

TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES
March 6, 2013

RKS
3/20/13

APPROVED

10:00 a.m. Chairman Burbank opened the Thornton Board of Selectmen meeting with the flag salute and began the meeting.

Board Members present: Chairman Burbank, Roy Sabourn, Vice-chairman, Brad Benton, Steve Morton and Marianne Peabody.

Staff present: Tammie Beaulieu, Town Administrator

Absent: Jessi Fleury, Board Secretary.

Vendor Manifest

****Motion****

10:20 a.m. Selectman Morton motioned to accept the vendor manifest in the amount of \$283,453.65 for check date 3-8-13. Selectwoman Peabody seconded. Motion passed 4-0-1.

Payroll Manifest

****Motion****

10:23 a.m. Selectman Sabourn motioned to approve the payroll manifest for check date 3-8-13 in the amount of \$26,984.90. Selectwoman Peabody seconded. Motion passed 3-0.

Action Folder

Health Officer – Dues membership from LGC

The board reviewed the dues membership form for the Health Officer from NHLGC. The board discussed the health officer position and who should be appointed in place of the chairman as his term will be expiring soon. After discussion, the board agreed to appoint Selectwoman Peabody to serve in this position.

****Motion****

10:30 a.m. Selectman Morton motioned to appoint Marianne Peabody as health officer. Seconded by Selectman Benton. Motion passed 4-0-1. Selectwoman Peabody abstained.

Ms. Beaulieu stated that an appointment form will be created for Marianne Peabody as Health Officer. The board agreed.

Policy for Buildings on Land of Another

The board reviewed the policy for Buildings on Land of Another notification, pertaining to RSA 75:3. After review, the board agreed to accept.

****Motion****

10:40 a.m. Selectman Sabourn motioned to adopt the Buildings on Land of Another RSA 75:3 Notification Policy as presented. Seconded by Selectman Morton. Motion passed 5-0.

Intent to Excavate

****Motion****

10:42 a.m. Selectman Sabourn motioned to approve the intent to excavate from Sunset Rock LLC, for PID 17-7-20. Seconded by Selectman Benton. Motion passed 5-0.

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Minutes Approval

****Motion****

10:43 a.m. Selectman Morton motioned to approve the public minutes of 2-20-2013 as amended. Selectwoman Peabody seconded. Motion passed 4-0-1. Selectman Sabourn abstained.

The board reviewed the minutes of 2-20-2013 again, and agreed to additional changes due to some wrong names being included in some motions.

****Motion****

10:49 a.m. Selectman Morton motioned to withdraw his previous motion to accept the public minutes of 2-20-2013. Selectwoman Peabody seconded. Motion passed 4-0-1. Selectman Sabourn abstained.

****Motion****

10:50 a.m. Selectman Morton re-motioned to approve the public minutes of 3-20-2013 as amended. Selectwoman Peabody seconded. Motion passed 4-0-1. Selectman Sabourn abstained.

****Motion****

10:51 a.m. Selectman Sabourn motioned to approve the nonpublic minutes of 1-9-2013 as submitted. Selectman Benton seconded. Motion passed 5-0.

****Motion****

10:52 a.m. Selectman Sabourn motioned to approve the nonpublic minutes of 1-23-2013 as submitted. Selectman Morton seconded. Motion passed 4-0-1. Selectman Benton abstained.

****Motion****

10:53 a.m. Selectman Sabourn motioned to approve the nonpublic minutes of 1-30-2013 as submitted. Selectwoman Peabody seconded. Motion passed 5-0.

****Motion****

10:54 a.m. Selectman Sabourn motioned to approve the nonpublic minutes of 2-6-2013 as submitted. Selectman Benton seconded. Motion passed 4-0-1. Selectman Benton abstained.

****Motion****

10:55 a.m. Selectman Benton motioned to approve the nonpublic minutes of 2-20-2013 as submitted. Selectwoman seconded. Motion passed 3-0-2. Selectman Sabourn and Selectman Morton abstained.

11:00 a.m. Chief Moller- revised and new police department policies.

Chief Moller met with the Selectboard to discuss the proposed new police department policies. The board reviewed the current hiring practices and the proposed hiring practice. Chief informed the board that the proposed policy was drafted according to the recommendations of the NHLGC. The board discussed the changes. Chief explained that the previous policies were signed by employees as they received them and those policies are kept as well as a new

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signed policy by the employee. The board agreed that the last revised date of the policy should be included on the new policy so that there is a revision history.

Animal Control Officer Job Description Revisions

The board reviewed the revision of the job description. Chief Moller explained that the suggested labor grade was revised due to the animal control officer having to be a part time officer as well. There is no animal control officer currently; however Chief feels this should be kept updated in case they need one in the future. Selectman Sabourn stated that he does not agree with the animal control officer job description until it is a need. The board and Chief Moller agreed that this will be removed and re-addressed in the future.

