



TOWN OF THORNTON BOARD OF SELECTMEN

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

Board of Selectmen Meeting Minutes February 1, 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, and Selectman John Gaites.

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

ABSENT: Selectman Brad Benton and Selectman John Paul-Hilliard

ACTION FOLDER

MOTION: "To approve the vendor manifest dated 2-3-2017 in the amount of \$30,474.60."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the payroll manifest dated 2-3-2017 in the amount of \$20,042.11."

Motion: J. Gaites
Seconded: M. Peabody
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the BOS public meeting minutes of January 18, 2017 as amended."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

ZCA

MOTION: "To accept ZCA #2017-1 for LCJ Holdings LLC, PID# 16/1-704-OFR-09 for commercial modular construction."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Approved on: 3/15/17
BOS Initial: RTJ
Rec'd by Town Clerk on: 3/20/17
Town Clerk Initials: BR

to TC 3/15/17

MOTION: "To accept ZCA #2017-2 for LCJ Holdings LLC, PID# 16/1-704-OFR-10 for commercial modular construction."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

TOWN ADMINISTRATOR REPORTS

TA Beaulieu informed the Board that the town attorney has submitted a response regarding the Town of Thornton v. Ahmad Mohammad for the court case referenced as 2015 CB-407. The taxation of cost owed to the Town is \$46,158.22.

Election Improvements

TA Beaulieu requested feedback from the Town Clerk regarding the last election process and items needing improvement. B. Rose received a polling place list from the Attorney General. The Board reviewed the brief report received from the AG office. TA Beaulieu explained that all five selectboard members need to be attendance at the elections even though it was not included in the AG election report. TA Beaulieu will discuss this again when all board members are present.

Dennis Day – Town Report Dedication

The Board agreed that the town report should be dedicated to Dennis Day, and inform him of this dedication sooner than town meeting. The Board also agreed to order a plaque for his service to the town.

Part time Board Assistant Position

TA Beaulieu informed the board that there has been an application received for the part time board assistant position. The Board agreed to have Desiree Mahurin and Brian Regan interview for this position.

Permanent Part time employee holiday benefits

TA Beaulieu explained that this year only four part time employees would qualify for holiday pay if the board agrees to change the policy to allow holiday pay for permanent part time employees whose work schedule falls on a town observed holiday. This list would have to be reviewed annually. The Board agreed to postpone the discussion until a full board is present since this would be a policy change.

AGENDA ITEMS:

6:00 p.m. Ryan Welch – Hidden Acres Road – Highway mailbox complaint

R. Welch did not attend this scheduled meeting.

The Board discussed that more than one mailbox has been damaged on Hidden Acres Road on both sides of the street as well as others in town. The Board determined that there is no specific policy that addresses mailboxes damaged during the winter maintenance season. The Board agreed that the town is not liable for damage to the mailboxes during routine winter maintenance.

6:15 p.m. Larry Sweeney – Veteran Tax Exemption

Present: L. Sweeney and Daniel Lehouillier

L. Sweeney, Commander of Post 83 American Legion in Lincoln NH. He requested that the Board put a warrant article on the ballot this year to allow the voters to decide on whether or not to accept the recently revised RSA 72:28 to allow all servicemen access to the \$500 veteran tax credit.

L. Sweeney explained the value in servicemen and the hardships faced by those in service for their country. L. Sweeney stated that he is asking surrounding towns to endorse the RSA and allow voters to decide whether to adopt the new legislation.

Chairman Sabourn explained that there is sympathy for the cause amongst the board members. He is unsure what the economic effect will be on the town as the changed RSA was just enacted this year. The exemption includes a \$500 credit towards the tax bill and this could have a significant financial impact to the tax base depending on the amount of servicemen due to the minimum 90 day service requirement stated in the new RSA. During a previous discussion, the board had agreed to wait a year to see how this new bill is affecting the towns that have adopted this new change. Chairman Sabourn informed L. Sweeney that he can submit a petition for the ballot by February 7, 2017, and that he would not support the petition this year due to the reasons discussed earlier. Next year, the Board will discuss this again and see if the current legislative session changes the RSA to address the 90 day in service requirement that poses a concern to the Board.

6:30 p.m. CIP – Bill DeLeo

Present: B. DeLeo, Cindy Schofield

The Board reviewed the updated CIP. As agreed during a joint board meeting between the Towns of Thornton and Campton last week, the used ambulance purchase was removed from the 2017 plan. B. DeLeo moved the new ambulance purchase to 2018. It is his understanding that both Selectboards will discuss whether or not to keep the old ambulance as a backup. B. DeLeo questioned if the old ambulance will eventually be replaced in the CIP. After the joint meeting, the Board understood that the old ambulance would not be part of the CIP and will not be a replacement within the plan at this time.

B. DeLeo received opening balances from the Trustees of Trust Funds and he incorporated those figures into the capital improvement plan.

The Board discussed the proposed additional Highway Department vehicle and agreed that if Article 2 is defeated then Article 5 and Article 8 would need to be amended at town meeting to show the decrease in expenses associated with adding an additional employee to the highway department including the new Ford F550 for the new employee.

In addition, the Board agreed that RA Kubik should keep the funds available in the budget to purchase a used truck for plowing and hauling sand as discussed previously.

7:00 p.m. Budget Public Hearing in accordance with RSA 32:5

Present: Transfer Station Manager Kevin McGuire, Road Agent John Kubik, Bill DeLeo, Interim Police Chief French, Cynthia Schofield, Anita Ross, Diane Gravel, Nina Sargent, Ann Nichols, Chief Dan Defosses.

