



Approved on: 1/4/17  
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T. TC 1/5/17

## TOWN OF THORNTON BOARD OF SELECTMEN

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### Board of Selectmen Meeting Minutes December 19, 2016

**1:21 P.M. Chairman Sabourn opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.**

**ROLL CALL:** Chairman Roy Sabourn, Vice-Chairwoman Marianne Peabody, Selectman Brad Benton, Selectman John Paul-Hilliard and Selectman John Gaites.

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

#### **ACTION FOLDER:**

*Manifests*

**MOTION: "To approve the payroll manifest dated 12-23-2016 in the amount of \$19,417.18."**

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

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the vendor manifest dated 12-23-2016 in the amount of \$634,200.88."**

Motion: J. Gaites  
Seconded: J. Paul-Hilliard  
Discussion: None.

**Motion Passes: 5– Yes, 0 – No**

*The Board agreed to review the public minutes of 12/7/2016 at the next meeting.*

**MOTION: "To approve the Board of Selectmen nonpublic minutes of 12/7/2016 as submitted."**

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

**Motion Passes: 4 – Yes, 0 – No**

**Abstained: J. Paul-Hilliard**

## ZCA

The Board reviewed a ZCA permit.

**MOTION: "To approve the ZCA #2016-52 for PID 10/10-16."**

Motion: M. Peabody

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**1:33 p.m. MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (a-personnel, b-hiring, and c-reputation)."**

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

Roll Call: Chairman Sabourn - yes, Vice Chair Peabody – yes, Selectman Benton – yes, Selectman Gaites – yes, Selectman John Paul-Hilliard.

**Motion Passes: 5 – Yes, 0 – No**

**1:52 p.m. MOTION: "To come out of non-public session."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

## **1:45 Tom Avalon- Weeping Birches Lane**

*Present: Tom Avalon*

T. Avalone met with the Board to discuss his intentions this summer to finish Weeping Birches Lane. The Planning Board approved a change in his original plan, which would end the road in a cul-de-sac. He informed the Board that the road is being built to the town specifications and plans to have the road paved in August 2017. T. Avalone asked the Board what the process is to have the town accept the road. R. Sabourn explained that he would need to submit a petition warrant article for the town warrant. If the voters approve the article, the Road Agent and Board of Selectmen will need to inspect and accept the road. TA Beaulieu further explained that the Road Agent and Board of Selectmen have a checklist of criteria that match the current subdivision standards at the time of review and the road must meet in order to be accepted as a town road once the warrant article has been passed. T. Avalone informed the Board that the Water District is not agreeable to give up their right of way for Weeping Birches Road. R. Sabourn agreed that this does not seem to be a problem as long as the water district is a petitioner for the road to become town owned. Discussion continued on the road plan. T. Avalone asked if the Board previous discussion to hire an independent contractor is standard practice for accepting roads. R. Sabourn explained that it is not standard, but it is an option available to the Town if the Road Agent or Board of Selectmen has additional questions or concerns relative to accepting the road.

**2:45 John Kubik – Highway Dept. 2017 Budget**

*Present: Road Agent Kubik*

The Board discussed changes to the proposed 2017 highway department budget. The Board discussed pending purchases. RA Kubik discussed highway maintenance and paving plans for 2017. RA Kubik agreed to reduce the fuel line to lower the budget. The Board discussed the 2016 surplus and agreed to reduce the budgets as much as possible. The Boards made additional reductions in the budget with RA Kubik's agreement.

**3:06 p.m. MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (b-hiring)."**

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

Roll Call: Chairman Sabourn - yes, Vice Chair Peabody – yes, Selectman Benton – yes, Selectman Gaites – yes, Selectman John Paul-Hilliard - yes.

**Motion Passes: 5 – Yes, 0 – No**

**1:52 p.m. MOTION: "To come out of non-public session."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**5:00 p.m. Joint Board Meeting Campton Town Hall**

The Board returned at 6:03 p.m. from a joint meeting with the Thornton and Campton Boards of Selectmen.

**New 2017 Wage Plan/Job Descriptions**

The Board reviewed the new wage and plan classification and study. Chairman Sabourn discussed a highway department position pay scale. TA Beaulieu explained that since the Board implemented a 2% COLA the figures will be slightly different than the suggested \$4,900 to implement the new 2017 wage plan and the Board should review the new figures provided by the Town Administrator. TA Beaulieu informed the Board that she is recommending 1 step to increase the bookkeeper pay rate due to the increased work that will be shifted due to the TA retiring, and all other positions in the Selectmen's Office should continue at their current rate of pay with the 2% cola and additional percentage based on the step implementation of the new wage plan. The Board agreed that the wage plan study indicates that town employees are receiving a fair wage. The Board agreed to have department heads review the updated job descriptions and the Board will discuss them at a later meeting.

**MOTION: "To approve and adopt the new 2017 Wage Plan."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To offer two transfer station positions, one for a full time position at labor grade 2 step 13 of the new 2017 wage plan to candidate #6, and a part time position to Candidate #2 labor grade 2 step 3 of the new 2017 wage plan.”**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

#### **ACTION FOLDER CONTINUED:**

##### *Hubbard Brook*

TA Beaulieu informed the Board that Hubbard Brook is requesting donations. The Board agreed not to donate to Hubbard Brook as they are receiving non taxable exempt status on the property located in Thornton.

##### *Revised Consulting Agreement*

B. Regan and Company LLC provided a consulting agreement for Planning services. The Board reviewed the agreement. The Board discussed their hope that the services provided in the past by B. Reagan will continue in the same manner in the future.

**MOTION: “To accept the consulting agreement between Brian Regan and Company LLC and the Town of Thornton specific to all Planning Board activity as amended and dated December 19, 2016.”**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

##### *Generator Update*

Police Department Administrative Assistant, S. Moulton presented the generator project update for the Board to review.

##### *Northern Pass Project Update*

TA Beaulieu received notification from Northern Pass that they submitted an advanced design for underground construction and will be performing a traffic study. This will result in temporary lane closures on Route 3 in Thornton. Road closures will not be needed and residents will have access to their driveways.

##### *Millbrook Culvert Assessment*

T. Ballestero provided a final invoice for culvert proposals. R. Sabourn asked RA Kubik to review the proposals and provide his recommendation and an estimated installation cost.

##### *Tax Deeded Property Update*

TA Beaulieu explained that the Registry of Deeds returned the deeds that were sent for recording after the sale of town owned property. She explained that the Registry will not

bill the Town for the recording costs unless the properties sold are being sold back to the previous owner. TA Beaulieu requested that the Bookkeeper create a separate manifest in the amount of \$747 for recording costs of the deeds to the new property owners so the work and expenditure is completed within the 2016 budget year.

**MOTION: "To approve the vendor manifest for the Grafton Country Registry of Deeds dated 12-23-2016 in the amount of \$747.00."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

### **2016 Encumbrance List**

TA Beaulieu presented the encumbrance list:

- Certified Computer Solutions - Bookeeper/Assessing computer = \$1,840.00
- Town Hall BOS office network rewiring = \$2,490.00

TA Beaulieu informed the Board that she is trying to have these service items completed before the end of the year. If they are not completed before the year end, the total amount to encumber will be \$4,330.00.

**MOTION: "To approve the following encumbrances: Certified Computer Solutions-Bookeeper/Assessing computer and the Town Hall BOS office network rewiring in the total amount of \$4,330.00."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

### **Review 2017 Preliminary Warrant**

The Board reviewed the 2017 preliminary warrant.

### **Board of Selectmen Item Discussions**

J. Paul-Hilliard asked if it was possible to recognize Sandy Moulton for putting a lot of effort into the two grant processes. He also recommended a small token of recognition for dealing with the diversity over the last year. The Board agreed she has done a wonderful job and agreed to offer some appreciation.

TA Beaulieu discussed anticipated department head requests for step increases for employees. The Board agreed that the department heads should submit their recommendations. The acting police chief should submit his recommendations for all personnel in the police department if he feels they are warranted.

**6:46 P.M. MOTION: "To adjourn."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary