



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 10-9-15
BOS Initial: JH
Rec'd by Town Clerk on: 12-14-15
Town Clerk Initials: Int. MP

Board of Selectmen Meeting Minutes November 23, 2015

12:00 P.M. Chairman John Paul-Hilliard opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

ROLL CALL: Chairman John Paul-Hilliard, Vice-Chairman Roy Sabourn, Selectman Brad Benton, Selectman Jim Demeritt, and Selectwoman Marianne Peabody.

STAFF PRESENT: Tammie Beaulieu, Town Administrator

Non-public session pursuant to RSA 91-A: 3, II (a personnel, b-hiring, e-legal)

1:04 PM MOTION: "To enter non-public session pursuant to RSA 91-A: 3, II b,c,e."

Motion: J. Demeritt

Seconded: R. Sabourn

Discussion: None.

Roll Call: John Paul-Hilliard -yes, Roy Sabourn -yes, Marianne Peabody -yes,
Brad Benton -yes, Jim Demeritt -yes.

Motion Passes: 5 - Yes, 0 - No

2:55 P.M. MOTION: "To exit nonpublic session."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 - Yes, 0 - No

2:55 P.M. Police Department – Part-time Hire

Chief Diamond informed the Board that the part time hiring background check is not complete yet. The Board agreed to schedule this agenda item at the next Board meeting.

2:55 P.M. Police Department Cruiser analysis and cost to the annual budget

Present: Chief Diamond, Corporal Gilman

Chief Diamond informed the Board that the expected revenue received from the old police cruiser is minimal and will not bring much income for the town. Chief informed the Board that during his research on the cost benefits to keeping the old cruiser, he found that the calls for service and call-outs average 7 hours per night. Chief considered the best savings for the town and reviewed budgets from 2000 and looked at the percentage increase each year. The department has about 4,028 calls for service to date for 2015. The board reviewed the consistent population and call out increase from 2000. The personnel in the Police Department have remained consistent of four full-time officers, averaging 14 calls per day each. After additional research on other department staffing criteria, Chief determined that an additional full time officer would cost the town a total of \$70,000 with benefits. The Police Department budget would increase by about \$19,000 which includes an \$18,000 savings by reducing the part time budget, full cost, and overtime budget. This additional officer would provide 24 hour coverage for the town.

Chief Diamond explained the benefits of an additional officer and is supported by the current department staff. Corporal Gilman explained the call out schedule experienced in the evening hours and his support for an additional full time position.

Chairman Paul-Hilliard discussed the need for a Thornton officer to be able to respond to emergency calls in a timely manner and that this is not possible without 24 hour coverage. The Board discussed that the surrounding communities are responding to Thornton calls during uncovered shifts and this creates an unnecessary burden on surrounding towns/departments.

TA Beaulieu suggested that Chief research State grants for adding new department positions. Chief agreed. Chief Diamond stated that the cruisers would be kept at the Police Department if the on-call schedule was not needed.

The Board continued to discuss the benefits of another position. Chairman Paul-Hilliard and Vice-Chairman Sabourn agreed that the additional officer would be a benefit for the town. Chairman Paul-Hilliard and R. Sabourn asked that Chief provide a solid figure for the budget increase and the comparisons from surrounding towns but supports the staff increase for the Police Department.

Chief Diamond informed the Board that he has been chosen from a select group to attend federal training in December with all expenses paid. The Board agreed that this training is beneficial for the Town and approves the use of town training hours for this purpose. The Board agreed that the Chief should present his requests for training to the Selectboard in advance, just like every other department head does and congratulated him on his acceptance into the training program.

ACTION FOLDER:

MOTION: "To approve the payroll manifest dated 11-27-2015 in the amount of \$20,415.79."

Motion: R. Sabourn
Seconded: B. Benton
Discussion: None.

Motion Passes: 5 - Yes, 0 - No

MOTION: "To approve the second payroll manifest dates 11-27-2015 in the amount of \$170.14."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.

Motion Passes: 5 - Yes, 0 - No

MOTION: "To approve the welfare manifest dated 11-28-2015 in the amount of \$83.47."

Motion: B. Benton
Seconded: R. Sabourn
Discussion: None.

Motion Passes: 3- Yes, 0 - No Abstained: M. Peabody and J. Demeritt

MOTION: "To approve the vendor manifest dated 11-27-2015 in the amount of \$385,216.28."

Motion: M. Peabody
Seconded: J. Demeritt
Discussion: None.

Motion Passes: 4- Yes, 0 - No

Abstained: B. Benton

MOTION: "To approve the IRS manifest dated 11-27-2015 in the amount of \$40.70."

Motion: M. Peabody

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Abstained: B. Benton

MOTION: "To approve the BOS public minutes of 11-09-2015 as amended."

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5 - Yes, 0 – No

The Board reviewed an amended request for year-end expenditure from K. McGuire, Transfer Station Manager.

MOTION: "To amend year end expenditure for \$6,430.00 to include purchase and installation for a new loader cab kit and installation for the transfer station."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Abatement Processing

TA Beaulieu mentioned a recent fire and the abatement that was completed was for higher than what was supposed to be received. TA Beaulieu explained the confusing processing of the Avitar system and the accidental refund. TA Beaulieu suggested creating a supplemental warrant to fix the abatement overpayment issued to the property owner.

MOTION: "To approve a supplemental warrant 2015 PO2 for the amount due from the property owner of PID 6/9-50 in the amount of \$394.56."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve report of timber cut for PID 17/5-21 and 17/5-21-1 for SMA Realty Trust, Richard McCoy Trustee, and the yield tax levy in the amount of 5,742.34."

Motion: M. Peabody

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5– Yes, 0 – No

Abatement Processing

TA Beaulieu explained that during the 2014 abatement process she confirmed with Dave Woodward of Avitar that all abatements were entered prior to creating the tax warrant. At that time, D. Woodward informed her that the 2014 were entered and that the 2015 did not have to be at that time. T. Beaulieu disagreed with this as it creates more work on the town end and creates confusion. She explained that this new abatement is needed to correct the values in the assessing system because Avitar did not enter the abated values into the town's system. The

Assessing Clerk is preparing a letter to the property owners informing them of the new assessed value. TA Beaulieu will inform Avitar that this process cannot be repeated next year. The Board reviewed and signed the abatement list.

MOTION: "To approve an abated amount for the following properties:

- PID 2/4-1a in the amount of \$240.00
- PID 8/9-12 in the amount of \$501.00
- PID 6/9-8 in the amount of \$413.00
- PID 13/2-2 in the amount of \$955.00
- PID 7/2-13-29-478 in the amount of \$478
- PID 7/2-13-33 in the amount of \$394
- PID 7/2-13-34 in the amount of \$394
- PID 7/2-13-36 in the amount of \$382
- PID 7/2-13-37 in the amount of \$382
- PID 7/2-13-38 in the amount of \$479
- PID 11/1-6710 through PID 11/1-6718 in the amount of \$287 for each PID.
- PID 11/1-173-1, PID 11/1-173-2, PID 11/1-173-3, PID 11/1-173-4 in the amount of \$191 for each PID.
- PID 3/8-6 in the amount of \$499.

For a total 2015 abatement amount of \$8,464.00."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve a conditional employment offer for an interim Town Clerk (open until the next election) to candidate #4 at Labor Grade 8 Step 7 at \$19.63 per hour."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 - Yes, 0 - No

MOTION: "To approve a conditional offer of employment to newly resigned Timothy Tyler to assist in the transition of the Town Clerk position as an on-call municipal clerk at a Labor Grade 4 step 7 at \$14.73 per hour."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 - Yes, 0 - No

Town Administrator Presents

Retirement Open House

TA Beaulieu informed the board that an open house for Anne Marie Foote's retirement from Campton Town Office is scheduled for December 4, 2015 from 2 to 6 pm.

Meeting Schedule

TA Beaulieu presented copies of the final 2016 Board of Selectmen meeting schedule. The Board did not have changes.

Town Clerk Position

TA Beaulieu has researched this position and has learned that the municipal agent for the Town does not have to be the Town Clerk or a resident in the Town. The board discussed the possibility of keeping Tim Tyler as the municipal agent until the next election. The Board also

discussed transferring the municipal agent title to the current Tax Collector, Desiree Mahurin to oversee the town clerk duties. After discussion, the Board agreed that this option makes sense for the Town. TA Beaulieu will provide paperwork to sign at the next meeting to move forward.

Chief Defosses called to cancel the meeting with the Selectboard as the draft Intergovernmental Agreement was not completed. TA Beaulieu also requested the monthly reports that have not been received. TA Beaulieu provided copies for the Board to review. The Fire Department computer system was down and Chief Defosses submitted a letter to the board informing them that budget lines for audit, chief expenses, other supplies and miscellaneous expenses have been over expended by \$50 to \$300, and budget lines for legal expenses, vehicle maintenance, and health safety have been over expended by \$600 to \$7,000. Chief Defosses does not anticipate any other lines other than fuel to be over expended at this point and hopes that revenues will offset the expenses. A 2015 monthly list of expenditures was also submitted for the Board to review.

SELECTMEN COMMENTS

Millbrook Culvert Project at Hazelton and Millbrook Road

R. Sabourn informed the Board that he has an update regarding the culvert discussion held in September. R. Sabourn discussed the flooding problem with two different engineers, Sean Sweeney from Headwaters Hydrology PLLC and Joe Ballestero from Madbury, NH. He updated the Board as to his discussion with an engineer regarding the culvert being too small and constricting for the water flow which will include a water study and other hydraulic studies as well as options to prevent Millbrook flooding. R. Sabourn discussed the proposal received from Headwaters Hydrology. The Board agreed to hire J. Ballestero for the project due to the information submitted and hopes to encumber funds for this project from the highway department budget. The Board agreed to have R. Sabourn follow up with this project and to request a contract from Engineer Ballestero.

Flag Pole Update

The old town house flag pole has been installed and was moved to behind the back stop. The Board agreed with Chief Diamond's decision to relocate the pole as there is more activity in that area of the ball field rather than out front. M. Peabody suggested that a bench in the same area would be a nice addition. The Board agreed that this would be a good addition.

Beautification Committee Update

M. Peabody informed the Board that the beautification committee would like to install Welcome to Thornton signs, and these funds will have to be encumbered. R. Sabourn suggested that a contract for the signs be in place for the encumbrance. *The Christmas tree lighting will be on December 9, 2015 at 4:30 p.m.*

PUBLIC FORUM:

No input.

5:00 P.M. MOTION: "To adjourn."

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

Respectfully submitted,


Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
Monday - November 23, 2015
12:00 Noon

Public Input is not permitted throughout the Selectmen's meeting unless requested by the chairman of the board. Public forum is scheduled for the public to have a 5 minute discussion period. If the individual requires more than 5 minutes we request that you schedule as an agenda item.

12:00 Pledge of Allegiance

12:00 P.M. Selectmen Work session

Review documents in the following folders:

Payroll/Vendor Manifest

BOS Motion/Sign Folder

Signature Folder

Action Folder reviewed by Board for presentation by the Town Administrator later

Zoning Enforcement Folder

Planning Director's Folder

Minutes Folder

Mail Folder – initial top right corner of each mail item to allow filing

12:45 P.M. Work session Closed

12:45-1:00P.M. Selectmen motion and sign the payroll manifest
Selectmen motion and sign the vendor manifest
Selectmen motion and sign the minutes in the folder
Selectmen process the work supplied by Nancy Decoteau in the Z.E. Folder
Selectmen process the work supplied by Brian Regan in the Planning Director Folder
(Items from above folders that require lengthy discussion will be reviewed after the agenda appointments)

1:00 P.M. **Non-public session pursuant to RSA 91-A: 3, II (b= hiring= reputation, e= legal)**

1:45 P.M. Town Administrator presents Action Folder Items
Town Administrator presents

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

2:15 PD Part Time Hire

2:30 Police Department Cruiser analysis and cost to the annual budget

Board of Selectmen Item Discussions

Public Forum

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 23, 2015
SIGN IN SHEET (Please Print)

1	<i>Byrd Rose</i>	25
2	<i>R. [unclear]</i>	26
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