



Approved on: 2/16/19  
BOS Initial: BS  
Rec'd by Town Clerk on: 2/22/19  
Town Clerk Initials: dpm

## **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 2, 2019**

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

**STAFF PRESENT:** Town Administrator (TA) Debra Shepard, Jessi Fleury, Board Secretary

**4:00 P.M. Chairman Sabourn opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:**

**AGENDA ITEMS:** (no public input unless approved by the Chairman)

**Non-public session pursuant to RSA 91-A: 3, II (a-personnel)**

**4:38 p.m. MOTION: "To enter into non-public session under RSA 91-A: 3, II (c) reputation)"**

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

Roll Call: Roy Sabourn – Yes, John Paul-Hilliard – Yes, Marianne Peabody – Yes, Jack Gaites – Yes, Brad Benton – Yes.

**Motion Passes: 5 – Yes, 0 – No**

**5:05 p.m. MOTION: "To exit nonpublic session."**

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the payroll manifest dated 1/4/2019 in the amount of \$26,564.43."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: M. Peabody and B. Benton**

**MOTION: "To approve the vendor manifest dated 1/4/2018 in the amount of \$176,213.28."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: R. Sabourn, J. Paul-Hilliard**

**MOTION: "To approve Board of Selectmen meeting minutes of December 5, 2018 as amended."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve Board of Selectmen meeting minutes of December 12, 2018 as amended."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve Board of Selectmen nonpublic meeting minutes of December 19, 2018 as submitted."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To sign a Selectmen's Deed with no covenants to transfer property for PID #6/13-01-08 back to Maher Mahmoud, all fees and previous taxes have been paid."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Contract for Services*

TA Shepard stated that Donahue, Tucker, and Ciandella submitted a contract for the Board to review to represent Thornton with the pending PSNH litigation as the Mitchell Group is experiencing some staffing issues at the present time.

**MOTION: "To sign a contract with Donahue, Tucker, and Ciandella to represent the Town of Thornton with PSNH litigation as requested by the Mitchell Group."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Emory & Garrett Groundwater Investigations Contract*

The Board reviewed the annual contract for the 2019-2020 groundwater monitoring for the Landfill. The contract is for \$1,904. TA Shepard explained that the monitoring might not cost the full amount as it has not in the past.

**MOTION: "To sign a contract with Emory & Garrett for no more than \$1,904.00 for 2019 and 2020."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Generator Maintenance Agreement*

TA Shepard informed the Board that the Town currently contracts with Powerpoint Generator for \$975 for a yearly maintenance which consists of two visits. Powerpoint is no longer servicing this area as of April 1, 2019. They recommended that Thornton contract with Power Guarantee Generator in Concord, NH after April 1, 2019 for yearly maintenance services in the amount of \$765.00. The contracts are very similar and appear to provide the same level of service. The Board reviewed and signed the new generator contract with Power Guarantee Generator.

*Patriots Flag Pole Update*

TA Shepard informed the Board that J. Paul-Hilliard secured the arrangement to have the flagpoles purchased and installed for the cemeteries at the total cost of \$4,800. TA Shepard discussed this with Phyllis Holbrook and informed her that this would be done in the spring. Phyllis would like to use \$3,000 from the 2018 Cemetery budget and have the Board pay the remaining \$1,800 from their 2019 budget. TA Shepard confirmed that the flag company will bill them \$3,000 in 2018 and other \$1,800 in 2019. The Board agreed.

**MOTION: "To sign a contract with Patriots Flag for the cost of \$4,800 of which \$3,000 will be paid from the 2018 Cemetery Budget and the remaining \$1,800 from the Board of Selectmen's 2019 Budget."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

#### *Certificate of Appointment*

TA Shepard presented an appointment for Pamela White as the new Deputy Tax Collector/Municipal Clerk. Her start date will be January 17, 2019 and her hours of work will be Thursdays and Fridays. Donna Monti will be switching her hours to Mondays and Tuesday each week to provide consistent coverage.

**MOTION: "To appoint Pamela White as the Deputy Tax Collector/Municipal Clerk."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

#### *Total Disability Tax Credit*

Carl Haartz met with TA Shepard to ask if the Board would consider increasing the Veteran's Total Disability Tax Credit from \$1,400 to the maximum now allowed by the State of NH as of January 1, 2019 of \$4,000. The last time the Town of Thornton increased this credit was in 1990. TA Shepard informed the Board that 7 taxpayers take advantage of this credit at this time. After discussion, the Board agreed to create a warrant article for the townspeople to vote on at the Town Meeting in March. . The Board will recommend the amount of \$2,800.

#### **5:30 Tax Collector/Zoning Enforcement 2019 Budget**

*Present: Desiree Mahurin*

D. Mahurin discussed the Tax Collector Budget. After a brief discussion, the Board approved with the proposed budget with no changes.

D. Mahurin explained the Building and Zoning Enforcement Budget. The Board approved the proposed budget as submitted.

#### **5:45 Cemetery 2019 Budget**

TA Shepard presented the 2019 Cemetery Budget. No members of the Cemetery Trustees were present. After review and a brief discussion, the Board approved the proposed budget as submitted.

#### **6:00 ZBA Budget 2019 Budget**

TA Shepard presented the 2019 ZBA budget. After a brief discussion, The Board reduced the legal account line to \$2,000 and accepted the budget.

### **6:15 Town Accounts/Town Administrator 2019 Budget**

The Board reviewed the proposed budget. After presentation by TA Shepard, the Board approved the proposed budget with some small changes.

TA Shepard will make the changes recommended by the Board and forward an updated copy via email for the Board to review prior to their next meeting for final approval.

### **7:15 2019 Draft Warrant review and approval**

The Board reviewed the draft warrant. More changes are expected on the draft warrant as there will be Zoning Board Amendments and there may be petition warrant articles submitted.

### **7:45 BOS Motion 2019 Operating Budget/Money Articles Motioned to present at the Budget Public Hearing**

The Board agreed to review and motion to approve the final budget prior to the public hearing during the next meeting.

### **Town Report**

The Board agreed to a dedication for the 2018 Town Report.

### **7:04 p.m. MOTION: "To adjourn."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

Respectfully submitted,

  
Jessi Fleury  
Board Secretary