



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on: 2/19/14
BOS Initial: TBS
Rec'd by Town Clerk on: 20 Feb 14

**Board of Selectmen Public Meeting Minutes
February 6, 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, Selectman Steve Morton, Selectmen John Paul-Hilliard.

STAFF PRESENT: Tammie A. Beaulieu, Town Administrator

ACTION FOLDER

Manifests

MOTION: "To approve the payroll manifest dated 2/7/2014 in the amount of \$18,902.41."

Motion: M. Peabody
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 5- Yes, 0 - No

MOTION: "To approve the vendor manifest dated 2/7/2014 in the amount of \$340,211.75."

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

MOTION: "To post a notification that the town will hold a special election for the election of the Executive Councilor position."

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

Intent to Cut

MOTION: "To approve the Intent to cut for Heather Baldwin for PID 3-3-4, all taxes are current."

Motioned: S. Morton
Seconded: M. Peabody
Discussion: None.
Motion Passed: 5 - Yes, 0 - No

MOTION: “To approve the supplemental Intent to Cut for Steele Property, requested by Brenda Noseworthy as Power of Attorney for PID 11-1-66.”

Motioned: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passed: 5 – Yes, 0 - No

MOTION: “To accept a Report of Wood or Timber Cut for Pinetree Power on PID 7-2 owner James Powers. To accept a Yield Levy Tax Warrant for James Powers in the amount of \$239.01.”

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

MOTION: “To approve a request from the Board of Selectmen to Susan Dumont, Treasurer to remove funds from the NHDIP account in the amount of \$316.54 to apply to an invoice received for landfill closure services.”

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

MOTION: “To approve a request to the Treasurer to expend funds from the Bridge Repairs and Maintenance Capital Reserve account in the amount of \$7,487.40 for invoices from HE Bergeron engineering services.

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

Budget Update

T. Beaulieu provided the Selectboard with an updated budget and warrant. T. Beaulieu informed the board that as of the last board meeting, the Fire Department Mutual Aid budget was set at \$24,000 since then, the final amount for Mutual Aid is \$24,304. T. Beaulieu asked if the board would like the figures updated in the budget or if they are comfortable with covering the additional \$304 with contingency funds.

T. Beaulieu informed the board that the final amount for *Article 8 – Operating Budget* with FICA changes is now \$2,507,428.00. The board agreed to remove the stipend COLA increase for the Board of Selectmen.

The board agreed that they will include these updated figures in the budget and will inform the public that two changes have been made during the public hearing.

The board discussed the interest rate of the bond and reviewed the proposed warrant.

R. Sabourn referenced that S. Morton and M. Peabody were not in support of the Town Hall Addition/Renovation Phase II motion that was made at the last meeting. R. Sabourn asked if this vote can be made public during the town meeting.

T. Beaulieu explained that she contacted NHLGC for direction as to this question as well as if the votes can be specified on the warrant article. She was informed that if the Selectboard decide to tally their votes, to state their individual votes for each article, they can pass an article at town meeting to have their votes tallied on the warrant. T. Beaulieu explained that once they tally their votes, they will need to adhere to this practice in the future. The board agreed that they do not want to move forward with his option.

T. Beaulieu also explained that the board members can, at any time, make their votes known as to which articles they personally support and which they do not at town meeting. There are no restrictions or article needed to make their support or non-support of articles known to the public.

Cloud V. Network Lease Option

T. Beaulieu reviewed the current budget along with the proposed rental/lease program and noticed that the three year lease option is the same cost as they have budgeted for the cloud system each year. If the board wants to purchase their own server the budget would increase by \$7,000. The board discussed their options and agreed that leasing a network server rather than continuing with the cloud is the best option for the town at this time.

MOTION: "To approve the revised amount for Article 8 - Operating Budget for \$2,507,428.00 for the 2014 year, to be discussed at the public hearing at 7:00 p.m. this evening."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5- Yes, 0 - No

T. Beaulieu confirmed that the total obligation for this budget year is an increase of 1.012 percent. The board discussed the town meeting process. T. Beaulieu informed the board that the unaudited surplus from 2013 budget was \$176,677.

7:00 PM – 2014 BUDGET HEARING

Present: Jim Demeritt, Howard Clement, Lisa Lima, Chief Defosses, Chief Moller, Timothy Tyler

Chairman Benton opened the Budget Public Hearing at 7:00 p.m. and read the advertised hearing notice as displayed in the Record Sun on January 23, 2014 as follows:

The Board of Selectmen for the Town of Thornton will hold a budget meeting on Thursday in accordance with NH RSA 72:5 on Wednesday February 5, 2014 beginning at 7:00 p.m. at the Thornton Town Hall to consider the budget for the Town of Thornton for fiscal year 2014. If required, due to a snow cancellation or the need for a second public hearing, it will be held on Thursday, February 6, 2014 beginning at 7:00 p.m. at the Thornton Town Hall.

Chairman Benton stated that the public hearing had in fact been rescheduled from February 5 to February 6 due to winter conditions.

R. Sabourn invited the citizens to review the wage budget line for the Selectmen. He explained that the amount shown on their copy is \$19,285.00 which represented the \$19,000 shared jointly with a 1.5% COLA, however the Board agreed to have the Town Administrator remove the COLA increase which returns that amount to \$19,000.

R. Sabourn also explained that the Board made a second change to the budget on page 5. The amount on the budget shows \$24,000 budgeted for the FD – Mutual Aid, the board added \$304 to more accurately reflect the actual membership fee amount of \$24,304.00. Both of the revisions discussed change the bottom line to a revised amount of \$2,755,624.00.

R. Sabourn announced that the 2013 approved budget was \$2,720,674.00 and compared to the 2014 proposed operating budget of \$2,755,624.00 results in only a 1.012 percent budget increase which includes the total obligation of the town. R. Sabourn also informed the board that the unaudited surplus from the 2013 budget was \$176,677.

The board members took turns reviewing the budget by department and explaining proposed amounts compared to last year's approved amount.

H. Clement asked if the town still plans to use Avitar for their assessing services. M. Peabody replied that the town will use Avitar and that they plan to do a revaluation this year. T. Beaulieu informed H. Clement that the funds for this service are included in the assessing capital reserve account.

H. Clement referenced the budget line amount for landfill monitoring. He asked if the town had written a letter to cease the requirement for landfill monitoring as indicated by the State years ago. R. Sabourn replied that the town had written a letter as directed and minimal monitoring requirements are in place for the Town. R. Sabourn hopes that eventually the Town will not be required to do testing in the future.

MOTION 7:25 PM: "To close the 2014 Budget Public Hearing."

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

H. Clement asked if the Board could review the warrant articles.

MOTION 7:26 PM: "To re-open the 2014 Budget Public Hearing."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5– Yes, 0 – No

R. Sabourn reviewed the warrant articles as presented on the warrant.

H. Clement asked if the warrant article for the Phase II of the Town Hall renovations was the same as the article that was approved at town meeting last year. R. Sabourn explained that due to budgeting amounts and the unexpected increase in quotes for construction, the board agreed to only address the deficiencies of the Police Department so that they did not spend more than the towns people had approved. This new article is for the Phase II portion of the renovations for the Town Hall that was not completed and includes a needed roof for the town hall building.

R. Sabourn explained that the amount of the bond has been factored into the Capital Improvement Plan so that the tax rate will not be affected by this expense.

H. Clement asked if someone would be presenting this information at the town meeting so that the residents are informed. The board agreed that this will be discussed and explained during town meeting.

H. Clement asked if the board would be holding a bond hearing. M. Peabody explained that the bond hearing was already held two weeks ago.

R. Sabourn explained the remaining warrant articles.

H. Clement questioned Article 7 - Assessing Capital Reserve Fund. He asked if the entire town will have a revaluation update. R. Sabourn asked T. Beaulieu to provide explanation. T. Beaulieu explained that the state requires towns to recertify every 5 years, and the town is on a cyclical process. She explained that on the 5th year the entire town goes through the assessing update and the database will change accordingly. H. Clement expressed his disagreement that a property could be reassessed more than once during the five year process. T. Beaulieu explained that this might occur if there are changes made that increase or decrease the value of the property.

L. Lima questioned the type of changes that would require a building permit. The board explained that major renovations require a zoning compliance application and improvements that may increase the assessed value of a home, as well as depreciations that will decrease valuations will need to be reflected on the property card and these changes are made by the assessors.

H. Clement and L. Lima asked if the Board can notify the property owners if their assessments are increasing. The board discussed the additional cost that would be created to notify property owners prior to receiving an updated tax bill. T. Beaulieu explained that Avitar does send a mailing to residents during the fifth year recertification. M. Peabody also stated that the tax cards are available on the town website for residents to review at their convenience.

Chief Moller asked if funds were included for the Police Department shooting range as a warrant article. The board agreed that these funds were included in the CIP plan. Chief Moller expressed the intent to use the funds to establish a new shooting range in 2014. The board confirmed that the funds were included in the Police Department Vehicle and Equipment Capital Reserve account for 2014 and discussed that a new reserve account may need to be created for the shooting range funds. T. Beaulieu will contact Michelle Clark at DRA for additional information relating to the shooting range funds.

S. Morton confirmed that the funds designated for Article 4,5,6,7 totaling \$248,196.00 are not included in the operating budget figures.

S. Morton stated that the amount of \$45,196 is designated under capital outlay for building and improvements, and asked why this amount is not included in the long term bond interest account. T. Beaulieu explained that originally this is where she assigned these funds, however M. Clark at NHDRA directed her to move it out of that line for the first year since it is considered a special warrant article. Next year the amount will be included in the Long Term Bond Interest account.

H. Clement asked why the board decided to include the revaluation for Avitar as a warrant article rather than factoring it into the operating budget. R. Sabourn explained that \$80,000 in one year is a lot of money to raise and by adding each year to a reserve account it helps to keep the tax rate more consistent. T. Beaulieu explained that the town has been able to save funds over the previous years through successful use of the CIP process so that they are able to pay for services such as this with cash instead of raising a large amount of money at once.

MOTION 8:00 PM: "To close the 2014 Budget Public Hearing."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 5- Yes, 0 - No

KELLY BOLGER – PHASE 1 – PD RENOVATION/ADDITION

K. Bolger informed T. Beaulieu earlier that he would not be able to attend the meeting due to personal reasons. Chief Moller offered to update the board of the status of the Phase 1 addition to the best of her knowledge. She explained that the project is complete other than the need for the electrician to complete such as light fixtures. Chief also stated that the electrician and plumber have a list of items from the Fire Marshall Office that need attention, she is unsure as to the status of those issues. Chief Moller also informed the board that there was water damaged that occurred over the weekend to one of the new bathrooms. The water damage was due to an ice dam and the cause of that has been identified and fixed at no cost to the town. CCI was quick to address this on Monday and the damage has been fixed.

T. Beaulieu forwarded a "punch list" of items to the Board of Selectmen as a result of their walk through that need to be addressed by CCI. The board acknowledged receipt of the list. T. Beaulieu informed the board that she received a request in the amount of \$41,299.00 leaving a balance of \$14,420.00 to finish and to serve as a retainer. T. Beaulieu stated that there has been \$1,500 requested to be held back for items that CCI will need to finish in the spring. The board agreed to review the list of items that need to be completed before deciding if the retainer amount of \$1,500 is sufficient.

T. Beaulieu stated that an invoice from Sabourn Electric was received and the funds to pay for the invoice have been encumbered. The board reviewed the details of the invoice.

J. Demeritt mentioned that if the Phase II does not pass for the Town Hall Addition, the town will need to figure another way to accommodate the generator, including a new conduit and a cement pad for the generator. T. Beaulieu stated that this cost is not included in the budget as she was not aware of this situation. The board agreed this should not cause a budget concern.

SCHOOL BUDGET HEARING

T. Tyler updated the Selectboard as to the school budget meeting.

NON PUBLIC SESSION – ITEM 1-PD, ITEM 2 –WELFARE MANIFEST

MOTION 8:27 PM "To enter nonpublic session under RSA 91-A:3, II (c).

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

MOTION 8:52 P.M.: "To exit non-public session."

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

MOTION: “To approve the welfare manifests for check date 2-8-2014 in the amount of \$719.40.”

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4– Yes, 0 – No

Abstained: Marianne Peabody

MOTION: “To accept and approve a Quitclaim deed with no covenants from the Town of Thornton to Norman and Francis McDonald for the sale of tax deeded property PID 16-7-48 on Bear Ridge Road.”

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

The board reviewed a request from the Northern Pass for feedback on historical information on the projected route of the Northern Pass. The board considered appointing an agent to consult on their behalf. The board agreed to ask Gloria Kimball if she is willing to be an agent to discuss historical information with the representatives from the Northern Pass project.

Warrant Article Request

The board agreed that the request for a dog control ordinance cannot be included on the warrant article this year since the fifteen day notice before the public hearing could not be met, therefore the article will have to be included on next year’s town warrant.

The board also agreed to forward a request regarding Snowood Drive to the Road Agent to see if he has the ability to address any of the concerns since the request for a warrant article was not received in time for the 2014 warrant.

PHASE I - PD RENOVATIONS REVIEW

The board reviewed a punch list for items needing attention in the spring from CCI relative to the Phase 1 –Renovations. S. Morton requested permission to converse in detail with the contractors and clerk of works to review the list and the expected funds needed to complete the list.

ZONING COMPLIANCE SIGN/CARD REVIEW

The board reviewed and agreed to the proposed magnetic signs for the town officials to use when conducting town business. The board also agreed to the business card format as proposed.

ABANDONED VEHICLE UPDATE

S. Morton informed the board that he viewed the abandoned vehicle in the Benton field. T. Beaulieu stated that the town did contact FEMA and it is not a town liability issue or a compliance issue that the town needs to enforce. The board directed T. Beaulieu to have a response letter drafted to the concerned citizen informing them that the town does not intend to address this concern since it is a civil situation.

PEMI RIVER CAMPGROUND

The board agreed that the deadline to move the structures has not expired yet.

Minutes

MOTION: "To approve the BOS minutes of 1-22-8-2014 as amended."

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

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

TOWN ADMINISTRATOR PRESENTS

T. Beaulieu has been informed that S. Medaglia will not be able to present the information on Phase 2 of the Town Hall Renovation at Town Meeting as anticipated. R. Sabourn stated that this issue has been discussed with the building committee members and that there will be a spokesperson to inform the residents of the Phase 2 plan.

GIFTING OPTION

T. Beaulieu informed the board that the gifting policy includes only the Selectmen members and employees. The board discussed that they would like to provide a gift to the Moderator. The board discussed the current policy.

HUBBARDBROOK SCHOLARSHIP

Selectwoman Peabody offered to present the Hubbardbrook Scholarship at Plymouth High School on June 3, 2014.

THORNTON MALL POLICY

T. Beaulieu requested feedback on the Thornton Mall Policy presented at the last meeting.

MOTION: "To approve the Thornton Mall Policy as presented effective February 6, 2014 and to include it on the PEG channel."

Motion: S. Morton
Seconded: R. Sabourn
Discussion: None.

Motion Passes: 5 - Yes, 0 - No

TAX COLLECTOR – DEPUTY TAX COLLECTOR/MUNICIPAL CLERK POSITIONS

The board discussed the tax collector and deputy tax collector/municipal clerk positions. The board agreed to advertise for both positions at one time. T. Beaulieu explained that the tax collector appoints for the deputy tax collector position but it is scheduled to be processed as a joint effort between the tax collector and board of selectmen since it is a shared position. The Board will appoint the Tax Collector position and will interview jointly with the newly appointed Tax Collector for the Deputy Municipal Clerk position and complete a scoring criterion for the interviewing process as done in the past with other hired positions. All Three job descriptions were reviewed by the board, elected town clerk, appointed tax collector and deputy TX/MC

MOTION: "To accept the job description and job title for the Deputy Tax Collector/ Municipal Clerk dated February 6, 2014 as written."

Motion: J. Paul Hilliard
Second: M. Peabody
Discussion: None

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

MOTION: "To accept the job description for the Town Clerk dated February 6, 2014 as amended to make an addition as is noted in the job description of the Tax Collector to cite certain relevant RSA's."

Motion: J. Paul Hilliard

Second: S. Morton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Abstained: R. Sabourn

MOTION: "To accept the job description for the Tax Collector dated February 6, 2014 as amended to include a grammatical change."

Motion: J. Paul Hilliard

Second: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Abstained: R. Sabourn

SELECTMEN PRESENTS

S. Morton stated that he and Chief Moller met with National Forest representatives, John Morrissey and Tom Giles to discuss parking issues on Orris Road related to the Welch Dickey trailhead. There were short term and long term resolutions discussed that will be addressed further in the spring. He contacted Carol Stuart, representing Woodwinds, since she was the one that made the board aware of the parking issues. She was very pleased that this concern is being addressed.

S. Morton found that there is an 8 or 9 acre piece of common property that contains a fire pond and has not been taxed as a feature for the property owners. Avitar will need to pick this up as a feature. T. Beaulieu plans to concentrate this year on common land areas all over town to make sure they are being taxed consistently.

R. Sabourn forwarded the information he gathered on Chickenboro Road to the town administrator and has also forwarded it to Laura Spector-Morgan for her review. He expects to have a response from L. Spector-Morgan in time for the next board meeting. There is a running file being kept at the town office if the board members want to review the information.

R. Sabourn informed the board that the members working on the CBDA settlement agreement have been working with the attorneys. A revised offer has been forwarded to CBDA council for consideration.

PUBLIC INPUT

No public input.

MOTION 9:53 P.M.: "To adjourn."

Motion: J. Paul-Hilliard

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary
Draft posted 2/11/2014

TOWN OF THORNTON
Selectmen's Agenda
February 6, 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 Kelly Bolger – PD Phase I renovation/addition
7:00 2014 Budget Hearing
8:00 Non-Public session pursuant to RSA 91-A: 3, II (c-
reputation) 1 item PD/2nd welfare manifest

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
February 6, 2014
SIGN IN SHEET (Please Print)

FY 2014 Budget Hearing 7:00pm

1	J. Demeritt	26	
2	Lisa Lima	27	
3	H-W - Clement	28	
4	Daniel Desjardis - Fire Chief	29	
5	Chief Moller PD	30	
6	Greg Juss	31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	