



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 1/29/20
BOS Initial: RS
Rec'd by Town Clerk on: 2/4/20
Town Clerk Initials: djm

Board of Selectmen Meeting Minutes January 15, 2020

3:13 P.M. Chairman Brad 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

Action Folder:

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

4:00 Chief Defosses – Fire Department

Chief Defosses met with the Board to discuss the plans to replace two cardiac monitors. The Town of Campton has included these in their 2020 and 2021 CIP. Chief Defosses apologized for the confusion surrounding this subject and said he had intended to discuss this during his budget meeting. Chief explained that in February 2021, the FDA approval for the current monitors will expire. They will still work but are being phased out by the manufacturer due to FDA requirements. Maintenance and replacement items will become unavailable for those units after that date. The Town of Campton has planned to purchase one unit in 2020 and a second unit in 2021. Chief Defosses discussed applying for a grant for these purchases instead of creating a warrant article for the new units. If the grant is not approved, the Town of Thornton would need to purchase two units next year. A new unit costs \$32,000 and a refurbished unit is \$24,500. The refurbished unit can be serviced and maintained in the same manner as the new units, purchasing a refurbished unit may be the best option for the Town. The Board agreed to discuss this further and may consider funding these through the CIP.

MOTION: “To support Chief Defosses in writing a grant in 2020 to purchase two cardiac monitor/defibrillator devices and to consider including them in the Town of Thornton 2021 and 2022 CIP.”

Motion: J. Monti

Seconded: R. Sabourn

Discussion: This will be discussed during the CIP meetings next year. TA Shepard will inform the Town of Campton of the board's decision as it will affect their CIP.

Motion Passes: 5-0

Chief also discussed concerns he has with the lighting at the Thornton Fire Station which is the old T12 style. The lighting has not been updated since the station is not used as much as the Campton station. He feels the lights should be replaced in the near future. Chief Defosses provided two quotes. One to replace all of the lights with new units for the cost of \$4,470. The second quote was to use the existing light fixture but to replace the units inside to LED fixtures and the cost of this would be approximately \$1,920. The Board discussed the quotes and needs of the station. Chief Defosses also explained that the fixture may be able to replace the bulbs in the back-storage area by themselves, which would cost about \$300.00. R. Sabourn explained that since this is a commercial building he would not be comfortable with having the Fire Department staff doing this repair themselves. TA Shepard will work with Chief Defosses to check the existing lighting and see if a bulb replacement will fix the lighting for now. TA Shepard also reminded Chief Defosses that there is money in the CIP in 2023 for repairs to the Fire Station which could include some updates to the lights.

4:30 2020 Draft Warrant review and approval

The Board reviewed the draft warrant. R. Sabourn explained the warrant articles regarding zoning submitted from the Planning Board. TA Shepard informed the board that the language of the warrant articles relating to exemptions and credits was provided by the NH Department of Revenue Administration. Discussion continued on the draft warrant articles.

MOTION: "To amend proposed Article 3 to change the wording to allow the elderly tax exemption to include ages 65-74 receive a \$40,000 tax exemption, ages 75-79 receive a \$55,000 tax exemption, and age 80+ receive a \$70,000 tax exemption with no change to financial qualification and asset limitation."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.

Motion Passes: 5-0

The Board discussed Article 4 related to the All Veterans Tax Credit. This All Veterans Tax Credit would allow all veterans to receive the \$500 credit. Currently only veterans who served in an armed conflict are able to qualify for this credit.

MOTION: "To adopt Article 4 relative to the All Veterans Tax Credit as presented."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.

Motion Passes: 5-0

The Board discussed Article 5 relative to Solar Exemption. Prior to 2019, Solar improvements were not assessed. This changed in 2019 and the value is now assessed and part of the property valuation. The adoption of this Solar Exemption would remove the value of the solar improvements from the property's assessed value.

MOTION: "To adopt Article 5 relative to the Solar Exemption as written."

Motion: J. Monti

Seconded: J. Gaite

Discussion: None.

Motion Passes: 5-0

The Board discussed Article 6 relative to the Full-time Police Department Position.
Discussion continued.

MOTION: "To adopt Article 6 relative to the new full time police officer position as written."

Motion: J. Monti

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5-0

The Board reviewed Article 7 through 11 to add funds to the capital reserve fund.

MOTION: "To adopt Article 7, 8, 9, 10, 11 and 12 with the dollar amount indicated in each article as proposed."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: J. Monti asked if B. DeLeo has verified the amounts. TA Shepard confirmed that Mr. DeLeo has verified the amounts.

Motion Passes: 5-0

TA Shepard stated that Article 13 includes only the operating budget, exclusive of other individual warrant articles. TA Shepard stated that the total budgeted amount is \$3,502,855 that includes \$330,000 in special warrant articles. Total operating budget is \$3,172,855.

MOTION: "To adopt Article 13 as written."

Motion: J. Monti

Seconded: J. Gaite

Discussion: None.

Motion Passes: 5-0

5:15 BOS Review 2020 Operating Budget/Money Articles

R. Sabourn had additional questions regarding the Fire Department Budget. He contacted Chief Defosses to receive more information. The Board discussed the increase in the Fire Department budget for the 24-hour coverage for an additional 8 weeks. The Board also discussed the increase in vehicle maintenance.

The Board agreed to add \$1.00 for the Deputy Town Clerk position.

J. Monti stated that \$1.00 should be added to keep the Municipal Support Staff budget line open.

TA Shepard stated that Myrtle Lewis agreed to level fund the Conservation Commission budget as anticipated.

MOTION: "To amended the previously approved total budget request of \$3,502,855 to \$3,502,857."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 5-0

MOTION: "To amended the previously approved motion for proposed warrant Article 13 to raise and appropriate the sum of \$3,172,857 to support Article 13."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 5-0

Action Items:

MOTION: "To approve the 2019 final vendor manifest dated 1/17/2020 in the amount of \$232,323.72."

Motion: B. Benton

Seconded: J. Gaite

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: J. Monti and R. Sabourn

MOTION: "To approve the 2020 payroll manifest dated 1/17/2020 in the amount of \$29,520.30."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: J. Gaite and M. Peabody

MOTION: "To approve the final 2020 vendor manifest dated 1/17/2020 in the amount of \$486,821.34."

Motion: J. Gaite

Seconded: J. Monti

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: B. Benton and M. Peabody

MOTION: "To approve the welfare manifest dated 1/18/2020 in the amount of \$362.38."

Motion: J. Gaite

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: M. Peabody and B. Benton

Minutes

MOTION: "To approve Board of Selectmen public meeting minutes of December 30, 2019 as written."

Motion: J. Monti

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

ZCA Review

MOTION: "To approve ZCA #2019-58, PID 6/13-1-08, Owner RJS Consulting LLC, a concern over lot size and the septic system was discussed at the previous meeting. R. Sabourn has contacted the State of NH and received information that would allow the Board to approve this application."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve ZCA #2020-01, PID #11/183, Owner Lisa Silva and Paul McDermott, to build a 2-bedroom single family home."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

5:45 BOS Review Preliminary MS636

TA Shepard reviewed the MS 636 with the Board of Selectmen. After a lengthy discussion, the revenues for the year have increased. The difference in appropriated amount from 2019 to 2020 is an additional \$202,789.00. J. Monti requested a monthly revenue report along with the monthly expense report generated by the Town Administrator. The form is due to the State of NH DRA 20 days following the annual town meeting.

MOTION: "To approve the draft MS636 as presented."

Motion: J. Monti

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5-0

TA REPORT

Hubbard Brook Scholarship Fund Payment Request

MOTION: "To request funds from the Trustee of Trust Funds in the amount of \$1,500 for Aubrey King from the Hubbard Brook Scholarship Fund."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: M. Peabody asked that the board discuss the Hubbard Brook Payment in Lieu of Taxes arrangement at a later BOS meeting. The board agreed this should be a discussion after the budget season.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To request funds from the Trustee of Trust Funds in the amount of \$8,256.84.00 from the Municipal Buildings Capital Reserve for the Transfer Station Renovation project, Dumont Construction."

Motion: B. Benton

Seconded: J. Gaite

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To request funds from the Trustee of Trust Funds in the amount of \$9,960.00 from the Property Tax Maps Capital Reserve for CAI Technologies Mapping Contract Services."

Motion: R. Sabourn

Seconded: J. Gaite

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve a timber tax warrant for James Uhlman PID #16/7-65 in the amount of \$1,313.33"

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None

Motion Passes: 5-0

TA Shepard informed the board that the Town of Campton has placed the truck for the Transfer Station in their 2021 CIP.

Chief Miller created an on-call policy. The Board noted that one grammatical correction was needed.

MOTION: "To approve the on-call policy with one grammatical correction on page 2."

Motion: J. Gaite

Seconded: R. Sabourn

Discussion: None

Motion Passes: 5-0

Trustee of Trust Funds

MOTION: "To authorize Richard Baker and Ralph Bradley to act as signatories on behalf of the Town as Trustees to the Trust Funds and to remove all other authorized persons."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None
Motion Passes: 5-0

TA Shepard let the board know that the Library Trustees are working on renewing the Library agreement and will be contact with the board in the near future to finalize the agreement.

Tax Collector Contract

The Board reviewed the proposed annual contract. TA Shepard explained that this contract is needed yearly since the Board appoints the Tax Collector and state statute requires there be a contract for that appointment. The only changes to the contract are the dates and the 2% COLA increase.

MOTION: "To approve the 2020 contract with Desiree Mahurin, Tax Collector as presented."

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

White Mountain Nation Forest

TA Shepard provided an updated letter from the Forestry Service. The Board agreed to schedule a meeting with the Forestry Service in one month. J. Monti suggested that this meeting be open for questions from the public. TA Shepard will inform the Forestry of the Board's request.

Transfer Station Skid Steer tires

TA Shepard shared with the board a request received from K. McGuire for permission to purchase four new skidsteer tires at a cost of approximately \$3,000. K. McGuire is asking to spend these funds before Town Meeting from their budget in 2020. The procurement policy has been followed and three quotes have been received.

MOTION: "To approve the purchase of four tires in the amount of \$3,000.00 from Setco for the skid steer."

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

Litigation

TA Shepard updated the board on the small claims action relative to a contract dispute.

Cable Agreement Advisory Committee

Selectman Monti discussed creating a committee to work on the cable agreement. The Board agreed. J. Monti explained his reasoning for requesting a committee. He suggested inviting 3 or 4 people to the committee. The Board agreed to look into forming a Cable Advisory Committee. The Board agreed to include this information on the town website and to seek volunteers to serve on this committee.

Transfer Station Advisory Committee

TA Shepard asked the Board if they would allow the forming of a Transfer Station Advisory Committee to review policies and current procedures as well as needs of the Transfer Station. Bill DeLeo and Myrtle Lewis are interested in serving on this committee. TA Shepard suggested including a transfer station employee and a member of the Selectboard. The Board agreed. TA Shepard will get this information out on the website and seek volunteers to serve on this committee.

7:00 2020 Budget Public Hearing in accordance with RSA 32:5 Final Warrant, Final Budget and MS636 motioned and signed for posting

Present: Richard Baker and Bill DeLeo

Chairman Benton opened the public hearing at 7:00 p.m. in accordance with RSA 32:5 Final Warrant and Final Budget and read the advertised notice as published in the Record Enterprise.

Vice-Chairman Sabourn stated that the draft budget was motioned earlier for the public hearing this evening.

R. Sabourn reviewed and explained the department budgets.

The proposed 2020 budget discussions were as follows:

- *Property Values* – B. DeLeo asked if the restructuring of the contract will affect the CIP. R. Sabourn agreed that this contract is separate from the CIP. The five-year contract is different and was included in the CIP. B. DeLeo asked if the Town has their files backed up off site through Lakes Region Computer. TA Shepard confirmed that a backup is conducted daily and the backups are stored offsite to protect the data in case of damage to the Town Hall system.
- *GGB* – The Board discussed the new phone system. The town is applying for a grant for this expense.

- *Police Department* – B. DeLeo asked if the Police Department belongs to the same retirement system as the other town employees. TA Shepard explained that they belong to the same retirement system but there are two Groups. Group I which is employees and Group II which includes Fire and Police and are at a higher contribution rate. Rick Baker asked the Board if the new Police Department position is in the budget and why it is a warrant article. R. Sabourn explained that it is not included in the operating budget, but rather as a capital outlay and that is why it's a warrant article.
- *Cemetery Budget* – R. Sabourn stated that additional funds are included in the budget for tree removal. B. DeLeo asked if the Town is liable if a tree falls on property. R. Sabourn explained that the town could be liable depending on the situation. He believes that the trees that are in a situation to be hazardous are on private property and could create damage to the cemeteries. B. DeLeo does not agree that the Town should have to pay to remove trees on private property. The Board understands his concern.
- *Fire Department* – B. DeLeo asked for an explanation as to the \$17,000 increase in the Fire Department budget. TA Shepard explained that the Fire Commissioners dissolved on December 31, 2018. The Town of Campton assumed Fire Department responsibilities on January 1, 2019. Due to an accounting error, payroll for the first two weeks of the 2019 budget should have been expended from the 2018 budget.
- *Code Enforcement* – B. DeLeo asked the Board how they intend to handle Code Enforcement. He explained that if Code Enforcement is not handled properly, this will create additional problems. J. Monti stated that the town does take action for Code Enforcement any time a complaint is made to the town hall. The Board has decided that R. Sabourn will continue as code enforcer and will have a second selectmen present to document violations.

R. Sabourn went over the draft warrant articles. Discussion followed.

8:00 p.m. MOTION: "To close the public hearing."

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve 2020 total appropriations with all individual and special warrant articles in the total amount of \$3,502,857 to be presented at the town meeting."

Motion: R. Sabourn

Seconded: J. Gaite

Discussion: None

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the proposed 2020 warrant dated 1-15-2020 as presented for posting."

Motion: R. Sabourn

Seconded: J. Gaite

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

8:02 p.m. MOTION: "To adjourn."

Motion: J. Monti

Seconded: J. Gaite

Discussion: None.

Motion Passes: 5-0

Respectfully submitted,

Jessi Fleury
Board Secretary