****Motion****

11:33 a.m. Selectman Sabourn motioned to remove the current and future animal control officer job description due to the duties are currently being handled by the police officers. Seconded by Selectwoman Peabody. Motion passed 5-0.

The board agreed that they will sign the updated policies once the final changes have been made.

Chairman Burbank recessed the meeting.

Chairman Burbank called the meeting back to order at 11:55 a.m.

NH DRA Update

Ms. Beaulieu explained the Mosaic Program that NH-DRA is using for recording the sale of properties. She explained that she is not pleased with this new process as it limits the town's rights and feels that if the NHDRA staff is making changes to the information approved by the Selectmen, then information should be forwarded to the town. Discussion continued on this process. Ms. Beaulieu would like to add to the form language that would allow the changes with a report of the changes to be forward to the town. The board agreed.

Zoning Compliance Application

The board reviewed zoning compliance applications as submitted by Nancy Decoteau, Planning Assistant.

****Motion****

11:53 a.m. Selectman Morton motioned to approve the ZCA # 2013-03 for Jose Ferreira Jr. of PID 17/7-49 for an addition of a 8x60 deck and 8x12 shed. Seconded by Selectwoman Peabody. Motion passed 5-0.

Selectmen organize town meeting warrant presentation

The board reviewed their town reports. Ms. Beaulieu stated that Jessi Fleury did a really nice job on the Town Report and has received many compliments. She added that the printer made a mistake and the first two lines of the budget were duplicated by the printer. The bottom line budget amount is correct however. She explained that the proof that was sent to the printer did not contain this error. The board agreed that they would mention this at town meeting. Chairman Burbank agreed to do this.

The board discussed who would be presenting the warrant articles at town meeting. The Chairman agreed that he will do all the presenting at town meeting, and that board members can participate in the discussion and answer questions if needed.

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Mrs. Beaulieu stated that she had a visit from Howard Clement and he was concerned that there were errors in the way the warrant was drafted. Mr. Clement was interpreting the intentions of the warrant articles and those requirements of the warrant article wording. Ms. Beaulieu explained the process to him and he was content with her explanations when they were finished meeting.

Building Committee-TH Addition update & town meeting presentation

Ms. Beaulieu asked the board if Steve Madaglia is planning on doing a PowerPoint presentation to explain the town hall renovation project. The board agreed that he is planning on doing a PowerPoint, and that permission should be received from the moderator.

The board discussed possible future town land opportunities. The board agreed to discuss this more next year.

The board discussed coverage for town meeting/polls.
The board discussed vacant positions.

Ms. Beaulieu stated that after March 1, 2013 the board can review the applications for special events that have been received. The board agreed that they would schedule an extra meeting on March 27, 2013 at 6:00 p.m. for special event hearings to be fair to the applicants as they submitted their applications at the beginning of the year. The board agreed to schedule the public hearings for 6:00 p.m. and 6:30 p.m. for March 27, 2013.

Selectmen Comments

No comments.

Chief Moller provided the updated polices as suggested by the Board of Selectmen.

****Motion****

2:05 p.m. Selectman Morton motioned to accept Police Policies as listed: 1.0, 2.1, 4.0, 12.0, 13.0, 15.0, and 16.0 as amended previously in the meeting. Seconded by Selectwoman Peabody. Motion passed 5-0.

Building Committee-TH Addition update & town meeting presentation

Present: Stuart Anderson, Alba Architects, Jim Demeritt, Steve Madaglia, Chief Moller.

The building committee and Alba Architects met with the Selectboard to discuss the building project. The board discussed ADA compliance and safety concerns relating to the TC/TX counter area. Mr. Anderson addressed lighting concerns and agreed that the lighting is adequate for the staff and meeting room needs. The board agreed that all concerns have been addressed and Mr. Madaglia feels comfortable presenting the project at town meeting.

Chairman Burbank left the meeting.

Public Comment

The board discussed the process the Road Agent is using during incimate weather and some concerns regarding the conditions of certain roads during snowstorms. Ms. Beaulieu agreed to forward the concerns to the road agent and to make sure these are reflected in the updated winter maintenance policy.

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****Motion****

1:58 p.m. Selectman Sabourn motioned to enter non-public session pursuant to RSA 91-A: 3, II, c-reputation. Seconded by Selectman Morton. Roll call, Roy Sabourn – yes, Steve Morton – yes, Marianne Peabody – yes, Brad Benton - yes. Motion passed 4-0.

****Motion****

3:00 p.m. Selectman Morton motioned to exit non-public session. Selectman Benton seconded. Motion passed 4-0.

****Motion****

3:01 p.m. Selectman Morton motioned to approve the non-public welfare manifest in the amount of \$1,011.89 for check dated 3/9/13. Selectman Benton seconded. Motion passed 3-0-1. Selectwoman Peabody abstained.

****Motion****

3:02 p.m. Selectman Benton motioned to adjourn. Selectwoman Peabody seconded. Motion passed 4-0.

Respectfully submitted,



Jessi Fleury
Board Secretary

Draft posted 3/12 /2013