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TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES

Meeting Date: August 22, 2012

Approved

The Board of Selectmen met and held a public meeting on Wednesday, August 22, 2012 10:00 AM at the Thornton Town Hall.

10:00 a.m. Chairman Burbank opened the meeting and began the work session.

Board Members present: Butch Burbank, Roy Sabourn, Steve Morton and Marianne Peabody

Board Members Absent: Brad Benton

Staff present: Tammie Beaulieu, Administrator, Jessi Fleury, Board Secretary

The board reviewed the meeting file correspondence.

****Motion****

10:33 a.m. Steve Morton motioned to approve the payroll manifest dated 8-24-12 in the amount of \$24,568.89. Seconded by Selectwoman Peabody. Motion passed 4-0.

****Motion****

10:33 a.m. Selectwoman Peabody motioned to accept the vendor manifest dated 8-24-12 in the amount of \$372,645.38. Seconded by Selectman Morton. Motion passed 4-0.

Signature Folder

The board signed the following:

- Letter to Ty Gagne, Primex re: request of funds via check

Action Folder

Average stumpage Value List

Vice Chairman Sabourn explained the process to the board.

****Motion****

10:35 a.m. Selectman Sabourn motioned to accept the average stumpage value list for the period April 1 through September 30, 2012. Selectwoman Peabody seconded. Selectman Morton asked if the board could do a blanket motion for the year. The board agreed that they should motion to accept the value list every six months. Motion passed 4-0.

Tax Sale Re-Sale

****Motion****

10:37 a.m. Selectman Sabourn motioned to approve a deed with no covenants for Mae Silva and Roberta Beaudry of 27 Upper Mad River Road for property located at 51 Mountain River East known as Map 11 Lot 1 Sublot 261 for repurchase of tax deeded property. Seconded by Selectwoman Peabody. Motion passed 4-0.

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NH Emergency Management Performance Grant Agreement Amendment

The board reviewed the grant agreement amendment for the town to extend the performance period end date to September 30, 2012.

****Motion****

10:38 a.m. Selectman Sabourn motioned to allow Chairman Burbank to sign the NH Emergency Management Performance Grant Agreement Amendment on behalf of the Town of Thornton. Seconded by Selectman Morton. Motion passed 4-0.

Meeting Minutes

****Motion****

10:41 a.m. Selectman Morton motioned to approve the public minutes of 8-8-12 as amended. Seconded by Selectman Sabourn. Motion passed 4-0.

****Motion****

10:41 a.m. Selectman Morton motioned to accept the first portion of non-public minutes of 7-25-12 as submitted. Seconded by Selectman Sabourn. Motion passed 4-0.

****Motion****

10:42 a.m. Selectman Morton motioned to accept the second portion of non-public minutes of 7-25-12 as submitted. Seconded by Selectman Sabourn. Motion passed 4-0.

****Motion****

10:44 a.m. Selectwoman Peabody motioned to accept the non-public minutes of 7-30-12 as submitted. Seconded by Selectman Sabourn. Motion passed 3-0-1, Selectman Morton abstained.

****Motion****

10:45 a.m. Selectman Morton motioned to accept the non-public minutes of 8-8-12 as submitted. Seconded by Selectman Sabourn. Motion passed 4-0.

NHMA Legislative Policy Conference

The board reviewed a letter from NHMA requesting that the board nominate a selectman to vote on legislative issues that NHMA is advocating at the Legislative Policy Conference on 9-21-12. The board agreed to nominate Chairman Burbank. Mr. Burbank accepted the nomination.

Selectman Benton joined the meeting at 10:48 a.m.

Special Event Update – Boogie 'n Blues

The board discussed a Boogie 'n Blues complaint received over the weekend from Beverly Chappell. The board acknowledged that these complaints have been

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responded to and addressed. Chairman Burbank made it clear that the Town Administrator has the authority to respond to complaints received. He feels that the complaints should be sent to the Town Administrator and then the board can be contacted if the Administrator feels she cannot respond. Selectman Morton added that he was at a planning board meeting and an issue came up with special events and it was explained to Ms. Chappell that the selectboard issues special event permits not the planning board, she requested that Mr. Morton look into a complaint that people were camping that night. Mr. Morton stated that he did make a site visit to report to the selectboard and documentation is included in the town files. Mr. Morton also stated that he received a call from Chief Moller at 7:00 pm on Sunday night, that there could possibly be a violation of the special event permit and that the event was going until 7:00 p.m. rather than 6:00 p.m. Mr. Morton stated that he had followed up on that issue as well and will document that the band left the stage at 6:00 p.m. and then came back and did an encore for one song which lasted about 20 additional minutes and then notice was given that the property had to be cleared out by noon the following day.

Town Deposits

Chief Moller asked that the board consider not requiring the Police Department make deposits due to scheduling and additional requests for change, etc. An email was received from the Town Clerk concurring that they will be making bank deposits. The board reviewed a cost break-down submitted by the Town Clerk that includes additional time and mileage to make deposits. Ms. Beaulieu explained that these costs have not been budgeted and that she has requested the administrative assistant to the clerk's office to stop at the bank on her way home. In viewing the cost to the town this appeared to be a more efficient and less costly approach for the selectmen's deposits. The board discussed the issue, reviewed the RSA that governs town deposits and the amount of trips taken to the bank on a daily basis.

****Motion****

10:58 a.m. Selectman Sabourn motioned to allow the tc/tx Administrative Assistant to make deposits on behalf of the Town of Thornton and signed the delegation of deposit authority for the Town Clerk/Tax Collector Administrative Assistant, Desiree Mahurin. Seconded by Selectman Benton. Motion passed 5-0.

The board discussed the deposit requirements as well as the anticipated increase in the budget. The board agreed that Tammie should speak with the town clerk to relay their thoughts to save money and if he does not agree then he should meet with the board.

Additional Requests from Town Clerk

The board reviewed an email from Lou Klotz asking that he be notified of all correspondence that concerns himself or his deputy or assistant. The board suggested that he establish internal controls within his department and if there is a situation where he has not initialed work to be processed then he will have to come in on a day off so that the work can be processed timely. The board asked TA Beaulieu to meet with the town clerk and discuss options but they will not be reporting paperwork forwarded with

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his title or name or department title or name. He needs to create a more efficient approach within his own office and staff.

Timber Tax

****Motion****

11:14 a.m. Selectman Sabourn motioned to approve the timber tax levy warrant in the amount of \$1303.85 for Alfred and Barbara Poulin. Seconded by Selectwoman Peabody. Motion passed 5-0.

Building/Enforcement Update

The board reviewed the letter to Ms. Garfield drafted by Nancy Decoteau in response to alleged violations. The demolition permit was never filed, the pool and deck did not have a permit, and the as built for the garage has not been submitted, but the garage is still not built. The board signed the letter.

11:25 PD 2013 CIP Requests

Chief Moller met with the board to discuss CIP needs of the police department, including equipment needs, replacement of a cruiser and replacement of the 4x4 cruiser for 2014 or 2015. The board discussed that the equipment for the cruisers was expended from the budget previously, but now the vehicle with necessary equipment, including a new radio, will be expended from the CIP. Chief explained the replacement plan for the vehicles. The board discussed the possibility of using one of the retiring cruisers as a town vehicle.

BOS CIP

The Town Administrator discussed roofing needs for the town hall and the renovation project in process. The board also reviewed the proposed CIP projects and agreed that interior painting can be included in the CIP for 2023.

Highway Department CIP

Road Agent Kubik met with the board to discuss CIP needs for the highway department. Mr. Kubik discussed purchasing the one ton that was marked for purchase this year be changed to next year. He also discussed the need for an excavator and a 10-wheel dump truck instead of the previously suggested 6 ton plow truck that was on the CIP plan to be purchased in 2013 for \$144,000.00. The board discussed the large saving potential for the town with these proposed changes. Ms. Beaulieu reminded the board that there is only a three person staff and expressed that the board consider that the equipment fleet not outgrow the current staff. The board should keep in mind the future request for more staff being needed due to an increase in equipment. Mr. Kubik agreed that the three positions at the highway department are sufficient. Chairman Burbank reviewed the certified flagging requirements for work that affects the flow of traffic and recommended certifying all highway employees for flagging.

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Upper Mad River Road (Scenic Road)

Selectman Morton explained that the planning board has scheduled a public hearing for the removal of dead trees and abutters will be notified.

Peaked Hill Road-Drainage Issues

Selectman Sabourn informed the board that he has researched the information he had on drainage structures. Mr. Sabourn provided copies of the plan he had on file. Selectman Sabourn recommended that Mr. Kubik contact Dave Moulton at the state highway shed for more information.

Goose Hollow Campground-Driveway Culvert

The board discussed the need for the campground owner to replace the culvert since this problem has been ongoing for years before ditching was done by the town. The work that the \$850 was expended for repairs was completed. The board agreed to have the Road Agent send a letter to homeowner.

Proposed New Parking Lot

Mr. Sabourn discussed the old town hall parking lot plan and some safety issues that need to be addressed. John Kubik will be preparing an RFP for the board to review for an advertisement.

2012-2013 Winter Sand Bids

The board discussed the winter sand bids received. Chairman Burbank read the notice as advertised.

The bids were received as follows:

Benton Enterprises Sand and Gravel - \$4.95 per yard

Johnston Construction - \$5.94 per yard

The board accepted the department head recommendations of Benton Enterprises at \$4.95 per yard.

****Motion****

12:36 p.m. Selectman Sabourn motioned to accept the winter sand bid from Benton Enterprises at \$4.95 per yard. Seconded by Selectman Morton. Mr. Morton discussed other companies that had a lower cost but did not submit a bid. The board discussed the sealed bid process. Roll call, motion passed 4-0-1. Selectman Benton abstained.

RFP Update for Town Renovations

Selectman Sabourn met with the building committee Monday evening to discuss the project and a follow up meeting has been scheduled for September 11 at 6:00 p.m. Mr. Sabourn stated that there may be some conflicts in the review of the architect proposals and that he and Chief Moller would not include themselves in the scoring process due to potential conflicts. Mr. Sabourn suggested one or two board of selectmen members review the architect proposals, Selectman Benton agreed to review the proposals. The board suggested that the town administrator review the proposals as well to input any

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needs for the business side of the town hall. Discussion continued regarding the meeting date falling on primary day and Mr. Sabourn and Mr. Demerit agreed that the committee will change their meeting to September 12th at 6:00 p.m. at the town hall.

Town Administrator Report

Building Permit Updating

Ms. Beaulieu informed the board that per recommendation from NHLGC the permits for building will now be called Zoning Compliance Application form rather than building permit to make it clear that the town does not enforce building codes. The board reviewed the updated application form and made changes.

****Motion****

1:30 p.m. Selectwoman Peabody motioned to implement the new zoning compliance application form for new construction and the flood plain development application program as amended. Seconded by Selectman Benton. Motion passed 5-0.

Performance Evaluation

Ms. Beaulieu informed the board that there will be a mandatory employee meeting at the town hall on September 13 at 3:00 p.m. regarding the personnel evaluation program.

Supervisor's Meeting Update

Ms. Beaulieu stated that during the last supervisor's meeting, the police department informed her that there will be a neighborhood watch established and Sergeant Diamond will be the liason.

Special Meeting WEVD

The town administrator has been working with Campton's Administrator regarding the WEVD special meeting. The meeting has been scheduled for October 24, at 6:30 p.m. at the estates community building. Campton may need to have their moderator there and requested a town clerk to do minutes. Ms. Beaulieu is going to work on drafting the warrant question and it was confirmed that only individuals within the district will be voting.

Guilani Complaint

Selectman Sabourn discussed the research he is doing regarding the road width in front of the Provost property, in anticipation that personal property will have to be removed from the town right of way. Mr. Sabourn has more information to review pertaining to the road and once he has researched the information he will present his recommendation to the board and the board can act at that point.

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Selectmen Comments

Selectman Morton

Selectman Morton discussed the fact that an alternate ex-officio member may need to be appointed to the planning board in case that he is not able to participate in site plan review application due to conflict of interest or even in the event of an illness or vacation. He is under the impression that the alternate would have to follow through for the entire application if he was not able. The board discussed the situation and agreed that Steve Morton should remain as a voting member unless counsel indicates there is a conflict and the board will appoint an alternate if needed.

Public Forum

Jim Demerit

Mr. Demerit informed the board that electrical issues were resolved at the fire department building. Mr. Demeritt updated that board as to the repairs and maintenance needed at the fire station. He indicated that some of the siding is breaking and he is concerned that the siding may be difficult to match. He does not feel it is an emergency situation, but should be considered for repairs in the near future. Ms. Beaulieu stated that Bob Dumont is giving an estimate for other work and she will see if he can provide an estimate for the replacement of broken siding at the fire station as well.

****Motion****

2:05 p.m. Selectwoman Peabody motion to enter nonpublic session under RSA 91-A,II (c). Seconded Selectman Benton. Roll call – Selectwoman Peabody – yes, Selectman Morton-yes, Selectman Benton-yes, Selectman Sabourn-yes, Chairman Burbank – yes. Motion passed 5-0.

****Motion****

2:52 p.m. Selectwoman Peabody motion to exit nonpublic session. Seconded by Selectman Benton. Roll call – Selectwoman Peabody – yes, Selectman Morton-yes, Selectman Benton-yes, Selectman Sabourn-yes, Chairman Burbank – yes. Motion passed 5-0.

****Motion****

2:53 p.m. Selectman Morton motioned to approve the welfare manifest in the amount of \$800.00 for check date 8/25/2012. Seconded by Selectman Sabourn Motion passed 4-0-1. Selectwoman Peabody abstained.

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****Motion****

2:54 p.m. Selectwoman Peabody motioned to adjourn. Seconded by Selectman Benton. Roll call – Selectwoman Peabody – yes, Selectman Morton-yes, Selectman Benton-yes, Selectman Sabourn-yes, Chairman Burbank – yes. Motion passed 5-0.

Respectfully submitted,



Jessi Fleury
Board Secretary

Draft Posted 8/28/12
