

TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES

Meeting Date: July 11, 2012

APPROVED

The Board of Selectmen met and held a public meeting on Wednesday, July 11, 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, Steve Morton and Marianne Peabody

Absent: Roy Sabourn, Brad R. Benton, Jessi Fleury, Board Secretary

Staff present: Tammie Beaulieu, Administrator

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

Work session – (no public input)

Manifest

****Motion****

10:25 a.m. Selectwoman Peabody motioned to approve the vendor manifest dated 7/13/12 in the amount of \$133,731.07. Seconded by Selectman Morton. Roll call, motion passed 3-0.

****Motion****

10:25 a.m. Selectman Morton motioned to approve the payroll manifest dated 7/13/12 in the amount of \$28,731.20. Seconded by Selectwoman Peabody. Roll call, motion passed 3-0.

Signature Folder

Chairman Burbank stated that the following item was signed:

- Check to Adrienne Campbell for Hubbard Brook Foundation Scholarship.

Action Folder

State Driveway Permit- Birch Bend

The board discussed the state driveway permit for Birch Bend. The board agreed that there are no concerns regarding the driveway application.

Local River Management and Advisory Committee

****Motion****

10:40 a.m. Selectman Morton motioned to nominate Fred Gunter as the representative for the Local River Management Committee for the Town of Thornton. Seconded by Selectwoman Peabody. Motion passed 3-0.

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****Motion****

10:42 a.m. Selectman Morton motioned to abate taxes for Dean and Karen Penney in the amount of \$1,463.81 plus interest and penalties. Seconded by Selectwoman Peabody. Motion passed 3-0.

Mail Folder

Transfer Station Concern

Mr. Morton stated that Kevin McGuire was given a hard time regarding a resident and oversized dumping at the transfer station. Ms. Beaulieu stated that she has spoken to the resident and believes that the situation has been resolved.

Stormwater Survey

The board discussed the town's stormwater situation. Chairman Burbank stated that they may want to consider stabilization of shoreland along the Pemi River, Mad River, and Mill Brook for the needs survey. The board discussed the survey. The board agreed that they did not see any immediate needs.

LGC Survey

Chairman Burbank stated that LGC has asked for honest feedback on their services and sent a thank you letter recognizing Ms. Beaulieu for submitting comments to the focus group. The board thanked Ms. Beaulieu for her contributions.

Letter from Beverly Chappell

Ms. Beaulieu informed the board that she received an email from Ms. Chappell concerned that the Benton's were hosting a bicycle race. Upon further investigation she found that the Benton's allowed a water station at their property for the bikers, which did not qualify for a special event. Ms. Beaulieu informed Ms. Chappell of her findings.

Group Camping Area

Mr. Morton stated that the group camping area is currently a day use area, and there will be improvements made to that area by the forest service. The board discussed swimming after dark situations.

Town Administrator presents (no public input)

CIP Meeting

Ms. Beaulieu informed the board that there was a CIP meeting, and it was a positive and productive meeting. Cindy Schofield submitted packets, which Ms. Beaulieu presented to the Selectmen.

RFP Town Hall Building

It has been received back from Laura Spector-Morgan. The board agreed to send the RFP out for advertisement in the Record and the Union Leader Sunday paper. Ms. Beaulieu suggested adjusting the dates on the advertisement to extend to the end of August. The board agreed to change the dates. The board agreed that Roy Sabourn

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and Steve Morton can attend the meeting for RFP meeting to open bids, on behalf of the selectmen. Ms. Beaulieu stated that she and Chief Moller will attend as well.

RFQ Engineering Services-Mill Brook Bridge

Ms. Beaulieu compiled the selectmen's feedback for engineering services. Based on the board's tally scores, the board agreed that they would interview HEB, VHB, and Dubios. On the July 25, 2012 Selectboard meeting for a twenty minutes to discuss their capabilities.

Ms. Beaulieu informed the board that she and Chief Moller met with Mike Courier and Lance Harper from FEMA and they have the opportunity to ask for an improved application to replace the bridge. They recommend the town should do a cost analysis to find out if they qualify. If the town qualifies, FEMA will cover 75% with the town covering 25%. Then state bridge aid will give 80% now for the structural engineering cost, FEMA would also cover part of this cost as well, allowing the cost to the town to be substantially less than expected. The board agreed with the process and recommended that the town ask for an improved application and that the time invested by Ms. Beaulieu and Chief Moller would be well served.

****Motion****

11:12 a.m. Selectman Morton motioned to allow Chief Moller and Town Administrator Beaulieu to proceed with requesting a FEMA improved application to replace the Millbrook Bridge. Seconded by Selectwoman Peabody. Motion passed 3-0.

Updated Deed Notice List

Ms. Beaulieu requested an updated tax deed list from the tax collector. Ms. Beaulieu is planning on speaking with Ms. Mahurin to confirm the deed list before the selectmen decide which properties to deed. The board agreed. Ms. Beaulieu stated that the board will have a packet for each piece of property with property information as well as a recommendation as to whether the property is deeded or not, due to conditions per RSA. The board agreed with the process.

Thornton Bluff Application

Ms. Beaulieu stated that she had a conversation with Steve Hamilton, at the Department of Appraisal Division regarding the taxation of park models. In speaking with Mr. Hamilton he referenced RSA 73:16-a, personal property on land of another. He recommended that the town create a process to practice including notice being sent to owners of all buildings located on land of another. He also stated that the board of selectmen must tax the properties, according to the RSA, and any disputes would need to follow the abatement process. Mr. Hamilton agreed to meet with the selectmen if requested. Ms. Beaulieu provided copies of the RSA for the board to review and discussed the inventory process and potential changes that may need to be made in that process. Selectman Morton stated that taxing of the park models was brought up at the planning board meeting with the developer. He also informed the selectboard that

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the applicant has asked to postpone their next hearing to allow them more time to provide information to the planning board.

Primex Update

Ms. Beaulieu informed the board that they will see a reduction in her budget, due to changes within Primex resulting in a credit to the town for 2013. Chairman Burbank stated that the decrease is temporary for the 2013 budget year due to the credit.

Impact Fees

The board discussed the use of impact fees and Ms. Beaulieu recommended that the selectmen utilize town counsel's suggestions when implementing these fees. The board discussed the need for impact fees for firefighting costs, such as cisterns as well as the ownership and the maintenance of the cisterns.

Board of Selectmen Item Discussions (no public input)

Marianne Peabody

Ms. Peabody informed the board that the beautification committee minutes have been submitted, and that during the next month there will be evidence of improvements made. The committee would like to know if the road agent could clean up the culvert alongside Merrill Access Road. The board agreed if there is time this is acceptable. The committee has picked out a site for the new sign. Ms. Peabody will contact the road agent to have the sign removed and the new sign installed.

Ms. Peabody informed the committee would like to install a strong bench by the mailbox for the residents doing town business. They are looking for permission to install a bench. The available funds were discussed. Ms. Peabody stated that the committee has some upcoming projects they are working on, including planting wildflowers and the placement of the gazebo. They have also talked about upgrading the war memorial. They are also discussing extending their meetings into the winter and include some Christmas lighting.

Steve Morton

Mr. Morton stated that he and the road agent reviewed the thirteen trees and feel that there is no imminent danger of the trees falling on a person. They would like to receive bids from a tree company to remove the trees. There are six trees that may provide an imminent danger and these six would be the main concern. The scenic road policy would be followed before the trees are removed. Ms. Beaulieu added that she emailed Mr. Kubik to receive quotes for the removal of the thirteen trees and requested that he research training information so that he would be certified to remove live trees and meet safety concerns. Then Mr. Kubik would be instructed to bring the request to the planning board to hold a public hearing.

Mr. Morton stated that Mr. Kubik asked for direction for the use of funds in the paving budget as to how he should move forward with paving needs. Mr. Morton suggested

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that he submits his thoughts on the town's paving needs in order of importance and receive quotes. Chairman Burbank suggested that Mr. Kubik network with the Road Agent Association to answer a lot of his questions and attend the UNH Road Scholar certification program. The board agreed. The board also agreed that a prioritized road list should be used and that the road agent association could provide him with the tools needed to increase his confidence in his position.

Chairman Burbank

No Comments.

Public Forum (5 minute session per person)

Lou Klotz

Mr. Klotz explained the processing with the checks in the tax collector's office. The board agreed that as long as checks are dated before July 1, then he can post the checks as received prior to July 1 to avoid undue interest and the need to create abatements. The board agreed.

Mr. Klotz also updated the selectmen as to the cable committee business.

Jim Demeritt

Mr. Demeritt recommended that water samples be taken at the town hall and the fire department. The board discussed the water needs and sand that is in the water system. The board agreed that this should be done. Mr. Demeritt offered to assist the health officer in taking the water samples. Mr. Burbank agreed that he would visit the state office to pick up testing bottles.

****Motion****

11:40 a.m. Selectwoman motioned to have Jim Demeritt take water samples from the town hall and the fire department on behalf of the health officer. Seconded by Selectman Morton. The board agreed that a yearly water sampling process should be in place for town buildings. Motion passed 3-0.

****Motion****

11:51 a.m. Selectwoman Peabody motioned to enter non-public session pursuant to RSA 91-A: 3, II (a-personnel). Seconded by Selectman Morton. Roll call – Selectwoman Peabody – yes, Selectman Morton-yes, Chairman Burbank – yes. Motion passed 3-0.

****Motion****

1:05 p.m. Selectman Morton motioned to come out of non-public session. Seconded by Selectwoman Peabody. Motion passed 3-0.

The board updated Chief Moller of the items discussed previously in the meeting regarding the bridge replacement and the RFP for the town hall project. The board also discussed emergency management issues with Chief Moller.

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Mr. Kubik met with the selectmen to inform them that there is a tractor mower available for sale for \$2,500 which is the price that is usually paid to rent the equipment for a week. There is only 3000 hours on the tractor. Ms. Beaulieu stated that the funds are in his budget. He explained that the town usually spends \$4,000 a year to rent the equipment. The board agreed that he can purchase the equipment.

****Motion****

1:15 p.m. Selectman Morton motioned to allow John Kubik to purchase the CASE brush hog in the amount of \$2,500 from Tenco and waiving the procurement policy due to the low price. Seconded by Selectwoman Peabody. Motion passed 3-0.

****Motion****

1:26 p.m. Selectman Morton motioned to amend his previous motion to allow John Kubik to purchase the CASE brush hog from Tenco. With the cost not to exceed \$3,000 to include tax or other cost involved and waiving the procurement policy due to the low price. Seconded by Selectwoman Peabody. Motion passed 3-0.

****Motion****

1:27 p.m. Selectmen Morton motioned to adjourn. Seconded by Selectwoman Peabody. Motion passed, 3-0.

Respectfully submitted,

Jessi Fleury
Board Secretary
Draft Posted 7/18/2012