



Approved on: 11/6/19  
BOS Initial: AS  
Rec'd by Town Clerk on: 1/22/19  
Town Clerk Initials: djm

## TOWN OF THORNTON BOARD OF SELECTMEN

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### Board of Selectmen Meeting Minutes December 19, 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

**12:10 P.M. Chairman Sabourn opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:**

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

**Non-public session pursuant to RSA 91-A: 3, II (a-Personnel & I-Legal)**

**12:45 p.m. MOTION:** "To enter into non-public session under RSA 91-A: 3, II (a-personnel, I- legal)."

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None.  
Roll Call: Roy Sabourn – Yes, John Paul-Hilliard – Yes, Marianne Peabody – Yes,  
Jack Gaites – Yes, Brad Benton – Yes.

**Motion Passes: 5 – Yes, 0 – No**

**1:26 p.m. MOTION:** "To exit nonpublic session."

Motion: J. Paul-Hilliard  
Seconded: J. Gaites  
Discussion: None.  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION:** "To approve payroll manifest dated December 21, 2018 in the amount of \$24,747.66."

Motion: J. Paul-Hilliard  
Seconded: J. Gaites  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No**

**Abstained: M. Peabody and B. Benton**

**MOTION: "To approve vendor manifest dated December 21, 2018 in the amount of \$410,018.93."**

Motion: M. Peabody  
Seconded: J. Paul-Hilliard  
Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: J. Gaites and B. Benton**

**MOTION: "To approve Board of Selectmen nonpublic meeting minutes of December 12, 2018 as submitted."**

Motion: J. Paul-Hilliard  
Seconded: B. Benton  
Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

### **Action Folder**

R. Sabourn stated that a notice of violation will be sent to Charles D. Pitman, Linda Pitman and Amy Pitman, d/b/a Mountain Music and Winery & Vineyards at 3447 US Rte. 3 in Thornton for being in violation of Article VI:D of the Town of Thornton Zoning Ordinance.

**MOTION: "To approve and sign the notice of violation which will be delivered by the Thornton Police Department."**

Motion: J. Gaites  
Seconded: J. Paul-Hilliard  
Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the recommendation to hire Candidate 1 for the Deputy Tax Collector/Municipal Clerk position to begin January 17, 2018 at a Labor Grade 6, Step 8."**

Motion: J. Paul-Hilliard  
Seconded: J. Gaites  
Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: M. Peabody and B. Benton**

### **1:30 Highway 2019 Budget**

Road Agent Kubik stated that he has included a new full-time position to his budget which will help with snow removal in the winter and projects in the summer. He explained that the increase in the full-time wage line will be offset by the part time wage line being reduced and the subcontractor budget line being reduced from three subcontractors to two in 2019 with a reduction of \$10,000 in that budget line.

TA Shepard agreed to have the warrant article prepared for the new full-time position for the next Selectmen meeting.

The Board approved the proposed 2019 Highway Budget.

ZCA

The Board reviewed the ZCA file.

**MOTION: "To approve ZCA #2018-70 for PID# 10/5-7 for Dave and Paula Atwood on Route 175 for a 40x17 foot lean to."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve ZCA #2018-77 for PID# 17/7-46 for Sean Byrnes for an a lean to and an addition to a garage."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: R. Sabourn discussed that this ZCA was put on hold due to question if approving the ZCA would be an increase in a non-conforming use. Brian Regan informed Mr. Sabourn that the planning Board approved the home occupation use in 2014 and believes that the addition to the garage can be approved as proposed.

**Motion Passes: 5 – Yes, 0 – No**

TA Shepard informed the Board that the Welfare Department received a cash donation. Discussion was held on how the BOS should accept and process cash donations. Discussion followed regarding gift cards, gas cards and how to record the cash donations, TA Shepard suggested contacting the auditors to determine what their options are for accepting donations. The Board agreed and TA Shepard will report back to the BOS.

Bob Dumont will submit a bid for the transfer station project by the end of January/early February. The BOS will review that quote once received and hope to proceed with the project in the Spring of 2019.

B. Regan submitted a year-end request to purchase a new chair and docking station out of the Planning and Zoning budget.

**MOTION: "To approve a request from Brian Regan to spend no more than \$450 in year end requests for a new chair and docking station from the 2018 Planning and Zoning Department budget."**

Motion: M. Peabody

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

### **Special Event Checklist**

A special event checklist was submitted by Dwayne Johnston for his annual old snow traveling vehicle meet for February 23, 2019. The Board reviewed the document and agreed that a special event permit is not needed for this event.

### **Encumbrance Request**

RA Kubik did not complete the Banjo Drive road paving for 2018. An estimate for tonnage was received from R&D Paving in the amount of \$69,911.82. A quote/purchase order has been received for encumbrances.

**MOTION: "To approve an encumbrance for the Highway Department to R&D Paving in the amount of \$69,911.82 for the purpose of paving Banjo Drive in 2019."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

## **2:15 Police Department/Emergency Management 2019 Budget**

Chief Miller met with the Board to discuss the proposed 2019 Police Department/Emergency Management budgets. Chief Miller stated that Thornton is second highest in calls for service in the area. Chief Miller recapped some activities and community policing events over the past year. He is also working on a five-year strategic plan for the department. Chief Miller reviewed the department goal and objectives.

Chief Miller stated that 2019 training budget has been increased by \$1,000 for various trainings. Chief Miller explained that he would like the remaining three full time officers to attend the EMR training for medical calls if officers are the first responders.

Chief Miller discussed the 2018 grant funds that were received and grants that he intends to apply for during 2019. Discussion also continued on police activity for 2017 and 2018.

The Board thanked Chief Miller for his service and approved the 2019 budgets for the Police Department and Emergency Management as submitted.

**2:40 p.m. Brad Benton left the meeting.**

### *Intent to Cut*

**MOTION: "To approve an Intent to Cut for PID #3/3-7, owner Roy Sabourn, all taxes are current."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: R. Sabourn**

**MOTION: "To approve an Intent to Cut for PID #16/7-1D, owner Shirley Benton, all taxes are current."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

## **Cemetery Flags**

TA Shepard contacted Phyllis Holbrook regarding the purchase of flags and poles for two cemeteries. Phyllis would like to have \$3,000 of the cost applied from the remaining 2018 Cemetery Budget. TA Shepard contacted Patriot Flags to see if they can bill the town for \$3,000 of the flag purchase in 2018 and the other \$1,800 in 2019. Patriot Flags is happy to send two invoices. The cemetery trustees would like to place the stake for the location of the flags at the cemetery. The Board approved expending \$3,000 from the 2018 Cemetery Budget for the first payment on the new flags. The remainder will be paid by the Board of Selectmen in 2019..

### **Vacation Request**

TA Shepard asked the Board for permission to carry over one week of vacation time. She explained that she did not feel comfortable during her first year of employment and transition to take as much vacation time as she was granted. She assured the board that going forward, she will use all of her vacation time as allowed as she is much more comfortable in her position as TA. The Board approved the request

### **3:15 Town Clerk/Elections 2019 Budget**

Donna met with the Board to present her 2019 proposed Town Clerk/Elections budget. One new change will be how supplies for all departments are ordered and paid for. TA Shepard stated that only department specific supplies will be charged to individual departments. All supplies shared by town hall staff will come out of the financial administration office supplies line item.

Upon review of the Elections Administration Budget, the board noted that there is only one election in 2019 and therefore they decreased that line by \$2,000 which brings it more in line with anticipated costs.

### **3:30 Library 2019 Budget**

The Library trustees met with the Board to discuss their proposed 2019 Library budget. Discussion was held on various budget lines. TA Shepard recommended that going forward, each budget line should be adjusted to reflect anticipated actual expenditure amounts rather than over expending so many lines even though the library bottom line was not over-expended. The Board and Trustees agreed. The Board agreed with the Library budget as presented.

### **3:45 Planning Board**

Brian Regan met with the Board to discuss the 2019 Planning Board proposed budget. B. Regan informed the Board that the Master Plan is six years old and is due for an update soon. Strategic planning recommends updating Master Plans every 5 to 10 years. Thornton's last Master Plan update was completed in 2013. B. Regan discussed cost for him to update the plan. R. Sabourn recommended waiting to update the Plan until the ninth or tenth year. He recommended that the Planning Board review the master plan in 2019 and then once the board identifies which sections need updating the board should budget for that cost in 2020. M. Peabody recommended that the questionnaires be completed this year and any preparation work. The Board agreed to approve a budget of \$5,000 in 2019 to begin the project. B. Regan agreed that this amount is reasonable to begin the project.

TA Shepard discussed adding a part time position for about 8 hours per week on average to assist with Planning Board office duties. This would allow Brian more time to focus on planner responsibilities. TA Shepard is hopeful that the new deputy municipal clerk may be interested in adding a few hours to assume these responsibilities. The Board agreed that this is worth trying and could be a good opportunity. The Board agreed with the proposed Planning Board budget as amended.

### **PUBLIC FORUM**

R. Sabourn stated that the Town has received advice from counsel regarding Weeping Birches Road and the status of the deed. The list of items that need to be addressed was forwarded to the attorney and the developer. R. Sabourn stated that the developer has been aware of items needing attention and the items have not been addressed in a timely manner or to the Board's satisfaction. He understands that this is an inconvenience to the residents but feels that the items needing attention must be addressed by the developer. The Board agreed that this is a civil matter between the developer and the homeowners. The homeowners need to arrange to maintain the road until the deficiencies are addressed by the developer so that the Town can accept the road.

Cory Smith of WEVD stated that the road is owned by the Village District and would like the Village District commissioners to be part of any road discussions. Members of the public discussed the different homeowner associations in place for the area but there are no associations that cover the entire road. Frustration was discussed that the Board released the bond and left the homeowners without any advantage over the developer. R. Sabourn stated that the Town is not taking this lightly or looking for litigation but needs the developer to address the issues so that the Town can take ownership of the road.

**R. Sabourn left the Board Meeting at 5:00 pm**

**John Paul-Hilliard resumed the chair position and the conversation relative to Weeping Birches continued. It was evident from the discussion that the residents are upset and feel frustrated by this process. Acting Chair Paul-Hilliard encouraged the residents to hire a contractor to maintain the road until such time as the items outlined in the letter to Mr. Avallone have been corrected or submitted to the Board so the Town of Thornton can proceed with accepting this road as a town road.**

**5:20 p.m. MOTION: "To adjourn."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

Respectfully submitted,



Jessi Fleury  
Board Secretary