



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 9/4/13
BOS Initial: RS
Rec'd by Town Clerk on: 12 Sept 13
Town Clerk Initials: J

Board of Selectmen Meeting Minutes August 21, 2013

5:00 P.M. Vice-Chairman R. Sabourn opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance.

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

ABSENT: Chairman B. Benton

STAFF PRESENT: Tammie A. Beaulieu, Town Administrator

AGENDA ITEMS:

5:45 PM ROAD AGENT, JOHN KUBIK JR. – ROAD PROJECT UPDATES & REVIEW UPCOMING SNOW PLOWING PROCESS

RA Kubik informed the Board that he is working on the advertisement for winter sand bids and plowing contractor advertisements.

T. Beaulieu presented a draft application for plowing subcontractors for the Board's review.

J. Kubik recommended review of the snow plow rates for contractors. The board discussed the rates of surrounding towns.

J. Kubik suggested having subcontractors complete an application, with a description of their equipment, and to have contractors submitting their rates.

R. Sabourn stated that he is under the impression that if the town is satisfied with the contractor work, the town should re-contract with the companies at a reasonable specified rate.

T. Beaulieu suggested that this new document would streamline the process and confirm that all necessary paperwork, including certificates of insurance are in place before the contractors begin working. This will also help the Road Agent with the budget process.

The board discussed changes to the contractor application, past contractor work and plowing and sanding rates. The board also discussed the need to keep track of the amount of material being used, as well as how much time is spent plowing and/or sanding for each contractor as these duties are paid at different rates.

S. Morton recommended using the start and stop log for internal controls and to support honesty and integrity in contractors when billing the town.

J. Demeritt stated that keeping an inventory of the sand pile would yield a good idea of how much sand is being used as well.

J. Paul-Hilliard recommended using a similar log for all highway employees for accountability and record keeping.

R. Sabourn recommended the Road Agent follow up with contractors during the storm periodically to confirm that expected services, such as sanding, are being completed as expected.

The board agreed that a rate should be established, and an application with all required insurances will need to be on file for all contractors. Road Agent Kubik agreed to meet with the board at their next meeting with additional rate information.

S. Morton asked J. Kubik to provide an update at the next meeting if there are any other sections of road that can be improved within the paving budget.

The board approved the use of the new Agreement for Entry & Construction Form as amended to include the language that the landowner agrees to pay for materials and labor.

6:15 CHRIS FOURNIER – HEB – MILLBROOK COVERED BRIDGE PROJECT UPDATE

C. Fournier met with the board to update them as to the bridge project. Engineering study was revised and resubmitted to DOT and was approved last month. The town has the most current plan.

C. Fournier stated that the state has not found any historic records in the vicinity of the bridge.

C. Fournier reviewed the remaining phases of the project. The town will need to approve exhibit A after the state provides approval. The estimated costs for services are on track.

The board agreed that there will be a public hearing for the final design hearing and residents are more than welcome to attend the board meetings when the agenda reflects items of interest.

6:30 JIM DEMERITT – FIRE COMMISSIONER UPDATE

Present: Jim Demeritt

J. Demeritt stated that the Fire Department has not decided what their plans are for the Old Home Day events.

J. Demeritt stated that a total of \$3,639.70 has been approved for ambulance hardship write-offs. The Commissioners will be voting on hardships up through 2011 in the amount of \$40,111.00. J. Demeritt stated that the Commissioners had discussed waiving a total amount but he disagrees and wants the amount broken down by costs per each ambulance call rather than approving a total amount to waive.

M. Peabody asked if there is a process or criteria for waiving fees. The board discussed the process that is used to determine hardship cases.

R. Sabourn suggested consulting with other towns, such as Plymouth, to see what process they use. J. Demeritt agreed to consult with Plymouth and other towns to understand what process they use and their results.

J. Demeritt mentioned the purchasing of new equipment, such as air packs and pagers. R. Sabourn suggests that the new chief have input on the type of equipment that is needed.

R. Sabourn discussed the amount of fire fighters that are active at a fire scene will impact the amount of air packs needed.

J. Paul-Hilliard asked how the Town of Campton is involved in these decisions.

J. Demeritt explained that other commissioners are not pleased that J. Demeritt meets with the Thornton Board of Selectmen on such a regular basis, as Campton Board of Selectmen is met with every 6 to 8 weeks. J. Demeritt would like the Thornton and Campton boards to meet more often.

The board discussed that the previous purchase of some air packs were received through a grant. T. Beaulieu explained that according to the Intergovernmental agreement, grant acceptance needs to be approved by the Board of Selectmen.

T. Beaulieu explained that the Thornton Board will have the opportunity to work out processes and any concerns when they renew the Intergovernmental Agreement in 2014. They will also be able to have a discussion with the commissioners at budget season regarding questions on purchasing equipment.

The board agreed that the new fire chief should meet with the board during the budget hearings to present proposed equipment purchases.

PAYROLL MANIFEST

MOTION 6:05: "To accept the payroll manifest dated 8-23-2013 in the amount of \$28,145.541."

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

VENDOR MANIFEST

MOTION: "To accept the vendor manifest dated 8-23-2013 in the amount of \$287,975.84."

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

TOWN ADMINISTRATOR REPORT

Board of Selectmen Meeting Calendar

T. Beaulieu presented updated meeting calendars for the remainder of 2013 and has been posted to the website.

Drummond & Woodsum Legal Invoice

T. Beaulieu informed the board that the town received a legal invoice from Drummond & Woodsum in the amount of \$8,123.84 for the time frame of June 4, to July 9, in reference to the Cinnamon legal case. The selectmen will be over their budgeted amount for legal.

Affordable Health Care Act

T. Beaulieu met with an AFLAC representative relative to a health care reform deadline date for Oct 1, 2013. T. Beaulieu has scheduled a mandatory employee meeting for September 17, 2013 at 10:00 a.m. to inform employees that affordable health care is available to them as employees of the town.

The AFLAC representative will be in attendance at the meeting to discuss options with employees. T. Beaulieu will have documents that will be distributed to employees which they will sign indicating their receipt. This also includes elected officials, if they cannot attend, packets will be provided so that they are up to date.

Northern Pass Update

T. Beaulieu informed the board that A. Eynon delivered a packet to present to the Selectmen and would like them to attend meetings relative to the Rights Based Ordinance.

Tax Deeding Update

T. Beaulieu and D. Mahurin are working on tax deeding and researching. The Tax Collectors Association does not want the town to take properties for deed if there is an IRS lien on the property.

T. Beaulieu consulted with Attorney Spector and was informed that the town lien has priority over an IRS lien and it would make sense for the town to deed these properties.

T. Beaulieu anticipates the board reviewing the tax deed list at the September 18 meeting.

Cable Franchise Update

T. Beaulieu informed the board that she continues to work on scheduling a meeting with Brian from the cable company but they have not been able to schedule a meeting.

Tax Deeded Properties

Two properties were advertised in the Record last year for re-sale. There are two more properties that will be available for tax sale from 2010 tax deeding. D. Mahurin recommended that the town use paralegal services to research deeding from 2010 as these were properties deeded before she was hired.

The board agreed to hire a paralegal to research the deeds to tax deeded properties available for sale. R. Sabourn suggested contacting Lynn Wheeler for paralegal services. M. Peabody agreed that L. Wheeler is familiar with the area as well.

T. Beaulieu informed the board that the properties should be advertised after October 1 to meet the three year processing deadline.

FEMA Grants

T. Beaulieu spoke to Chief Moller regarding a check received from the state for reimbursement of Tropical Storm Irene damages. T. Beaulieu spoke with Chief Moller regarding this grant, it was discovered that the state sent the check in error. The check was sent back.

The board confirmed that the \$4,000 grant money allocated to the Millbrook Covered Bridge will not be accepted by the board due to the amount of work needed for a small amount of funding, as the board plans to wait for SBA funds.

NH Executive Councilor Raymond Burton

T. Beaulieu informed the board that an email was sent to R. Burton as requested at the previous board meeting regarding the process needed for the closure of the police department target range and the town's anticipation for assistance at a commissioner level. A response has not been received from R. Burton as of yet.

R. Sabourn suggested waiting two weeks before following up.

Building Renovation Contract – CCI

T. Beaulieu received a draft of the building renovation contract from CCI this afternoon and provided copies to the Board. The contract has been forwarded to legal counsel. The contract is for the full \$290,000.

Alba Architects is still waiting for approval of the mechanical changes confirming the integrity of the municipal building.

T. Beaulieu informed the board that she is concerned that she has not received a contract from K. Bolger as the Clerk of Works after numerous requests. The board agreed that an agreement needs to be in place.

Fairpoint Pole Licensing- Public Hearings

T. Beaulieu presented an outline of pole licensing applications, processing and suggested fees as used by other towns.

T. Beaulieu informed the board that the suggestions were made by Attorney Whitelaw for the upcoming public hearings in September.

The board discussed holding the public hearing in October rather than September. T. Beaulieu will contact J. Whitelaw to make sure the board can move the public hearing to October to allow them time to understand the new process.

T. Beaulieu recommended that the selectmen read the emails from J. Whitelaw that explains this in more detail.

Planet Aid – Transfer Station

The board discussed the agreement for planet aid containers for clothing and books. The board agreed that the contract should be more specific before the Board signs. Clarification as to where the containers are to be located, specifically that the containers will be located at the transfer station and what the containers are for.

ACTION FOLDER

- Request from Corey Smith, Waterville Estates District requesting that the town send a complimentary annual copy of the Waterville Estates District tax payer list.

The board unanimously agreed to provide a report at no cost to Corey Smith for the Waterville Estate District.

- Special Event – Ulman Farm. The board agreed that the event does not meet criteria to be a special event.
- September 10, 2013 Fire Training and Medical Services Invitation.

- Concerned Letter from the Chief of Police regarding concrete blocks being placed on the town right of way on Sugar Run Road. Property owners are placing concrete blocks in the town right of way to prevent people from parking their cars on the side of the road.

The board agreed that the concrete blocks pose a safety concern and must be removed from the town right of way. The board agreed that a letter to the property owner needs to be sent requesting the removal of the blocks.

Minutes Approval

MOTION 8:21 P.M.: "To approve the public minutes of 8-7-2013 as amended."

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

MOTION 8:21 P.M.: "To approve the non-public minutes of 8-7-2013 as presented."

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

MOTION 8:22 P.M.: "To approve the non-public minutes of 7-24-2013 as presented."

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

Abatement

MOTION 8:23 P.M.: "To abate \$4,293.57 for Waterville Birches LLC PID 17-14-15G04."

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

MOTION 8:25 P.M.: "To abate \$4,300.57 for Waterville Birches LLC PID 17-14-15G05."

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

ZCA

MOTION 8:26 P.M.: "To accept ZCA #2013-20 for Dean Merrill PID# 10 Lot 9-10 for a garage."

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

SELECTMEN COMMENTS

J. Paul-Hilliard stated that during the last Planning Board meeting, he was requested by R. Gilman and S. Babin to seek clarification from the Selectmen as to their intentions to hire a Code Enforcement Officer.

The Planning Board members feel that the revamping of the zoning ordinance is not to its fullest potential if it is not being enforced.

T. Beaulieu stated that the enforcement of the current zoning ordinance is being handled adequately by N. Decoteau for all areas that are currently occurring. The pending compliance issues are those that have occurred in the past.

The Selectboard agreed that some of the past zoning compliance issues need to be corrected. The board also agreed that due to the number of legal issues this year, they had to prioritize legal funds.

The Selectman also agreed that they have had numerous projects and have made large strides towards improvements in many areas this year. They agreed that they are handling enforcement at this point and do intend to address compliance issues made years ago. The board also agreed that the zoning ordinance must be legal and enforceable in order for the town to enforce it and are pleased that the Planning Board is taking the initiative to make improvements to the ordinance.

The Planning Board requested a representative to attend their next meeting to discuss allowing more than one dwelling on a single lot. N. Decoteau has provided written information to the Planning Board on Buildings on land of another in the past. The board agreed that they have taken action to fix the potential problems that can occur when there are buildings on land of another.

M. Peabody stated that R. Giuliano requested an update as to what the town is doing to move Mr. Provost’s personal property out of the town right of way.

R. Sabourn confirmed that the banner had been taken down at the time the previous complaints were made.

PUBLIC FORUM:

J. Demeritt asked if the Highway Department is planning to maintain trees on Fadden Road as the canopy is overhanging the road. The board recommended that he speak with the road agent.

NON-PUBLIC SESSION PURSUANT TO RSA 91-A: 3, II

NON-PUBLIC SESSION

MOTION: 9:12 P.M. “To enter non-public session under RSA 91-A: 3, II (a & c).”

- Motion: S. Morton
- Seconded: J. Paul Hilliard
- Roll Call Vote: M. Peabody – Yes S. Morton - yes
R. Sabourn – Yes J. Paul-Hilliard – yes
- Discussion: None.
- Motion Passes: 4 – Yes 0- No

MOTION: 9:35 P.M.: “To exit non-public session.”

- Motion: S. Morton
- Seconded: M. Peabody

Discussion: None.
Motion Passes: 4 – Yes 0- No

MOTION 9:36 P.M.: “To adjourn.”

Motion: J. Paul Hilliard
Seconded: S. Morton
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary
Draft posted 8/28/2013

TOWN OF THORNTON
Selectmen's Agenda
August 21, 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

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

6:15 PM Chris Fournier- HEB- Millbrook Covered Bridge project update

6:30 Jim Demeritt – Fire Commissioner update

6:45 RA John Kubik- quarterly meeting for road project updates

Review upcoming vendor snowplow process

7:15 Review of the Agreement for Entry & Construction form (Highway Dept.)

Town Administrator presents (no public input)

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
August 21, 2013
SIGN IN SHEET (Please Print)

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- 2 Chris Fournier - HEB Engineers
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