



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 6/11/14
BOS Initial: gms
Rec'd by Town Clerk on: 6/12/14
Town Clerk Initials: BJJ

Board of Selectmen Meeting Minutes May 14, 2014

5:00 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, Selectman Brad Benton, Selectwoman Marianne Peabody, and Selectman Roy Sabourn.

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

AGENDA ITEMS:

NON PUBLIC

5:04 PM MOTION "To enter non-public session under RSA 91-A: 3, II (a-personnel, b-hiring, c-reputation)."

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

6:35 PM MOTION "To exit non-public session."

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

MOTION: "To make a conditional offer of employment to Zachary Moylan from a part-time police officer to a full-time officer at Labor Grade 8 Step 5, subject to receiving a signed training agreement from the candidate. The board agreed there is no need for a background check since it was previously completed when he was hired as a part time officer."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5– Yes, 0 – No

MOTION: "To regretfully accept a retirement letter from Luigi Zannellato as the part-time year round transfer station attendant. The board agreed that they are sorry to see him go as he is a valued employee."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard

Discussion: None.
Motion Passes: 5– Yes, 0 – No

MOTION: “To promote Arthur Faucher to part-time year round Transfer Station attendant at Labor Grade 2 Step 7.”

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5– Yes, 0 – No

TA Beaulieu will advertise for a seasonal part-time attendant for transfer station services

WELFARE MANIFEST

MOTION: “To accept the welfare manifest dated 5-17-2014 in the amount of \$500.”

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

M. Peabody is working on updating the welfare guidelines and will provide a copy to the board for review.

PAYROLL MANIFEST

MOTION: “To accept the payroll manifest dated 5-16-2014 in the amount of \$20,273.76.”

Motion: B. Benton
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 4– Yes, 0 – No Abstained: J. Paul Hilliard

VENDOR MANIFEST

MOTION: “To accept the vendor manifest dated 5-16-2014 in the amount of \$302,982.07.”

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

ACTION FOLDER

MOTION “To deny an abatement request as recommended by Avitar for two separate companies, Northern NE Telephone Operations (Fairpoint 1) and NHEC.”

Motion: R. Sabourn
Seconded: B. Benton
Discussion: None.
Motion Passes: 5– Yes, 0 – No

MOTION “To approve timber tax levy warrant in the amount of \$3,076.11 for William Shedd PID 13-5-2.”

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

MOTION "To approve timber tax levy warrant in the amount of \$142.61 for Richard Prugh PID 1-1-1."

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

MOTION "To approve timber tax levy warrant in the amount of \$144.41 for Roy Sabourn PID 3-7-3."

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

MOTION "To approve an intent to cut for PID 11-1-3 for Shirley and Jerel Benton, taxes are not current however the required timber tax bond for the amount of \$311.00 has been paid ."

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

MOTION "To approve timber tax levy warrant in the amount of \$173.92 for Clinton Rand at PID 15-6-1."

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

7:00 PM FIRE COMMISSIONERS – AMBULANCE UNCOLLECTED UPDATE

Present: Chief Defosses, Commissioner Diane Richards

C. Defosses explained that he and Fire Commissioner, Diane Richards met with Comstar billing service regarding the ambulance billing service. After attempts to collect ambulance fees, there is approximately \$100,000 that is believed to include seven years of uncollected balance (30% of collections). D. Richards agreed that the Selectboard needs to be updated on a quarterly basis of uncollected debt amounts. Chief Defosses explained the 30-60-90 day billing process. The uncollected balance amount stated does not include the figures that have already been written off by the commissioners in the past. R. Sabourn suggested that Chief do some research to verify the billing company is putting in the fullest effort to collect funds. Diane agreed that they are checking with legal services to determine if the town can change service providers for collection purposes. Diane stated that Comstar is forwarding a copy of the contract and she will be reviewing the document to get a better understanding of the process

Chairman Morton explained that the financial status of the ambulance billing can be related to whether or not an additional ambulance is needed. It is important for taxpayers to understand the income that the ambulance is expected to bring to the town. D. Richards and Chief are working together to improve the ambulance billing situation. Chairman Morton suggested that Diane could consult with TA Beaulieu and TA Foote from Campton to assist in this process as needed. J. Demeritt agreed that a written process, including a hardship waiver application process, will be created to track ambulance billing on a quarterly basis. TA Beaulieu suggested sending a letter to delinquent account owners within the past three years to see if the Fire Department can collect funds. The department can also forward unpaid

balances to credit reporting agencies. The department and commissioners will determine an amount to be decided on for forgiveness and will present to the Selectboard in the near future.

The board would like the fire commissioners to continue forwarding the minutes and financial reports to the Selectboard while J. Demeritt is not attending the meetings.

6:30 PM 2014 HUBBARD BROOK SCHOLARSHIP AWARD

The board reviewed the applicants for the scholarship and submitted scoring sheets for each candidate. The board decided to discuss the applications in a non-public session later in the meeting.

Minutes Approval

MOTION: "To approve the public minutes of 4-30-2014 as amended."

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

MOTION: "To approve the non-public minutes of 4-30-2014 as presented."

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

MOTION: "To approve the public minutes of 1-27-2014 as amended."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5– Yes, 0 – No

SIGNATURE FILE:

- *The board received a concerned citizen letter from A. White. The board signed a response letter.*
- *The Board signed a letter drafted by N. Decoteau, requested by homeowners Alexander and Julie Driers, to their bank confirming that a ZCA form is not necessary for the type of improvements they are planning for their property.*

MOTION: "To approve the ZCA permit #2014-04, PID 16-5-11 for Jeb Boyd for an addition."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5– Yes, 0 – No

MOTION: "To approve the ZCA permit #2014-05, PID 10-3-7 for Nathalie Hains for an addition."

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

Enforcement Issues:

The board discussed a form from a concerned citizen regarding Pope Auto signs. The signs were installed without Planning Board permission. A letter has been drafted to the sign owner informing them of the required process and Planning Board meeting dates.

MOTION "To send an enforcement letter to Elvira Pope regarding a needed sign application, drafted on May 14, 2014."

Motion: M. Peabody
Seconded: B. Benton
Discussion: None.
Motion Passes: 5– Yes, 0 – No

CBDA 2 v. Town of Thornton

A final hearing is scheduled at Supreme Court for July 16, 2014. The Planning Board Chairman or Vice-Chair will attend per recommendation of Attorney Serge.

Concerned Citizen Report

A concerned Citizen request was received from R. Richardson regarding a legally blind citizen that lives in close proximity of Mirror Lake Road. The citizen suggested a caution sign in the area of the house or lowering the speed limit to 15 mph. The board discussed the request.

After discussion, the board agreed that proof of legal blindness must be received. Once the documentation is received, the Road Agent will install an ADA compliant caution sign on each side of the home to alert drivers.

Certificate of Appointment

MOTION "To appoint Katherine Taggart as an alternate Library Trustee."

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

MOTION: "To accept a resignation letter dated April 30, 2013, from Susan Lyons as the Town Deputy Treasurer."

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

TOWN ADMINISTRATOR REPORTS

Custodial Contract

TA Beaulieu met with Paul and Christine Freitas to sign the custodial contract for 2014. The contract has been signed and they finished cleaning the carpets, waxing the floors, and are working on cleaning windows next. The board signed the custodial contract.

Charitable Organizations

MOTION: "To approve the 2014 exempt status on Thornton United Methodist church PID 10-5-2, Hubbard Brook Research Foundation PID 6-5-8, West Thornton Grange PID 10-3-46 with no changes from previous exemptions per recommendation of Dave Woodward from Avitar."

Motion: R. Sabourn
Seconded: B. Benton
Discussion: None.
Motion Passes: 5– Yes, 0 – No

NHEC v. Municipalities

TA Beaulieu informed the board that the meeting dates for the settlement meetings required by BTLA will be set for the week of June 16, 2014. The board discussed their options and agreed to have the Selectboard chairman and the Town Administrator attend.

Employee Appreciation

TA Beaulieu confirmed the employee appreciation cook-out is scheduled for Tuesday June 24, 2014, from noon to 1:30 and employees have been notified.

CAI-Tech (Cartographic Mapping)

During a previous meeting with Franco Rossi of CAI, the board had requested that the town tax maps be re-created in a landscaped format, but this is not possible without the PID numbers changing. Therefore, they will be produced in the same format as previously created to avoid changing property ID numbers. The board agreed.

PEG Update

TA Beaulieu had Nancy Decoteau follow up on Selectman Benton's request to research the information being broadcasted on behalf of Thornton. Juliet Harvey-Bolia emailed Mrs. Decoteau that the fire permit information is running and that the Hazardous Waste Day is scheduled to run in July. Thornton's information is displayed on Channel 3 & 20.

Capital Asset Committee Meeting

TA Beaulieu informed the board that Fire Department Capital Asset Sub-Committee is scheduled to meet on June 9, 2014 at 6PM.

J. Demeritt stated that Peter Laufenberg contacted him regarding the needs of the department. P. Laufenberg disagrees with a statement made that claims he does not believe a new engine is needed. J. Demeritt recommended that the minutes of the meeting when this was discussed be reviewed.

Director of Planning Job Description

TA Beaulieu distributed a draft job description for the Director of Planning position at the April 30, 2014 BOS meeting. TA Beaulieu requested the board's amendments so the job description could be finalized and the position could be advertised. The board agreed to use the job description with amendments made during the meeting.

Chickenboro Road

TA Beaulieu informed the board that a request for quotes and the specification sheet created by Selectmen Sabourn has been sent to the three survey companies recommended by the board.

Town Hall Roof Bid & Interior Painting

TA Beaulieu presented the roof replacement bid specifications created by Selectman Morton and a template for bid submission form as well as a vendor payment schedule. The board agreed and thanked S. Morton for his assistance.

TA Beaulieu also requested that the town advertise for painting the interior of the Thornton Town Hall. TA Beaulieu informed the Selectmen that the next step is to gather quotes for the replacement of flooring and movers.

Police Chief Moller- Badge

Chief Moller asked if she could take her badge with her when she leaves. The board agreed to this request and will order a new badge for the new Chief from the police department budget.

Transfer Station Communication From

TA Beaulieu read a communication form submitted by K. McGuire regarding an incident at the transfer station on May 7, 2014. After discussion, the board agreed to research further.

PUBLIC FORUM

Jim Demeritt stated that the landfill lost power for about four hours and suggested purchasing a generator for the packer when electricity is lost. The board agreed that the existing town generator being moved would be a good solution to this problem if the grant for the new, larger one is approved by FEMA.

J. Demeritt asked that the minutes be forwarded to him via email while he is not able to attend the meetings.

SELECTMEN PRESENTS

M. Peabody updated the board as to the beautification committee activities. The committee is helping Gloria Kimball with Old Home Day.

The board requested that the TA request an apparatus list and inventory list from Fire Department

9:00 PM MOTION "To enter non-public session under RSA 791-A: 3, II (a, b, c)."

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

10:05 PM MOTION "To exit non-public session."

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

10:06 PM MOTION "To award the 2014 Hubbard Brook Scholarship to Smith Merrill."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5– Yes, 0 – No

10:06 PM MOTION "To abate taxes for PID #10-7-4 for the 2013 year in the amount of \$610.04, in the amount of \$644.44 for 2012 tax year, 2013 tax billing 1st payment in the amount of \$279.00 2013 tax billing 2nd payment in the amount of \$279.00."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5– Yes, 0 – No

10:07 PM MOTION "To approve the elderly and disabled tax deferral application for William and Diane Kerr for PID #10-8-5 in the amount of \$3,413.00 for 2013."

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

10:08 PM MOTION "To approve tax abatement for William and Diane Kerr for PID #10-8-5 due to the approval of an elderly and disability deferral application for the 2013 first tax bill in the amount of \$1,075 and 2013 second tax bill in the amount of \$1,708."

Motion: R. Sabourn
Seconded: B. Benton
Discussion: None.
Motion Passes: 5– Yes, 0 – No

10:10 PM MOTION "To approve the contract for the Chief of Police employment as amended and recommended by Attorney Roth."

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

10:17 PM MOTION: "To adjourn."

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

Respectfully submitted,

Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
May 14, 2014
5:00 PM

5:00 Pledge of Allegiance

Non-Public Sessions pursuant to RSA 91-A: 3, II (a-personnel, b-hiring, c-reputation)

5:00 Police Dept. (a&b)

5:30 Maher Mahmoud & Richard Smith (c)

5:50 Welfare Manifest (c)

6:00 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)

6:30 2014 Hubbard Brook Scholarship award

7:00 Fire Commissioners – Ambulance Uncollected update.

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

May 14, 2014

SIGN IN SHEET (Please Print)

1 James Deveritt

2 Diane Richards

3 Daniel DeForres Fire Chief

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