



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on: 12-21-15
BOS Initial: JP
Rec'd by Town Clerk on: 12/23/15
Town Clerk Initials: Age

**Board of Selectmen Meeting Minutes
December 9, 2015**

4:30 P.M. Tree Lighting Ceremony at the Town Hall

5:00 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, and Selectwoman Marianne Peabody.

STAFF PRESENT: Tammie Beaulieu, Town Administrator

ABSENT: Selectman Jim Demeritt

ACTION FOLDER

MOTION: "To approve the payroll manifest 12-10-2015 in the amount of \$31,930.26."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the public minutes of the Board of Selectmen Meeting minutes of November 23, 2015 as amended."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the welfare manifest 12-11-2015 in the amount of \$1,100.09."

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody

ACTION FOLDER:

MOTION: "To hire Brooke Rose as the Interim Town Clerk at labor grade 8 step 7 starting December 21, 2015."

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

Planning Board Recording Process

The board discussed the practice of recording items at the Registry of Deeds. The Board agreed that items requiring recording shall be mailed through the postal service rather than hand delivered to the Registry of Deeds by town employees.

MOTION: "To approve a timber tax levy warrant for Jeraldine Ballou Map 9 lot 1-6 in the amount of \$944.95."

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

MOTION: "To hire Andrew Vermeersch as the part time police officer at Labor grade 6 step 12."

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

MOTION: "To approve an abatement for map 6 lot 9-8 for Nancy Cuggino In the amount of \$399.00."

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

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

6:00 p.m. Supervisors of the Checklist

Present: Gloria Kimball, Cindy Steele, Mary Pelchat

The Supervisors would like to have the primary election at the school due to a better streamlined process at the school rather than at the town. Their concern is the congestion and lack of privacy for voters when the Supervisor's table is set up in the hallway. They also believe the presidential primary will bring out many voters.

Chairman Paul-Hilliard discussed the possibility of allowing town staff to take the day off so that the Supervisors of the Checklist can use the counter windows to check in voters. The Board discussed this idea and agreed that the town office staff should have a paid day off to allow the Supervisors to use the office area, including the counter windows and a sectioned off area in the office for those registering to vote. This process would make voting easier. TA Beaulieu will create an arrangement to designate the area in the office to be used for new registered voters

to complete their paperwork. The Board agreed to advertise the closing of the Selectmen's office and the Town Clerk/Tax Collector offices in the local newspaper.

Selectman Peabody swore in the new Moderator, Robert Macleod into office. The Supervisors of the Checklist signed the appointment form and welcomed R. Macleod to his new position.

6:15 Public Hearing per RSA 41:14a-Acquisition of Bradley land

TA Beaulieu explained that a change in the thought process forwarded from Selectmen Sabourn. He has suggested acquiring a perpetual easement does not require a public hearing. Selectman Sabourn explained that there is no benefit to acquiring this small piece of land. He recommended that having a perpetual easement to maintain the turn-around area would be a better course of action rather than acquiring the land. Ralph Bradley has agreed to an easement.

MOTION: "To approve closing the public hearing."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Action folder continued

MOTION: "To approve the vendor manifest 9-18-2015 in the amount of \$738,383.06."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Primex – Prime rate requirements

TA Beaulieu informed the board that staff is working on forwarding all the items requested by Primex to allow the Town to receive prime rates for the 2015 liability insurance. The Board reviewed a seatbelt policy and a slip, trip, and fall policy. TA Beaulieu explained that the rates have increased for next year unexpectedly and she will research options for the town.

MOTION: "To approve the Town Seat Belt Use Policy."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the Slip, Trip, and Fall Policy."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

6:30 CIP 2016 Budget

Present: Cindy Schofield, Jim Demeritt (on phone conference at 6:30 p.m.), Dennis Gravel, and William DeLeo

The Board reviewed the CIP proposed budget. C. Schofield presented their budget.

Discussion continued on the warrant articles and accounts created. TA Beaulieu will provide

copies of warrant articles related to the creating of the capital reserve accounts for CIP members. The committee requested that departments provide budget information and quotes for items that departments request to be included in the capital reserve program as additional explanations for funding requests. The Board agreed that this is a reasonable request.

7:00 p.m. Bid Opening 22 Sleepy Hollow Rd PID 11-3-120
The Board did not receive any bids to open.

7:15 p.m. Fire Department 2016 Budget Presentation
(Present: Chief Defosses, Deputy Ian Halm)

Chief Defosses met with the Board to discuss the 2016 proposed Fire Department budget. The Board noted a \$71,000 increase in the bottom line for the proposed budget. The Board discussed the rate of pay for per diem personnel. The Board and the Chief agreed that the rate of pay may need to be increased to retain per diem personnel but also needs to keep the other budget lines low to offset an increase in pay. The Board also discussed the on-call rate of pay and agreed that the rate is low. The full time officers are paid fairly with benefits and the part time or per diem firefighters are paid much less even though the town saves money by not funding benefits. Chief Defosses explained that the budget was increased due to the department needing a new computer network server. He is exploring the option to lease a server rather than purchasing which would be more cost effective.

The board requested a breakdown of current budget figures as they do not receive these on a regular basis as they do with other departments. R. Sabourn asked if some of the equipment budgeted for in 2016 can be purchased this year in an effort to offset a potential increase in salary for per diem and part time officers. Chairman Paul-Hilliard stated that the Board would like to see less of an unspent fund balance each year. Chief Defosses explained the current amounts in his 2015 budget and will see where he can offset the proposed salary increase in the 2016 budget.

8:00 p.m. FD Intergovernmental Agreement
Present: Chief Defosses, Deputy Ian Helm

Chief Defosses met with the Board to discuss the proposed revisions to the Intergovernmental agreement as forwarded by the Fire Department legal counsel. The Board agreed to the change in process and recommended that this change be incorporated into a new agreement that will be signed by all three boards.

8:15 p.m. FD – CERT trailer – MOU
Present: Chief Defosses, Deputy Ian Helm

The Board reviewed and discussed the Memorandum of Understanding received from the Red Cross. Chief Defosses will contact Red Cross to receive more information as to what is expected in the event items in the cert trailer are damaged as the contents will be owned by the Red Cross.

8:30 p.m. Highway Department 2016 Budget Presentation
Present: John Kubik Jr.

RA Kubik presented his proposed 2016 budget for the Board to review. RA Kubik presented a working draft of a road listing that includes work completed, repair status and need, as well as additional information to help him prepare a road plan to improve the infrastructure in the town each year. RA Kubik is including additional funds in his paving budget to improve the roads each year. He would like to continue with reconstructing Mill Brook as well as some repair of other areas in high need such as Judges Road. The Board agreed that an infrastructure plan is a good investment for the town. The Board discussed the importance of completing budgeted

projects during the budget year. Chairman Paul-Hilliard stated that the Board would like to see less of an unspent fund balance each year. The Board was pleased with the proposed road plan.

TA Reports

Preliminary Budget

TA Beaulieu informed the Board that they have copies of the 2016 preliminary budget to review.

Police Department Full-time position

Chief Diamond submitted the analysis requested at the boards previous meeting for TA Beaulieu to distribute. The Board discussed the new full time PD officer position discussed at the previous meeting. The Board agreed that they needed to take the analysis home to review and will discuss at an upcoming meeting. Board will decide if this should be included as a warrant article or as an addition to the PD budget during a future board meeting.

Transfer Station Employee Accrued Vacation

TA Beaulieu reminded the Board of a previous discussion referencing a TS attendant denied his vacation as requested. The Board discussed that employees should take their vacation time in a scheduled timely manner throughout the year. The Board agreed to pay the employee for 80 hours of vacation time and 40 hours will carry forward to next year. The Board agreed that the TA should send a letter to the employee explaining that his vacation time must be used by the end of the year from this point forward.

