



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on: 1 8 14
BOS Initial: BRB
Rec'd by Town Clerk on: 9-Jan-14
Town Clerk Initials: JC

**Board of Selectmen Public Meeting Minutes
December 23, 2013**

12:00 P.M. Chairman B. Benton opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance.

ROLL CALL: Chairman Brad Benton, Selectwoman Marianne Peabody, Selectmen John Paul-Hilliard, and Selectman Steve Morton.

ABSENT: Vice-Chairman Roy Sabourn

STAFF PRESENT: Tammie A. Beaulieu, Town Administrator; Jessi Fleury, Board Secretary

ACTION FOLDER

MOTION: "To approve an Intent to Cut for Edward Elmer, General Partner, PID 6-12-9C and 9-50. J. Eames, Forrester using the high estimates on the Intent to Cut, if the limits are reached he will write a supplemental Intent to Cut."

Motion: S. Morton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4– Yes, 0 – No

Minutes Approval

MOTION: "To approve the Board of Selectmen public minutes of 12/13/2013 as submitted."

Motion: S. Morton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 Yes, 0 – No

MOTION: "To grant the request received by the Trustee of Trust Funds to withdraw funds from the NH Deposit Investment Pool account for landfill closure in the amount of \$51.29."

Motion: J. Paul-Hilliard
Seconded: S. Morton
Discussion: S. Morton explained that the \$51.29 is Thornton's percentage of the balance that was due.
Motion Passes: 4– Yes, 0 – No

MOTION: “To void the request received by the Trustee of Trust Funds on December 11, 2013 referenced as invoice # 25093, to withdraw funds from the Capital Reserve Bridge Repairs and Maintenance account for payment to HEB Engineers in the amount of \$15,202.22.”

Motion: J. Paul-Hilliard

Seconded: S. Morton

Discussion: The amount that was originally requested, \$15, 202.22 was the total cost amount for the service, and did not reflect the actual amount owed of \$3,268.92.

Motion Passes: 4– Yes, 0 – No

MOTION: “To grant the request received by the Trustee of Trust Funds to withdraw funds from the Capital Reserve Bridge Repairs and Maintenance account for payment to HEB Engineers in the amount of \$3,778.32 which includes the \$3,268.92 owed for services and \$509.40 for the wetland permit application.”

Motion: J. Paul-Hilliard

Seconded: S. Morton

Discussion: None.

Motion Passes: 4– Yes, 0 – No

T. Beaulieu informed the board that the NHDES wetland application permit was received from HEB Engineers. The chairman signed all five copies of the permit application.

Millbrook Covered Bridge Update

The board discussed a letter received from NHDOT regarding the need for HEB to provide additional information (action folder) T. Beaulieu spoke with C. Fournier earlier regarding the needed revisions to the engineering plans. C. Fournier confirmed that he is working on the revisions and he will update the board once the plans are revised.

MOTION: “To accept the plans from HEB transmittal for the NHDES wetland application permit applications dated December 19, 2013 on Millbrook Covered Bridge project #2012-072

Motioned: S. Morton

Seconded: J. Paul-Hilliard

Discussion: None.

Motion passes: 4 – Yes, 0 - No

DOT Speed limit Rte.3

The board reviewed a letter from DOT regarding changing speed limit signs on Route 3. Chief Moller agrees with lowering the speed limit for the higher residential area if the study shows a need. The board agreed that if the Chief believes it is warranted, the Selectboard supports her viewpoint.

Todd Baldwin-Chickenboro Rd (additional information emailed).

The board discussed an email from Nancy Decoteau that references the phone conversation she originally had with T. Baldwin and additional information he called to report the day after the board’s last meeting which he was an agenda item. The board agreed that they had not viewed the site yet and would like to view the site before responding. S. Morton stated that the map that T. Baldwin provided at the previous Board meeting was a previously registered subdivision map. The board agreed that the map was a subdivision map and not a road survey. S. Morton agreed that any additional details to be considered that are not on the map would have to be provided by the surveyor, John March, whom created the map that T. Baldwin provided. S. Morton suggested asking J. March if he could attend a site visit. T. Beaulieu offered to send an email to T. Baldwin to see if he has a book and page reference for the plan that was referenced during the previous board meeting. The selectmen did not feel it necessary as the reference is on line at the Grafton County registry.

