



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on: 2/4/15
BOS Initial: SM
Rec'd by Town Clerk on: _____
Town Clerk Initials: _____

**Board of Selectmen Meeting Minutes
January 21, 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, Jessi Fleury, Board Secretary.

PAYROLL MANIFEST

MOTION: "To approve a payroll manifest dated 1-23-2015 in the amount of \$20,837.28."

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

VENDOR MANIFEST

MOTION: "To approve a year end 2014 vendor manifest dated 1-13-2015 in the total amount of \$40,445.26."

Motion: M. Peabody
Seconded: B. Benton
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve a vendor manifest dated 1-23-2015 in the total amount of \$202,181.23."

Motion: B. Benton
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

Minutes

MOTION: "To accept Board of Selectmen public minutes of January 7, 2015 as amended."

Motion: M. Peabody
Seconded: B. Benton
Discussion: None.
Motion Passes: 4– Yes, 0 – No

MOTION: “To approve an intent to cut for Ralph Bradley for PID 3/4-10.”

Motion: R. Sabourn
Seconded: B. Benton
Discussion: None.
Motion Passes: 4– Yes, 0 – No

MOTION: “To approve an intent to cut for Vincent Lavasseur

Motion: R. Sabourn
Seconded: B. Benton
Discussion: None.
Motion Passes: 4– Yes, 0 – No

MOTION: “To approve an abatement for William and Diane Kerr due to an elderly and disabled tax exemption in the amount of \$3621.10 for PID 10/8-5.”

Motion: M. Peabody
Seconded: B. Benton
Discussion: None.
Motion Passes: 4– Yes, 0 – No

Letter from Murray Movitz – Judge Road Concern

S. Morton read a letter from M. Movitz regarding his concerns for the condition of Judges Road and expressing thanks to the Road Agent and the prompt attention from the Board of Selectmen.

Department of Revenue

The NH DRA provided an assessment of the town’s practice for reviewing assessments and the exemptions of various types of properties. One problem relative to current use properties was noted that 13 of the 24 properties in current use did not meet the ASB standard. The Town Administrator and the Tax Collector is meeting with NHDRA property appraiser Josephine Belville to review the concerns. The board discussed that part of this problem has to do with the state processing as well.

Planning Board and ZCA application Review

The Board of Selectmen reviewed the Planning Board’s current Notice of Decisions.

6:00 PM Library 2015 Budget

Present: Diane Gravel, Anita Ross, Nina Sergeant

The Library Trustees reviewed changes in the Library proposed budget from the previous year’s consisting of salary changes and legal expenses.

After review, S. Morton suggested that the Library could level fund their budget based on their expense reports from 2014 and anticipated expenses for 2015. The trustees agreed to remove \$400 from the fuel and \$600 from the custodial expense line and \$50 on the legal line.

6:30 PM Transfer Station 2015 Budget

Present: Kevin McGuire, Manager

The Board discussed the wage expense line for current Transfer Station staff as well as certifications that are required for positions. After discussion, the Board agreed to keep the wages expense line as proposed.

The board reviewed a proposal from the Town of Waterville Valley to share Transfer Stations with the towns of Waterville Valley, Campton, Thornton and Ellsworth with the idea to move to single stream recycling. After discussion, the board agreed that they would not be interested in sharing the cost of an engineering study at the Transfer Station to determine the feasibility of sharing the facility with Waterville Valley but will cooperate with the efforts of the study.

The board agreed to add \$1.00 back into the legal line to keep the expense account open.

Police Department Budget

The board reviewed the PD budget wage increase for the Administrative Assistant and made changes in the budget to reflect the change in wages made during the December 10, 2014 meeting.

The Board reviewed the office supply expense line breakdown as requested

7:15 PM Fire Dept. & Commissioners 2nd session-2015 Budget

Present: Chief Defosses, Deputy Halm, Fire Commissioners: Jim Demeritt, Peter Hilton, Diane Richards

The board discussed the new expenditure report of the Fire Department compared to the proposed budget. Chief Defosses informed the Board that the he has made additional budget cuts since the previous budget meeting resulting in a new bottom line amount of \$685,045.99.

The board reviewed the over-expenditures of budget lines. S. Morton explained that the budget process needs to be followed so that the items needed are planned for and budget lines are not intentionally over expended due to funds available in the general department budget. Chief Defosses stated that the department is working on itemizing their needs for each budget line so that there is no over expenditures next year unless there are unexpected expense.

S. Morton suggested the budget process next year would be more effective if Campton and Thornton Boards met jointly to discuss the fire department budget. The Fire Chief and Commissioners agreed that the budget process would be more efficient with all boards present.

R. Sabourn explained that the Fire Department budget is expanding rapidly and the town is not in a position to afford the proposed increases. He suggested a broad \$30,000 budget cut. Fire Commissioners questioned where the cuts should be made. After offering suggestions and feedback the Board agreed to discuss changes during the joint meeting with Campton.

8:30 PM 2015 Warrant review and Approval

The board reviewed the draft warrant. The zoning amendments and dog ordinance are not included yet but will be forwarded and added to the warrant.

MOTION: "To approve the revised 2015 draft warrant as presented."

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

The board discussed the Fire Department budget and the potential areas that could be reduced to lower the bottom line to \$655,000.

8:50 PM Town Accounts/Town Administrator 2015 Budget

The board reviewed the town accounts and the proposed 2015 budget of the Town Administrator.

The Board discussed the COLA for 2015 and approved the COLA increase for all employees.

The board made adjustments to expense lines.

BOS motion 2015 Operating Budget & Money Articles to be presented at the Budget Public Hearing on 2/4/2015.

The board reviewed final budget figures.

9:40 P.M. MOTION: "To propose a 2015 total budget amount of \$2,804,413.00"

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

TOWN ADMINISTRATOR PRESENTS

Vendor Maintenance Position

TA Beaulieu explained the need to have a person/company maintain the municipal building. The board agreed to use the building maintenance line to accommodate this need.

Election Booths –

TA Beaulieu informed the Board of an option for the purchase of new voting booths that offer a revised configuration which would allow for additional booths that would occupy less space. This would allow the Town to continue holding the election process at the town hall rather than at the school. After brief discussion, the board agreed to discuss this further during 2015.

Wage Plans

TA Beaulieu explained that the Administrator contract indicates that she should be working with an outside agency this year to revise and update the current employee wage study. The Board agreed that this project is not feasible financially right now and agreed to relieve this duty from the Town Administrator at this time.

MOTION: “To waive the wage plan update requirement as mentioned in the personnel policy to be upgraded every five years.”

Motion: M. Peabody
Seconded: B. Benton
Discussion: None.
Motion Passes: 4 - Yes, 0 - No

Town Clerk - Candidates Night

Ta Beaulieu informed the Board that the Town Clerk submitted information for holding a candidates night. The Board discussed this idea. The Board discussed if this event would still be held by future Town Clerks. TA Beaulieu stated that the office staff would not have the time to continue this practice if future Town Clerks elected not to administer this event.

The Board agreed that if there is no contest then a candidate’s night is not necessary. The Board agreed to further consider this request as new information of potential candidates is received.

Highway Garage and Emergency Repair – Policy

The Board discussed creating an emergency repair policy for contracted vendors that may need to use the town highway garage. The Board agreed to review a draft policy at home and be prepared to discuss the policy during a future Board meeting.

Police Department Administrative Assistant Position

The Board discussed the newly updated job description of the Police Department Administrative Assistant position.

MOTION: “To approve the Administrative Assistant Job Description for the Police Department as submitted by Chief Diamond.”

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 - Yes, 0 - No

Purchasing Privileges of Town Employees

The Board discussed the need for all town employees to follow procurement policies when making department purchases. The administrator has the responsibility to make sure employees follow the policy. S. Morton agreed to meet with the employees and the Administrator to remind them of procurement policy requirements and be sure they understand what process is required.

SELECTMEN COMMENTS

The Selectboard agreed to submit the Board of Selectmen annual town report letter as drafted.

10:20 P.M. MOTION: "To adjourn."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

Respectfully submitted,

Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
January 21, 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)

6:00 Library 2015 Budget
6:30 Transfer Station 2015 Budget
7:15 Fire Dept. & Commissioners 2nd session-2015 Budget
7:45 2015 Warrant review and Approval
8:00 Town Accounts/Town Administrator 2015 Budget
8:45 BOS motion 2015 Operating Budget & Money Articles
To be presented at the Budget Public Hearing on 2/4/2015.

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 21, 2015
SIGN IN SHEET (Please Print)

1	DIANE GRAVEL	26
2	ANITA ROSS	27
3	Nina Sargent	28
4	J. M. & J. T.	29
5	Diane Richards	30
6	Peter H. H.	31
7	Jan Hal (Jan Halm)	32
8	Daniel DeGroot Frech	33
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