

TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES
Meeting Date: October 31, 2012 10:00 a.m.

Original to TC
copy to Binders
website

APPROVED

The Board of Selectmen met and held a public meeting on
Wednesday, October 31, 2012 10:00 a.m. at the Thornton Town Hall.

10:00 a.m. Chairman Burbank opened the meeting with the flag salute and began the work session.

Board Members present: Butch Burbank, Roy Sabourn, Brad Benton, Steve Morton and Marianne Peabody.

Staff present: Tammie Beaulieu, Town Administrator and Jessi Fleury, Board Secretary

Minutes

****Motion****

10:26 a.m. Selectman Morton motioned to accept the public minutes of 10-17-12 as amended. Seconded by Selectman Benton. Motion passed 5-0.

****Motion****

10:27 Selectman Sabourn motioned to accept all three sessions for non-public minutes of 10-17-12 as submitted. Selectman Morton seconded 5-0.

Payroll Manifest

****Motion****

10:28 Selectman Sabourn motioned to accept the payroll manifest dated 11-2-12 in the amount of \$25,911.26. Seconded by Selectman Morton. Motion passed 5-0.

Action Folder

Letter to Road Agent John Kubik-Meadows at Mountain River Homeowners Association
The board reviewed a letter from the Mountain River Homeowners Association regarding an excessive amount of sand used last winter during the plowing and sanding season. The association would like to meet with the contractor that plows this area to avoid damage to lawns and the planting area at the cul-de-sac. Brad Benton mentioned that he contracts this area and would be happy to meet with the road agent and the property owners to try to work out a resolution. The board agreed.

Biennial Inspection of Municipally Owned Bridges

Vice-Chairman Sabourn explained the reports received by the state. After discussion, the board agreed that they should purchase the signs as recommended from NH DOT to include Bridge #111/121 at Thornton Gore Road over Johnson Brook – with the recommended posting of “Gross weight limit 15 tons or 80% of legal loads” and Bridge # 183/107 at Covered Bridge Road over Mill Brook – with the recommended posting of “E2” designation and “Height Clearance 10’ – 02””.

The second concern is Millbrook Covered Bridge - and NHDOT is recommending lowering to an E2 certification and providing height clearance signage. The board agreed to follow DOT recommendations for signage and inform the road agent to purchase signs and install.

Stumpage Approvals

****Motion****

10:35 p.m. Selectman Sabourn motioned to accept the average stumpage value list for timber tax values for the period of October 1, through March 31, 2013 as submitted from DRA. Seconded by Selectman Morton. Motion passed 5-0.

Request for Withdrawal

The Board of Selectmen submitted a letter to the Trustees of Trust Funds requesting to withdraw funds from the Capital Reserve Fund in the amount of \$24,673.88 for the 2013 Police Cruiser & Equipment. Ms. Beaulieu clarified that the amount requested is specific to the cruiser only, and does not include the equipment yet.

****Motion****

10:36 a.m. Selectman Benton motioned to accept to withdraw funds for the capital reserve in the amount of \$24,673.88 for the 2013 police cruiser only, not including additional equipment. Seconded by Selectwoman Peabody. Motion passed 5-0.

Current Use Application - Lewis and Christine Matson

Ms. Beaulieu reminded the board that this application was discussed at their last meeting. She clarified that the deed was processed on June 22, 2012, and the reason the application was submitted early is that Mr. Matson wanted to make sure that the new acreage was included in current use within the 60 day period to avoid a current use penalty. Ms. Beaulieu stated that there will be no current use penalty applied due to the requirements being met and she feels confident that the selectmen can approve the application if they agree.

****Motion****

10:39 a.m. Selectman Sabourn motioned to approve the current use application for Lewis and Christine Matson, for map 17 lot 12-8. Seconded by Selectwoman Peabody 5-0.

****Motion****

10:40 a.m. Selectman Sabourn motioned to approve the current use application for John and Wade Reed, map 11 lot 4-1. Selectwoman Peabody seconded. Motion passed 5-0.

Letter of Resignation – Andy Vermeersh

The board reviewed a letter of resignation from part time police officer Andy Vermeersh.

****Motion****

10:41 a.m. Selectman Sabourn motioned to regretfully accept the resignation for part time patrol officer Andy Vermeersh and signed a letter accepting the resignation. Selectman Morton seconded. Motion passed 5-0.

Letter of Resignation – Rebecca Rodgers

The board signed a letter to Rebecca Rodgers accepting her resignation as Trustee of Trust Funds.

Vendor Manifest

****Motion****

10:43 a.m. Vice-Chairman Sabourn motioned to approve the vendor manifest dated 11-2-12 in the amount of \$412,548.85 . Seconded by Selectman Morton. Motion passed 4-0-1. Selectwoman Peabody abstained.

****Motion****

10:45 a.m. Vice-Chairman Sabourn motioned to accept the second vendor manifest dated 11-2-12 in the amount of \$175.46. Seconded by Selectman. Selectwoman Peabody abstained. Motion passed 4-0-1.

Zoning Compliance Application Form

The board reviewed a ZCA for Margaret Veitch for map 10 lot 11-15 for a 16x16 carport. Ms. Decoteau recommended approval.

****Motion****

10:46 a.m. Selectman Morton motioned to accept the ZCA for Marjorie Veitch at 12 Levi Road, Thornton. Seconded by Selectwoman Peabody. Motion passed 5-0.

Planning Board Update

The board reviewed the updates provided from Nancy Decoteau relating to planning board business.

- Notice of Decision – BLA Scrimshaw
- Thornton Bluffs Application continued to November 15, 2012 at 7:00 p.m.

Public Forum

Jim Demeritt

Mr. Demeritt informed the board that the water from the Mill Brook has broken the bank again and has traveled across Hazelbrook Road. He explained that this occurred during Tropical Storm Irene and he is concerned that this will continue to occur with storms that bring a large amount of rain and will cause the river to make a new path in the future. Selectman Morton feels that the selectmen should view the area. The board agreed to visit the site with Mr. Demeritt and view the area this afternoon.

Lou Klotz

Mr. Klotz met with the selectmen to discuss issuing reimbursements to residents if their newly registered vehicle has mechanically failed. He explained that the NH-DMV reimbursed a resident for registration due to the vehicle not being operable and the registration stickers had not been applied to the plates yet. The resident is asking if the town will reimburse the town portion of the registration as well. The board discussed the request. Selectman Sabourn discussed concern with setting a precedent for reimbursing registration fees in other situations where the vehicle is not operable.

Ms. Beaulieu explained the gross appropriation accounts relative to municipal government and those expenditures would need to be accounted for as an estimated expense in the town clerk/tax collector budget. After discussion, the board agreed that if the registration stickers have not been used and the State of NH is willing to reimburse, the town should as well. Selectman Sabourn stated that a copy of the reimbursement check from the State needs to be submitted as proof. The board also agreed that the

approval of reimbursement will be given by the Board of Selectmen on a case by case basis during a public meeting.

Mr. Klotz informed the board that starting next month residents will be able to pay their tax bills online with their credit card for a fee. The residents will also be able to renew their motor vehicle registrations and dog license renewal for as fee as well.

Mr. Klotz asked the board for assistance stuffing envelopes for mailing taxes. The board discussed the timing of the tax bill printing. He explained that he will be out of town between the 8th and the 12th. Ms. Beaulieu stated that she has been speaking with Michelle Clark at DRA and the MS1 is fine, the MS4 had a few small changes. She is hoping to have the rate established by Election Day. Ms. Beaulieu was hopeful that the tax bills could be printed on Election Day, but the changes in the Waterville District has prompted the need for Ms. Mahurin to work with Avitar on some software corrections before tax bills can be printed. She expects that this will be complete by Wednesday, the day after elections. Selectwoman Peabody and Selectman Morton offered to help stuff envelopes on Wednesday and Thursday.

Cable – Time Warner contract

Mr. Klotz agreed to forward the new proposed contract to the town administrator to forward to the board for review. He explained that Time Warner would not be able to provide the municipal offices with free updated modems but can provide a \$2000 check to offset the charge for the new modems for the town buildings.

Town Administrator Report

Election Coverage

Town Administrator Beaulieu informed the board that Ms. Mahurin stated that the Union Leader published an erroneous article that voter ID verification is not required, when it is in fact required. The board discussed and asked that Ms. Beaulieu contact the Secretary of State to determine if voter ID verification is required or not.

Ms. Beaulieu explained that if the ID's are not presented, there is a validation process, those that have jurisdiction to validate a person by recognition are the ballot clerk, town clerk and moderator. If the resident cannot be validated then they must complete an affidavit, and the selectmen can assist them with this process. The board discussed where this could take place. The board agreed to meet at the town hall an hour before election opens to be in agreement with the process. Ms. Beaulieu explained that due to an increase in registered voters, they need an additional voting booth for a total of 17 booths needed. The board agreed to set up an additional voting station.

Ballot Clerk Appointments

The board discussed the Ballot Clerk appointments and realized that there are not enough of each party. Currently they have 3 democrat ballot clerks and one republican and one undeclared. The undeclared cannot be a ballot clerk as their party affiliation must be for either democrat or republican. The board discussed the need to find one or two more republican residents to be a ballot clerk. Mr. Demeritt offered to be a republican ballot clerk if needed

****Motion****

11:18 a.m. Selectwoman Peabody motioned to appoint Marilyn Fillion as a ballot clerk. Selectman Morton seconded. Motion passed 5-0.

****Motion****

11:19 a.m. Selectwoman Peabody motioned to appoint John Gates as a ballot clerk. Selectman Morton seconded. Motion passed 5-0.

****Motion****

11:19 a.m. Selectwoman Peabody motioned to appoint Heather Baldwin as a ballot clerk. Selectman Morton seconded. Motion passed 5-0.

****Motion****

11:20 a.m. Selectwoman Peabody motioned to appoint Mary Walton Mayshark as a ballot clerk. Selectman Morton seconded. The board discussed the appointment. Selectman Sabourn abstained. Motion passed 4-0-1.

Ms. Beaulieu stated that the town can have extra ballot clerks, and will work with the moderator to appoint new clerks. The board discussed their availability during the election. Chairman Burbank stated that if he does not need to be in Lincoln, he will be in attendance. All other board members agreed that they will be present as well and suggested working in shifts of two during the election process.

Ms. Beaulieu asked if the board would like to consider a counting machine due to the high number of registered voters. The board recommended that she talk to the town clerk to get some quotes for a counting machine for the next election.

The board also suggested that once the voter ID requirements are verified by the Secretary of State, a notice on the web should be posted and the sign in front of the town hall should be updated to remind residents of the ID requirements.

Agenda Items: (no public input)

11:30 a.m. Jerry Warren – Pemi River Campground

Selectman Morton explained that a few weeks ago he received a phone call that some trailers were delivered at the campground; he visited the site with Nancy Decoteau and found that two mobile homes were moved in at an approximate size of 12x40 feet. They are in the process of being converted into "camping cabin" duplexes. Previous to that Mr. Warren had come to a planning board meeting and asked about bringing in these buildings. Mr. Morton stated that Mr. Warren was asked if the units were over 400 sq. feet and he replied that they were not. The planning board had informed Mr. Warren that additional approval would be needed for the buildings. After the planning board meeting, Mr. Warren met with Ms. Decoteau at the town office and informed her that he was not going to move forward with this plan. Subsequently, the buildings were moved in anyway. Mr. Morton stated that the buildings are over 400 sq. feet and are in the flood plain without a zoning compliance application. The situation is before the selectman for enforcement due to the fact that no ZCA was received and there is no approved site plan review from the planning board.

The board discussed their concern that the buildings were in a flood plain and that no prior approval was obtained. Mr. Warren stated that he received verbal permission from the previous code enforcement officer. Mr. Warren requested that the buildings be

allowed to stay until he returns in the spring, he explained that there are no hook-ups at this time and that he has stopped working on them.

Selectman Sabourn stated concern that these buildings are in the flood plain and are not to code for flood plain regulations, he is also concerned with spring flooding potential. Chairman Burbank stated that he understands that Mr. Warren was aware that the buildings were too large and then contradicted himself that he was not going to move forward but did. Chairman Burbank feels that the buildings need to be moved out of the flood plain before he leaves for the winter. The board discussed further.

****Motion****

11:45 a.m. Chairman Burbank motioned to require Gerry Warren to immediately move the buildings out of the flood plain until such time as the site plan review process is followed, and that once moved, the two units will be used for temporary storage only until permission is approved. Selectman Sabourn seconded. Discussion continued regarding prior approval. Motion passed 5-0.

****Motion****

11:46 a.m. Vice-chairman Sabourn motion to temporarily adjourn. Second by Selectman Benton. Motion passed 5-0.

12:26 p.m. Chairman Burbank called the meeting back to order.

12:30 p.m. Chairman Burbank left the meeting early. Ms. Beaulieu mentioned that she conversed with Mr. Burbank that the board would be entering nonpublic session, and Chairman Burbank informed her that he planned to recused himself anyway.

Compliance Issues

The board signed compliance letters addressed to:

1. Wendy Anne Zimbone – map 17 lot 2-9 re: updates to property
2. Brian Crowley – map 10 lot 15-1 re: railings on deck
3. Barbara McDonald Trust – map 11 lot 4-10 trailer/camper placement

Town Administrator's Report

Tax Deeded Property Process

The board agreed that they would include the two properties from this year that they did not sell in the bidding process for next year.

Town Report Submission Request

Ms. Beaulieu stated that Ms. Fleury has started putting together the town report specifications. She stated that the selectmen will need to decide which selectman will write the report, whom to dedicate the annual report to, as well as any other individuals that should be mentioned within the report.

Selectman Morton stated that Shirley and Gerald Benton donated time, materials and equipment to the town. Ms. Peabody stated that she received an email from Joel Freeman who will be writing a letter in the paper mentioning this as well. Selectman Morton stated that Dan Lunidei helped with the bobcat work and did a tremendous job. The board of selectmen recommended sending a thank you card and a gift certificate

job. The board of selectmen recommended sending a thank you card and a gift certificate as appreciation for the labor and time donated to the town for the town hall landscaping. The board discussed sending thank-you cards to everyone that was involved. The board agreed to consider the dedication and discuss at the next meeting.

Training Agreement

Ms. Beaulieu stated that she received an email from Chief Moller informing her that she has made suggested changes to the training agreement. The board agreed that they would like to see the updated agreement as well as the agreement that was submitted from the attorney and they will review again at another meeting.

On-call Status and Call out

Chief Moller provided a current agreement for on-call and call out services and the proposed agreement for the board's review. The board agreed that they would review the proposal and that they still need the copy of the fire department call out policy. Ms. Beaulieu stated that she will get the required information.

Selectmen Business

Selectwoman Peabody – Halloween

Ms. Peabody stated that she would like to see the Halloween Trick or Treating hours on the website. She also suggested creating and advertising a donation spot for Mad River Road to offset the cost of candy for residents in that area. She estimates that it costs about \$110 per house for Halloween candy. The board discussed the candy drive, and agreed that next year they will put a notice on the webpage that donations for candy can be made to Melissa Rivers, provided that she is still willing to be the contact person. Halloween hours can be posted on front sign as well in the future. The board agreed to provide a statement on their website that that trick or treating hours are on the police department website next year rather than posting actual trick or treating times.

Selectwoman Peabody - Upcoming Holidays

Selectwoman Peabody stated that for many years the town office closed early on the day before Thanksgiving. Also, a tradition for many years was closing the offices at noon time for Christmas Eve Day. Ms. Beaulieu informed the board that this change would allow the emergency personnel working this day to receive paid time and a half from noon until 4:00 p.m. After discussion, the board agreed to close at noon on the day before thanksgiving and Christmas eve at noon and to include this change in the personnel handbook.

