



Approved on: 1-3-18  
BOS Initial: JS  
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Town Clerk Initials: SR

## TOWN OF THORNTON BOARD OF SELECTMEN

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### Board of Selectmen Meeting Minutes December 6, 2017

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

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

Chairman Paul- Hilliard stated that the Christmas Tree Lighting Ceremony was held at the Town Hall at 4:30p.m. and a meet and greet was held afterward for the new Town Administrator Debra Shepard.

**5:00 P.M.** Chairman Paul-Hilliard opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

#### ACTION FOLDER

##### ZCA Review

The Board reviewed the following ZCA applications.

**MOTION:** "To approve ZCA #2017-53 for PID# 16/6-24-03, for Bennett C. Lawson 1997 Family Trust for a new single family modular home with two sheds."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION:** "To approve ZCA #2017-54 for PID #6/9-6, for Benjamin and Kathleen Moreau for a 8x8 shed."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

1-3-18  
SR

**MOTION: "To approve the welfare manifest dated 12-9-2017 in the amount of \$1,050.00."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No Abstained: M. Peabody**

**MOTION: "To approve Board of Selectmen meeting minutes dated November 8, 2017 as amended."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve Board of Selectmen meeting minutes dated November 20, 2017 as amended."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No Abstained: M. Peabody**

**MOTION: "To approve the vendor manifest dated 12-8-2017 in the amount of \$1,182,120.87."**

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No Abstained: B. Benton**

**MOTION: "To approve the payroll manifest dated 12-8-2017 in the amount of \$41,629.40."**

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No Abstained: R. Sabourn**

## **TOWN ADMINISTRATOR PRESENTS**

### **Millbrook Culvert Update**

TA Shepard informed the Board that Mr. Lobdell has completed the flagging and Mr. Ballestero is planning to survey soon. TA Shepard stated that there is no exact date yet but has been communicating with Mr. Ballestero. TAT Beaulieu stated that these funds have been moved to the 2018 CIP due to the assumption that these expenses would be paid in 2018. TA Shepard informed Mr. Lobdell that he will need to submit invoices soon to be paid from the 2017 Highway Department budget. TA Shepard also informed Mr. Ballestero that his invoices will need to be submitted after January 1, 2018.

**MOTION: "To approve paying Mr. Lobdell invoices from the 2017 Highway Department budget."**

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

#### *Woods at Millbrook Sign*

TA Shepard stated that the association saved the sign that was on the covered bridge that was removed when the cover was taken down by the Road Agent. The Association has requested permission to keep the sign.

**MOTION: “To allow the association to keep the sign “Woods at Millbrook” that was formerly on the covered bridge.”**

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

#### *Fire Commissioner Resignation*

Peter Hilton has resigned immediately as a Fire Commissioner due to personal reasons.

**MOTION: “To accept the resignation from Peter Hilton as a Fire Commissioner.”**

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

#### *Court Update*

TA Shepard stated that the Supreme Court is in the process of making a decision in the Maher Mahmoud case. The Supreme Court has accepted the case and the Town is waiting to hear of a decision.

#### *Donation Requests*

The Board discussed donation requests for the 2018 budget.

Transport Central – an organization to help elderly and disabled residents with transportation needs. The amount requested is \$246.00. After discussion, the Board agreed to draft a warrant article for funding for Transport Central.

Community Action Tri-County for support in neighboring homeless shelters. The amount requested is \$300. M. Peabody suggested continuing to donate to the Bridge House instead rather than donating to both agencies supporting the same cause. The Board agreed.

#### *Joint Budget Meeting*

TA Shepard stated that the joint budget meeting will be held with the Towns of Campton and Ellsworth January 9, 2018. The Intergovernmental Agreement will also be discussed during this meeting. TA Shepard presented an extension of the agreement to January 9, 2018 to prevent the expiration on December 31, 2017.

TA Shepard informed the Board that drafts of the Intergovernmental Agreement with updates have been received if the Board wants to view them prior to the joint meeting.

**MOTION:** "To approve the release of funds from the Capital Reserve Highway Vehicle Equipment and Major Maintenance fund in the total amount of \$31,756.00 to include \$12,050 for the purchase of a stainless-steel dump body for the 2017 Ford 550 and \$19,706 for H.P. Fairfield for a plow with wing system for the 2017 Ford 550."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

#### *Appeal Update*

TA Shepard informed she has been in contact with Mr. Forsyth at 46 Liberty Lane to inform him that the Board decided that they need to move forward with the process and if access to the inside of the property is being denied then they need to refer the appeal to the BTLA. Mr. Forsyth requested that the Board allow him to attend a conference call with the Board to discuss the appeal, as he will not attend the Board meeting in person. The Board agreed that they will not hold a conference call.

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

#### **6:30 CIP Committee 2018 Budget and Update on Public Hearing**

*Present: CIP Committee Members*

B. DeLeo met with the Board to discuss the current CIP budgeting as well as the 2018 budget

B. DeLeo informed the Board that the CIP plan has not changed since their last discussion. The Town hall renovation, Transfer Station, and Millbrook culvert repair has been moved for completion in 2018.

B. DeLeo explained the breakdown of upcoming projects designated in the CIP.

B. DeLeo informed the Board that nine residents from Upper Millbrook Road attended their public hearing due to concern of the deterioration of the road and hazardous driving conditions as a result. The residents were questioning what options were available to them and asked if there were any existing CIP projects that included Millbrook and if so, they want this to be a priority. A memo from the residents was submitted to the CIP and will be forwarded to the Selectboard. Selectman Sabourn confirmed that the residents are scheduled on the next BOS agenda to discuss Upper Millbrook Road.

The CIP will vote on December 19, 2018 to vote on the current CIP.

TA Shepard received a letter from Sky Bartlett stating that he intends to resign from the CIP. S. Bartlett informed the Board that his wife is interested in taking his place on the CIP committee. TAT Beaulieu informed S. Bartlett that he will need to officially resign if interested. The Board agreed that an appointment will need to be created to accept his wife as a new CIP member.

## TOWN ADMINISTRATOR REPORT

### *Millbrook – FEMA Paperwork*

TA Shepard stated that Tom Ballestero confirmed that the completion of FEMA paperwork was not included in the initial contract for the Millbrook culvert project. T. Ballestero offered to complete the FEMA paperwork for an additional \$3,000. TA Shepard recommended that the Administrative Assistant and the Road Agent complete the paperwork instead. The Board agreed.

### *Holiday Request*

TA Shepard informed the Board that staff has requested permission to receive 4 hours of holiday pay for Friday, December 22, 2017 due to Christmas Eve being on a Sunday and Christmas Day being on a Monday. The employees have requested that the office close at noon on Friday since their actual Christmas holiday is on a Monday this year. J. Paul-Hilliard did not agree to closing the office early on Friday. After discussion, the majority of the Board agreed to close the office at noon and allow 4 hours of holiday pay for Friday, December 22, 2017.

### *Town Hall Security*

TAT Beaulieu stated that the Board approved a request at their last meeting to spend \$16,500.00 for Minuteman security as an end of year request for updating the video recorder system and adding cameras.

TAT stated that since that conversation, the PD has added another security pad for the evidence room and the town office needs another security pad for the Town Clerk for when the town hall renovation project is completed. The updated cost including the additional keypads is \$18,216.83, with an increase of \$1,895.00. The Board agreed to discuss this further after TA Shepard and TAT Beaulieu speak with Chief Miller.

TA Shepard stated that Police Chief Miller had requested \$13,044 in end of year requests that was approved during the last meeting. The cost of the items has increased \$156.00 since the quotes were received. The Board agreed

## **7:00 Fire Department 2018 Budget**

Present: Chief Defosses, Fire Commissioners

Chief Defosses had requested that the Board approve \$40,000 in expenses for a second striker power stretcher, two additional mobile radios, and five portable radios for the total amount of \$40,086.00. The Board had previously agreed to hold this request until they knew if the Town of Campton was agreeable to these purchases. Chief Defosses stated that the Town of Campton is agreeable if there are enough funds left in the 2017 budget. Chief discussed the quotes received from Two-way Radios.

**MOTION: “To approve the expenditure of \$40,086.00 as requested for the purchase of a striker power stretcher, two additional mobile radios, and five portable radios.”**

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

Chief further discussed his request for the striker power stretcher. After discussion, the Board agreed to approve the expenses for 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 \$40,086.00

Chief Defosses presented the Fire Department Budget for 2018. Discussion was held on payroll processing and reporting, as well as on call budgets and overnight coverage.

Selectman Sabourn asked Chief Defosses to trim the budget lines to reduce the total amount of Thornton's share of \$292,788 as entered by the Fire Chief. Chief agreed.

#### **7:45 Police Department**

*Present: Chief Miller and Officer Yao*

Chief Miller presented the 2018 Budget for the Police Department. Chief Miller presented two grants for consideration by the Board. The Board agreed to hold a meeting on Friday to approve and sign the grant applications.

Selectman Sabourn asked Chief Miller to analyze the budget lines to reduce the total amount of \$714,386.00 as entered by the Chief Police. Chief Miller agreed.

#### **8:45 Library 2018 Budget**

The Library trustees rescheduled their budget meeting.

#### **8:45 Health/Welfare 2018 Budget**

*Present: Marianne Peabody*

M. Peabody presented the 2018 proposed budget for the health and welfare department. The Board approved the amount of \$25,011 as entered by the welfare director.

M. Peabody presented the 2018 proposed budget for the health department. The Board agreed with the proposed amount of \$1,155.00 as entered by the health officer.

#### **9:00 2018 Draft Warrant Article Review**

This discussion was continued to the next meeting.

#### **TOWN ADMINISTRATOR (continued):**

##### *Annual Fire and Monitoring Contract – Tristate Company*

The Board reviewed the annual monitoring contract.

**MOTION: "To accept a contract with Fire Alarm monitoring and inspection from Tristate in the amount of \$934.00."**

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To accept the contract for 2017-2018 Landfill monitoring with Emery & Garrett in the amount of \$2,312 (34% of the total amount for Thornton's contribution).**

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the contract for the 2017 audit services with Plodzik and Sanderson in the amount of \$13,800."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve and Intent to Cut for B. Noseworthy for PID #11/1-66."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To authorize Debra Shepard as a delegation of deposit authority as approved and forwarded from the Treasurer."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve Sky Bartlett as a Conservation Commission member to expire December 6, 2020, to approve Myrtle Lewis as a Conservation Commission member to expire December 6, 2019, to approve Al Lewis as a Conservation Commission member to expire for a one-year term to expire December 6, 2018."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve Joyce Jardin as an alternate for the Library Trustees."**

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

#### *PEG Channel*

AA contacted the PEG Channel. The Town pays \$250 per year to subscribe through Spectrum. The company will now perform updates of the PEG channel using the town website information.

*Spectrum/Time Warner*

TAT Beaulieu informed the Board that since Spectrum installed the new modem, the town network and internet has been functional. The board agreed to hold off on purchasing fiber optic for the town at this time.

Encumbrances

TAT Beaulieu informed the Board that the Minuteman contract amount will be encumbered. The Board agreed to schedule a meeting for encumbrance reviews for December 28, 2017 at 4:00 p.m..

**10:03 p.m. MOTION: "To adjourn."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary