



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 12 23 13

BOS Initial: BRB

Rec'd by Town Clerk on: PKB

### Board of Selectmen Public Hearing Minutes December 11, 2013

5:40 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; Jessi Fleury, Board Secretary

#### ACTION FOLDER

##### *Manifests*

**MOTION:** "To approve the vendor manifest dated 12/13/13 in the amount of \$1,016,369.13."

Motion: S. Morton

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3- Yes, 0 - No                      Abstained: M. Peabody and R. Sabourn

**MOTION:** "To approve the payroll manifest dated 12/13/13 in the amount of \$20,693.46."

Motion: R. Sabourn

Seconded: S. Morton

Discussion: None.

Motion Passes: 3- Yes, 0 - No                      Abstained: M. Peabody and B. Benton

##### *Minutes Approval*

**MOTION:** "To approve the Board of Selectmen public minutes of 11/6/2013 as amended."

Motion: S. Morton

Seconded: J. Paul-Hilliard

Discussion: None.

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

**MOTION:** "To approve the Board of Selectmen public minutes of 11/13/13 as amended."

Motion: S. Morton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5- Yes, 0 - No

**MOTION:** "To approve the Board of Selectmen public minutes of 11/25/13 as amended."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4- Yes, 0 - No                      Abstained: S. Morton

### **6:00 PM CEMETERY**

*Present: Phyllis Holbrook, Duncan Booth*

P. Holbrook presented a copy of the proposed Cemetery budget. D. Booth suggested adding an account for disaster related expenses related to cemeteries. This fund will only be expended if there is a disaster such as weather related disasters that the town has experienced this year. The board discussed that the town does have an emergency fund included in the general budget to prevent over expending the bottom line of the budget. After discussion, the board and Cemetery Trustees agreed to remove their suggestion to add the disaster account and to level fund the cemetery budget.

B. Benton Sr. offered to donate some work performed at both cemeteries to avoid over expending the budget. P. Holbrook requested that T. Beaulieu make a journal entry to transfer the expenditure in the amount of \$1,260.00 from Road Repair- Cemetery to Custodial services.

### **6:15 PM MIKE SCALIA, KELLEY AYOTTE OFFICE – CIP COMMITTEE**

M. Scalia presented the board with a congressional record recognizing Thornton for 250 years of incorporation. G. Kimball read the record presented.

### **6:30 PM PUBLIC HEARING – CIP COMMITTEE**

*Present: Jim Demeritt*

T. Beaulieu informed the board that she received an emailed budget recommendation from Giff Kriebel and another packet from C. Schofield. The board reviewed both sets of information and determined they were identical. The board discussed CIP recommendations for the fire department. R. Sabourn requested a tabulation of the fire department apparatus to have a better idea of the equipment already owned by the department. J. Demeritt recommended that the Board of Selectmen meet with the Fire Department, Commissioners, and the CIP to discuss the plan for future equipment purchases.

T. Beaulieu expressed concern with the lack of maintenance funds for the town hall building and if the new building renovations are not approved at town meeting the town hall building will not have funding for maintenance. J. Demeritt recommended including a warrant article during the 2014 to add funds to the capital reserve fund for building maintenance for 2015 if the Phase II building renovations are not approved at town meeting. The Board of Selectmen agreed that they are able to allocate funds from the CIP-Building Reserve Fund to maintain the town hall if needed since funding for this maintenance has been removed from the CIP budget.

J. Demeritt reviewed a memo from C. Schofield, CIP Chairwoman with the Board. The board discussed that the estimated total bond amount is incorrect on the spreadsheet. J. Demeritt agreed that G. Kriebel will adjust this number. The board also agreed that a bond should consist of a ten year repayment plan rather than a five year plan as represented in the CIP funding calculation. T. Beaulieu will discuss this further with G. Kriebel and provide the board with additional information.

The board discussed the questions put forth in C. Schofield's memo. They agreed they would agree to a ten year bond rather than a five year board. The board also agreed that they must decide the amount of the bond request and then the bank must provide a payment schedule. Once this information is available they will be able to answer additional questions.

The board reviewed and discussed the proposed CIP budget.

### **7:00 PM FIRE DEPARTMENT – FIRE COMMISSION AND CHIEF**

*Present: Jim Demeritt, Chief, Rebecca Farnsworth, Deputy Halm, Julie O'Neil*

Chief presented the Fire Department budget to the Board. J. Demeritt explained that a few budget lines have been added to better designate expenses, and the budget has been reduced in some areas to offset other

new expenses and includes a \$3,000 increase. Chief explained that the budget has been reduced as much as possible.

J. Paul-Hilliard asked if Ellsworth is considering participating in capital expenditures rather than only operating expenses. T. Beaulieu suggested discussing this question during the Intergovernmental Agreement meeting that is expected to occur in the near future.

J. Demeritt stated that the commissioners agree to the proposed Fire Department budget.

**MOTION: "To grant the request received by the Trustee of Trust Funds to withdraw funds from the Capital Reserve Bridge Repairs and Maintenance account for payment to HEB Engineers in the amount of \$15,202.22."**

Motion: R. Sabourn  
Seconded: S. Morton  
Discussion: None.  
Motion Passes: 5– Yes, 0 – No

**MOTION: "To approve an Intent to Cut for Lester Bradley PID 3-2-23 and Ralph Bradley PID 3-4-10."**

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

ZCA Review

**MOTION: "To approve ZCA #2013-26 on Sunrise Hill Road for PID 11-1-50 16x24 two room addition."**

Motion: S. Morton  
Seconded: M. Peabody  
Discussion: S. Morton stated that the septic permit from 1977 for three bedrooms, the fourth bedroom that is being used does not have a closet. The two additional rooms being built also do not contain closets. The assessors are aware of this and have made notes in the assessing system.

Motion Passes: 5– Yes, 0 – No

**MOTION: "To approve ZCA #2013-27 for Steven Murphy, PID 6-1-10-9, for a new single family home."**

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

**MOTION: "To approve ZCA #2013-28 for John Kubik PID #17-19-9 for an 8x12 shed."**

Motion: S. Morton  
Seconded: R. Sabourn  
Discussion: None.  
Motion Passes: 5– Yes, 0 – No

**MOTION: "To approve ZCA #2013-29 for Franz Dubach PID #17-1-3-17 for new single family home."**

Motion: S. Morton

Seconded: M. Peabody

Discussion: S. Morton referred to the map of the septic approval and site plan, and suggested noting on the plan that the proposed garage is not part of the ZCA permit. The garage does not meet the setbacks. The garage is not approved as proposed on the plan, the ZCA approval only applies to the new single family home. The proposed driveway is off the cul-de-sac and not part of the existing right of way that serves the other two lots. The driveway is approved as shown on the site plan as approved in 2007. S. Morton noted the discussion in the planning board minutes.

Motion Passes: 4– Yes, 0 – No

Abstained: R. Sabourn

#### **7:45 PM TOWN CLERK & ELECTIONS**

The town clerk was not present. The board agreed to postpone review of the town clerk budget at a later meeting.

S. Morton explained to the Board that he spoke with L. Klotz in regards to his decision to not attend the budget meeting for his department. L. Klotz informed S. Morton that he felt annoyed with the process and did not want to give a presentation since he felt he would be told that he was wrong during his presentation.

S. Morton stated, that it is his opinion that the Town Clerk's decision to not meet with the board is a willful negligence of the department head to not meet his responsibilities of the Town Clerk department.

S. Morton does not feel that this is a good precedence to set with departments and suggested not discussing this budget until the department head is present.

T. Beaulieu informed the board that the Town Clerk did express that the elections budget figure of \$6,900 will increase to \$8,200 with the 5<sup>th</sup> election event. J. Paul-Hilliard found discrepancy in the figures provided and does not equal the suggested 20% increase relayed by the Town Clerk for the 5<sup>th</sup> election event.

The board agreed that they cannot force the Town Clerk to attend the meeting.

The board discussed the Deputy Town Clerk/Tax Collector position. Discussion occurred on creating a sub-committee to reorganize this position. The board agreed to review the Town Clerk and Tax Collector packet and discuss at their next position. The Board agreed to invite the Town Clerk/Tax Collector to attend this meeting again.

#### **8:00 PM WAGE EXCEL/SPREADSHEETS & DEPARTMENT RECOMMENDATIONS**

T. Beaulieu presented the wage excel spreadsheets and department recommendations. There were no recommendations from the Town Clerk/Tax Collector office. The board reviewed merit step requests submitted by department.

The board took a brief recess. B. Benton resumed the meeting at 8:35 PM and resumed discussion on wage and merit increase requests.

J. Paul-Hilliard suggested exploring the performance evaluation options in the future. R. Sabourn suggested that J. Paul-Hilliard review their progress made with this already and to propose options to move forward with this idea. J. Paul-Hilliard agreed that this would be a good project for the summer.

The board agreed to pick up their budget binders once the new information has been updated.

M. Peabody vacated her position on the Board of Selectmen to assume her welfare director position.

## **WELFARE/HEALTH OFFICER**

M. Peabody presented her proposed welfare budget. The board agreed with the M Peabody's recommended budget amount. The board agreed to put \$1.00 in the Deputy Expense Account just in case that account is needed in the future

M. Peabody presented her proposed health officer budget. The board agreed with M Peabody's recommended budget amount.

## **2014 DRAFT WARRANT ARTICLE REVIEW**

The board agreed to review the warrant article at a later meeting.

## **9:00 PM TODD BALDWIN – CHICKENBORO ROAD**

T. Baldwin met with the Board to discuss the road width of Chickenboro Road. T. Baldwin recalled drainage work that was performed in the past that resulted in widening of the road. T. Baldwin expressed his concern that with the yearly plowing, the road is becoming wider each year. He has concern that his property is being encroached upon by the Town.

R. Baldwin requested relief in the suggested encroachment due to road maintenance. The board reviewed maps of the property and the road.

B. Benton suggested reviewing the material, and having a site meeting with T. Baldwin and Road Agent on site to review Baldwin's concerns. All in attendance agreed to the site visit.

## **TOWN ADMINISTRATOR REPORTS**

### *BUDGET UPDATE/ENCUMBRANCES*

T. Beaulieu informed the board that the December 23, 2013 meeting is the deadline for encumbered requests and departments have been notified. The board agreed to use the current generator proposal from Sabourn Electric for an encumbrance request.

### *COPIER PURCHASE/LEASE OPTIONS*

T. Beaulieu recommended encumbrance for the copier. WB Mason \$5,450, integrated office solutions ranging from \$4,000 to \$9,000. T. Beaulieu is seeking the best value for the town. The board discussed the copier options. R. Sabourn recommended a lease to purchase option for a year to make sure the copier is meeting the needs of the town and is good quality. The board recommended leasing a copier for a year as soon as possible. T. Beaulieu will research the town's leasing options.

### *TRANSFER STATION PURCHASE REQUEST*

K. McGuire requested purchasing a tire for a backhoe, and 55 gallon drum of hydraulic oil estimated at \$650. The board agreed to the request.

### *POLICE DEPARTMENT REQUEST*

Chief Moller is requesting the following purchases:

- Computer Workstation – BOS approved
- Uniforms for new officer – BOS approved
- Tires for the Ford PPV Cruiser – BOS approved
- Bunk for the holding cell – The BOS would like more information and a bench option

Chief Moller estimates her surplus at \$8,000. T. Beaulieu explained that Chief Moller would also like a ThinkPad tablet for \$1,200. The board did not approve the ThinkPad purchase.

#### *PEG ACCESS CHANNEL*

T. Beaulieu presented a cost estimate for the Town to have their own PEG system is more than \$10,000. The board discussed the benefits of the PEG channel as well as the fees associated with the channel. N. Decoteau researched the option of having Thornton information presented on the Plymouth Channel. The annual membership fee would be about \$250 per year. The board agreed with the option to share the Plymouth channel. T. Beaulieu agreed to add this expense to the budget.

#### *CONCERNED CITIZEN ISSUE FOLLOW-UP*

T. Beaulieu informed the board that a previous concern from J. Downing has been researched. The board discussed the concern and the situation. M. Peabody explained that there was a concern that the septic system design was not approved. This complaint was also made to the State of NH as well as the Town of Thornton. The state is planning to check into the complaint in the spring. The board discussed that the footprint changing from one bedroom to two bedroom is a valid change of use that would require a ZCA permit and usage requirements would need to be met to meet this change.

#### *TOWN REPORT DEDICATION PICTURE*

T. Beaulieu stated that the town report dedication picture of Ray Burton has been voted on and will be forwarded to J. Fleury to include in the annual town report.

#### *MEDIATION DATES*

T. Beaulieu informed the board that the mediation dates for CDBA case is scheduled for January 27, 28, 29, 2014.

#### *VOLUNTEER INTEREST*

Susan B. Jane expressed interest in the Fire Commission. T. Beaulieu will send her a letter letting her know that the position has been filled but that there are other positions that are available if she is interested.

M. Peabody requested a lap top for Health and Welfare since the previous laptop does not work anymore. She requested that the laptop be purchased from surplus funds this year. T. Beaulieu informed the board that this computer will not need to be networked.

#### **ACTION FOLDER**

The board reviewed the following items:

- Letter from L. Klotz – explaining that he would not be in attendance for the budget meeting
- Letter from HEB addressed to NHDOT regarding the Millbrook Covered Bridge Road Bridge progress – the board reviewed preliminary bridge drawings and upcoming proposed project costs for the town file.

#### **SELECTMEN COMMENTS**

R. Sabourn discussed the requirements that were made of J. Warren's camping units at Pemi-River Campground. R. Sabourn questioned if the board should follow up on this request. T. Beaulieu asked N. Decoteau to complete a list of items that are conditionally approved to remind her to follow up on a regular basis.

The board discussed abutting property (PID #10-12-2) that may be available for purchase that could benefit the Town. B. Benton suggested that the townspeople should vote whether to offer to purchase property that abuts the town hall. The board discussed the lack of funding currently in the budget for this type of expense. The board agreed that they would like to receive additional information but are cautious as to the timing of this type of inquiry.

**MOTION "To enter nonpublic session under RSA 91-A:3, II (c,e).**

Motion: R. Sabourn  
Seconded: S. Morton  
Discussion: None.  
Roll Call: B. Benton – Yes, S. Morton – Yes Roy Sabourn – Yes  
J. Paul-Hilliard – Yes M. Peabody – Yes  
Motion Passes: 5 – Yes, 0 – No

**MOTION P.M.: "To exit non-public session."**

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

**MOTION P.M.: "To adjourn."**

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

Respectfully submitted,

Jessi Fleury  
Board Secretary  
Draft posted 11/13/2013

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**December 11, 2013**  
**5:00 PM**

5:00 Pledge of Allegiance

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)

6:00 PM Cemetery

6:30 CIP Committee

7:00 Fire Department – Fire Comm. & Chief

7:45 Town Clerk & Elections

8:00 Wage excel spreadsheets & Dept. recommendations

8:15 Welfare/Health Officer

8:30 2014 Draft Warrant Article review

9:00 Todd Baldwin- Chickenboro Road

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

December 11, 2013

SIGN IN SHEET (Please Print)

- 1 JAMES DEMERITT 76 Fadden Rd
- 2 Gibb's Linnell 136 Millbrook Rd
- 3 Gerald Gatenan 100 BEACON HILL ROAD
- 4 DW BOOTH Cemetery Trustee
- 5 Phyllis R. Gehrke " "
- 6 Mr. Mc Scah Swr Ayrle
- 7 Jack Deputy Fire Chief
- 8 Daniel DeFuria Fire Chief
- 9 TODD BELMANS 36 CHICKENBORO RD
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