



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 1/21/15
BOS Initial: SM
Rec'd by Town Clerk on: 1-23/15
Town Clerk Initials: JA

Board of Selectmen Meeting Minutes January 7, 2015

5:05 P.M. Chairman Morton opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance.

ROLL CALL: Chairman Steve Morton, Selectwoman Marianne Peabody, Selectman Brad Benton and Selectman Roy Sabourn.

ABSENT: Vice-Chairman John Paul-Hilliard

STAFF PRESENT: Tammie A. Beaulieu, Town Administrator

5:45 PM Tax Collector 2015 Budget

Present: Desiree Mahurin, Tax Collector

D. Mahurin met with the board to discuss the 2015 budget for the Tax Collector department. She informed the board that the online tax payments have dramatically increased this year and the taxpayers are utilizing these new services. The board reviewed the proposed budget and did not suggest any changes.

ACTION FOLDER

Minutes

MOTION: "To accept Board of Selectmen public minutes of December 10, 2014 as amended."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4– Yes, 0 – No

MOTION: "To accept Board of Selectmen public minutes of December 22, 2014 as amended."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Special Event Checklist Application

The board reviewed a special event application from Duane Johnson, PID 15/4-24 for a model T snowmobile show scheduled for January 17 and 18, 2015 at the Thornton Laundromat. The board agreed that this event does not require a special event permit.

Safety Committee Report – Transfer Station

The Board reviewed comments regarding safety items needing attention at the Transfer Station. The Administrative Assistant is meeting with the Transfer Station manager to review the list and make necessary changes.

PAYROLL MANIFEST

MOTION: “To approve a payroll manifest dated 1-9-2015 in the amount of \$20,471.90.”

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

VENDOR MANIFEST

MOTION: “To approve a vendor manifest dated 1-9-2015 in the total amount of \$421,179.06.”

Motion: B. Benton
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 3 – Yes, 0 – No

Abstained: M. Peabody

CBDA Review

The Board discussed a request for mediation received from CBDA regarding a second appeal to the Supreme Court. The Planning Board intends to discuss this request at their next scheduled meeting. The board discussed the current case status concerning CBDA.

6:45 PM Planning Director Email – Town Enforcement Item

Present: B. Regan and N. Decoteau

The board discussed a zoning compliance concern with a property. The Planning Board initially reviewed the concern and forwarded information to the Zoning Board for additional review. The Zoning Board agreed that the property did not require a variance and was a non-conforming existing use. The board discussed the process that was followed and agreed that the boards worked the channels of review properly. T. Beaulieu explained that existing uses on non-conforming lots are considered grandfathered as long as the use is not altered or expanded upon. After discussion the board agreed that office staff should forward zoning compliance suggested grandfather business inquiries to the Planning Board as the Planning Board would be more familiar with the existing use and its grandfathered status.

The board discussed the issue of Ed Pope Auto Sales as a non-conforming grandfathered business on two lots. S. Morton explained that a trailer office and cars are located on one lot and a garage that services cars being sold by Pope Auto Sales on a different lot. The current nature of this garage is not a commercial garage but only used to service vehicles for sale. A letter received from the State of NH was reviewed indicating that the business is going from a bonded auto sales dealer to a licensed retailer dealer because in 2015 the State is ending all bonded auto dealers forcing these businesses to become licensed retailer deals. S. Morton explained that it is his understanding that the nature of the business will remain the same as it has been previously. The Planning and Zoning Boards as well as the Planning Director have reviewed the request and the Board agreed to sign the State forms as presented.

The Selectboard also discussed updating the list of current non-conforming business, acquiring as much information as possible about each business to determine which ones are considered grandfathered. The Selectboard would like to assist those that are not grandfathered in following the process to obtain a variance. M. Peabody stated that many businesses on the list are no longer in operation. The board agreed to assist the Administrative Assistant and S. Morton in updating the non-conforming business list as well as the home occupation list. T. Beaulieu suggested that the board request information, including a site plan, from the business owners to establish a record for each grandfathered business for town records. B. Regan agreed that the option of a variance through the ZBA is available for any grandfathered lot wishing to expand their business. T. Beaulieu explained that having information on file would help businesses through this process. The desired process is to establish a current list of businesses, communicate with business owners to obtain information, schedule a site visit at the business and determine on a case by case basis if the lot has a grandfathered non-conforming use or if a special exception or variance is needed.

6:45 PM Planning Board 2015 Budget

Present: B. Regan and N. Decoteau

B. Regan explained the 2015 Planning Board budget requests. B. Regan informed the board that he drafted the proposed budget with the assistance of the Town Administrator with wages information. T. Beaulieu explained that some budget lines have been added to provide a more detailed breakdown of expenses, which resulted in a reduction in previously established budget lines.

7:00 PM ZBA/Zoning Enforcement 2015 Budget

Present: N. Decoteau

N. Decoteau explained the 2015 Zoning Board budget requests. The board did not make changes to the proposed budget.

The board discussed the Zoning Enforcement proposed budget.

7:10 PM Fire Department 2015 Budget

Present: Chief Defosses, Commissioners Diane Richards, Peter Hilton, Brenda Boisvert

Chief Defosses met with the board to discuss the proposed 2015 Fire Department budget. Chief discussed the decision to use performance steps in place of COLA increases. The board discussed the increase in the salary line to replace Chief's previous employment position.

R. Sabourn would like to see the actual year-to-date expenditure reports before determining if budget changes need to be made. Chief Defosses agreed to provide the expenditure reports on Monday for review before the next board meeting. The board agreed to schedule a joint meeting with the Town of Campton, Fire Commissioners and Fire Chief on January 21, 2015 at to review budget requests.

R. Sabourn is concerned with the \$50,000 increase in the proposed budget as well as the large dedication of funds in the CIP to the Fire Department. R. Sabourn is concerned with the impact that these expenses will have on the tax rates and taxpayers in town. The board was also concerned about the impact for the Town of Campton.

The board discussed three options to purchasing 30 air packs, as well as the estimated high cost to rebuild a pump. D. Richardson explained that the commissioners are prioritizing the department needs. S. Morton explained that the Campton/Thornton Fire Department is a professional and hardworking department. He explained that the growth in the Fire Department is becoming very expensive for the small town to maintain. Chief Defosses asked where the Selectboard would like to see reductions and the amount. The board agreed that they need to have more information before being able to provide a meaningful suggestion.

The board agreed that the Fire Department will forward expenditure reports on Monday, and the department will meet with the Thornton Board during their next meeting on January 21, 2015. TA Beaulieu will contact Campton to schedule a joint meeting at the Town of Campton for Monday, January 26, 2015. The Selectmen thanked the Chief for his work.

Chickenboro Road Plan Update

R. Sabourn informed the board that a tentative proposed right of way plan has been left with the Administrative Assistant if the board members would like to review. R. Sabourn and J. Paul-Hilliard plan to meet with the Road Agent to review the plan, speak to land owners abutting Chickenboro Road and arrive at some options to correct the road layout issues.

8:45 PM 2015 Draft Warrant Articles

The board reviewed draft warrant articles. T. Beaulieu suggested that more research be completed regarding the dog ordinance. T. Beaulieu explained that if the board decides to include additional wording for the dog ordinance after further research, they can do so after the public hearing since it is not a money article.

T. Beaulieu explained that all money articles must be motioned and approved before the public hearing when they discuss the dollar amounts.

The board agreed to review the proposed warrant and reviewed the draft warrant articles one at a time.

Article 3:

The board discussed discontinuing the existing Landfill Closure Monitoring capital reserve account. Article 3 would close that account.

Article 4:

The board discussed the multiple paving capital reserve accounts. R. Sabourn explained that the highway vehicle capital reserve should only include equipment and apparatus to maintain the roads. R. Sabourn reviewed all of the capital reserve accounts for roads that currently exist. The board agreed that some of the account names should be changed or removed. The board also agreed to discontinue the 2006 emergency road repair account and to have those funds transferred to the 2009 road paving, construction and repairs account to streamline the accounts so that they reflect their actual usage more accurately.

Article 5:

The board reviewed Article 5 to establish a new capital reserve account for the town tax mapping project in the amount of \$47,000.

TA Beaulieu explained the rest of the articles that follow recommended appropriations from the CIP committee.

The Board discussed the situation on Chickenboro Road. After discussion, the Board agreed to establish a legal settlement to the operating budget. R. Sabourn suggestion adding \$8,000 to this line, but agreed to have a more definite suggestion after additional research.

TA Beaulieu confirmed that the budget public hearing dates have been established.

8:00 PM Highway Department 2015 Budget

Present: J. Kubik, Road Agent

J. Kubik met with the Board to discuss the 2015 proposed Highway Department budget. The board reviewed current expenditure reports.

The board reviewed the paving schedule for certain roads and equipment needs. The board discussed the need to replace a trailer for an additional \$6,000 to be added to the budget. The board thanked the Road Agent for keeping reducing his budget from 2014 and for all the work of the highway department.

TOWN ADMINISTRATOR PRESENTS

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

Town Clerk

TA Beaulieu explained that the Town Clerk had some concerns regarding sharing a cash drawer with the tax collector. TA Beaulieu explained that an error was made while making change during a business transaction. The Town Clerk had put his own money in the drawer to balance the drawer. TA Beaulieu met with the Town Clerk to discuss the balancing process and suggested that the Clerk request reimbursement for this error. The Board discussed the situation and agreed that it was an honest mistake made and agreed to reimburse the Town Clerk \$40.00 from the Town Clerk expense account.

Board of Selectmen Meeting Change

The Board agreed to reschedule their November 11, 2015 meeting to Monday, November 9, 2015 at noon. TA Beaulieu will revise the 2015 meeting schedule.

Pole Licensing

A letter was received from Avitar regarding the process for pole licensing. The process was implemented as suggested. There have been no new applications received since the implementation of the new process. The Town Clerk has been informed of the process to inform the Selectmen's Office when a pole license is received.

Police Department Fire Range

TA Beaulieu informed the Board that the funds in the Police Department 2015 budget for option B were not sufficient for the agreed upon contract. The total amount needed is \$14,155.00 which includes all of Stoneciphor & Clark charges. Police Chief Diamond recommended increasing their 2015 budget without the units in option B by \$1,500 to cover these expenses. The units will be installed and budgeted for 2016. The Board discussed the option B and agreed with the Chief's recommendations.

CIP Discussion

The board reviewed the CIP recommendations. R. Sabourn explained that throughout the year's emergency paving and repairs account name has been used to describe capital improvement expenses for the highway department. He suggested the following changes for 2016:

- Changing the names of the capital reserve account from emergency paving and repairs to paving construction and repairs on their yearly expense spreadsheet.
- 2019 Rescue Truck line can be deleted because the Heavy Rescue line will be added in 2015.
- 2021 Building Maintenance to improve town hall floors for \$26,000. The Board agreed that this expense will not be necessary in 2021 and should be deleted. TA Beaulieu confirmed that this expense was not requested.
- 2021 Roads line includes \$25,000 and should be moved to the Paving Construction and Repairs.
- 2024 Assessing line has \$90,000 and 2019 has \$105,000. R. Sabourn questioned if \$90,000 would be adequate. TA Beaulieu explained that the assessing cost has reduced and the CIP applies inflation based on previous expenses. TA Beaulieu will discuss this with C. Schofield to receive more information on their estimates for 2024.
- The Board agreed to change the current assessing warrant article amount and to create another warrant article for assessing to meet the recommendations of the CIP.

SELECTMEN COMMENTS

Town Report Dedication

After extensive discussion the Board agreed to a dedication.

Winter Vendor Use of Highway Garage

B. Benton explained that the Board's previous decision to not allow plowing vendors to make necessary repairs to plowing vehicles at the town highway department requires that the vehicle be out of service until a parts store is available. This decision was made due to liability limitations. On many occasions, the parts can be fixed or made at the highway department, allowing the vehicle to be in service sooner. B. Benton asked if there are any exceptions in the liability insurance. The Board discussed a liability waiver option. TA Beaulieu stated that the insurance company will not accept a liability waiver but the Town has the option to put this process in place. TA Beaulieu informed the Board that a policy must be created with liability release forms. Discussion included the need to establish limits for seasonal repairs, nature of repairs, and permission/ final approval of the Road Agent. The Board agreed to research this option to be used as an emergency repair basis only for subcontractors for the Town.

PUBLIC FORUM

No public comment was received.

10:03 P.M. MOTION: "To adjourn."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

Respectfully submitted,



Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
January 7, 2015
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)

5:45	Tax Collector 2015 Budget
6:00	Fire Dept. 2015 Budget
6:45	Planning Director email- Town Enforcement Item
7:15	Planning Board 2015 Budget
7:30	ZBA/Zoning Enforcement 2015 Budgets
8:00	Highway Dept. 2015 Budget
8:45	2015 Draft Warrant Article

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 7, 2015
SIGN IN SHEET (Please Print)

1	Daniel DeGroot	26
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3	Peter White	28
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