



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 4/2/14
BOS Initial: SM
Rec'd by Town Clerk on: 2/2

Board of Selectmen Public Meeting Minutes March 19, 2014

5:06 P.M. Vice Chairman R. Sabourn opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance.

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

ABSENT: Chairman Brad Benton

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

ACTION FOLDER

Manifests

MOTION 6:13 PM: "To approve the payroll manifest dated 3/21/2014 in the amount of \$23,076.56."

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

MOTION: "To approve a vendor manifest dated 3/21/2014 in the amount of \$118.00."

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

MOTION: "To approve a second vendor manifest dated 3/21/2014 in the amount of \$198,983.15."

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

MOTION: "To approve a Board of Selectmen public meeting minutes dated February 19, 2014 as amended."

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

Intent to Cut

MOTION: "To approve the Intent to cut for Jerel and Shirley Benton for PID 11-1-3, a bond was received on 3/19/2014 since property taxes are not current."

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

MOTION: "To approve the Tax Timber Tax Levy Warrant dated March 19, 2014 for \$29.10 for Ralph Bradley."

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

MOTION: "To approve the Report of Appropriations MS-232 dated March 19, 2014."

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

MOTION: "To approve the change to ZCA permit # 2013-29 for Franz Dubach PID 17-1-3-17, amendment to include the removal of the fire suppression system as originally stated on the ZCA."

Motioned: J. Paul-Hilliard
Seconded: M. Peabody
Discussion: A recent change in law does not require the fire suppression system for subdivision approval.
Motion Passed: 4 – Yes, 0 - No

6:20 PM REVISED SPECIAL EVENT LICENSE FORMAT/SPECIAL EVENT PUBLIC HEARING CHECKLIST

T. Beaulieu provided a draft of the updated special event license format and a Public Hearing Process for the board to review to streamline the public hearing process for special events. The board reviewed the drafts.

MOTION: "To accept the revised special event license to replace the existing special event license and to accept the Special Event Public Hearing Process."

Motion: S. Morton
Seconded: J. Paul-Hilliard
Discussion: It was noted that there were no changes to content in the policy or license.
Motion Passes: 4– Yes, 0 – No

6:30 PM SPECIAL EVENT PUBLIC HEARING – ENDUARFEST

T. Beaulieu explained that this event is in place of the Black Fly Triathlon event previously held in the area. Chris Hodges attended the meeting to express that this event is very similar to the Black Fly Triathlon and the race sponsor Mark Walter will arrive shortly.

R. Sabourn read the Special Event article as advertised in the Record Sun on March 6, 2014:

The Board of Selectmen shall hold a public meeting on Wednesday, March 19, 2014 at the Thornton Town Office for the purpose of conducting other business and to conduct a Public Hearing to consider the following Special Event application at the time listed:

6:30pm – Mad River Endurafest - Special Event application submitted by Sun Multisport Events LLC hold the bicycle road race portion of the Mad River Endurafest on Saturday, August 2, 2014 along portions of NH Rt. 49, Burbank Hill Road, Upper Mad River Road, Mad River Road, and Old Waterville Road in the Town of Thornton.

R. Sabourn addressed each item on the Special Event Checklist which will be made part of the Special Event file.

The board agreed that a condition of approval would be needed for the receipt of the parade permit requirement from NHDOT. The board will need to approve the event before the NHDOT will provide a parade permit.

The event sponsor Mark Walter provided a description of this event as planned for August 2 and 3, 2014.

Chief Moller addressed a concern relating to an injury that occurred during the Black Fly Triathlon last year. M. Walter agreed to address that concern to be sure to prevent a reoccurrence.

Chief Moller stated that there will be special duty involved and will be charged at the special duty rate fee. Chief Defosses stated that there will also be a special duty fee for fire department personnel.

J. Paul-Hilliard asked if State Police should be notified since the event will take place on a state highway.

J. Paul-Hilliard mentioned concerns of clean-up of trash and signs at the end of the event. M. Walter agreed that this concern has been addressed. A concern of having volunteers conducting traffic control was discussed. M. Walter agreed that the police department will be conducting traffic control. J. Paul-Hilliard also confirmed that the volunteers will be wearing reflective clothing. M Walter agreed.

Emergency Management Director did not provide input for the special event.

R. Sabourn opened the hearing for public comment.

No public comment was received.

The board reviewed the application checklist:

- The site is appropriate for the proposed use or structure – 4 - Yes, 0 – No
- The proposal is not detrimental, injurious, or offensive to the neighborhood,
All trash created on the route is removed by the applicant at the end of the event, 4 – Yes, 0 - No
- There will not be undue nuisance or serious hazard to pedestrian or vehicular travel
Intersections will be posted with authorized personnel for traffic control. 4 – Yes, 0 - No
- Adequate and appropriate facilities and utilities will be provided to insure the proper operation of the proposed use or structure.
Not applicable
- The site provides sufficient parking, 4 – Yes, 0 - No

Discussion was held on spectator parking. Chief Moller agreed that this has not been a concern in the past and spectators will not be permitted to park on the sides of the road.

- Adequate sanitation/toilet facilities have been obtained.
Not applicable
- All other required licenses have been obtained.
The board agreed that the NH State Police Troop F should be contacted regarding the safety on the road.
M. Walter is waiting for approval from Thornton before he is able to obtain a permit from the state for the use of the state highway portion of the route.

The criteria have been met with the condition that the Town of Thornton will receive a copy of the signed NHDOT parade permit and that all trash created on the route is removed by the applicant at the end of the event.

MOTION: "To approve the special event application and permit for the 2014 Mad River Enduarofest event to be held on Saturday August 2, 2014 from August 1, 2013 at noon for set-up, and August 2, 2014 from 9:00AM through noon with the conditions made by the Police Department and the Fire Department as stated in their letters, that all trash created on the route is removed by the applicant at the end of the event and that the Town of Thornton will receive a copy of the signed NHDOT parade permit."

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

MOTION 7:22 PM "To close the public hearing."

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

NON-PUBLIC SESSION

MOTION 7:20 PM: "To enter nonpublic session under RSA 91-A:3, II (b - hiring, c- reputation)."

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

MOTION 8:30PM: "To come out of non-public session."

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

MOTION: "To accept an elderly tax deferral application for PID 10-7-7 for Avery."

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

MOTION: "To approve a welfare manifest in the amount of \$730.00 for check date 3-22-14."

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

MOTION 8:30PM: "To accept the promissory note as submitted for the police department."

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

MOTION "To contract with Desiree Mahurin for the Part-time Tax Collector position at Grade 10 Step 12 with agreed contract terms."

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

MOTION 8:30PM: "To hire Paulette Bower as the on-call Municipal Clerk at Grade 4 step 4."

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

MOTION: "To set Town Clerk wages for Tim Tyler at Grade 8 step 6 and after 6 months with training increase wages to step 7."

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

MOTION: "To hire Colby Martin as a full-time police officer at Grade 8 step 5 and after the completion of the academy training wages to be raised to step 6."

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

TOWN ADMINISTRATOR PRESENTS

Campton Subcommittee Members

T. Beaulieu informed the board that Charlie Wheeler and Peter Laufenberg will be the new Campton subcommittee members relative to planning and funding for the Fire Department capital items

Data Reformat and Maintenance Packet

T. Beaulieu provided copies of the maintenance packet from Cartographics for the Selectboard to review. T. Beaulieu explained that the tax maps will be monochrome, and the composite map will be in color to show road status and road name. The zoning will be shown on an individual tax map with different dash lines, zoning maps will show entire town with different colors to indicate the different zones. Cartographics is also looking at the map scaling as well.

Buildings on Land of Another

The board reviewed drafted letters to be sent to owners of buildings that are the land owned by another. The Selectboard signed the letters for all properties containing structures on land of another as presented according to the new policy implemented in 2013. T. Beaulieu explained that there may be three additional letters that will need once completed.

Warrant Discussion

T. Beaulieu stated that the recommittal audit went very well and the hardcopies are in the mail. The board reviewed and signed the documents for the recommittal warrant.

Position Vacancies

T. Beaulieu informed the board that the Moderator and Trustee of Trust Funds positions need to be filled as soon as possible.

Police Department Target

T. Beaulieu mentioned that the Town Hall renovation was not approved and asked if the firing range needs to be addressed. R. Sabourn suggested speaking to Jennifer Stonecipher regarding the start of the decommissioning project for the firing range. T. Beaulieu agreed to forward this information to Chief Moller as she will be working on this.

ACTION FOLDER - Continued

A concerned Citizen form was received from Parker Uhlman requesting additional sand treatment on Horner Rd. The form was referred to the Road Agent for request. RA did respond to Mr. Uhlman.

RA John Kubik forwarded an email to TA Beaulieu explaining the Highway Department's protocol for sanding roads. After review of the department's protocol, the Board agreed with J. Kubik's operational procedure.

PUBLIC INPUT

No public input.

SELECTMEN PRESENTS

Legal Services

The board reviewed a letter received from R. Mathew Cairns, Gallagher, Callahan & Gartrell acknowledging their fee schedule and legal services to be provided to the Town of Thornton relative to CBDA Development.

R. Sabourn mentioned the rate per hour versus the value of services being provided. The board agreed that the attorney would have to obtain permission to provide services that would create a change in the rate of pay according to the fee schedule.

MOTION: "To accept the terms from R. Mathew Cairns, Gallagher, Callahan & Gartrell as stated in the letter dated March 4, 2014 reference to CBDA Development, LLC v. Town of Thornton."

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

MOTION: "To make an emergency appointment for Gordon Macintosh as a ballot clerk for the term of March 11, 2014 election due to a temporary vacancy."

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

Chickenboro Road Survey

R. Sabourn will make a site visit research Waterville Estates flood plans to prepare an outline to assist with drafting a request for proposals for survey work needed on Chickenboro Road in relation to T. Baldwin's property. The board discussed the area that will need to be surveyed.

Election of Officers for the Board of Selectmen

The board discussed the election of Board members to other positions within the town boards/committees following town elections. M. Peabody will continue to serve on the PB and the Beautification Committee. The board agreed. Discussion on nominating B. Benton again for the Chairman position ensued. The board agreed that B. Benton was an effective Chairman and served this position well. Since the newest member elected to the Board of Selectmen is not typically elected as the Chairman, the board agreed to entertain nominations for a new chairperson. The board discussed nominations for the Chairman and Vice-Chairman positions, including Marianne Peabody for Chair position, and John Paul-Hilliard as Vice Chairman. M. Peabody agreed that she was not interested in either position but would like to remain an active member of the Selectboard and fulfill her obligations to the Planning Board and Beautification Committee. R. Sabourn nominated S. Morton as the chair. The board discussed the Chairman position in depth.

MOTION "To nominate S. Morton as chairman and J. Paul-Hilliard as vice-chairman of the Selectboard."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: The board discussed S. Morton intends to be very active on the board this year. S. Morton accepts the nomination.
Motion Passes: 4 – Yes, 0 – No

MOTION 9:28 P.M.: "To adjourn."

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

Respectfully submitted,
Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
Wednesday, March 19, 2014
5:00 PM

5:00 PM Pledge of Allegiance

Work session – (no public input)

Manifest
BOS 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:

6:00 Review/approval of new Special Event License format and of
Special Event Public Hearing Process checklist
6:30 Special Event Public Hearing- *Endurafest*
7:00 Non-public Session
Welfare Manifest: RSA 91-A:3,II (c) reputation
Police Dept.: RSA 91-A:3,II (b) hiring

Town Administrator presents (no public input)

Action Folder (no public input)

Board of Selectmen Discussion Items (no public input)

Public Forum (5 minute 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 19, 2014
SIGN IN SHEET (Please Print)

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