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TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES

Meeting Date: September 5, 2012

APPROVED

The Board of Selectmen met and held a public meeting on Wednesday, September 5, 2012 10:00 AM at the Thornton Town Hall.

10:00 a.m. Vice - Chairman Sabourn opened the meeting with a flag salute and began the work session.

Board Members present: Roy Sabourn, Steve Morton and Marianne Peabody, and Brad Benton

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

Board Members Absent: Butch Burbank

The board reviewed the meeting file correspondence.

10:45 Non-Public session RSA 91-A: 3, II (c)

This appointment was canceled.

Action Folder

The board reviewed a request for waiver from Mark Broth at Devine Millimet Attorneys at Law. The notice explained that Devine Millimet plans to represents FairPoint in utility pole taxes and they would like the town's consent since they also represent the town for labor and employment matters. After discussion, the board agreed to provide consent.

****Motion****

10:56 a.m. Selectman Morton motioned to sign and grant the request for waiver from Devine Millimet dated August 31, 2012. Selectwoman Peabody seconded. Motion passed 4-0.

Vice-chairman Sabourn signed the request for waiver.

Meeting Minutes

****Motion****

10:56 a.m. Selectman Morton motioned to approve the public minutes of 8-22-12 as amended. Seconded by Selectwoman Peabody. Motion passed 3-0-1. Selectman Benton abstained.

****Motion****

10:56 a.m. Selectman Morton motioned to accept the non-public minutes of 8-22-12 as submitted. Seconded by Selectwoman Peabody. Motion passed 4-0.

Vendor Manifest

****Motion****

10:58 a.m. Steve Morton motioned to approve the vendor manifest dated 9-7-12 in the amount of \$107,500.20 with a voided check in the amount of \$177.60 which totals the vendor manifest to \$107,322.60. Seconded by Selectwoman Peabody. Motion passed 4-0.

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****Motion****

10:59 a.m. Selectwoman Peabody motioned to accept the payroll manifest dated 9-7-12 in the amount of \$24,754.40. Seconded by Selectman Benton. Motion passed 4-0.

Agenda Items: (no public input)

11:00 Bid Award Process – 2012-2013 Paving Bid

Vice Chairman Sabourn read the invitation to bid as advertised. The board reviewed the results of the bid opening from September 4, 2012.

- GMI Paving - \$28,350.00
- Rines Paving and Construction - \$23,664.00
- R & D Paving - \$30,525.00
- Bryant Paving \$24,297.00

The board discussed the prices received. Rines Paving was recommended by the road agent and also the lowest bidder. References were provided by Rines Paving during the bid opening.

****Motion****

11:04 a.m. Selectman Morton motioned to accept the bid from Rines in the amount of \$23,664.00 for the town paving. Seconded by Selectwoman Peabody. Vice-chairman Sabourn added that the paving is for paving on Burbank Hill, Leland Lane, Upper section of Woodwinds and Lower Woodwinds, and sections of Suzi Lane. Mr. Morton asked if this expense will be taken from the \$60,000 that was budgeted in the highway budget. Mr. Sabourn agreed and informed Mr. Kubik that the funds budgeted for should be used for more paving projects. Mr. Kubik was concerned that it was getting too late in the season to go out to bid for additional paving jobs. Mr. Sabourn stated that he recommended Mr. Kubik do additional ditching instead of going back out to bid for more paving projects. Motion passed 4-0.

Goose Hollow Culvert

Vice Chairman Sabourn informed the board that after speaking with Road Agent Kubik, there is no official commitment from the town that makes them responsible to replace the culvert. Mr. Kubik did indicate that the culvert needs to be replaced, but that the campground owner would be responsible for the work.

Action Folder

Citizen Concern – Thornton Bluff Campground

The board reviewed concerns from Joan Allen regarding the site plan application known as Thornton Bluff Campground. The board acknowledged the letter and agreed to send a written response to Ms. Allen.

Zoning Compliance Applications

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The board reviewed a zoning compliance application (building permit) from applicant Steve Iemma for PID 15-2-2 at 14 Adams Farm Road. The board discussed the recommendation of Nancy Decoteau, Planning Assistant. The board agreed to address the application later in the meeting so that they can proceed to the next agenda appointment.

