

Approved on: 5 29 13
BOS Initial: BRB
Rec'd by Town Clerk on: 29 MAY 13
Town Clerk Initials: [Signature]

**TOWN OF THORNTON
BOARD OF SELECTMEN**

**Board of Selectmen Meeting Minutes
May 15, 2013**

5:00 P.M. Chairman B. Benton opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance.

ROLL CALL: Chairman Brad Benton, Vice-Chairman Roy Sabourn, Steve Morton, John Paul- Hilliard and Marianne Peabody.

STAFF PRESENT: Tammie Beaulieu, Town Administrator, Jessi Fleury, Board Secretary.

WORK SESSION:

The Board conducted the work session and moved to the agenda items at 5:45 p.m.

5:45 p.m. Kelly Bolger – Clerk of Works/Town Hall Addition
J. Demeritt informed the Board that K. Bolger would not be in attendance due to unexpected health reasons. T. Beaulieu will reschedule the meeting.

5:50 p.m. John Kubik, Road Agent - Department Work Week
J. Kubik met with the Board to discuss the hours of the highway department. He requested the ability to alter his daily work hours to accommodate projects during the longer summer days. R. Sabourn stated that he agrees with flexibility in the work schedule for the department head, but would not agree with a regular four day work week schedule for the highway department. After further discussion, the Board granted the request of the Road Agent for flexibility in his schedule as the department head.

Hazardous Tree - Sugar Run
S. Morton recalled a previous discussion of the Board, regarding a damaged pine tree over Sugar Run Road. The Road Agent contacted PSNH but received no response. S. Morton stated that the Road Agent should seek quotes to have the tree removed rather than removing it themselves. The Board agreed. J. Paul-Hilliard agreed to contact the local PSNH office as well. J. Kubik agreed to obtain quotes for the tree removal if PSNH does not respond.

Trenching Policy
The Board discussed the need to develop a policy to guide contractors of acceptable trenching practices across town/public roads. After lengthy discussion, the Board agreed that the Road Agent will draft a policy for the Selectboard to review. Once approved, the contractors will be required to sign receipt of the policy before the Road Agent will grant authorization.

PUBLIC FORUM:

J. Demeritt informed the Board that the bid notice for the town hall addition was delayed due to a necessary change in the RFP. T. Beaulieu stated the following schedule of events:

- RFPs for the addition will be available on Friday
- Pre-bid site tour is scheduled for May 23
- Bid due date is June 24 – July 8
- Bid opening, evaluation and interviewing is July 24-28
- Notification of selection will be July 10

- Contract negotiations will take place July 10 - July 17
- Award of contract finalized by July 17

PAYROLL MANIFEST

MOTION: 6:13 P.M. "To accept the payroll manifest in the amount of \$26,419.50 for check date 5-17-2013."

Motion: R. Sabourn
 Seconded: M. Peabody
 Discussion: None.
 Motion Passes: 5 – Yes, 0 – No

VENDOR MANIFEST

MOTION: 6:14 P.M. "To accept the vendor manifest in the amount of \$198,995.90 for check date 5-17-2013."

Motion: S. Morton
 Seconded: R. Sabourn
 Discussion: The motioned amount includes a revision to the original vendor manifest amount due to an abatement which will be fixed and presented at the next meeting.
 Motion Passes: 3 – Yes, 0 – No Abstained: B. Benton, M. Peabody

VENDOR MANIFEST

MOTION: 6:15 P.M. "To accept the vendor manifest dated 5-3-2013 in the amount of \$12,000 for the fire department purchase of a utility truck for the Campton/Thornton fire department."

Motion: S. Morton
 Seconded: R. Sabourn
 Discussion: None.
 Motion Passes: 5 – Yes, 0 – No

ACTION FOLDER

Intent to Excavate

MOTION: 6:18 P.M. "To accept for December 20, LLC c/o Tom Mullen at the Exit 29 Gravel Pit."

Motion: S. Morton
 Seconded: M. Peabody
 Discussion: M. Peabody questioned if property taxes needed to current in order to approve an intent to excavate. T. Beaulieu reviewed RSA 73b and found no indication of that requirement.
 Motion Passes: 4– Yes, 0 – No Abstained: R. Sabourn.

CORRECTED PAYROLL MANIFEST

MOTION: 6:20 P.M. "To correct payroll manifest from 4-5-13 in the corrected amount of \$27,357.64."

Motion: R. Sabourn
 Seconded: M. Peabody
 Discussion: None
 Motion Passes: 5 – Yes, 0 – No

B. Benton noted the request for proposals for custodial services as advertised in the April 25, 2013 edition of the Record Enterprise and the April 30, 2013 edition of the Penny Saver.

B. Benton stated that on May 13, 2013 Chief Moller and Town Administrator T. Beaulieu opened the bids per the procurement policy as follows:

1. Alison Avery
Thornton, NH
Annual Fee: \$5,000.00
Work Schedule: Tuesday and Sunday evenings after 6:00 p.m.

2. Blake Multi-Service
N. Woodstock, NH
Annual Fee: \$13,000.00
Work Schedule: Thursday evening and Sunday evening

3. PR Property Maintenance
Plymouth, NH
Annual Fee: 6,708.00
Work Schedule: Prior to 8:00 a.m. Wednesday and a weekend day.

Recommendation: T. Beaulieu and Chief Moller recommend PR Property Maintenance for the schedule of work hours needed, as advertised. Chief Moller recommended based on their reference results.

MOTION: 6:20 P.M. "To accept the janitorial services bid from PR Property Maintenance in the amount of \$6,708.00."

Motion: S. Morton

Seconded: R. Sabourn

Discussion: The Board discussed the hours needed for cleaning services at the town hall. The current hours of services are not beneficial to the needs of the town due to various Board meeting schedules and hours that are open to the public.

The Board consulted with the current contractor, Ms. Avery, and agreed to continue the current contract until May 30, 2013 and relayed their gratitude with the many years of service she provided.

Motion Passes: 5 – Yes, 0 – No

SIGNATURE FOLDER

- ✓ Appointment for Jason Baird as Police Officer
- ✓ Letter to Fairpoint Communications RE: Request for Information on ROW Pole Tenants or conduit Users
- ✓ Letter to Arthur Evans and Boris & Margarita Vulikh - RE: verification of the Report of Wood and Timber Cut on PID 13/2-10

ACTION FOLDER (CONTINUED)

CURRENT USE

MOTION: 6:41 P.M. "To approve the application for current use for 16/7-12 for James and Patti Sanborn."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: T. Beaulieu expressed concern with the assessed value of the lot. The Board recommended that T. Beaulieu research further.

Motion Passes: 5 – Yes, 0 – No

6:45 p.m. 2013 Hubbard Brook Scholarship award

The Board received the candidates for the scholarship and scoring sheets at the last meeting for determination at this meeting. B. Benton and M. Peabody recused themselves due to relatives and employees applying for the scholarship. Discussion continued on the best candidate.

MOTION: 6:48 P.M. "To name Kyle Hodges the recipient of the 2013 Hubbard Brook Scholarship."

Motion: S. Morton

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody, B. Benton

ACTION FOLDER (CONTINUED)

Intent to Cut

MOTION: 6:51 P.M. "To accept the intent to cut for Robert Cosmo for PID 11/1-175."

Motion: S. Morton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Fund Request - Capital Reserve Fund for Bridge Repairs and Maintenance

MOTION: 6:52 P.M. "To approve the fund request in the amount of \$10,191.31 to H.E. Bergeron for the Millbrook Covered Bridge to be expended from the Bridge Repairs and Maintenance capital reserve account."

Motion: S. Morton

Seconded: M. Peabody

Discussion: None

Motion Passes: 5- Yes, 0 – No

Minutes Approval

MOTION: 6:55 P.M. "To approve the non-public minutes of 5-1-2013 as submitted."

Motion: S. Morton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No Abstained: B. Benton.

MOTION: 6:55 P.M. "To approve the public minutes of 5-1-2013 as submitted."

Motion: S. Morton

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4– Yes, 0 – No Abstained: B. Benton.

Zoning Compliance Application

MOTION: 7:00 PM “To accept ZCA # 2013-10 for Harold Gaylord at PID 6/1-8 for a 22 x 38 concrete pad.”

Motion: S. Morton

Seconded: J. Paul-Hilliard

Discussion: M. Peabody addressed concern with the intended use for the concrete pad and allowed uses as stated in the zoning ordinance.
R. Sabourn and S. Morton agreed that a use is not being applied for at this time and there is no reason to deny the ZCA.

Motion Passes: 4 – yes, 0 – No Abstained: M. Peabody

Planning Board Update

The Board reviewed the upcoming Planning Board agenda items as submitted by the Planning Assistant.

7:12 p.m. Mr. Avery (current janitorial service provider) arrived at the meeting and submitted the town hall keys to signify the immediate end to his contract with the town for cleaning services.

Chris Fournier – HEB – Millbrook Covered Bridge

The Selectboard met with C. Fournier of HEB to review the status of the Millbrook Covered Bridge.

R. Sabourn expressed that he was not in agreement with the need for an archaeology report as initiated by the state but understands this is a necessary process. C. Fournier agreed.

Discussion continued on the bridge types, bridge rails and other aesthetically pleasing options. After a lengthy discussion the Board agreed to provide two options for the bridge type/rails at the next public hearing prior to making their decision since safety and aesthetics need to be discussed further.

PUBLIC INPUT – Mr. Dan Avery

D. Avery explained his disappointment with the Selectboard for not accepting his bid for the cleaning contract at the town hall. He requested explanation as to why the Board accepted a higher bid.

R. Sabourn and S. Morton explained that the cleaning contract advertisement specified certain hours that were needed for service, which were not possible for the Avery's due to their personal schedule.

R. Sabourn stated that the cleaning bid process will occur again in one year.

7:45 p.m. Tom Giles- White Mtn. National Forest

- a) Tom Giles Introduction of new district ranger, John Morrissey
- b) Campton Day Use Area

T. Giles introduced J. Morrissey as the new District Ranger. J. Morrissey explained his new position within the district and discussed the Hurricane Irene events which led to establishing only day use areas in Campton. T. Giles explained that they are in the process of establishing what they will do with the day use areas.

TOWN ADMINISTRATOR REPORT

NHEC/PSNH cases – Avitar

T. Beaulieu informed the Board that a letter from Gary Roberge, Avitar, was received indicating that he would like to consolidate the five hearings from Andover, Grafton, Lempster, and Plainfield and Thornton into one hearing to minimize costs.

G. Roberge is requesting the town's permission to consolidate into one hearing and to use attorney Rob Upton of Upton and Hatfield for representation. After discussion, the Selectboard agreed that they would

like to be represented by Jae Whitelaw of the Mitchell Group and share the legal expenses with the other communities that are working with the Mitchell Group as well. Ms. Beaulieu will inform G. Roberge.

Land Gift Request

The Board reviewed a request to accept a land gift of island property from Jill Hanson, known as PID 10/6-5. After discussion, the Board agreed that they do not have an interest in acquiring this property due to liability reasons.

S. Morton suggested sending a response letter to J. Hanson and to provide a list of abutters so she can offer the land to abutters if she chooses.

Emergency Radios - Emergency Management Director.

T. Beaulieu explained that the State had extra radios and is giving them away. This is not part of a grant.

MOTION: 8:29 p.m. "To accept the XTS 3000 radio for the Emergency Management Director"

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

Webinar on Tax Process

T. Beaulieu informed the Board that she and Desiree Mahurin attended a webinar on tax processes. The town is following the correct procedures.

DRA

T. Beaulieu informed the Board that DRA sent a listing of what they have on file as to what the town has voted in years past regarding acceptable means of selling town property. D. Mahurin researched and found that the State's records may not be complete. T. Beaulieu and D. Mahurin will research further and report back to the Board.

ABATEMENT

MOTION: 8:41 P.M. "To accept the abatement revision for PID 11/1-2-11 from \$328.23 to \$238.16"

Motion: J. Paul-Hilliard
Seconded: B. Benton
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

MOTION: 8:44 P.M.: "To deny the abatement for Brownstein, PID 17/4-26 based on the recommendation from Avitar Associates."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

Selectman Comments

S. Morton explained that he approached K. McGuire at the transfer station, as a resident, regarding depositing recycled glass in one container since the town does not benefit from separating the glass. K. McGuire has decided to allow residents to deposit all glass in one container, allowing for a better flow of traffic at the transfer station. The Board agreed that this was a good idea.

R. Sabourn thanked the efforts of the Road Agent in designing a plan to implement additional parking at the town hall.

J. Paul-Hilliard confirmed that at times the Road Agent may seek his input due to his expertise with the State Highway Department. The Board agreed.

PUBLIC INPUT

J. Demeritt added that he attended a Planning and Zoning seminar on Saturday with Steve Babin, the seminar was beneficial.

NON-PUBLIC SESSION

MOTION 8:54 P.M.: "To enter non-public session under RSA 91-A: 3, II (a, e, & c)"

Motion: S. Morton

Seconded: M. Peabody

Roll Call Vote: M. Peabody – Yes S. Morton – Yes B. Benton – Yes
R. Sabourn – Yes J. Paul-Hilliard – Yes

Discussion: None.

Motion Passes: 5 – Yes 0- No

MOTION 10:10 P.M.: "To exit non-public session."

Motion: S. Morton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes 0- No

MOTION 10:11 P.M.: "To approve the welfare manifest with a check date of 5/18/2013 in the amount of \$493.00"

Motion: R. Sabourn

Seconded: S. Morton

Discussion: None.

Motion Passes: 5 – Yes 0- No Abstained: M Peabody

MOTION 10:12 P.M.: "To approve the amended and extended employment contract for the Town Administrator."

Motion: R. Sabourn

Seconded: S. Morton

Discussion: None.

Motion passes: 5 – Yes 0 – No

MOTION 10:13 P.M.: "To adjourn."

Motion: S. Morton

Seconded: R. Sabourn

Discussion: None.

Motion passes: 5 – Yes 0 – No

Respectfully submitted,

Jessi Fleury

Board Secretary

Draft posted 5/22/2013