



Approved on: 2-17-16
BOS Initial: JPK
Rec'd by Town Clerk on: 2/17/16
Town Clerk Initials: RJP

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 28, 2016

2:30 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

Enforcement Folder

The Board reviewed two enforcement letters. TA Beaulieu explained that Chief Diamond and Corporal Gilman began a compliance check on the hotels/motels in town. Chief Diamond informed seven or eight property owners of items needing attention to be in compliance. The Police Department made a second visit to the properties to verify that compliance issues had been corrected. All but two properties made the necessary changes. Letters have been drafted to the two property owners that are not in compliance.

MOTION: "To sign and mail the two non-compliant letters to the two properties."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4– Yes, 0 – No

ACTION FOLDER

Joint Board Meeting

TA Beaulieu informed the board that the minutes from the January 11, 2016 joint budget meeting with Campton and Ellsworth Selectboard are available for the Selectboard to review.

Hubbardbrook Scholarship Process

TA Beaulieu informed M. Peabody that the Hubbardbrook Scholarship process is beginning. R. Sabourn informed the Board that the same personnel will be handling the

scholarship program for the Town as in previous years. M. Peabody was informed of the meeting date of Tuesday, May 31, 2016 at 5:30 p.m. to begin this process.

Transfer Station

TA Beaulieu informed the Board that Emery and Garrett has submitted the 2014-2015 finding summary for DES Permit #199101060-T004. The town is meeting monitoring requirements for the landfill.

3:15 p.m. PD Grants update and Capital Asset amount for PD Capital Reserve motion

Present: Sandy Moulton, Administrative Assistant, Bryant Lehr, CCI Representative

S. Moulton explained the increase in grant amount for the generator and EOC Hardening grant. The site work quote was discussed. S. Moulton explained that there was confusion regarding the actual cost of the site work. CCI explained the cost and scope of work for the site work. The site work total cost of \$4,440 is for prepping the site and includes the concrete price (\$1,100). CCI feels this work could be performed by the Road agent. The Board agreed that this site work could be completed by the Road Agent. The Board also discussed the most appropriate area to budget the concrete expense. CCI informed the Board that the generator package that was quoted is going to be discontinued March 30, 2016. CCI is looking into whether this generator can still be ordered since it is due to be discontinued. The Board agreed to include the additional cost of approximately \$1,100 for the concrete in the highway department budget. CCI will find out what the status is of the generator. CCI will reissue the budget figures and present a revised contract with the generator information.

3:30 p.m. 2016 Preliminary Warrant

The Board reviewed the 2016 preliminary warrant. TA Beaulieu informed the Board that town counsel and DRA has reviewed the warrant and is ready for approvals. TA Beaulieu expects a petition article to be submitted. TA Beaulieu informed the board that she spoke with Chief Diamond to review the costs associated with adding a new full time position. The board discussed the uniform costs for an officer.

TA Beaulieu informed the Board that in past practice, the Police Chief would arrange for office coverage when the Administrative Assistant was out on vacation. TA Beaulieu explained that some citizens are frustrated when there is no one at the station during the day. She would like to see consistent office coverage if a new full time position is implemented. The Board agreed that with additional coverage, the cruisers would be housed at the police station instead of driven home with the officers.

The Board discussed the future plans for the Transfer Station building as well as the wording in the municipal building capital reserve fund. TA Beaulieu explained that some of the funds in the municipal building capital reserve fund were designated for the town hall building with hopes to creating some additional work space for the staff. The Board discussed the working area and needs for current staff. After discussion, the Board agreed to leave \$50,000 in the reserve fund for the town hall building reconfiguration. The Board also expressed hope that the voters will consider a building expansion in the future.

4:00 p.m. CIP Committee- Establishment and 2016 CIP Plan

Present: Bill DeLeo and David Gravel, CIP and Chief Defosses, Fire Department, Brian Regan Planning Director, Peter Hilton and Susan Jayne, Fire Commissioners

CIP members met with the Selectmen to discuss the CIP and the accounts. B. DeLeo and D. Gravel explained the upcoming purchases and how the funds have been moved to accommodate unexpected costs. The Board discussed the need for three quotes for items that cost over \$10,000.

R. Sabourn discussed the expected cost of the proposed rescue truck and second ambulance with Chief Defosses. Chairman Paul-Hilliard explained that comparable quotes are necessary. He also explained that the Board wants the fire department to have the tools necessary to complete their job safely. The Board wants to see the Chief ask for what the department needs but to be diligent in working with vendors to get the best price for the town. The Board discussed the current ambulance service fee write-offs. Chief Defosses informed the Board that the amount of write offs for 2015 have been reduced dramatically from previous years. He explained that the service fees have been increased as well. The Board continued to discuss the future goals of the department and explained that they support the department in their endeavors and appreciate that the Chief will be more frugal with large purchases. R. Sabourn suggested considering the purchase of a new ambulance in 2018. Chief Defosses expects the 2017 command vehicle to be pushed back another year in the CIP plan. The Board thanked Chief Defosses for his assistance with the new rescue truck purchase explanation.

B. DeLeo discussed the future town hall addition plans. R. Sabourn explained that the town should have the opportunity to vote for a town hall addition in the future as this is a necessity. TA Beaulieu stated that this would require a bond process and would have a tax impact. If this expense was voted in when proposed a few years back, there would not have been a tax impact but that opportunity has passed when the vote was lost during town meeting. B. DeLeo discussed leaving the plan as it is for now for 2016, and the command vehicle can be moved back to 2017, the ambulance purchase moved to another year, the transfer station paving could be moved to 2018, and the salt shed could be removed from the plan. The Board discussed funds available to improve the town hall building. R. Sabourn suggested that the Selectboard speak to the townspeople at the end of town meeting to gather an idea as to if the citizens would support a bond to expand the town hall building. If the citizens will not support a bond, then the available funds in the CIP program can be used to create as much space as possible without the proposed expansion. The Board continued to discuss the CIP process, the funds available and changes needed for the warrant.

B. Regan discussed the CIP committee role within the Planning Board and the warrant article that is needed to change the wording relative to the overseeing of the CIP, which should rest with the Selectboard. A Planning Board member would serve as a member of the CIP committee.

4:45 p.m. 2016 Budget/Revenue review for presentation at the Budget Public Hearing

R. Sabourn forwarded reduction suggestions to the Highway Department Budget to TA Beaulieu. These suggestions were forwarded to Road Agent Kubik. RA Kubik made the changes and submitted new budget figures.

Suggested reductions in the Police Department budget were also recommended by R. Sabourn. Chief Diamond made reductions as he saw possible and submitted new figures to the TA to present.

Bridge House donation request increased from last year. The Board discussed the services that are provided to town residents from Bridge House. The Board agreed that they could budget a portion of their request to a total of \$1,750.

The Board discussed paying the Emergency Management Director a smaller stipend and the assistant a higher stipend for the amount of work that she is producing. The Board agreed that TA Beaulieu would inform the Emergency Management Director of this new change.

The new bottom line of the 2016 budget is now \$2,927,134 which includes the additional \$250 for the Bridge House donation.

MOTION: "To approve the total proposed 2016 budget in the amount of \$2,927,134 to include the operating budget and all individual and special articles to be presented at the budget hearing on February 3, 2016."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To prepare the warrant in accordance with amendments made this evening to be presented at the public hearing on February 3, 2016."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

TA Beaulieu received a final figure from Chief Diamond for the purchase of a new cruiser from the capital reserve fund.

MOTION: "To approve \$41,705.67 from the PD Cruiser equipment capital reserve for the purchase of one of the two cruisers approved for the 2016 CIP."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

TA Beaulieu informed the Board that a tax agreement is two months behind. TA Beaulieu will follow up.

The Board discussed the need for a larger municipal building as well as the voting pathways for election days. The Board agreed to have the staff work with the new moderator to configure the flow of voters and to contact the Selectboard if they have the need.

Escrow Account

TA Beaulieu informed the Board that there are unassigned funds attached to a property in Town. She suggested that the funds be forwarded to the former owners of the property since the taxes have been paid.

Coin Cash for Tax Collector

TA Beaulieu followed up with legal counsel regarding accepting coin cash in large amounts for payment of taxes. D. Mahurin will research options and meet with the Selectboard to discuss her recommendation.

Response to H. Clement

TA Beaulieu suggested mailing a response to H. Clement along with the fund balance policy. The Board agreed that this response was appropriate. John Carpenter, CPA will attend the budget public hearing as well to answer questions as needed.

6:49 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
Thursday, January 28, 2016
2:30 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.

2:30 P.M. Pledge of Allegiance
2:30 P.M. Selectmen Work session

Review documents in the following folders:

Action Folder reviewed by Board for presentation by the Town Administrator later
Zoning Enforcement Letters- Motion & Signatures& Planning Director's Folder
Mail Folder – initial top right corner of each mail item to allow filing

2:45 P.M. Work session Closed

2:45 P.M. Selectmen process the work supplied by Nancy Decoteau in the Z.E. Folder

3:00 P.M. Town Administrator presents Action Folder Items
Town Administrator presents

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

3:15 PD Grants update and Capital Asset amount for PD Capital Reserve motion
3:30 2016 Preliminary Warrant
4:00 CIP Committee- Establishment and 2016 CIP Plan
4:45 2016 Budget/Revenue review for presentation at the Budget Public Hearing
5:00 Review Preliminary MS6 figures appropriations and revenues in preparation of finalization and signatures after Budget Public Hearing.
5:30 Selectmen motion the 2016 Budget to be presented at the Budget Public Hearing on February 3, 2016 at 7:00 PM

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 28, 2016

SIGN IN SHEET (Please Print)

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|----|---------------------|----|
| 1 | Sandy Moulton PD | 25 |
| 2 | BRIANT S. LOHR CCT | 26 |
| 3 | David G. Swavel CIP | 27 |
| 4 | Bill DeFos CIP | 28 |
| 5 | Susan Blume | 29 |
| 6 | Daniel Gray | 30 |
| 7 | John White | 31 |
| 8 | | 32 |
| 9 | | 33 |
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