



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 10 30 13  
BOS Initial: BRB  
Rec'd by Town Clerk on: 31 OCT 13  
Town Clerk Initials: [Signature]

### Board of Selectmen Meeting Minutes October 16, 2013

3:45 P.M. Chairman B. Benton opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance.

**ROLL CALL:** Chairman Brad Benton, Vice-Chairman Roy Sabourn, Selectmen John Paul-Hilliard, and Selectman Steve Morton, Selectwoman Marianne Peabody, and ~~Selectman J. Paul-Hilliard~~ *SM*

**STAFF PRESENT:** Tammie A. Beaulieu, Town Administrator

#### PAYROLL MANIFEST

**MOTION:** "To accept the payroll manifest dated 10-18-2013 in the amount of \$18,831.83."

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Abstained: R. Sabourn

**MOTION** "To approve the ZCA permit #2013-24 PID 11-1-50 for James Glitch 10x20 Pole Shed as recommended by N. Decoteau."

Motion: S. Morton

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 5– Yes, 0 – No

#### VENDOR MANIFEST

**MOTION:** "To accept the vendor manifest dated 10-18-2013 in the amount of \$54,960.90."

Motion: M. Peabody

Seconded: S. Morton

Discussion: None.

Motion Passes: 3– Yes, 0 – No

Abstained: R. Sabourn, J. Paul-Hilliard

#### ZBA UPDATE

The ZBA held a meeting on October 15, 2013 to hear a request for variance for an allowed use, a sled dog excursion, on a residential property. It was determined that a special exception was required rather than a variance, the hearing was rescheduled to October 22 for a special exception application.

#### ACTION FOLDER

*Minutes Approval*

**MOTION:** "To approve the Board of Selectmen meeting minutes of 9-18-2013 as amended."

Motion: M. Peabody

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Abstained: S. Morton

**MOTION: “To withdraw funds from the Bridge Repairs and Maintenance Capital Reserve Account in the amount of \$14,270.58 for an invoice from HEB Engineers for services related to the Covered Bridge on Covered Bridge Road.”**

Motion: S. Morton

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 5– Yes, 0 – No

**MOTION “To accept and send the letter dated October 3, 2013 to Alba Architects LLP concerning Article 5 Section 5.6 of the contract between Alba Architects and the Town for the Police Department renovations project. The letter is relative to waiving further testing as required by the contract unless a need arises.”**

Motion: R. Sabourn

Seconded: S. Morton

Discussion: None.

Motion Passes: 5– Yes, 0 – No

#### **Forest Fire Warden Resignation**

The Board reviewed a letter of resignation from David Tobine for Forest Fire Warden Position. The Board discussed a recommendation for the open positions. J. Demeritt stated that within a few weeks, the fire commissioners should have a recommendation for the Selectboard to consider.

#### **Stumpage Values**

**MOTION “To accept the average stumpage value list from NH DRA for October 1, 2013 through March 31, 2014 and to use the median board footage value.”**

Motion: S. Morton

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 5– Yes, 0 – No

#### **AGENDA ITEMS:**

T. Beaulieu informed the board that Cindy Schofield sent out request packets in late August/early September for the departments to request CIP updates. T. Beaulieu requested that the deadline be extended from September 27 to allow department heads enough time to meet with the Selectboard and be prepared with their CIP requests.

#### **4:30 PM Highway Dept. 2014 CIP**

*Present: John Kubik, Road Agent*

J. Kubik stated that last year, he and the Selectboard rearranged his CIP requests to meet future needs of the department.

J. Kubik discussed small adjustments to the requests made during this process last year. J. Kubik agreed that he would not purchase the 10 wheeler in 2013. The 6 wheeler purchase for 2013 would be replaced with a vibratory roller and the 10 wheeler would be purchased in 2014.

T. Beaulieu stated that J. Kubik will need to complete a request to the CIP for this purchase.

The board discussed the current CIP requests. T. Beaulieu provided additional copies of the CIP request forms to J. Kubik.

J. Kubik agreed to complete the request forms and forward them to the Town Administrator for processing.

**5:00 Police Dept. 2014 CIP**

Chief Moller discussed CIP requests relating to updating laptops in cruisers, as well as other cost adjustments relative to equipment.

**5:15 Transfer Station 2014 CIP**

K. McGuire met with the Board to discuss CIP requests.

**5:45 Fire Dept. 2014 CIP**

Deputy Fire Chief Ian Halm discussed the need to purchase 30 air packs according to NFPA. R. Sabourn strongly disagreed with the need to purchase 30 air packs due to the number of firefighters employed by the Town and on a fire truck at each time. R. Sabourn agrees that each person on the truck needs to have an air pack.

I. Halm confirmed that the Fire Department is not planning to expend funds in 2013 for the air bottles, 2014 air bottles, defibrillator or the thermal imaging digital camera.

Discussion continued for 2015 CIP requests of replacing air packs, and the replacement of Engine 5 which is estimated at \$500,000 which is higher due to new NFPA requirements.

Fire station expansion plans were discussed for 2016. The Selectboard confirmed that the funds for the Fire Station building expansion would be included in the municipal building reserve fund as well as the funds needed for architectural review rather than as a Fire Department CIP request. The board discussed whether a not an expansion on the bays are necessary.

The board discussed the CIP requests for 2017 through 2023. The board thanked Ian for looking ahead and trying to plan for the department's future needs.

**6:00 Non-public session/ RSA 91-A: 3, II Fire Dept. (b – hiring,)**

**6:30 Non-public session/ RSA 91-A: 3, II Police Dept. & Selectmen's office reputation item**

**(a – personnel, b – hiring, c - reputation)**

**NON-PUBLIC SESSION**

**MOTION: "To enter non-public session under RSA 91-A: 3, II (a, b, and c)"**

Motion: R. Sabourn

Seconded: S. Morton

Roll Call Vote: M. Peabody – Yes      S. Morton – Yes      B. Benton – Yes

R. Sabourn – Yes      J. Paul-Hilliard – Yes

Discussion: None.

Motion Passes: 5 – Yes    0- No

**MOTION 6:40 P.M.: "To exit non-public session."**

Motion: S. Morton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes 0- No

**6:45 Kelly Bolger – PD Phase I renovation/addition update**

K. Bolger met with the Board to update them on the renovations project.

K. Bolger stated that the concrete is scheduled to be poured tomorrow and framing will take place as soon as the concrete is poured. Construction update meeting is scheduled for Friday morning at 9:00 a.m.

The Board discussed electrical issues that need to be addressed at the fire station as discussed at a previous meeting which are unrelated to the Phase 1 renovations currently taking place.

S. Morton recommended receiving additional quotes from three companies. K. Bolger agreed to obtain quotes and present them to the board.

**7: 00 P. M. NON-PUBLIC SESSION**

**MOTION: “To enter non-public session under RSA 91-A: 3, II (a, b, and c)”**

Motion: S. Morton

Seconded: M. Peabody

Roll Call Vote: M. Peabody – Yes S. Morton – Yes B. Benton – Yes

R. Sabourn – Yes J. Paul-Hilliard – Yes

Discussion: None.

Motion Passes: 5 – Yes 0- No

**MOTION 8:30 P.M.: “To exit non-public session.”**

Motion: S. Morton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes 0- No

**MOTION: “To hire Zachary Moylan as a part time patrol officer conditional on successfully passing the physical fitness exam.”**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes 0- No

**MOTION: “To accept the candidate as recommended by the Fire Commissioners for the Fire Chief position with a stipulated contract.”**

Motion: S. Morton

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 5 – Yes 0- No

**AVITAR REVALUATION**

The board discussed whether they need to bond the revaluation process. In 2009 the town completed a revaluation of property assessment. T. Beaulieu will research to determine if the town is required to bond this project.

M. Peabody confirmed with the Town Administrator that the one year assessor contract in the action folder is the regular contract that the town signs for assessing services. The board signed the contract.

**MOTION: “To accept the 2014 contract for a one year period with Avitar Associates of NE in the annual amount of \$12,875 (monthly 1,072.92).”**

Motion: S. Morton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes 0- No

#### **7:00 Town Admin & BOS 2014 CIP**

The board discussed future needs of the town.

T. Beaulieu stated that the roof, flooring, and painting were removed from the CIP plan last year due to the thought that the town hall addition would address the current roof problem. The board discussed and agreed that the roof should not have been removed and to include an estimated figure of \$30,000 for the cost of a new roof in the 2014 CIP until a quote can be received for a definite figure and to reassess the need for painting and flooring needs next year during the CIP process.

#### **TOWN ADMINISTRATOR PRESENTS**

##### *Tax Deeded Properties*

After final tax deeding, the following three properties were deeded 10-1-3-6, 13-5-4D3, and 17-17-10. The previous owner of 13-5-4D3 is scheduling a closing to repurchase the property in the amount of \$10,015.93 on Tuesday, October 22. Board of selectmen approved TA Beaulieu to close on the town owned property

##### *Audit Update*

T. Beaulieu informed the board that the 2012 Annual Audit is complete. Copies were provided to board members. The Town Clerk has also received a copy of the audit for the town records.

##### *Tax Sale*

The board had asked T. Beaulieu to research the need to have Lynn Wheeler complete paralegal work for properties available for tax sale. D. Mahurin offered to create a spreadsheet to record notices and dates to have an accurate record of the annual process. Attorney Spector-Morgan is reviewing the spreadsheet and will inform the selectmen where they stand on the four properties ready for sale.

T. Beaulieu updated the board that the Avery tax agreement is almost finished. The agreement will be signed once the final agreement is returned from town counsel.

##### *Vacant Positions*

T. Beaulieu stated that a letter of interest from Peter Hilton has been received for a vacant position on the Fire Commission as a result of an advertisement that was posted for vacant positions on the Capital Improvement Committee, Fire Commission, Conservation Commission and Zoning Board Alternate.

R. Sabourn stated that if P. Hilton has the time to donate to the Commission then he would be a welcomed addition. T. Beaulieu agreed to contact P. Hilton to inform him of the Fire Commission schedule and to confirm his interest in serving.

##### *Public Hearing for Special Events*

Two applications have been received for special events. The Selectboard were provided with copies of the applications for the 2014 Pemi Blue Grass festival and the 2014 White Mtn. Boogies & Blues for review in preparation of the November 6, 2013 public hearings.

*Cemetery Trustee Budget*

M. Conn contacted P. Holbrook to discuss the bottom line over expenditure of the cemetery trustee budget. N. Decoteau is working on a letter to the trustees to explain the process that is followed if a department, board, or commission expects to over expend their bottom line. R. Sabourn recommended forwarding a copy of the RSA's that govern the trustees with the letter as Phyllis Holbrook mentioned that she was looking for them during a previous conversation.

**SELECTMEN COMMENTS**

*Hazardous Waste Collection Day*

M. Peabody stated that a resident complained that they were not aware of hazardous collection day at the Transfer Station. M. Peabody recommended a bulletin board at the Transfer Station to inform residents of news related to the Transfer Station. The board discussed and agreed that a brightly colored sign by the road with the Hazardous Waste Collection date would be sufficient as an added attempt to inform residents.

*Association Request*

S. Morton stated that he received a request from an association to determine if the road needs to be paved in order for the town to accept a private road as a town road. The board agreed that the road construction standards need to be met, and the town needs to be petitioned at town meeting to accept the road. The final acceptance of the road needs to be approved by the Board of Selectmen and the Road Agent.

*Planning Board Ex-Officio*

T. Beaulieu stated that the time requirement for a first year selectman to be the ex-officio member to the Planning Board can be demanding. J. Paul-Hilliard agrees that he is struggling to fulfill his commitment due to missing meetings as a result of his work schedule. J. Paul-Hilliard does not want to strain the relationship between the boards but is finding it difficult to be a member of the Planning Board in addition to the Board of Selectmen.

The selectboard agreed that they are appreciative of the time that J. Paul-Hilliard can spend with the Planning Board, and they understand that his work schedule does not always allow him to attend every meeting.

**MOTION 9:21 P.M.: "To adjourn."**

Motion: R. Sabourn  
Seconded: M. Peabody  
Discussion: None.  
Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury  
Board Secretary  
Draft posted 10/23/2013

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**October 16, 2013**  
**3:45 PM**

3:45 Flag salute

Work session – (no public input)

Manifest  
Signature Folder  
Action Folder reviewed by Board for discussion later  
Mail Folder

Motion and sign the payroll and vendor manifest

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

4:30 PM Highway Dept. 2014 CIP  
5:00 Police Dept. 2014 CIP  
5:15 Transfer Station 2014 CIP  
5:45 Fire Dept. 2014 CIP  
6:00 Non-public session/ RSA 91-A: 3, II Fire Dept. (b – hiring,)  
6:30 Non-public session/ RSA 91-A: 3, II Police Dept.  
(a –personnel, b – hiring, c - reputation)  
6:45 Kelly Bolger – PD Phase I renovation/addition update  
7:00 Town Admin & BOS 2014 CIP

Town Administrator presents (no public input)

Action Folder (no public input)

Board of Selectmen Item Discussions (no public input)

**Public Forum (5 minute session per person)**

Other business or non-public issues as needed pursuant to RSA 91-A: 3, II

Residents may contact the Town Administrator to get placed on a future agenda.

\*The board may review decisions made during the meeting in public input, at the closing of the meeting, provided information that could result in an adjustment to a decision that was made during the meeting.

Board of Selectmen  
October 16, 2013  
SIGN IN SHEET (Please Print)

1	James Demeritt	26
2	Kelly Bolger	27
3	Pharm L. Dacus	28
4	Ann Marie Foote	29
5	Niles Downing	30
6	Brenda Bassett	31
7	Bill Cheney	32
8	Charles Wheeler	33
9	Mark Morgan	34
10	Ko [Signature]	35
11	Bad day to	36
12	John [Signature]	37
13		38
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