



Approved on: 2-3-16
BOS Initial: JPH
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Town Clerk Initials: CRK

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 20, 2016

12:00 p.m. The Selectboard attended a training on the new tabulator for elections.

3:00 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 2016 payroll manifest dated 1-22-2016 in the amount of \$21,773.01."

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

MOTION: "To approve the 2016 vendor manifest dated 1-22-2016 in the amount of \$340,990.83."

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

MOTION: "To approve the 2015 vendor manifest dated 1-22-2016 in the amount of \$20,327.19."

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

MOTION: "To approve the final 2015 welfare manifest dated 1-23-2016 in the amount of \$600.00."

Motion: R. Sabourn
Seconded: B. Benton

Discussion: None.

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

MOTION: “To approve the public minutes of the Board of Selectmen Meeting minutes of January 6, 2015 as amended.”

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

ACTION FOLDER:

ZCA FOLDER

The Board reviewed zoning compliance applications.

MOTION: “To approve three ZCA’s from LCJ Holdings LLC to build a 4 bedroom single family home at Fox Run Condominiums: ZCA #2016-01 for PID 16 /1-7-04 OFR-01, ZCA #2016-02 for PID 16 /1-7-04 OFR-03, and ZCA #2016-03 for PID 16 /1-7-04 OFR-05.”

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Pope Auto Sales

N. Decoteau and B. Regan provided an update on the ZBA case for Pope Auto Sales. M. Peabody discussed the history of Pope Auto Sales. Attorney Bolt will review the materials and determine the best course of action.

Valley Brook and Blake Mountain Discussion

Present: N. Decoteau

The Selectboard reviewed information relative to zoning non-compliance issues during a previous meeting. Chairman Paul-Hilliard stated that some compliance issues have been met, however most have not. The Blake Mountain Cottages and Valley Brook do not have a state license to operate as a hotel/motel from the State or approval from the Planning Board for long term housing rentals. N. Decoteau asked the Selectboard if they would like a notice sent to the owners encouraging them to obtain approval with the reminder that a fine could incur if compliance issues are not addressed. Chairman Paul-Hilliard stated that the ordinance is in place and the community needs to be in compliance. R. Sabourn agreed that the Board has an obligation to enforce the zoning ordinance. He also mentioned that there are other compliance concerns in town. N. Decoteau stated that the Board addresses the compliance issues based on the concerned citizen forms received and are not actively hunting for non-compliant situations.

The Board agreed to move forward with a certified letter to Valley Brook and Blake Mountain Cottages informing them of their non-compliance situations that the legal proceedings will commence if appropriate action is undertaken within 60 days to correct the violations.

Northern Pass Committee – Peter Grout

Chairman Paul-Hilliard informed the Board that he received a certified letter asking that the local municipalities become more involved with the intervening process of the Northern Pass. He acknowledged receipt of the letter. The Board agreed not to take a position on the Northern Pass project.

MOTION: “To approve a Notice of Intent to Cut Wood or Timber for owner Roy Sabourn PID #3/3-7.”

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

Motion Passes: 3 – Yes, 0 – No

Abstained: R. Sabourn

ZBA Appointment

TA Beaulieu informed the Board that Joan Marshall has expressed interest in serving on the Zoning Board for another three year term and Sky Bartlett has submitted interest in the alternate position.

MOTION: “To approve an appointment for Joan Marshall as a member of the Zoning Board of Adjustment for a three year term to expire March 8, 2019.”

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

Motion Passes: 4 – Yes, 0 – No

MOTION: “To approve an appointment for Sky Bartlett as an alternate member of the Zoning Board of Adjustment for a three year term to expire January 20, 2019.”

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

Motion Passes: 4 – Yes, 0 – No

The Selectboard signed both appointment forms.

Citizen Communication

Howard Clement submitted a letter referencing the NH-DRA worksheet regarding the tax rate setting process. He asked the Selectboard to make sure there is a record in the Town Report that reference’s surplus as well as a warrant article to address budget surplus and contingency funds. The Board acknowledged the letter. The Board agreed during a public meeting that information would be included in the Town Report referencing the budget surplus. The Board also agreed that they would not partake in a warrant article on their behalf to manage town funds that are already being managed. The Board discussed that this conversation and request has come to the Board’s attention for at least 8 years from the same citizen and all Boards during these years have agreed that funds are being handled appropriately by the town.

CIP Discussion

B. Regan informed the Board that Cindy Schofield has met with the Planning Board as she was looking for new members for the CIP. There was also confusion as to which Board appoints CIP members and the budget process. B. Regan informed the Board that if a town has a master plan on record, then they may establish a capital improvement committee. The Planning Board was authorized to be the capital improvement committee. There is a second option in the governing RSA to allow one member of the Planning Board as well as other appointed members. B. Regan discussed this with LGC and was informed that the Planning Board can

appoint their own member but not the remainder of the members. The governing body would need permission in a warrant article to appoint members. The Selectboard agreed that this warrant article is necessary so that they keep the current valuable members and to continue to allow the program to run so well.

B. Regan mentioned that the current bylaws that were created should be updated by the Selectboard and could serve more as guidelines to help the committee with future goals. The Board discussed that Planning Board members or Selectboard members serving on the CIP should be cognizant that they are one member of a board and not acting on behalf of the entire Board. TA Beaulieu also recommended that any communication between the CIP and Selectboard or Planning Board should be made from the entire CIP committee to reduce the chances of any discrepancy in information. The Board agreed to have a warrant article created, and encouraged the TA and Planning Director to work with current CIP members to create better guidelines and to improve working relationships.

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

4:30 p.m. Tax Collector 2016 Budget

Present: Desiree Mahurin

D. Mahurin met with the Board to discuss the proposed 2016 tax collector budget. The equipment line increased due to anticipated purchase of a computer, training line increased slightly to include additional training.

The Board agreed to the Tax Collector budget as proposed.

4:45 p.m. Town Clerk & Elections 2016 Budget

Present: Desiree Mahurin

D. Mahurin discussed the town clerk and election budget. The board reviewed the tabulator expense line. An amount was estimated for service since this is a new service. The Board informed the TA that the tabulator machine stand left at the town hall appears to be in used condition. TA Beaulieu will contact the company to discuss the condition of the machine and the stand. The Board also discussed the amount of ballot clerks that are present during election. The Board agreed to the proposed budgets.

5:00 p.m. Town Administrator presents remaining 2016 Budget Accounts

TA Beaulieu discussed the executive section of the budget. The increase in budget reflects the rate for health, dental, and FICA per position.

Professional Services

The board reviewed the financial budget, the increase noted is in professional fees and a breakdown of services was provided to detail the costs. The Board agreed that the wage study would be beneficial to employee morale to reassure that wages are competitive. Chairman Paul-Hilliard also suggested implementing evaluations in the future. The Board discussed how this might help employees excel in their position. Also included in the professional services budget is equipment purchase and rental. The line includes a replacement computer and printers as well. Time Warner fees have increased from last year as well.

The supply and postage budget lines have been reduced.

Legal

The legal settlements were reduced by \$1,000 to reflect the current status of the Chickenboro Road dispute. Personnel Administration was brought to zero due to including these figures in individual department budgets.

Grant

The Board discussed the expected grant budget, specifically the Police Department and Transfer Station grants. TA Beaulieu will speak with the auditors to determine the appropriate process if the town anticipates grant funds.

The Board continued to discuss budget lines. The Board discussed the stipend amount for the Emergency Management Director position with the assistance from Sandy Moulton.

General Government Buildings and the Capital Reserve budget

The Board discussed the General Government Buildings and the Capital Reserve budget and agreed to keep the funds as presented. CIP recommended removing the transfer station project from CIP plan due to being unsure of the other town funding capabilities. The information submitted from CIP is unclear as to if they want to remove that expense or schedule it to another year. The Board agreed that these expenses need to be scheduled in the CIP even if the year of expense is changed. After a lengthy discussion, the Board agreed to tentatively schedule another meeting for next Thursday, January 28, 2016 at 2:30 p.m. to discuss the CIP with the committee.

TA Beaulieu asked R. Sabourn if he would still like to review the other department budgets again as mentioned during the previous meeting. R. Sabourn will review the department budgets again and discuss any additional reductions during the meeting on Thursday, January 28, 2016 at 2:30 p.m. TA Beaulieu will contact the CIP to see if they can attend.

6:00 p.m. 2016 Warrant

The Board reviewed the preliminary warrant.

6:30 p.m. Police Chief Diamond - Grant Update/Capital Asset order approval

Present: Chief Diamond

Chief Diamond informed the Board that he would like to order one of the new cruisers scheduled in the CIP plan. It will take eight weeks to have the vehicle ready and equipped if a vehicle is in stock. Chief Diamond would like to order the second vehicle to have it ready by June. The Board discussed that the CIP budget has to be approved at town meeting to allow funds for the second vehicle. Chief explained that the second vehicle can be ordered now, and the purchase company understands that if the budget is not approved, the vehicle can be sold to another department. The Board agreed to begin the purchase processes. The Board informed Chief Diamond that they will be meeting on January 27, 2016 and can approve the withdrawal amount for the first cruiser. A letter will be forwarded with the exact amount to the Trustees of Trust Funds after the January 27, 2016 meeting.

Chief Diamond presented communication correspondence between him and CCI regarding the generator grant and the hardening grant. CCI forwarded an updated cost sheet for both projects, and it was presented to the Board. A \$4,696 cost increase was reflected and Chief Diamond encouraged CCI to honor their previous quote as this was the amount budgeted. The cost increase of \$4,400 is associated with sub-contractor cost. Chief Diamond asked Road Agent Kubik if he was capable of performing the site work. RA Kubik agreed that he is able and willing to do this work and was surprised at the cost increase for this type of work.

This \$4,400 savings from the generator site work would essentially offset the additional cost for the hardening project. Chief Diamond stated that if the RA can complete the site work then he can find the estimated additional \$200 needed in his department budget. The Board reviewed the updated cost from CCI. R. Sabourn discussed the need for more information and a more

detailed explanation of the cost is associated with the project. R. Sabourn would like to know what the total increased cost is to the project if the Road Agent does the site work as the information from CCI is not clear. The Board agreed to ask CCI attend the January 28th meeting to answer questions and explain the figures.

Chief Diamond informed the Board that the internet/cell phone budget was increased to \$5,000 during the previous 2016 budget meeting. He has been working with US Cellular, and would like to add a phone for Corporal Gilman as well as himself. Chief Diamond was able to create a plan that would allow this additional phone along with other services needed to be within the budget line.

Chief Diamond informed the Board that he would like to move forward with the Wex Program for fuel, the security features are the same as what is in place now, with a vehicle card and officer number. This would provide lower fuel expenses with a lower contract rate at local gas stations. A setup fee of \$49.00 would apply that also supplies a monthly use breakdown. The Board agreed to this new program.

Chief Diamond confirmed that he is prepared to explain the request for a new officer position at town meeting and will provide additional information to the Selectboard next week.

7:00 p.m. Library 2016 Budget

Present: Nina Sargent, Carolyn Piantedosi, Diane Gravel, Anita Ross

N. Sargent informed the board that the budget has been level funded other than a small increase of \$800 was included. N. Sargent updated the Board that she is researching retirement options for the Library employees. It was stated that options will not create a retroactive payment situation. The Board reviewed the budget. The training line has increased to accommodate a certification for Susan Bigl. The plowing line has also increased.

TA Beaulieu asked the status of the joint funding agreement renewal. It was discussed that the contents of the building insurance with the SAU has been a concern and this is being addressed before the new agreement can be signed.

TA Presents

Audit Contract

TA Beaulieu presented the 2015 audit contract with Plodsik and Sanderson LLC for signature, in the amount of \$14,000. TA Beaulieu informed the Board that Des Mahurin has contacted the State for historical ballot information to be displayed at the town hall and for inclusion in the 2015 Annual Town Report.

Municipal Agent

TA Beaulieu informed the Board that the State has given approval for Desiree Mahurin to be the Town's Municipal Agent.

Transfer Station – Waste Transportation

TA Beaulieu informed the Board that the bulky waste transportation and disposal information was presented to the Selectboard from K. McGuire, Transfer Station Manager. The Board agreed to review the information and discuss at a future meeting.

7:45 p.m. TS Grant Application – New Hampshire the Beautiful \$18,150.00

K. McGuire, Transfer Station Manager submitted a NH the Beautiful Recycling Equipment Grant application in the amount of \$18,150 relative to the recent purchase of the new compactor. The Board reviewed the grant.

MOTION: "To approve the Transfer Station manager to move forward and process the NH the Beautiful Recycling Equipment grant application for a PTR4 yard compactor."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Warrant Review and Discussion

The Board agreed to review the warrant prior to the next meeting. TA Beaulieu informed the Board that the solar energy systems will be assessed statewide. The assessor recommended that the Selectboard submit a warrant article to adopt a policy on solar energy tax credits. The Board discussed the tax credit warrant article versus solar panels being a taxable assessment. The Selectboard will discuss further at their next meeting.

8:26 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 20, 2016
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.

Noon to 2:00 Tabulator Training Session
2:30-3:00 Lunch
3:00 P.M. Pledge of Allegiance
3:00 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 & Planning Director's Folder
Minutes Folder
Mail Folder – initial top right corner of each mail item to allow filing

4:00 P.M. Work session Closed

4:00 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)

4:15 P.M. Town Administrator presents Action Folder Items
Town Administrator presents

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

4:30 Tax Collector 2016 Budget
4:45 Town Clerk & Elections 2016 Budget
5:00 Town Administrator presents remaining 2016 Budget Accounts
6:00 2016 Warrant
6:30 Police Chief Diamond – Grants update and Capital Asset order approval
7:00 Library 2016 Budget
7:30 Selectmen motion the 2016 Budget and Warrant to be presented at the Budget
Public Hearing on February 3, 2016 at 7:00 PM
7:45 TS Grant Application -New Hampshire the Beautiful \$18,150.00

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 20, 2016

SIGN IN SHEET (Please Print)

1	<i>[Signature]</i>	25
2	<i>[Signature]</i>	26
3	<i>Anita C. Ross</i>	27
4	<i>Diane Havel</i>	28
5	<i>Carolyn Piantadosi</i>	29
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