



Approved on: 1/18/17  
BOS Initial: [Signature]  
Rec'd by Town Clerk on: 2/3/17  
Town Clerk Initials: [Signature]

## TOWN OF THORNTON BOARD OF SELECTMEN

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### Board of Selectmen Meeting Minutes January 4, 2017

5:00 P.M. Chairman Sabourn opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

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

**STAFF PRESENT:** Tammie Beaulieu, Town Administrator and Jessi Fleury, Board Secretary

#### ACTION FOLDER:

##### *Manifests*

**MOTION:** "To approve the payroll manifest dated 1/6/2017 in the amount of \$19,329.89."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION:** "To approve the vendor manifest dated 1/6/2017 in the amount of \$139,644.70."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3– Yes, 0 – No Abstained: B. Benton and J. Gaites**

**MOTION:** "To approve the 2016 vendor manifest dated 1/6/2017 in the amount of \$194,620.55."

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

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

1/18/17

*Minutes*

**MOTION: "To approve the Board of Selectmen public minutes of 12/7/2016 as amended."**

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

**MOTION: "To approve the Board of Selectmen public minutes of 12/19/2016 as ammended."**

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

**MOTION: "To approve the Board of Selectmen nonpublic minutes of 12/14/2016 as submitted."**

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

**MOTION: "To approve the welfare manifest dated 1/7/2017 in the amount of \$634.00."**

Motion: J. Gaites  
Seconded: J. Paul-Hilliard  
Discussion: None.  
**Motion Passes: 4– Yes, 0 – No      Abstained: M. Peabody**

**Action Folder**

TA Beaulieu presented three tax agreements

**MOTION: "To approve a purchase and sales tax agreement for PID 11/1-15 in the amount of \$9,761.84."**

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

**MOTION: "To approve a purchase and sales tax agreement for PID 17/17-5 in the amount of \$3,887.88."**

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

**MOTION: "To approve a purchase and sales tax agreement for PID 17/17-9 in the amount of \$2,666.94."**

Motion: J. Paul-Hilliard  
Seconded: M. Peabody  
Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Contract for Services from Plodzick and Sanderson*

TA Beaulieu presented a contract for 2016 audit services in the amount of \$14,000.00. R. Sabourn noted a discrepancy in the audit that were clerical and questioned the payment amount noted to B. Benton and Sabourn Surveying for related services provided to the Town. TA Beaulieu will discuss these questions with the auditors.

**MOTION: "To approve a 2016 audit service contract with Plodzick and Sanderson in the amount of \$14,000.00."**

Motion: J. Paul-Hilliard  
Seconded: M. Peabody  
Discussion: None

**Motion Passes: 5 – Yes, 0 – No**

**6:00 PM Planning Board 2017 Budget**

*Present: Brian Regan*

The Board reviewed the proposed 2017 Planning Board budget. The Board discussed upcoming proposed planning projects and the legal budget line. The Selectboard and B. Regan made reductions in the legal budget line. Discussion ensued about the clerical assistance he needs on the busy months and that \$7,000 has been included in the budget for the wages.

**6:15 PM Cemetery 2017 Budget**

*Present: Phyllis Holbrook and Geraldine Benton*

The Board reviewed the proposed 2017 Cemetery budget. G. Benton explained the need to replace fencing at the Pine Grove cemetery. The trustees discussed spreading out the cost of the project over a few years rather than increasing the budget dramatically. R. Sabourn recommended that the trustees provide a final cost for the fencing and gate repair to determine if a warrant article is needed or if the board will need to create another capital reserve account or include these expenses in the repair and maintenance capital reserve account. The trustees agreed to provide quotes for these expenses before the final budget meeting on 1/18/2017.

**6:30 PM ZBA Budget 2017 Budget**

*Present: William Rose*

The Board reviewed the proposed 2017 budget. TA Beaulieu explained that the part time budget line was increased due to the need to fill the position, as B. Regan will no longer be able to assist the Zoning Board as needed. W. Rose and the Board were in agreement for the \$3,000 in the 2017 for the wages.

**6:45 PM Transfer Station 2017 Budget**

*Present: Kevin McGuire*

K. McGuire met with the Board to discuss the proposed Transfer Station budget. TA Beaulieu will verify wages for the newly hired full time Transfer Station position. TA Beaulieu provided updated wage information to coincide with the 2017 Wage Plan. K. McGuire level-funded the overtime budget. K. McGuire and the Board made some reductions to the Transfer Station proposed budget.

**7:10 PM Non-Public Session**

**MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (a-personnel and b-hiring)."**

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

Roll Call: Chairman Sabourn - yes, Vice Chair Peabody – yes,  
Selectman Benton – yes, Selectman Gaites – yes, Selectman John Paul-Hilliard.

**Motion Passes: 5 – Yes, 0 – No**

**7:48 MOTION: "To come out of non-public session."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the wage step increases as recommendations submitted by Interim Chief French for the personnel at the Police Department."**

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To make a conditional offer of employment for Candidate #3 for the full-time police officer position and to further authorize Mike French to act as liason for the Selectmen to allow successful completion of application requirements."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**7:45 PM Police Department 2017 Budget**

*Present: Mike French, Interim Police Department, Corporal Dan Gilman*

Interim Chief informed the Board that the Department has responded to 1846 calls for service over the past year. The 2017 proposed Police Department budget was reviewed. Interim Chief informed the board that mileage for officers attending the Police Academy is included in the budget and has not been in the past. The Board discussed the proposal to pay mileage for attending the Police Academy and agreed to this new practice.

**8:30 PM Richard Shute – PD Hiring Process**

R. Shute introduced himself to the Board and reviewed his 20 years of law enforcement experience including investigating state agencies, businesses, and individuals. R. Shute met with the board regarding concerns relating to the Police Department process. R. Shute asked what the process is for the other three candidates that interviewed for the first round of the Chief of Police position and were not chosen since the first choice for Chief did not accept the position. M. Peabody explained that she heard one candidate was employed by another agency. The Board agreed that the other three candidates were not reconsidered for the Chief position. Chairman Sabourn explained that the Town opened a second round of hiring and MRI has agreed to provide the second round of interview process free of charge. R. Shute discussed his concern that the extended cost of employing the Interim Chief is expensive and he is concerned with this cost. The Board explained that the current wages are washed by the vacant Chief position. R. Sabourn stated that the town has received a great value for their money with Interim Chief French and he is hopeful that the second round of interviews will be successful.

R. Shute informed the Board that Thornton needs a working Chief rather than an administrative chief. R. Sabourn agreed. R. Shute expressed concern that the Board has opened up the advertising for a part-time Police Chief as well. J. Paul-Hilliard explained that the Town included a part time chief option in the advertisement to improve their chances of talking to more people for the Chief position, but does not mean the town is considering hiring a part time Chief. R. Shute expressed his concern with hiring a part time Chief. Officer Shute and Ms. Olsen expressed concerned with the possible part time Chief hire affecting future State pensions. Paul-Hilliard explained that the Board of Selectmen is working hard for the benefit of the Town and has hired MRI to provide a professional service in assisting them to make the best choice for the Town. Discussion continued on the status of vacant positions and the efforts made to fill the positions.

R. Shute asked the Board why they are having a difficult time filling vacant positions in the Police Department. J. Paul-Hilliard and R. Sabourn explained there are a number of reasons that make it hard to fill positions in a small quiet town. R. Shute discussed that there could be a breakdown in communication between departments. He does not see that Thornton is in a critical mode but there are some issues that need to be addressed. He suggested that the Board self-reflect to consider why it is difficult to keep the Chief position filled. J. Paul-Hilliard explained that the employees in those positions were offered the same pay at another agency with less responsibility. R. Shute suggested that the Board improve communication with the future Police Chief and establish and maintain trust between the Police Chief and the Board of Selectmen. R. Sabourn explained that the trust between the Chief and the Selectboard must be reciprocated and if trust isn't earned it is not received. The Board discussed their goal to employ a long term Police Chief and are hopeful that the second round of interviews will provide a successful candidate. R. Shute stated that they have the same common goal and hopes that the process works this time around.

**8:55 PM Stephanie Oleson – PD Positions**

S. Oleson met with the board to discuss some concerns regarding the advertisement of the Police Chief. She met with the Board to discuss that she strongly disagrees with hiring a part time Chief as the town is in need of a full-time working Chief. She explained that having 24-hour coverage is a need for town as well. S. Oleson expressed concern with the advertising process with recommendations for additional advertisements for the northern areas of the state. The Board discussed the different medias used for advertising and agreed that they could increase advertising to reach more northern areas. TA Beaulieu was requested to advertise in the Record and a North Country paper.

S. Oleson explained that it is important to the surrounding towns to know that Thornton is stable and is available for mutual aid. She recommended hiring a Police Chief that comes from NH rather than someone out of state, as this would prevent the need for state training. She is concerned with the time it is taking to hire a Chief and hopes for a smooth transition when a candidate is hired. The Board confirmed that they are working hard and will not accept a candidate that is not in the best interest of Thornton.

**ACTION FOLDER CONTINUED:**

**MOTION: "To approve the public Board of Selectmen minutes of December 14, 2016 as amended."**

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**Town Administrator Presents**

*Transfer Station*

TA Beaulieu finalized the conditional offer to the full time transfer station candidate. The candidate has accepted the offer.

**MOTION: "To hire Daniel Day as the full time transfer station attendant at Labor Grade 2 step 13 to start on January 8, 2017."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To hire Raymond Scott Higgins as the part time transfer station Labor Grade 2 Step 3 to start on January 8, 2017."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Intent to Cut*

**MOTION: "To approve a Notice of Intent to Cut for PID 15/4 sublots 5, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18 owner Fred and Denise Snyder."**

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Notice of Intent to Excavate*

**MOTION: "To approve a notice of Intent to Excavate for PID #10/14-3, owner Shirley Benton."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To sign and approve a request from Treasurer Sue Dumont to withdraw from NHDIP \$1,020 for Emery & Garrett for transfer station monitoring requirements."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To sign and finalize a deed for the sale of tax deeded property PID #17/13-3-5 to convey the property back to the previous owner."**

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

TA Beaulieu informed the Board that the Drug Consortium Services are making some new changes. Spere Hospital will not be part of this group anymore. The Board reviewed a new agreement with Winnepesaukee Drug Consortium Services LLC.

**MOTION: "To sign a new agreement with Winnepesaukee Drug Consortium Services LLC."**

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

TA Beaulieu informed the Board that a joint meeting with the Towns of Campton and Ellsworth has been scheduled for January 23, 2017 at 6:30 p.m. to discuss the Transfer Station and Fire Department budgets.

Selectman Benton informed the Board that the well water was tested at the Transfer Station and the tests provided indicate that the water is safe.

**9:40 PM Non-Public Session**

**MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (a-personnel, b-hiring, and c-reputation)."**

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

Roll Call: Chairman Sabourn - yes, Vice Chair Peabody – yes,  
Selectman Benton – yes, Selectman Gaites – yes, Selectman John Paul-Hilliard.

**Motion Passes: 5 – Yes, 0 – No**

**10:38 PM MOTION: "To come out of non-public session."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**10:45 PM MOTION: "To adjourn."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary