



Approved on: 1-17-18  
BOS Initial: MP VC  
Rec'd by Town Clerk on: 1-29-18  
Town Clerk Initials: Be

## TOWN OF THORNTON BOARD OF SELECTMEN

Town of Thornton • 16 Merrill Access Road • Thornton NH, 03285 • 603.726.8168

### Board of Selectmen Meeting Minutes January 3, 2018

**ROLL CALL:** Chairman Paul-Hilliard, Selectman Brad Benton, Selectman Roy Sabourn, Selectman John Gaites and Vice-Chairwoman Marianne Peabody.

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

**4:05 P.M. Chairman Paul-Hilliard opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance.**

#### ACTION FOLDER

**MOTION: "To approve the payroll manifest dated 1-5-2018 in the amount of \$28,964.96."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: J. Paul-Hilliard and M. Peabody**

**MOTION: "To approve the vendor manifest dated 1-5-2018 in the amount of \$53,298.05."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No Abstained: R. Sabourn and J. Gaites**

**MOTION: "To approve the welfare manifest dated 1-6-2018 in the amount of \$1,350.00."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: J. Paul-Hilliard and M. Peabody**

5/1/18  
TC

## **ZCA Review**

The Board reviewed the following ZCA applications.

**R. Sabourn stated that a ZCA for LCJ Holdings to construct a clubhouse at Owl's Nest had previously been given a conditional approval. A finalized septic permit has been received and the ZCA has therefore been approved.**

**MOTION: "To approve the Board of Selectmen meeting minutes of December 6, 2017 as amended."**

Motion: M. Peabody  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the Board of Selectmen meeting minutes of December 8, 2017 as submitted."**

Motion: M. Peabody  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No Abstained: R. Sabourn and J. Paul-Hilliard**

## **ACTION ITEMS:**

### *Intent to Cut*

**MOTION: "To approve an Intent to Cut for PID #3-3/12."**

Motion: J. Gaites  
Seconded: M. Peabody  
Discussion: None.  
**Motion Passes: 5 – Yes, 0 – No**

### *Abatements*

**MOTION: "To approve an abatement request for PID# 17/8-3S047 in the amount of \$129.33 for a camper that was being taxed and had been removed."**

Motion: R. Sabourn  
Seconded: B. Benton  
Discussion: None.  
**Motion Passes: 5 – Yes, 0 – No**

### *Appointment Acceptance*

**MOTION: "To accept the resignation from John Paul-Hilliard as the Emergency Management Director."**

Motion: R. Sabourn  
Seconded: B. Benton  
Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No Abstained: J. Paul-Hilliard**

**MOTION: "To approve an appointment for Kenneth Miller as the Emergency Management Director, Dan Gilman as the Emergency Management Director Deputy, and Sandy Moulton as the Emergency Management Secretary until rescinded."**

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

#### *Census Information*

Chairman Pau-Hilliard signed an updated Census information form on behalf of the Town of Thornton.

#### *Tax Map Update*

**MOTION: "To approve a map maintenance contract with Cartographic for the time frame of 4/1/2017 through 3/31/2020."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

#### *Donation Request*

TA Shepard stated that a donation request was received from Central NH Chamber of Commerce for funding in the 2018 budget. They are asking for 1% to 3% of the portion Thornton received from the State for the meals and room tax. This will amount to approximately \$1200 and \$3600. This is an appropriation request that was not approved in the past. After discussion, the Board agreed the services provided by the Chamber of Commerce do not benefit the Town at this time. The Board also discussed that a member of the Chamber could have met with the Board to discuss the need for the donation in person.

**MOTION: "To not approve a donation request that was made from Central NH Chamber of Commerce for funding in the 2018 budget."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

### **TOWN ADMINISTRATOR REPORTS**

#### *Board of Tax and Land Appeals – Forsyth*

TA Shepard stated that the BTLA has informed her that the town file was reviewed regarding the abatement request made by Mr. Forsyth. The BTLA concluded that the mediation process had taken place during the time that the Board of Selectmen discussed the request and asked to meet with Mr. Forsyth.

*Mahmoud Case Update*

TA Shepard informed the Board that an email was received from Attorney Whitley informing the Board that the appeal was dismissed by the State Supreme Court due to the appeal being premature and will be referred back to the superior court to determine punitive and civil penalties. The superior court will schedule hearings for both items.

TA Shepard discussed the recent increase in residents prepaying up to two years of their property taxes due to their belief that with proposed changes to the Federal Income Tax guidelines they will be able to claim these prepayments on their 2017 Federal Income Tax Return. She explained that there has been a rush of prepayments in the past few days with residents trying to meet the year end of December 31, 2017. Due to concern on how to handle any requests for reimbursement of these prepayments, a legal opinion was received through the Tax Collectors Association's legal counsel, Attorney Campbell. He recommended that if a prepayment is accepted, it cannot be "returned" (ie., the owner "changes their mind"), except as provided by in the statute. This would occur if the tax obligation is reduced due to abatement, or if, by virtue of a tax rate reduction, the amount of the prepayment exceeds the amount bill. The Selectmen concurred that this will be the Town of Thornton's position going forward regarding prepayment of taxes and request for refunds.

*Complaint – Robert and Margaret Tole*

TA Shepard informed the Board that a complaint was received from Robert and Margaret Tole stating that town plow trucks are driving too fast on the town road. Road Agent Kubik has discussed this with the plow drivers. D. Mahurin replied to this complaint.

*Elderly Deferral Request*

TA Shepard stated that an elderly deferral request was received from PID #10/7-7 for the years 2015, 2016, and 2017 in the amount of \$18,756.00. TAT Beaulieu stated that after review of the RSAs it was determined that the Selectboard could approve the hardship request. The Board discussed how the liens would be paid when the property owners passes away.

**MOTION: "To approve an elderly deferral PID #10/7-7 for the years 2015L, 2016L, and 2017PO1 and 2017 PO2 in the total amount of \$18,756.00."**

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Blake Mountain Cottage Update*

TA Shepard informed the board that in August 4, 2017 a letter was sent to Mr. Mackay requesting a response within 30 days, and no response was received by the Town. On September 26, 2017 a letter was sent to Mr. Mackay from the town attorney requesting a response within 30 days, and no response was received. D. Mahurin followed up with B. Regan in December to see if any further action by Mr. Mackay had been taken. B. Regan confirmed that no additional action had been taken. D. Mahurin discussed proceeding with legal action with the town attorney.

**MOTION: "To start legal action against Blake Mountain Cottages to correct the zoning deficiencies."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**AGENDA ITEMS:**

**5:30 Tax Collector/Zoning Enforcement**

*Present: Desiree Mahurin, Municipal Agent/Administrative Assistant*

TAT Beaulieu informed the Board that there has been changes to the bottom line of the 2018 budget since their last meeting.

TAT Beaulieu stated that the Municipal Agent budget is new to the town budget. TAT Beaulieu explained that the new department has been entered into the budget and the hours are separating for the town clerk duties that the Municipal Agent performs to be more transparent with the duties and responsibility of the new Municipal Agent position.

D. Mahurin explained the criteria used to establish the Municipal Agent budget.

TAT Beaulieu stated that D. Mahurin was concerned with proposed budget cuts in the Tax Collector training and mileage budget. A. St. Amour is scheduled to attend a deputy tax collector certification course in 2018. D. Mahurin discussed the training budget reduction and stated that if the budget is reduced then the deputy will not be able to become certified, which is included in her job description. The Board agreed not to reduce this budget line.

D. Mahurin stated that she felt comfortable with the other reductions that were proposed by the Board.

D. Mahurin stated that 93% of property tax payments have been made for 2017.

D. Mahurin also discussed the building and code enforcement budget with the Board.

**5:30 Planning Board 2018 Budget**

There was no attendance at this appointment.

**5:45 Cemetery 2018 Budget**

There was no attendance at this appointment.

**6:00 ZBA Budget 2018 Budget**

There was no attendance at this appointment.

## 6:45 Town Accounts/Town Administrator Budget

*Present: TA Debra Shepard and TAT Tammie Beaulieu*

The Board reviewed the town accounts and town administrator budget.

TAT Beaulieu informed the Board that B. Benton did not seek reimbursement for the employee BBQ. The Board thanked B. Benton for donating food and his services.

The Board reviewed the grant spreadsheet for proposed grants for 2018 and the new process for grant budgeting. This will lower the police department budget relative to grants and increase the grant budget respectively.

The Board discussed reductions made in the planning board budget and the zoning board budget.

The Board discussed reductions made in the police department budget and made further reductions.

The Board discussed the fire department budget. R. Sabourn requested an actual expenditures report for 2017.

The Board reviewed the highway department budget and additional reductions that have been made since the previous board meeting.

TAT Beaulieu stated that the Library Director had not made the budget updates as expected. TA Shepard has made updates to the library budget based on the discussion at the previous board meeting as well as the input received from the Library Trustees. A notice with the updated figures was forward to the Library Director. There has been no response from the Library trustees or director since the budget update was forwarded.

## 7:45 BOS Motion 2018 Operating Budget/Money Articles

**MOTION: "To approve the proposed 2018 operation budget in the total amount of \$3,159,936.00 to be presented at the public hearing."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: R. Sabourn stated that the fire department budget might be updated once end of year expenditures are received.

**Motion Passes: 5 – Yes, 0 – No**

## 7:45 2018 Draft Warrant Review and Approval

**MOTION: "To accept the warrant as presented for the public hearing."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**7:55 p.m. MOTION: "To adjourn."**

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5– Yes, 0 – No**

Respectfully submitted,

A handwritten signature in cursive script that reads "Jessi Fleury".

Jessi Fleury  
Board Secretary