Selectman Sabourn – Planning Board Zoning Ordinance Changes

Mr. Sabourn mentioned the letters that were received previously from Bart Meyer and Giff Kriebel regarding improvement suggestions to the zoning ordinance and to the special event regulation. Selectman Morton explained that the planning board will be scheduling a monthly worksession in addition to their monthly meeting to address proposed changes to the zoning ordinance. He is planning on bringing this up at the next meeting.

Selectwoman Peabody excused herself briefly from the meeting.

Capital Reserve Funds

Selectman Sabourn asked for clarification as to an email they received regarding capital reserve funds. Ms. Beaulieu reviewed the email that was forwarded from the trustees of trust funds with Selectman Sabourn and was unsure why the trustees would have forwarded school account information to the selectboard. Selectman Sabourn stated that in 2008 the town began a landfill monitoring reserve account and he does not feel that it is needed anymore. Ms. Beaulieu explained the process for withdrawing funds from capital reserve accounts. Ms. Beaulieu will research the amount in the account. Mr. Sabourn suggested that the board vote to remove landfill monitoring reserve out of capital reserve since it is no longer needed.

Selectman Sabourn asked why on the year to date expenses there are no Medicare and FICA expenditures for Library Personnel. Town Administrator Beaulieu explained the way the payroll module is set up, and that she will have to make adjusting journal entries to show the expenditures for departments since all the expenditures are being applied to one account due to the payroll system.

Budget Review

Ms. Beaulieu stated that she ran a new report and 2012 approved budget 2,669,832.00 and to date they have expended \$2,008,436.30 and they look fine. She is concerned with the Planning Board over expending their bottom line. Selectman Morton stated that the Planning Board legal line is expected to be over expended. Ms. Beaulieu reminded him that all departments or boards need to meet with the selectmen to inform them that they anticipate being over budget. Selectman Morton stated that the current budget and next year's budget will be discussed at the work session tomorrow evening.

****Motion****

1:40 p.m. Selectman Morton motioned to enter non-public under RSA 91A, 3 II (a, personnel). Seconded by Selectwoman Peabody. Roll call, Vice-chairman Sabourn – yes, Selectman Benton – yes, Selectman Morton-yes, Selectwoman Peabody – abstained. Motion passed 3-0-1.

****Motion****

2:37 p.m. Selectman Morton motioned to come out of non-public. Seconded by Selectman Benton. Motion passed 5-0.

****Motion****

2:45 p.m. Selectman Sabourn motioned to adjourn. Seconded by Selectwoman Peabody. Motion passed 5-0.

Selectman Benton, Selectman Morton, and Selectman Sabourn left to view the Mill Brook problem area with Jim Demerittt who was going to meet them at the site.

Respectfully submitted,

Jessi Fleury
Board Secretary
Draft posted 11/6/2012

**TOWN OF THORNTON
Selectmen's Agenda
October 31, 2012
10:00 AM**

Flag salute

Work session – (no public input)

Manifest
Signature Folder
Action Folder reviewed by Board for discussion later
Mail Folder

Motion and sign the payroll and vendor manifest

Public Forum (5 minute session per person)

Town Administrator presents (no public input)

Action Folder (No public input)

Board of Selectmen Item Discussions (no public input)

Agenda Items: (no public input)
11:30 Jerry Warren- Pemi-river Campground

Meeting is adjourning at 11:45 AM

Other business or non-public issues as needed pursuant to RSA 91-A: 3, II

Residents may contact the Town Administrator to get placed on a future agenda.

*The board may review decisions made during the meeting in public input, at the closing of the meeting, provided information that could result in an adjustment to a decision that was made during the meeting.

Board of Selectmen

October 31, 2012

10:00 a.m.

Sign In Sheet

**PLEASE PRINT YOUR NAME AND A
ADDRESS.**

Thank you!

1. JAMES DEMERITT 76 FARREN RD
2. B Chappell
3. Jou Klotz TC TX
4. JERRY WASTREN PAMI CAMPBOLUND
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____