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TOWN OF THORNTON BOARD OF SELECTMEN

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Board of Selectmen Meeting Minutes October 24, 2018

ROLL CALL: Chairman Roy Sabourn, Selectwoman Marianne Peabody, Selectman Brad Benton and Selectman Jack Gaites.

ABSENT: Vice Chairman John Paul-Hilliard

STAFF PRESENT: Town Administrator (TA) Debra Shepard

12:00 P.M. Chairman Sabourn opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:

MOTION: "To approve the payroll manifest dated 10/26/2018 in the amount of \$26,255.69."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the vendor manifest dated 10/26/2018 in the amount of \$467,208.33."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: J. Gaites

Minutes

MOTION: "To approve Board of Selectmen meeting minutes for October 26, 2018 as amended on page 4 and page 5."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None

Motion Passes: 4 – Yes, 0 – No

ZCA Review

MOTION: "To approve ZCA #2018-73 for PID #17/13-3-08 owner George and Kimberly Sousa, for a replacement of a roof/dormer."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None

Motion Passes: 4 – Yes, 0 – No

TA PRESENTS:

Tax Rate

TA Shepard informed the Board that tax bills were mailed out on October 22nd, and are due December 1st, 2018.

The Board discussed the Sansoucy Contract on the PSNH appeal and the recommended contract changes that Gary Roberge provided to the BOS. The Board agreed to the revisions as proposed by Gary Roberge and TA Shepard will make those changes and submit to Sansoucy's office for revision. TA Shepard will bring the contract back for signature at the next BOS meeting.

Avitar 5-Year Cyclical Contract

The Board reviewed the five-year cyclical contract received from Avitar for the revaluation. There was an increase of \$1,200 from 2014 for a new contract amount of \$87,420 for 2019. The Board agreed to this cost.

MOTION: "To accept the 5-year cyclical contract with Avitar Assessing in the amount of \$87,420 with the revaluation to begin in 2019 as submitted."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

USDA Grant Application

The Board signed the USDA Grant application submitted by Chief Miller. This grant was discussed in a previous meeting and this application begins the process.

Police Department

TA Shepard submitted a request from Chief Miller to increase Officer Harkonen's rate of pay as he has completed the Police Academy and all other requirements put forth by the Department. The Board agreed to move Officer Harkonen from Labor Grade 8 Step 3 to Labor Grade 8 Step 4, effective 10/21/18.

MOTION: "To move Officer Harkonen from Labor Grade 8 Step 3 to Labor Grade 8 Step 4 effective October 21, 2018 due to completion of training and certifications."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Primex Insurance Renewal Rates

TA Shepard shared with the BOS all of the Primex Insurance Rate Renewals for 2019. Worker Compensation rates are increasing by 9.5%, Unemployment Insurance Rates are increasing by

4.6% and Property Liability Insurance rates are decreasing by 6.4%. The overall impact to the budget is a \$258 increase over last year's numbers.

Health Insurance Renewal Rates

TA Shepard informed the Board that the new health insurance renewal rates received from HeathTrust which are effective July 1, 2019 are projected to increase by 14.6%, This could result in an approximate \$11,700 increase. The Board discussed different options for health care. R. Sabourn stated that the employees are getting used to health care changes that the Board made last year and they will be experiencing an increase already in health care and prescription costs. R. Sabourn suggested that they not change contribution amounts this year. The Board agreed. HealthTrust will have the exact percentage change for the BOS around March/April 2019.

Intergovernmental Agreement

TA Shepard presented a sample agreement for board members and town counsel to review. This will be discussed further next week. The board discussed recommendations from Chief Defosses to use the assessed value of each town to calculate the percentages for each town. R. Sabourn stated that this option was not in the best interest of Thornton and did not reflect the usage of services for the town. After further discussion, all three towns agreed to use the assessed value and population numbers to calculate each town's percentage for contribution. The three Town Administrators will meet again soon to review MS-1's and population figures and the entire committee will meet again in November..

American Air Systems - Furnace

TA Shepard informed the Board that the police furnace was serviced and the flame rods on furnace 3 and 4 need to be replaced. The estimate is \$314.00.

MOTION: "To approve the quote from American Air System Inc. to fix the furnace 3 and 4 in the Police Department in the amount of \$314.00."

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Concerned Citizen

TA Shepard informed the Board that a concerned citizen form was received from Bob Dunlap on Waterthorne Road. Mr. Dunlap was very upset with the way the Highway Department was cutting the trees with the brush hog. The Road Agent confirmed that the brush hog does make a mess but it is being used correctly and the mess will be cleaned up. Mr. Dunlap was asking if there was a safe guard when using that machine due to the branches hitting his house and making a mess in his yard. The Board agreed that this machine can create a mess and agreed to ask Selectman Paul-Hilliard what the policy is for using this type of equipment for State projects. TA Shepard will inform Mr. Dunlap that the Board will review his concern with the Road Agent.

Town Credit Card

TA Shepard stated that Northway Bank offers a municipal credit card that includes no annual fee. The town credit card would require an employee social security number but only for identification purposes and is not related to credit concerns. The Board agreed that they would need a credit card policy. The Board discussed how to implement the credit cards. TA Shepard will work on creating a policy for discussion at a future meeting.

AGENDA ITEMS: (no public input unless approved by the Chairman)

1:30 Chief Dan Defosses – Fire Department

Chief Defosses met with the Board to discuss the 2019 Fire Department budget and the estimates for the new pick up. Chief discussed the proposed budget with the Board. Currently there is a vacancy in the department. He is looking to fill a position for a second lieutenant, that would allow coverage for the chief if he is in class or unavailable. Another change is an increase in the overtime line and a decrease in the treasurer budget line. The Chief discussed other proposed changes in the 2019 budget.

An estimate was received for the new 2019 Super Crew F150 truck for \$33,325 from Grapponne Ford. A cap would cost about \$2,600. Chief discussed the details of the vehicle further. The total vehicle with equipment was estimated at \$45,000 in the CIP and Chief Defosses believes that the funds in the CIP will cover the purchase of the truck. The Board gave this approval for Chief to order this vehicle.

MOTION: “To approve the purchase as requested of the 2019 Super Crew F150 pickup truck by the Fire Department at a total price not to exceed \$45,000 as approved by the CIP.”

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

FairPoint Appeals-Avitar

TA Shepard informed the Board that Gary Roberge sent a letter relative to the FairPoint abatement appeals currently being pursued by town counsel. The Town of Thornton is one of many towns in this lawsuit. The Board reviewed and discussed the letter from Mr. Roberge. He is suggesting that he make a settlement offer to FairPoint on behalf of the Town of Thornton to avoid additional legal costs. The Board agreed to request an update from Attorney Whitelaw as to status of the appeal and to discuss further at a later date.

Town Website

TA Shepard informed the BOS that Chief Miller had brought a new vendor to her attention for the town website. TA Shepard, Chief Miller and Adm. Asst. Sandy Moulton met with Civic Plus last week. This company services more than 90 towns in New Hampshire and provide website design and support services. This service would be a great improvement to what the town and PD currently have because town employees would control and be responsible for all updates to the website with guidance and assistance from Civic Plus as needed. This would allow better control of the information and help to keep the website current. TA Shepard and Chief Miller are in agreement that the new company would offer many features that would benefit the town. Civic Plus submitted a quote for services. The total cost to create the new website would be \$7,500 which could be split over three years at a cost of \$2,500 per year with no interest or penalties and then after that, the yearly maintenance cost would be \$2,000 which would include support and training. The Board agreed to discussion his further for the 2019 budget.

2019 Budget

TA Shepard informed the Board that the budget process has started and department heads have been scheduled to begin entering their budget information.

Deputy Tax Collector Position

TA Shepard reminded the BOS about A. St. Amour's resignation effective December 27th and informed the board that Desiree Mahurin, Tax Collector, would like to post the position in November to allow time to hire and train a new employee before the position is vacant. The Board agreed it was a great idea to post the position in November with a potential new employee starting in early December as requested.

Correction: TA Shepard stated that at the last BOS meeting, a payment for the Daniels invoice relative to the Capital Reserve Bridge Repair and Maintenance Fund was motioned in error. The invoice should have been paid from the general fund rather than the capital reserve. TA Shepard informed the Board that the payment was made from the general fund but the Board would need to rescind the motion made last meeting.

MOTION: "To cancel the request of \$345,222.70 from the Capital Reserve Bridge Repair and Maintenance Fund for Daniels that was made during the previous board meeting."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

SELECTMEN COMMENTS

Selectwoman Peabody stated that last Friday the school had their annual Halloween Party, and admission to the event was a canned good item. The school donated all of the food collected to the town's welfare department. The Board was appreciative of the school's consideration and donation.

Selectman Brad Benton asked about the review and revision of the Town's Special Event Application. TA Shepard assured Sel. Benton and the board that she is working with Desiree to update the application, to streamline it, and will be bringing a revised application form to the BOS for review in the near future..

Chairman Sabourn stated that the accessory dwelling unit ordinance has conflicts with the State laws. Brian Regan is working on altering the zoning ordinance to bring the town's ordinance into compliance.

3:02 p.m. MOTION: "To adjourn."

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary