



Approved on: 11/9/18
BOS Initial: RLS
Rec'd by Town Clerk on: 11/20/18
Town Clerk Initials: efm

TOWN OF THORNTON BOARD OF SELECTMEN

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

Board of Selectmen Meeting Minutes November 7, 2018

ROLL CALL: Chairman Roy Sabourn, Selectwoman Marianne Peabody, Selectman Brad Benton and Selectman Jack Gaites.

ABSENT: Vice Chairman John Paul-Hilliard

STAFF PRESENT: Town Administrator (TA) Debra Shepard

5:00 P.M. Chairman Sabourn opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:

MOTION: "To approve the payroll manifest dated 11/09/2018 in the amount of \$25,089.21."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: R. Sabourn

MOTION: "To approve the vendor manifest dated 11/09/2018 in the amount of \$216,743.49.

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: M. Peabody

Minutes

MOTION: "To approve Board of Selectmen meeting minutes for October 24, 2018 as amended."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None

Motion Passes: 4 – Yes, 0 – No

ZCA Review

MOTION: "To approve ZCA #2018-74 for PID #10/4-1 owner Richard and Hilda Duffy, for a demolition with no fee." (The Fire Department did a training on this property.)

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None

Motion Passes: 4 – Yes, 0 – No

MOTION: "To temporarily deny ZCA #2018-75 for owner Clara and Benjamin Scrimshaw, for solar panels."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: R. Sabourn discussed the reason for not approving is the setbacks from the side of the road do not comply with the town's zoning regulations as is evident by the sketch submitted with the ZCA. Roy suggested the applicant make the necessary changes to the location of the panels to meet the town's zoning regulations and resubmit the application with a corrected sketch for further action. There will be no additional fee..

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2018-76 for PID #17/7-4103-1 owner Douglas and Kristin Franklin, for a single family home."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None

Motion Passes: 4 – Yes, 0 – No

TA PRESENTS:

FEMA Update

TA Shepard updated the Board on the berm status for the Covered Bridge Road as discussed during a previous meeting. HEB provided a cost breakdown to FEMA for Daniels to complete the berm as part of the bridge project. FEMA had questions regarding the project and Chris Fournier is working on answering their questions.

Soucy Agreement-PSNH Appeal

TA Shepard informed the Board that the suggested changes to the agreement have been made and the agreement is ready for signatures of the Board.

MOTION: "To accept the agreement from George E. Sansoucy PE LLC to provide the services of expert witness for the PSNH case."

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Abatement Request

TA Shepard presented abatement requests for the Board to review. Three of the abatements are for town owned property which were conveyed in September 2018. The tax system invoiced the new owners for the entire year rather than for just half of the year.

MOTION: "To approve the abatement request for Josh Daily, Whitney Way in the amount of \$296.00."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the abatement request for Jeremy Davia, Covered Bridge Road in the amount of \$275.00."

Motion: B. Benton
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the abatement request for Jeremy Davia, Covered Bridge Road in the amount of \$260.00."

Motion: B. Benton
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the abatement request for Gary and Virginia Dunstan Trustee, Upper Mad River Road due to incorrect assessment card in the amount of \$250.00."

Motion: B. Benton
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

2018 Equalization Assessment of Data

TA Shepard presented the yearly sales data as completed by Mary Conn.

MOTION: "To approve the 2018 Equalization Municipal Assessment Data Certificate."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

Millbrook Culvert Update

R. Sabourn stated that the pipe has been purchased for the installation of the culvert on Millbrook. TA Shepard stated that the project has already begun. She explained that some invoices have been received for the culvert. TA Shepard explained that the previous expenses for the Millbrook culvert were mistakenly debited from the Bridge Repair and Maintenance Capital Reserve and should have been expended from the Roads Construction and Repairs Capital Reserve account. The total adjusted amount is \$10,200.00.

MOTION: "To approve \$10,200 be credited to the Bridge Repair and Maintenance account as this account was used in error and debited from the Roads Construction and Repairs account to pay related invoices."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

Anita and Robert Ross Concern Follow Up

TA Shepard brought the board up to date on a situation located on Mirror Lake Road near the Ross residence. Road Agent Kubik provided a photo of the drainage system the Highway Department recently installed in that area. It is apparent from the pictures that someone has dug a ditch from the Ross driveway, along the edge of the paved road and into this new system. RA Kubik is concerned because this will cause the erosion of soil from under the edge of the paved road and will require repairs to the road in the near future. RA Kubik has requested that the BOS follow up with Mr. and Mrs. Ross relative to this unauthorized ditching and to advise them going forward the Highway Department will be repairing this and that they are not to make any alterations to this town draining system. TA Shepard will call the Ross's on behalf of the Board and will follow up with a letter.

Deputy Tax Collector Position

TA Shepard informed the BOS that the position has been posted. TA Shepard and Tax Collector Mahurin reviewed the job description, made some minor changes and would like the BOS to approve as amended. .

MOTION: "To approve the amended Deputy Tax Collector/Municipal Clerk job description."

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

Motion Passes: 4 – Yes, 0 – No

Recycling – Waterville Valley

TA Shepard stated that she received a phone call from the Town Administrator in Waterville Valley regarding North Country Environmental no longer taking their single stream recycling. He felt many Waterville Valley residents will want to continue to recycle and inquired if the Board would allow their residents to recycle in Thornton. The Board agreed that there would be a cost involved in this agreement. The Town of Waterville Valley would also need to join the intergovernmental agreement as a fourth town for use of the Transfer Station and share in costs. TA Shepard will have further conversation with the Waterville TA based on the Board's discussion.

Wanosha Road – cable request

Residents are asking if there are plans to bring cable to this area. The Board suggested contacting the cable company to discuss their long-term plans for cable service in this area. TA Shepard will contact the cable company and follow up with the resident making the inquiry.

Judges Road Concern

RA Kubik received a concern from a resident on Judges Road regarding work that Lakes Region Water did on the waterlines. The road was torn up during this project and not repaired in a timely fashion. RA Kubik would like the BOS to follow up with Lakes Region Water and inform them of the Roadway Excavation permit requirements that the town has in place. The Board requested that TA Shepard follow up with the water company.

Mahmoud Eviction

TA Shepard informed the Board that the eviction was served on October 30, 2018. No response has been received from Mr. Mahmoud. Mr. Mahmoud has 30 days to respond with the court or to vacate the property.

Fair Point Appeals-Avitar

TA Shepard discussed her follow up findings with the BOS relative to the letter received from Gary Roberge of Avitar relative to possible settlement of the Fairpoint Appeals. TA Shepard contacted Attorney Whitelaw and discussed the status of the appeal and shared Mr. Roberge's letter with her. Attorney Whitelaw reported that only two towns have pulled out of the appeals process and she felt that Thornton's share of the remaining legal fees would not exceed \$500. The Board agreed to continue with the lawsuit and that they did not want Attorney Whitelaw to contact Mr. Roberge regarding this specific matter.

Kimball Road Update

TA Shepard followed up with Steve Whitley regarding residents that are building without a permit. Mr. Whitley provided legal options available to the Town and requested additional information to offer more specific advice. The Board discussed the violations and their options. After discussion, the Board agreed that all construction should be halted and residents should be required to complete a ZCA. The Board agreed to send a copy of the letter to the resident certified as well as a copy to all property owners. TA Shepard will draft a letter for the Board to review.

Open Town Employment Positions

TA Shepard informed the board that the part-time highway position may have one interested applicant. No response has been received for the contracted 32-hour seasonal plowing position. The deputy tax collector position is posted and no applications have been received to date.

Intergovernmental Agreement

TA Shepard informed the Board that all three towns agreed to use an average of both the assessed value and population numbers to calculate each town's percentage for contribution. TA Shepard used the worksheet created by Chief Defosses, updated with current information relative to population and assessed value and came up with new proposed percentages. TA Shepard reviewed the new updated percentages with the BOS. Discussion followed. This information will be shared when the full Fire Department Committee meets again at the end of the month. Also up for discussion at that meeting will be the maintenance costs of the buildings that serve the intergovernmental agreement that are located in each town.

Upcoming Important Dates

November 19, 2018 – Ribbon Cutting for the official Covered Bridge Road Bridge opening. The Board members will be present, Chairman Sabourn will speak at the event.

November 28, 2018 – 3:30 p.m. Fire Department Committee Meeting

December 5, 2018 - 6:30 p.m. - Joint Budget Committee Meeting will be at the Thornton Town Hall

December 7, 2018 – Employee Christmas Dinner at the Woodstock Station.

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

6:30 Winter Snow Removal Subcontractor Applications

TA Shepard informed the Board that Brad C. Benton submitted an application. The advertisement will continue to be posted for the other empty positions available.

MOTION: "To approve the winter snow removal application from Brad C. Benton as a subcontractor."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

6:45 Events Committee Appointments

The Board reviewed appointment requests for the events committee. M. Peabody stated that the Events Committee will meet with the Beautification Committee soon to review other events. The Board agreed to invite the new Committee members to the Christmas Party.

MOTION: "To appoint Brad R. Benton, Debbie Duffy, Judy Rolfe, Judy Gutrey, Ginger Rickman, Wendy Marker, and Carrie Miller as members of the Thornton Events Committee for terms effective immediately until rescinded."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

7:00 NHDES Wetlands Permit Application-Berm Stabilization for Covered Bridge

Shepard informed the Board that the NHDES Wetlands Permit Application-Berm Stabilization Application submitted by HEB on behalf of the Town of Thornton has been received for signature. The BOS needs to sign. The Conservation Commission is meeting on Friday this week to review and sign and then the Town Clerk will sign. It will then be sent to NHDES in Concord for final approval so the work can start on the berm project. Discussion followed. The BOS signed the application.

Upcoming Policies

TA Shepard is working on creating a social media and town credit card use policy for the board to review at a future meeting.

SELECTMEN COMMENTS

Trunk or Treat

TA Shepard and the Board thanked Brad Benton for holding a very successful Trunk or Treat Event this year. It was a big success and there is hopes to make this an annual event.

7:44 p.m. MOTION: "To adjourn."

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary