



Approved on: 3-2-16
BOS Initial: JPH
Rec'd by Town Clerk on: 3/2/16
Town Clerk Initials: BR

TOWN OF THORNTON BOARD OF SELECTMEN

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

Board of Selectmen Meeting Minutes

February 3, 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, and Selectwoman Marianne Peabody.

STAFF PRESENT: Tammie Beaulieu, Town Administrator, Jessi Fleury, Board Secretary

ABSENT: Selectman Jim Demeritt and Selectman Brad Benton

ACTION FOLDER

MOTION: "To approve the payroll manifest 2-5-2016 in the amount of \$21,750.95."

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

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the vendor manifest 2-5-2016 in the amount of \$254,444.37."

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

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the 2015 welfare manifest 2-6-2016 in the amount of \$800."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.

Motion Passes: 2 – Yes, 0 – No Abstained: M. Peabody

MOTION: "To approve the public minutes of the Board of Selectmen Meeting minutes of January 20, 2015 as amended."

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

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the public minutes of the Board of Selectmen Meeting minutes of January 28, 2015 as amended."

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

Motion Passes: 3 – Yes, 0 – No

ACTION FOLDER:

- The Board agreed to send a card to the Town of Woodstock and the wife of Woodstock Police Officer Joe McComiskey to show sympathy for their loss.
- The board signed two letters to Sandra Mouton and Town Powers regarding the Emergency Management Director stipend as discussed during the previous board meeting.

MOTION: "To approve an Intent to Excavate for PID 17/7-20, Sunset Rock LLC, owner Steven M. Brock."

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

Motion Passes: 3 – Yes, 0 – No

Grant Update – Transfer Station

K. McGuire informed TA Beaulieu that the town will not be receiving the NH the Beautiful Grant for the purchase of the compactor.

Tabulator and Casing

Jeff Silvestro and LHS Associates were under the impression that the Town was receiving a refurbished tabulator machine. The Selectboard understood that the machine they were purchasing was a new machine. LHS delivered a new Casing for the tabulator machine. LHS informed the Town Clerk that they only offer refurbished machines at this time. The Board agreed to keep the refurbished tabulator machine with the new casing.

TA REPORTS

Catering for the Election

The Board discussed the election catering and agreed on arrangements.

Agreement for Transportation – Transfer Station

The Board reviewed the agreement as amended. The board also reviewed the indemnification in the agreement. Primex agreed to insure the town with the indemnification in the agreement. Town Counsel recommended removing item 9 on the agreement. The Board agreed to sign the contract with the understanding that item 9 will be removed. Selectman Sabourn made grammatical changes to the contract before signing.

MOTION: "To approve the agreement or transportation and Disposal of bulky waste as amended."

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

Motion Passes: 3 – Yes, 0 – No

Audit Schedule

TA Beaulieu informed the audit is scheduled for the last week of March.

SELECTMEN COMMENTS

The Board discussed the lowering of the flag for elected town officials that have passed away during service. After discussion, the board agreed to purchase a mourning banner for elected officials, employees, and appointed members that pass during terms.

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

7:00 p.m. 2016 Budget Hearing

Present: Ann-Marie Foote, Transfer Station Manager Kevin McGuire, Road Agent John Kubik, Howard Clement, Bill DeLeo, Police Chief Diamond, Fire Chief Defosses, Mary Pelchat, Ian Halm, Caroline Douds.

Chairman Paul-Hilliard opened the public hearing at 7:04 p.m. Chairman Paul-Hilliard announced the posting areas of the scheduled public hearing.

TA Beaulieu presented copies of the proposed warrant and budget spreadsheets.

TA Beaulieu discussed the 2016 warrant articles and informed the public that the articles have been reviewed by town counsel and NH-DRA and are legal and acceptable as written:

- **Article 5 - \$50,000 for a new full-time Police Officer to include wages and benefits to be hired on or after May 2016.**
- **Article 6 - \$52,000 to be added to the existing assessing capital reserve account.**
- **Article 7 - \$25,000 to be added to the existing Millbrook Road construction and improvement capital reserve fund.**
- **Article 8 - \$35,000 to be added to the existing fire truck and rescue vehicle equipment major maintenance capital reserve fund.**
- **Article 9 - \$59,000 to be added to the existing police cruiser and equipment capital reserve fund.**
- **Article 10 - \$45,000 to be added to the existing property tax map capital reserve fund.**
- **Article 11 - \$54,000 to be added to the existing highway vehicle and equipment major maintenance capital reserve fund.**

TA Beaulieu explained that these warrant articles are created from recommendations from the Capital Improvement Committee. That committee that manages the funds through a plan addressing needs of the various departments for a ten year period.

- **Article #12 - \$2,607,134.00 for the 2016 operating budget.**

Article 12 - Operating Budget

TA Beaulieu reviewed the MS 6 reports that reference the towns accufund unapproved budget reports.

TA Beaulieu reviewed each budget.

R. Sabourn explained that individual department budgets are now reflecting department employee wages, benefits, retirement and FICA costs rather than all of them being included in one budget. This will look like a large increase to each department but it has been offset by a reduction in the personnel administration budget.

Ann Marie Foote asked if DRA is ok with the new process of including employee cost in department budgets. TA Beaulieu explained that DRA agrees with this process. A. Foot expressed concern about backlash from residents focused towards individual departments that may cost more to operate.

B. DeLeo asked for clarification as to the format of the budget. TA Beaulieu explained that the expended amounts and the budgeted amounts are included in the reports. The difference in expended amount and proposed amounts would need to be calculated manually.

TA Beaulieu informed the public that the total increase in funds to be raised through taxes compared to the 2015 budget is approximately \$3,000, this amount includes the operating budget as well as warrant articles.

Capital Reserve Accounts

Ann Marie Foote expressed concern with the CIP program in reference to fire department vehicles. She stated that it is important that the fire department vehicles are replaced as needed to prevent costly repairs and outdated equipment.

H. Clement asked why the assessing expense has to be included in a warrant article rather than part of the operating budget. T. Beaulieu explained that the town has two different agreements with Avitar. The first is a yearly assessing agreement to include the annual changes and software access which is under the assessing operating budget. The second agreement is funded through a warrant article and includes the cyclical portion for quarterly work performed each year and on the 5th year the larger amount is due for the final portion of the assessing work. Budgeting this way prevents large increases in annual budgets. R. Sabourn explained to H. Clement that the budgeting through the CIP cost the same, but prevents large amounts needing to be raised on the fifth year of the assessing contract.

Police Department

A. Foote expressed gratitude that the Selectboard is diligent about keeping the town budget increase at a minimum. She also expressed the need for another full time police officer with the increase in drugs, crimes, and other related activity. The Selectboard discussed the need for this position for officer retention reasons and to lessen the efforts needed by local community law enforcement and state police to provide additional town coverage. The Board offered their full support for this new position.

H. Clement asked for clarification on the \$940,000 included in the unassigned fund balance. He asked if this money belongs to the town or the Selectmen. The Selectboard explained that these funds belong to the Town.

H. Clement asked if the funds from the fund balance can be used to fund warrant articles if voted during town meeting. The Selectboard are only authorized to use these funds to buy down the tax rate. The fund balance allows the board to manage the tax rate to prevent large increases in the annual tax rate. The Board is only allowed to buy down the town portion of the tax rate. If these funds are not available then the Selectboard are not able to control the town tax rate. The Selectboard explained that the town would be in a devastating situation if the fund

balance was used for other purposes and the taxpayers would notice sharp spikes in their annual taxes.

H. Clement asked that the fund balance information be included in the annual town reports. TA Beaulieu assured him that this information will be included in the 2016 annual report.

8:12 p.m. MOTION: "To close the public hearing on the budget."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Cop Sync

Chief Diamond informed the Board that Cop Sync was designed a few years ago as a direct link for an active shooter situation in schools. Homeland Security and the Governor offered this program to schools through a grant. Every classroom would have access to emergency notification of an active shooter in the school. The alert is triggered by school staff and sent directly to the five closest police departments. Thornton and Wentworth are the only two in the SAU that are not on board. The Thornton school board approved the program this year and has been offered a grant for the cost of the first year. The town would have to pay approximately \$1,200 per year for the service. Chief Diamond explained the process to use the Cop Sync in an emergency. One of the negatives of the system currently in use is that the alert is sent over the intercom during an active shooter situation. The program is now implementing an immediate lock down once the alert is activated.

Selectman Sabourn expressed concern with automatic lock downs due to health reasons of some children, where the nurse would not be able to administer needed medications if the building was in a lock down.

MOTION: "To approve the 2016 town warrant as presented at tonight's meeting."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the MS-6 36 2016 in accordance with the budget approved tonight."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Fire Department Intergovernmental Agreement addendum

The Board discussed the intergovernmental agreement with changes that were previously agreed upon. Attorney Spector agreed that the revisions of section number 8 are acceptable. The Board agreed that they would like the changes included in the original agreement rather than including an addendum. The Board signed the agreement.

MOTION: "To approve the Fire Department Intergovernmental Agreement with the revision of number 8 only as reviewed by Town Counsel."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the appointment for William Rose for the Zoning Board of Adjustment to expire March 8, 2019."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

The Board signed the request to withdraw funds from the capital reserve fund in the amount of \$41,705.67 for the Police Cruiser and Equipment.

9:25 p.m. MOTION: "To adjourn."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Respectfully submitted,



Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
February 3, 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

5:45 P.M. Work session Closed

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)

6:00 P.M. Town Administrator presents Action Folder Items
Town Administrator presents

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

6:00 Selectmen's 2016 Revenue estimate & Budget Discussion
7:00 2016 Budget Hearing
8:00 MS-6
8:15 Mathew Baxter- Eagle Scout Project

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

February 3, 2016

SIGN IN SHEET (Please Print)

1	<i>Gloria Lombardi</i>	25
2	<i>Maureen Rocca</i>	26
3	<i>Cindy Ustaley</i>	27
4	<i>Bob McLaughlin</i>	28
5	<i>Ann Marie Frote</i>	29
6	<i>John John</i>	30
7	<i>Kevin McQuinn</i>	31
8	<i>Howard W. Clout</i>	32
9	<i>Susan B. Jayne</i>	33
10	<i>B. DeFina</i>	34
11	<i>Dan DeFina</i>	35
12	<i>Peter J. DeFina</i>	36
13	<i>Jan Halm</i>	37
14	<i>R. [Signature]</i>	38
15	<i>Carolyn Dows</i>	39
16		40
17		41
18		42
19		43
20		44
21		45
22		46
23		47
24		48