



## TOWN OF THORNTON BOARD OF SELECTMEN

Town of Thornton • 16 Merrill Access Road • Thornton NH, 03285 • 603.726.8168

Approved on: 6/26/13  
BOS Initial: BRO  
Rec'd by Town Clerk on: 27 June 13  
Town Clerk Initials: JE

### Board of Selectmen Meeting Minutes June 12, 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 A. Beaulieu, Town Administrator and Jessi Fleury, Board Secretary.

**WORK SESSION:** The Board conducted the work session and moved to the agenda items at 6:00 PM

#### **PUBLIC FORUM:**

##### **TIM TYLER – BEAUTIFICATION UPDATE**

T. Tyler stated that he is pleased with the progress on the town hall grounds. T. Tyler and M. Peabody stated that the committee discussed having an article presented at town meeting to establish a war service memorial committee. The committee would also like to add vinyl shutters to the front of the town hall. R. Sabourn suggested waiting for the building renovations to be complete before adding shutters.

##### **6:00 PM TOWN HALL/PD ADDITION UPDATE**

##### **TARGET PRACTICE AREA**

T. Beaulieu informed the board that S. Morton has researched the process to close the shooting area in back of the police department. S. Morton informed the board that if a lead screening determines lead levels in the soil, the contaminated soil will need to be removed and hauled to an approved site. T. Beaulieu stated that Chief Moller can most likely find the cost for this service in the PD operating budget. The board would also need to waive the procurement policy for the closure of the shooting area due to the nature of the work and that there are limited contactors qualified to complete this work. The board agreed that they would be within their rights to waive the policy.

J. Paul-Hilliard stated that a change of use permit will need to be filed with the State of NH for the new driveway access for contractor use. The board discussed projected costs for the additional work needed for the town hall/police department addition project. The Police Department and Transfer Station agreed to cover some of the additional expenses in their budgets.

##### **TIRE REMOVAL**

S. Morton stated that BDS, a tire disposal contractor, agreed to remove 400 tires at \$1.75 per tire. BDS informed K. McGuire that he will charge a cheaper rate at \$500 for the removal of 400 tires if the Town contracts with BDS for their tire disposal needs at the transfer station as well.

**WELL DECOMMISSION**

The Selectboard reviewed the following quotes to decommission the inactive artesian well located behind the town hall building.

• Gilford Well Co.	Gilford NH	\$8/ foot	\$1,920.00
• Capital Well	Dunbarton, NH	\$12/ foot	\$2,880.00
• Thomas & Son Artesian	Center Harbor, NH	-----	\$3,000.00

The board agreed that T. Beaulieu can approve the quote from Gilford Well Co. for the well decommission.

**6:30 PM HIGHWAY EQUIPMENT BID AWARD**

This item will be rescheduled to the next Board meeting.

**6:45 PM JIM DEMERITT – FIRE COMMISSIONER’S FUNDING REQUEST**

J. Demeritt stated that the fire commission will meet two times per month from now on. J. Demeritt informed the Board that the ambulance fund receives payments for services from Comstar and then submits reimbursement to towns or individuals as needed. K. Bolger explained that \$100, as a minimum balance, is not an adequate buffer due to the timing of the payments received from Comstar and the reimbursements to towns/individuals. The board agreed that a larger amount is needed in the account.

After discussion of fire department practices, J. Paul – Hilliard recommended that the Fire/Police Department attend a Sharp 2 TIM (traffic incident management training) training hosted by the Fire Academy to become more familiar with the roles of the emergency service personnel. K. Bolger agreed that he will recommend this at the next fire commissioner meeting. K. Bolger stated that they may be interested in hosting a class for Thornton, Campton, and other surrounding towns.

T. Beaulieu recommended establishing a Knox box at the Town Hall for emergency access. K. Bolger agreed.

**MOTION: “To allow the fire commissioners to retain up to \$2,500 in the ambulance checking account as a buffer for required reimbursements to towns.”**

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

**VENDOR MANIFEST**

**MOTION: “To accept the vendor manifest dated 6-14-2013 in the amount of \$341,203.65.”**

**Motion: S. Morton  
Seconded: J. Paul-Hilliard  
Discussion: None.  
Motion Passes: 4 – Yes, 0 – No      Abstained: R. Sabourn**

**PAYROLL MANIFEST**

**MOTION: “To accept the payroll manifest dated 6-14-2013 in the amount of \$27,222.79.”**

**Motion: M. Peabody  
Seconded: S. Morton  
Discussion: None.  
Motion Passes: 4 – Yes, 0 – No      Abstained: R. Sabourn**

*Minutes Approval*

**MOTION:** "To approve the public minutes of 5-29-2013 as prepared."

**Motion:** S. Morton

**Seconded:** J. Paul-Hilliard

**Discussion:** None.

**Motion Passes:** 5 – Yes, 0 – No

**ZCA**

**MOTION:** "To approve the ZCA permit #2013-15 for PID 16/7-39 for property owner James and Marlene Uhlman conditionally upon proof of land ownership for a new full foundation under existing home (28x34 & 20x24) and an 8x34 addition to rear of home."

**Motion:** S. Morton

**Seconded:** R. Sabourn

**Discussion:** None.

**Motion Passes:** 5 – Yes, 0 – No

**ZCA**

**MOTION:** "To accept the ZCA permit #2013-12 for PID 11/1-175 for property owner Robert Cosmo conditionally upon successful receipt of a State Wetlands Permit and a NHDES Septic permit for a new 24x32 single family log home."

**Motion:** M. Peabody

**Seconded:** R. Sabourn

**Discussion:** None.

**Motion Passes:** 4 – Yes, 0 – No

S. Morton recused himself from this discussion item.

**UPDATE – PEMI RIVER CAMPGROUND**

S. Morton stated that G. Warren has moved the structures off the property and out of the flood zone. He has also registered the structures with the town as recreational trailers.

**ACTION FOLDER**

*Stumpage Value*

**MOTION:** "To ACCEPT the median stumpage value for timber tax purposes as published for the Central Region of NH by the Department of Revenue Administration for 4/1/2013 through 9/30/13 as attached to the minutes"

**Motion:** R. Sabourn

**Seconded:** J. Paul-Hilliard

**Discussion:** None.

**Motion Passes:** 5 – Yes, 0 – No

**APPOINTMENT**

**MOTION:** "To appoint Sue Lyons as Deputy Treasurer for the Town of Thornton."

**Motion:** R. Sabourn

**Seconded:** J. Paul-Hilliard

**Discussion:** None.

**Motion Passes:** 5 – Yes, 0 – No

**MOTION:** "To allow Nancy Decoteau to make deposits for the Town of Thornton"

**Motion:** R. Sabourn

**Seconded:** M. Peabody

**Discussion:** None.

**Motion Passes:** 5 – Yes, 0 – No

*Unlicensed Dog Warrant Pursuant to RSA 466:14*

**MOTION: "To approve the Warrant for Unlicensed Dogs pursuant to RSA 466:13."**

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

*Capital Reserve Fund Request – Bridge Repairs & Maintenance*

**MOTION: "To approve the withdrawal request from the Trustees of Trust Funds from the Bridge Repairs & Maintenance Capital Reserve Fund in the amount of \$8,432.19 to cover H.E. Bergeron Engineers, Inc for professional services regarding project 2012-072 Covered Bridge Road Bridge over Mill Brook."**

**Motion: S. Morton**  
**Seconded: M. Peabody**  
**Discussion: None**  
**Motion Passes: 5 – Yes, 0 – No**

*Intent to Cut*

**MOTION: "To approve the Intent to Cut for PID 13/5-1 & 2 on Orris Road for property owner William Shedd."**

**Motion: S. Morton**  
**Seconded: M. Peabody**  
**Discussion: None.**  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the Intent to Cut for PID 10/16-1 for property owner Jarrett Ham."**

**Motion: S. Morton**  
**Seconded: J. Paul-Hilliard**  
**Discussion: None.**  
**Motion Passes: 5 – Yes, 0 – No**

#### **TOWN ADMINISTRATOR PRESENTS**

##### **Important Dates**

- TA and Bookkeeper will attend NHRS seminar on 6/17/2013
- TA attends Health Care Reform seminar on 6/21/2013
- TH/PP Addition RFP due date – 6/21/2013
- N. Decoteau established a cable contract meeting with Comcast & Time Warner on 6/24/2013 at the Thornton Town Hall.
- T. Beaulieu stated that the PLBD/ZBA court case is July 10, 2013 at 1:30 PM. T. Beaulieu, J. Fleury, N. Decoteau, S. Morton, and M. Peabody will attend as well.

T. Beaulieu asked the board if they would be waiving the ZCA fee for the town hall addition project.

**MOTION: "To waive the ZCA application fee for the town hall addition."**

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

#### **ROADWAY EXCAVATION PROCESS/FORM**

T. Beaulieu presented draft forms from the Road Agent, those with Selectboard suggested changes, and those changes suggested along with staff suggestions.

After a lengthy discussion, the Board agreed to schedule another meeting to discuss the process as well as the proposed form. J. Demerit commented on the issues involved and suggested the Board invite Cory Smith from the Waterville Estates Water District for feedback and future discussions.

**8:15 PM NON-PUBLIC SESSION**

**MOTION: "To enter non-public session under RSA 91-A: 3, II (a, c)"**

**Motion: S. Morton**

**Seconded: R. Sabourn**

**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**

**B. Benton recused himself from the meeting at 9:35 PM and re-joined the meeting at 9:55 PM**

**MOTION 10:15 P.M.: "To exit non-public session."**

**Motion: S. Morton**

**Seconded: M. Peabody**

**Discussion: None.**

**Motion Passes: 5 – Yes 0- No**

**MOTION 10:15 P.M.: "To seal non-public minutes of 6/12/13."**

**Motion: S. Morton**

**Seconded: R. Sabourn**

**Discussion: None.**

**Motion Passes: 4 – Yes 0- No Abstained: M Peabody**

**MOTION: "To accept the welfare manifest with a check date of 6/15/2013 in the amount of \$289.61."**

**Motion: R. Sabourn**

**Seconded: S. Morton**

**Discussion: None.**

**Motion Passes: 4 – Yes 0- No Abstained: M Peabody**

**MOTION: "To approve an elderly tax deferral application for PID 16/5-5 in the amount of \$390.00."**

**Motion: R. Sabourn**

**Seconded: M. Peabody**

**Discussion: None.**

**Motion Passes: 5 – Yes 0- No**

**TOWN ADMINISTRATOR PRESENTS (CONTINUED)**

**FLAGGERS**

T. Beaulieu stated that the Road Agent will not have enough time to hire and train new employees for flagging needs for road projects scheduled. T. Beaulieu stated that certified flaggers can be hired at \$22.00 per hour (\$33.00/hr for overtime) through New England Traffic Control. The board agreed to hire the flaggers through New England Traffic Control at \$22.00 per hour and that overtime should be avoided.

**CERTIFIED RECORD REQUEST**

T. Beaulieu stated that Attorney Stephen Boyd is requesting certification of Thornton's Tax Repurchase Ledger used for calculating back taxes owed on properties that were deeded to the town for non-payment of taxes. The board agreed to have the Town Administrator certify that the town uses specific records drafted by the Town Administrator for tax deeding informational purposes.

**FINAL MASTER PLAN**

T. Beaulieu informed the board that the final master plan has been posted to the town website.

**SELECTMEN COMMENTS**

**MILLBROOK COVERED BRIDGE**

R. Sabourn stated that NHDOT will require a paved approach to the new Millbrook Bridge. R. Sabourn stated that there will be approximately 150 feet of gravel between Millbrook Road and the bridge and it would be a good idea to pave this area rather than leave it gravel. The Board agreed.

T. Beaulieu stated that she received additional information from NHDOT regarding the bridge plans and she intends to converse with HEB and schedule an appointment on the next Board of Selectmen agenda if needed.

**MOTION 10:20 P.M.: "To adjourn."**

Motion: S. Morton  
Seconded: M. Peabody  
Discussion: None.  
Motion passes: 5 – Yes 0 – No

Respectfully submitted,

Jessi Fleury  
Board Secretary  
Draft posted 6/17/2013

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**June 12, 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 Discussion on the site work for the new Town Hall/PD addition.

6:30 Highway Equipment bid award

6:45 Jim Demeritt – Fire Commissioner's funding request

7:30 Non – public pursuant to RSA 91-A: 3, II (a- personnel, c –reputation)

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.

# Board of Selectmen

Meeting Date: June 12, 2013

Sign In Sheet

**PLEASE PRINT YOUR NAME AND ADDRESS.**

Thank you!

1. James Demeritt 46 Fadden Rd
2. Judy Lynn Waterhorn Rd
3. Sharon B. Crosby 14 Crosby Meadow Rd.
4. Barbara McLeod 25 Crosby Meadow Rd.
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