Chairman Sabourn opened the public hearing at 7:00 p.m. and read the advertisement as posted. Chairman Sabourn announced the posting areas of the scheduled public hearing.

TA Beaulieu presented copies of the proposed warrant and budget spreadsheets. TA Beaulieu explained that the Board approved the figures for the budget during their previous Board meeting, but met with the Town of Campton afterward to discuss the Fire Department Budget. During this meeting, the Fire Department budget was reduced due to removing the purchase of a used ambulance. The new fire department operating cost with recent reductions is \$285,760 for the Town of Thornton's share.

Budget Discussion:

The Board discussed the department budgets.

Chairman Sabourn explained that the town had a wage study completed and the executive office budget includes some increases in wages due to this study as well as an additional increase in the Town Administrator budget for hiring and training of the new Town Administrator toward the end of 2017.

TA Beaulieu explained that the Grant budget line appears to not be expended however, the town does receive many grants and due to the accounting system used for grants, it does not show the amounts received and expended in this budget report.

The Board discussed that the cemetery trustees included funds in their budget for the replacement of some fencing.

B. DeLeo asked how workers comp insurance is charged to the town. TA Beaulieu explained that there was a lawsuit where LGC and Primex had to review their invoicing to towns which has created an annual credit that is applied to the towns premium. The town is not sure at this time when those credits will expire and has budgeted for the full cost of the annual premium.

Police Department Budget

The Board reviewed the proposed Police Department budget. Chairman Sabourn explained that Chief French is working as acting Chief from MRI. One of the expenses includes a higher salary for the incoming Police Chief. Interviews are scheduled for this position for the beginning of March. Chief French found some deficiencies in budget lines that were not funded adequately in the past and these budget lines have been increased. The full time officer budget line includes the addition of the fifth officer. The health, dental, and life insurance budget includes funding for a family plan in the event that the new officer hired chooses this option. The uniform line is higher due to the need to purchase new uniforms for incoming officers.

The administrative assistant has received a raise in wages.

During review, B. DeLeo referenced the warrant article approved during 2016 Town Meeting to hire a fifth police officer and questioned why the overtime budget increased by 110% and the part time budget increased by 113% as he expected these expenses to go down with another officer.

Chairman Sabourn explained that the town is scheduling more part time officers to avoid overworking the full-time officers due to limited staffing. Chief French explained the increase in the overtime budget and discussed that the town has a liability each year to provide premium pay if the officers work the holidays or for investigative work, previous budgets did not account for this in the overtime budget.

B. DeLeo asked if the town has 24 hour coverage. Chairman Sabourn explained that they would if they were fully staffed.

B. DeLeo compared the amount of employees working with the Fire Department to the employees at the Police Station and questioned the financial benefits of having a shared department with Campton and Ellsworth like the town currently has for the Fire Department. Chairman Sabourn explained that this has been discussed but the majority of the Board agrees that Thornton should have their own Police Department at this time. Chairman Sabourn

explained that sharing services can be successful with good relationships and open communications but at this time, the Town plans to keep their own Police Department.

Chairman Sabourn explained that the second round of advertising for the Police Chief position included the option for a part-time Chief. This is not their preferred choice but it is an option that would lower the Police Department budget. TA Beaulieu also explained that the fifth position voted in last year is included in this budget as well which results in a large increase in the 2017 budget.

Selectwoman Peabody explained that she does not support sharing police services. She wants to keep the identity of Thornton and having its own Police Department contributes to that visibility.

Highway Department

Chairman Sabourn explained that the Board is recommending a warrant article to hire a new full time highway position to address the shortage in winter maintenance contractors and to provide better highway services for the Town.

Transfer Station

Chairman Sabourn explained that the increase in the Transfer Station budget includes hiring an additional employee to allow current employees the opportunity to take vacation and sick time while keeping the Transfer Station open to the public. The insurance line also includes funding for a family plan if the new employee chooses that option.

The final budget figure for 2017 is \$3,031,146.00.

TA Beaulieu explained that the town has expended \$2,000 from the building maintenance budget for repairs needed in January.

TA Beaulieu discussed the 2017 warrant articles and informed the public that the articles were reviewed by town counsel and NH-DRA and are legal and acceptable as written:

- **Article 2 – Highway Department additional full time position**

TA Beaulieu explained that warrant articles 3 through 11 were created from recommendations from the Capital Improvement Committee. That committee manages the funds through a plan addressing needs of the various departments for a ten-year period.

- **Article #12 - \$ for the 2017 operating budget.**

8:08 p.m. MOTION: "To close the public hearing on the budget."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

8:00 p.m. Final Warrant, Final Budget, and DRA MS6 motioned and signed for posting

MOTION: "To approve the amended final budget figure of \$3,031,146.00."

Motion: J. Gaites
Seconded: M. Peabody
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To amend article 11 for the final warrant to reflect the 2017 operating budget amount of \$2,728,146.00."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MS636 -Revenues Review

MOTION: "To approve the estimated revenues in the amount of \$1,361,085.00."

Motion: J. Gaites
Seconded: M. Peabody
Discussion: TA Beaulieu explained the importance of not overestimating revenues.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve and sign the MS-636."

Motion: J. Gaites
Seconded: M. Peabody
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

The Board signed the MS-636.

MOTION: "To request that Selectman Paul-Hilliard and Selectman Benton sign the MS-636 during the week."

Motion: J. Gaites
Seconded: M. Peabody
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

8:45 P.M. MOTION: "To adjourn."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary