



## **TOWN OF THORNTON BOARD OF SELECTMEN**

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Approved on: 1/15/2020  
BOS Initial: J. M. M.  
Rec'd by Town Clerk on: 1/27/2020  
Town Clerk Initials: djm

### **Board of Selectmen Meeting Minutes December 30, 2019**

**11:00 A.M. Vice Chairman Sabourn opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.**

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

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

**ABSENT:** Chairman Brad Benton (arrived later in the meeting)

**MOTION:** "To approve the payroll manifest dated 1/3/2020 in the amount of \$29,180.64."

Motion: M. Peabody

Seconded: J. Monti

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: J. Gaites**

**MOTION:** "To approve the vendor manifest dated 1/3/2020 in the amount of \$61,631.47."

Motion: J. Monti

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: J. Gaites**

### *Minutes*

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

Motion: J. Monti

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

## ZCA Review

**MOTION: "To request that AA Mahurin ask the applicant for ZCA #2019-58, PID 6/13-1-08, Owner RJS Consulting LLC, to provide a new septic design plan."**

Motion: R. Sabourn

Seconded: J. Gaite

Discussion: R. Sabourn questioned if there are 2 qualifying acres for this property.

**Motion Passes: 4 – Yes, 0 – No**

## TA REPORT

**MOTION: "To request funds from the Trustee of Trust Funds in the amount of \$2,062.96 from the Fire Rescue vehicle equipment and major maintenance for a radio in the new ambulance."**

Motion: M. Peabody

Seconded: J. Gaite

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To request funds from the Trustee of Trust Funds in the amount of \$14,570.00 from the Assessing Capital Reserve for the November and December assessing invoices."**

Motion: J. Gaite

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

TA Shepard stated that an updated budget meeting schedule was provided for the Board.

BOS meeting schedule for 2020 was provided. Meeting times have been changed from 5:00pm to 4:00p.m. per request of the Board.

TA Shepard provided a cost benefit analysis for the payment in lieu of insurance of benefits offered by the Town and explained the cost savings to the Town of Thornton.

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

## **12:00 PM Highway Department 2020 Budget (continued from December 18, 2019 meeting)**

- Uniforms – TA Shepard met with RA Kubik and K. McGuire and they agreed to put \$4,000 in the budget to purchase Town of Thornton t-shirts, sweatshirts and reflective jackets for the Highway Department and the Transfer Station employees.
- Paving – RA Kubik estimated (based on \$80/ton) that he would spend the additional \$45,000 included in the budget for paving Windswept Road, the paved portion of Chickenboro Road for \$19,000, and \$8,000 for Harris Road (off of Orris Road). The Board confirmed that \$35,000 from the State was included in the

original paving budget request. The additional \$10,000 from the State is being applied to road repairs on Judges Road.

- M. Peabody confirmed that landscaping for Town Hall is included in the Highway Department budget.

**MOTION: "To approve the proposed 2020 Highway Budget in the amount of \$720,125.00."**

Motion: J. Monti

Seconded: J. Gaite

Discussion: R. Sabourn stated that the large increase is due to the new employee and the \$45,000 that was already received from the State of NH and allocated to the Highway Department budget.

**Motion Passes: 4-0**

**12:30 Police Department 2020 Budget (continued from December 18, 2019 meeting)**

- Printing budget line – lowered to \$1,000 instead of \$1,500
- Events line – lowered to \$500 instead of \$700
- Added new line for salary for on-call pay as approved at the last meeting.
- Step Increase requests – Chief Miller requested a step increase for Sandy Moulton, Sergeant Gilman, and Chief Miller. The last step increase for the staff requested was in 2018.
- Additional full-time officer request – the Board agreed that this must be presented in a warrant article at town meeting. Chief explained that 24-hour coverage is difficult with trainings, vacations, etc. and having six full-time officers will help provide a consistent work schedule and improve morale.
- The department would continue to have one or two part-time officers and hours are minimal. There would be an offset in the part-time officer budget if a new full-time officer is hired. Discussion continued on the cost of the full-time position. If the Town is awarded the grant, this will assist with the cost for the new position.

**MOTION: "To support the request for an additional full-time officer for the Police Department to be presented by a warrant article at town meeting in the amount of \$60,000."**

Motion: J. Monti

Seconded: M. Peabody

Discussion: None

**Motion Passes: 4-0**

**MOTION: "To approve the step increases for AA Sandy Moulton, Sergeant Gilman, and Chief Miller in the Police Department."**

Motion: J. Monti

Seconded: M. Peabody

Discussion: None

**Motion Passes: 4-0**

**Chairman Benton arrived at the meeting at 12:50 p.m.**

- Telephone Line – Chief Miller and TA Shepard provided three proposals for a new telephone system for the Selectmen's Office and Police Department. TA Shepard and Chief Miller met with the vendors to discuss needs of the Town of Thornton. Discussion was had on benefits and cost savings that would be available to the Town. This cost for the new phone system which will service Town Hall, Police Department, Highway Department and Transfer Station will be included in the General Government Building budget.

**MOTION: "To accept the proposal for a new telephone system from MCCT in the amount of \$9,650.00 for the Police Department and Town Office."**

Motion: J. Gaite  
 Seconded: R. Sabourn  
 Discussion: None  
**Motion Passes: 5-0**

**MOTION: "To approve the 2020 Police Department budget as amended in the amount of \$697,366.00."**

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

Vice-Chairman Sabourn turned the meeting over to Chairman Benton.

**1:00 Transfer Station 2020 Budget (continued from the December 18, 2019 meeting)**

S. Chiocca met with the Board to further discuss the Transfer Station budget.

Step Requests – at the last meeting, Transfer Station Manager Kevin McGuire had recommended a three-step increase for Steve Chiocca, Assistant Manager and one-step increase for Zach Simon. The Board discussed the step increases.

S. Chiocca discussed the increase in waste received at the transfer station and some potential solutions. The Board discussed establishing a committee to discuss logistical needs of the Transfer Station. The Board agreed to schedule an additional meeting to further discuss the Transfer Station.

**MOTION: "To approve a one-step increase for both employees."**

Motion: J. Monti  
 Seconded: J. Gaite  
 Discussion: M. Peabody disagrees completely with this motion. R. Sabourn stated he does not agree with a three-step increase on any position and does not want to set that precedence. R. Sabourn would support a one step for Zach and two steps for S. Chiocca. M. Peabody stated that S. Chiocca has gone way above and beyond with the administrative work at the transfer station and deserves a three-step increase. J. Gaite agreed with M. Peabody. Further Discussion  
**Motion Failed: 1-4**

**MOTION: "To approve a one-step increase for Zach Simon and a two -step increase for S. Chiocca."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passed: 3-2 Opposed: J. Monti and M. Peabody**

TA Shepard made the changes to the budget and the board reviewed and voted.

**MOTION: "To approve the amended 2020 Transfer Station budget in the amount of \$251,689.00."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None

**Motion Passes: 5-0**

### **1:30 PM Fire Department 2020 Budget**

Chief Defosses met with the board to discuss the fire department budget.

- Chief is requesting an additional 8 weeks of coverage for November and December to provide 24 hour coverage. Currently, the Town has four months of 24 hour coverage, adding an additional 8 weeks would provide six months of 24 hour coverage. This would cost approximately \$10,000. This will need to be discussed with the Town of Campton during the joint meeting. J. Monti and M. Peabody discussed the call out hours during the night hours. Chief Defosses explained the call out report to the Board. Further Discussion.
- Chief added \$10,000 to the vehicle maintenance line.
- Equipment maintenance line was increased \$4,000 due to expected maintenance for the SBA bottles hydrostatic testing.
- Chief explained that the remaining budget lines are consistent with last year for the most part.
- R. Sabourn asked about the training line which is \$10,000, but the budget line was not expended in previous years. Chief explained that he would like to have call members trained at the next level during this coming year.

**MOTION: "To support the 2020 Fire Department budget which includes 8 additional weeks of 24 hour coverage in the amount of \$401,463 as Thornton's share of the Fire Department Budget."**

Motion: J. Monti

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5-0**

### **2:30 PM Cemetery 2020 Budget**

P. Laufenberg met with the Board to discuss the proposed 2020 Cemetery Budget.

- Budget is level funded except for an additional \$5,000 for tree removal/maintenance at the cemeteries, specifically at Pine Grove Cemetery. Peter explained that the trees are not all on town property and would require permission to be removed from the property owner. He will have a further discussion with the property owner before any trees are removed.

**MOTION: "To approve the proposed 2020 Cemetery Budget as presented in the amount of \$31,000."**

Motion: J. Monti

Seconded: J. Gaites

Discussion: None

**Motion Passes: 5-0**

R. Sabourn stated that he felt more than \$5,000 should be added to this line due to the expense to hire a crane and the tree work that is necessary. Further discussion. The board agreed to go with the \$5,000 this year and revisit this in 2021.

P. Laufenberg requested the BOS appoint Wendy Johnston as a Cemetery Trustees.

**MOTION: "To appoint Wendy Johnston as an Interim Cemetery Trustee until the 2020 election to fill the vacancy from the resignation of Phyllis Holbrook."**

Motion: B. Benton

Seconded: J. Monti

Discussion: None

**Motion Passes: 5-0**

### **2:15 PM Library 2020 Budget**

Nina Sargent was not able to attend due to illness. The Board reviewed the proposed budget.

**MOTION: "To approve the proposed 2020 Library budget in the amount of \$88,168.00."**

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None

**Motion Passes: 5-0**

### **2:45 Events Committee 2020 Budget**

TA Shepard presented the events committee budget. The budget was \$1,200 in 2019. The Committee would like to increase their budget to \$2,000 so they can plan additional events in 2020.

**MOTION: "To approve the proposed 2020 Events Committee budget in the amount of \$2,000."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None

**Motion Passes: 4-0**

**Abstained: J. Monti**

### **3:00 Conservation Commission 2020 Budget**

TA Shepard stated that she did not receive a budget request from the Conservation Commission as of the date of this meeting and would suggest the board level fund this budget. The Board agreed to level fund this budget at this time.

**MOTION: "To approve the proposed 2020 Conservation Commission Budget in the amount of \$725.00."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: The Board asked TA Shepard to reach out to the Conservation Commission and confirm the budget approved tonight. The BOS would also like to meet with the Conservation Commission in February to discuss their goals and plans for 2020.

**Motion Passes: 5-0**

### **3:15 Beautification Committee 2020 Budget**

The budget request is for \$500, level funded from 2019. M. Peabody stated that the Beautification Committee spent \$300 last year, and this included the purchase of bark mulch for the gardens at Town Hall. Since the landscaping will be covered in the 2020 Highway Department budget, M. Peabody agreed this line could be reduced to \$300 for 2020..

**MOTION: "To approve the amended 2020 Beautification Committee Budget in the amount of \$300.00"**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None

**Motion Passes: 5-0**

### **3:30 Town Accounts/Town Administrator 2020 Budget**

- TA Shepard presented the Wages/Selectmen. FICA and 2% COLA increase has been applied. Training is level funded at \$500.

**MOTION: "To approve the proposed 2020 Budget for 41301 Board of Selectmen in the total amount of \$23,633."**

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None

**Motion Passes: 5-0**

TA Shepard presented the 2020 Budget for 41301 Town Manager, Administrator or Executive Secretary. This includes one step for the Town Administrator.

**MOTION: "To approve the proposed 2020 Budget for 41302 Town Manager, Administrator or Executive Secretary in the total amount of \$107,027."**

Motion: J. Gaites  
Seconded: R. Sabourn  
Discussion: None  
**Motion Passes: 5-0**

**TA Shepard presented all of the following budgets:**

*41304 – Elected Officials Wages – Trustees of Trust Funds, Level Funded*

**MOTION: "To approve the proposed 2020 Wages for Boards and Commissions (Trustees of Trust Funds) in the amount of \$3,121.00."**

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None  
**Motion Passes: 5-0**

*41309 – Selectmen Staff/Wages – Includes COLA increase and FICA*

**MOTION: "To approve the proposed 2020 Wages for Executive Office Functions in the amount of \$138,072.00."**

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None  
**Motion Passes: 5-0**

*41505 – Treasury – Includes COLA increase and FICA, this line was reduced by \$300 due to the costs associated with the Deputy Treasurer.*

**MOTION: "To approve the proposed 2020 Wages for Treasury 41505 in the amount of \$6,033."**

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None  
**Motion Passes: 5-0**

*41501 – Accounting and Financial Reporting*

- *Professional Fees*

J. Monti asked what the status was of the previous discussion relative to providing i-pads for board members. He stated that he does not want to use his personal computer for town business. He explained that he would prefer to review information electronically rather than in paper format. All other Board members agreed that they do not feel they would utilize an iPad enough to warrant the purchase of one for each of them. The Board agreed that \$400 would be added to the budget for the purchase of one iPad for BOS usage.



**MOTION: "To approve the amended 2020 Budget for 41501 Wages for Accounting and Financial Reporting budget in the amount of \$43,216.00."**

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

*41502-Auditing*

This budget was level funded.

**MOTION: "To approve the proposed 2020 Auditing budget 41502 in the amount of \$15,400.00."**

Motion: J. Gaites  
Seconded: R. Sabourn  
Discussion: None  
**Motion Passes: 5-0**

*41521 – External Reval*

Avitar combined cyclical and annual assessing costs in 2020 as reflected in the budget line. The website subscription is level funded.

**MOTION: "To approve the proposed 2020 Wages for External Reval 41521 in the amount of \$31,923."**

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None  
**Motion Passes: 5-0**

*41531 – Legal*

TA Shepard provided a print out of current expenses for legal services in 2019. Discussion followed. TA Shepard recommended a reduction in line to \$ \$35,001. The board discussed expected legal expenses for 2020.

**MOTION: "To approve the proposed 2020 Legal budget 41531 in the amount of \$35,001."**

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

*41552 – Personnel Administration*

**MOTION: "To approve the proposed 2020 Personnel Administration budget 41552 in the amount of \$5,000.00."**

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None  
**Motion Passes: 5-0**

#### *41559 – Grants*

This budget was level funded.

**MOTION: “To approve the proposed 2020 Grants budget 41559 in the amount of \$5,000.00.”**

Motion: J. Gaites

Seconded: J. Monti

Discussion: None

**Motion Passes: 5-0**

#### *41941 – Town Hall repairs and maintenance*

- This budget was increased by \$500 for Carpet cleaning which hasn't been done for several years.
- The new phone system as approved earlier in this meeting, were also added to this budget.
- The Board reviewed and discussed each line item.

**MOTION: “To approve the proposed 2020 Town Hall Repairs and Maintenance budget 41941 in the amount of \$49,046.”**

Motion: J. Gaites

Seconded: J. Monti

Discussion: None

**Motion Passes: 5-0**

#### *41960- Insurance not otherwise allocated*

- Primex and Workers Compensation – TA Shepard explained the premium holidays received for 2018 which reduced this line item for 2020.

**MOTION: “To approve the proposed 2020 Insurance budget in the amount of \$46,057.00.”**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None

**Motion Passes: 5-0**

#### *41990 Other General Government*

This budget was level funded.

**MOTION: “To approve the proposed 2020 Other General Government budget 41990 in the amount of \$6,201.00.”**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None

**Motion Passes: 5-0**

#### *44150 – Other Health Agencies – Health Agencies and Hospitals*

This budget includes Pemi-Baker, Speare Memorial Hospital, ACHS Community Health, Midstate Health.

**MOTION: “To approve the proposed 2020 Other Health Agencies/Hospitals 44150 in the amount of \$15,156.00.”**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None

**Motion Passes: 5-0**

*44190-Other Heath – Health Agencies and Hospitals*

This budget is level funded for Genesis Behavioral, ADAPT, American Red Cross.

**MOTION: “To approve the proposed 2020 Other Health budget in the amount of \$35,118.00.”**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None

**Motion Passes: 5-0**

*44160- Economic Development (Donations) Agency Requests*

- CADY, Voices against Violence, PRLAC, Tri County Community Action, Grafton County Senior, CASA, Bridge House, Transport Central.
- 

**MOTION: “To approve the proposed 2020 budget 44160 in the amount of \$14,426.00.”**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None

**Motion Passes: 5-0**

TA Shepard informed the Board that three new requests from Health Agencies were received.

- Community Action
  - Birch House in Littleton
  - Day Away Program
- Discussion followed relative to each request.

**MOTION: “To not approve for funding the new requests received from Birch House, Day Away, and Community Action.”**

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None

**Motion Passes: 5-0**

*45830-Patriotic Purposes*

The Board discussed the increased amount of flag poles in town and the need to purchase additional flags. The Board increased the budget by \$200.00.

**MOTION: "To approve the amended 2020 Patriotic Purposes budget 45830 in the amount of \$550.00."**

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

*47230 – Interest and Tax Anticipation Note*

TA Shepard suggested this line be reduced to \$1,000.

**MOTION: "To approve the proposed 2020 Interest and Tax Anticipation Note budget in the amount of \$1,000.00."**

Motion: R. Sabourn  
Seconded: J. Monti  
Discussion: None  
**Motion Passes: 5-0**

**MOTION: "To approve the Capital Outlay – Other 49090 in the amount of \$60,000 to fund the new police officer position being presented by warrant article to the voters at town meeting on March 14, 2020."**

Motion: R. Sabourn  
Seconded: J. Monti  
Discussion: None  
**Motion Passes: 5-0**

*Capital Reserve Fund*

- \$31,000 Highway Department
- \$32,000 Police Cruiser
- \$6,000 Transfer Station
- \$20,000 Assessing
- \$153,000 Fire Truck
- \$28,000 Property Tax Maps
- Total of \$270,000
- The Board will budget for \$300,000 in Capital Reserve Funds in 2021

**MOTION: "To approve the proposed 2020 Capital Reserve budget 49150 in the total amount of \$270,000.00."**

Motion: R. Sabourn  
Seconded: J. Gaites  
Discussion: None  
**Motion Passes: 5-0**

**BOS Motion 2020 Operating Budget/Money Articles and Motioned to present at the Budget Public Hearing.**

R. Sabourn stated that the proposed budget was \$3,444,846. The new approved budget with changes made this evening, for the budget hearing is \$3,513,717.00. The approximate increase is about \$260,000 compared to the approved 2019 budget.

**MOTION: "To conditionally approve the proposed 2020 Operating Budget / Money Articles budget in the amount of \$3,513,717.00 for presentation at the Budget Public Hearing."**

Motion: R. Sabourn

Seconded: J. Gaite

Discussion: None

**Motion Passes: 5-0**

The joint meeting with the Town of Campton will be Monday, January 6, 2020. TA Shepard will forward warrant articles for review to the Board prior to January 15, 2020 meeting. The Board agreed to discuss the warrant articles on January 15 at 3:00 p.m.

**4:45 P.M. MOTION: "To adjourn."**

Motion: J. Gaite

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5-0**

Respectfully submitted,

Jessi Fleury  
Board Secretary