



Approved on: 3-14-18
BOS Initial: MPVC
Rec'd by Town Clerk on: 3-15-18
Town Clerk Initials: RSR

TOWN OF THORNTON BOARD OF SELECTMEN

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

Board of Selectmen Meeting Minutes February 14, 2018

ROLL CALL: Chairman Paul-Hilliard, Vice Chairwoman Marianne Peabody, Selectman Roy Sabourn, and Selectman John Gaites.

STAFF PRESENT: Town Administrator (TA) Debra Shepard

ABSENT: Selectman Brad Benton

3:00 P.M. Chairman Paul-Hilliard opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:

ACTION FOLDER

MOTION: "To approve the vendor manifest dated 2-16-2018 in the amount of \$358,327.30."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: R. Sabourn

MOTION: "To approve the payroll manifest dated 2-16-2018 in the amount of \$30,748.75"

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody

MOTION: "To approve the welfare manifest dated 2-17-2018 in the amount of \$1,150.00"

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody

8/5/18
TC
to

MINUTES

MOTION: "To approve meeting minutes of January 31, 2018 as amended."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve meeting nonpublic meeting minutes of January 31, 2017 as written."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

TOWN ADMINISTRATOR PRESENTS

RSA 75:3 Buildings on Land of Another

TA Shepard distributed annual letters drafted per RSA 75:3 for properties that have buildings located on land owned by another. The Board reviewed the list of properties. The Board agreed to sign the letters as presented.

MOTION: "To sign the letters drafted to owners of land with buildings owned by another pursuant to RSA 75:3 to include Robert Boyce & David Dionne, Tame Associates, Carol O'Haire, Robert Sylvester, Vincent Lavasseur, Gloria Kimball, Dirt Designs, Alfred and Donna O'Hara and John Manicks."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

RSA 72:7-d Exemption of Recreational Vehicles

TA Shepard distributed annual letters drafted by the assessing department to Thornton campground owners. The Board agreed to sign the letters pursuant to RSA 72:7-d.

MOTION: "To sign the letters drafted to Thornton campground owners of land with buildings owned by another pursuant to RSA 72:7-d to include Bradford Benton and Helen Steele, George Perry Jr. Gerald and Laura Warren, and White Mountain National Forest."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Concerned Citizen Form

TA Shepard informed the Board that a concern was received from Frank Freeman regarding non-conforming signs located on PID #17/19-15-2 on Route 49. The temporary contractor signs are old signs that have been erected for two years. After discussion, the Board agreed to verify the signs are present and to make certain of the sign ordinance violation.

MOTION: "To send the landowner a letter with a copy of the sign ordinance requesting that the signs on the property be removed once verified that the signs are on the property."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Tri State Fire Protection

TA Shepard stated that Tri State Fire Alarm was contacted to complete an inspection prior to establishing Thornton as a new customer. It was detected that the wires feeding the heat detectors had been cut and were hiding under the insulation along with other deficiencies. The cost to fix the deficiencies and have the existing equipment functional was \$1,900. This cost was due to the previous fire protection company not connecting the equipment properly. TA Shepard asked the Board if a letter should be sent to Northeast Security regarding the problems that were discovered. The Board discussed previous construction that has occurred at the town hall and whether the deficiencies were related to the construction. After discussion, the Board agreed to have the TA research the problems and to review the previous contract with Northeast Security to discuss further at their next meeting.

NHMA – Quorum Discussion

TA Shepard shared with the Board that she corresponded with Staff Attorney Margaret Burns of the NHMA regarding quorums as this topic was discussed in a previous BOS meeting. Attorney Burns clarified that with a five-member board, a quorum would be three members. The only time that a three-member quorum would not apply is if there were a vacancy on the board. This does not mean an absent member from a meeting but a vacant position. Board members who recuse themselves from a meeting are still part of the quorum of three.

Mailbox Damage

TA Shepard stated that Craig Antonides, Judges Road, submitted an email to the Town Administrator and Road Agent regarding damage to his mailbox due to winter snow maintenance. Road Agent Kubik responded to the email informing Mr. Antonides of the town policy and apologizing for any damage.

Primex Insurance Claim

TA Shepard stated that she spoke with Sheila Wickey from Primex regarding a minor incident with a town plow truck and another vehicle. TA Shepard stated that after the accident, insurance information was exchanged and pictures were taken by both drivers but the police were not called as the other driver was rushing to get to work. The original estimate for damage was \$2,127.00. Primex was able to negotiate the repair cost with the service provider and get the amount reduced to \$1,457.00. Chairman Paul-Hilliard stated that going forward, he would prefer that police reports be filed whenever town vehicles are involved in an accident.

Street Lighting

TA Shepard shared a concern that Police Chief Miller has expressed to her regarding the poor lighting conditions on Route 49 and Route 175. TA Shepard informed Chief Miller that the roads are state owned roads. Chief Miller and TA Shepard discussed this with Eversource, and learned that the lines belong to NH Electric Co-op. No action was taken on this matter.

Avitar Update

TA Shepard informed the Board that the new assessor hired by Avitar to work in Thornton has left his employment with Avitar. Dave Woodward will continue to service the town assessing needs.

Elderly and Disabled Tax Deferral

TA Shepard stated that the elderly and disabled tax deferral amount that was signed by the BOS on January 31, 2018 for PID #10/7-7 has been amended due to additional payments received.

MOTION: "To approve the corrected elderly and disabled tax deferral application dated February 14, 2018 in the amount of \$15,867.00 for PID #10/7-7."

Motion: J. Gaites
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the corrected abatement for PID#10/7-7 due to the corrected elderly and disabled tax deferral amount in the amount of \$15,867.00 dated February 14, 2018."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the corrected tax collector supplemental warrant in the amount of \$15,867.00 dated February 14, 2018."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

Town Hall Renovation Estimate - Dumont

TA Shepard stated that Mr. Dumont had come into the office to inquire about the Town Hall Renovation project and was provided with a copy of the bid package. Mr. Dumont provided an estimate of \$33,786.00. Mr. Dumont also provided an addendum for additional lighting and electrical outlets in the amount of \$1,390.00.

MOTION: "To accept the estimate from Mr. Dumont in the amount of \$33,786.00 and the Board will forward a contract to Mr. Dumont for the Town Hall Renovations project."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

TA Shepard stated that she spoke with staff regarding the anticipated work flow and the ability to meet the needs of the public as efficiently as possible with the new renovation. After discussion with staff, TA Shepard recommended having the town clerk and tax collector remain in their current area within the Selectmen's Office and to move the bookkeeping, assessing area and the Planning Board to the opposite side of the hallway instead. This would also include additional work space for the town assessor and Planning Director to work with applicants as needed. TA Shepard stated that all employees involved are in favor of this new change. The Board agreed with this recommendation. Staff has also requested permission to purchase some new office furniture to further improve the efficiency of work space.

Agenda Items: (no public input unless approved by the Chairman)

4:30 Review and Sign Final Warrant (includes Petition Warrant Article)

TA Shepard stated that the town warrant was revised because a petition warrant article was received. The Board reviewed the new warrant article petitioning the town to accept Weeping Birches Lane as a town road. The Board agreed that they will not recommend the article that was received as it was an article by petition. R. Sabourn discussed concern with the drainage on Weeping Birches and suggested that the board wait to accept this road until verification of drainage issues being resolved.

MOTION: "To approve and re-sign the final warrant for the 2018 Town Meeting to include petitioned warrant Article 11."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

Waiver of Liability Sample

TA Shepard stated that she drafted a waiver of liability with the assistance of other towns and Primex. The draft waiver form was sent to town attorney for review. Attorney Whitley approved the form and recommended its use.

The Board approved the form and directed the TA to have the form signed by the resident that is removing wood from the former Covered Bridge as approved during a previous board meeting.

Ambulance Repairs

Chief Defosses informed TA Shepard that the motor in the 2012 Ambulance is in need of replacement. The replacement cost estimate ranges from \$7,000 to \$9,000. This is the ambulance that was recently purchased and had low mileage but did not operate much before it was purchased by the Town.

The 2007 Ambulance is also in need of repair relative to battery cables as well as a thermostat. The estimated cost to fix both repairs is about \$1,700. Both repair items will be discussed with the Fire Commissioners.

Elderly Tax Deferral Follow-up

TA Shepard followed up regarding the Board's concern that the town might not be notified if a taxpayer passes away and is no longer eligible for the elderly tax deferral. After review of the RSA, if a taxpayer passes away and was receiving the elderly tax deferral, the heirs of the estate have nine months to repay the funds that were deferred from the date of death or the town can deed the property.

HEB – Phase of Covered Bridge

TA Shepard stated that C. Fournier from HEB Engineers, provided a new contract for the final design phase 7A. DOT has submitted their approval to move forward with the final design phase. The Board reviewed and discussed the new contract. C. Fournier would like to move forward with the bid process as soon as possible. Chairman Paul-Hilliard signed the contract. Chairman Paul-Hilliard requested that HEB schedule the substantial completion meeting at or around 75% completion of the project. Chairman Paul-Hilliard made some minor amendments to the contract. The Board agreed with the changes.

MOTION: “To approve and sign the new contract with HEB for the final design phase 7A for the Covered Bridge project as amended.”

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

5:00 USDA Grant – Power DMS Program - PD

TA Shepard stated that the Police Department provided items for the Board's signatures. The first item is the USDA-IMC Software in house server. The total project amount was \$28,684 with a grant award of \$10,000. The PD chose to opt out of one of the programs because complaints were received about the program. This leaves \$3,068 in left over funds from the grant award that can be spent. The grant director informed the PD that they can use the left-over grant funds for items relating to the IMC software that will better assist the Police Department. Chief is recommended Power DMS, which is a report module. Power DMS provided a three-year contract in the amount of \$2,999.97. If the Police Chief decides to keep the Power DMS program after the three-year period, it will need to be funded out of the PD budget.

MOTION: “To approve purchasing the Power DMS program with the USDA Grant funds.”

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

5:15 Emergency Management Performance Grant to Update LEOP - PD

TA Shepard stated that the Police Department submitted Emergency Management Performance grant paperwork in November 2017 and has been through the first review phase. The grant is for \$4,000 to update Thornton's Local Emergency Operations Plan. The Board acknowledged that the total cost of the project will be \$8,000 in which the town will be responsible for a 50% match. The next phase is for the Board of Selectmen to review the grant agreement. The Board discussed that a grant writer was hired on behalf of the Town. After discussion, the Board agreed to sign the agreement.

MOTION: "The Town of Thornton Board of Selectmen accept the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000 for the updating of Thornton's local emergency operations plan. Furthermore, the Board acknowledges that the total cost of the project will be \$8,000 in which the town will be responsible for a 50% match or \$4,000. The Board authorizes the Town Administrator to sign all documents relative to this grant."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Mill Brook Road Revised Cost Estimate

TA Shepard reminded the Board that a new cost estimate was received from Engineer Tom Ballestero. Mr. Ballestero suggested a larger culvert and was supported by Road Agent Kubik. The Board had previously agreed to have Selectman Sabourn contact Tom Ballestero to receive additional information. R. Sabourn agreed that this suggestion makes sense after his discussions with Mr. Ballestero and RA Kubik. The Board discussed the cost estimates. R. Sabourn and RA Kubik agreed that these estimates are not accurate and include many markups. Both felt that the town should be able to keep costs around \$80,000. R. Sabourn requested that TA Shepard follow up with Mr. Ballestero to let him know that the board is not comfortable with the large stone set at each end of the pipe and would prefer to see anchors at each section of the four-foot pipe instead. The updated wetland application should then be sent to the Board for signatures. The Town highway department will build the project.

Public Hearing Reminder

TA Shepard reminded the Board of the Special Events Public Hearing scheduled for Monday, February 19, 2018 at 6:00 p.m.

5:38 p.m. MOTION: "To adjourn."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

A handwritten signature in cursive script that reads "Jessi Fleury". The signature is written in black ink and is positioned above the printed name and title.

Jessi Fleury
Board Secretary