments and discussions were made:

The proposed 2018 budget is

- *Town Administrator* – Has increased from last year to allow Debra Shepard to start employment approximately a month earlier than budgeted as the Town Administrator to allow her additional training and transition time with Tammie Beaulieu prior to her retirement.
- *Municipal Agent* - This is a new budget due to the Board's decision to split municipal agent and the town clerk activities to make the budget more transparent. There is no new personnel and the same hours are being provided, but the job duties are split between the municipal agent and town clerk. The Board explained the Municipal Agent job description and the benefits that this position provides to the town by assisting the Town Clerk with duties.
- *Town Clerk* – Parts of this budget has been moved to the Municipal Agent budget due to job responsibility. Last year, the 2017 budget included the municipal agent responsibilities in the town clerk budget. TAT Beaulieu explained that if the municipal agent and town clerk budgets were added together, the total budget amount would be slightly higher than the town clerk budget last year.

There are three elections in 2018 which results in an increase as well as advertising cost increases.

- *Financial Administration* – The town is updating their computer network. The town will purchase a network server to eliminate fees and high service costs. The town will also work with a new vendor for these changes.
- *Tax Collector* – This budget was reduced from last year.
- *Property Values* – The same expenses as last year.
- *Legal Expenses* – The budget has been increased due to current litigation.
- *Grants* – This line has increased due to Police Department grants, some are complete grants and others are matching fund grants. In the past, the grant costs have been included in the Police Department budget and have been separated this year for transparency.

- *General Government Buildings* - The generator expenses increased due to the increase in size of the generator. An increase was made to remove the washer and dryer in the Police Department. W. DeLeo asked what the over expending consisted of in the 2017 General Government Building budget. TAT Beaulieu explained that there was a request at the end of the year to update and implement necessary changes to the town security system. The Board hired Minuteman to update the town security system. These upgrades cost \$18,165.00 and was expended from the 2017 budget.
- *Cemetery* – An increase was made for the Pine Grove Cemetery project. A resident made a \$35,000 donation to the town to remove and replace the fencing. The \$2,000 budget increase is intended to fund unforeseen costs associated with this project.
- *Police Department* – In 2017, there was an additional officer funded at half a year. The 2018 budget includes a full year salary for the additional officer voted in at the 2017 town meeting.

R. Sabourn stated that Chief Miller wants to keep part time officers employed and scheduled regularly to allow the full-time officers some flexibility with days off. Chief Miller also wants to keep part-time officers employed on a regular schedule so that they are working in the field and are up to date on current police practices. The department is fully staffed at this time, with two officers currently attending the Police Academy.

W. DeLeo asked Chief Miller if any of the town's part time officers are employed as full-time officers in other towns. Chief Miller explained that the town has one officer who left Thornton to work for the Town of Tilton full time but continues to work in Thornton on a part-time basis and there is one part time officer who will be attending the part time police training academy to become certified.

STEP patrol funds have been added in order to received some state grants.

W. DeLeo noticed in 2014 the total Police Department budget was \$363,765 and the 2018 Police Department amount is \$698,256. R. Sabourn explained that the department has not been fully staffed for years and there are more employees in the department than there was in 2014. The retirement costs are high as well for this department. T. Beaulieu explained that the Selectboard made a wage increase in between 2014 and 2017 to make Police Officer salaries more competitive with neighboring towns.

- *Fire Department* – This budget has been reduced from 2017.
- *Building Inspection/ Code Enforcement* – Legal costs have been increased due to a new enforcement case.

- *Emergency Management* – Stipends have been increased for this budget.
- *Highway Department* – Insurance costs have been increased due to the pending retirement of a full time employee and the need to budget for a family plan for that open position. The full-time employee line has increased due to the addition of a new full-time position that was added as a result of 2017 town meeting.

Additional materials are included in the budget since the department will have a new full-time employee to complete more roadwork.

The sand cost has dramatically increased due to a low supply opportunity.

- *Library* – The Library needs to hire minimum wage part time employees to allow for workers comp coverage that is not available for volunteers that have been utilized in the past.
- Howard Clement asked if the contingency funds are still included in the budget. He was informed that line item is now called the Emergency Fund and the amount is \$5,000.
- Howard Clement asked where the town shows their surplus funds and how it is used. He asked for explanation of the unassigned fund balance. Howard asked why some of the town's surplus could not be applied to the warrant articles. TA Beaulieu explained that the unassigned fund balance is not an actual pool of money that is set aside for the surplus. TA Beaulieu explained that the Board of Selectmen only has control over the town's portion of the tax rate. The Selectboard use portions of the surplus to buy down the town's share of the tax rate to lower the tax burden for Thornton residents. It is likely that the Board would not have the surplus to buy down the tax rate if it was used to fund capital reserve accounts.

Howard asked for clarification of the contingency. R. Sabourn stated that the town has emergency funding in their budget.

8:40 p.m. Vice-Chairman Peabody closed the public hearing.

**MOTION: "To close the public hearing."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**



**MOTION: "To amend the previous budget amount approved on January 3, 2018 and to accept the proposed 2018 operation budget in the total amount of \$2,914,990.00."**

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None  
**Motion Passes: 3 – Yes, 0 – No**

**MOTION: "To approve 2018 total appropriations with all individual and special warrant articles in the total amount of \$3,185,236.00 as presented at the public hearing."**

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None  
**Motion Passes: 3 – Yes, 0 – No**

**MOTION: "To accept the separate articles on the warrant as presented in the total of \$270,246.00."**

Motion: R. Sabourn  
Seconded: J. Gaites  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No**

**8:45 p.m. MOTION: "To adjourn."**

Motion: J. Gaites  
Seconded: B. Benton  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary