



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 30 Dec 19
BOS Initial: gmm
Rec'd by Town Clerk on: 12/31/19
Town Clerk Initials: djm

Board of Selectmen Meeting Minutes December 18, 2019

10:00 A.M. Chairman Benton opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

ROLL CALL: Chairman Brad Benton, Vice-Chairman Roy Sabourn, Selectwoman Marianne Peabody, Selectman Jack Gaites and Selectman Joseph Monti.

STAFF PRESENT: TA Debra Shepard, Town Administrator

MOTION: "To approve the payroll manifest dated 12/20/2019 in the amount of \$29,371.60."

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: M. Peabody and J. Gaites

MOTION: "To approve the vendor manifest dated 12/20/2019 in the amount of \$396,465.32."

Motion: J. Gaites

Seconded: J. Monti

Discussion: This includes the county tax payment of \$717,000.

Motion Passes: 3 – Yes, 0 – No

Abstained: B. Benton and M. Peabody

Minutes

MOTION: "To approve Board of Selectmen public meeting minutes of December 18, 2019 as amended."

Motion: J. Monti

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Abstained: J. Gaites

MOTION: "To approve Board of Selectmen nonpublic meeting minutes of December 18, 2019 as written."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

ZCA Review

MOTION: "To approve ZCA #2019-62 for PID #13/5-4D1, Owner Joseph and Jessica Chicos, for a sliding door renovation."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: J. Monti asked if a ZCA is needed for replacement of items in a home that are in need of maintenance. R. Sabourn stated that this is more of a maintenance application and would like to discuss the necessity of a ZCA for items like this. The Board agreed to discuss this process more after budgets are completed, perhaps as a separate work session.

Motion Passes: 5 – Yes, 0 – No

TA REPORT

Premium Holiday- Primex

TA Shepard informed the Board that the Town will be receiving a premium holiday from Primex for the 2018 unemployment compensation program. The town will receive \$4,981.81. The renewal notice for 2020 is \$2,908.00. TA Shepard recommended using the \$4,981.81 credit towards the 2020 invoice of \$2,908.00 and then requesting the difference be paid to the Town.

MOTION: "To pay the 2020 renewal invoice of \$2,908.00 using credit funds from the \$4,981.81 holiday pay expected from Primex and to request the difference in a refund check."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Action Folder:

MOTION: "To approve an Intent to Cut for PID #3/3-12, owner Ralph and Ruth Bradley."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the median stumpage value as the basis for Timber Taxes from April 1 to September 30, 2019 and October 1 through March 31, 2020."

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Donation Received

TA Shepard stated that the Regional Board of Realtors dropped off a cash donation in the amount of \$252.00. The Board agreed to allow TA Shepard, Sandy Moulton, and Marianne Peabody determine the best use for these donated funds.

TA Shepard informed the Board that the Plodzick and Sanderson auditing contract has been received and provided to the Board for review. The contract is for the same amount as in 2018. TA Shepard recommended waiving the procurement policy for the professional services as allowed in the Procurement Policy under V. Exceptions to the Bid Process under 4. Professional Services/Consultants "the bid process may not apply to the town's selection of service providers for services that are characterized by a high degree of professional judgment and discretion such as, but not limited to, legal services, auditing services, etc. TA Shepard went on further to say that the town has worked with Plodzick and Sanderson since 2009 and has an excellent working relationship with this firm.

MOTION: "To contract with Plodzick and Sanderson for auditing services and waiving the procurement policy as a professional service."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: J. Monti stated that he does not support waiving the procurement policy and wants this contract put out to bid next year. The Board agreed to place this contract out to bid in 2021.

Motion Passes: 5 – Yes, 0 – No

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

11:00 AM CIP Committee

B. DeLeo informed the Board that he would like to review the plan based on changes that were made during the joint meeting with the Town of Campton

- The Town of Campton wanted to move the Fire Engine 2 to 2021, the cost increased for the Town of Thornton by \$11,050 based on the contractual increase for the Town of Thornton plus a 2.5% inflation adjustment.
- The Forestry truck was removed from 2029. The command and utility vehicles were left in the plan for now and will be discussed at a later time.
- The Transfer Station Ford F250 (2020) has been updated to \$11,735 using the existing contract based on the new quote that was received.
- Paving was also discussed at the Transfer Station. The estimate for the CIP was out dated and their considerations such as paving durability need to be discussed. B. Deleo suggested that Campton may be more supportive of the paving plan if a more comprehensive estimate is presented.

MOTION: "To accept the CIP plan as presented this evening and recommended by the CIP committee."

Motion: J. Monti
Seconded: J. Gaites
Discussion: None
Motion Passes: 5-0

B. Deleo stated that as discussed with Campton at last week's meeting, there will be a CIP joint meeting in either July or August 2020. B. Deleo will inform Department Heads of the requirement to submit requests for purchases by June 1, 2020. He will also remind department heads not to include inflation cost in their requests. B. Deleo also recommended that department heads utilize the potential to be included in the State bid process for any applicable vehicles or equipment. The Board agreed.

11:15 Town Clerk/Elections 2020 Budget

Donna Monti presented the proposed Town Clerk/Elections Budget to the Board. The Board reviewed the proposed budget line items for the Town Clerk Budget:

- Postage – 2020 is a four-election year and this figure was estimated from information received from 2016.
- Dog Licensing and Vital Records – D. Monti would like to purchase a box of prepaid envelopes that would not expire. A box of 500 would last about 2 years. The rising cost of postage may save the Town some postage funds. Return service would also be provided and is a benefit to the Town.
- Professional Services – includes the BMSI software company annual maintenance fee and the NH City and Town Clerk Association fee.
- Salary Line reflects a 2% COLA, and added 100 extra hours due to the increased election in 2020. This increase is only for 2020.
- Training – New Clerk Works training, spring workshop, and a training in North Conway for three days, and Vital Records training.
- General Supplies – dog licenses and dog license paper. The toner is split with the Tax Collector and this year the Town Clerk will purchase the toner. Binders for minute storage for records.

MOTION: "To approve the 2020 proposed town clerk budget in the amount of \$9,163."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None
Motion Passes: 5-0

D. Monti presented the Proposed Election budget. She explained that the 2020 proposed budget is higher due to four elections scheduled for 2020:

- Stipend – Includes Moderator, Ballot Clerks, and Supervisor of the Checklist for four elections.
- Advertising – Record Enterprise postings regarding elections. J. Monti suggested including a notice that the election location is at the school with each posting. TA

Shepard suggested getting a sandwich board to advertise the new election location. The Board agreed.

- Operating Expenses – Includes card resets for accuvote machine and maintenance. This line also includes food purchases for election employees.
- Election training – no additional trainings are scheduled beside the same trainings that were offered in 2019.

MOTION: “To approve the proposed 2020 Election budget in the amount of \$15,150.”

Motion: B. Benton

Seconded: J. Monti

Discussion: None

Motion Passes: 5-0

11:45 Tax Collector/ Municipal Agent/ Zoning Enforcement 2020 Budget/

AA Mahurin presented the proposed Tax Collector, Municipal Agent, and Zoning Enforcement 2020 budgets.

AA Mahurin presented the Tax Collector budget:

- Salary – Includes 2% COLA increase and an extra week of salary due to the leap year. The COLA and additional pay week will be consistent for all department budgets.
- Professional services – Level Funded
- Training and Mileage – annual workshops, spring workshop, and fall conference as well as any additional required trainings.
- General Supplies – Basic supplies
- Postage – Level funded

MOTION: “To approve the proposed 2020 Tax Collector budget in the amount of \$22,989.”

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None

Motion Passes: 5-0

AA Mahurin presented the proposed Municipal Agent budget for 2020:

- Salary – Includes 2% COLA increase and an extra week of salary due to the leap year. The COLA and additional pay week will be consistent for all department budgets.
- Professional services – Level Funded
- Training and Mileage – annual workshops, spring workshop, and fall conference as well as any additional required trainings.
- General Supplies – Increased by \$1,000. The State used to provide a printer and service-related items for registrations, and are no longer providing a printer. The Town will need to budget for the replacement printer if it becomes necessary. A replacement is not needed at this time, but the printer is 6 years old and may need replacement.

- Postage – Reduced due to more motor vehicle registrations being completed online. She also purchased prepaid envelopes last year that will be sufficient for this year.

MOTION: “To approve the proposed 2020 Municipal Agent budget in the amount of \$28,818.”

Motion: J. Monti
 Seconded: J. Gaite
 Discussion: None
Motion Passes: 5-0

AA Mahurin presented the proposed Zoning Enforcement budget for 2020:

- Salary – Includes 2% COLA increase and an extra week of salary due to the leap year. The COLA and additional pay week will be consistent for all department budgets.

MOTION: “To approve the proposed 2020 Enforcement budget in the amount of \$5,452.”

Motion: J. Monti
 Seconded: J. Gaite
 Discussion: None
Motion Passes: 4-0 **Abstained: R. Sabourn**

12:15 PM Police Department/Emergency Management 2020 Budget

Chief Miller presented the proposed 2020 Police Department Budget. Chief Miller presented the board members with a handout to help with any questions. Chief explained the 2% COLA and 53 weeks of pay in 2020. Chief explained that dispatch fees have increased by \$531. Grant reimbursements, Special Detail Funds and trainings and subscriptions were reviewed. BOS members reviewed each line in the PD Budget with Chief Miller. Chief did submit for three step increases. Discussion followed regarding Performance Reviews. The Board will discuss the requested step increases at the BOS meeting on Monday, December 30, 2019. Chief will return on that date to further discuss his proposed 2020 Budget.

Chief asked the BOS to consider on call pay for his staff starting in 2020. Chief explained that there are hours when there is no coverage in Thornton and an officer has to be “on call”. An example he gave was from 3 am until 8 am. An officer is designated to be “on call” and available to answer a call for assistance but at this present time does not receive any compensation for being on call. Chief reported that other area towns pay their officers anywhere from \$5 and up for on call hours. He asked the BOS to approve on call pay for his department at the rate of \$5 per hour. He explained that if an officer is on call and called out, he gets his regular rate of pay once he was called out. The officer would not get both on call pay and regular pay for the same hours. For example, if an officer is on call from 3 am until 8 am and gets called out at 7 am. The officer would get \$5 per hour from 3 am until 7 am and then his regular pay from 7 am on. Discussion followed.

MOTION: "To approve on call pay for the Police Department in the amount of \$5 per hour beginning in 2020."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None

Motion Passes: 5-0

Chief Miller will draft on "On Call Policy" for the Boards review and signature.

Chief Miller also asked the board to consider hiring one more full-time officer in 2020. He stated that he needs an additional officer to provide 24-hour coverage in Thornton. Discussion followed. The BOS will discuss this request further on December 30, 2019.

Chief Miller presented the proposed 2020 Emergency Management budget which was level funded from 2019.

MOTION: "To approve the proposed 2020 Emergency Management budget in the amount of \$4,681."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None

Motion Passes: 5-0

1:00 Highway Department 2020 Budget

RA Kubik met with the Board to present the 2020 Highway Department:

- Salary – Includes 2% COLA increase and an extra week of salary due to the leap year. The COLA and additional pay week will be consistent for all department budgets.
- Paving - Judges Road Asphalt - \$106,000 cost estimated. Orris Road – Overlay cost estimated is \$68,000. An additional \$45,000 of the gifted funds can be designated for other paving needs and is not included in the \$174,000 in designated paving costs. R. Sabourn stated that if there are no jobs that can be completed with the gifted \$45,000 in funds, it could be moved to the road repair line. J. Monti asked if the Road Agent could add another paving project if he had an additional \$15,000 with the \$45,000 in gifted funds. RA Kubik agreed that a few roads that are near the current paving projects scheduled for this year, could be paved with some additional funds. RA Kubik will present this information to the BOS on Monday, December 30th
- Road Repair budget line is for material for paved, non-paved, and culvert maintenance.
- Fuel – RA Kubik indicated he estimated the state price as the State price is not none as of this date however, he felt confident this budget number will be sufficient.
- Backhoe – will need a set of brooms for the sweeper.
- Equipment Repairs – Increased due to history of repairs.
- Equipment Rentals – lowered by \$500- only used if the need arises for an equipment rental.

- Sand and Salt – estimated for 3,000 yards with today's current price.
- Most of the increase in the budget is the new full-time employee, and the additional paving funds.
- The Board will discuss the budget further on December 30, 2019.

1:45 Planning Board 2020 Budget

Brian Regan met with the Board to present the 2020 Planning Department Budget:

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- Salary – Level Funded the Salary Line for part time assistant
- Increase in Training PLBD line for anticipated conference cost.
- Due to underestimation of Operating Expenses in 2019 – Increase of \$1,500 requested.
- All other budget lines have been level-funded.

MOTION: “To approve the proposed 2020 Planning Board Budget as presented in the amount of \$47,212.”

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None

Motion Passes: 5-0

ZBA 2020 Budget

J. Monti discussed the proposed 2020 ZBA budget:

- Salary – Level Funded the Part Time Administrative Assistant Line item..
- J. Monti explained the light workload of the ZBA due to no cases being heard this year.
- Operating Expenses – decreased by \$500 due to no cases being heard.
- Training – \$600 Increase in the Training and Mileage line so each ZBA member can attend training.

MOTION: “To approve the proposed 2020 Zoning Board budget in the amount of \$6,453.”

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None

Motion Passes: 4-0

Abstained: J. Monti

Transfer Station Office Trailer Bid Opening

Chairman Benton read the Town of Thornton, Notice of Sale as it appeared in the newspaper. There were three bids received and they were as follows:

Toni Maviki - \$754.97; J Silvia and Son - \$276.83 and Peter Vaillancourt - \$215.00.

MOTION: "To accept the bid received from Toni Maviki in the amount of \$754.97 for the purchase of the office trailer located at the Campton/Thornton Transfer Station.

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None

Motion Passes: 5-0

3:00 Transfer Station/Solid Waste Disposal 2020 Budget

K. McGuire presented the 2020 proposed transfer station/solid waste disposal budget:

- Salary – Includes 2% COLA increase and an extra week of salary due to the leap year. The COLA and additional pay week will be consistent for all department budgets. Kevin McGuire had two step increase recommendations he shared with the board. K. McGuire informed the Board that one of his step increase recommendations is based on his plans to retire from his position as Transfer Station manager in 2020. J. Monti raised the question about yearly personnel reviews and stated the town's personnel policy indicates that department heads must complete yearly personnel reviews. He asked if Mr. McGuire has completed these for all the employees. Kevin explained that he does reviews of his employees every day and that it's an ongoing process. TA Shepard stated that she has not completed performance reviews since she became Town Administrator and that staff indicates they have not had reviews for over nine years. TA Shepard stated that she felt due to the small nature of the office staff and department staff, department heads "conduct" evaluations on a daily basis. Discussion followed regarding step increases and how the process has been completed in the past which is Department Heads provide a request in writing and then present this request to the Board during their budget presentation. Steps are requested for staff members who have taken on additional responsibilities, completed specialized training or received additional licenses or certificates. J. Monti asked if the Board if they have ever given a three-step increase in the past. R. Sabourn recalled that a PD employee was given a two-step increase in the past. The Board agreed to discuss this further at their meeting on the 30th of December.
- Steve Chiocca joined the budget meeting as Kevin McGuire had to leave to return to the Transfer Station. Steve presented the budget from this point forward.
- The Uniform budget will be discussed during December 30, 2019 meeting.
- Heat and Oil was increased due to the new space that will be heated after the renovation is completed.
- Printing line was increased to purchase new signage for the Transfer Station.
- Vehicle Equipment was increased due to needing new skid steer tires and to build a platform for the metal pile.
- Solid waste budget was level funded.

Steve Chiocca presented the Solid Waste Disposal 2020 Budget. This budget is level funded from 2019 and is disposal of solid waste and bulky debris.

MOTION: "To approve the proposed 2020 Solid Waste Disposal Budget in the amount of \$245,000"

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None

Motion Passes: 5-0

Steve Chiocca presented the proposed 2020 Pemi-Baker Solid Waste Budget. There was a slight increase in the membership cost of this line. Discussion followed.

MOTION: "To approve the proposed 2020 Pemi-Baker Solid Waste Budget in the amount of \$2,440."

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None

Motion Passes: 5-0

Steve Chiocca presented the proposed 2020 Solid Waste Cleanup Budget. This is the budget line for DES landfill monitoring. Based on discussions with Emory and Garrett, this line has been estimated at \$1,400 for 2020.

MOTION: "To approve the proposed 2020 Solid Waste Cleanup Budget in the amount of \$1,400.00."

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None

Motion Passes: 5-0

Steve Chiocca presented the proposed 2020 Sewage Waste Cleanup Budget in the amount of \$100. Discussion followed. This line is to allow septage haulers to deliver to Thornton waste to the Plymouth sewer plant and has been level funded for several years.

MOTION: "To approve the proposed 2020 Sewage Waste Cleanup Budget in the amount of \$100.00"

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None

Motion Passes: 5-0

Selectmen Concerns:

The Board will have a joint meeting on the budget with Campton and Ellsworth on Monday, January 6, 2020 at 5:30 pm to vote on the 2020 Fire Department and Transfer Station budgets. J. Monti expressed concern that Campton's CIP may not align with Thornton's. R. Sabourn suggested that the Board should not discuss the CIP at the joint budget meeting and should do so at a separate CIP meeting. Discussion followed.

Code Enforcement

TA Shepard reminded the BOS that Selectman Sabourn stepped down from the Code Enforcement Position and asked the board to appoint another BOS member to accept this role. Discussion followed. She explained that the Administrative Assistant needs to have a BOS contact person to assist her with any questions relative to Zoning Compliance Applications. After some discussion, R. Sabourn stated that he is willing to continue to assist with that process and that there will need to be some training for the board member that assumes this position, especially regarding flood plains, etc. R. Sabourn agreed that he would help train but he does not want to be the only one enforcing the ordinance. R. Sabourn stated that he has the expertise to assist in this area but going forward, he wants at least two Selectmen involved in any enforcement issues.

After discussion, the Board agreed to have Roy Sabourn continue in his capacity to review and assist with ZCA's, and that one other board member will always be present to assist with enforcement issues. Whenever there is an enforcement issue, Roy will bring another BOS member into the discussion and the two of them will proceed with enforcement actions. The Board also agreed that there needs to be clearer guidelines (perhaps a checklist) and documentation requirements for compliance issues. TA Shepard will work with AA Mahurin to provide these forms to Vice Chair Sabourn for use in the future. The Board agreed to use the town camera for enforcement issues as well. AA Mahurin will make name tags for BOS members for identification purposes when they are called to assist with enforcement issues and to visit sites.

MOTION: "To adjourn."

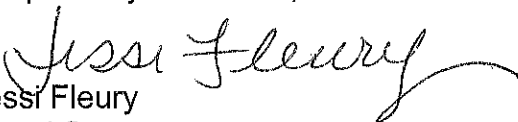
Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5-0

Respectfully submitted,


Jessi Fleury
Board Secretary