



Approved on:	12-6-17
BOS Initial:	JH
Rec'd by Town Clerk on:	12/1/17
Town Clerk Initials:	BN

to TC 12/7/17

**TOWN OF THORNTON  
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes  
November 20, 2017**

**12:00 P.M. Chairman Paul-Hilliard opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.**

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

**ABSENT:** Vice-Chairwoman Marianne Peabody

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

The Selectboard proceeded with the swearing in of Police Officer Joshua Meier. The Board attended a brief celebration following the swearing in of Officer Meier.

**ACTION FOLDER**

**MOTION:** "To approve the vendor manifest dated 11-24-2017 in the amount of \$59,003.97."

Motion: R. Sabourn  
 Seconded: J. Gaites  
 Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No**

**MOTION:** "To approve the payroll manifest dated 11-24-2017 in the amount of \$27,479.11."

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

**ZCA Review**

The Board reviewed the following ZCA applications.

**MOTION:** "To approve ZCA #2017-52 for PID# 10/--5-12, for William and Brook Rose for a 12x16 deck."

Motion: R. Sabourn  
 Seconded: B. Benton  
 Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No**

R. Sabourn explained that an approval form for the ZCA permit has been drafted to require applicants to post the form in a visible location during construction. TAT Beaulieu suggested adding this next step of the ZCA process to the application process currently in place.

**MOTION: "To include a posting requirement in the ZCA process and to have the Administrative Assistant update the ZCA process directions."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None

**Motion Passes: 4 – Yes, 0 – No**

The Board reviewed a request for funds from a capital reserve account.

**MOTION: "To remove funds from the Municipal Buildings Capital Reserve Account for the Town Hall and Transfer Station Renovations in the amount of \$887.28 for two invoices to Alba Architects, one for the Transfer Station Building Project and the other for the Town Hall renovation project."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None

**Motion Passes: 4 – Yes, 0 – No**

TA Shepard requested to move the non-public session to 2:30p.m. from 3:00 p.m. The Board agreed.

### **Town Administrator present**

#### *CIP*

TA Shepard informed the Board that there are three items in the CIP that were not completed in 2017. TA Shepard requested that these items be carried forward to 2018

**MOTION: "To allow the following items to be moved to the 2018 CIP plan: Millbrook Culvert Assessment, Town Hall renovation, and the Transfer Station Renovation project."**

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

#### *Non-Profit Information*

TA Shepard informed the Board that the current practice for staff is to not allow non-profit organizations to advertise in the town hall lobby. TA Shepard asked the Board if this practice will continue in the future. The Board agreed that space is limited at town hall and they intend to continue this practice.

#### *Campton Thornton Fire Department Sale of Vehicle*

The Town of Thornton received a check from the Campton-Thornton Fire Department in the amount of \$10,080.40 for their portion of proceeds from the 1992 Mac Fire Truck.

#### *Police Department Hiring*

The Police Department has informed TA Shepard that candidate #1 has withdrawn his application for a full-time police officer from the Thornton Police Department.

#### *Economic Development Committee*

TA Shepard informed the Board that Police Chief Miller is very passionate about getting an economic development committee started in Thornton and has asked if the Board would agree to include an additional hour or two per week for the Planning Director to work towards the establishment of this committee.

The Board discussed the request as well as previous attempts at establishing a town center that would draw the interest of businesses. R. Sabourn stated that he is not opposed to spending a few hundred dollars but is concerned that there will be a lack of interest. The Board discussed moving forward with this idea and reviewing the progress on an annual basis during budget season. R. Sabourn stated that he is not opposed if it can work. He suggested that the Planning Board be involved as well. After discussion, the Board agreed to determine if an economic development committee is under the jurisdiction of the Planning Board. The Board agreed that this is a good idea and will discuss the concept with Brian Regan, Planning Director.

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

**1:30 Bid review/award for Transfer Station Addition and Town Hall Renovations**

A legal notice was posted in the Union Leader on Sunday 10-15-2017 regarding the bid review and award for the Transfer Station and Town Hall Renovation awards.

*Transfer Station Addition*

No Bids were received for this project. R. Sabourn suggested sending out packets to local general contractors. After discussion of advertising costs and the lack of interest in the project, the Board agreed to speak with the Town of Campton during the joint budget meeting.

*Town Hall Renovations*

The Board opened three bids received.

- Broadview Construction - \$122,416.16
  - Integrated Drywall and Construction - \$153,401
  - MA Smith Electric LLC for electrical services only in the amount of \$3,815.00
- The Board agreed not to consider this quote due to the request of receiving a quote for the entire project.

The board discussed the budget of \$65,000 for the entire project. R. Sabourn suggested sending this project to local general contractors as well. The Board agreed.

**MOTION: "To reject both the bids received."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**TOWN ADMINISTRATOR PRESENTS:**

*Tax Bill Interest Waiver Request*

TA Shepard informed the Board that Mr. Yarnell came to the office last week to discuss the Board's decision during their previous meeting not to grant his request to waive interest on his tax bill. He sent a letter requesting that the Board split the interest amount with him. The Board agreed to abide by their previous decision to not waive the interest.

**MOTION: "To abide by their previous decision to not waive interest amounts as requested by Mr. Yarnell."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: TA Shepard stated that the change of address form was located that was submitted by Mr. Yarnell. She explained that the handwriting was not legible and this is the cause for the incorrect address on the tax bill.

**Motion Passes: 4 – Yes, 0 – No**

TAT Beaulieu suggested that the tax office should research the addresses on the tax bills that are returned as undeliverable as a services offered by the Town to benefit the taxpayers. The Board agreed that the tax office should do a reasonable amount of research on tax bills that are returned as undeliverable in the future.

### **2:00 Gloria Kimball for Historical Society**

G. Kimball met with the Board to discuss the Historical Society. She explained that there is a lack of interest in the Society and additional members are needed. The Society has raised funds to install a well, electricity, and running water at the ball field. They raised \$20,000 and would like to place the funds into a trust fund for historical society use. G. Kimball stated that if the Historical Society becomes active in the future, then these funds could be used at that time. The Board discussed the best way to reserve these funds while the Society is inactive. The Board agreed that contents of the building can be donated to the town and remain in the Old Town Hall building so they will be covered by the town's insurance. G. Kimball requested that the funds and items of the historical society be donated to the town to be used for future historical society needs. TAT Beaulieu stated that they will contact the AG's office to receive some guidance.

### **2:15 Year end expense request from Departments 2017**

TAT Beaulieu stated that each year the Board considers requests from Departments for year-end expenses. TAT Beaulieu discussed requests received.

#### *Town Hall Security*

TA Beaulieu stated that each year, additions are made to the town alarm system by the Police Department. The recent addition of cameras in the Police Department changed the viewing of video recording availability. TAT Beaulieu explained that although Northeast Security is nice to work with, they are often difficult to contact. Sandy Moulton arranged for Minuteman to look at the town security system and indicated that the town equipment is archaic. Minuteman gave a quote of \$16,500.00, for updating the video recorder system and adding cameras. The town hall security is working fine but the police department system needs to be updated. The Board agreed with this purchase.

The Planning Board is requesting to purchase a new laptop for \$2,000 this year rather than next year. The Board agreed with this purchase.

Chief Defosses informed TAT Beaulieu that the Fire Department will have approximately \$50,000 left over in their 2017 budget. He would like the Board to approve \$40,000 in expenses for the following items: a second striker power stretcher in the amount of \$18,126.00, two additional mobile radios in the amount of \$8,400.00, five portable radios in the amount of \$13,560.00, for a grand total of \$40,026.00.

TA Shepard called Chief Defosses to determine if the Town of Campton approved the spending of the requested funds. Chief Defosses stated that he is meeting with Campton this evening. The Board agreed to hold this request until they know if the Town of Campton is agreeable to these purchases.

Police Department requested one ADD for the Chief's cruiser for \$740.00, two portable radios with charging banks and batteries for \$7,332.00, two Tasers in the amount of \$2,804. Chief Miller would also like to purchase 50 traffic cones for \$868.00, a gun safe for \$800, a bullet trap for \$500 for a grand total of \$13,044.00 to be expended from 2017 budget instead of 2018. Chairman Paul-Hilliard requested that Chief Miller try to receive a better price on the portable radios and suggested he contact Tom Tilton at OME. The Board agreed with these requests.

**Non-public session pursuant to RSA 91-A: 3, II (a-personnel)**

**2:45 p.m. MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (c-reputation)."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Roll Call: Selectman Paul-Hilliard - yes, Selectman Benton - yes, Selectman Gaites - yes, Selectman Sabourn - yes.

**Motion Passes: 4 - Yes, 0 - No**

**3:28 p.m. MOTION: "To come out of non-public session."**

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 4 - Yes, 0 - No**

*Joint Budget Meeting*

TA Shepard informed the Board that she is still working on scheduling the joint budget meeting with the Towns of Campton and Ellsworth.

**MOTION: "To approve an additional cell phone to be added to the Highway Department budget for the RA assistant position."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 - Yes, 0 - No**

*Appeal Update*

TAT Beaulieu informed she has been in contact with Mr. Forsyth at 46 Liberty Lane to arrange a meeting on site to allow the town assessors access to the home with respect to an abatement appeal filed by Mr. Forsyth. Mr. Forsyth informed TAT Beaulieu that he is not able to attend a meeting on site and recommended that the assessor view the property from the deck or other areas outside the home. The Board agreed that they need to move forward with the process and if access to the inside of the property is being denied than, they need to refer the appeal to the courts. TA Shepard will inform Mr. Forsyth that this will be the next step.

*Resignation*

TAT Beaulieu stated that a resignation was submitted by Rick Eckard as the seasonal position with the Highway Department.

**MOTION: "To accept a resignation from Rick Eckard as the seasonal position with the Highway Department effective immediately."**

Motion: R. Sabourn  
Seconded: B. Benton  
Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To hire Rick Eckard as an on-call winter plow driver position with the Highway Department at the rate of \$25.00 per hour."**

Motion: R. Sabourn  
Seconded: B. Benton  
Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No**

*Employee COLA and wages*

TAT Beaulieu asked the Board how they would like to budget for 2018 with regards to employee wages and COLA's. Department heads submitted requests for employee raises. Chief Miller is recommending a promotion for Corporal Gilman to Sergeant moving him from Grade 9 step 12 to Grade 10 step 12 and a step increase for each Police Department employee as well as moving Chief Miller from Grade 14 Step 10 to Grade 14 Step 11.

K. McGuire has mentioned that he would like to promote D. Day to a Transfer Station Manager assistant for the 2018 budget. He is also requesting a step increase for D. Howe and Z. Simon. TAT Beaulieu stated that one position received a 50% increase in wages last year due to additional hours. The Board considered reducing the hours for this position to the amount that was originally budgeted with a step increase. The Board discussed the coverage needed at the Transfer Station.

The social security increase for the COLA for 2018 is 2%. The Board agreed to implement a similar COLA for employees in 2018.

The Board agreed to discuss step increases that were recommended by department heads during a non-public meeting.

*Health Insurance Update*

TAT Beaulieu informed the Board that she is still working to compile health insurance options for the employees and will have additional options for the Board to consider.

*Purchase and Sale Agreement*

TAT Beaulieu stated that a purchase and sale agreement for PID#11/4-3 is in progress. The agreement is for a longer term than usual, but all other requirements have been met. The Board agreed and signed the purchase and sale agreement.

**MOTION: "To approve the purchase and sale agreement for PID #11/4-3."**

**Motion:** R. Sabourn

**Seconded:** J. Gaites

**Discussion:** None.

**Motion Passes: 4 – Yes, 0 – No**

**SELECTMEN COMMENTS**

Chairman J. Paul-Hilliard stated that GPS locations for the Welcome to Thornton signs were forwarded to NHDOT as well as TA Beaulieu, Selectwoman Peabody and the Road Agent.

Selectman Sabourn stated that professional services and maintenance of the generator are a good investment for the Town.

**4:19 p.m. MOTION: "To adjourn."**

**Motion:** J. Gaites

**Seconded:** B. Benton

**Discussion:** None.

**Motion Passes: 4 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary