



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 11/13/2013  
BOS Initial: Bea  
Rec'd by Town Clerk on: 19 Nov 13  
Town Clerk Initials: ZC

### Board of Selectmen Meeting Minutes October 30, 2013

**12:15 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, Selectwoman Marianne Peabody Selectmen John Paul-Hilliard, and Selectman Steve Morton.

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

#### **1:00 P.M. ATTORNEY/CLIENT MEETING**

The board resumed the public meeting after meeting with Attorney Cairns.

#### **2:00 TOWN HALL RENOVATON PHASE 1 UPDATE**

*Present: Kelly Boldger, Stuart Anderson*

K. Boldger stated that S. Anderson asked the electrical engineer for a letter stating that the Town did not need to upgrade the electrical service. The electrical engineer did not feel comfortable putting that in writing; therefore K. Boldger and S. Anderson recommend moving forward with the electrical upgrade rather than omitting the upgrade as discussed at a previous meeting.

S. Anderson discussed placement of the electrical panels and the switch gear. K. Boldger stated that he has received two quotes and is going to request a third quote before presenting to the Town Administrator as stated in the procurement policy. T. Beaulieu explained that the space in the current selectmen's office/town clerk/tax collector area is occupied by 7 employees on a regular basis and removing any work space for the electrical upgrade would put the staff at a great disadvantage with the work area. The board viewed the area and the plans for electrical upgrade.

S. Anderson stated that there would be some credit balance for Alba's construction supervision services stated in the contract which will be available since Phase 2 was expected to be completed simultaneously

T. Beaulieu asked for an estimate of the credit for budgeting purposes for Phase 2.

K. Boldger discussed a letter drafted by N. Decoteau that addresses the Selectboard's previous decision to not require additional testing unless needed. K. Boldger stated that the letter indicates that he would be held liable for work that is performed without the inspections. The board discussed that it was not their intent to hold K. Boldger responsible, but that he would consult with the Selectboard to waive inspections. It was agreed by the selectmen to void the letter.

K. Boldger stated that the new Fire Chief has assumed his position and it has been a smooth and positive transition for the fire department.

The board discussed additional spacing issues and reconfiguring the interior hallway in the town hall to increase space. S. Morton discussed the inspection process of the concrete with K. Boldger and S. Anderson.

**MOTION: "To approve the (SK4) installation of electrical panels and closet to the right of the vestibule as proposed by the architects."**

Motion: R. Sabourn  
Seconded: S. Morton  
Discussion: None.  
Motion Passes: 5– Yes, 0 – No

### **CIP Update**

T. Beaulieu stated that K. Boldger informed her he would have the estimate for Phase 2 of the building project. The board discussed the anticipated cost for Phase 2 of the building renovations.

J. Demeritt mentioned that the CIP committee needs additional members. The Planning Board needs to appoint members to fill the vacancies but the planning board members are not interested in serving on the committee to the best of his knowledge. R. Sabourn would like to see Phase 2 funded from the CIP accounts in order to have the addition made for the following year. T. Beaulieu explained the process that would be followed if the board chose to ask the CIP to reallocate funds for the building project.

R. Sabourn believes that the building addition should be completed and a warrant article brought before the townspeople for a vote. S. Morton stated that the town is trying to stay level funded and funding the project through the CIP would aid the tax rate in staying constant. T. Beaulieu explained that this is the goal; however the Selectboard only has jurisdiction over the town rate, not the school rate. The school passed a larger budget this year that will increase the tax rate and the Selectmen have no control over this part of the tax rate.

T. Beaulieu had a phone conversation and suggested to Cindy Schofield that the CIP committee meet with the Planning Board to discuss the different CIP projects and include the Planning Board in the CIP process related to department requests as it is under the planning board's jurisdiction not the selectmen.

The board agreed that they would like the CIP Committee to try to keep the \$270,000 funding level for annual reserve requests and with the decision to place an article on the 2014 warrant requesting \$170,000 from general taxation to fund Phase II of the addition for town hall. That leaves 110,000 to fund the capital reserve requests on the 2014 warrant. They do not believe that some of the department's requests for CIP funding are necessary. R. Sabourn recommended asking the CIP to consider remove one of the two year allocations of funding for the air packs for the fire department, replace the \$220,000 fire station addition with \$50,000 to install two new garage doors and to leave the engine 5 replacement in program for now but stipulate that the voters will need an explanation as to why the town needs to replace this engine.

T. Beaulieu confirmed that the board wants to suggest level funding the CIP reserves and including a warrant article for \$170,000 this year to be included with capital reserve funds available for 2014, using surplus from last year and current municipal reserve funds for the funding of Phase 2. The Selectboard would like to see only \$100,000 to \$110,000 in reserve items for this coming year or back-up reserves in

case Phase 2 does not pass town vote. The Selectman would like to let the Planning Board and CIP committee know that they do not support the new fire department CIP requests (the amount of air packs, the building renovations, replacement of Engine 5) without verification of need and suggest investigating the need for these items alongside other boards/committees. The Selectboard agreed.

#### **NON-PUBLIC SESSION**

**MOTION: "To enter non-public session under RSA 91-A: 3, II (a 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 4:33 P.M.: "To exit non-public session."**

Motion: S. Morton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes    0- No

#### **WELFARE MANIFEST**

**MOTION: "To accept the welfare manifest dated 11-2-2013 in the amount of \$954.26."**

Motion: S. Morton

Seconded: J. Paul- Hilliard

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Abstained: M. Peabody

#### **PAYROLL MANIFEST**

**MOTION: "To accept the payroll manifest dated 11-1-2013 in the amount of \$19,230.11."**

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Abstained: J. Paul-Hilliard

#### **VENDOR MANIFEST**

**MOTION: "To accept the vendor manifest dated 11-1-2013 in the amount of \$187,624.48."**

Motion: S. Morton

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Abstained: M. Peabody

#### **ACTION FOLDER**

**MOTION "To approve an Intent to Cut for PID 7 lot 2-7/11, 7 acre lot on Waterthorne for James W. Powers Inc."**

Motion: R. Sabourn

Seconded: S. Morton

Discussion: None.

Motion Passes: 5– Yes, 0 – No

Signature File:



plan as the application is pending. The board agreed that the owner must also provide a letter stating that he will remove the mobile home once the house is built.

#### **Letter from DES re Shooting Range**

B. Benton stated that the NHDES has sent a response letter to the Town informing that the Town needs to hire a consulting firm and establish a remedial action plan. T. Beaulieu forwarded this information to Chief Moller and she is working with S. Morton to address this issue.

#### **Permissible Fireworks**

Dave Rivers sent an email relative to the fireworks ordinance. D. Rivers stated that the previous fire Chief did not agree that Thornton allowed permission for fireworks. T. Beaulieu has sent a request to the Fire Marshall to confirm the date that Thornton allowed fireworks with permission of the fire chief. D. Rivers would like to have the fireworks ordinance updated once the Fire Marshall provides additional information. The board agreed that once the information is received they will schedule the item on the agenda for discussion.

#### **Cemetery Budget Letter**

The board agreed to sign and send the letter.

#### **Primex – Workers Compensation**

The board agreed that they would agree to an annual contract rather than a multi-year contract.

#### **Library Trustee**

The Library Trustees recommend appointing Carolyn Piantedosi as an alternate member of the Library Trustees.

**MOTION: “To appoint Carolyn Piantedosi as a Library Trustee for a one year term.”**

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

#### **Northpointe Road Paving**

Road Agent Kubik stated in a letter that Northpointe Road is not a good candidate for paving work this year as previously discussed in a selectmen’s meeting. T. Beaulieu had requested John Kubik to create a record of the issues on Northpointe Road and to send an update to the Board to inform them of his decision to pave a portion of Millbrook Road instead.

#### **TOWN ADMINISTRATOR PRESENTS**

##### **Computer Update**

T. Beaulieu informed the Board that the Town computers are now working with the Cloud. The software is not as compatible as expected but the service providers are working to fix the problem and she will keep them informed.

##### **Fire Commissioner Position**

The board agreed that there is no concern if a person is interested in serving on the Fire Commission if they have a relative who is a volunteer firefighter since the Fire Chief is the direct supervisor of the firefighters and not the commissioners.

M. Peabody stated that there is another individual interested in submitting a letter of intent for the vacant Fire Commissioner position and recommends waiting until the next meeting to appoint a new Fire Commissioner.

R. Sabourn stated that there has not been another letter of interested submitted to date and recommends appointing P. Hilton.

**MOTION: “To appoint Peter Hilton as a Fire Commissioner to fill the vacant fire commissioner position.”**

Motion: R. Sabourn

Seconded: S. Morton

Discussion: R. Sabourn stated that P. Hilton has worked with the town before to assist with the building project and has a good reputation. M. Peabody and J. Paul-Hilliard would like to keep the opportunity open for a few more weeks before appointing anyone.

Motion Failed: 2 – Yes 3- No

J. Paul Hilliard stated that he does not know one of the candidates for the new commissioner position and would like the opportunity to meet the candidates before he votes to appoint.

T. Beaulieu suggested that any candidates interested in the fire commission position can meet the Selectboard at their next meeting, before being appointed. The board agreed.

**Health Insurance Rate Update**

T. Beaulieu presented the Guaranteed Maximum Rate of 7.5% from HealthTrust for health insurance and dental rates will remain the same in 2014.

**Holiday Contribution for 2012**

T. Beaulieu stated that they will be receiving another holiday contribution for 2012 from NHLGC.

**Tax Mapping**

Cartographics will be attending the next meeting to discuss a new tax mapping option.

**Town Report Reminder**

T. Beaulieu reminded the Board that the annual town report for the Board of Selectmen will be due after the first of January. It was agreed that Selectmen Benton will prepare the report for the board.

**State Surplus items for Sale**

Chief Moller sent the following items to state surplus for sale through auction: four good-year tires, five boxes of interior wiring for cruisers, two external antennas, two Whalen light bars, and miscellaneous mounting brackets.

**HB 522**

T. Beaulieu informed the board that no meeting is required to sign manifests as long as there is not three or more board members signing at the same time. The board agreed that they will continue their current process and only use this option in an emergency.

**Property Tax Agreement**

The board reviewed the tax agreement for PID 10-7-7 and signed approval of the agreement.

## **SELECTMEN COMMENTS**

### *Veterans Memorial*

M. Peabody asked for clarification as to a need for a committee to improve the Veteran's memorial. The Board agreed that the beautification committee would be the best committee to work on this task.

### *2013 Christmas Tree Lighting*

M. Peabody set a date of December 11, 2013. The Board agreed that the tree should be lit at 4:30 prior to the Board of Selectmen's meeting. The committee will create an advertisement to include on the website.

### *Parking Concern Update*

S. Morton met with the Forest Service District Ranger to discuss the parking issues at the Welch/Dickey trailhead parking lot on Orris Road. The district ranger agrees to discuss the complaints and to determine if there is a safety hazard. S. Morton is drafting a letter of concern to forward to the District Ranger to see if the Town and the Forest Service can work cooperatively to come to a solution to any of the traffic and parking problems.

### *Holiday Gathering*

R. Sabourn asked if they were scheduling a Christmas gathering for the employees this year. After discussion of various options, the board agreed that T. Beaulieu should look around and present their options according to the amount they can spend.

## **PUBLIC INPUT**

J. Demeritt stated that he noticed the last minutes of the Fire Commissioners that are located in the binder at the town hall are dated December of 2012. The Commissioners send them to the Town Clerk, and the Town Clerk should post them in the binder. The Board confirmed that their staff files the copies of the Selectmen minutes in the binder in the hall and confirmed that Mr. Demeritt should do the same for the commissioners.

### **MOTION 5:50 P.M.: "To adjourn."**

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

Respectfully submitted,

Jessi Fleury  
Board Secretary  
Draft posted 11/6/2013

Board of Selectmen  
October 30, 2013  
SIGN IN SHEET (Please Print)

- 1 *J. J. Bennett* *76 Tucker Rd.*
- 2 *Matt Quinn* *Town Counsel*
- 3 *Kevin J. Anderson* *Alra Architects.*
- 4 *Kelly M. Bolger*
- 5 *BURH BURBANK*
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**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**October 30, 2013**  
**12:00 PM (Noon)**

12:00 PM 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)

1:00 PM Attorney/Client meeting

1:45 Kelly Bolger- PD Phase I update

2:00 Fire Commissioner Chair introduces the new Fire Chief

2:45 CIP update- Jim Demeritt

3:00 Non-public session pursuant to RSA 91-A: 3, II (c=reputation)

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.