



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 12 11 13
BOS Initial: BSB
Rec'd by Town Clerk on: 12 Dec 13
Town Clerk Initials: JC

Board of Selectmen Meeting Minutes November 13, 2013

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

ROLL CALL: Chairman Brad Benton, Vice-Chairman Roy Sabourn, Selectwoman Marianne Peabody Selectmen John Paul-Hilliard, and Selectman Steve Morton.

STAFF PRESENT: Tammie A. Beaulieu, Town Administrator

The board of selectmen observed a moment of silence for the passing of Executive Councilman Ray Burton.

1:05 TOWN HALL RENOVATON PHASE 1 UPDATE

Present: Kelly Boldger

K. Boldger stated that there has been a lot of progress made over the past two weeks including follow up on the electrical bids for the electrical work at the fire station.

K. Boldger recommended that the Board consider the bids that include the labor switch since both buildings will have electricity supplied from the same pole, therefore if one building loses electricity the other building will as well. With a labor switch installed, the generator will turn on automatically when the power is lost to supply electricity to the whole building. This is also recommended by two of three electricians that bid on the work. K. Boldger received bids from Gigueve Electric, Sabourn Electric, and AES.

K. Boldger confirmed that the generator is big enough to power both buildings. S. Morton stated that electrical quotes received are not included in the town hall renovation phase 1, but is a separate need that is being addressed with a different account than the town hall renovation phase. K. Boldger agreed that the fire department will begin to receive their own electrical expenses after the change over.

R. Sabourn recused himself from the meeting.

The board reviewed the following quotes for the installation of an automatic transfer switch and an electrical relay for the fire station:

Sabourn Electric \$2,550.00

Giguere Electric Inc. \$3,950.00 Option #1

\$1,100.00 to only install a meter on back feed of FD building. The board agreed that they are not interested in Option #2.

AES \$3,260.00

MOTION: "To accept the proposal from Sabourn Electric in the amount of \$2,550 to correct the electrical issue with the fire department."

Motion: S. Morton

Seconded: J. Paul-Hilliard

Discussion: M. Peabody asked if these bids include the switching over of the generator. S. Morton confirmed that the bids do include this service.

Motion Passes: 4– Yes, 0 – No

R. Sabourn re-joined the meeting.

T. Beaulieu stated that the unexpected electrical cost to correct the electrical issues in the fire station were not included in the Repairs and Maintenance for General Government Building budget therefore the budget line will most likely be over spent. However, the bottom line of the budget will be in good standing.

K. Boldger stated that the Town Hall Renovation Project is progressing, but running about a week behind schedule. He does not expect this to hold up the completion of the project.

FIRE COMMISSIONER REPORT

Present: J. Demeritt, K. Boldger

J. Demeritt introduced the new Fire Chief Dan Defosses to the Board of Selectmen. The Board welcomed the Fire Chief. T. Beaulieu invited D. Defosses to attend the monthly Supervisor meetings and agreed to email him a schedule of meetings.

Manifests

VENDOR MANIFEST

MOTION: "To accept the vendor manifest dated 11-15-2013 in the amount of \$333,921.63."

Motion: S. Morton

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Abstained: M. Peabody

MOTION: "To accept the addendum to the vendor manifest dated 11-15-2013 in the amount of \$132.19."

Motion: S. Morton

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Abstained: M. Peabody

PAYROLL MANIFEST

MOTION: "To accept the payroll manifest dated 11-15-2013 in the amount of \$18,838.36."

Motion: R. Sabourn

Seconded: S. Morton

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Abstained: M. Peabody

ACTION FOLDER

Minutes Approval

MOTION: "To accept the Board of Selectmen meeting minutes of 10-30-2013 as amended."

Motion: J. Paul-Hilliard
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 5– Yes, 0 – No

MOTION: "To approve a request for funds from the Capital Reserve Fund – Bridge Repairs and Maintenance in the amount of \$11,933.30 for professional services provided by HEB Engineers."

Motion: S. Morton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5 – Yes 0- No

MOTION "To approve ZCA Permit #2013-25 for PID 11 lot 1-45, for Frederick White with the condition that the applicant signs the written statement agreeing to remove the mobile home from the property."

Motion: S. Morton
Seconded: M. Peabody
Discussion: B. Benton confirmed that the property owner located an approved septic system.
Motion Passes: 5– Yes, 0 – No

CAI TECHNOLOGY (CARTOGRAPHICS) PROPOSAL

Present: Franco Rossi

F. Rossi met with the board to provide an overview of the company and the service they can offer to the Town of Thornton. He has reviewed the town's mapping data and is prepared to provide quotes for different approaches to provide services for the town based on their need. F. Rossi discussed the different options and costs involved to maintain the current maps, as well as providing new maps with online access. F. Rossi also noted that if the board decides to have new maps created, the PID numbers could change.

F. Rossi proposed a one-time fee of \$2,400.00 to use the existing data to provide more cost effective maintenance. This would include restructuring the data to provide an easier map to work with which would also reduce the cost of yearly maintenance from \$1250 to \$850. The yearly maintenance of \$850 would include any assessing updates, subdivisions, boundary line adjustments, etc. If the amount of changes are excessive CAI may ask the town to budget additional funds in the following year budget as needed. The towns typically have their updates done yearly.

The board discussed a remapping option for the town. R. Sabourn does not believe that the whole process needs to be completed from the beginning. R. Sabourn asked if the board decides to remap their current maps, this would include a cost per parcel that could be completed in transitions. There would also be a one-time fee of \$2,500 to transfer data online and \$1,800 a year for the online service. The online service is available whether or not the maps are CAI maps. The board continued to consider their options. The board agreed to request a quote for the recompilation of the maps from CAI to present to CIP for next year. The board discussed that they have spent \$2,314.80 for maintenance of maps to date with Avitar. After discussion, the board agreed to work with CAI to convert the Town's

data to Cartographic maps and have CAI maintain the maps for a one-time fee of \$2500 with an \$850 yearly maintenance fee.

T. Beaulieu asked what the annual contract includes for maps. F. Rossi stated that one complete full size set and one complete set of reduced prints. T. Beaulieu stated that the Town would need two full size sets and two reduced sets of maps. F. Rossi stated that he will provide an extra full set at no additional charge. The board agreed not to use the online service at this time.

2:15 PM PUBLIC HEARING – THORNTON FEE SCHEDULE

Chairman Benton re-opened the continued public hearing for the Thornton Fee Schedule as held on November 6, 2013.

Per request of the Board, Town Administrator T. Beaulieu received an update as to the large increase in fee amounts from the Planning Board. N. Decoteau included the ordinance costs fee at \$1.00 per page.

N. Decoteau also spoke with K. McGuire to clarify the suggested fee for removal of televisions and monitors. K. McGuire explained that the proposed amount was determined by averaging the cost per pound to remove the monitors and televisions and will be sufficient to cover disposal costs. The board discussed the costs per pound. The board discussed fees charged in other towns.

After discussion the board agreed to recommend that the Transfer Station manager track the monitor size that is being collected at the station for future use.

MOTION: "To accept the Fee Schedule as proposed on November 13, 2013."

Motion: S. Morton
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 5– Yes, 0 – No

B. Benton called for public input. No input was received.

B. Benton closed the public hearing at 2:25 P.M.

PERMISSIBLE FIREWORKS

T. Beaulieu stated that in 2011 the NH Fire Marshall questioned the Town's process in place for permissible fireworks. Campton contacted Thornton and both towns agreed to adopt the same process for approval. According to the Permissible Fireworks community list issued by the NH Fire Marshall, Campton and Thornton are listed as allowing permissible fireworks with a permit required. T. Beaulieu received a request that the Board propose an ordinance that would restrict the use of fireworks. David Rivers stated that he was under the impression that Thornton did not require a permit for fireworks. Since learning that a permit is in fact required, he withdrew his request for an ordinance that would restrict fireworks further.

The Board discussed the current process.

S. Morton expressed his opinion that the fireworks permitting should not be required for smaller sized fireworks. He feels that using small fireworks is relatively safe and obtaining a permit is not necessary.

B. Benton opened the discussion to resident David Rivers. D. Rivers explained that he has experienced a large firework display from his neighbors which leaves debris on his property and he has fire/safety

concerns. R. Sabourn and M. Peabody agreed that the debris and safety concerns are valid and understandable.

D. Rivers does not have a problem with firework displays being held on property large enough so that they do not impact their neighboring properties, however if the property is not large enough then fireworks should not be allowed. He does not agree with removing the current requirement of permitting that is in place.

R. Sabourn suggested meeting with the Police and Fire Department to discuss a reasonable solution. The board agreed to try to schedule this on the December 11 agenda.

2:30 P.M. WAGE/BENEFIT CRITERIA

T. Beaulieu requested feedback for wage or benefit changes for budgeting purposes. The board discussed wage/benefit changes for 2014. M. Peabody believes that the social security index increase is either 1.5% or 1.05%. T. Beaulieu explained that the Heathtrust GMR for July 1, 2014 – June 30, 2015 worst case scenario is benefits will increase by 8%. The board requested a 1.5 % for COLA and department head merit recommendation spreadsheet for the board to review. The board discussed the option of implementing performance evaluation processes, and the training needed for Department Heads.

The board discussed 2014 warrant articles including the building for Phase II town hall addition/renovation project and how this will affect the future tax rate. T. Beaulieu stated that the \$150,000 from 2014 surplus is not guaranteed therefore, the board would need to request \$340,000 from general taxation and \$149,000 from the Capital Reserve Fund to fund Phase II addition or bonding. The board discussed the possibility of bonding the addition project for Phase 2 to stretch the payments out so that the tax rate is not affected dramatically. R. Sabourn stated that there is a need for the addition and they have an obligation to present options for the addition to the voters as promised. T. Beaulieu explained that the figures will need to be determined soon and rates for bonding will need to be researched so that the warrant articles can be drafted.

M. Peabody and S. Morton do not agree with requesting the funds needed for the Phase II of the addition in the amount of \$480,000.00 at town meeting. The board discussed liabilities of the current building. J. Demeritt would like to know what the cost will be if the project is bonded over a period of time. R. Sabourn suggested getting a price on a five year bond. The board agreed to schedule K. Boldger on the next meeting to provide a final contract figure for Phase II from CCI to allow proper planning for the funding of the project.

J. Demeritt met with the Planning Board at their previous meeting and discussed the Capital Improvement Plan funding requests submitted by departments. The Planning Board agreed 4-1 with the recommendations as discussed by the Board of Selectmen during an earlier meeting. J. Demeritt stated that the Planning Board is forwarding a letter to the Board of Selectmen. The Board agreed that they would wait for the letter from the Planning Board before making any further decisions.

2:45 PM - POLICY CHANGE – PERSONNEL POLICY

Chief Moller met with the board to discuss a change in policy in Section U and V of the Police Department personnel policy. Chief Moller requested that when the officer has to go out he is paid at a minimum at 3 hours. Sometimes the officers can handle calls over the phone and they also receive calls every time a Thornton ambulance or fire truck is called so that the officer can go out if needed.

MOTION: “To make a conditional offer of employment to candidate #1 for a certified part time officer position at labor grade 8 step 7.”

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

MOTION: “To offer a pay raise to Sergeant Rod Diamond to Labor Grade 10 Step 11, effective with the next pay period.”

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 5 – Yes 0- No

TOWN ADMINSTRATOR REPORTS

Winter Plowing Advertisement

The Road Agent has advertised help needed for a winter plowing route. There hasn't been any interest received to date. B. Benton expressed interest in covering the Woods, but does not believe he would have enough coverage to do all of Millbrook (dirt) since they are short a truck. He would be willing to help with Millbrook dirt but could not guarantee he would have the time depending on the storm. The board agreed that they accept the additional assistance that B. Benton can provide the town. Selectmen Morton stated that it will be up to RA John Kubik Jr. to find the vendors needed to complete the plowing for the unfilled route on Millbrook Road dirt section.

Holiday Party

Common Man in Plymouth, Country Cow, and Woodstock Brewery were contacted. All places are willing to accommodate however, prices fluctuate. The board discussed their options. T. Beaulieu will gather menu choices and report back to the Board. The board agreed to Monday, December 16, 2013 from 6 -9 p.m.

Town Report Dedication

The board agreed to dedicate their 2013 Annual Town Report to Executive Councilor Ray Burton for his extended years of service to the county and Thornton in particular.

Property Documentation Verification for Tax Sales

The board reviewed the information presented from Laura Spector-Morgan at the last meeting by T. Beaulieu related to property documentation for verifying tax sales. The following properties offered for tax sale are: 63 Thornton Gore Road, Mountain View Drive, 7 Bear Ridge Road, and Birch Bend Drive. The board agreed that they would like the properties advertised for two weeks in the Record Enterprise, Union Leader.

