

TOWN OF THORNTON  
BOARD OF SELECTMEN MEETING MINUTES  
April 17, 2013

Approved on: <u>May 1, 2013</u>
BOS Initial: <u>WKS</u>
Rec'd by Town Clerk on: _____
Town Clerk Initials: _____

5:00 p.m. Chairman Benton opened the Thornton Board of Selectmen meeting with the flag salute and a moment of silence for the victims of the Boston Marathon bombing and their families.

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

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

*Vendor Manifest*

**\*\*Motion\*\***

5:49 p.m. Selectwoman Peabody motioned to accept the payroll manifest in the amount of \$25,185.58 for check date 4-19-2013. Selectman Sabourn seconded. Motion passed 3-0. Chairman Benton abstained.

*Payroll Manifest*

**\*\*Motion\*\***

5:50 p.m. Selectman Morton motioned to approve the vendor manifest for check date 4-19-2013 in the amount of \$307,772.12. Selectman Sabourn seconded. Motion passed 3-0-1. Selectwoman Peabody abstained.

**Action Folder**

*ZCA Review*

**\*\*Motion\*\***

5:52 p.m. Selectman Morton motioned to approve ZCA #2013-07 for Danny and Allison Avery PID 2/5-7. Seconded by Selectman Sabourn. Motion passed 4-0.

**\*\*Motion\*\***

5:54 p.m. Selectman Morton motioned to approve ZCA # 2013-08 for Ronald and Rebecca Farnsworth PID 10/10-20. Seconded by Selectwoman Peabody. Motion passed 4-0.

*Exemptions*

Chairman Benton reviewed the 2013 exemptions and credits as submitted and noted that they meet the criteria and was reviewed by staff.

**\*\*Motion\*\***

5:56 p.m. Selectmen Morton motioned to accept the following veterans tax credits for PID 6/-9-26, \$500; PID 13/6-3, \$500; PID16/7-31, \$500; PID 17/19-20, \$500 and the following Elderly Exemptions for PID 6/9-26, \$50,000; PID 13/5-4FS, \$30,000; PID 16/4-19, \$40,000 and a service connected total disability for PID 16/7-31, \$1,400. A denial for veterans tax credit was made for PID 10/2-01-07 as the state requirements were not met per RSA. Seconded by Selectwoman Peabody. Motion passed 4-0.

*6:00 p.m. Investment Policy 2013*

Ms. Beaulieu provided drafts of the 2013 Investment Policy for the board members to review. She explained that per state law, the town has to adopt an investment policy annually. The board reviewed the proposed changes.

**\*\*Motion\*\***

6:00 p.m. Selectman Sabourn motioned to accept and adopt the revised investment policy as presented. Seconded by Selectwoman Peabody. Motion passed 4-0.

*Public Forum:*

No public comments.

*Minutes Approval*

**\*\*Motion\*\***

6:02 p.m. Selectman Morton motioned to approve the public minutes of 4-3-2013 as amended. Vice Chairman Sabourn seconded. Motion passed 4-0.

**\*\*Motion\*\***

6:02 p.m. Vice Chairman Sabourn motioned to approve the non-public minutes of 4-3-2013 as submitted. Selectman Morton seconded. Motion passed 4-0.

**\*\*Motion\*\***

6:03 p.m. Selectwoman Peabody motioned to approve the non-public minutes of 3-6-2013 as submitted. Selectman Morton seconded. Motion passed 4-0.

**\*\*Motion\*\***

6:04 p.m. Selectman Morton motioned to approve the non-public minutes of 3-20-2013 as submitted. Vice Chairman Sabourn seconded. Motion passed 4-0.

**\*\*Motion\*\***

6:06 p.m. Selectman Morton motioned to approve the public minutes of 3-27-2013 as amended. Selectwoman Peabody seconded. Motion passed 2-0-2. Selectman Sabourn and Chairman Benton abstained.

*Capital Reserve Fund Requests*

The board reviewed two requests for funds from capital reserve accounts.

**\*\*Motion\*\***

6:09 p.m. Selectman Morton motioned to accept a request for funds in the amount of \$12,000 from the Fire Rescue/Equipment & Maintenance capital reserve fund for Thornton's 40% share of the total cost of a new utility truck. Seconded by Selectwoman Peabody. Motion passed 4-0.

**\*\*Motion\*\***

6:11 p.m. Selectman Morton motioned to accept a request for funds in the amount of \$8,764.65 from the Bridge Repairs and Maintenance capital reserve fund for HEB for professional engineering services regarding Covered Bridge Road Bridge over Mill Brook. Seconded by Selectwoman Peabody. Motion passed 4-0.

*MS-2 Review*

The Selectboard reviewed the MS-2 as presented.

**\*\*Motion\*\***

6:13 p.m. Vice Chairman Sabourn motioned to approve the MS-2 as presented. Seconded by Selectman Morton. Motion passed 4-0.

*Russ Gilman – Zoning Ordinance Amendment*

Russ Gilman met with the Selectmen to discuss the zoning ordinance amendment that the selectman proposed that was not approved by the Planning Board. He explained that he did not

understand the wording of the article. Mr. Gilman feels that something that should be done so that the issue can be resolved as quickly as possible so that there is enough time to agree on the wording of an amendment to the zoning ordinance. Selectman Sabourn explained that the main concern of the Selectboard is multiple homes on the same property owned by different people which creates a multitude of bad situations. He expressed disappointment that the amendment did not pass and that the Planning Board did not ask for additional information to clarify the intent of their request. Ms. Beaulieu explained that having multiple houses on one property with different owners creates an assessing problem and a separate assessment card is created. She further explained that dwellings other than houses would be taxed to the landowner and would not create as much of a problem with the assessing data. Selectman Morton reviewed the wording for the proposed amendments 3 and 4 and explained that he was under the impression that the planning board understood the need for these amendments and was surprised when they did not receive support of the Planning Board. Morton recommended that the ex-officio member bring these items back to the Planning Board for approval again. Selectman Sabourn also explained that the Planning Board is working on updating their entire zoning ordinance and these issues may be addressed during that update, and with the assistance of counsel. Mr. Gilman feels that this should be reviewed within the deadlines so that proper communications can take place. Selectman Sabourn also suggested that Mr. Gilman write his concerns down so that the Planning Board attorney can review them.

#### *6:30 p.m. Highway Truck – Bid Award*

Chairman Benton read the bid specifications as advertised for the 2013 FORD F550 (Highway Department). The bids were opened on April 15, 2013 at 2:00 p.m. as advertised by the Road Agent and Town Administrator. After review, both the Road Agent and Town Administrator recommended the lowest bidder, Irwin Zone in the amount of \$38,809.

#### **\*\*Motion\*\***

**6:38 p.m. Selectman Morton motioned to accept the bid from Irwin Zone in the amount of \$38,809 for the 2013 Ford F550 as quoted and as recommended by the Road Agent and Town Administrator. Seconded by Selectwoman Peabody. Motion passed 4-0.**

#### **Town Administrator Report**

##### *Paul Hatch - NIMS Requirements for EOP*

Ms. Beaulieu informed the board that she contacted Mr. Hatch regarding the requirements for the EOP. Mr. Hatch informed her that it the EOP is designed to promote awareness and recommends that all town employees and elected officials get the NIMS certification, however it is not a requirement. Ms. Beaulieu confirmed that Chief Tobine, Chief Moller and the highway staff already has NIMS certification, but feels that it is in the best interest of the town that the Emergency Management Director be certified as well. The town is following NIMS requirements since so many emergency staff is currently certified. The board can sign and accept the policy this evening.

#### **\*\*Motion\*\***

**6:42 p.m. Vice Chairman Sabourn motioned to accept and sign the emergency operation publication as prepared, and to operate under the National Incident Management System as presented. Seconded by Selectman Morton. Motion passed 4-0.**

##### *Equalization Ratios and Calculation*

Ms. Beaulieu informed the board that she received a call from Joe Belville regarding a seminar in Franconia scheduled for May 21, 2013 from 6-8 p.m. for equalization ratios and calculation and encouraged the selectmen to attend. She stated that she can register those that are interested.

### *Assessing Goals*

Ms. Beaulieu updated the board on the status of the assessing requirements to complete the 2013 first property tax warrant. She also confirmed that she will review the abatement checks before they are mailed to property owners.

### *Custodial Services*

Ms. Beaulieu informed the board that the current custodial service contract is due to expire in May. A request for proposal has been drafted and it has been recommended that the town seek a one year contract for services rather than for three years as done previously. The board agreed that with the changes to the building and the need for additional service it would be fairer for the contractor as well as the town to request a one year contract. The board discussed the schedule and agrees with the draft proposal.

### **Action Folder**

#### *Tax Collector Warrant*

The board reviewed a tax collector warrant – Excavation of Gravel in the amount of \$1,462.98

#### **\*\*Motion\*\***

**6:49 p.m. Selectman Morton motioned to accept the tax collector warrant for excavation of gravel in the amount of \$1,462.98 to include: PID 17/7-20 for \$14.94, PID 15/4-30 for \$207.10, PID 15/4-69 for \$41.54, PID 15/4-24 for \$0.00, PID 6/6-7, \$0.00, PID 10/3-41 for \$386.72, PID 15/4/31 for \$154.00, PID 16/6-8 for \$37.44, PID 6/2-23 for \$621.24. Seconded by Selectwoman Peabody. Motion passed 4-0.**

#### *Application for Current Use*

The board reviewed a current use application for PID16/7-89, James and Patti Sanborn.

#### **\*\*Motion\*\***

**6:53 p.m. Vice Chairman Sabourn motioned to conditionally accept the current use application for James and Patti Sanborn, PID 16/7-89, as presented subject to the plan being updated to illustrate the area excluded around the house and garage and to add the forest type designations as required by the application. Seconded by Selectman Morton. Motion passed 4-0.**

#### *Exempt Status*

Chairman Benton reviewed the properties applying for exempt status, as approved previously. The applicants include the West Thornton Grange, Hubbard Brook Research Foundation, and the Thornton United Methodist Church.

#### **\*\*Motion\*\***

**6:53 p.m. Vice Chairman Sabourn motioned to approve the three properties, West Thornton Grange, Hubbard Brook Research Foundation, and the Thornton United Methodist Church to continue their exempt status. Seconded by Selectman Morton. Motion passed 4-0.**

Selectman Sabourn added that Hubbard Brook Research Foundation does provide a scholarship for Thornton students.

#### *Request from Destination Imagination*

Ms. Beaulieu informed the board that she received a request from Dawn Bourret asking permission to place a display and canister at the town hall to collect donations for the Destination ImagiNation team of the Thornton Central School. The board discussed the request, and although they agree it is a worthy cause, they have concerns with the possibility of theft and regretfully cannot approve the request.

### **7:00 p.m. Public Hearing**

*Present: Chairman Benton, Vice Chairman Sabourn, Selectman Morton, Selectwoman Peabody, Town Administrator Beaulieu, Secretary Jessi Fleury, HEB Engineer Chris Fournier; Residents James Demeritt, Donna and Reid Conaughty, Darene Bourque, Robert Montmarquet, Katie Kendrick, Mark Lugar, Stephen Palmquist.*

Chris Fournier, HEB, presented information on the Millbrook Covered Bridge Project. Mr. Fournier explained that the bridge is structurally deficient and is on the state red list for bridges in need. Mr. Fournier explained that the bridge is on the list for state bridge aid for 2017 which means that funding for the program is not available until 2017. HEB was selected by the town to be the engineer for the project. Mr. Fournier reviewed the history of the bridge. He also explained the current placement of the bridge and the improvements that HEB is proposing, which include an increase in road and bridge height to allow for additional hydraulic capacity with pavement leading to and from the bridge.

#### *Public Questions as answered by Chris Fournier:*

- Will the fire pond be affected?  
No, the fire pond will not be affected.
  
- How often are bridges inspected by DOT?  
The red list bridges are inspected once a year, and if the bridge is not on the red list then they are inspected every 2 years.
  
- What is the depth to the footer on the East side?  
Approximately 17 feet.
  
- How will the new bridge look compared to the existing bridge?  
It is a simpler design and would not include a covered bridge again due to the expense of constructing a new covered bridge including an increase in fire risk.
  
- Will there be an area for residents to park during construction while they go biking, as they park at the end of the bridge currently.  
Mr. Fournier explained that this area might be used by the contractors.
  
- What is the estimated duration of time for completion?  
The estimated time to complete is about 3 to 4 months.
  
- Residents expressed concerns of the legality for injury during the temporary construction on the association land.  
Mr. Fournier explained that the association would need to give permission for the temporary easement. Selectman Sabourn stated that the contractor must provide a certificate of insurance for the construction period of the project. The question is if there is an injury on the temporary bridge, will the association be liable? Mr. Fournier stated that they can discuss this further with counsel to make sure that liability is covered.
  
- Will there be a follow up meeting prior to construction?  
Mr. Fournier stated that he regularly attends Selectmen meetings and that a public meeting can be held once they are closer to the final design to let them know for additional questions or comments.

Selectman Sabourn stated that they did discuss options to replace the covered bridge portion of the bridge but the cost was too high. The homeowners expressed interest in having a more rustic, aesthetically pleasing bridge. HEB agreed to look into the options. Mr. Demeritt

mentioned a betterment option which would require participation of the association and would require monetary contributions by the homeowners.

Donna Conaughty, and all other homeowners present mentioned concern with the functionality of the association. Ms. Beaulieu stated that a property owner list can be acquired at the town hall to help the homeowners communicate better with other association members. Selectman Sabourn recommended that they speak with their attorney.

The board agreed to let the homeowners know of the next public meeting. The residents in the area praised the work of the highway department and their kind demeanor and discussed the process for asking the town to accept the other roads in their development as town roads.

Chairman Benton closed the public hearing at 7:40 p.m.

### **Town Administrator Report Continued**

#### *Town Hall Addition*

Ms. Beaulieu updated the board regarding the town hall addition. The Building Committee, Alba, Clerk of Works Kelly Bolger, and the Town Administrator have been making progress towards advertising the RFP. The board agreed that the cost of the bond will be covered in the bid price. The board discussed and agreed that the contractor awarded the project will issue the bond.

Mr. Demeritt asked what the process is for selecting the contractor. The board discussed and agreed to have an evaluation committee as they did previously when choosing an architect. Mr. Demeritt asked that an additional member of the selectboard sit on the evaluation board to review the contractor proposals, and asked if Selectman Morton might be interested in being on the evaluation committee due to his involvement previously. Ms. Beaulieu explained the process that would be followed. Selectman Morton agreed that he would join the team. The evaluation committee would include Kelly Bolger, Roy Sabourn and one more selectboard members, Steve Medaglia, Jim Demeritt, and non-scoring members Town Administrator and Police Chief. The committee scoring sheets will be forwarded to the Selectboard for final decision making.

The board discussed that Alba suggested sending the bid out incomplete. Selectman Sabourn mentioned that he would like the bid specification packages complete before they are sent out for bid. The board agreed that it is important that the plans are complete before they are sent out to bid.

#### *Abatement Application*

The board reviewed a list of abatement applications.

#### **\*\*Motion\*\***

**7:38 p.m. Selectman Morton motioned to accept 16 abatements totaling \$4,985.61 as attached to the minutes. Seconded by Selectwoman Peabody. Motion passed 4-0.**

#### *Building Permit - Zoning Ordinance Requirements*

Selectman Sabourn explained that the old zoning ordinance had a clause that addressed minimum setback requirements and the need for an as-built plan drawn by a licensed surveyor if the setbacks were not met according to the ordinance.

In 2012, the wording was changed from being a requirement to being a recommendation. On the last page of the building permit application this old requirement was addressed. The planning assistant would like to know if the board will approve the removal of this page from the application process as it no longer applies.

**\*\*Motion\*\***

7:48 p.m. Selectman Sabourn motioned to delete the last page of the permitting process referencing the as-built requirement as it no longer applies. Seconded by Selectman Morton. Motion passed 4-0.

**\*\*Motion\*\***

7:49 p.m. Selectman Sabourn motioned to enter nonpublic session under RSA 91a:3, II (a, b, and c) Seconded by Selectman Morton. Roll call – Chairman Brad Benton – yes, Vice Chairman Roy Sabourn – yes, Selectwoman Marianne Peabody – yes, Selectman Steve Morton – yes. Motion passed 4-0.

**\*\*Motion\*\***

9:50 p.m. Selectman Sabourn motioned to exit nonpublic session. Seconded by Selectman Morton. Motion passed 4-0.

**\*\*Motion\*\***

9:50 p.m. Selectman Morton motioned to hire Jason Baird as a full time police officer at \$17.00/hour as advertised, subject to meeting conditions of employment. Seconded by Selectwoman Peabody. Motion passed 4-0.

**\*\*Motion\*\***

9:51 p.m. Selectman Sabourn motioned to make a conditional offer of employment to candidate #1 as a part time police officer position at labor grade 6 step 13. Seconded by Selectman Morton. Motion passed 4-0.

**\*\*Motion\*\***

9:52 p.m. Vice Chairman Sabourn motioned to approve the welfare manifest with a check date of 04/20/2013 in the amount of \$791.70. Seconded by Selectman Morton. Motion passed 3-0-1. Selectwoman Peabody Abstained.

**\*\*Motion\*\***

9:52 p.m. Selectman Sabourn motioned to adjourn. Selectwoman Peabody Seconded. Motion passed 4-0.

Respectfully submitted,



Jessi Fleury  
Board Secretary  
Draft posted 4/24/2013

TOWN OF THORNTON ABATEMENT APPLICATIONS

FOR THE 2012 TAX YEAR DUE MARCH 1, 2013

Date Receive	PID	Owner	Location	Orig. Assess	Revised Assess	Difference	Abatement Amount	Property Taxes
<i>pd</i>	12/3/12	6-7-3	Stephen Twohig	3676 US Route 3	93,600	92,600	1,000	18.32
<i>pd</i>	11/20/12	10-10-3	Stanley Freeman	Ham Farm Road	18,000	18,000		Denied
<i>pd</i>	2/27/13	10-10-10	Jarrett Ham	6 Ham Farm Road	99,139	63,539	35,600	687.79
<i>pd</i>	12/22/12	10-14-3	Vincent Levasseur	Stone Dam Road	29,100	20,300	8,800	161.21
<i>pd</i>	1/3/13	11-4-22	Laurence & Rachel Stearns	297 Mill Brook Road	187,900	184,100	3,800	69.61
<i>pd</i>	2/12/13	12-5-18	Jeffrey & Elaine Scholtz	10 Cone Ridge Road	190,300	182,000	8,300	152.05
<i>pd</i>	2/19/13	13-5-1	William Shedd	Orris Road	95,026	44,426	50,600	926.99
<i>pd</i>	2/28/13	13-10-10	Allen Tailby	67 Judges Road	192,100	131,700	60,400	1,106.52
<i>pd</i>	2/28/13	15-3-1	Gary & Julie Piehn	2378 US Route 3	458,500	457,300	1,200	21.98
<i>pd</i>	2/25/13	15-4-51	Susan Jayne	20 Logan Street	298,100	282,600	15,500	283.96
<i>pd</i>	6/25/12	15-4-17-1	Paul Reitsma, Violet McCor	97 Blake Mtn. Road	101,000	82,600	18,400	337.08
<i>pd</i>	2/19/13	16-1-10-7	John & Mary Sakura	45 Rivendell Way	416,200	410,100	6,100	111.75
<i>pd</i>	12/3/12	16-7-16	Stephen Twohig	1642 Rt 175	173,200	164,900	8,300	152.05
<i>pd</i>	2/19/13	17-2-22	Wendy Anne Zimbone	Lot 25 High Brook	45,400	12,400	33,000	604.56
<i>pd</i>	1/7/13	17-7-1	James & Patricia Sanborn	off Route 49	28,800	9,600	19,200	351.74
<i>pd</i>	12/24/12	17-14-20	Michael & Deborah Volpe	11 Weeping Birches Lane	51,000	51,000		Denied

\$2,477,365      \$2,207,165      \$270,200      \$4,985.61





# Board of Selectmen

Meeting Date: April 17, 2013

Sign In Sheet

**PLEASE PRINT YOUR NAME AND ADDRESS.**

Thank you!

1. *James Dement* *76 Tackew Rd*
2. *Russ Collins* *414 WMB Rd*
3. *Chris Fournier* *HEB Engineers*
4. \_\_\_\_\_
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**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**April 17, 2013**  
**5:00 PM**

5:00 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)

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

6:00 PM Investment Policy 2013  
6:15 Russ Gilman- Zoning Ordinance Amendment  
6:30 Highway Truck- 2013 F-550 bid award  
7:00 Public Meeting-Chris Fournier /HEB- Millbrook Covered Bridge  
8:00 Non-public sessions as needed pursuant to RSA 91-A: 3, II  
(A-personnel, b-hiring)

Action Folder (no public input)

Board of Selectmen Item Discussions (no public input)

**Public Forum (5 minute session per person)**

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.