

## TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES

Meeting Date: February 22, 2012

### APPROVED

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

**At 10:02 p.m. Vice Chairman Burbank opened the business meeting with the salute to the flag, and began to review weekly correspondence.**

**Board Members present:** A.W. (Butch) Burbank, Vice Chairman, Roy Sabourn and Brad R. Benton.

**Board Members Absent:** Chairman Tim Tyler, David Joyce

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

**Please see attached sign in sheet**

#### *Selectmen Work Session*

The board reviewed the meeting file contents.

#### *Donna Quinn- Public Health Update*

Ms. Quinn, public health and emergency preparedness coordinator, introduced herself and her company. This meeting is part of an annual public health update she provides to towns in the area to let them know what is new, their accomplishments and upcoming events.

#### *1045 Election and Polling Place Checklist Review*

The town clerk/tax collector sent out a checklist to the selectmen. Ms. Beaulieu stated that no report was received from the polling inspector. The board agreed to give a copy of the checklist to the moderator Robert Gannett and have the checklists present at the day of elections. During presidential elections they need to add two more booths, which may require moving the location to the school. The town clerk will have to review the location

#### *Public Forum*

Vice Chair Burbank asked for public forum. Julie Piehn asked if the cert trailer is still available. Chief Moller responded the trailer is being stored and she is working on building the cert team.

Steve Morton asked if the board received the letter from himself and Mr. Benton. The board agreed that they would address the letters later in the meeting.

#### **Town Administrator Report**

Ms. Beaulieu received a request from the Road Agent to post the weight limits on the town roads Friday, February 24, 2012. The board gave permission.

Ms. Beaulieu announced that Chairman Tyler informed her that he cannot attend the meeting due to family medical reasons and he will also be absent on the February 27<sup>th</sup> due to work

## TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES

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constraints.

#### *Financial Report*

Tammie forwarded a request for an update of activity from Sean O'Brien at ADAPT. A report has been forwarded and is included in the town report. Vice-chairman Burbank asked Ms. Beaulieu to obtain a copy of the auditor's letter.

Ms. Beaulieu reminded the board of the next scheduled meeting on February 27<sup>th</sup> as well as two public hearings for the building addition and library petition article.

Joan Marshall delivered signatures in a petition format to inform the selectmen of the many residents concerned with the closing of the Thornton Mall. The petition was not submitted timely and that was intentional as the residents are happy that the board has put this item on the 2012 warrant.

The board resigned the EOP Grant Agreement so that their signatures could be notarized. The board agreed that the town administrator should become re-certified as a justice of the peace so that she can notarize documents

#### *New Library Agreement*

Selectman Sabourn requested that the school and the library trustees must first work out an agreement between them before the town needs to get involved. The draft agreement should then be forwarded in writing to the selectmen for review. The board agreed to have town counsel review the final agreement.

#### *Town Report*

Ms. Beaulieu stated that the town report has been finished and has been forwarded to the printer on time. Delivery is scheduled for Monday, March 5, 2012.

#### *Landfill Monitoring*

The board agreed to keep the current contractors and not go out to bid this year due to the high level of service they have provided. The three year quote is as follows: Task 1 was quoted at \$1,350-\$2,000; Task 2 at \$2,400-\$2,500; Task 3 at \$1,350-\$2,000. Total for all three tasks is \$5,100-\$6,500. The cost is paid by percentages from Campton, Thornton, & Ellsworth.

#### **\*\*Motion\*\***

**11:06 a.m. Selectman Sabourn motioned to approve the proposed three-year contract with Emery & Garrett to monitor the landfill closure. Seconded by Selectman Benton. Roll Call, motion passed 3-0.**

#### *Previous Employee Conversation*

The board discussed longevity pay and medical buy outs for employees that leave employment

**TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES**

**Meeting Date: February 22, 2012**

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with the town after many years of service. The board agreed that the medical buy out should be pro-rated. The board also agreed that the longevity gift is discretionary and would be acceptable for Marianne Peabody and Thomas Dubey. The board agreed to a \$500 gift card for each employee from the contingency funds and to revisit longevity when updating the personnel policy.

Chairman signed transfer station uniform agreement

*Action file*

The board signed the revised 2012 Town Warrant. The revisions do not have monetary changes; the only changes are grammar and wording resulting from the Department of Revenue Administration (DRA) and legal review.

**\*\*Motion\*\***

**11:17 p.m. Sabourn motioned to reaffirm the revised 2012 Town Warrant after review by DRA and legal counsel. Seconded by Selectmen Benton. Roll Call, motion passed 3-0.**

*Minutes*

**\*\*Motion\*\***

**11:24 a.m. Selectman Sabourn motioned to accept the public meeting minutes of February 8, 2012 as amended. Selectman Benton seconded the motion. Vice-chairman Burbank read the amendments made by Roy Sabourn. Roll call, motion passed 3-0.**

**\*\*Motion\*\***

**11:25 a.m. Selectman Benton motioned to approve the public meeting minutes of January 25, 2012 minutes as amended. Selectman Sabourn seconded. Vice-chairman Burbank read the proposed amendments. Roll call, motion passed 3-0.**

*Intent to Excavate*

**\*\*Motion\*\***

**11:27 a.m. Selectman Sabourn motioned to approve the intent to excavate for PID 17-7-20 located on Route 49 for Sunset Rock, LLC. Seconded by Selectman Benton. Roll call, all in favor, motion passed 3-0.**

The board reviewed a letter from Bruce and Catherine Callahan addressed to cable committee regarding cable service. Vice-chairman Burbank read the letter. The board acknowledged the receipt of the letter and requested that the Town Administrator respond to inform the Callahan's that the letter was received and forwarded to the cable committee.

*Non-public Meeting Minutes*

**\*\*Motion\*\***

**11:31 a.m. Selectman Sabourn motioned to approve the non-public meeting minutes of January 20, 2012. Seconded by Selectman Benton. Roll call, motion passed 3-0.**

**TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES**

**Meeting Date: February 22, 2012**

**APPROVED**

**\*\*Motion\*\***

**11:31 a.m. Selectman Sabourn motioned to approve the non-public meeting minutes of January 25, 2012. Seconded by Selectman Benton. Roll call, motion passed 3-0.**

*Public Meeting Minutes*

**\*\*Motion\*\***

**11:35 a.m. Selectman Benton motioned to approve the public minutes of January 20, 2012. Selectman Sabourn seconded. Roll call, motion passed 3-0.**

**Action Folder:**

The board received a letter from Steve Babin, a member of the Thornton Group requesting the public vote no on amendment 1 at town meeting and that the elected officials support small businesses in town. Vice-chairman Burbank acknowledged a second letter that was received from Mike Benton addressing the same matter. The board members reviewed both letters and clarified that the zoning officer is trying to work with businesses that need to be in compliance. The selectmen's job is to enforce the ordinances, and the zoning enforcement officer will meet with the selectmen if issues cannot be resolved with the businesses. The board agreed that the job description may need to be reviewed for clarity. Ms. Beaulieu stated that the selectmen, planning board and legal counsel are meeting to address other concerns of the residents as well, so that the town boards can work within the law to assist the town residents.

Steve Morton explained how the Thornton Group was formed, their intention, and that due to Mike Benton's letter requesting the residents to vote no on petition 1. The petition is expected to fail at town meeting. The board acknowledged receipt of another letter from Steve Morton regarding his discontent relating to some conversations and lack of timely decisions being made by the planning board.

The Board reviewed a resignation from Tom Dubey, Thornton Road Agent and TA Beaulieu confirmed that the position has been advertised. Vice chairman Burbank read the retirement letter and signed a thank you letter.

**\*\*Motion\*\***

**11:57 a.m. Sabourn motioned to accept Tom Dubey's resignation as road agent, effective March 30, 2012. Seconded by Selectman Benton. Roll call, motion passed 3-0.**

**Signature Folder**

List items

The board signed the following:

- Certification of Appointment for Cara Towers, Overseer of Public Welfare
- Resignation acceptance letter for Marianne Peabody as board secretary, John Piantedosi as deputy emergency management, and Thomas Dubey as the Road Agent.

## TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES

Meeting Date: February 22, 2012

### APPROVED

- Thank you letters to Nicholas D/ Ambruoso, Colton Hyde, Hans Weber, and Jay Fogarty for the town hall addition project.

The board signed the following employee/vendor contracts as negotiated during a previous meeting:

- Jessi Fleury as the contracted board secretary
- Nancy Decato as the contracted Zoning Board of Adjustment Secretary
- Tammie Beaulieu as the Town Administrator
- Aimee Moller as the Chief of Police

Ms. Beaulieu requested that the Selectmen come in to the office to sign the MS6 which requires posting by 2/27/2012. The board agreed.

#### **\*\*Motion\*\***

**12:05 p.m. Selectman Sabourn motioned to accept the vendor manifest for check dated 2-24-2012, in the amount of \$209, 750. 73. Seconded by Selectman Benton. Roll call, motion passed 3-0.**

#### **\*\*Motion\*\***

**12:05 p.m. Selectman Benton motioned to accept payroll for 2-24-2012 in the amount of \$19, 261.42. Seconded by Selectman Sabourn. Roll call, motion passed 3-0.**

#### **\*\*Motion\*\***

**12:08 p.m. Selectman Sabourn motioned to accept the payroll manifest for \$931.11 dated February 10, 2012. Seconded by Selectman Benton. Roll call, motion passed 3-0.**

#### **\*\*Motion\*\***

**12:09 p.m. Selectman Sabourn motioned to accept the vendor manifest for the IRS deposit in the amount of \$168.91 dated February 10, 2012. Seconded by Selectman Benton. Roll call, motion passed 3-0.**

#### **Public Forum**

Steve mentioned the town report stated that Marianne had worked more years than the personnel records reflect and referenced earlier in the meeting. The board agreed that legally they have to use the town personnel records which state employment started in 1988.

Jim asked the board to expend additional funds to do more water testing at the town hall. The board agreed to have the water re-tested by the deputy health officer. Jim Demeritt offered to assist him. Selectman Benton stated that Eastern Analytical will come and get the sample for a full test for approximately \$25.00. The board agreed to have Eastern Analytical do the test and that the testing will be scheduled yearly by the health officer.

**TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES**

**Meeting Date: February 22, 2012**

**APPROVED**

**Selectmen Comments**

Vice-Chairman Burbank noticed that on the crossroad by Upper Mad River Road on the left, there are indications of an addition. He is not sure if there is a building permit. Ms. Beaulieu was asked to have the zoning enforcement officer, Clint Rand review the site and records to confirm that a permit has been completed.

**\*\*Motion\*\***

**12:17 p.m. Selectmen Sabourn motioned to enter into non-public session pursuant to RSA 91-C: 3, II (a-reputation). Seconded by Selectmen Benton. Roll call, Motion passed 3-0. Roll Call, Selectman Sabourn – Yes, Selectmen Benton – Yes, Selectmen Burbank - Yes.**

**\*\*Motion\*\***

**12:55 p.m. Selectmen Benton motioned to exit non public session. Seconded by Selectman Sabourn. Motion passed 3-0.**

**\*\*Motion\*\***

**12:55 p.m. Selectmen Sabourn motioned to adjourn the meeting. Seconded by Selectman Benton. Motion passed 3-0.**

Respectfully submitted,

Jessi Fleury  
Secretary