

TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES December 28, 2011

The Thornton Board of Selectmen met and held a public meeting on Wednesday, December 28, 2011 10:00 AM at the Thornton Town Hall.

Board Members present: Timothy Tyler, Chairman, and Alfred (Butch) Burbank

and Roy Sabourn

Staff Present: Tammie Beaulieu, Administrator
Marianne Peabody, Secretary

Staff Present: Please see attached sign in sheet.

Chairman Tyler opened the meeting at 10:02 am with the Flag Salute. A work session was held until 10:20 am.

MOTION

Selectman Sabourn motioned to approve the vendor manifest for check date December 30, 2011 for the amount of \$116,983.59. Selectman Burbank seconded. Voted 3-0 Motion passed

MOTION

Selectman Burbank motioned to approve the payroll manifest for check date December 30, 2011 for the amount of \$20,060.33. Voted 3-0 Motion passed.

MOTION

Selectman Sabourn motioned to accept a separate manifest for the amount of \$500.00 check date 12-23-2011 for the Employee Holiday Celebration held on December 9, 2011. Selectman Burbank seconded. Voted 3-0 Motion Passed.

Agenda Items:

Non-Public session pursuant to RSA 91:A3, II (c-reputation)

MOTION

At 11:34 am a motion was made and seconded to enter into (2) non-public sessions pursuant to RSA 91-A: 3, II (c-reputation)

Roll Call

Alfred (Butch) Burbank, Yes, Roy Sabourn, Yes,
Chairman Tyler, Yes

At 12:28 am the Board of Selectmen came out of (2) non-public sessions.

MOTION

Selectman Sabourn motioned to enter into a tax agreement with the former owners of PID 15-04-911 to buy back their property. The agreement shall be in writing be accompanied by a bank certified bank check for a substantial down payment being made payable to the Town and submitted to the Town Administrator. The agreement will be signed by the Town Administrator on behalf of the Board of Selectmen and parties making commitment. Selectman Burbank seconded. Voted 3-0.

MOTION

A similar agreement to be made with the former owner PID11-01-1736 to buy back their property. The Board of Selectmen authorizes the Town Administrator to write an agreement with the same stipulations. Selectman Burbank seconded. Voted 3-0.

RSA31:95-B Acceptance of Unanticipated funds under \$5,000.00

Disaster FEMA-4026-DR-NH \$ 960.00
 Disaster FEMA -4026 DR-NH \$4,551.29
 Disaster FEMA -4026 DR-NH \$1,451.36

Chairman Tyler read the above listed unanticipated FEMA Funds Notice from Emergency Management Security to be sent to Thornton for town road repairs made after Tropical Storm Irene. Project Completion and Certification Reports, Project Application Grant Reports and Sub grant application entire were all submitted.

MOTION

A motion was made by Selectman Burbank to accept the unanticipated FEMA Funds from Emergency Management Security.

Discussion: Selectman Sabourn requested additional information regarding the reason for the funds. The funds are for town road repairs needed to be complete from road washouts from Tropical Storm Irene.

Chairman Tyler called the motion.

Selectman, Burbank, Yes, Selectman Sabourn, Yes. Chairman Tyler, Yes.

Voted 3-0 Motion Passed. Chairman Tyler signed the Project Completion and Certification Report for Disaster #4026-NH to be returned to Emergency Management Security.

Maher Mahmoud – Complaints –

Mr. Mahmoud was not present.

Action Folder

Community Action Reports, dated December 15 & 22 2011 from DRA, Property Appraisal Division Employee, Josephine Belville. Ms. Belville monitored random samples of properties throughout the town. Scoring was completed using the Departments “Reassessment Monitoring Report” by which scoring 6

points or less is acceptable. A total of 14 Residential properties were monitored: 0 Scored 6 points or more. 14 scored 5 points or less which is acceptable with regard to the DRA score sheet. Avitar Associates was presented the score sheets showing 100% accuracy. No action is required by the Board except initials on the top of the both pages.

A letter dated December 19, 2011 addressed to the Board from Avitar Associates of New England, Inc. regarding House Bill (HB 514) sponsored by Representatives Weyler & Rock and Senator Barnes was read by Chairman Tyler. This bill if passed will have significant impact on collecting assessing data and eliminating public access to assessing records. The Board of Selectman agreed to write a letter of concern to State Representative Lester Bradley and other State Officials.

Signature Folder

Notice of Intent to Cut Wood
PID 02-04-05 Route 175

MOTION

Selectman Burbank motioned to approve the intent to cut wood on PID 02-04-05 Selectman Sabourn seconded. Voted 3-0 Motion passed. Intent signed by the Board.

Notice of Intent to Cut Wood
PID 16-07-35 Upper Mad River Road

MOTION

Selectman Burbank motioned to approve intent to cut wood on PID 16-07-35 Selectman Sabourn seconded. Voted 3-0 Motion passed. Intent signed by Board.

Chairman Tyler read a notice from the Secretary of State's Office posting election training dates for Election Officials.

Town Administrator presents

TA Beaulieu passed out copies of the Campton/Thornton Fire Rescue Pay and Classification Study completed by the Local Government Center for the Board's review.

TA Beaulieu discussed changes with Giff Kriebel to the CIP relative to the covered bridge replacement off Mill Brook Rd. A revised CIP sheet was prepared for the Boards review and will be placed in BOS budget binders.

At the last meeting there was discussion for Police Chief Moller to attend the IACP Conference. Chief Moller researched the cost to attend. TA passed out Chief Moller's estimates. After discussion the Board agreed for Chief to attend

the IAC Conferences every two to three years and to place \$2,000.00 under Chief's Expenses.

TA supplied the Board with a response from the Fire Commissioner's to questions raised at the Fire Departments budget review on December 14, 2011. Board Members are waiting for a response relative to disability insurance.

At the regular monthly Supervisors Meeting both the Highway Department and Transfer Department asked the TA to share items of discussion with the Board. RA Dubey is requesting for individual's contacting the Board of Selectmen to be placed on the agenda relative to road concerns to be asked if they discussed their concern with the Road Agent. He is requesting for the individual's to follow the chain of command so Department Heads are aware there is a problem prior to them coming before the Board of Selectman.

TA informed the Board Kevin McGuire, Transfer Station Manager is asking permission from the Board to purchase for his crew a couple of pair of jeans at Wal-Mart. Selectman Burbank expressed his concern with transfer station employees bringing soiled clothing home from items they are exposed to on a daily basis at the transfer station. These work clothes should not be taken home and washed in family washing machines. He feels the Town should provide transfer station employees with uniforms and pick-up cleaning service. Cost associated with this service was discussed and will be placed in the existing uniform budget line. The estimated cost associated for this service is \$30-\$32.00 weekly.

The 2011 Encumbrances for the Board of Selectmen's consideration. Police Department is requesting encumbrances for Certified Computers, Notch Net for the department's website and Decalization Inc. for the cruiser and Dumont Construction for cell work. The amount of these items to encumber for the Police Department total \$3,015.00.

Selectman's Office encumbrances for Avitar Mapping for the amount of \$500.00 and \$3,784.50 to pay for the installation of a new generator.

MOTION

A motion was made and seconded to approve the 2011 Encumbrances of \$7,299.50 as presented above. Voted 3-0 Motion passed.

TA informed the Board of a Northern Pass sign again placed at the Transfer Station by a local sign company. Board Members agreed this issue needs to be addressed by the Police Department. This is the second time this issue has arisen.

Transfer Station Manager Kevin McGuire inquired if there was a sanding contract with Brad C. Benton. During the ice storm sand was needed at the Transfer Station and was not sanded immediately. After discussion the Board is requesting we follow the procedure set up for awarding contracts.

TA informed the Board a request was submitted by Carol Lowden to offer volunteer work to the Town. Ms. Lowden will be contacted and offered the list of committees available for her to join. TA will check with the Local Government Center relating to volunteers and Town's liability exposure.

Investment Policy – TA informed the Board the Tax Collector's Department would prefer not to duplicate receipts through the receipt book at the counter. Their computer system provides the customer with a receipt and the dollars are able to be traced in the system.

They feel the procedure used for other departments is not necessary for them. TA informed the Board the recent internal audit recommended numbered receipts to be used for internal control. The Investment Policy will be discussed again in March and amended if appropriate.

TA was approached by Becky Farnsworth, Trustee of Trust Funds relative to the Board considering investing town funds in one year CD's. Discussion ensued relative to the interest rates offered. The Board understands what the Trustees are trying to do, but after lengthy discussion, the Board concluded it would be best to leave the funds as they remain.

TA asked the Board if they would consider approving funds for items to be expended from the 2011 Budget from the Police Department, Transfer Station and Main work area. Chief Moller submitted a list of items she would like to purchase from the Police Department 2011 Budget. A detailed list was submitted to the Board for review at the last meeting. Selectman's Department, TA is asking permission to expend \$1,350.00 for a new computer for Mary's work station.

Transfer Station McGuire would like to spend \$850.00 for hydraulic oil to change the oil in the compactors.

MOTION

Selectman Burbank motioned to approve all Administration requests submitted to expend funds from the 2011 Fiscal Budget Year. Selectman Sabourn seconded. Voted 3-0 Motion passed.

TA Beaulieu informed the Board of issues raised in the Police Department relative to the Thornton Fee Schedule approved and adopted at a public hearing held on April 20, 2011.

MOTION

A motion was made by Selectman Sabourn that all requests for paperwork from the Police Department shall be subject to the fees as established in our fee structure, other than a request relative to a domestic violence issue as specified in

RSA 173-B: 10. Selectman Burbank seconded. Voted 3-0. Motioned passed.

Marianne Peabody, Board Secretary discussed with the Board pictures collected for the 2011 Town Report cover and is requesting the Board of Selectman's approval. Board Members reviewed what was presented and approved a picture to use for the town report cover, and decided who they will dedicate the Town Report to.

Board Members discussed uniforms for employees at the Transfer Station with Manager McGuire. The Board asked Kevin if he thought the employees would be receptive to uniforms if they were budgeted. Selectmen Burbank feels strongly about transfer station employees wearing uniforms considering what they are dealing with on a daily basis. Anyone who works there would be entitled to using and wearing a uniform. The Board of Selectmen will budget \$2,000.00 for the transfer station uniform line item and safety shoes will be included to purchase from this line. Kevin will work on beginning the program for uniform delivery and pickup service.

Selectman Sabourn asked Transfer Station Kevin McGuire about the oily water waste recently taken away by Pemi Solid Waste at no charge to the Town. Kevin explained to the Board that used oil is burned in the transfer station furnace. Unfortunately there were 13 drums that had to be removed because of the different types of oils and solvents that had been mixed together.

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

At 1:05PM Chairman Tyler motioned to enter into non-public session.

Roll Call

Selectman Burbank, Yes, Selectman, Sabourn, Yes, Chairman Tyler, Yes.

At 1:25PM the Board of Selectman came out of non-public session. No motion was made.

Board of Selectman Item Discussions

Selectman Sabourn discussed the separation of the Town Clerk/Tax Collector position. TA informed the Board this will be presented to the people on the 2012 Town Warrant as a ballot question.

Selectman Sabourn would like to begin working work on a Road Ban Policy prior to spring thaw. He requested copies of other town policies on road bans to study.

TA informed the Board she is working on a citizen's complaint policy and a minute's policy.

Selectman Burbank inquired if the Board is still waiting for a letter from RA Dubey. Answer, Yes.

Selectman Burbank would like to see notations relating to overtime on time sheets and details on snowplowing invoices submitted by contractors.

Chairman Tyler informed the Board of two meeting scheduleds for next week January 4, 2012 – Thornton Beautification Committee, 6:00PM at the Thornton Town Hall.

January 5, 2012 – Transfer Station Mall Committee, 6:00 PM at the Thornton Town Hall.

Public Forum

Mr. Stan Penny, 151 & 155 Mill Brook Rd showed concern with a water problem in his driveway from drainage coming off of Mill Brook Rd. He phoned the Road Agent five weeks ago. RA phoned Mr. Penny there was nothing he could do, but would be willing to issue a permit for a pavement cut across the road for a culvert. Mr. Penny informed the Board that after 5 years ago John Benton and the Road Agent located a granite boxed culvert approx. 4 ½ ft. down. At that time a catch basin was discussed and decided to be installed. His concern is to this date it has not been taken care of. Mr. Penney has dug down and placed stone in the culvert for drainage. In the summer it works well, in the winter when the ground is frozen his driveway ponds and the water is as high as the bottom of the backdoor. TA will discuss the issue with RA Dubey. A hand drawn plan by Mr. Penny was copied for reference.

Town Clerk/Tax Collector

Town Clerk/Tax Collector Lou Klotz discussed with the Board the receipt process his department is using which does not include using the receipt book on the counter for paid taxes. His department does use the receipt book for copy money. After lengthy discussion the Board of Selectmen agreed with Collector Klotz and will amend the receipt procedure for the Town Clerk/Tax Collector Department provided the TA concludes the existing process provided enough internal control.

This meeting adjourned at 2:50PM.

Respectfully Submitted,

Marianne Peabody
Posting Date: 01/04/2012