



## TOWN OF THORNTON BOARD OF SELECTMEN

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

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

### Board of Selectmen Meeting Minutes February 19, 2018

**6:00 P.M. Vice-Chairwoman Marianne Peabody opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.**

**ROLL CALL:** Vice-Chairwoman Marianne Peabody, Roy Sabourn, Selectman Brad Benton, and Selectman John Gaites.

**STAFF PRESENT:** TA Debra Shepard

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

**Selectman Brad Benton recused himself from the meeting.**

**6:00 p.m. Pemi Blue Grass Festival – Special Event Hearing**  
*Present: Chief Defosses, Craig Engel, Brad R. Benton*

Vice Chairwoman Peabody opened the public hearing at 6:00 p.m.

The Board reviewed the special event application checklist and agreed to the following:

- The notice was read into the record, abutters were sent certified notice and notices were placed in the Laconia Citizen and on the town website, meeting posting requirements.
- Abutters have been notified via certified mail and all posting requirements have been met. Abutter letters were mailed on February 1st and notice was advertised on February 8, 2017.
- The Board agreed that a special event license is required.
- Applicant's submission requirements have been met.

Selectwoman Peabody stated that on the abutters list there are four notices that are being sent to the same abutters for the Pemi-Bluegrass Festival as well as the Boogie 'N Blues Festival. The Board agreed that one notice can be sent in the future rather than duplicate notices.

The Pemi-Valley Bluegrass Special Event is to be held on August 1, 2017 through August 5, 2018 on property owned by Brad C. Benton and Helen Steele at PID #10/3-37 at 2015 NH Route 175.

#### **Applicant Presentation of Event**

Craig Engel explained that he would like to change the opening time on the application from 12:00 p.m. to 8:00 a.m. The gate will open August 1, 2018 at 8:00 a.m. with music starting at 12:00 p.m.

8/15/18  
to TC 3/15/18

Set up for the event will be July 27 from 8:00 a.m. to 10:00 p.m. and breakdown will be August 6, 2018 from 8:00 a.m. to 10:00 p.m.

Todd Kent, High Brook Road asked how the Police Detail is paid for this event. Selectman Sabourn explained that the applicant pays all special detail fees. T. Kent asked why the Police Budget includes the special event special detail expense in their budget. Selectman Sabourn explained that since these costs are expenses, they must be reflected in the Police Department budget but are offset with revenue billed and collected from the applicant..

The Board agreed that final pre-event inspections will be completed by the Police Department, Fire Department, Emergency Management, and Health Officer on July 31, 2018 at 6:00 p.m. Chief Defosses and Chief Miller agreed that they will attend as well to complete the pre-event inspection unless an emergency situation arises.

### **Selectman Discussion**

The application was reviewed. Vice-Chairwoman Peabody asked the board members if they had any items for discussion. The Board reviewed the reports submitted by emergency service departments from 2017.

### **Health and Safety Checklists**

#### *Chief of Police*

- Written recommendations were submitted to the file: yes
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no

#### *Fire Chief*

- Written recommendations were submitted to the file: yes
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no

#### *Health Officer*

- Written recommendations were submitted to the file: yes, submitted this evening
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no fees are required

#### *Emergency Management Director*

- Written recommendations were submitted to the file: yes
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no fees are required

The Board reviewed the following requirement criteria:

- a. The site is appropriate for the proposed use or structure: Yes
- b. The proposal is not detrimental, injurious, or offensive to the neighborhood: Yes
- c. There will not be undue nuisance or serious hazard to pedestrian or vehicular traffic: Yes
- d. Adequate and appropriate facilities will be provided to insure the proper operation of the proposed use or structure: Yes
- e. The site provides sufficient parking: Yes
- f. Adequate sanitation/toilet facilities and waste removal will be provided: Yes

- g. All other required licenses (such as alcohol and food service licenses) have been obtained: Yes, these licenses will be received prior to the issuance of the special event permit.
- h. Neither the property owner nor the organization has failed in the past to pay any detail fees associated with past special events. No, all fees have been received.

Criteria has been met with the conditions as noted:

- Food and alcohol licenses will be obtained before the final license will be distributed.
- No additional requirements were submitted by the emergency departments or the health officer. Any additional conditions required by the health officer will be submitted during the pre-event inspection.

Mr. Engle specified that the gates will open at 8:00 a.m. and music is scheduled from 12:00 p.m. to 10:00 p.m. on August 1, 2018. Music is scheduled each day from noon to 10:00 p.m. through closing day of August 5<sup>th</sup>.

The event set up is July 29<sup>th</sup> to August 2<sup>nd</sup> from 8:00 a.m. to 10:00 p.m. Breakdown of the event will occur on August 6<sup>th</sup> from 8:00 a.m. to 10 p.m.

**MOTION: "To accept and approve Special Event License application to be held by the Pemi-Valley Bluegrass Festival as discussed during the public hearing with conditions as listed: Required licenses such as food and alcohol will be obtained before the event is permitted to take place, pre-event inspection will be conducted by all emergency departments on July 31, 2018 at 6:00 p.m."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3– Yes, 0 – No**

Vice-Chairwoman Peabody closed the public hearing.

**6:38 p.m. White Mountain Boogie 'n Blues**

*Present: Chief Defosses, Craig Engel, Brad R. Benton*

The White Mountain Boogie 'n Blues Special Event to be held August 17, 2017 through August 19, 2017 on property owned by Brad C. Benton and Helen Steele at PID #10/3-37 at 2015 NH Route 175.

Vice Chairwoman Peabody opened the public hearing at 6:38 p.m.

The Board reviewed the special event application checklist and agreed to the following:

- The notice was read into the record, abutters were sent certified notice and notices were placed in the Laconia Citizen on and the town website, meeting posting requirements.
- Abutters have been notified via certified mail and all posting requirements have been met. Abutter letters were mailed on February 1st and notice was advertised on February 8, 2017.
- The Board agreed that a special even license is required.
- Applicant's submission requirements have been met.

The Boogie 'n Blues Special Event to be held August 16, 2017 through August 19, 2017 on property owned by Brad C. Benton and Helen Steele at PID #10/3-37 at 2015 NH Route 175.

### **Applicant Presentation of Event**

Brad Benton explained that in the application he included opening a day early, on Thursday August 16th, but since then he has decided not to open the event earlier and to open on Friday, August 17, 2018 as he has done in the past. B. Benton stated that he would like to extend the hours of the event from 10:00 p.m. to 11:00 p.m. This will allow him some flexibility in case the music does not end right at 10:00 p.m. but he assured the BOS that everything will be done before 11:00 pm.

The event gates will open on August 17th at 3:00 p.m. through 11:00 p.m. and August 18th and 19th from 10:00 a.m. to 11:00 p.m. with music throughout these times.

Todd Kent expressed concern with the change of hours of operation and that abutters would not be aware of the change in times and that the abutters should be notified of this before a decision is made. Selectwoman Peabody explained that all abutters were notified of tonight's public hearing and if they had concerns, they should have attended the meeting to share their concerns with the BOS. B. Benton assured Mr. Kent that the music hours are not changing from previous years, and that the extension of time is just to create some flexibility if the bands are running a little past 10:00 p.m. B. Benton stated that he has imposed his own curfew of 10:00 p.m. in the past and his intent is not to perform until 11:00 p.m.

Set up for the event will be July 27th from 8:00 a.m. to 10:00 p.m. and breakdown will be August 5, 2018 from 8:00 a.m. to 10:00 p.m.

The Board agreed that final pre-event inspections will be completed by the Police Department, Fire Department, Emergency Management, and Health Officer on August 16, 2018 at 6:00 p.m. Chief Defosses and Chief Miller agreed that they will attend as well to complete the pre-event inspection unless an emergency situation arises.

### **Selectman Discussion**

The application was reviewed. Vice-Chairwoman Peabody asked the board members if they had any items for discussion. The Board reviewed the reports submitted by emergency service departments from 2017.

### **Health and Safety Checklists**

#### *Chief of Police*

- Written recommendations were submitted to the file: yes, additional signage as stated in the letter from the 2017 event.
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no

#### *Fire Chief*

- Written recommendations were submitted to the file: yes
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no

#### *Health Officer*

- Written recommendations were submitted to the file: yes, submitted this evening
- Were event requirements met in previous years: yes

- Will an advance deposit for services be required: no fees are required  
*Emergency Management Director*

- Written recommendations were submitted to the file: yes
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no fees are required.

The Board reviewed the following requirement criteria:

- h. The site is appropriate for the proposed use or structure: Yes
- i. The proposal is not detrimental, injurious, or offensive to the neighborhood: Yes
- j. There will not be undue nuisance or serious hazard to pedestrian or vehicular traffic: Yes
- k. Adequate and appropriate facilities will be provided to insure the proper operation of the proposed use or structure: Yes
- l. The site provides sufficient parking: Yes
- m. Adequate sanitation/toilet facilities and waste removal will be provided: Yes
- n. All other required licenses (such as alcohol and food service licenses) have been obtained: Yes, these licenses will be received prior to the issuance of the special event permit.
- h. Neither the property owner nor the organization has failed in the past to pay any detail fees associated with past special events. No, all fees have been received.

Criteria has been met with the conditions as noted:

- Food and alcohol licenses will be obtained before the final license will be distributed.
- No additional requirements were submitted this evening by the Police Department, conditions set forth by Fire Department (see letter), any additional conditions required by the health officer will be submitted during the pre-event inspection, no requirements were submitted by the Emergency Management Director.

**MOTION: "To approve the 2018 Boogie n Blues Festival Special Event License application with conditions as listed:**

- **The event will be held on August 17th, 18th, and 19, 2018**
- **Permitted hours of operation of the event are August 17th from 3:00 p.m. through 11:00 p.m. August 18th and 19th from 10:00 a.m. to 11:00 p.m.**
- **The hours allowed for set up are 8:00 a.m. to 10:00 p.m. and breakdown from 8:00 a.m. to 5:00 p.m.**
- **Pre-event inspection will be conducted by all emergency departments on July 31, 2018 at 6:00 p.m.**
- **Recommendations from the Emergency Department as specified in their letters.**
- **Food and alcohol licenses will be obtained before the final license will be distributed."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3– Yes, 0 – No**

6:58 p.m. Vice-Chairwoman Peabody closed the public hearing.

Selectman Benton re-joined the meeting.

*Update on Ambulance*

Chief DeFosses updated the Board on the status of the ambulance that is in need of new motor. He stated that the quote to fix the motor is about \$7,000. He his hoping to have the ambulance back in service soon.

*Town Clerk/Office Hour Changes*

TA Shepard informed the Board that the Town Clerk will be changing her office hours and will continue to work her regular hours on Tuesdays but will switch from Wednesday to Thursdays. A. St. Amour has asked to work Wednesdays rather than Fridays. TA Shepard stated that the office will have the same coverage with these changes. The Board agreed.

*Special Event Comment*

B. Benton re-stated that he has no intentions of changing the band hours for the Special Event and does not want to upset the neighbors with a later playing time than they are accustomed too.

B. Benton asked if he can apply for a multi-year license rather than a yearly license. Discussion followed. The BOS felt it was best to apply on a yearly basis. TA Shepard assured B. Benton that she would work on the Special Event Application and Abutter Notification and make some much needed improvements to the entire process.

**7:19 P.M. MOTION: "To adjourn."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary