



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 3/19/14  
BOS Initial: RS  
Rec'd by Town Clerk on: 3/16/14  
Town Clerk Initials: JAZ

### Board of Selectmen Public Meeting Minutes February 19, 2014

10:00 A.M. Vice Chairman R. Sabourn opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance and a moment of silence for their neighbor and friend Lester Bradley.

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

**ABSENT:** Chairman Brad Benton

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

#### ACTION FOLDER

##### *Manifests*

**MOTION:** "To approve the vendor manifest dated 2/21/2014 in the amount of \$331,355.23."

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3– Yes, 0 – No**

**Abstained: R. Sabourn**

**MOTION:** "To approve the payroll manifest dated 2/21/2014 in the amount of \$19,868.85."

Motion: M. Peabody

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

#### 1:17 PM KELLY BOLGER – PHASE 1 PD

R. Sabourn stated that K. Bolger was unable to attend this scheduled meeting.

R. Sabourn stated that there is a request for \$41,299.00 application for certificate of payment, retainage of 5% of completed work still outstanding, \$14,420 due upon completion of work. The board discussed the retainer amount and agrees that the amount should be mostly retained. R. Sabourn is not in favor of reducing the retainer to \$1,500 and believes most of the 5% retainer should be upheld.

The board agreed to pay the \$41,299.00 as included in the vendor manifest. The board agreed that the remaining 5% (\$14,420) retainer should not be released until the board has the opportunity to discuss concerns with K. Bolger and CCI. T. Beaulieu stated that today's meeting was scheduled as a request by K. Bolger. Office staff contacted K. Bolger and informed the board that he was on his way to the meeting.

#### 1:15 PM SIGN FINAL WARRANT / MS-636 TO POST

The board reviewed the final warrant, MS-636 and the 2014 Estimated Revenues and Estimated Expense Reports.

R. Sabourn confirmed the changes made at the last meeting have been made and the warrant is ready for signatures.

**MOTION: "To approve the 2014 MS-636 report for the NH Department of Revenue Administration as presented."**

Motioned: M. Peabody

Seconded: S. Morton

Discussion: None.

**Motion Passed: 4 – Yes, 0 - No**

*KELLY BOLGER – PHASE I PD*

R. Sabourn recognized K. Bolger's presence.

K. Bolger stated that the project is substantially complete, but there is work that needs to be completed in the spring. K. Bolger agrees with CCI that a \$1,500 retainer is adequate rather than 5% of the entire project.

S. Morton stated that he does not agree with the suggested retainer amount. PSNH will need to be paid \$2,500 in the spring, as well as the painting and caulking of the trim in addition to other items. The board agreed to have S. Morton review the work that will be completed in the spring to provide a better retainer amount.

K. Bolger stated that he reviewed the work yet to be finished, and would recommend no more than a \$3,500 retainer.

R. Sabourn mentioned the list of work that is left to be completed. R. Sabourn stated that there are many items that can be addressed inside, prior to spring and should be completed before any of the 5% retainer is released. The board agreed that the 5% amount is included in the contract to protect the town until the concerns have been addressed. R. Sabourn agreed that the entire 5% may not be necessary and will discuss a more reasonable amount once additional information is received.

K. Bolger stated that the painting has been completed, grab bars installed, and the flooring contractor has been notified of the bubbles in the floor. The electrician has been given a list of items to review. The ice dam has also been reviewed. After discussion, the board agreed that they would like to be fair with CCI since they have worked well with the Town, but would like to discuss the amount of the retainer once S. Morton can meet with CCI and K. Bolger to review the work that is incomplete at this time. K. Bolger agreed to schedule the meeting.

K. Bolger stated that the \$2,500 payment to PSNH from CCI, as well as all other subcontractor fees, is included in CCI's recent invoice of \$41,299.00.

T. Beaulieu reminded K. Bolger to provide a binder of documentation relative to the PD renovation phases for the town records, per request of the Selectboard. T. Beaulieu also stated that the encumbered funds left after paying for the generator, electrical work, and the Clerk of Works invoices equal \$15.80.

T. Beaulieu received an email from Stuart Anderson indicating that even though the duration of the project was reduced, the architects attended additional meetings. There was indication in the email that there wouldn't be an invoice for any additional time, however there was an invoice for approximately \$700 attached to the email. T. Beaulieu stated that she needs to contact Alba Architects to clarify since she was expecting a credit balance rather than an additional invoice.



L. Klotz was concerned with the transfer of software responsibilities to the new cemetery trustee. He is trying to contact the person running for Cemetery Trustee position relative to the software that the trustees use.

#### *Town Clerk Training/New Positions*

The State is holding two training sessions for Town Clerks for Motor vehicles and Municipal Agents scheduled for March 18, 2014 and May 13, 2014. T. Beaulieu contacted the candidates for Town Clerk and Municipal Agent to let them know that the Town has reserved the March 18<sup>th</sup> training. Both the Tax Collector and the Municipal Agent job postings are advertised on the website, PEG station and the newspaper with a deadline date of February 26, 2014 as the position needs to be filled by March 31<sup>st</sup>. The first interview process by the Board of Selectmen will be for the Tax Collector and then the Selectboard and the Tax Collector will interview for the Deputy/Municipal Agent position.

#### *Covered Bridge Road Bridge*

The board discussed the possibility of needing to buy easement rights on the land beyond the right-of-way limits on the property to the right of the Covered Bridge Road Bridge. There may be a need for a temporary easement for the temporary bridge. The board agreed that there is no need to pursue an easement at this time, and if there is in the future they will discuss further.

The board discussed a primary point of contact for historical purposes relative to the Northern Pass Project. G. Kimball was not interested in this position. After discussion, the board agreed to ask G. Kimball if she could recommend anyone else that could help with this project. T. Beaulieu will contact the historical society members.

#### **MOTION: "To approve the welfare manifest dated 2/22/2014 in the amount of \$40.00."**

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

#### ***SIGNATURE/REVIEW FILE***

- Letter to Waterville Commissioners regarding communications with the Road Agent
- Safety Committee Minutes

#### **MOTION: "To accept a Selectmen's Quitclaim deed with no covenants for PID 10-1-3-3 Birch Bend for the sale of tax dedeed property to Stephen Twohig."**

Motion: R. Sabourn  
Seconded: M. Peabody  
Discussion: None.  
Motion Passes: 4 – Yes, 0 – No

#### **MOTION: "To approve an Intent to Excavate for Brox Pit, owner Sunset Rock LLC, PID 7-7-20, Route 49, taxes are paid and no bond is required."**

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

*Capital Reserve Fund Request for Funds*

During the previous meeting a request was received for a withdrawal from the treasurer account. T. Beaulieu explained that the funds to pay this invoice are being shared between the capital reserve account and treasurer account.

**MOTION: "To approve a request to withdraw funds from the Capital Reserve Fund-Closure Monitoring in the amount of \$316.54 paid to Emory & Garrett Groundwater for their services."**

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

**MOTION: "To approve a second request to withdraw funds from the NHPDIP Land Closure Fund for Closure Monitoring in the amount of \$285.34 paid to Emory & Garrett Groundwater for their services."**

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

**MOTION 3:43 P.M.: "To approve a Timber Warrant yield tax levy for PID 3-2-23 in the amount of \$39.25."**

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

**MOTION 3:43 P.M.: "To approve the public meeting minutes of February 6, 2014 as amended. "**

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

**Selectmen Comments**

S. Morton informed the board that he visited Pemi-River Campground with N. Decoteau since the 180 day period has expired and the cabins must be removed. After an extensive walk through the campground, it was noticed that the cabins were removed from the campground. The board discussed that the campers currently in the floodplain are registered. The board agreed to verify that they are all registered.

J. Paul-Hilliard noticed vandalism of town signs. He forwarded the information to the Town Administrator. This information was forwarded to the Road Agent.

R. Sabourn stated that he visited the Superior Court at Grafton County with respect to the Chickenboro Road plan discussion previously held. The old plan files were destroyed since they were not claimed by the property owners and information indicates that there is no road layout on file. R. Sabourn updated the board of the information he found. After discussion, the board agreed that they should have a survey completed and perform a road layout to bring this situation to resolution. The board also agreed to contact T. Baldwin to inform him of their intentions.

The board discussed the need to receive three quotes for the survey work.

**PUBLIC INPUT**

J. Demeritt explained that the Fire Commissioners purchased shirts for the commissioners to wear during meetings and town funds were not used. The Commissioners paid for these shirts.

4:50 p.m. S. Morton left the meeting for a previously scheduled engagement.

The board discussed the call numbers from mutual aid and how this information might be helpful to understand the needs of the department and the services that are provided to Thornton residents. The board agreed that it is a good idea to meet with all three boards when they schedule the intergovernmental agreement meeting.

**MOTION 5:10 P.M.: "To adjourn."**

Motion: R. Sabourn  
Seconded: J. Paul-Hilliard  
Discussion: None.  
Motion Passes: 3 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury  
Board Secretary

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**February 19, 2014**  
**12:00 (Noon)**

12:00 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)

1:00 Kelly Bolger – Phase I-PD  
1:15 Sign Final Warrant / MS636 to post  
2:00 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)

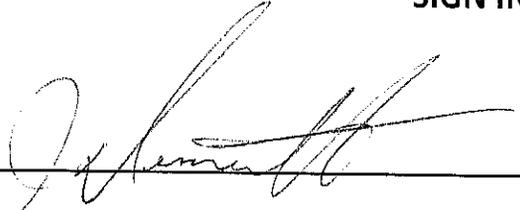
**Public Forum (5 minute session per person)**

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.

Board of Selectmen  
February 19, 2014  
SIGN IN SHEET (Please Print)

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