



**TOWN OF THORNTON  
BOARD OF SELECTMEN**

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

Approved on: 12/10/14  
BOS Initial: gm  
Rec'd by Town Clerk on: 12-11-14  
Town Clerk Initials: 2/2

**Board of Selectmen Meeting Minutes  
November 12, 2014**

**12:02 P.M. Chairman Morton opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance.**

**ROLL CALL:** Chairman Steve Morton, Vice-Chairman John Paul-Hilliard, Selectwoman Marianne Peabody and Selectman Roy Sabourn (arrived late).

**ABSENT:** Selectman Brad Benton

**STAFF PRESENT:** Tammie A. Beaulieu, Town Administrator

**ACTION FOLDER**

***PAYROLL MANIFEST***

**MOTION: "To accept a payroll manifest dated 11-14-2014 in the amount of \$20,884.87."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

***VENDOR MANIFEST***

**MOTION: "To accept vendor manifest dated 11-14-2014 in the total amount of \$302,218.84."**

Motion: M. Peabody

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

***Health Trust Benefits***

**MOTION: "To accept the new guaranteed maximum rates with the Health Trust for the renewal period of July 1, 2015 through July 1, 2016."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

**Planning Board Update**

Chairman Morton informed the board that ZCA permit #2014-19 was not required to submit a permit. The Board's request for before and after photos has been received and placed in the file. TA Beaulieu informed the board that Brian Regan has started his employment with the Town for the Planning Department. The board agreed to continue to have N. Decoteau work with the zoning compliance department separate from the Planning Board.

## **TOWN ADMINISTRATOR PRESENTS**

### **2013 Financial Statements**

The Board discussed that the record keeping system for the Library needs to be addressed per recommendation from the Town Auditor. The board agreed to forward a copy of the audit report to the Library Trustees for their attention.

### **Concerned Citizen Issue**

The board reviewed a concerned citizen complaint regarding snow removal. The board agreed to forward this information along with the address (36 Beacon Hill Road) and property card to the Thornton Road Agent for response.

### **Tax Warrant**

**MOTION: "To approve the warrant for the 2014 P2 in the amount of \$3,506,399.88 and P12 for the district."**

Motion: J. Paul-Hilliard  
Seconded: M. Peabody  
Discussion: None.  
Motion Passes: 3– Yes, 0 – No

### **2015 Meeting Calendar**

TA Beaulieu presented a draft of the 2015 Meeting Calendar for the Board to review. The Board agreed.

### **Intergovernmental Agreement**

TA Beaulieu discussed the joint informational Selectboard meeting that will be held on December 8, 2014. J. Paul-Hilliard will not be in attendance but will read the minutes and attend the second meeting being held on December 10, 2014.

TA Beaulieu contacted legal counsel to discuss the amount of work that the employee/ex-officio member can provide to the Planning Director. She was informed that the administrator can provide any amount of assistance to the Planning Director. The question of liability coverage was also discussed with legal counsel. Legal Counsel advised that liability applies as a board member and is no different between an unpaid official and an employee as actions taken by the Board.

The Board agreed that it is expected that if a board member is challenged in court on a decision made while serving on the board, the Town will hold the employee/board member harmless.

### **CBDA v. Thornton - Supreme Court Decision**

Chairman Morton informed the Board that Thornton has received a favorable decision in the case.

### **Eviction Process Update**

TA Beaulieu informed the board that the eviction procedure for PID 11/3-120 has been turned over to the town attorney and is in process.

TA Beaulieu contacted legal counsel to receive clarification for the process for the parking ordinance. It was explained by the previous Police Chief that this ordinance needed to be passed at town meeting. Town Counsel clarified that it does not; however, the dog ordinance will need to go through town meeting process. There were a few concerns relative to the wording of the parking ordinance. TA Beaulieu will forward those concerns to Chief Diamond. The board agreed that they would include both ordinance discussions during the public hearing.

### **Pemi-Valley Bluegrass Festival Application**

TA Beaulieu informed the board that an application was received for August 2015. The application is not complete as of today, and departments will need time to respond to requests before the Board can discuss. The Board agreed to hold the public hearing for the application process at the same time they hold the public hearings for the new ordinances.

### **Additional Surplus Request**

Chief Diamond is scheduled to discuss the surplus request for the Police Department.

The board agreed to amend the approved amount of \$3,000 for an enclosed trailer at the Transfer Station to \$3,225.00 to include a \$225.00 delivery charge.

J. Kubik, Highway Department also has a request for surplus that will be discussed later this afternoon.

### **1:30 p.m. R. Sabourn joined the meeting.**

### **New Service Requests**

TA Beaulieu informed the Board that the Police Department is requesting cable TV service which is a new service to the Town. The Board agreed that Chief Diamond should be informed as to the process that is followed to request new services for the Town departments.

Current cable services were discussed. M. Peabody recalled that the Town Hall was wired for cable services so that the Town was informed in the event of an emergency. The Board agreed that it is imperative that the Town Hall/Police Department should have cable services. The Board agreed to have the Chief determine if services were already available at the Town prior to ordering service.

### **Campton Board Meeting - Transfer Station**

TA Beaulieu attended the Campton Board meeting with K. McGuire to discuss paving bids received for the Transfer Station. The Campton Selectboard is agreeable to the paving project at the Transfer Station. The Thornton paving funds will be used from the CIP account. The board discussed the cost and the funds available in the CIP for the Transfer Station. The Board agreed to discuss this further with the CIP when they meet in December.

R. Sabourn suggested including the project in the budget as a capital outlay item. The board discussed developing a subcommittee to determine the draining and paving needs at the Transfer Station. The board agreed to have J. Kubik, J. Paul-Hilliard and R. Sabourn review the area and make recommendations to correct the water flow and install pavement where needed. The subcommittee will meet soon to discuss what is needed so that quotes can be received to be included in the capital outlay warrant article.

## **2:00 PM POLICE DEPARTMENT – 2014 Year end Budget Request**

*Present: Chief Rod Diamond*

Chief Diamond explained the Police Department surplus request including a new replacement ballistic vest for himself and a new vest for Officer Moylan. The third request is for active shooter kits, the original request for five has been reduced to three having only one in each vehicle. The vests will be sufficient for a wider range of ammunition.

The fourth request is for updated rain coats for full time officers. The fifth request is for a new tablet to be used as a base computer replacement that the department is due for at this time. The tablet is transportable and can be networked with dispatch and surrounding towns.

The sixth request is for an additional electronic Taser to be used as a spare.

The seventh request is for new uniforms for the full time officers with boots.

The eighth request is for six tourniquets to be integrated on the active shooter kits.

S. Morton asked which items will be included in next year's budget if they are not purchased with surplus this year. Chief Diamond intends to include all of the requested items from the current list.

R. Sabourn expressed that the amount of surplus funds being requested is excessive and would like to see some of these items included in next year's budget, such as uniforms, rain coats, etc. R. Sabourn agrees that the safety items such as the vest and active shooter kits should be purchased with surplus. R. Sabourn recommended purchasing only one tablet this year. R. Diamond explained the benefits of having the tablets in each of the cruisers rather than only one and would be replacing the desktop computers.

The board discussed the priority of the requests and made the following decisions. Request for replacement ballistic vest for Chief Diamond and Officer Moylan was approved.

Three active shooter kits were approved after discussion.

Four all-season coats were approved with purchasing two now and including two in 2015 budget.

Surface Pro Tablet request to replace one computer at this time and replace additional desktops as needed in future budgets. The board agreed to purchase one.

Taser purchase is approved. Six tourniquets are approved.

The Chief agreed that uniforms will be included in next year's budget.

TA Beaulieu explained the encumbrance vs. yearend surplus approval process and reminded Chief Diamond to purchase these items before the end of 2014.

**2:40 PM HIGHWAY DEPARTMENT – 2014 Year end Budget Request**

TA Beaulieu informed the board that Road Agent Kubik is requesting a jumping-jack style compactor purchase. The quote is \$2,666 for the smaller compactor. The most commonly used model is a size up but he does not have a quote for this option yet and expects it to cost more. The second request is for a CB radio for the excavator with an estimated cost of \$600.00. The board discussed the request and agreed to the request with a total estimated cost of no more than \$4,000. J. Demeritt offered to donate a CB radio to the highway department. The board agreed that if J. Kubik determines that the CB radio from J. Demeritt can meet his needs then a new radio would not be purchased.

**Non-Public Session**

**MOTION 2:47 PM “To enter nonpublic session under RSA 91-A:3, II (a,c).**

Motion: R. Sabourn  
Seconded: J. Paul-Hilliard  
Discussion: None.  
Roll Call: S. Morton – Yes J. Paul-Hilliard - Yes  
R. Sabourn – Yes M. Peabody - Yes

**Motion Passes: 4 – Yes, 0 - No**

**MOTION 4:15 P.M.: “To exit non-public session.”**

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

**Motion Passes: 4– Yes, 0 – No**

**MOTION: “To generate a letter informing staff that hours will be reduced at the Transfer Station due to operational needs.”**

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

**MOTION: “To appoint Nancy Decoteau as the ex-officio member of the Thornton Planning Board as an agent for the Board of Selectmen effective November 12, 2014 until further rescinded.”**

Motion: M. Peabody  
Seconded: J. Paul-Hilliard  
Discussion: R. Sabourn asked for confirmed that the board is still allowed to appoint an ex-officio member in her administrative position without allowing personal liability. T. Beaulieu explained that the attorneys researching the liability concerns have agreed with this process.  
Motion Passes: 4– Yes, 0 – No

**M. Peabody resigned as the ex-officio member of the Thornton Planning Board.”**

### ***Campton/Thornton Fire Department Meeting***

T. Beaulieu informed the Board that the Campton joint meeting is scheduled to occur to discuss the intergovernmental agreement on December 8, 2014. J Paul-Hilliard will not be in attendance. The board discussed that their regular Selectmen's meeting is scheduled on December 10, 2014 which will give them opportunity to discuss the ambulance billing so that J. Paul-Hilliard will be in attendance.

Discussion continued on the option of holding off on signing the intergovernmental agreement until after the joint meeting are held to allow for additional discussion and to allow J. Paul Hilliard to review minutes and ask questions as needed before signing the agreement. The board acknowledged that this agreement needs to be in place prior to the end of 2014.

J. Demeritt stated that the fire commissioners have some questions to discuss with the Selectboards. The questions relate to hardship waivers and encumbrances. J. Demeritt explained that the Commissioners are planning to forward a list of questions to the Town Administrator prior to the joint meeting. T. Beaulieu stated that she spoke with Cheryl Pratt at Plodzick and Sanderson and was informed that the Selectboard has the right to encumber funds, and the Selectboard can allow the Fire Commissioners to encumber funds as long as there is written delegation in the FD Intergovernmental Agreement from the Selectmen.

The board discussed ambulance hardship criteria and the fees that are waived. The board agreed that the Commissioners should continue to complete the waiver process however, R. Sabourn would like to have a written policy that creates guidelines to be used by the Commissioners for determining hardship waiver processes.

The board agreed and asked that this request be forwarded to Selectwoman Sharon Davis and the other Town Administrators to share with their boards prior to their joint meeting.

### **SELECTMEN COMMENTS**

R. Sabourn informed the board that he has received phone calls from K. Bolger regarding a verbal resignation in assisting the Town any further for the safety grant for the Police Department for various reasons. K. Bolger suggested that the Town contact Paul Hatch to follow up from this point. The board agreed to send a letter of appreciation for his service as Clerk of the Works for the Police Department Rehabilitation project and the grant assistance to this point.

The Board agreed that Town Administrator should inform Chief Diamond that he will need to finalize the grant with the Police Department Administrative Assistant.

### **PUBLIC FORUM**

#### **Fire Commission/Ambulance Fees**

J. Demeritt informed the Selectboard that the figure he brought to the Selectboard indicating the total amount of ambulance fees waived by the Fire Commissioners was the incorrect amount. The actual figure is higher. He apologized for giving false information and explained that it was an honest mistake. The board agreed and thanked him for bringing it to their attention. J. Demeritt informed the board that the Fire Commissioners are feeling that the Selectboard is over managing the fire department. The Selectboard discussed this feeling and agreed that they are not

intending to micro-manage the Fire Department. The Board is only asking for information on policies and procedures and information pertaining to hardship waivers and ambulance billing. The Board confirmed that all the information being shared is public information and is available under the right to know law.

J. Demeritt explained that the Department is encumbering \$11,000 to purchase a new stretcher for the ambulance. The surrounding towns are able to purchase hydraulic lifts for the ambulance at a reduced rate of \$11,600 that Thornton can take advantage of as well. J. Demeritt explained that the lift is needed.

**5:13 P.M. MOTION: “To adjourn.”**

Motion: J. Paul-Hilliard

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

Respectfully submitted,

Jessi Fleury  
Board Secretary

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**November 12, 2014**  
**12:00 Noon**

12:00 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)

2:00 PM Highway Dept. 2014 year end Budget request  
2:15 Police Dept. 2014 year end Budget request  
2:30 Non-public session pursuant to RSA 91-A: 3, II (a-personnel & 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  
November 12, 2014  
SIGN IN SHEET (Please Print)

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