



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 4/16/14  
BOS Initial: SM  
Rec'd by Town Clerk on: 5/6/14  
Town Clerk Initials: JAB

### Board of Selectmen Public Meeting Minutes March 5, 2014

Chairman Benton opened the public meeting at 12:00 p.m. with the pledge of allegiance.

**ROLL CALL:** Chairman Brad Benton, Vice-Chairman Roy Sabourn, Selectwoman Marianne Peabody and Selectman Steve Morton.

**ABSENT:** John Paul-Hilliard

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

#### PUBLIC FORUM

Jeff Meyer met with the board to clarify questions regarding the fire department budget. J. Meyers asked why the town does not publish the salaries of the three full time officers and Fire Chief in the town report. He stated that he asked this question last year and have yet to receive a response from Campton or Thornton. R. Sabourn explained that the Board of Selectmen have requested a breakdown of salary and benefit information in the past years and have not received this information.

J. Meyer compared the Town of Lincoln Police Department budget to the Thornton Fire Department and asked for explanation as to why the Fire Department budget is almost \$800,000. T. Beaulieu explained that the Thornton Board of Selectmen has been active in seeking information relative to the needs of the department and the cost to meet the needs.

The board discussed the recent request for a new fire engine, ambulance, and air packs.

R. Sabourn explained that he is looking into some questions and can provide additional explanation once he has more information.

J. Meyer expressed his concern with the budget. S. Morton stated that the budget is more detailed this year and hopes that additional positive changes will be forthcoming. J. Meyer thanked the board for looking into the costs related to the Fire Department and for being fiscally responsible for Thornton's budget.

J. Demeritt stated that he has worked hard for the past five years to keep everyone informed of the happenings of the fire department.

J. Meyers thanked the board for hearing his concerns and for being responsible with the budget.

#### 1:00 PM ROAD AGENT JOHN KUBIK – REBUILD/PAVING IDEAS, SALT PILE

T. Beaulieu stated that J. Kubik did purchase the software program that was discussed previously to help for road repair planning. J. Kubik explained the capabilities of the program and how it can help the town create a matrix of which sections should be prioritized. This would also help with planning and budgetary purposes. The board discussed the previous list that was created, and agreed that a more detailed level of

planning would be beneficial for the town. The board agreed that the software would be a good way to track road records and to track what is needed for repairs during the budget process.

The board discussed the need for an excavator to rebuild sections of town roads.

The board discussed the amount of salt that was stocked this year and how much additional salt will be needed for this season due to the excessive winter conditions. Selectman Sabourn explained that J. Paul-Hilliard was interested in speaking with the Road Agent about these issues, so it would be best to have RA J. Kubik scheduled on a future agenda. The Board agreed.

#### **1:30 PM TODD BALDWIN – CHICKENBORO ROAD**

R. Sabourn explained that he did some research on concerns regarding the layout of the road. He stated that he understands T. Baldwin's concerns and after researching the records, the board agrees that the board should take a look at the area in the spring. The board feels that the town should perform a road survey and compare the new survey results to the former Baldwin survey plan to see if the road is encroaching further onto his property. If the road is encroaching on his property, they will have to come to a conclusion as to a mutual solution.

T. Baldwin thanked the board for their assistance and would like a letter restating the intentions discussed this evening. T. Baldwin stated that the plan that included the trees was not provided by John March. R. Sabourn agreed that the plan that was mentioned during a previous meeting was obtained from the Registry of Deeds not directly from John March. T. Baldwin disagrees that the road is a three rod road. R. Sabourn stated that the court agreed it is not a three rod road and hopes that they can all come to an agreeable solution.

#### **1:45 PM RISK ASSESSMENT FORM - AUDIT**

The board reviewed the risk assessment form from the auditor. The auditor is only requiring one form signed by the chairman. The board agreed to review it together and sign this evening. After an extensive review, the board completed and signed the risk assessment form.

#### **NON PUBLIC SESSION RSA 91-A:3, II (C-REPUTATION)**

##### **MOTION 2:21 P.M.: "To enter nonpublic session under RSA 91-A:3, II, c."**

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

##### **MOTION 4:22 P.M.: "To exit nonpublic session."**

Motion:	S. Morton
Seconded:	M. Peabody
Discussion:	None.
Motion Passes:	4-0

##### **MOTION: "To approve the welfare manifest dated 3/8/2014 in the amount of \$45.49."**

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

**MOTION: "To make a conditional offer of employment to Candidate #1 for the position of Part Time Tax Collector for an average of 18 hours per week at Labor Grade 10 step 12."**

Motion: S. Morton  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 4– Yes, 0 – No**

The board agreed to authorize the Town Administrator to sign the conditional offer of employment.

#### **ACTION FOLDER**

##### *Manifests*

**MOTION: "To approve the vendor manifest dated 3/7/2014 in the amount of \$223,207.90."**

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

**MOTION: "To approve the payroll manifest dated 3/7/2014 in the amount of \$20,621.05."**

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

**MOTION: "To withdraw funds from the Capital Reserve Account – Bridge Repairs and Maintenance in the amount of \$4,991.60 for HEB Engineers invoices."**

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

**MOTION: "To approve nonpublic minutes as presented for 1/22/14."**

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

**MOTION: "To approve nonpublic minutes as presented for 2/6/14."**

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

**MOTION: "To approve nonpublic minutes as presented for 2/19/14."**

Motion: R. Sabourn  
Seconded: S. Morton  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No      Abstained: B. Benton**

The board reviewed a letter from the Selectboard to Representative Frederick and Senator Woodburn drafted by Attorney Boldt regarding taxation of certain recreational vehicles. The board agreed to sign the letter as presented. R. Sabourn also suggested that the letter be added to the MMANH website. T. Beaulieu will ask permission from Attorney Boldt as well.

**MOTION: "To approve ZCA # 2014-02 for PID 13-2-10 for a single family home for Boris Vulikh."**

Motioned: S. Morton  
Seconded: R. Sabourn  
Discussion: None.  
Motion Passed: 4- Yes, 0 - No

## **TOWN ADMINISTRATOR REPORT**

### *Revaluation*

T. Beaulieu informed the board that 2014 revaluation is in the process. She has requested and received a schedule from Avitar which she had N. Decoteau advertise on the PEG channel and the town website to inform residents.

### *Phase I PD Update*

T. Beaulieu stated that a new punch list was received from Alba Architects for Phase I-PD renovation project. Chief Moller expressed concern with thermostat issues, which Stuart Anderson appears to be addressing. T. Beaulieu asked Chief Moller to email uncompleted projects to K. Bolger, S. Anderson and T. Beaulieu as inspections are completed. It is imperative that the unfinished work be addressed before CCI is finished with their contract. S. Morton did a punch list on-site inspection with K. Bolger, S. Anderson, Brian of CCI and Chief Moller. S. Morton updated the board of their on-site inspection meeting. After discussion, the board agreed that the retainer in escrow will remain in place until the majority of the work needing attention is completed.

T. Beaulieu informed the board that the additional invoice received from Alba for \$756.00 was received due to additional meetings, mileage, and prints. The funds have been paid from the emergency account fund.

K. Bolger has provided a collection of minutes of meetings that were held on the Phase I-PD renovation project. R. Sabourn asked if the change orders were included with the minutes. It was determined that there were not actual change orders but rather the swapping of needed items during the renovations.

### *Town Meeting*

T. Beaulieu is creating an outline of activity on the Phase I-PD renovation project for Town Meeting for the Selectboard to reference. The board discussed plans for town meeting and the concerns of some of the elected positions not having any prospects for different positions. The board reviewed the zoning amendments for town meeting. T. Beaulieu explained that there is a discrepancy in the ballot submitted from the Planning Board for the Town Clerk to prepare the 2014 ballots. Nancy Decoteau emailed Paul Sanderson from LGC, the discrepancy in the ballot should be explained and a new ballot cannot be reprinted at this point in time due to posting and town report including the original amendments.

### *Deputy Tax Collector Position*

T. Beaulieu informed the board that resumes and applications for the deputy tax collector position have been received and the packets are available to those Board members that have not reviewed them yet. Dates will be forthcoming for the next step in the process. TA Beaulieu explained to the Selectmen that she will not be on the interview board for this position as the law requires the deputy tax collector to be appointed by the tax collector in concurrence with the Board of Selectmen. The new Tax Collector will be the administrator on the interview board with the five selectmen.

### *Planning Director Position 2014*

T. Beaulieu will create the draft job description for the board to review and grade for the Thornton wage plan. It was discussed that this will be approved and advertised after town meeting. TA Beaulieu

understands the position needs to be filled as soon as possible as a result of Selectwoman Peabody's availability to attend Planning Board meetings in the future. M. Peabody stated that she can continue to offer one Thursday a month for the Planning Board in early summer until the planning director position is filled.

**SELECTMEN COMMENTS**

*Selectwoman Peabody*

M. Peabody would like to have a discussion in the future for a policy on memorial flowers. The board discussed intentions for the policy and her concerns of what the town's practice is to expend \$40. She shared that \$40 does not purchase a nice bouquet these days.

The Board unanimously agreed to increase the purchase to \$75-\$80.

*Selectman Morton*

S. Morton informed the board that he reviewed the hazardous tree list on Upper Mad River Road, a scenic road, from Top Notch by NHEC, Inc. Some of the trees marked are not within the scenic road right of way. The trees within the right-of-way are marked with double or triple ribbon. There will be an onsite meeting in April with the Planning Board and a public hearing in April for the tree removal on a scenic road.

*Selectmen Sabourn*

R. Sabourn discussed election coverage for Tuesday and a schedule was created. It was confirmed that all the selectmen will attend the ballot counting at the end of elections due to the number of ballots this year.

**PUBLIC FORUM**

J. Demeritt asked if the assessor notice relative to revaluations could be placed in the newspaper. He also suggested including notification on the use of the PEG channel as well. The Board agreed to further post at the Town Hall, Transfer Station, and Thornton Central School.

J. Demeritt asked if the board had seen the Campton warrant articles relative to appropriate funds to a capital reserve for the purchase of a fire truck. J. Demeritt agreed to provide a town report for the board to review.

J. Demeritt recommended having a moment of silence during town meeting to remember Representative Lester Bradley. R. Sabourn offered to ask for a moment of silence during town meeting. The board continued to discuss the process for town meeting.

The board expressed their satisfaction with the 2013 Annual Town Report and thanked Jessi Fleury for her work completing the Annual Report.

**MOTION 5:45 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 3/12/2014

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**March 5, 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            John Kubik RA – Rebuild/Paving ideas, salt pile.  
1:30            Todd Baldwin – Chickenboro Rd.  
1:45            Audit form  
2:00-3:30      Non-public session RSA 91-A: 3, II (b hiring Tax Collector)  
3:30            Non-public session 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)

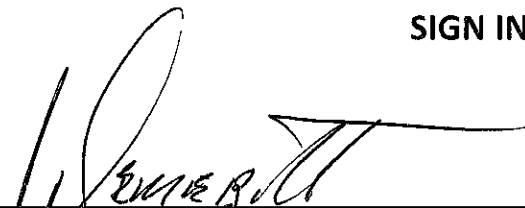

**Public Forum (5 minute session per person)**

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  
March 5, 2014  
SIGN IN SHEET (Please Print)

1		24
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3	TODD BALDWIN	26
4	CYNTHIA BALDWIN	27
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