

TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES

April 3, 2013

APPROVED

Brad Benton
REC'D 18 APR 13
J.P.H.

10:01 a.m. Chairman Benton opened the Thornton Board of Selectmen meeting with the flag salute and began the meeting.

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

Staff present: Tammie Beaulieu, Town Administrator

Absent: Jessi Fleury, Board Secretary.

Vendor Manifest

****Motion****

10:53 a.m. Vice Chairman Sabourn motioned to accept the vendor manifest in the amount of \$216,705.54 for check date 4-5-13. Selectman Morton seconded. Motion passed 4-0-1. Chairman Benton abstained.

Payroll Manifest

****Motion****

10:54 a.m. Selectman Paul-Hilliard motioned to approve the payroll manifest for check date 4-5-13 in the amount of \$35,722.61. Selectwoman Peabody seconded. Motion passed 5-0.

Action Folder

Minutes Approval

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10:55 a.m. Vice chairman Sabourn motioned to approve the public minutes of 3-20-2013 as amended. Selectman Morton seconded. Motion passed 5-0.

Notice of Intent to Excavation

The board reviewed intents to excavate. All fees and taxes are current.

****Motion****

10:56 a.m. Selectman Morton motioned to approve the notice of intent to excavate for Leigh Johnston for map 15/04-69. Seconded by Selectwoman Peabody. Motion passed 5-0.

****Motion****

10:57 a.m. Selectman Morton motioned to approve the notice of intent to excavate for Leigh Johnston for map 15/04-30. Seconded by Selectwoman Peabody. Motion passed 5-0.

Intent to Cut Timber

The board reviewed an Intent to Cut Timber

****Motion****

10:58 a.m. Selectman Morton motioned to approve the intent to cut for Mountain River East for map 11/1-2. Seconded by Selectwoman Peabody. Motion passed 4-0-1. Selectman Paul-Hilliard abstained.

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****Motion****

10:59 a.m. Selectman Morton motioned to accept the intent to cut for Duffy on Cross Road for map 10/5-1. Seconded by Selectwoman Peabody. Motion passed 4-0-1. Selectman Paul-Hilliard abstained.

11:00 Thornton Emergency Operations Plan – Jane Hubbard

Jane Hubbard met with the selectmen to update them on the basics of the Emergency Operations plan. Chief Moller presented binders for the board, emergency management packets and a checklist for the emergency operations if an emergency operation center needs to be opened.

The board discussed that the Emergency Operation Center (EOC) staff would include the fire chief, police chief, town administrator, selectmen, road agent and an official from the school. The Emergency Management Director must keep the EOC staff up to date on any new information.

The board thanked Ms. Hubbard for completing the update. Ms. Beaulieu asked if there was training on implementing the EOP. Ms. Hubbard explained that there is an emergency training (table top) available through Paul Hatch, that would be 100% reimbursed through the grant. Chief Moller thanked everyone who served on the committee for all of the hard work they provided.

12:00 p.m. Road Agent –Mailbox Policy

The board met with Road Agent, John Kubik Jr. to discuss the proposed mailbox policy. Ms. Beaulieu provided copies of the policy and explained that Mr. Kubik wanted to meet with the Selectboard to discuss recommendations to the policy. Selectman Paul-Hilliard stated that he did a great job but has some suggestions for the policy. He mentioned the offer in the policy to do a temporary replacement of mailboxes and feels that damage to mailboxes is more incidental than accidental and that a detailed policy is not needed but rather a mention in the procedures policy concerning damage to mailboxes. Selectman Paul-Hilliard does not feel that compensation or replacement of mailboxes is needed. After discussion, the board agreed that they will not have a policy relating to mailbox damage and that residents will be informed that due to liability concerns the town is not responsible for incidental damage to mailboxes during winter maintenance season. Mr. Kubik agreed with the suggestions.

Hazardous Tree Removals

The board discussed a dead hazardous tree on Sugar Run that needs to be removed. The board discussed the proximity to the power lines, Mr. Kubik agreed to check into the potential need to notify PSNH. Selectman Paul-Hilliard recommended that the road agent write a letter to PSNH informing them of the need to remove the tree as they may take care of the removal at no cost to the town.

Mr. Kubik also explained that a portion of Millbrook Road needs to be fixed and he is not sure of the process since it would include some tree removal and reworking the sides of the road to fix drainage issues. The bank owns the abutting land to the corner in question. Selectman Sabourn suggested that he contact the land owner and ask for an easement to improve the drainage in the area and to apply to the Planning Board for a scenic road public hearing.

Jim Demerit stated that there is a concern by the association. He spoke with Carl Kilmer and the association does not have a problem fixing the ditches. The concern is that it is a scenic

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road; the association does not want to see one to one slopes and has a real concern for the aesthetics of the road. The association would like to be kept up to date as to the town's decisions. The board agreed that the Road Agent needs to look into this further and speak with the landowners and submit a plan once he has more information

Chris Fournier, HEB – Update on Mill Brook Covered Bridge

Mr. Fournier met with the board to provide an update relative to the Mill Brook Bridge. HEB is in the process of completing the engineering study and the soil borings were completed last month. Mr. Fournier updated the board of upcoming meetings that he is attending on behalf of the town for the wetland permitting process and historical or archeological concerns. They are proposing to replace the bridge in the same locating while making the bridge longer, wider and taller. A temporary bridge will be needed during construction.

The board discussed the abutter notification process due to potential wetland impacts to private property. The board agreed that information for the abutter notification should be forwarded from the engineer to the town and then the Selectmen will draft a letter to the abutters rather than the engineers. The board discussed an informational meeting that will be scheduled on April 17, 2013 in regards to the Mill Brook Bridge project. The board discussed sending abutter notice to the association or to each individual land owner. The board agreed to send the association a notice via certified mail, notice to the newspaper, as well as a letter to each abutter sent regular mail. The board thanked Mr. Fournier for his updates.

Signature/Motion File:

The board reviewed abatements requested by the Tax Collector totaling \$18.22.

****Motion****

Selectman Morton motioned to approve the abatement request in the total of \$18.22 for small balances to include PID 17/2-7-16 for \$4.04, PID 13/2-1 for \$3.39, PID 12/5-15 for \$1.71, PID 13/5-13 for \$3.70, PID 15/4-65 for \$2.43, PID 17/7-3406 for \$1.21, PID 10/6-3 for \$1.38, PID 11/1-112 for \$.36 for the year 2012. Seconded by Selectwoman Peabody. Motion passed 5-0.

The board reviewed a request for withdrawal for Thornton's portion of the landfill closure in the amount of \$475.67.

****Motion****

Vice-Chairman Sabourn motioned to withdraw of \$475.67 from the NH Department Investment pool for the payment to Emery and Garrett for landfill monitoring. Seconded by Selectman Morton. Motion passed 5-0.

****Motion****

Selectman Morton motioned to accept the yield tax levy in the amount of \$406.74 including, \$67.45 for PID 9/1-2 and \$91.63 for PID 3/7-3. \$247.66 PID 16/6-24-3. Seconded by Selectwoman Peabody. Motion passed 4-0-1. Vice Chairman Sabourn abstained.

Action Folder

The board reviewed a letter of request from Devine & Millimet regarding the Cinnamon Case. Ms. Beaulieu explained that the attorney handling the case is moving to a new agency, Drummond Woodsome, but has agreed to continue representing the town at the current rate. The board agreed to continue using Attorney Broth's services and to have the town's retainer balance forwarded to the new agency.

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Corey Schwartz – Beautification Committee

Ms. Beaulieu explained that the volunteer members need to be officially recognized to be covered by the town's liability insurance.

****Motion****

Selectman Morton motioned to approve/recognized the following individuals as part of the Beautification Sub-Committee that works under the direction of the Board of Selectmen: Julie Pein, Carolyn Piantedosi, Corey Schwartz, Leslie Hoyt, Gloria Kimball, Paulette Bowers, Marianne Peabody, Leslie Hoyt, Gerald Gateman, and Tim Tyler. Selectman Sabourn seconded. Motion passed 5-0.

Notice to Intent to Excavate

The board discussed a letter received from NH DES that stated all conditions have not been met per requirements. The board discussed the situation. The board noticed that Shirley Benton was in the town hall and agreed to speak to him regarding the intent to excavate he submitted. Mr. Benton explained that his permit for the excavation pit is valid until May 2013. Nancy explained that Mr. Benton met with the planning board for an excavation permit. He received a notice of decision that included two conditions that include verification from NHDOT that he meets driveway permitting and NH DES permitting for an alteration of terrain. The planning board has not signed the permit because the conditions have not been met yet. The board discussed the situation. The board agreed that in the future no intents to excavate will be approved if they are not filled out completely. Ms. Beaulieu stated that she will meet with staff to make sure they understand this requirement.

****Motion****

Selectman Morton motioned to accept the intent to excavate # 13-449-06-E for Benton Enterprises, Shirley and Gerald Benton, for PID 10/3-41. Seconded by Selectman Sabourn. Motion passed 5-0.

Grant Application, Baler– Transfer Station

The board discussed a grant application for a baler that is quoted in the amount of \$14,304.

****Motion****

Vice Chairman Sabourn motioned to approve that Kevin McGuire of the Transfer Station apply for the grant for the baler. Seconded by Selectwoman Peabody. Motion passed 5-0.

Building Committee

Kelly Bolger met with the board to discuss overseeing the town hall renovation project as clerk of the works at an hourly rate of between \$19.00 and \$21.00. The committee discussed that there might not be enough funds in the building project. The board discussed contracting specifics and fees. Mr. Bolger stated that as an example he would only charge the hours he spends on site, and would not charge for meeting attendance. He explained that worst case scenario; he would not put in any more than 30 hours per week. His job would be to make sure things are done correctly and notify the board if he has concerns about the work being done. The board confirmed that this is a contracted position, not a hired employee position. The board also intends to receive a complete set of specifications for electrical, mechanical, plumbing and from the architects.

****Motion****

Vice Chairman Sabourn motioned to hire Kelly Bolger on a contracted basis at the rate of \$21.00/hr as Clerk of the Works for the Town Hall renovation project conditional upon funding availability. Seconded by Selectman Morton. Motion passed 5-0.

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MS-2

Town Administrator Beaulieu stated she is working on the MS-2 and will either get an extension from NH DRA or have the Board members come in to sign the document prior to the next regular Board meeting.

Town Administrator Beaulieu stated she will ask P. Hatch to submit in writing the specific requirements for training as it relates to NIMS.

Public Forum

Mr. Demeritt stated his concern regarding the need for the Town to have a plan that addresses the issue of business that are not in compliance. He stated he did not know how many businesses exist in Thornton that are not in compliance but believed that a list had been started.

Selectwoman Peabody stated that in the late 1990's she has worked on compiling a list of all businesses in town.

Vice Chairman Sabourn stated that the Planning Board is currently working on definitions as part of updating the Zoning Ordinance and added that it is a sign the Town is moving in the right direction.

Ms. Beaulieu stated that getting the Zoning Ordinance up to date is the first step in a process for the Town to be able to address the issue of having business that are not in compliance.

Mr. Demeritt stated that specifically the junkyard issue needs to be addressed and may be a pace to start with. After a brief discussion the Board noted that it is an issue which will require further research, review and discussion prior to any enforcement action being taken. The board instructed Ms. Beaulieu to wait for direction from the Board before taking and action on the issue.

****Motion****

2:52 p.m. Selectman Morton motioned to approve ZCA 2013-06 PID 02-05-09 for a 10 x 12 shed. Seconded by Selectwoman Peabody. Motion passed 5-0.

****Motion****

2:54 p.m. Selectman Morton motioned to enter non-public session pursuant to RSA 91, A:3 II (c & e). Seconded by Vice Chairman Sabourn. Roll call, B. Benton – Yes, R. Sabourn – Yes, M Peabody – Yes, J. Paul Hilliard – Yes, S. Morton – Yes. Motion passed 5-0.

****Motion****

3:55 p.m. Vice Chairman Sabourn motioned to exit non-public session. Seconded by Selectman Paul-Hilliard. Motion passed 5-0.

****Motion****

3:55 p.m. Vice Chairman Sabourn motioned to approve the welfare manifest with a check date of 04/06/2013 in the amount of \$1,247.00. Seconded by Selectman Morton.

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Motion passed 4-0-1. Selectwoman Peabody Abstained.

****Motion****

3:56 p.m. Selectwoman Peabody motioned to designate Selectman J. Paul-Hilliard and Selectman R. Sabourn to represent the Board of Selectmen if necessary in mediation of the CBDA case. Selectman Morton Seconded. Motion passed 3-0-2. Selectman Sabourn and Selectman Paul-Hilliard abstained.

****Motion****

3:58 p.m. Selectman Sabourn motioned to adjourn. Selectwoman Peabody Seconded. Motion passed 5-0.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jessi Fleury". The signature is written in black ink and is positioned above the printed name and title.

Jessi Fleury
Board Secretary

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W RAS
Corrections

DRAFT

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Board of Selectmen

Meeting Date: April 3, 2013

Sign In Sheet

PLEASE PRINT YOUR NAME AND ADDRESS.

Thank you!

1. JAMES DEMERIT 76 Tradden Rd
2. Jane Hubbard - Hubbard Consulting
3. Bonnie Lockwood - McGrew Management
4. Carol Tyler - Thornton Central School
5. Aimee Moller PA
6. Chris Fournier HEB Engineers
7. Phil [Signature] Thornton
8. _____
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