Tax Warrant

T. Beaulieu informed the board that the tax rate is \$18.34 up .02 cents from last year. T. Beaulieu stated that she was updated when she stepped out of the meeting that Paulette Bowers and Desiree Mahurin stuffed about 500 tax bills today, and two of her staff along with P. Bowers will finish stuffing the rest of the tax bills tomorrow. It was suggested that if the selectmen were in the area and had some time all assistance would be appreciated.

MOTION: "To accept the Tax Collector Warrant with the tax rate of \$18.34 per thousand of November 12, 2013."

Motion: S. Morton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5 – Yes 0- No

MOTION: "To appoint John-Paul Hilliard to be the Selectmen's Representative on the Police Department interview board."

Motion: S. Morton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes 0- No Abstained: J. Paul-Hilliard

Resignation from Planning Board Ex-Officio

The Selectboard reviewed the resignation of John Paul-Hilliard as ex-officio due to the time commitment needed. The board discussed the possibilities of having a paid person that would represent the Selectboard's thoughts on the Planning Board. T. Beaulieu heard that there are members that are not re-running and asked the board if the town is at the point to consider a planner to assist the elected volunteers with the extensive tasks they are appointed. If so, The law governing the selectmen ex officio position would allow for Nancy Decoteau to become the administrative official representing the Board of Selectmen on the Planning Board. The planner would be advising the planning board at their meeting and the Board Secretary would do the minutes for the Planning Board. The planner position would be limited to certain hours a month. N. Decoteau would continue to assist the planner with some of the secretary functions of the planning board with notices. The board discussed the idea and agreed that this is a good idea. The board agreed that M. Peabody can fill the vacant position until the planner position is discussed with more detail.

M. Peabody will be attending the next planning board meeting on November 21, 2013

MOTION: "To accept the resignation from John Paul-Hilliard as the planning board ex-officio."

Motion: S. Morton
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 4 – Yes, 0 – No Abstained: John Paul-Hilliard

MOTION: "To appoint Marianne Peabody as temporary ex-officio for the planning board."

Motion: S. Morton
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 4 – Yes, 0 – No Abstained: Marianne Peabody

SELECTMEN COMMENTS

B. Benton stated that with the cable contract, the town has access to a PEG channel. B. Benton would like to have some of the meeting information on the television such as events, hours, or advertisements. The board agreed to find out if there are any additional costs involved.

R. Sabourn asked if the board was interested in advertising for an RFQ for a new auditing firm. After discussion, T. Beaulieu stated that she is satisfied with the work provided by Sheryl Pratt with Plodzick &

Sanderson. R. Sabourn agreed to withdraw his request for an RFQ for an auditor for 2013 audit but would like it considered for the summer of 2014.

PUBLIC INPUT

J. Demeritt stated on Monday evening the Fire Commissioners had a meeting with Stacy Meier and a reporter was present. The Commissioner's tried to accommodate Mrs. Meier's questions but were limited due to the confidentiality for hiring new employees.

MOTION 6:30 P.M.: "To adjourn."

Motion: S. Morton
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary
Draft posted 11/20/2013

TOWN OF THORNTON
Selectmen's Agenda
Wednesday, November 13, 2013
12:00 PM

12:00 PM Flag salute

Work session – (no public input)

Manifest
Signature Folder
Action Folder reviewed by Board for discussion later
Mail Folder

Motion and sign the payroll and vendor manifest

Agenda Items: (no public input unless approved by the Chairman)

1:00 PM Kelly Bolger-Clerk of Works PD Phase I update
1:15 Fire Commissioner introduces new Fire Chief
1:30 Cartographic - Mapping
2:00 Fee Schedule Public Hearing continued from 11/6/13
2:15 Permissible Fireworks
2:30 Wage/Benefit criteria established by selectmen for 2014 draft budget
2:45 PD Policy Change-PD living requirement changes
3:00 Non-public session - pursuant to RSA 91-A: 3, II (a-personnel) PD

Town Administrator presents (no public input)

Action Folder (no public input)

Board of Selectmen Item Discussions (no public input)

Public Forum (5 minute session per person)

Other business or non-public issues as needed pursuant to RSA 91-A: 3, II

Residents may contact the Town Administrator to get placed on a future agenda.

*The board may review decisions made during the meeting in public input, at the closing of the meeting, provided information that could result in an adjustment to a decision that was made during the meeting.

Board of Selectmen

November 13, 2013

SIGN IN SHEET (Please Print)

1	<i>James A. Rivers</i>	<i>76 Fadden Rd</i>
2	<i>David Rivers</i>	<i>50 Mill Brook Rd</i>
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