TOWN ADMINISTRATOR PRESENTS

Lease – Copier

T. Beaulieu returned with the lease cost estimates on a new photo copier as requested at the board's previous meeting. The Board reviewed the new figures and T. Beaulieu read the email from WB Mason for a Sharp MX3 115 Color. The board discussed their options to lease on a monthly basis which would still include a maintenance contract. The board discussed the option of purchasing the new copier. Selectman Morton asked T. Beaulieu what her original recommendation was for the copier. T. Beaulieu confirmed that she requested purchasing the copier rather than leasing to save interest costs and to purchase with 2013 funds.. After further conversation the board agreed that they would purchase the copier out of 2013 budget and that would save interest costs on the lease option.

MOTION “To purchase the Sharp MX3 115 Color Copier as discussed.”

Motioned: S. Morton
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4 - Yes, 0 - No

VENDOR USE OF TOWN BUILDINGS

T. Beaulieu informed the board that a vendor was concerned that they are not allowed to use the garage to work on their personal vehicle that they use for snow removal for the town. T. Beaulieu has checked with the town insurance agency to see if the insurance could cover this liability. The insurance company verified that employee and vendor use of the town garage is not covered under the town's liability insurance.

MOTION: “Due to insurance and liability issues, the town does not allow subcontractor or any private vehicle be serviced in the Town Garage or Town Buildings.”

Motioned: S. Morton
Seconded: M. Peabody
Discussion: The board discussed the liability of vehicles on town property in general.
Motion Passed: 4-0

12:45 PM KELLY BOLGER – CLERK OF WORKS - Update Phase I & II Contract

Present: Kelly Bolger, Stuart Anderson

K. Bolger updated the Board that the phase I renovations are about 80 % complete with sanding, dry walling and taping to be completed today. K. Bolger stated that the project is currently \$2,006 under budget as of today. The change order for electrical panels will be discussed at the weekly meeting on Friday.

K. Bolger mentioned S. Morton's concern with the height of the front step of the Police Department and discussed options for the front step of the police station. He does not have a cost estimate on the ramp yet. The original ramp was proposed to be made of asphalt and the step was to be graded. The landscaping was deducted to save funds. S. Anderson explained that an interim solution can be made until a more permanent change can be made in the spring. CCI will provide a price for the ramp and the temporary solution. The board discussed handicap access. Chief Moller agreed that the handicap accessibility can be met through the town office until the spring and the emergency phone is in working order as well.

The board agreed to include this cost as an encumbrance to the town highway department for the estimated \$2,000 for the handicap accessible ramp and front step improvements. The board will also encumber \$70,000.00 from the capital outlay budget for the remainder of the renovation project.

Phase II

K. Bolger presented the estimate of \$487,612 for Phase II from CCI with an approximately \$50,000 available in deducts. This includes a saving of about \$25,000 if they scale back the air conditioning unit. This amount does not include the new roof on the existing town hall building or the clerk of works fees. The board discussed the amount of \$525,000 as a bond request for town meeting.

The board discussed possible deducts from Phase II. T. Beaulieu asked the Board to confirm the figure they decide to bond for phase II as time is limited to meet all time requirements for a bonding project over \$100,000. Currently the figure discussed with the bank was \$525,000.

K. Bolger informed the board that there are some interior doors from Phase I-PD project that are not needed and would like to know if they should be stored or disposed of. Sabourn Electrical is pricing out the generator as discussed previously.

Chief Moller presented a modified request for a cell bench, since this option is more cost effective than the option presented at the previous meeting. Chief Moller discussed the benefits of having a place to sit in the holding cell. She also explained that the bench from the previous holding cell cannot be reused since it was attached to the wall and had to be destroyed when it was removed. The board reviewed the two bench options presented. The board agreed that they should try to purchase the wider bench as long as it meets ADA requirements, and if not, they will purchase the smaller bench.

MOTION “To spend the \$457.80 to purchase a bench for the holding cell from the Police Department 2013 budget.”

Motioned: S. Morton
Seconded: J. Paul- Hilliard
Discussion: None.
Motion Passed: 4 – Yes, 0 - No

MOTION 1:35 PM “To enter nonpublic session under RSA 91-A:3, II (c, e).

Motion: S. Morton
Seconded: J. Paul-Hilliard
Discussion: None.
Roll Call: B. Benton – Yes, S. Morton – Yes
Paul-Hilliard – Yes M. Peabody – Yes
Motion Passes: 4 – Yes, 0 - No

MOTION 2:15 P.M.: “To exit non-public session.”

Motion: S. Morton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4– Yes, 0 – No

MOTION: “To approve the welfare manifest for check date 12-30-13 in the amount of \$1,700.”

Motion: S. Morton
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4– Yes, 0 – No Abstained: Marianne Peabody

NH Beautiful Grant \$2,860.00 -Transfer Station

Discussion ensued on the grant that was approved to offset the cost for the transfer station compactor.

1:15 PM ACCEPTANCE OF TRANSFER STATION – NH THE BEAUTIFUL GRANT \$2,860.00

MOTION: “To approve the NH the Beautiful Grant in the amount of \$2,860.00.”

Motion: M. Peabody
Seconded: S. Morton
Discussion: None.
Motion Passes: 4– Yes, 0 – No

1:30 PM ELVIRA POPE – STATE FORM

Ms. Pope explained that she has to submit a form to the State of NH that verifies their car sales business still meets zoning requirements of the Town. The state typically sends the form to the Board of Selectmen to confirm that the car lot business still meets the town zoning requirements. The board discussed the request. E. Pope stated that the only change that will be made is to the name of the business, there will be no change for the use for the property. T. Beaulieu recommended that the board have some documentation on file that shows this lot is grandfathered. J. Demeritt agreed that there are records that confirm the grandfathered lot status and that the business has been in place for at least 50 years.

TOWN ADMINISTRATOR PRESENTS Continued

Tax Deeded Properties

T. Beaulieu stated that the following tax deeded properties have been advertised as requested:

- PID 2-3-1 Thornton Gore Road
- PID 11-1-153 Mountain View Drive
- PID 16-7-48 Lot #7 Bear Ridge Road
- PID 10-1-3-3 Birch Bend Drive

T. Beaulieu informed the selectmen that packets of tax deeded property information and requirements are available for interested parties.

Unused Vacation Time Request

The board discussed a request from Chief Moller to have an additional 7 hours of vacation time carry forward to 2014. Chief Moller did not have to ability to use her accrued vacation time due to staffing situations throughout the year. The board discussed the short-staffing situations in the police department over the previous years.

MOTION “To allow Chief Moller to carry 7 hours of vacation time in addition to the allowed one week of time to the 2014 year.”

Motioned: M. Peabody
Second: John Paul-Hilliard
Discussion: None.
Motion Passes: 4 – Yes, 0 - No

Northway Bank Bond

T. Beaulieu met with Sue Hunt from Northway Bank to discuss the \$525,000 bond options for Phase II of the Town Hall Renovation proposal. The board discussed the option of having a bond hearing on January 27, 2014 at 6:00PM and then a joint meeting at 7:30PM for a Joint Board Meeting at Campton Town Hall to discuss the Transfer Station and Fire Department annual budget.

The board agreed that they would hold the bond hearing at the Thornton Town Hall on January 27, 2014 at 6:00 PM and then travel to Campton for the joint meeting.

CONCERNED CITIZEN

T. Beaulieu informed the board that B. Hatcher submitted a concerned citizen form regarding an abandoned car in the middle of a field. The police department forwarded this concern to the Board of Selectmen as a code enforcement issue. T. Beaulieu asked if the Board of Selectmen could designate a selectperson to look into the code enforcement concerns as they are received.

MOTION “To designate Selectmen Morton as code enforcement designee to investigate on behalf of the Board of Selectmen.”

Motioned: M. Peabody
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4 – Yes, 0 - No.

Steve Morton accepted the nomination.

LIABILITY INSURANCE RATE QUOTES

T. Beaulieu presented quotes for liability insurance for 2014-2015.

- Primex 29,004 quote minus 1800 if agreed before January
- NHPLT 23,465 quoted amount 2014-2015 policy year.

T. Beaulieu expressed uncertainty with a modification factor that is to be applied through NHPLT as she is not sure what that modified factor will be since it will be determined based on usage of insurance. The Board agreed to stay with NHPLT for 2014-2015 and consider a change in the 2015 budget year.

SELECTMEN PRESENTS

J. Paul-Hilliard informed the board that he attended funeral services for Executive Councilman Ray Burton and he expressed the condolences on behalf of the Thornton Selectboard.

S. Morton informed the board that N. Decoteau spoke with J. Warren regarding the camping cabins at Pemi-Valley Campground. She informed Mr. Warren that they need to comply with the flood plain ordinance as stated in the Planning Board notice of decision dated June 20, 2013.

1:45 PM 2013 ENCUMBRANCE LIST

- Sabourn Electric - \$2,550 for the 2013 FD Generator Project
- CCI Contract/Clerk of Works - \$70,176 for the 2013 PD Phase I Addition
- Town Highway Department - \$2,000 for the 2013 Phase I – PD New Entry

MOTION: “To accept the 2013 encumbrance list in the total amount of \$74,726 dated 12/23/2013.”

Motioned: J. Paul-Hilliard
Seconded: M. Peabody
Discussion: None
Motion Passes: 4-0

Manifests

MOTION: “To approve the payroll manifest dated 12/29/13 in the amount of \$18,791.01.”

Motion: M. Peabody
Seconded: S. Morton
Discussion: None.
Motion Passes: 3– Yes, 0 – No

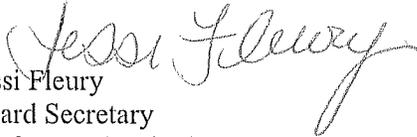
MOTION: “To approve the vendor manifest dated 12/29/13 in the revised amount of \$308,512.20 with the addition of the EFTPS tax manifest of \$5,233.92, for a total vendor manifest amount of 313,746.12.”

Motion: S. Morton
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 3– Yes, 0 – No Abstained: M. Peabody

MOTION 3:03 P.M.: "To adjourn."

Motion: S. Morton
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,


Jessi Fleury
Board Secretary
Draft posted 12/26/2013

TOWN OF THORNTON
Selectmen's Agenda
Monday, December 23, 2013
12:00 PM (Noon)

12:00 PM Pledge of Allegiance

Work session – (no public input)

Manifest
Motion/Signature Folder
Action Folder reviewed by Board for discussion later
Zoning Enforcement File
Mail Folder

Motion and sign the payroll and vendor manifest

Agenda Items:

12:45	Kelly Bolger-Clerk of Works update Phase I & Phase II contract
1:00	Non-public session pursuant to RSA 91-A: 3, II (a-personnel, c- reputation) transfer station & welfare manifest
1:15	Acceptance of Transfer Station –NH the Beautiful grant \$2,860.00
1:30	Elvira Pope – State form needs BOS signature
1:45	2013 Encumbrance List

TA presents
Selectmen presents

Public input (5 minute)

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

Meeting Date: December 23, 2013

Sign In Sheet

PLEASE PRINT YOUR NAME AND ADDRESS.

Thank you!

1. *JAMES DEMERITT 76 FADDEN*
2. *Steve Anderson Alan Anderson.*
3. _____
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