

# TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES

Meeting Date: March 7, 2012

## APPROVED

The Board of Selectmen met and held a public meeting on Wednesday, March 7, 2012 10:00 AM at the Thornton Town Hall.

**At 10:03 a.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, David Joyce and Brad R. Benton.

**Board Members Absent:** Chairman Tim Tyler

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

**Please see attached sign in sheet**

### *Selectmen Work Session*

The board reviewed the meeting file contents.

### **Public Forum**

#### *Steve Morton – Town Report*

Mr. Morton referenced the selectmen's report in the 2011 Town Report specifically the zoning regulation section. The board clarified the intentions of their report. He also referenced the current zoning ordinance, and clarified that the selectmen will be enforcing those laws. Ms. Beaulieu stated that it appears that approved zoning changes have not been included by the previous secretary to the zoning ordinance. If the changes were passed by town vote then they must be enforced. Vice Chairman Burbank stated that applicants will be notified that previous modifications will be enforced. The board will have to work with the planning board to determine a plan to move forward with compliance. The board has identified that clerically, regulations may not be correctly reflected, and the town is working to fix this problem.

Russ Gilman stated that he is happy with the board's stand on this issue. Mr. Gilman referenced a merger that was completed by Mr. Benton some months ago that contained two separate dwellings, and asked for clarification. Mr. Sabourn provided additional information regarding the intent of the ordinance and the merged lot referenced by Mr. Gilman. The board agreed that the planning board should consult with their town counsel regarding this issue and follow the advice given.

### **Agenda Items**

#### *11:00 a.m. Highway 1994 Truck Ford F8000Bid*

Vice Chairman Burbank read the invitation to bid and opened the sealed bids as follows:

Dennis ONeil - \$505.00

Steve Courssy - \$301.01

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The recommendation from the road agent is to accept the highest bid.

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

**11:21 a.m. Mr. Sabourn motioned to approve the sale of the 1994 Ford Truck F8000 to Dennis O'Neil in the amount of \$505.00 Selectmen Joyce seconded. Roll call. Motion passed 4-0.**

*Election Coverage*

The board established a schedule for election coverage on March 13, 2012.

*Clint Rand -Building Inquiry Follow up*

Mr. Rand visited a property per request of the board, and found that there was a building permit issued in 2005 and currently there is no new construction. The board reviewed the report and determined that he visited the wrong property. Vice Chairman Burbank will provide the correct map and lot for Mr. Rand to reference.

*Municipal Building Capital Reserve Fund*

Ms. Beaulieu, Town Administrator explained that the 2000 Annual Report references the articles and amendment articles that allows the selectmen to expend funds in the manner they are proposing to from the municipal capital reserve funds.

*Road Agent Position*

Ms. Beaulieu informed the board that the advertisement for the road agent position closes on Friday and so far the town has received six applications. The current road agent volunteered his services during the interview process if the board wishes. The board agreed that they appreciate his offer and will seek his feedback if necessary. The board agreed to submit their interviewing suggestions by March 21. Ms. Beaulieu reminded the board that the process will begin with the current board and the actual interview process will include the two new board members. The board agreed to review the applications and complete their recommendations for interviews and the town administrator will schedule interviews according to the board's recommendations.

*Special Event Application*

Ms. Beaulieu informed the board that an application from Black Fly Triathlon was received and has been forwarded to various departments for review according to the town policy.

*Health Officer*

The board agreed to advertise the need for a health officer.

*Zoning Ordinance Research*

Ms. Beaulieu informed the board that Gloria Kimball volunteered to organize the zoning ordinances to assist in their research project of current zoning regulations.

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#### *11:15 a.m. Review pending policies and forms*

The board reviewed a form for a Town Road Ban from the Town of Meredith Public Works Department. The board reviewed the form and discussed changes applicable to Thornton. The board agreed to have the Town Administrator create new forms according to state statute for this year and attach a copy of the RSA to the permit. The board will add an ordinance for next year.

#### *Complaint Form*

Per a previous request of the board, the Town Administrator presented a sample complaint form to be used in the town office by residents. The board agreed to use the form submitted with modifications. The board will review complaints in their reading file, and if warranted, any board member can place it in the action folder. The board also agreed that if staff is assisting residents when completing the form, they should use a red pen or initial the areas they completed. The form should be available on the website and kept on file.

#### **Action Folder**

The board reviewed the Campton Selectmen Meeting Minutes of 2/13/2012.

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

**11:50a.m. Selectmen Joyce motioned to accept the portion of the minutes between the Thornton and Campton Selectboard. Selectmen Sabourn seconded. Selectmen Benton abstained. Motion passed 3-0-1.**

#### *Request for Qualifications – Professional Engineer*

Ms. Beaulieu, Town Administrator provided the board with a draft request for qualifications for a professional engineering proposal. The proposal is for repair of a covered bridge located on Covered Bridge Road in Thornton. Selectmen Sabourn stated his concern that there is no scope of project. The board asked to speak with Chief Moller. Selectmen Sabourn would like the engineer to look at the problem, submit a solution, and supervise the job. After discussing the request for qualifications the board and chief agreed to get a get a sample from the state and to revise the proposal.

#### *NH Electric Co-op – Pole Location Plan*

The board received a pole location plan for their approval for Mill Brook Road. Ms. Beaulieu asked if the board was familiar with the area and if they were comfortable signing their approval. Benton stated that the pole was already erected two weeks ago. The board agreed to sign the location plan.

#### *Minutes 2/22/12 meeting minutes*

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

**12:11 p.m. Selectman Sabourn motioned to accept the public meeting minutes of February 22, 2012 as submitted. Selectman Benton seconded the motion. Vice-chairman Burbank read the amendments made by Roy Sabourn. Roll call, motion passed 3-0.**

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*Proposal from Sabourn Electric*

The board received a proposal for light post repair/replacement from Sabourn Electric. The board discussed repairing or replacing the light post and fixture.

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

**12:14 p.m. Selectmen Benton motioned to accept the proposal to replace the light pole with a new steep pole rather than fixing it for an amount of \$1,587.00 due to safety concerns that may arise if it is not replaced. Selectmen Joyce seconded. Selectmen Sabourn abstained. Motion passed 3-0-1.**

*Pemi-Baker Solid Waste District*

The board received an appointment request from Pemi-Baker Solid Waste District to appoint Kevin McGuire as the town representative and Gary Moulton as the alternate for a term of April 1, 2012 through March 31, 2015.

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

**12:17 p.m. Sabourn motioned to appoint Kevin McGuire as the town representative and Gary Moulton as the alternate for a term of April 1, 2012 through March 31, 2015. Seconded by Selectmen Joyce. Motion passed 4-0.**

*Annual Report for ADAPT*

The board received the annual report for ADAPT. Vice Chairman Burbank thanked Sean for providing the balance sheet and income statement as they requested.

**Signature Folder**

The board signed and approved the following building permits:

- Application for Building Permit  
Steve Morton – PID 17-07-3601, 779 NH Route 49-structure removal
- Application for Building Permit  
Kent Tower – PID 17-02-07 – seasonal porch

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

**12:20 p.m. Selectman Joyce motioned to accept the vendor manifest for check dated 3-9-2012, in the amount of \$250,463.26. Seconded by Selectman Benton. Roll call, motion passed 4-0.**

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

**12:21 p.m. Selectman Joyce motioned to accept the second vendor manifest for check dated 3-9-2012, in the amount of \$77.38. Seconded by Selectman Sabourn. Roll call, motion passed 4-0.**

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

**12:22 p.m. Selectman Sabourn motioned to accept payroll for 3-9-12 in the amount of \$21,012.72. Seconded by Selectman Joyce. Roll call, motion passed 4-0.**

*Additions to the Website*

Ms. Beaulieu informed the board that many new items are being added to the town website

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and they should monitor what is being added so that they do not over expend since there are charges when items are added.

**Selectmen Comments**

Selectmen Burbank stated that there is a serious hole in the road in front of Helen Steele's house, and he would like the road agent to fix the hole.

**Public Comment**

Mr. Morton recommended an additional change to the road ban form. The board agreed.

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

**12:37 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 4-0. Roll Call, Selectman Sabourn – Yes, Selectmen Benton – Yes, Selectmen Burbank – Yes, Selectmen Joyce-Yes.**

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

**12:58 p.m. Selectmen Benton motioned to exit non pubic session. Seconded by Selectman Sabourn. Motion passed 4-0.**

Discussion ensued on Road Agent interview process.

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

**1:07 p.m. Selectmen Sabourn motioned to adjourn the meeting. Seconded by Selectman Benton. Motion passed 4-0.**

Respectfully submitted,

Jessi Fleury  
Secretary