



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 1 22 14

BOS Initial: BRB

Rec'd by Town Clerk on: J

Board of Selectmen Public Meeting Minutes January 8, 2014

5:00 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; Jessi Fleury, Board Secretary

TAX COLLECTOR – 2014 BUDGET

Present: Desiree Mahurin

D. Mahurin discussed the proposed 2014 tax collector budget. T. Beaulieu informed D. Mahurin that the board had previously agreed that they would like to form a subcommittee to discuss the reorganization of the town clerk/tax collector office positions. The subcommittee would consist of Tammie Beaulieu, Marianne Peabody, Steve Morton, Desiree Mahurin and Lou Klotz. The board agreed that the committee would meet on January 15, 2014 at 8:30 a.m.

D. Mahurin explained that she estimated the potential costs involved with the separation of the town clerk and tax collector position. T. Beaulieu agreed that she will include D. Mahurin's additional comments to the budget lines to clarify the needed increase in some of the budget lines.

T. Beaulieu and D. Mahurin explained frustration with the cloud system and its incompatibility with the other town software programs. The board agreed to seek options from Certified to use a network system in place of the current cloud system.

PERMISSIBLE FIREWORKS

Present: D. Rivers, Chief Defosses, Chief Moller

T. Beaulieu informed the board that the Fire Chief and Police Chief provided feedback regarding a possible fireworks ordinance that was proposed by D. Rivers. The Fire and Police Chiefs were encouraged to attend the meeting to discuss their thoughts further.

Chief Defosses explained that the Fire Department can only enforce commercial grade fireworks. S. Morton asked if the Fire Department has approved residential firework requests in the past. Chief Defosses was unaware that permitting consumer grade fireworks was a responsibility of the Fire Department and has not provided any personal permits. He explained that surrounding Fire Departments recommend having a permit requirement for commercial firework displays, rather than requiring a permit for personal use of fireworks. Chief Defosses is personally in favor of a ban on all residential fireworks due to his research relative to the number of personal injuries incurred through their use.

The board was unanimous in their thoughts that the use of residential fireworks is a personal rights issue, as well as a safety issue, and a proposed ban or limitation of use should be decided by the public body by vote, not by the Board of Selectmen.

Chief Moller explained that if the board decides to enforce a permit process for fireworks then an ordinance is needed to enforce it.

R. Sabourn suggested changing Thornton's classification to Permissible- No restrictions to better reflect the town's current position. He encouraged D. Rivers to submit a warrant article to move forward with an ordinance at town meeting to require a permit for consumer grade fireworks if that was his wish. S. Morton agreed that a petitioned article could be an option to determine if residents would like to have this type of limitation on consumer-grade fireworks.

MOTION "To reclassify Thornton's position on fireworks as" permissible with no restrictions" and to notice the state Fire Marshall of their decision."

Motioned: S. Morton
Seconded: J. Paul-Hilliard
Discussion: None
Motion Passed: 5 - Yes, No - 0

KELLY BOLGER – CLERK OF WORKS - Update Phase I & II Contract

Present: Keller Bolger

K. Bolger informed the board that the Phase I renovations should be complete in about two weeks. K. Bolger has previously assumed that the portable generator in the Campton fire station could be used by Thornton as a back-up power source for the Thornton fire station; however he has been informed that it does not belong to Campton. Thornton will need a small generator to operate the boiler, two overhead doors and a few lights once the fire station is disconnected from the existing automatic generator. The board discussed the type of generator that would be best for the town until a grant can be accomplished for a larger automatic generator.

K. Bolger is in the process of meeting to discuss the cleaning construction costs. K. Bolger will provide additional costs to the Town Administrator for the 2014 maintenance of town buildings budget for the flooring, cleaning, and the generator. K. Bolger also asked that the Board of Selectmen agree to do a performance walk-through with him once the project is complete and prior to the Police Department moving into the new area. The board agreed.

EMERGENCY MANAGEMENT DIRECTOR – 2014 BUDGET

Present: Tom Powers

T. Powers met with the board to discuss the proposed 2014 budget for Emergency Management. The budget was level funded. The board agreed with the request.

POLICE DEPARTMENT – 2014 BUDGET

Chief Moller met with the board to discuss the proposed 2014 police department budget. T. Beaulieu explained that the wage budget lines presented are as recommended by the Chief and include merit step, but do not include COLA increases. The Selectboard and Chief Moller made reductions to some budget lines.

NON PUBLIC SESSION

Present: Chief Moller

MOTION 7:40 PM “To enter nonpublic session under RSA 91-A:3, II (a, c).

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.
Roll Call: B. Benton – Yes, S. Morton – Yes
R. Sabourn – Yes Paul-Hilliard – Yes M. Peabody – Yes
Motion Passes: 5 – Yes, 0 - No

MOTION 8:14 P.M.: “To exit non-public session.”

Motion: S. Morton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5– Yes, 0 – No

MOTION: “To approve the welfare manifest for check date 1-11-14 in the amount of \$443.00”

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

8:20 PM HIGHWAY DEPARTMENT – 2014 BUDGET

Road Agent Kubik met with the board to discuss the proposed 2014 Highway Department Budget. The board reviewed the budget lines. J. Kubik recommended creating a road list in a format that will make it easier to track and prioritize town road needs. He also suggested purchasing road software that would serve as a database for the town roads.

The board agreed to accept his budget recommendations.

8:50 PM PLANNING BOARD – 2014 BUDGET

Present: Nancy Decoteau, Assistant; Tyler Phillips, Planning Board Chairman

T. Phillips presented the proposed planning board budget for 2014.

The board discussed concerns relating to the ex-officio position for the Planning Board. Concerns included the liability of the board member, as well as the time pressure that this position puts on a new Selectboard member. The board discussed having an administrative employee, Nancy Decoteau, serve as the ex-officio member designated by the Board of Selectmen rather than a Board member.

T. Phillips expressed concern that N. Decoteau would no longer work for the Planning Board in the same capacity as she does at this time. He also explained that he does not feel the funds that are included in the proposed budget would be sufficient if they were to hire a part time planner for the hours that would be needed. The board agreed that it is their goal to hire a professional planner on a part time basis that can meet the needs of the Planning Board. The board also explained that N. Decoteau will be available during the transition process and the office staff will still be able to assist residents with basic information and access to Planning Board applications.

T. Phillips also expressed enforcement of the zoning regulations as mentioned by some of the Planning Board members. The board discussed the enforcement that they currently do and the steps in place to prevent future violations of zoning regulations. The Selectboard encouraged the Planning Board members

to attend the Selectboard meetings as many enforcement issues arise and are discussed and acted upon by the Board.

ZONING BOARD – 2014 BUDGET

J. Demeritt expressed that the Zoning Board had concerns of the enforcement of the zoning regulations as well. T. Beaulieu provided J. Demeritt with a copy of the latest compliance enforcement taken by the Selectboard. The board discussed the zoning board budget as presented by J. Demeritt and agreed with the proposed budget as presented.

ZONING COMPLIANCE AND BUILDING BUDGET

The board reviewed the zoning compliance and building budget as proposed by N. Decoteau. The board agreed with the proposed budget.

TOWN ADMINISTRATOR PRESENTS

CIP – Draft Warrant Review

T. Beaulieu presented the draft of the warrant. The board reviewed the draft and current warrant articles.

ACTION FOLDER

Manifests

MOTION: “To approve the vendor manifest dated 1/10/2014 in the amount of \$461,233.80.”

Motion: J. Paul-Hilliard

Seconded: S. Morton

Discussion: None.

Motion Passes: 3– Yes, 0 – No

Abstained: M. Peabody and Roy Sabourn

MOTION: “To approve the payroll manifest dated 12/29/13 in the amount of \$19,902.19 for both 2013 and 2014 payroll. The total motioned is accurate and does not reflect the balance at the bottom of the manifest as this is a split payroll for the end of 2013 and beginning of 2014.”

Motion: M. Peabody

Seconded: S. Morton

Discussion: None.

Motion Passes: 3– Yes, 0 – No

Abstained: R. Sabourn and J. Paul-Hilliard

MOTION: “To approve the withdrawal of \$1,500.00 from the Hubbard Brook scholarship account as requested by the Treasurer.”

Motion: S. Morton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5– Yes, 0 – No

MOTION: “To grant the request received by the Trustee of Trust Funds to withdraw funds from the Bridge and Maintenance Repair capital reserve account for professional services provided by HEB in the amount of \$4,928.52.”

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 approve Intent to cut for Richard Prugh for PID 1-1-1”

Motioned: R. Sabourn

Seconded: M. Peabody

Discussion: S. Morton noted that the logger wrote the footages down incorrectly and the board should assume that there is 12 thousand board feet rather than 12 million as the decimal was in the incorrect area.

Motion Passed: 5 – Yes, 0 - No

MOTION: “To approve the intent to cut for PID 3-7-3 for Roy Sabourn.”

Motioned: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None

Motion Passed: 4-0 Abstained: R. Sabourn

MOTION: “To approve ZCA #2014-01 for Benjamin Karlin for PID 12-1-13 for a four season cabin studio only as indicated on the septic plan.”

Motioned: S. Morton

Seconded: R. Sabourn

Discussion: None

Motion Passed: 5 – Yes, 0 - No

Enforcement Review

The board reviewed a concerned citizen issue from Donna Downing regarding a visit to her property at PID 16 Lot 7-23. S. Morton explained that he and N. Decoteau visited the property to investigate an enforcement concern that was received. The resident living at the property provided information to S. Morton and N. Decoteau but did not invite them into the house. The property owner was upset that the town officials visited her property without prior permission. M. Peabody strongly recommended that permission be obtained from the property owners before conducting investigations or entering onto private property. M. Peabody also recommended that the town personnel have identification with them when they are in the field.

Concerned Citizen Issue - Abandoned Vehicle in Benton Field – PID 16-1-29

S. Morton stated that it was verified that there is an abandoned vehicle in the Benton field and that it is in the flood plain area. The board agreed that the vehicle should be removed as it is in the flood plain and will contact Jennifer at the FEMA department for clarification on rules for vehicles in the flood zone since they are not considered structures.

Gerald & Laura Warren – Pemi River Campground – PID 16-3-50

The board reviewed an update of an enforcement issue regarding the Planning Board approval of rental recreational vehicles on sites 11, 12, 13, and 14 at the Pemi River Campground. S. Morton stated that he was informed by a family member of G. Warren that the trailers at Pemi-Valley Campground have been moved from the site to another area. The board is concerned that the structures are still in the flood zone. The board discussed violations and enforcement options.

After discussion, the board agreed to send a letter asking permission for the board to visit the property to verify that the structures have been moved out of the flood plain within the next two weeks. The board agreed that if the trailers are still in the flood zone after the inspection, they intend to pursue further enforcement.

Minutes Approval

MOTION: "To approve the Board of Selectmen public minutes of 12/23/2013 as amended."

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

MOTION: "To approve the Board of Selectmen non-public minutes of 12/23/2013 as submitted."

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

Waiver of Vacation Time

J. Kubik requested a waiver of the personnel requirement of vacation accrual due to the inability for him to use his vacation time due to snow storms. The board discussed the request.

MOTION: "To waive the two year employment policy for J. Kubik and allow his 28 hours of unused vacation time to roll over to 2014."

Motioned: S. Morton
Second: M. Peabody
Discussion: None
Motion Passed: 5- Yes, 0- No

PRIMEX SUPERVISOR TRAINING

T. Beaulieu expressed an interest in attending the Primex Supervisor Academy training for town administration.

MOTION: "To nominate Tammie Beaulieu, Town Administrator to be accepted into the Primex Supervisor Academy and write a recommendation for nomination."

Motioned: S. Morton
Seconded: R. Sabourn
Discussion: None.
Motion Passed: 5-Yes, 0-No

Millbrook Covered Bridge Update

The Department of Transportation forwarded a letter of approval for the revised preliminary plans received from HEB Engineers referencing Mill Brook Covered Bridge. R. Sabourn noticed that the plans did not include information on the temporary construction easement needed for the temporary bridge. R. Sabourn asked T. Beaulieu to follow up with HEB to make sure this was not overlooked.

Mitchell Group Rate Increase

T. Beaulieu inform the board that the Mitchell Group is adjusting the rates for legal services, however, they are still lower than other comparable firms.

SELECTMEN PRESENTS

R. Sabourn updated the board as to research performed on the Chickenboro Road concerns of T. Baldwin. T. Baldwin left R. Sabourn voice messages asking to discuss the issue. R. Sabourn stated that he did not feel comfortable speaking with T. Baldwin over the telephone due to previous comments made and would recommend speaking with him during a board meeting. S. Morton stated that the map that T. Baldwin shared with the board during their last meeting was not same 1991 subdivision map that is being viewed

this evening. The 1991 subdivision map being reviewed this evening was in fact the recorded map from the Registry of Deeds. The board agreed to send a letter to T. Baldwin letting him know that the board is working on addressing his concerns and will meet with him soon.

MOTION “To allow the Thornton Police Department to accept an office gift from Brad Benton valued just over \$25.00.”

Motioned: S. Morton
Seconded: R. Sabourn
Discussion: None.
Motion Passed: 5-Yes, 0-No

New Fire Truck Estimates

R. Sabourn stated that the Town of Woodstock has received a quotation for a new fire truck engine for 2016 at about \$290,000 to \$300,000. It is a similar truck to the ones that Woodstock has purchased in the past. This truck could meet the needs of the fire department, would fit in the garage and is significantly less expensive than the estimate provided by the Thornton Fire Department. R. Sabourn provided a copy of the estimate to Fire Commissioner Demeritt. J. Demeritt will bring this information to the Commissioners and the Campton Board of Selectmen.

MOTION 11:00 P.M.: “To adjourn.”

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

Respectfully submitted,



Jessi Fleury
Board Secretary
Draft posted 1/12/2014

TOWN OF THORNTON
Selectmen's Agenda
January 8, 2014
5:00 PM

5:00 Pledge of Allegiance

Work session – (no public input)

Manifest
BOS motion/Signature Folder
Action Folder reviewed by Board for discussion later
Zoning Enforcement Folder
Mail Folder

Motion and sign the payroll and vendor manifest

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

5:30 Tax Collector 2014 Budget
6:00 Permissible Fireworks
6:15 Kelly Bolger – Phase I - PD
6:30 Police Dept. 2014 Budget
7:00 Emergency Management Director 2014 Budget
7:15 Highway Dept. 2014 Budget
7:45 Planning Board/ZBA/Zoning Enforcement 2014 Budgets

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
January 8, 2014
SIGN IN SHEET (Please Print)

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