

TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES

Meeting Date: July 25, 2012

APPROVED

The Board of Selectmen met and held a public meeting on Wednesday, July 25, 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, Brad R. Benton, Steve Morton and Marianne Peabody

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

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

Manifest

****Motion****

10:25 a.m. Selectman Morton motioned to approve the payroll manifest dated 7/27/12 in the amount of \$24,534.70. Seconded by Selectman Sabourn. Roll call, motion passed 5-0.

****Motion****

10:25 a.m. Selectman Benton motioned to approve the vendor manifest dated 7/27/12 in the amount of \$391,974.24 and to void Sabourn Survey check. Seconded by Selectwoman Peabody. Roll call, motion passed 4-0-1. Selectman Sabourn abstained.

****Motion****

10:25 a.m. Selectman Benton motioned to approve the vendor manifest dated 7/27/12 in the amount of \$321.70. Seconded by Selectman Morton. Roll call, motion passed 4-0-1. Selectman Sabourn abstained.

Signature Folder

Chairman Burbank stated that the following item was signed:

- Letter to Adrienne Campbell for Hubbard Brook Foundation Scholarship to be mailed with the check from the Treasurer.

Action Folder

Recording Policy

The board discussed the policy submitted for town meeting recordings. The board agreed that Ms. Beaulieu should contact the Local Government Center attorneys to confirm that the policy meets legal requirements.

Tax Abatements

****Motion****

10:44 a.m. Selectman Morton motioned to approve tax abatement for Daniel Kindlon, PID 8-9-1 in the amount of \$721.69. Seconded by Selectwoman Peabody. Motion passed 5-0.

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****Motion****

10:44 a.m. Selectman Morton motioned to approve tax abatement for Daniel Kindlon, PID 8-9-6 in the amount of \$119.15. Seconded by Selectwoman Peabody. Motion passed 5-0.

****Motion****

10:45 a.m. Selectman Morton motioned to approve tax abatement for Daniel Kindlon, PID 8-9-7 in the amount of \$472.45. Seconded by Selectwoman Peabody. Motion passed 5-0.

****Motion****

10:45 a.m. Selectman Morton motioned to approve tax abatement for Susan Demarco, PID 3-8-7 in the amount of \$53.63. Seconded by Selectman Benton. Motion passed 5-0.

****Motion****

10:46 p.m. Selectman Benton motioned to approve tax abatement for Lori Cagne, PID 11-4-27 in the amount of \$14.10. Seconded by Selectman Morton. Motion passed 5-0.

Robert Tole- Mount Woodlands Road

Chairman Burbank stated that additional discussion is needed regarding the letter drafted by the Selectboard regarding the stone wall on the Tole's property. Selectman Sabourn explained that the town has a small right of way in that area of the road and he is not sure if the rock wall is in the town's right of way or on Mr. Tole's property. After further discussion, the board agreed to have the section surveyed and inform Mr. Tole that the town is doing a survey due to the rock wall. Sabourn agreed to research his previous surveying records to acquire information as to boundary markers. The board asked Road Agent Kubik to provide information per the procurement policy.

Agenda Items: (no public input)

11:00 Dick McCormack – Abatement/Assessment

Mr. McCormack informed the board that he filed an abatement earlier in the year and had questions as to the decision he received from Avitar. Mr. McCormack questioned if he was receiving the 25% depreciation for his pool as indicated in the letter from Avitar. He also asked if his request to have the Town Administrator visit the property with the assessor was honored. The board had previously agreed that the Town Administrator would not visit the property with the assessor. After discussion and review, the board agreed that the 25% depreciation was given by Avitar as indicated.

Mr. McCormack also had questions as to the view tax that he receives. He feels that everyone with a view should have to pay a view tax. Chairman Burbank explained that

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the town has to defer to the company hired to provide the assessments. Mr. Burbank stated that if Mr. McCormack does not agree with the recommendation from Avitar and their response to his abatement request, then he should take his concerns to the next level with the Board of Tax and Land Appeals. Chairman Burbank stated that this is the process that the town has in place and that if he does not agree with the abatement decision then he must file with the BTLA. Ms. Beaulieu informed him how to retrieve the application and of the deadline date of September 1st.

11:15 a.m. Qualification Committee chosen for the RFQ process for Millbrook Covered Bridge took position at the front table and Selectman Benton and Selectwoman Peabody excused themselves from this process.

11:15 a.m. HEB - Millbrook Covered Bridge RFQ process

Jay Poulin, civil group manager

Chris Fournier, project manager and single point of contact in the project.

Mr. Poulin and Mr. Fournier met with the board to present their business and qualifications for the Millbrook Covered Bridge project.

11:45 a.m. VHB - Millbrook Covered Bridge RFQ process

Jason Ayotte, Project manager, primary point of contact. Mr. Ayotte and Mr. Chris Baker met with the board to present their business and qualifications for the Millbrook Covered Bridge project.

12:15 p.m. Dubois & King - Millbrook Covered Bridge RFQ process

Robert H. Durfee, PE, Vice President, Director of Transportation Division

Mr. Durfee met with the board to present his business and qualifications for the Millbrook Covered Bridge project.

The qualification committee discussed the firms and the information presented. Mr. Kubik stated that he would like to have some involvement in the project as the Road Agent. The committee agreed that the company should be a strong advocate for the town needs related to the bridge and felt that all the companies interviewed were qualified for the work.

****Motion from the Qualification Committee****

12:51 p.m. Roy Sabourn motion to recommend HEB for the Millbrook Covered Bridge Project. Seconded by RA John Kubik Jr. All in favor, motion passed 4-0.

12:52 p.m. Selectman Benton and Selectwoman Peabody returned to the Select Board table.

Chairman Burbank stated that the qualification committee submitted their recommendation.

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****Motion****

12: 52 p.m. Vice Chairman Sabourn motioned to accept HEB as the engineering company to proceed with discussion for a contract and pricing for engineering work for the Millbrook Covered Bridge Project. Seconded by Selectman Morton. All in favor, motion passed 5-0.

The board agreed that they would have a work session to discuss various town job descriptions and the phase II bridge engineering scope, Monday, July 30, 2012 at 5:00 p.m.

****Motion****

1:05 p.m. Selectman Morton motioned to enter non-public session pursuant to RSA 91-A: 3, II (a, c). Seconded by Selectman Benton. Roll call – Selectwoman Peabody – yes, Selectman Morton-yes, Selectmen Benton-yes Selectmen Sabourn-yes, Chairman Burbank – yes. Motion passed 5-0.

****Motion****

1:48 p.m. Selectman Morton motioned to exit non-public session. Selectwoman Peabody seconded. Motion passed 5-0.

**1:50 p.m. Tom Avalon – Building Permit/Septic System
Owner of Waterville Estates.**

Mr. Avalon with the board to discuss the septic system at 11 Weeping Birches Lane in Thornton, NH. Mr. Avalon requested permission to use the existing septic system and water lines that were in place before the building burned to the ground in 2011. The property has been sold and the new owner would like to build right away. Mr. Avalon explained there are no septic records on file at the association or the state.

Vice Chairman Sabourn discussed the DES rules for demolished or burned property. The board agreed that they will have the town administrator research the NHDES rules and get back to Mr. Avalon. Mr. Avalon agreed to research as well.

****Motion****

2:03 p.m. Selectman Morton motioned to enter non-public session pursuant to RSA 91-A: 3, II (a, c). Seconded by Selectwoman Peabody. Roll call – Selectwoman Peabody – yes, Selectman Morton-yes, Selectmen Benton-yes Selectmen Sabourn-yes, Chairman Burbank – yes. Motion passed 5-0.

2:10 p.m. Vice-Chairman Sabourn excused himself from the meeting.

****Motion****

3:05 p.m. Selectman Morton motioned to exit non public session. Selectwoman Peabody seconded. Motion passed 4-0.

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****Motion****

3:06 p.m. Selectman Benton motioned to accept the welfare manifest in the amount of \$1,250. Seconded by Morton. Roll call, Selectman Morton-yes, Selectmen Benton-yes, Chairman Burbank – yes. Motion passed 3-0-1. Selectwoman Peabody abstained.

Town Administrator Report

WEVD(Waterville Estate Village District) Special Town Meeting)

Ms. Beaulieu informed the board that per notice from Corey Smith and follow up from town counsel that she is still working on the requirement for the selectman having to call the district meeting to ratify the petitioned boundary district adjustment. This process will be an expense due to the need for a special town meeting. Chairman Burbank suggested that this be done around town meeting time if possible to ratify the vote. Ms. Beaulieu agreed to check the laws and see if they can postpone until town meeting. The board agreed.

Voluntary Merger

Ms. Beaulieu explained that the subdivision plan that was approved by the planning board for the Boughton property to be sold to the Mattson's was recorded in January. The plan was not forwarded for assessing entry into the Avitar system and not drawn on the assessment maps nor submitted for annual tax map changes completed by Avitar. The selectmen agreed to wait until April 1, 2013 to pick up the current merger that was approved by the planning board for this property at the July 19, 2012 meeting. This waives the staff from creating a supplemental warrant for 2012

OEP Meeting

Ms. Beaulieu informed the board that she met with Selectman Morton, Jessi Fleury, Nancy Decoteau and Jennifer Gilbert, OEP Representative, to discuss a process for building permitting in a flood zone. They have a good idea of the process that needs to be put in place and Ms. Fleury is working on creating the new forms and the accessory permits for the board's review at their next meeting.

Alternate for ZBA

Town Administrator informed the board that Joan Marshall submitted a letter of interest to serve for alternate on the zoning board of adjustment.

****Motion****

3:30 p.m. Selectman Morton motioned to appoint Joan Marshall as an alternate for the ZBA. Seconded by Selectwoman Peabody. Motion passed 4-0.

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Planning Board Correspondence Review

Ms. Beaulieu informed the board that Ms. Decoteau is providing a folder from the planning board meeting for the selectmen to review for informational purposes. The board agreed that they will review as part of their reading file and no longer require Administrator Beaulieu to present a verbal presentation.

Paving Bid

TA Beaulieu presented Road Agent John Kubik Jr.'s, request to go out to bid for paving. The board reviewed Mr. Kubik's plan. Mr. Kubik would like the board's approval for paving projects this year because he is trying schedule the renting of an excavator for ditching. The board agreed with his plan. The plan consists of a few small areas on various roads that are a concern to the Road Agent and the RFP will outline specifics.

Invitation

Ms. Beaulieu informed the board that they received an invitation for a pot luck and to discuss "Stop Northern Pass". The invites were distributed to the board.

Health Officer

Ms. Beaulieu mentioned that health inspections will be needed for the Bluegrass Festival and Boogies 'N Blues Festival scheduled for August. Mr. Burbank agreed to take care of the health officer tasks until one is appointed.

Campton - Transfer Station

Transfer Station manager, Kevin McGuire submitted new pictures for the board to review. The pictures display piles of telephone poles dropped at the transfer station from Campton employees. The board discussed the need for a letter to Campton indicating that construction debris from their new town building complex is more than they anticipated.

2012 Tax Collector's Deed Process

Ms. Beaulieu informed the board that the tax collector is schedule to complete deeding on July 30, 2012. If any property owners pay their taxes from now until the end of the day on July 30, 2012 the property will not get deeded to the town. Since this process is constantly changing, the properties may never require a tax collector's deed be processed.

The board discussed properties available for tax deeding and agreed to waive the following properties and not deed them.

The board discussed the specifics on tax collector's deeds for 15-4-72t and 11-2-2 and agreed that they would complete deed waivers and not accept these properties for deed due to liability.

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The board also agreed that they are creating a policy to notice property owners to address buildings on land of another specific to the RSA.

****Motion****

3:40 p.m. Selectman Morton motioned to create deed waivers for PID 15-4-72t and PID 11-2-2. Seconded by Selectwoman Peabody. Motion passed 4-0.

The board agreed to take the PID 10-8-8 for deed to be used a town asset. Ms. Beaulieu explained that if the amounts are paid in time, then the town does not take the property.

****Motion****

3:45 p.m. Selectman Morton motioned to accept tax collector deed for 10-8-8 for town asset. Seconded by Selectman Benton. Motion passed 4-0.

The board discussed the following properties and agreed to take the following properties with resale intentions; PID 10-9-19, 6-9-26, 15-4-20, 6-13-1-2, 6-13-1-3, 6-13-1-4, 6-13-1-5, 6-13-1-6, 6-13-1-7, 11-1-97, 15-1-14, 15-4-19, 16-7-81, 17-7-7, 17-16-6, 16-7-89, 16-7-70, 16-7-82, 15-4-15-1, 15-4-15, 6-6-5, 11-1-261.

****Motion****

3:55 p.m. Selectwoman Peabody motioned to accept tax collectors deeds for the properties PID 10-9-19, 6-9-26, 15-4-20, 6-13-1-2, 6-13-1-3, 6-13-1-4, 6-13-1-5, 6-13-1-6, 6-13-1-7, 11-1-97, 15-1-14, 15-4-19, 16-7-81, 17-7-7, 17-16-6, 16-7-89, 16-7-70, 16-7-82, 15-4-15-1, 15-4-15, 6-6-5, 11-1-261 as listed above for resale. Seconded by Selectman Morton. Motion passed 4-0.

Action Folder:

Concerned citizen – Thornton Bluff

The board reviewed the concerns received from citizens regarding a site plan application known as Thornton Bluff. The board requested letters be drafted explaining that this is in the planning boards jurisdiction.

Letter from DOT- Highway Block Grant

Estimated payment schedule reviewed by the board. Ms. Beaulieu explained that this year the amounts are estimated and may change.

Deachman & Cowie Letter

Selectman Morton mentioned that the letter is in response to the Selectmen Meeting Minutes of June 13 that references Millbrook Road when the discussion was regarding Upper Mad River Road, not Millbrook. The scenic road process will be followed for the removal of trees on Upper Mad River Road.

****Motion****

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4:05 p.m. Selectman Morton motioned to amend minutes of 6-13-12 to indicate the removal of tree conversation for Upper Mad River Road, not Millbrook Road. Seconded by Selectwoman Peabody. Motion passed 4-0.

Selectmen Morton explained that the Planning Board is forwarding a letter to Deachman & Cowie explaining the correction.

Tax Kiosk

The Town Clerk is suggesting that the names not be suppressed on the tax kiosk.

****Motion****

4:07 p.m. Selectman Benton motioned to not suppress names on the tax kiosk. Selectwoman Peabody seconded. Motion passed 4-0.

Minutes

****Motion****

4:10 p.m. Selectman Morton motioned to approve public minutes of 6-27-12 with amendments. Seconded by Selectman Benton. Motion passed 3-0-1. Chairman Burbank abstained.

****Motion****

4:10 p.m. Selectman Benton motioned to approve non-public minutes of 6-27-12 as submitted. Seconded by Selectman Morton. Motion passed 3-0-1. Chairman Burbank abstained.

****Motion****

4:12 p.m. Selectman Morton motioned to approve public minutes of 7-11-12 with amendments. Seconded by Selectwoman Peabody. Motion passed 3-0-1. Selectman Benton abstained.

****Motion****

4:12 p.m. Selectwoman Peabody motioned to approve non-public minutes of 7-11-12 as submitted. Seconded by Selectman Morton. Motion passed 3-0-1. Selectman Benton abstained.

Public Forum (5 minute session per person)

No public present

Board of Selectmen Item Discussions (no public input)

Selectman Morton informed the board that the health concern brought to the board's attention by Christine Carpenter at the June 25, 2012 meeting was reviewed and the situation is meeting minimal health requirements. The board agreed that they will monitor the situation and staff will forward a letter.

Trott - Flood Plain Building Permit Demolition

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Selectman Morton mentioned that after meeting with Jennifer Gilbert at the meeting, Mr. Trott will have to build to the residential standards for flood zones. Mr. Trott is not interested and is not going to demolish the building at this time.

Giuliano Property

Selectmen Morton prompted conversation referencing the complaints received regarding the condition of the Provost property. Mr. Giuliano is coming in for the August 8, 2012 Selectmen meeting. Ms. Peabody called NHMA and was told that the Supreme Court holds to their grounds on freedom of speech rights. Ms. Peabody does not recall if Mr. Provost has received sign permits. The board discussed the right of way and signs hanging over the road and also agreed the structure exceeds what the zoning board originally approved.

****Motion****

4:26 p.m. Selectmen Benton motioned to adjourn. Seconded by Selectwoman Peabody. Motion passed 4-0.

Respectfully submitted,

Jessi Fleury
Board Secretary
Draft Posted 7/30/12

Selectmen Meeting

July 25, 2012

10:00 a.m.

Sign In Sheet

PLEASE PRINT YOUR NAME AND ADDRESS.

Thank you!

1. JAMES DEMERITT 76 Fadden Rd.
2. DICK MCPARMACK RT 175
3. Jay Paulin HEB
4. Chris Fournier HEB
5. Chris Baker VHB
6. JASON Ayotte VHB
7. Bab Durfee Dubois & King, INC.
8. TOM AVALONE WEL
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____

TOWN OF THORNTON
Selectmen's Agenda
July 25, 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)

11:00	Dick McCormack – Abatement/Assessment
11:15	HEB - Millbrook Covered Bridge RFQ process
11:45	VHS - Millbrook Covered Bridge RFQ process
12:15	Dubois & King - Millbrook Covered Bridge RFQ process
1:00	Non-public session pursuant to RSA 91-A: 3, II (c)
1:15	Non-public session pursuant to RSA 91-A: 3, II (a)
1:30	Tom Avalon – Building Permit/Septic System
1:45	Non-public session pursuant to RSA 91-A: 3, II (a)
2:00	2012 Tax Collector's Deed Process

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.