



**TOWN OF THORNTON  
BOARD OF SELECTMEN**

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

|                         |         |
|-------------------------|---------|
| Approved on:            | 2/10/15 |
| BOS Initial:            | SM      |
| Rec'd by Town Clerk on: | 2/19/15 |
| Town Clerk Initials:    | JJ2     |

**Board of Selectmen Meeting Minutes  
February 4, 2015**

**5:02 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, Selectman Brad Benton and Selectman Roy Sabourn.

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

***VENDOR MANIFEST***

**MOTION:** "To approve a vendor manifest dated 2-6-2015 in the total amount of \$399,723.04."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

**Abstained: J. Paul-Hilliard**

**MOTION:** "To approve a NH Retirement System vendor manifest dated 2-6-2015 in the total amount of \$9,628.00."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

***PAYROLL MANIFEST***

**MOTION:** "To approve a payroll manifest dated 2-6-2015 in the amount of \$21,565.23."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

***Minutes***

**MOTION:** "To accept Board of Selectmen public meeting minutes of January 21, 2015 as amended."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

**Abstained: J. Paul-Hilliard**

**MOTION: "To approve a welfare manifest dated 2-7-2015 in the amount of \$800.00."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 4- Yes, 0 - No

**Abstained: M. Peabody**

**MOTION: "To request that the Trustees of Trust Funds withdraw funds in the amount of \$18,451.47 from the Capital Reserve Fund - Municipal Building for payment to Floorworks for the floor tile and carpet tile placement of the town hall and police department."**

Motion: J. Paul-Hilliard

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 5- Yes, 0 - No

**MOTION: "To request that the Treasurer withdraw funds in the amount of \$667.59 to pay Emery & Garrett from the NH Deposit Investment Pool - Landfill Closure."**

Motion: J. Paul-Hilliard

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 5- Yes, 0 - No

#### **Policy Re: Use of the Highway Garage for Repairs**

S. Morton explained that the draft policy as discussed during the previous meeting was submitted to town counsel and LGC-legal helpline and changes have been made.

**MOTION: "To approve the final draft of the Use of the Highway Garage for Emergency Repairs as reviewed by the Property Liability Trust."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5- Yes, 0 - No

#### **Municipal and Property Division Letter**

S. Morton read the letter from the Thornton Selectmen to Steve Hamilton, NHDRA. This letter is in response to the assessment review letter received from NHDRA confirming that the Town of Thornton current use test did not pass the assessing standards. The response confirms that town staff met with Josephine Bellville, NHDRA representative as the first step to begin the correction process.

#### **6:00 PM Firing Range**

*Present: Chief Rod Diamond*

The Board reviewed different areas available for the location of the firing range. TA Beaulieu explained that she contacted Silvia Clark at Stoneciphor & Clark and was informed that the cost would increase if the firing range was decommissioned only. The board discussed safety concerns and the best location for the range. The main concern of the board is the height of the backstop to prevent further contamination and to increase safety. The board agreed that if the grading can be improved then option 3 would be their first choice. S. Morton and R. Sabourn

agreed to view the option 3 area within the week to have a better idea of the land layout. S. Morton agreed to email TA Beaulieu after walking the area.

**6:30 PM Budget Conversation**

*Present: John Kubik, Jim Demeritt, Chief Diamond*

The Board discussed changes in personnel administration and benefits cost that was reported to TA Beaulieu after the 1/21/2015 Selectmen meeting which will require a 2015 budget change . It was agreed by all selectmen that the adjustments are required due to personnel changes in plans and vacant positions. If new personnel do not require a family insurance plan, the budgeted funds will not be used.

**7:00 2015 Budget Public Hearing**

**MOTION: “To approve the final 2015 budget total obligation of \$2,844,132.00 as the proposed figure to move forward with the public hearing.”**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 - Yes, 0 – No

Abstained: R. Sabourn

**Chairman Morton opened the 2015 Budget Public Hearing at 7:04 P.M.**

*Present: (Chief Diamond, John Kubik, Chief Defosses, James Demeritt, Diane Richardson, Sandy MacIntosh, Gordon MacIntosh Jr., Kevin McGuire, Daniel DeFosses, Ann Marie Foot, Howard Clement, Peter Hilton, Bill Dell )*

TA Beaulieu stated that the Public Hearing was posted and advertised in the Record Enterprise on January 22, 2015 to be held on Wednesday February 4, 2015 to begin at 7:00 PM.

*Chairman Morton read through each department budget expenses.*

The following comments and discussions were made:

- *Property Values* – \$30,441.00 – TA explained the increase of \$15,000 for this budget line is as required by the state due to the cyclical schedule of assessments with the town.
- *Personnel Administration* – Howard asked for an explanation of the benefit buy out option. The option was explained by the TA.
- *Police Department* – Chairman Morton explained that most of the increase in this budget is due to the decommissioning of the firing range.
- *Fire Department* – Chief Defosses provided a revised budget worksheet. Chairman Morton explained that there is an increase of the Fire Department that includes moving the air pack purchase from the capital reserve account to the operating budget as well as a vacant full time position that includes family plan benefits in the event that the new personnel requires a family plan. If the new person hired does not require family benefits, the budgets benefit amount will not be spent. S. Morton explained that the fire department budget figure was a difficult decision to agree on for the Thornton Board.

Ann Marie Foote explained that during joint meetings the boards agreed to a budget amount, and she hopes that the Board will support the figure they agreed on. S. Morton explained that if the budget is discussed at Town Meeting by the people of the town then the Selectboard plans to explain their agreement process during town meeting. S. Morton explained that the fire department made purchases at the end of the year using surplus funds to purchase items that were not included in the 2014 budget. The discouragement of this process was discussed ahead of time with the Fire Chief and the Fire Commissioners. S. Morton further explained that additional information continues to be gathered regarding Fire Department expenses. He has also done some research for refurbished air packs that could save a significant amount of money rather than purchasing brand new. He explained that the townspeople should be aware of the current level of spending and the future purchase expectations for the department. He believes in full disclosure to the taxpayers of the information that they have pertaining to the budget. S. Morton also stated that it is the board's intention to have ongoing, open communication discussions with the Town of Campton and Ellsworth, the Campton/Thornton Fire Department and the Commissioners.

- *Building Inspection/ Code Enforcement* – TA Beaulieu explained that the funding for the Zoning Enforcement position is included with the Administrative Assistant position under the Executive budget since these duties are now being shared between the Assistant and Selectman Morton.
- *Capital Reserve Accounts* – Howard Clement asked for an explanation of the process of the capital reserve accounts. Howard asked if those accounts retain their individuality and who accounts for those funds. R. Sabourn explained that each capital reserve account is created for a specific purpose and can only be expended from the particular fund for that purpose. He further explained that the Trustees of Trust Funds hold the accounts and can only release funds at the request of the Selectboard during a Board of Selectmen meeting or as a result of a warrant article voted on by the townspeople during town meeting. R. Sabourn explained that amendments to warrant articles can be made during town meeting. The board's goal is to keep a consistent \$270,000 budgeted for the capital reserve accounts helps to keep the tax rate as steady as possible to prevent a rise due to capital purchases.
- The total 2015 budget expected increase is 3.2% higher than 2014.
- H. Clement asked if the contingency funds are still included in the budget. It is named emergency funding presently. It is now under emergency fund of \$5,000.
- H. Clement asked where the town shows their surplus amount and how it is used. He asked for explanation of the unassigned fund balance. Howard asked why some of the town's surplus cannot be applied to the warrant articles. TA Beaulieu explained that the unassigned fund balance is not an actual account with money that can be spent but it is a fund that is monitored by the State of NH DRA and used as part of a formula in setting the town's annual tax rate. TA Beaulieu explained that the Board of Selectmen only has control over the town's portion of the tax rate and not the schools or counties. The Selectboard use portions of the surplus to buy down the town's share of the tax rate to

lower the tax burden for Thornton residents. Selectmen Sabourn explained to Howard that it is not in the town's best interest to have random votes on town floor to expend from unassigned fund balance. After extensive discussion, R. Sabourn suggested that Howard contact the NH Department of Revenue to see if he can receive this information in another way that would allow for understanding of the state tax process due to the complexity of the tax formula and the unassigned fund balance regulations and process required by the State.

- J. Demeritt commended the road agent and transfer station manager for keeping their budgets low.

The warrant articles match the capital reserve items listed in the proposed 2015 capital reserve accounts at the end of the budget as mentioned and discussed during the public hearing.

**8:20 PM MOTION: "To close the public session of the public hearing."**

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

**MOTION: "To approve the operating budget figure of \$2,639,132.00."**

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

**MOTION: "To approve \$205,000 to be dedicated to support Warrant Articles #6-13."**

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

**TOWN ADMINISTRATOR PRESENTS**

TA Beaulieu referenced the retirement date of February 28, 2015 that was motioned for Gary Moulton during the January 21, 2015 meeting from the town was an incorrect date.

**10:20 P.M. MOTION: "To accept a revised retirement letter from Gary Moulton effective January 31, 2015 and to accept resignation from part time employment with the town for February 28, 2015."**

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

The Board of Selectmen reviewed the minutes of Campton from the previous joint meeting.

**SELECTMEN COMMENTS**

B. Benton informed the Board that Gloria Kimball is no longer interested in organizing the Old Home Day.

**9:10 P.M. MOTION: "To adjourn."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 - Yes, 0 - No

Respectfully submitted,

Jessi Fleury  
Board Secretary

Board of Selectmen  
February 4, 2015  
SIGN IN SHEET (Please Print)

|    |                     |    |
|----|---------------------|----|
| 1  | J. Demeritt         | 26 |
| 2  | Diane Richards      | 27 |
| 3  | Kerwin Mc Lewis     | 28 |
| 4  | Daniel DeGree       | 29 |
| 5  | Ann Marie Fook      | 30 |
| 6  | H. W. Clement       | 31 |
| 7  | Edw. H. H. H.       | 32 |
| 8  | Bill DeLee          | 33 |
| 9  | Sandy MacIntosh     | 34 |
| 10 | Gordon MacIntosh Jr | 35 |
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**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**February 4, 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 PD Firing Range  
6:30 Budget conversation  
7:00 Open 2015 Budget Public Hearing

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.