



Approved on: 1-20-16
BOS Initial: JPL
Rec'd by Town Clerk on: 1/25/16
Town Clerk Initials: BSP

**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
January 6, 2016**

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, Jessi Fleury, Board Secretary
ABSENT: Selectman Jim Demeritt

ACTION FOLDER

MOTION: "To approve the payroll manifest dated 1-8-2016 in the amount of \$23,311.29."
Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 3 – Yes, 0 – No Abstained: J. Paul-Hilliard

MOTION: "To approve the 2015 vendor manifest 1-8-2016 in the amount of \$160,121.91."
Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 3 – Yes, 0 – No Abstained: R. Sabourn

MOTION: "To approve the 2016 vendor manifest 1-8-2016 in the amount of \$33,277.78."
Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the public minutes of the Board of Selectmen Meeting minutes of December 21, 2015 as amended."
Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the 2015 welfare manifest 1-9-2016 in the amount of \$650.00."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

ACTION FOLDER:

ZCA FOLDER

No new items

Special event checklist – Duane Johnston – PID 15-4-24

The Board reviewed a special event checklist for an Old Snow Traveling Vehicles meet and show event. After review, the Board concluded that no permit or public hearing is necessary.

Transfer Station - Monitoring Wells

MOTION: "To request the treasurer to withdraw \$646.00 from the NH Deposit Investment Pool account for the complete 2015 Thornton Landfill monitoring tasks."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Veteran's Tax Credit Removal

Dave Woodward of Avitar Assessing visited a property at 8 Guadet Lane (PID 17/13-1). A letter was forwarded to the Board from Avitar explaining that the property is in complete disrepair and cannot be a primary residence. D. Woodward recommended that the veteran tax credit be removed from this property.

MOTION: "To remove the Veterans Credit from PID 17/13-1 as suggested by Avitar."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Special Event final review

The Board reviewed two special event licenses for the Pemi-Valley Bluegrass Festival and the Boogie 'N Blues Festival. The licenses were processed with conditions.

TA Reports

2015 Encumbrance List

TA Beaulieu presented the 2015 Encumbrance list as follows:

LWJ Construction – GGB	\$4,000
LHS – Elections	\$3,700
BlumShapiro – Finance Admin	\$3,229
Streamworks, PLLC – Highway	\$9,900
HP Fairfield, LLC – Highway Dept.	\$8,575
NH Correctional – Beautification	\$372
The total encumbrance amount of	\$29,776.00

MOTION: "To approve the total 2015 encumbrance list of \$29,776.00."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Library/School Agreement

TA Beaulieu informed the Board that the Library has not submitted a renewed town (library) /school agreement. The Board will discuss the status of the agreement and the process during the next scheduled board meeting after budget discussions with the Library.

Abatement Appeal

T. Beaulieu stated that the Town Assessor discussed an abatement appeal that is in mediation for 204 Johnsonbrook Road. According to a survey map, the property does not qualify as a waterfront property as previously assessed. The assessor would like to offer a reduction to the assessed value in the amount of \$52,500 in hopes of settling. The Board agreed.

State Primary Election – September 13, 2016

The Board agreed to discuss how the new accommodations made for this February election work out before deciding if additional accommodations in office hours should be made for future elections held at the town hall.

Time Warner

The Board discussed the increasing rates for cable services. TA Beaulieu reported that the original monthly cost was \$50.99 for all of town hall. The monthly premium increased to \$109.99 mid 2015 due to the Town Clerk needing a change in the band width for Static IP per state requirement for motor vehicle processing. Due to the network running poorly Certified has suggested a wider band and TW will charge \$159.99. TA also reported that there has been an additional \$83.99 per month signed and implemented by the Police Department. She was not involved in that contract. The Police Department and Time Warner are researching a correction but TA is not paying the \$83.99 in 2015 and not budgeting that portion in 2016. TA has budgeted \$159.99 in hopes that the system will finally be corrected.

Certified Computers Update

TA Beaulieu informed the Board that a quote to update the computers in the Selectmen's business office from Windows 7 to Windows 10 was received by Certified Computers in the amount of \$2,420.00. She explained that the quote does not include a charge for the Windows software, however if it is done in 2016 there will be a charge for the software as well as the installation fee. TA Beaulieu informed the Board that the staff is agreeable to not upgrade all computers, but would like the Board's input and TA feels that when the town does upgrade that all town computers be completed at the same time.

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

6:00 p.m. Planning Board 2016 Budget

Present: Brian Reagan

B. Reagan met with the board to discuss the proposed 2016 budget. TA Beaulieu explained that the salary and benefits for Planning Board staff have been included in the Planning Board budget. B. Reagan informed the Board the training and mileage line has increased due to court attendance expense. Legal budget line has increased due to cases pending. Other budget lines have been reduced where possible to offset the increase. B. Reagan explained that the Zoning Board legal line has also been reduced to offset the legal increase for the Planning Board.

TA Beaulieu explained that a map cabinet is of high need to organize old maps. This expense could be shared between three departments (Planning Board, Zoning Enforcement and Selectmen's Office) at \$1,200 each. The other item of need is a large posting cabinet as the current one is too small to meet the amount of posting for public meetings.

B. Reagan referenced the Board's previous question as to why he drives the approved plans to the Registry to be recorded. B. Reagan explained why he started this practice. R. Sabourn discussed that the cost of transporting plans to the Registry is not necessary and recommended that the plans be mailed to the Registry.

The Selectboard approved the \$49,645 as a bottom line for the Planning Board.

6:15 p.m. ZBA & Zoning Enforcement 2016 Budget

Present: David Gravel and Nancy Decoteau

N. Decoteau discussed the proposed 2016 budget. The mapping file portion of \$1,200 was also included in the budget.

The Board approved a total amount for 2016 Zoning Enforcement Budget of \$3,950.00

D. Gravel informed the Board that the Zoning budget has remained low due to the enforcement of the Selectboard. D. Gravel explained that the \$10,000 budget for legal services in 2015 has not been expended and was reduced to \$5,000 for the 2016 budget. This reduction offsets the legal increase noted in the Planning Board budget.

6:30 p.m. Transfer Station 2016 Budget

Present: Kevin McGuire, Bill Murray

K. McGuire met with the Board to discuss the proposed transfer station budget for 2016. K. McGuire is applying for a grant (America the Beautiful) for the compactor for 2016.

K. McGuire informed the Board that a plow blade was donated to the Transfer Station. J. Paul-Hilliard asked the value of the plow blade that was donated. The Board of Selectmen explained that any donation of value more than \$10.00 needs to be accepted by the Board of Selectmen on behalf of the Town rather than Department Heads.

MOTION: "To accept a plow blade as a donation to the Transfer Station."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

The Board discussed the holiday pay and overtime budget lines. Employee benefits and insurance costs have also been added to the TS Budget.

The preliminary budget for the Transfer Station is \$190,879 and \$232,001.00 for solid waste, with the final budgets to be reviewed by all three boards of selectmen at the next Monday night meeting scheduled in Campton.

7:30 p.m. Police Department 2016 Budget

Present: Chief Diamond

TA Beaulieu explained that the salary and benefits for Police Department staff have been included in the Police Department budget, similar to all other departments this year.

Chief Diamond discussed the legal increase. The prosecution fee has increased. Unexpected legal expenses were included by Chief Moller for unforeseen expenses. Chief agreed to reduce the legal line to \$2,000.

The Board discussed adding a full time officer position in the operating budget or as a warrant article. R. Sabourn supports a full time position and would like to see the full time position presented in the warrant article. The Board agreed that the full time officer position should be voted on by the townspeople with full support of the Selectboard. The Board agreed to remove the upgrading of Windows operating systems for the Police Department and the Selectmen's office budget.

The Board and Chief Diamond discussed additional reductions to agree on a preliminary 2016 budget of \$537,775.00.

8:30 p.m. Health Department 2016 Budget (and COLA discussion)

Present: Marianne Peabody

M. Peabody decreased the health department budget from 2015. The board agreed to the proposed budget.

2016 COLA

The Board discussed giving a COLA to staff. TA Beaulieu informed the Board that without an updated wage plan study a COLA would boost morale for staff. The Board discussed a 1.5% and a 2% COLA. After discussion, with the consideration of the increase in insurance costs for employees the Board agreed to a 2% COLA increase for all staff.

8:45 Welfare Department 2016 Budget

Present: Marianne Peabody

M. Peabody decreased the 2016 Welfare Budget. The Board agreed to the proposed budget amount.

9:00 p.m. Draft Warrant Article Discussion

TA Beaulieu is working on the draft warrant articles and will include the full time police officer article for the Police Department.

Selectmen Comments

Chairman Paul-Hilliard asked that the Moderator begin with the Pledge of Allegiance at Town Meeting this year.

9:36 p.m. MOTION: "To adjourn."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
January 6, 2016
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.

5:00 P.M. Pledge of Allegiance
5:00 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

5:30 P.M. Work session Closed

5:30 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 Planning Board 2016 Budget
6:15 ZBA & Zoning Enforcement 2016 Budget
6:30 Transfer Station 2016 Budget
7:30 Police Department 2016 Budget
8:30 Health Department 2016 Budget
8:45 Welfare Department 2016 Budget
9:00 Draft Warrant Article Discussion

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

January 6, 2016

SIGN IN SHEET (Please Print)

1	David Gravel	25
2	Brian Regan, Planning Dir.	26
3	K M Lurie	27
4	WILLIAM MURRAY	28
5	R. [Signature]	29
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