Chickenboro Road

TA asked for an update for budgeting purposes on Chickenboro Road. R. Sabourn was informed that J. March completed the survey for Mr. Baldwin. T. Baldwin has not responded to the Town after the survey was completed. The Board agreed to put \$2,000 in the 2016 legal settlement account.

Mill Brook Culvert

The Board discussed the Mill Brook Culvert project. R. Sabourn stated that the initial price of under \$10,000 quoted by Engineer Ballestero was different when the contract was received. The Board agreed to contact Mr. Ballestero to ask him to honor his quote of under \$10,000. R. Sabourn will follow up. It was agreed that this negotiation is late and probably cannot be encumbered from the Highway 2015 budget as previously suggested.

Selectmen Comments

R. Sabourn informed the Board that a disgruntled tax payer paid his tax bill intentionally with change resulting in many hours of productive work lost by employees. The Board discussed options to prevent this in the future.

LAND USE REPORT

ZCA Applications

The board reviewed the ZCA application file.

MOTION: "To approve the ZCA Application # 2015-39 for Map 16 Lot 6-25 on 102 Mad River Road for Dale & Nicole Merrill, for 15 x 25 shed – Sugar house."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the ZCA Application # 2015-40 for Map 17 Lot 18-1 on 39 Holland Trail for Tim & Laura Corbitt, to remove/repair front porch and to repair/replace patio doors."

Motion: B. Benton

Seconded: M. Peabody

Discussion: The BOS would like to know why a ZCA was required if the repair or replacement of an existing structure.

Motion Passes: 4 – Yes, 0 – No

Enforcement

Police Department inspection of Hotel/Motel Temp Lodgings:

The Board reviewed and signed letters to hotel/motel owners in compliance submitted for review/signature:

Gilcrest Cottages & Motel	PID #15/3-1	2378 US Rt. 3
Shamrock Motel	PID #10/10-1	2913 US Rt. 3
Pine Valley Cabins	PID #6/4-1	3466 US Rt. 3
Pioneer Motel	PID #6/7-2	3682 US Rt. 3

The Board will review the following letters at the next meeting:

Blake Mountain Motel/Cottages	PID#15/4-15	2635 US Rt. 3
Valley Brook Cottages	PID# 10/9-19	2901 US Rt. 3

Selectmen Comments

Beautification Committee presented a quote for proposed town welcome signs for \$372 which does not include the posts.

10:26 p.m. MOTION: "To adjourn."

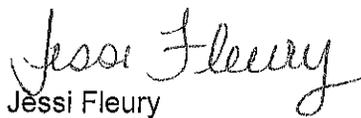
Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

Respectfully submitted,


Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
December 9, 2015
5:00 PM

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.

4:30 PM Christmas Tree Lighting

4:45 Pledge of Allegiance

4:45 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

5:30 P.M. Work session Closed

5:30-5:45 P.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)

5:45 P.M. Town Administrator presents Action Folder Items
Town Administrator presents

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

6:00 Supervisors of the Checklist
6:15 Public Hearing per RSA 41:14a-Acquisition of Bradley land
6:30 CIP 2016 Budget
7:00 Bid Opening 22 Sleepy Hollow Rd PID 11-3-120
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8:00 FD Intergovernmental Agreement
8:15 FD – CERT trailer – MOU
8:30 Highway Department 2016 Budget Presentation

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
December 9, 2015
SIGN IN SHEET (Please Print)

1	<i>Glenn Kuntze</i>	25
2	<i>Cindy McAuley</i>	26
3	<i>Mary Delchat</i>	27
4	<i>Bob MacLeod</i>	28
5	<i>D. Grand</i>	29
6	<i>Bill DeFeo</i>	30
7	<i>Cindy Schofield</i>	31
8	<i>Daniel DeForres</i>	32
9	<i>Ian Halm</i>	33
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