



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 2 0 14

BOS Initial: BSR G

Rec'd by Town Clerk on: 20 11 14 9

### Board of Selectmen Public Meeting Minutes January 22, 2014

**5:00 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.

**ABSENT:** Selectman Steve Morton

**STAFF PRESENT:** Tammie A. Beaulieu, Town Administrator; Jessi Fleury, Board Secretary

#### **ACTION FOLDER**

##### *Manifests*

**MOTION:** "To approve the vendor manifest dated 1/24/2014 in the amount of \$227,377.84."

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 3– Yes, 0 – No**

**Abstained: M. Peabody**

**MOTION:** "To approve the payroll manifest dated 1/24/2014 in the amount of \$20,555.27 for both 2013 and 2014 payroll. The total motioned is accurate and does not reflect the balance at the bottom of the manifest as this is a split payroll for the end of 2013 and beginning of 2014."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

##### *Minutes*

**MOTION:** "To approve the BOS minutes of 1-8-2014 as amended."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

**MOTION:** "To approve the non-public BOS minutes of 1-8-2014 as presented."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

**MOTION: "To re-appoint Dennis Day and David Gravel as Zoning Board of Adjustment members for a three year term, to expire in March 2017."**

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

#### **CONCERNED CITIZEN**

**Downing Property/Compliance** - The board discussed a previous concerned citizen report from the previous meeting regarding the Downing property. N. Decoteau spoke with LGC regarding the ability for staff to visit property without prior permission from the property owner. LGC informed her that the town employees can visit private property if they are announced and comply by the property owners request to leave it asked. The board agreed to order badges with photo and name for field employees and magnetic signs for vehicles for safety.

The board reviewed proposed decals for vehicles.

**Abandoned Vehicle PID 16-1-29**– After speaking with J. Gilbert from FEMA, R. Sabourn suggested that the board ask the landowner to move the vehicle out of the flood zone. The board agreed to wait until the next board meeting to speak with S. Morton as to his recommendation to have the vehicle moved and to receive an update on the status of this situation.

**Pemi-River Campground** - The board discussed a non-compliance situation with trailers in the flood zone at the Pemi-River Campground. The board reviewed a final request letter to have the trailers moved off the property in an effort to enforce the Planning Board's conditions of approval. The board signed the letter.

#### *Intent to Cut*

**MOTION: "To approve the Intent to cut for Shirley and Gerald Benton for PID 11-1-3. Bond has been posted in the amount \$875.50 and was required due to the taxes not being current."**

Motioned: R. Sabourn  
Seconded: M. Peabody  
Discussion: None.  
**Motion Passed: 4 – Yes, 0 - No**

#### *Health Insurance Rates*

**MOTION: "To approve changing from a 90 day probationary period to a 60 day probationary period for health benefits with the same health benefits as the town has currently."**

Motion: R. Sabourn  
Seconded: M. Peabody  
Discussion: This change is required to be complaint with the new federal health insurance mandate.  
**Motion Passes: 4– Yes, 0 – No**

#### *Quotes for PD Cleaning Service*

The board agreed to accept the floor cleaning quote of \$260 and the cleaning quote of \$350 from Great Northern Cleaning for the Police Department, per recommendation of K. Bolger.

#### *Building Custodial Contract*

The board reviewed a one year contract/bid proposal for the building custodial needs. Due to a previous request of the Selectboard, the bid specifications will now include the requirement for employees of the cleaning company to have a background check. The board agreed that they would pay for the background check cost for the first two employees of the cleaning company. The board approved the contract/bid specification as submitted.

#### **LIBRARY – 2014 BUDGET**

*Present: Nina Sargent, Library Director; Library Trustees Diane Gravel, Laura Laufenburg, and Anita Ross.*

N. Sargent presented the proposed 2014 library budget. Adjustments were made to FICA, Health Insurance Premium, and NHRS costs as presented due to rate changes. The board made additional reductions. After discussion, the board agreed with the amended budget.

#### **TRANSFER STATION – 2014 BUDGET**

*Present: K. McGuire*

K. McGuire presented his proposed budget for the Transfer Station and explained the increases and decreases. The board agreed to reduce the legal expense line to \$0.00. The board agreed to add \$500.00 to the salt/sand expense line and request that the road agent sand and salt the transfer station on an automatic and ongoing basis.

#### **CONSERVATION COMMISSION – 2014 BUDGET**

*Present: Sally Davis*

S. Davis presented the proposed 2014 Conservation budget, as level funded from 2013. The board accepted the budget as presented.

S. Davis also presented her resignation from the Conservation Commission due to health reasons. The board regrettfully accepted her resignation and thanked her for her long standing service to the Commission as well as the Planning Board.

#### **TC/TX 2014 REORGANIZATION BUDGET**

T. Beaulieu presented an outline of the subcommittee recommendations as drafted by Mary Conn. The board reviewed the recommendations of the subcommittee including business hours, job titles/job duties, and wages. T. Beaulieu explained that the majority of the committee agreed that the business hours should be increased to provide more open hours to the public which would eventually include evenings, and Friday hours. The subcommittee members in agreement of the discussed recommendations included T. Beaulieu, M. Peabody, S. Morton, and D. Mahurin. L. Klotz agreed to all recommendations as presented during the subcommittee meeting except he does not feel that there is a need for evening hours for the Town Clerk position.

After a lengthy discussion, the board agreed to the proposed Town Clerk / Tax Collector budget and to add the new position of executive support staff to the executive office budget in the amount of \$2,000.

**MOTION: “To accept the subcommittee recommendation for the reorganization of the Town Clerk/Tax Collector Office to include the municipal clerk position and the tax collector position, this includes posting of the new positions , drafting new job descriptions and the proposed budget as discussed.”**

Motioned: R. Sabourn  
Seconded: J. Pau;-Hilliard  
Discussion: None.  
**Motion Passed:4 – Yes,0 - No**

**The board postponed discussion to move to the next agenda item and open sealed bids.**

**7:30 TAX DEEDED PROPERTY – SEALED BID OPENINGS**

*Present: Jim Demeritt, Norman and Francis MacDonald*

B. Benton read the advertisement as published. B. Benton read a portion of the advertisement as included for each property advertised as follows:

The deed from the Town shall be a quitclaim deed. Conveyance will be subject to all easements and rights of way as existed at the time of tax deeding. Failure to close may result in forfeiture of the deposit, and sale to the next highest bidder. The Board reserves the right to reject any/all bids, and/or impose other conditions of the sale.

**PID 10-1-3-3:** 24.9 acres on Birch Bend Drive with an assessed parcel value of \$69,200.

B. Benton opened two sealed bids received as follows:

- Tyler Phillips - \$3,100
- Steven Gary Twohig - \$18,101.00

**MOTION:** “To award the sealed bid for PID 10-1-3-3 by means of Quitclaim Deed to Steven Gary Twohig in the total amount of \$18,101.00.”

Motioned: R. Sabourn  
Seconded: J. Paul-Hilliard  
Discussion: None.

**Motion Passed: 4 – Yes, 0 - No**

**MOTION:** “To not accept the second offer in the amount of \$3,100 if the first offer should not carry through and to return the \$100 cash deposit to Tyler Phillips.”

Motioned: R. Sabourn  
Seconded: J. Paul-Hilliard  
Discussion: None.

**Motion Passed: 4 – Yes, 0 - No**

**PID 16-7-48: 5.2 acres,** Bear Ridge Road, with an assessed parcel value of \$33,100.

B. Benton opened two sealed bids received as follows:

- Parker Uhlman - \$4,599
- Norman and Francis MacDonald - \$7,000

**MOTION:** “To award the sealed bid for PID 16-7-48 by means of Quitclaim Deed to Norman and Francis MacDonald in the total amount of \$7,000.”

Motioned: R. Sabourn  
Seconded: M. Peabody  
Discussion: None.

**Motion Passed: 4 – Yes, 0 - No**

T. Beaulieu informed Norman and Francis MacDonald to contact her to schedule an appointment to finalize the sales process.

PID 11-1-153 Mountain View Drive and PID 2-3-1 Thornton Gore Road did not receive any bids.

## **CONTINUATION OF TC/TX 2014 REORGANIZATION BUDGET**

The board started discussion again from earlier in the meeting. R. Sabourn suggested reducing the mileage expense line to \$1,200.00 and having a conversation with town staff regarding the expectations as to how mileage will be reimbursed. The board also agreed to reduce the general supply line to \$1,700.00. The board agreed to reduce the professional services to \$,2656.00 as level funded from 2013.

The board reviewed the Election budget.

## **TOWN ADMINISTRATOR – 2014 BUDGET**

T. Beaulieu explained the increases and decreases in the Town Administrator/Board of Selectmen budgets.

*Health Agencies* - The board agreed to reduce the PRLAC budget to \$200. Bridge House will be increased to meet their request of \$2,000. The Board agreed to have M. Peabody review the funding requests of the health agencies for donations and submit her thoughts as to funding the donation requests.

The board agreed to ask Chief Moller if she can reduce the police department overtime line by \$500.00 due to her full-staffing situation.

The board discussed asking the Road Agent if he can reduce the uniform line to \$2,000.00, reduce the Subcontractor-Winter Highway line by \$5,000.00, reduce Vehicle and Equipment Repairs by \$2,000.00 and Posts and Signs reduce to \$300.

T. Beaulieu provided an estimate for the revised bottom line budget of \$2,750,130.00.

The board unanimously agreed to recommend a COLA increase of 1.5% for town employees.

## **TOWN ADMINISTRATOR PRESENTS**

### *2014 Warrant*

T. Beaulieu informed the board that there are eight warrant articles, that the payment bond has to be the first article for discussion and open for one hour, and there can't be any other money items to be discussed at that time.

The board reviewed options for a gift for the moderator for his long service history with the Town.

The board agreed that they will discuss and vote on the warrant at their meeting on Monday.

### *Thornton Mall*

T. Beaulieu provided copies of the Thornton Mall Policy for the board to review for discussion at a future meeting.

### *Enforcement Issues*

N. Decoteau had requested protocol for enforcement issues that arise aside from a person submitting a concerned citizen report. The board agreed that if there is an issue that is presented without a signed concerned citizen form, N. Decoteau should provide a written request for direction from the Board of Selectmen.

## **PUBLIC INPUT**

J. Demeritt presented the recent Fire Commission meeting minutes and end of year purchases.

J. Demeritt asked if the board wants the building committee to present the proposed Phase II addition at Town Meeting. S. Medalia is willing to present again this year. The board agreed that there needs to be additional participation with CCI and the Clerk of Works, so that other board members or town staff is involved in the renovation process, if it is approved.

### **SELECTMEN PRESENTS**

#### **NON PUBLIC SESSION**

**MOTION 10:44 PM "To enter nonpublic session under RSA 91-A:3, II (a, c).**

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

**MOTION 10: 55P.M.: "To exit non-public session."**

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

**MOTION: "To approve two welfare manifests for check date 1-24-14 in the amount of \$1,545.00 and \$525.00 for a total amount of \$2,070.00."**

Motion: R. Sabourn  
Seconded: J. Paul-Hilliard  
Discussion: None.  
**Motion Passes: 3– Yes, 0 – No** **Abstained: Marianne Peabody**

**MOTION 11:00 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 1/12/2014

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**January 22, 2014**  
**5:00 PM**

5:00 Pledge of Allegiance

Work session – (no public input)

Manifest  
BOS motion/Signature Folder  
Action Folder reviewed by Board for discussion later  
Zoning Enforcement Folder  
Mail Folder

Motion and sign the payroll and vendor manifest

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

6:00 Library 2014 Budget  
6:30 Transfer Station Dept. 2014 Budget  
7:15 Conservation Commission 2014 Budget  
7:30 Tax Deeded Property- Sealed bid openings  
8:00 TC/TX 2014 Reorganization plan -Sub Committee recommendation  
8:30 Town Administrator 2014 Budget  
8:45 Motion for 2014 Operating Budget (If BOS can reach approved figure if not an extra BOS meeting will be posted)  
9:00 Motion for 2014 Warrant (Final pending any petition articles deadline 2/4/2014)  
9:15 Non Public session pursuant to RSA 91-A: 3, II (c=reputation)

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  
January 22, 2014  
SIGN IN SHEET (Please Print)

1	JAMES PERMERT	26	
2	Quita C. Ross	27	
3	Ann J. Landenburg	28	
4	Tina Sawyers	29	
5	Diane Shavel	30	
6	Sally Davis	31	
7	FRANKS MACDONALD	32	73 BEAR RIDGE ROAD
8	NORMAN J. MACDONALD	33	" " " "
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