



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

Board of Selectmen Public Meeting Minutes April 2, 2014

12:05 P.M. Chairman S. Morton opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance.

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

ABSENT: Selectman Brad Benton

STAFF PRESENT: Tammie A. Beaulieu, Town Administrator

12:45 PM ROAD AGENT – HIGHWAY ROAD PLAN, SALT PILE, SNOWPLOWING

J. Kubik, Road Agent, met with the Selectmen to discuss the amount of salt on the town roads as citizens were concerned that the roads required more salt. J. Kubik stated that the use of more salt requires additional time to spread it and to clean up after its use. Selectmen Paul-Hilliard suggested using a consistent application of salt on the paved roads, so that the ice will not build up as it does with sand which will keep the road bare. J. Kubik confirmed that he keeps more than 30-40 ton of straight salt.

Selectmen J. Paul-Hilliard discouraged using too much salt but when used in a consistent application, could prove to be efficient. The board discussed the amount of salt that could be used. Selectmen Sabourn agreed with Selectmen Paul-Hilliard. Chairman Morton recommended that the Road Agent and J. Paul-Hilliard meet and discuss a plan for salt application and update the board as to their proposal at a later meeting.

1:00 PM TOWN HALL & PD CUSTODIAL 2014 BID AWARD

Present: Tina Frietas, PF Property Maintenance

T. Beaulieu informed the board that the custodial bid was advertised in the newspaper. N. Decoteau and Chief Moller scheduled a walk-through for interested bidders. The bids have been opened and a recommendation from N. Decoteau and Chief Moller were received.

Chairman Morton read the advertisement and all bidders met the established deadline for bid submission. The following bids were received:

- Blake Multi Service (BMS) \$8,520.00 three month contract
- Allison Avery \$5,000.00 no references were provided as requested
- PF Property Maintenance \$7,228.00
- Alternative Solution Cleaning \$8,460.00

Chief Moller recommended two companies in no particular order Alternative Solution Cleaning or PF Property Maintenance. N. Decoteau recommended Alternative Solution Cleaning or PF Property Maintenance.

The board discussed the recommendations and the companies that submitted bids. T. Beaulieu stated that after performing research and reference checks, her recommendation is PF Property or BMS for custodial services. The weekly cleaning of PF Property have been satisfactory, however the semi-annual projects were not completed and should be if the board decides to contract with PF Property Maintenance again. Tina explained that there was an oversight as to the completion of the semi-annual projects and they will be sure to pay more attention to these tasks.

MOTION 1:15 PM: "To accept the bid proposal from PF Property Maintenance to contract with the town for the 2014 custodial cleaning service."

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

1:15 PM JOSEPHINE BELVILLE – DRA – PROPERTY APPRAISAL DIVISIONS

J. Belville and Brenda Pabon met with the board to discuss the updated market values being completed by Avitar to make sure that the Board of Selectmen, Avitar, and DRA are on the same understanding of the process. J. Belville explained the information in the binder available for the board to review relative to property appraisals for the property in the town's database. The board discussed the upcoming events of the revaluation for this year. Dave Woodward, Avitar's representative that supervises Thornton's assessing was in attendance and distributed an outline for the 2014 revaluation and anticipated dates for each process.

NON-PUBLIC SESSION

MOTION 1:30PM: "To enter nonpublic session under RSA 91-A:3, II (b – hiring, c- reputation)."

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

MOTION 3:54 PM: "To come out of non-public session."

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

3:55 PM LIZ MILLS & LAURA CORBETT – GOT LUNCH PROGRAM

Liz Mills and Laura Corbett met with the Selectboard to educate them on the community based Got Lunch Program offered to lower income families that receive free or reduced hot lunch at school and who need food services through the summer months. The board discussed the proposed program and providing support for the Got Lunch Program along with the Town of Campton.

The board agreed to allow information about the program to be displayed at the town hall. The board thanked them for their generosity and their support for families and children in need.

NON-PUBLIC SESSION

MOTION 4:06 PM: "To enter nonpublic session under RSA 91-A:3, II (a-personnel, b – hiring, c-reputation)."

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

MOTION 5:51 PM: "To come out of non-public session."

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

ACTION FOLDER

Manifests

MOTION: "To approve a vendor manifest dated 4/4/2014 in the amount of \$165,746.14"

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

MOTION 6:13 PM: "To approve the payroll manifest dated 4/4/2014 in the amount of \$27,990.12."

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

MOTION: "To approve a welfare manifest dated 4/5/2014 in the amount of \$700.00."

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

Signature File:

- The board reviewed and approved a letter from the Road Agent to Parker Uhlman III regarding a sand complaint.
- Letter to Senator Jeff Woodburn thanking him for his help with a SB333 issue.

Action Folder:

MOTION: "To approve a Delegation of Deposit Authority for Timothy Tyler as the new Town Clerk as approved by the Treasurer."

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

MOTION: "To approve tax abatement for PID 10-7-7 in the amount of \$4,322.00 due to an elderly tax deferral application."

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

MOTION: "To hire Desiree Mahurin as Tax Collector at a Grade 10 Step 12 effective March 19, 2014." With the signed contract as approved.

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

MOTION: "To approve a request from the Trustee of Trust Funds to withdrawn funds from the Assessing Capital Reserve Fund in the amount of \$50,000 to pay Avitar Assessor for the 2014 revaluation project."

Motion: J. Paul-Hilliard
Seconded: M. Peabody
Discussion: T. Beaulieu explained that she understands the revaluation will cost a total of \$86,000, the payment of \$50,000 will be moved to a special purposes account to allow her to pay monthly invoices received from Avitar up to \$50,000 so that she is not required to request funds from the trustees each month.
Motion Passes: 4– Yes, 0 – No

Groundwater Monitoring Update

S. Morton read the following into the record as requested by Emery and Garrett Groundwater monitoring company: Since conditions are stable at the Campton/Thornton landfill, EGGI does not recommend any changes to the monitoring schedule. Currently reports are submitted on a biennial basis and the next report will be distributed following the 2015 monitoring year.

MOTION: "To approve an application for current use for Norman and Francis McDonald, PID 16-7-4-9 and 4-8 as contiguous lots of common ownership."

Motion: J. Paul-Hilliard
Seconded: M. Peabody
Discussion: T. Beaulieu explained that the assessor has met with the McDonalds and the land in current use has been properly noted on the map. TA Beaulieu takes the requirement one step further to require date and signature on the map to assure future reference.
Motion Passes: 4– Yes, 0 – No

Special Event Checklist – Applicant, Jessica Hill

The board reviewed a special event checklist for a wedding dated September 6, 2014 for property known as PID 10-3-37. After discussion and confirmation that the 5 questions were answered - no, the board agreed that a special event application is not needed.

Campton/ Thornton Fire Commission Policies and Procedures

K. Bolger forwarded a copy of the Policies and Procedures adopted by the Fire Department on March 21, 2007. This was in response to an inquiry of the current policies about a month ago. The board agreed to review this document prior to the intergovernmental agreement renewal process.

R. Sabourn stated that he has reached out to another area Fire Department to receive additional information relative to fire apparatus needs and has not received a response as of yet. He intends to follow up.

MOTION: “To accept average stumpage value list provided by the Department of Revenue and the mean value for April 1, 2014 through September 30, 2014.”

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

MOTION: “To approve a Board of Selectmen public meeting minutes dated March 19, 2014 as amended.”

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

ZCA Review

MOTION: “To approve a ZCA #2014-03, PID 18-3-501 for property owner Faith Tobine.”

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

The board reviewed a letter from Mr. Hatcher regarding an abandoned vehicle in a flood plain. The board recalled that they spoke with FEMA and there are not any restrictions for abandoned vehicles in a flood zone. A letter was sent to Mr. Hatcher informing him of this discovery. Mr. Hatcher was not pleased with the board’s response and requested that the board review the additional information regarding another vehicle and a cement mixer. The board reviewed the information and agreed that the second vehicle is on a separate property. The board also discussed that the second property in question is a working farm and it is expected that there will be vehicles on the property.

S. Morton has discussed this concern with Shirley Benton. The board agreed to send a letter to Mr. Hatcher informing him that the second vehicle he mentions is on a separate piece of property.

TOWN ADMINISTRATOR UPDATE

Audit Update

T. Beaulieu informed the board that the recent audit went well. The auditors will send a signature form for the board to sign. The audit was required prior to the change of Town Clerks.

Transfer Station Regulation Update

T. Beaulieu informed the board that the draft pamphlet which provides information pertinent to the TS hours of operation, general practices and an updated fee schedule and the Thornton mall policy have been updated per their request. TS Manager, Kevin McGuire and A.A. Nancy Decoteau assisted with the updates. The board took the updates home for review. The intergovernmental agreement requires that all boards that govern the transfer station should review regulation updates; therefore she will send the updates to Campton and Ellsworth for review as well.

Selectprint Solutions Invoice – Town Report

T. Beaulieu informed the board that the invoice for the 2014 annual town report came in \$163.36 over budget. T. Beaulieu explained that the owner of Selectprint solutions bid on the 2012 specifications rather than the 2013 specifications that was sent out. The board agreed to the over expenditure.

Intergovernmental Agreements

T. Beaulieu confirmed that the selectmen received the current intergovernmental agreements for the FD & TS that N. Decoteau emailed per request of Chairman Morton last week. N. Decoteau has received some background information as to how these agreements originally began. The information is at the town hall if the Selectboard would like to review.

Planning Board Appeal to accept CDBA Application

T. Beaulieu informed the board that the town has been served with legal documents relative to CDBA's second application with the planning board.

HSA Health Plan

T. Beaulieu explained the HSA plan and would like permission from the board to change her contract agreement from the Lumenos 5000 policy to a Lumenos 2500 plan which would not change the cost to the town but would offer her the coverage details she needs. The board agreed to this change.

MOTION "To agree to the change in the Town Administrator contract relative to medical insurance as it will not impact the town contribution amount."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.

Motion Passes: 4– Yes, 0 – No

Amerigas

T. Beaulieu informed the board that the budgeted amount for propane is \$4,000; the town has spent \$3,456.00 to date. T. Beaulieu contacted Amerigas due to the increasing price and the town is on a floating contract until June. There were also discrepancies in service charges that will be credited to the Town.

SELECTMEN COMMENTS

M. Peabody will not be attending April and May Planning Board meetings due to prior commitments. S. Morton agreed that he will be in attendance at one of the meetings at least and can update the selectboard as needed. The board agreed that her absences will not be filled by another Selectboard member.

S. Morton is also working on gathering information about the intergovernmental agreements.

PUBLIC INPUT

No public input.

MOTION 7:04 P.M.: "To adjourn."

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

Respectfully submitted,

Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
April 2, 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)

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| 12:45 | RA John Kubik- Highway road plan & salt pile & snowplowing |
| 1:00 | Town Hall & PD Custodial Bid 2014 Award |
| 1:15 | Josephine Belville- DRA-Property Appraisal Division |
| 1:30 | Non-public session pursuant to RSA 91-A: 3, II (b-hiring, c-reputation) |
| 3:30 | Liz Mills & Laura Corbett – Got Lunch Program |

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
April 2, 2014
SIGN IN SHEET (Please Print)

- 1 Josephine Belville
- 2 ~~Brenda Johnson~~
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