



Approved on: 10/24/18
BOS Initial: JKS
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Town Clerk Initials: ajm

TOWN OF THORNTON BOARD OF SELECTMEN

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

Board of Selectmen Meeting Minutes October 10, 2018

ROLL CALL: Chairman Roy Sabourn, Vice Chairman John Paul-Hilliard, Selectwoman Marianne Peabody, Selectman Brad Benton and Selectman Jack Gaites.

STAFF PRESENT: Town Administrator (TA) Debra Shepard, Jessi Fleury, Board Secretary

12:00 P.M. Chairman Sabourn opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:

Two School Board members were present and asked to address the board informally as they were not on the agenda. Mark Fischler and Barry Vandemore represented to the BOS that the School Board is considering doing a demographic study of the Thornton schools with respect to projected growth and potential school expansion. Chairman Sabourn advised both to contact TA Shepard to be placed on the agenda for any further discussions relative to this so that any interested members of the public could attend and take part in this discussion.

MOTION: "To approve the payroll manifest dated 10/12/2018 in the amount of \$31,588.48."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the vendor manifest dated 10/12/2018 in the amount of \$602,000.81."

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Minutes

MOTION: "To approve Board of Selectmen meeting minutes for September 26, 2018 as amended."

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve Board of Selectmen non-public meeting minutes #1 for September 26, 2018 as submitted and to seal the minutes."

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None

Motion Passes: 3 – Yes, 0 – No Abstained: B. Benton and Roy Sabourn

MOTION: "To approve Board of Selectmen non-public meeting minutes #2 for September 26, 2018 as submitted."

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None

Motion Passes: 5 – Yes, 0 – No

ZCA Review

MOTION: "To approve ZCA #2018-71 for PID #16/7-71 owner Katherine Woods, for a 20x32 addition with garage."

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve ZCA #2018-72 for PID #17/7-18 owner Brianna and Nelson Frost, for new roofing."

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None

Motion Passes: 5 – Yes, 0 – No

TA PRESENTS:

Action Folder:

Tax Rate Information

TA Shepard presented the proposed tax rate for the Board to review. The Board discussed the amount of unassigned funds that could be used from the fund balance to help lower the the tax rate. R. Sabourn suggested using \$250,000.00 of the fund balance to help offset the increase in the tax rate. This would result in an increased tax rate of \$.94 per thousand, for a tax rate of \$20.48.

MOTION: "To use \$250,000 from the undesignated fund balance to offset the tax rate which will result in a tax rate of \$20.48 per thousand."

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Resignation – Deputy Tax Collector

TA Shepard informed the board that Alisa St. Amour has submitted her resignation from the Deputy Tax Collector position effective December 27, 2018.

MOTION: "To regretfully accept the resignation from Alisa St. Amour, Deputy Tax Collector."

Motion: M. Peabody

Seconded: J. Gaites
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

Chickenboro Road

TA Shepard informed the Board that the letter they asked her to send to Todd Baldwin regarding the Board's decision that they will not schedule a road layout for Chickenboro Road after review of plans was sent out last week.

Requests for funds from the Trustee of Trust Funds

MOTION: "To request \$345,222.70 from the Capital Reserve Bridge Repair and Maintenance Fund for Daniels."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

MOTION: "To request \$3,573.22 from the Capital Reserve Bridge Repair and Maintenance Fund for HEB."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

TA Shepard informed the board that a final walk through of the new bridge was completed with Chris Fournier and Road Agent Kubik. Chris Fournier checked everything off the punch list. During the inspection RA Kubik noted that the left side of the slope coming towards the bridge appeared to be too high and water was going across the payment on the bridge instead of draining off the slope before the bridge. This was very apparent by the silt located on the bridge. RA Kubik also felt on the right hand side of the bridge, there should be more of a swale to push the water towards the water instead of towards the bridge. Chris Fournier and Daniels agreed these two areas needed to be fixed.. Discussion followed regarding the berm installation. C. Fournier recommends that the town have Daniels do the berm through a change order with the materials that are already in the area left over from the project. HEB has filed an expedited permit request with NHDES and is waiting for that approval before any work can begin. By having Daniels do this work, the NHDOT bridge funds along with FEMA funds can help cover the cost of the berm construction. The Town should only be responsible for approximately 5% of the cost.

The Board agreed to discuss this further to decide how to move forward once the NHDES permit is received.

The Board agreed to schedule a ribbon cutting ceremony for the new bridge at 11:00 a.m. on November 19, 2018. The Board agreed to invite HEB, Daniels, Board of Selectmen, Town Employees and Residents of Thornton.

MOTION: "To request \$2,468.00 from the Capital Reserve Municipal Buildings for the new heating/cooling zone installed in the new office space at Town Hall."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

Road Agent Purchase Request

TA Shepard informed the Board that RA Kubik requested to purchase a used Hydraulic 9' stainless steel Super P spreader from HP Fairfield for \$2,500. To purchase new this piece of equipment would be \$7,800. This piece of equipment would be used as back-up.

MOTION: "To approve the purchase of a used Hydraulic 9' stainless steel super P spreader on sale at HP Fairfield for \$2,500."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Town Credit Card Discussion

TA Shepard brought up for discussion the implementation of a town credit card and town credit card policy. R. Sabourn felt that having a town credit card would prevent employees from having to use personal funds for town purchases and the need to be reimbursed. TA Shepard stated that a strict policy would need to be adopted for credit card purchases. The Board agreed to have TA Shepard research this further.

Donations

TA Shepard discussed with the BOS the need to create a budget line item for donations received and how this should be processed through town accounts. TA Shepard asked for permission from the BOS to work with the Town Auditor to set these accounts up for future use. The Board agreed.

USDA Grant Process

TA Shepard presented to USDA Grants that Chief Miller would like to apply for, the first request is for a desktop radio, programming, and all set-up. He supplied to quotes, one with an antennae and one without, depending on the needs.

The second part of the grant is for a WatchGuard in car camera System for the new 2019 police vehicle which is scheduled for purchase through the CIP funds. The grant would reimbursement the Town \$2,133 if awarded.

MOTION: "To allow Chief Miller to apply for the USDA Grant for a desktop radio with or without an antenna and the WatchGuard in car camera System In-Cruiser. The Board also reserved the right to have have further discussion relative to this equipment during the upcoming budget season."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.

Motion Passes: 5 – Yes, 0 – No

AGENDA ITEMS: (no public input unless approved by the Chairman)

6:30 Debbie Duffy – Discussion regarding proposed Events Committee

D. Duffy met with the Board to discuss establishing a Thornton events committee to promote pride and community spirit among residents to enhance the image of Thornton and to provide a positive environment in which to attract new residents, business and visitors.

Potential events would include Old Home Day, Road Race, Christmas Tree Lighting with Santa, Trick or Treating Event, Children's Relay Races, Fourth of July Celebration, Community Picnic, Back to School events, Easter Egg Hunt, etc.

This proposed committee would also be requesting a budget line item of \$1,200 for the 2019 budget. Additional funds would be raised by the committee through fundraising events.

The Board agreed that this committee would be a great addition to the town and have asked TA Shepard to follow up with town counsel relative to creation of this committee and liability concerns..

6:45 Lev Shubov – Blake Mountain

L. Shubov met with the Board to discuss the Blake Mountain motel and cottages which he sold to Bruce McKay but holds the mortgage on. He stated that Mr. McKay has defaulted on the mortgage of this property and he is prepared to start the process to foreclose on him. Mr. Shubov expressed to the board his difficulty in contacting Mr. McKay.

The Board informed Mr. Shubov that he will need to work out the details of the foreclosure with his attorney. The Board informed Mr. Shubov that the current court filings the town has in process will continue against Mr. McKay. The BOS informed Mr. Shubov that if he does take the property back from Mr. McKay, they will expect all tenants to be evicted from the property immediately and the BOS will give him a reasonable amount of time to bring the property into compliance.

7:00 Bill DeLeo – CIP Committee

Mr. DeLeo met with the Board to discuss the updated CIP Plan. The Board discussed the anticipated needs for expansion of the town hall to meet State voting requirements. After discussion, the Board agreed that if the Thornton Elementary School expands their gymnasium in the future and an agreement can be reached to hold future elections at the school, the BOS may not need to expend the funds to remodel town hall. The board agreed to leave the funds in the CIP at this time. The Board continued to discuss CIP funding and expected purchases over the next 10 years.

TA Presents (continued)

Safety Grant

The Board signed and initialed the Office of Safety Highway Grant.

Zoning Compliance Issue

Denise Kimball filed a letter with the Town to inform them that one of their tenants is doing unauthorized construction at 21 Sleepy Hollow Road and would like a cease and desist. After discussion, the Board agreed to discuss this further with counsel.

Highway Contractor Snow Plowing

The Board discussed new rates for the 2018-2019 snow-plowing season. The Contractor ads will be in next week's paper

MOTION: "To approve the rate increase of \$2.00 per hour for all categories of equipment and subcontractor plowing to be more comparable to other towns."

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Highway Department Position

TA Shepard stated that the Road Agent requested to post the 32-hour seasonal position from December – March as well as the open 32-hour permanent position. TA Shepard said she met with RA Kubik and discussed both positions. He does not need both filled at this time. However, they both felt it would be advantageous to post both and see what interest is out there.

Quote for Lakes Region Computer for Treasurers Desktop

TA Shepard shared a quote from Lakes Region Computer for a new desktop for the Town Treasurer. The current computer is very old and needs replacement. The total quote received for the desktop and installation is \$685.00.

MOTION: “To approve the purchase of a computer replacement in the amount of \$685.00 for the Treasurer.”

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Upcoming Meetings

Fire Committee Meeting will be held October 11, 2018 at 3:30 p.m.

2019 Cemetery

The Board agreed to continue future discussion of funds needed in 2019 to finish the projects started by Phylis Holbrook at the cemetery to the next agenda. This will allow John Paul-Hilliard to gather more information on the cost of installing a flagpole at this location.

SELECTMEN COMMENTS

B. Benton informed the Board that he would most likely not be contracting for snow plowing this year for the Town. He said this has not been an easy decision and has been very difficult for him to make. He is going to discuss this further with RA Kubik. . The Board was sorry to hear this but understands that he has other commitments and thanked him for his many years of service to the town.

7:43 p.m. MOTION: “To adjourn.”

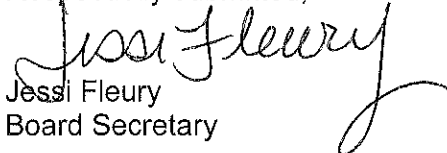
Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,


Jessi Fleury
Board Secretary