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BOS Initial: MPVC
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TOWN OF THORNTON BOARD OF SELECTMEN

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Board of Selectmen Meeting Minutes February 28, 2018

ROLL CALL: Vice Chairwoman Marianne Peabody, Selectman Roy Sabourn, and Selectman John Gaites.

STAFF PRESENT: Town Administrator (TA) Debra Shepard

ABSENT: Chairman Paul-Hilliard and Selectman Brad Benton

1:06 P.M. Vice-Chairwoman Peabody opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:

TA Presents

NH Humane Society Annual Contract

TA Shepard presented the annual contract for the NH Humane Society for the Board's review.

MOTION: "To accept the 2018 Humane Society contract."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Intergovernmental Agreement

The Board reviewed the Intergovernmental Agreement for the Transfer Station. The attorney general's office has accepted the agreement after it was reviewed and accepted by the Towns of Campton and Ellsworth. The Town Clerk has signed the agreement and it is complete.

The Department of Justice reviewed the Fire Department Intergovernmental Agreement and did not approve as submitted. They made some recommendations on how the agreement should be worded relative to quorums. TA Shepard informed the Board that an addendum has been provided by the Town of Campton that corrects the issue raised by the DOJ.

to TC 3/15/18

MOTION: "To approve the amendment to the Campton/Thornton/Ellsworth Intergovernmental Fire Rescue Service Agreement."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Intent to Excavate

MOTION: "To approve a notice of Intent to Excavate for PID# 17/7-1, owner Sunset Rock, all property taxes are current."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

McKay Response from Attorney Mitchell

TA Shepard informed the Board that a response was received from Attorney Mitchell regarding the McKay compliance issue. A notice of hearing is scheduled for Monday, March 19, 2018 at 1:30 p.m. and Attorney Mitchell has suggested that a Selectman that is familiar with this issue attend the hearing. Selectman Sabourn agreed to attend this hearing.

Concerned Citizen Form follow up

In a previous meeting, TA Shepard discussed with the board a concerned citizen form received on a property relative to signage. B. Reagan and TA Shepard worked on this together to identify the property in questions as the PID on the original complaint was not accurate. B. Reagan took pictures of the property and TA Shepard sent a letter to the property owners. They have been given 30 days to remove the signs and bring this property into compliance.

HEB- Covered Bridge Update

TA Shepard informed the Board that she has been speaking with Chris Fournier at HEB regarding the bridge. Nancy Mayville at NHDOT has not released the approval from the State. TA Shepard informed C. Fournier that the Town will wait to advertise for bids specifications until after NHDOT submits their approval of the bridge plans. The Board discussed the project.

Special Event Licenses

The Board signed the Special Event licenses with conditional approvals for the White Mountain Boogie 'N Blues Festival and the Pemi-Valley Bluegrass Festival as discussed during the Public Hearing on February 19, 2018.

Town Hall Renovations

TA Shepard asked Bob Dumont for a contract that includes all areas of the bid specifications as advertised by Alba Architects. The Board reviewed the contract as well as potential addendums. The Board discussed the project. B. Dumont can begin the project within the next week or two and anticipates completion within four weeks. A certificate of insurance will be provided by Bob Dumont as well.

The Board agreed to amend the contract to reflect that the Town will remove all items from closets and cabinets and counters will be cleaned off before work begins.

MOTION: "To approve and sign the contract with Dumont Construction for the renovations to the town hall as amended to reflect that the Town will remove all items from closets and cabinets and counters will be cleaned off before work begins."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

1:40 p.m. NON-PUBLIC SESSION – RSA 91-A:3, II (b-hiring – Police Dept)

MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (b-hiring)."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Roll Call: Selectwoman Peabody – yes, Selectman Sabourn – yes, Selectman Gaites – yes.

Motion Passes: 3 – Yes, 0 – No

1:45 p.m. MOTION: "To come out of non-public session."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To make a conditional offer of employment to candidate # 1 for a full-time police officer position."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

1:45 p.m. PD 2019 Grants

Chief Miller informed the Board that the Police Department would like to apply for several 2019 grants to include a STEP grant, an impaired driving grant, a distracted driving grant, and an equipment grant.

The Board reviewed and discussed the grants. Most of the grants are for 50% match. Once the BOS gives approval for Chief Miller to apply for the grants, he will apply and if approved, will return to discuss the funds and purchases of each grant with the BOS at a future date.

MOTION: "To allow the Police Chief to apply for the 2019 STEP Grant, 2019 Impaired Driving Grant, 2019 Distracted Driving Grant, and 2019 Equipment Grant all from the NH Department of Safety."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

IMC Module

Chief Miller informed the Board that the IMC Modules are connected with the Town of Plymouth and software is in place.

2:00 p.m. Todd Baldwin – Chickenboro Road

Todd Baldwin met with the Board to discuss the proposed Chickenboro Road agreement with the Town. T. Baldwin believes that the last survey plan registered at the Registry shows that the property line is outside the apple trees. Sabourn Surveying completed an existing condition plan of the area. The Board reviewed the plans. Members of the BOS felt they needed more time to review this file and to visit the site. Mr. Baldwin will be placed on the BOS Agenda on the May 23, 2018 at 2:00 pm to continue this discussion.

Court Hearing Reminder

TA Shepard reminded the Board that a hearing is scheduled on March 8, 2018 at 1:30p.m. at Grafton County Superior Court relative to M. Mahmoud. J. Gaites will try to attend.

TA Shepard provided an update on Chairman Paul-Hilliard.

Highway Department Open Position/Job Description

TA Shepard stated that George Cheney has retired from the highway department position as the foreman/mechanic/heavy equipment operator. When the town had the job descriptions updated during the 2016 wage study, this job was not recreated because the plan was to have an assistant road agent. The new wage study included a job description for an equipment operator. TA Shepard and RA Kubik discussed the job descriptions that were created and compiled some changes to the highway worker description, heavy equipment operator (which is the position that needs to be filled), and the assistant road agent. The Board reviewed the job description changes. R. Sabourn asked if the highway department can perform flagging duties. TA Shepard stated that this is not currently one of their duties. TA Shepard stated that the job descriptions do include other duties as needed. TA Shepard will discuss flagging requirements with the Road Agent.

MOTION: “To approve the amended job descriptions for the Highway Worker, Heavy Equipment Operator and the Assistant Road Agent/Equipment Operator as recently amended by the Town Administrator and Road Agent.”

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

The Board agreed to start advertising for the vacant position in the highway department immediately. The Board agreed to establish a hiring committee and would like to include Chairman John Paul-Hilliard and the Town Administrator.

ACTION FOLDER

MOTION: "To approve the vendor manifest dated 3-2-2018 in the amount of \$206,440.64."

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the payroll manifest dated 3-2-2018 in the amount of \$26,945.93."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the welfare manifest dated 3-3-2018 in the amount of \$35.00."

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 2 – Yes, 0 – No

Abstained: M. Peabody

SELECTMEN COMMENTS

R. Sabourn stated that he has been conversing with John Paul-Hilliard and Road Agent Kubik regarding the culvert project for Millbrook Road and Hazelton Road. The engineers proposed design would not support heavy equipment such as a concrete truck or a loaded gravel truck. White Mountain National Forest is planning to do a timber harvest in Millbrook, Thornton Gore, and Tripoli Road areas in 2019. That harvest will affect Millbrook Road by having constant heavy traffic over the culvert. The proposed culvert would not be sufficient even without the use by the National Forest. R. Sabourn would like RA Kubik to contact Mr. Ballestero to discuss their concerns and some of their recommended solutions. The Board agreed to authorize Road Agent Kubik to contact Mr. Ballestero and to allow Selectman Sabourn and Selectman Paul-Hilliard to continue conversations regarding the culvert project.

3:25 p.m. MOTION: "To adjourn."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary