



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 8/7/13
BOS Initial: RAS
Rec'd by Town Clerk on: 13 AUG 13
Town Clerk Initials: JAC

Board of Selectmen Meeting Minutes

July 24, 2013

5:10 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, J. Paul-Hilliard, Marianne Peabody.

ABSENT: Selectmen Steve Morton

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

6:00 P.M. KELLEY BOLGER, CLERK OF WORKS – TH/PD BUILDING PROJECT UPDATE

This appointment was canceled.

VENDOR MANIFEST

MOTION 6:05: "To accept the vendor manifest dated 7-26-2013 in the amount of \$539,863.47."

Motion: M. Peabody

Seconded: J. Paul-Hilliard

Discussion: None.

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

PAYROLL MANIFEST

MOTION 6:05: "To accept the payroll manifest dated 7-26-2013 in the amount of \$27,672.83."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Minutes Approval

MOTION 6:09 P.M.: "To approve the public minutes of 7-10-2013 as amended."

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION 6:09 P.M.: "To approve the public minutes of 7-01-2013 as amended."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: J. Paul-Hilliard

Non-Public Minute Approval

MOTION 6:10 P.M.: "To approve the non-public minutes of 7-10-2013 as submitted."

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

MOTION 6:10 P.M.: "To approve the non-public minutes of 7-01-2013 as submitted."

Motion: M. Peabody
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 3 – Yes, 0 – No Abstained: J. Paul-Hilliard

ZCA

MOTION 6:12 P.M.: "To accept ZCA #2013-18 for Robert Cosmos PID# 11 Lot 1-175 for a new detached 24x24 garage."

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

NOTICE OF DECISION – PLANNING BOARD UPDATE

The board reviewed a notice of decision issued by the Planning Board to Caulder Excavation (Permit).

ACTION FOLDER

MOTION "To approve an abatement for PID# 17-14-20 in the amount of \$106.25 and \$82.18."

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

MOTION "To approve an abatement for PID# 16 Lot 5-5 for 2012 in the amount of \$390.00 and an abatement amount for PID# 16 Lot 5-5 2012L for interest and penalty in the amount of \$67.23."

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

6:15 P.M. ARIES ENGINEER – CONTRACT AND UPDATE ON PD TARGET DECOMMISSION PROJECT

Mike Donahue and Ann Cronin met with the Selectboard to update them as to the status of the lead contamination report that was forwarded from Aries Engineer for decommissioning the shooting range.

R. Sabourn questioned the cost and the amount of material that needs to be removed. The original cost that was discussed was substantially less than the cost that is reflected in the current proposal.

M. Donahue stated that he did not accurately explain the potential expenses of the project during their initial meeting. M. Donahue explained the process that is needed to decommission the area now that they understand the extent of decontamination, and apologized for the confusion.

T. Beaulieu stated that A. Cronin receive a response from NHDES regarding the state requirements for decommission. T. Beaulieu stated that the town may not be in the position to expand the town hall due

to the cost of renovations and the decommissioning of the shooting range may become less of an emergency situation that can be budgeted for in the future.

After discussion, the board agreed that they do not have funds in the budget to move forward at this time. The board also agreed not to make any further decision until S. Morton can review the reports and submit his thoughts.

ACTION FILE (CONTINUED)

MOTION “To request that the Trustee of Trust Funds withdraw funds from the Bridge Repairs and Maintenance Capital Reserve fund to cover professional services received from HE Bergeron Engineers for Covered Bridge Road Bridge in the amount of \$1,205.46.”

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

MOTION “To sign a membership agreement application for the Board of Selectmen to become members of the NH Building Officials Association for an annual fee of \$50.00.”

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

PLANNING BOARD UPDATE

The Planning Board has agreed to work with Gerald Coogan, AICP to rewrite the current Zoning Ordinance (not to exceed \$2,500). The board reviewed the contract signed by Planning Board chairman T. Phillips.

J. Demeritt stated that the Planning Board plans to use the services of G. Coogan to re-write the Ordinance.

J. Demeritt stated that the Planning Board also intends to work with Attorney Chris Boldt in the future for their legal needs. The ZBA will interview and hire new counsel.

MOTION 6:55 P.M. “To sign the contract with Gerry Coogan to assist the Planning Board in re-writing the zoning ordinance as recommended by the Planning Board.”

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

TOWN HALL/PD ADDITION UPDATE

T. Beaulieu stated that the Building Committee met prior to the board meeting today to discuss the status of the renovation project after several meetings with the contractor. The committee is not prepared to offer an amount agreed upon by the contractor yet as discussions are still active.

MOTION 7:00 P.M. "To extend the contract award with CCI for the town hall/police department renovation project to a future date pending notification of the project details."

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

T. Beaulieu reviewed the current amount that the committee is negotiating and stated that the negotiations are still in process.

TOWN ADMINISTRATOR REPORT

Northern Pass Update

T. Beaulieu stated that the link to Northern Pass is on the town website as requested by the Board of Selectmen. A new packet of information that references details of the Northern Pass is available for the board to review.

New Manifest Process

T. Beaulieu offered to create a log to assign three selectmen to review the payroll and vendor manifest to ease the workload on the Selectmen. After discussion, the board agreed that the current process works and there is no need to change it at this time.

Avitar Assessing

T. Beaulieu informed the board that the tax assessments are now available on-line.

Culvert Replacement

The board discussed whether or not they should offer to replace private culverts (at the cost of the property owner) that are at risk of failure if the Road Agent is performing road work adjacent to the culvert location.

J. Paul-Hilliard discussed the possible liability and maintenance expectations of the town if the town installs culverts on private property.

B. Benton and R. Sabourn recommended creating a policy that allows the Road Agent to do an inspection of culverts that may be affected during town road projects. The Road Agent can offer the town's services to replace the culvert while working on the road, if the property owner purchases the culvert and pays for expenses. The property owner would have to sign a form releasing liability from the Town that clearly states the town will not be responsible for the culvert itself or the maintenance associated with the culvert.

Roadway Excavation Permit

The board reviewed the final copy.

MOTION 7:17P.M.: "To approve the new Roadway Excavation permit with amendment to page 4 to add a date area for initial inspections."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4 – Yes 0- No

ACTION FOLDER (CONTINUED)

Beautification Committee – Town Hall Shutters

T. Tyler submitted a recommendation from the Beautification Committee for the style of shutters that they would like to have at the town hall. The board agreed that purchasing of new shutters should wait until they have more information on the status of the building renovation project.

Hawkers and Peddlers Ordinance

The board discussed a hawkers and peddlers ordinance. An umbrella ordinance could be drafted so that the town is in compliance and will be allowed to require a criminal background check prior to a hawker, peddler or certain vendor applying for a license through the town.

The ordinance would require a FBI Criminal Background Check prior to obtaining a license through the town. The Board agreed that they would like to have more information and receive feedback from Chief Moller regarding the needs of the town.

Discussion occurred on the type of vendors that would require a town license.

J. Paul-Hilliard stated that janitorial companies that have access to town buildings after hours should have a criminal background check. The board agreed to include this process when the current janitorial contract expires.

Signature File:

The Board signed the following items:

- Department of Revenue Administration – Re: PA-28 Inventory of Taxable Property Form PA-28
- Concerned Citizen Issue Response
- Current Use Land Use Change Tax for PID 16 Lot 7-70
- NH State Financial Reports (MS-5)

SELECTMEN COMMENTS

No comments.

PUBLIC FORUM:

J. Demeritt updated the board as to the previous Fire Commissioner meeting held on Monday. Twelve employees will be taking the CDL license course at no charge for the course. However, the department is paying for the employee's medical cards which cost \$720.00 for 12 cards. J. Demeritt plans to speak to the commissioners because he does not think the fire department should pay for the ongoing certification.

J. Demeritt stated that the fire department is having difficulty collecting ambulance service fees, some of the unpaid fees are from 2010. On Monday evening, the commissioners waived past ambulance fees in the amount of \$3,639.70.

J. Demeritt stated that replacement of the air packs was discussed at the Commissioner meeting. J. Demeritt stated that he has questions as to how many are actually needed for replacement and is not sure how many will be replaced.

J. Demeritt stated that the Commission approved purchasing four new pagers for fire department employees. J. Demeritt explained that he voted against this decision. He explained that the purchase of additional pagers should be voted on during the annual Fire Department budget approval process.

MOTION: 8:50 P.M.: "To accept the welfare manifest with a check date of 7/27/2013 in the amount of \$723.89."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 3- Yes 0- No Abstained: M Peabody

MOTION: 8:50 P.M.: "To approve a step raise for the Road Agent from Labor Grade 12 Step 1 to Labor Grade 12 Step 3 effective for the next payroll."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4- Yes 0- No

MOTION 8:55 P.M.: "To adjourn."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 - Yes, 0 - No

Respectfully submitted,


Jessi Fleury
Board Secretary
Draft posted 7/31/2013

TOWN OF THORNTON
Selectmen's Agenda
July 24, 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

Town Administrator presents (no public input)

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

5:45 PM Town Hall/PD addition/renovation project -Approve contract if building/evaluation committee has a recommendation prepared or extend contract award to future date
6:00 Kelly Bolger – Clerk of Works-TH/PD building project update
6:15 Aries Engineer – contract and update on PD target decommission project

Action Folder (no public input)

Board of Selectmen Item Discussions (no public input)

Public Forum (5 minute session per person)

Non-public session pursuant to RSA 91-A: 3, II (a-personnel & c-reputation)

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: July 24, 2013

Sign In Sheet

PLEASE PRINT YOUR NAME AND ADDRESS.

Thank you!

1. *James V. Smith* 76 Fadden Rd
2. *Michael P. Cronin* ARIES ENGINEERING INC.
3. *Anne Cronin* Aries Engineering Inc
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