11:19 Bid Award Process "2012-13 Gravel"

Vice Chairman opened the bid award appointment and read the invitation to bid. Town Administrator Beaulieu and Road Agent Kubik opened the bids on September 4, 2012 for aggregate products (1,110 cubic yards bank run gravel, 390 cubic yards crushed bank run, 45 cubic yards of 1 ½ inch crushed stone) as received:

- M.E. Johnston - \$11,975.00
- Benton Enterprise – \$9,471.00

Mr. Kubik recommended the lowest bid from Benton Enterprise. The board discussed storing the product and if it would be better to pick up the product as needed instead of stockpiling it at the highway garage. Selectman Sabourn suggested that the delivery/pick-up specifics should be specified in the bid in the future as well as if the product is to be received all at once or as needed. The board agreed. The board also discussed how payment will be dispersed. The board agreed that the gravel should be picked up as needed and paid for as it is picked up.

****Motion****

11:27 a.m. Selectman Morton motioned to award the 2012-2013 Gravel bid to Benton Sand and Gravel Enterprise in the amount of \$9,471 for aggregate products. Seconded by Selectwoman Peabody. Motion passed, 3-0-1. Selectman Benton abstained.

11:30 Legislative Representatives Bradley & Sova

The board met with Lester Bradley and discussed his intentions for running for legislative representative for the district. Mr. Charles Sova also introduced himself as running for District 6. Mr. Bradley explained the re-districting process due to the Census results. Mr. Sova asked what types of issues the Town of Thornton is experiencing or if they have any concerns. Selectman Sabourn stated there is concern that the town has work that is needed on town roads and bridges; raising additional funds when the State budgets are cut requires the town to offset the cost. The board thanked them for meeting with them.

12:00 Josh Prescott – DOT, Bureau of Highway Design –railroad crossing

Mr. Prescott met with the selectmen to discuss Federal funds available to rebuild railroad crossings and signals. The railroad crossing at Avery McGee's is ranked as #15 out of 300 in the state as in need of improvement; they provide a 90% federal funding match with a 10% town match. The board discussed the definition of public crossings since some railroads only cross residential driveways. It was determined that if the town

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maintains the road the driveway is on then it would qualify for the state program. The state estimates the town's 10% cost would be \$15,000 to \$20,000. Selectman Sabourn stated that he would not be interested in spending public funds due to the low level of need and is not a reasonable expenditure considering the level of traffic. The board agreed that they would not be interested in this program at this time since there are many other needs of the town those needs to be addressed.

Zoning Compliance Applications (continued)

****Motion****

12:10 p.m. Morton motioned to approve the zoning compliance applications for Marcia O'Brien, PID 6-09-30, application # 2012-19; James Moccio, PID 17-7-41-2A, application # 2012-20; 2012-20 for Waterville Birches, PID 17-14-16, application #2012-22; Mike Boisvert, PID #18-2-101; application # 2012-23. Seconded by Selectwoman Peabody, Motion passed 4-0.

The board continued to review the application for Steve Iemma PID 15-2-2. After discussion the selectmen agreed that the application is incomplete and that the plot plan and energy compliance form needs to be submitted. They tabled the application and will consider the application at their next meeting. The board agreed to ask Ms. Decoteau to follow up with Mr. Iemma and inform him that if the plot plan and energy compliance form is submitted by the next meeting they will consider the application for approval.

Public Forum

Jim Demeritt

The plumbing work was completed at the fire department. There are two holes in the back of the building where old lines went into the building. He would like to have the holes filled or insulated to protect the pipes. Jim Demeritt will do this small job and submit for reimbursement of the spray insulation.

Ms. Beaulieu explained that she would like the board to consider hiring a maintenance person that would do janitorial and building maintenance so that the town does not have the added expense of hiring out small jobs. She stated that this is a suggestion that she intends to bring up during budget discussions. The board was supportive.

Fire Department CIP - Replacement Vehicles

Mr. Demeritt is concerned with the cost of repairs on the emergency fire department vehicles that are 18 years old, and feels that the replacements should be made sooner than the requested 22 years to prevent the excessive repair costs. The board discussed his concerns as well as the towns that are served by the Thornton/Campton Fire Department. The board agreed to discuss during the joint meeting with Campton and Ellsworth.

Town Administrator Report

Cable Committee

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Cable Committee members have been confirmed as requested. The contract expires April 2013. The board agreed to ask for an update from the committee. Ms. Beaulieu will schedule the committee on the next agenda.

Building on Land of Another

Ms. Beaulieu reported that Desiree Mahurin has compiled a list of properties with buildings on land of another. Ms. Beaulieu reviewed RSA 73:16-a with the board, and RSA 72:7a. She explained that the tax collector will be noticing the land owner via tax bills each year, but she would like to make sure that this notice is sufficient notice by the Selectmen in order to collect past due taxes from the land owner. The board agreed to have Ms. Beaulieu contact LGC to make sure the town can collect the taxes from the land owner with their current notification process.

Personnel Policy

Ms. Beaulieu explained that she received a request from Chief Moller regarding holiday pay for part-time officers and explained that it is difficult to find coverage if holiday pay is paid at straight time. The board discussed costs involved for part time and full time holiday coverage, and the part-time employee holiday pay as stated in the personnel policy.

****Motion****

12:30 p.m. Vice-chairman Sabourn motioned to amend the personnel policy so that part time employees that are required to work the holidays will be compensated at the rate of time and one half. Seconded by Selectman Morton. Motion passed 4-0.

The board agreed to amend the personnel policy so that part-timers that are required to work holidays will receive time and a half pay.

Town Hall Building Renovations - RFP

Ms. Beaulieu informed the board that nine architects submitted responses for the town hall renovations project, and an email has been forwarded to the building committee. Two of those companies did not submit six copies as required by the RFP. The board discussed the situation and agreed that if the RFP requirements were not met, then the company's bids should not be reviewed but that they would discuss this with the building committee further.

Town Clerk/Tax Collector

Ms. Beaulieu stated that per the board's request at the previous meeting, she met with the town clerk to work out a solution for deposit processing. She explained that she had a good meeting with Lou Klotz and Desiree Mahurin and it was agreed that the two offices will be more respectful and work as a team. The deposits will be combined in

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one deposit bag for efficiency. The working relationship has improved and good steps forward have been made.

Feedback Regarding the Transfer Station

Resident Pat Barker and another unnamed resident are happy with the selectmen's improvements with the mall.

Equalization Ratio Processing

DRA came to the town hall and is training employees on the new DRA software developed through UNH. The employees met with DRA and had an initial training session and the employees will be attending training over the next few months.

MS1

Ms. Beaulieu informed the board that she has applied for an extension for the MS1 due to Avitar not finishing the cyclical work yet. She spoke to Dave Woodward and their deadline for completion is October 1. Ms. Beaulieu has also contacted Jo Belliveau to inform her that at the time of tax rate setting she anticipates implementing changes based on the numbers provided. The board discussed the process of entering cyclical work. After discussion the board agreed that as cyclical work is done, it will be added to the assessing system rather than holding it.

Ms. Beaulieu explained that the town has the option to use Avitar's or the States estimated assessed values on utilities. Most towns are using the state assessed values since Avitar does not want to participate. The board agreed to use the state's figures/

Complaint E-mail from Chappell's

Ms. Beaulieu informed the board that a complaint was received on September 4, 2012 from Ms. Chappell regarding the Benton's delivering garbage from the Sugar Shack to the transfer station on Tuesdays when they are closed to the public. Ms. Chappell also complained of the driveway and parking lot for the Sugar Shack and requested copies of driveway permits. After speaking with the transfer station supervisor, Ms. Beaulieu has been informed that other businesses in town are accessing the transfer station after hours as well, and she has asked Mr. McGuire to not allow access anymore until she speaks with the board.

The board discussed the safety concern of the driveway and parking lot. The board agreed that Route 175 is a state highway and that the Chappell's would need to contact the state for the driveway permits.

The board discussed that the transfer station gate was left open and that previously the commercial haulers were asked to come to the transfer station during an off peak time to not interfere with the residents and that this issue is not a personnel issue but rather a policy change as to the internal policy of the Transfer Station. The board would like to meet with Kevin McGuire to discuss the issue. Ms. Beaulieu stated that it is the

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selectmen's authority to decide what policy to follow for the businesses of Thornton and Campton using the station.

Request for Proposal from John Kubik – Old Town Hall Parking Lot Bid

Vice Chairman Sabourn excused himself as a board member and presented the survey work that his company was requested to perform by the selectmen at an earlier meeting this year. Sabourn Surveying completed a plan to be distributed with the RFP for the parking lot area at the Old Town Hall on Rte. 175. He presented suggested changes to the project from the road agent, regarding grading, walkways, and the RFP. Mr. Sabourn feels that they are ready to go out to bid for this project with the RFP that he is presenting this evening. The state DOT driveway permit was previously received and expired in May; he has completed a new application to extend the time of the permit. The board reviewed the plans and the details provided by Mr. Sabourn. Mr. Sabourn stated for the record that his company was asked to do this to save costs to the town since his company did surveying work previously for this area. After discussion the board agreed to accept and approve the RFP for advertising.

****Motion****

1:38 p.m. Selectman Morton motioned to accept and approve the revised plan for the Thornton Historical Society parking lot completed by Sabourn Surveying originally completed on November 2010 and to also approve the request for proposal for the parking lot drafted September 4 2012 and to go out to bid. Seconded by Selectwoman Peabody. Roll call, Selectman Benton – yes, Selectman Morton – Yes, Selectwoman Peabody – Yes. Motion passed 3-0.

Mount Woodlands Road

Mr. Sabourn also explained that since he had done work for the town years ago for Mount Woodlands Road, the board had requested him to do additional work since it is more cost effective for the town. Mr. Sabourn presented a set of plans and background information relative to easements/ownership of the town road area. The board reviewed the information and agreed to present the information to the town attorney for their legal opinion.

Mr. Sabourn rejoined the board at 1:45 p.m.

Review New job descriptions

The board reviewed updates made to the new job descriptions as discussed during the previous board meeting and made additional amendments. A copy of the updated job descriptions will be forwarded to the planning board, zoning board, and the job description committee.

The selectmen also discussed how to establish an interview committee for the administrative assistant position. After discussion, the board agreed that all selectmen will create tally scores for all applicants, as well as two planning board members, one ZBA member, and the town administrator. The interview board which will ask the

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questions to the applicants will consist of two selectboard members, to be determined, as well as a member of the planning board, a member of the zoning board and the town administrator. The selectmen will make the final offer of employment.

Compliance/Health Officer

The process for this position will be the same as the administrative assistant position. The board reviewed the job descriptions and made a few corrections. The description will be forwarded to the job description committee, planning board and ZBA.

****Motion****

3:50 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. Motion passed 4-0.

****Motion****

3:58 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. Motion passed 4-0.

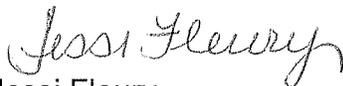
****Motion****

3:58 p.m. Selectman Morton motioned to approve the welfare manifest in the amount of \$825.00 for check date 9/7/2012. Seconded by Selectman Sabourn Motion passed 3-0-1. Selectwoman Peabody abstained.

****Motion****

3:59 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. Motion passed 4-0.

Respectfully submitted,



Jessi Fleury
Board Secretary
Draft Posted 9/12/12

Selectmen Meeting

September 5, 2012

10:00 a.m.

Sign In Sheet

**PLEASE PRINT YOUR NAME AND A
ADDRESS.**

Thank you!

1. JAMES DEMERITT 46 Fadden Rd
2. Charles Sova 650 Tuttle Hill Rd. Orange, NH
3. Lester Bradley 315 Hamton Gore Rd.
4. Joshua Prescott NHDOT Concord
5. Steven Swana NHDOT Concord NH
6. BEVERLY CHAPPEL 12 BEATRICE LANE
7. _____
8. _____
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14. _____
15. _____
16. _____

**TOWN OF THORNTON
Selectmen's Agenda
September 5, 2012
10:00 AM**

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)

10:45 Non-Public session RSA 91-A: 3, II (c)

11:00 Bid Award Process "2012-13 Paving"

11:15 Bid Award Process "2012-13 Gravel"

11:30 Legislative Representatives Bradley & Sova

12:00 Josh Prescott – DOT, Bureau of Highway Design –railroad crossing

12:15 Review New job descriptions

- Administrative Assistant
- Compliance/Health Officer

1:15 Non-Public session RSA 91-A: 3, II (c) Police Chief

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

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.