



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 6/25/14  
BOS Initial: JS  
Rec'd by Town Clerk on: 7/2/14  
Town Clerk Initials: JS

### Board of Selectmen Meeting Minutes June 11, 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

#### **6:00 PM RA Kubik – Excavator Purchase/Rental**

RA Kubik met with the Board to discuss and compare specifications and cost for the rental/purchase of an excavator for the Highway Department. S. Morton and RA Kubik went to Syracuse NY to test drive both machines. S. Morton discussed the benefits and cost breakdown for each excavator.

The board discussed the funds that are available in the Highway Vehicle, Equipment & Major Maintenance Capital Improvement account. RA Kubik agreed that the excavator is a better value for the town rather than the ten wheeler that was listed as an equipment need in the CIP. The excavator would be purchased instead of the ten-wheeler. S. Morton supports the purchase of excavator #1. The board discussed the equipment further. The backhoe and the ten wheeler included in the CIP would not be required for purchase within the next three years if the excavator is purchased.

**MOTION “To purchase a 1995 Caterpillar M318 Rubber-tire excavator for the price of \$35,000 from Vantage Industries of Syracuse NY, as recommended by S. Morton and RA Kubik.”**

Motion: R. Sabourn  
Seconded: J. Paul-Hilliard  
Discussion: None.  
Motion Passes: 4– Yes, 1 – No M. Peabody opposed.

**MOTION “To expend \$35,000 from the Highway Vehicle, Equipment & Major Maintenance Equipment capital reserve fund.”**

Motion: R. Sabourn  
Seconded: J. Paul-Hilliard  
Discussion: None.  
Motion Passes: 4– Yes, 1 – No M. Peabody voted no.

M. Conn prepared a second manifest to allow the purchase of the equipment for this vendor manifest.

**AGENDA ITEMS:**

**6:15 PM TOWN HALL ROOF BID AWARD DISCUSSION**

S. Morton stated that last week the board received a roof bid for the town hall. S. Morton read the advertisement and bid requirements as advertised in the Record Citizen. S. Morton noted that the Board reserved the right to reject any and all bids.

One bid was received and opened by TA Beaulieu and Chairman Morton at 1:00 p.m. as advertised. 1 bid for \$61,000 from J. Guinta Construction. The board reviewed the bid and agreed that it is in excess of the budgeted amount.

**MOTION "To not accept the bid submitted from J. Guinta Construction in the amount of \$61,000 for the roof replacement of the town hall."**

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

TA Beaulieu requested that the board consider waiving the procurement policy and allow the staff to request three quotes from companies rather than advertising for sealed bid due to the lack of interest in bidding at this time of year. The board agreed.

**MOTION "To waive the public posting requirement of the procurement policy due to the lack of interest when advertised the first time and allow staff to request a minimum of three quotes from other companies."**

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

**6:30 PM TOWN HALL INTERIOR PAINTING AWARD DISCUSSION**

S. Morton read the advertisement and bid requirements as advertised in the Record Citizen.

Three bids were received and opened by TA Beaulieu and Chairman Morton on Monday, June 9, 2014 at 1:15 p.m. as advertised.

- *Prime Time Painting - \$13,300* which includes moving items during the painting process. The board discussed areas of sheetrock that needs repair and would like to know if repairs are included.
- *Pemi Valley Painting - \$12,180* does not include moving items. TA Beaulieu received a quote from Crowley Movers for \$3,600 to move items out of the building into a storage area, and then back again. S. Morton explained that Crowley quoted on the high side and depending on the moving need he expects the actual cost to be less.
- *Leslie Hoyt - \$3,790 summer, \$2,980 fall price.* The board discussed the need for business insurance.

Due to the lack of interest in bidding at this time of year the board discussed waiving the procurement policy and allowing the staff to request three quotes from companies rather than advertising for sealed bid. The board agreed that two of the bids received were higher than the budgeted amount. They also decided to request additional information from L. Hoyt relative to her very low quote.

**MOTION "To not accept any of the interior painting bids at this time."**

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

**MOTION “To request additional information from Leslie Hoyt relative to her quote for painting and to waive the public posting requirement of the procurement policy due to the lack of interest when advertised the first time and allow staff to request a minimum of three quotes from other companies.”**

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

*Minutes Approval*

**MOTION: “To approve the Board of Selectmen public minutes of 5-14-2014 as amended.”**

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

**MOTION: “To approve the Board of Selectmen non-public minutes of 5-14-2014 as submitted.”**

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

**MOTION: “To approve the public minutes of 5-28-2014 as amended.”**

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

**MOTION: “To approve the non-public minutes of 5-28-2014 as submitted.”**

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

**PAYROLL MANIFEST**

**MOTION: “To accept two payroll manifests dated 6-13-2014 in the total amount of \$21,420.01.”**

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

**VENDOR MANIFEST**

**MOTION: “To accept two vendor manifests dated 6-13-2014 in the total amount of \$220,334.85.”**

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

## **ACTION FOLDER**

**MOTION: "To sign an agreement to not use the PA 28 Inventory Form, this signed agreement will be forwarded to the NH Department of Revenue Administration."**

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

**MOTION: "To approve a 2014 abatement for PID 17-7-18 in the amount of \$1,551.00."**

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

**MOTION: "To approve a 2014 abatement for PID 17-7-3403 in the amount of \$1,032.00."**

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

### *Special Event Checklist*

The board reviewed a Special Event Checklist received from Russ Gilman for an annual tractor show that takes place at his residence. After review, the Selectboard determined that a special event permit is not necessary for this event.

### *Unlicensed Dog Warrant*

The Selectboard reviewed and signed the Dog Warrant.

**MOTION: "To accept the unlicensed dog warrant pursuant to RSA 466:14 as prepared by the Town Clerk."**

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

**MOTION: "To accept the five year contract term from the Plymouth Village Water and Sewer District for \$100 per year."**

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

## **SIGNATURE FILE**

The board signed appointments for B. Benton and J. Paul-Hilliard as Alternative Ex-Officio members for the Planning Board. B. Benton and J. Paul Hilliard were sworn in by Chairman Morton and completed their oath of office during the meeting.

**MOTION: "To regretfully accept Ralph Conn's resignation submitted on May 19, 2014 as seasonal Highway Equipment Operator."**

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

**MOTION: "To approve ZCA #2014-06 for PID 12-2-4 for a three car detached garage."**

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

**MOTION: "To approve ZCA #2014-07 for PID 6-6-9-9 for a new single family log home."**

Motion: M. Peabody  
Seconded: J. Paul-Hilliard  
Discussion: The energy compliance form is in the approval process.  
Motion Passes: 5– Yes, 0 – No

**MOTION: "To conditionally approve ZCA permit #2014-08 for PID 8-14-2 pending receipt of an approved septic plan."**

Motion: M. Peabody  
Seconded: J. Paul-Hilliard  
Discussion: The board agreed to notify the applicant of the conditional approval and to hold the approved application until an approved septic plan is received.  
Motion Passes: 5– Yes, 0 – No

**TOWN ADMINISTRATOR REPORTS**

*Minute Corrections*

TA Beaulieu stated that additional clarification should be made in the Board of Selectmen Meeting minutes of May 14, 2014. During the meeting the Board discussed a letter from Avitar referring to abatements for two separate companies, Northern NE Telephone Operations (Fairpoint 1) and NHEC. The board agreed that they had agreed to not award abatement relief for either company.

*Welfare Officer*

M. Peabody reviewed updates made to the welfare guidelines. The board agreed to review and send changes to N. Decoteau for corrections. M. Peabody will review all suggested amendments and work with Nancy Decoteau to provide a final document with attached amendments for the public hearing scheduled at 7:00 pm, July 23, 2014 so that the Board of Selectmen can adopt the guidelines.

*Revaluation*

TA Beaulieu informed the board that revaluation hearings will be held next week on Monday through Wednesday. Thursday will be added if required.

*Lien Execution Report*

TA Beaulieu stated that D. Mahurin submitted the lien execution report and requested that it be read into the record that it was processed on June 2, 2014 at 1:15 p.m. Chairman Morton initialed the report.

*Moderator Appointment*

The board discussed an interim appointment for J. McKinnon.

**MOTION: "To appoint John McKinnon for the office of Town Moderator from June 11, 2014 until the next election"**

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

*TS Uniform Vendor*

K. McGuire is having problems with Unifirst, the uniform company contracted by the Transfer Station to provide uniform services. K. McGuire would like permission to end this contract early. TA Beaulieu informed the board that K. McGuire suggestion purchasing shirts for the staff or allowing him to contract with the same company that is used by the highway department. After discussion, the board agreed that TA Beaulieu can assist K. McGuire in contracting with a new company for uniforms.

*Covered Bridge Road Bridge Update*

TA Beaulieu informed the board that HEB has submitted final designs for the Millbrook Covered Bridge. C. Fournier has also requested that the second public hearing be scheduled as agreed previously. The hearing has been scheduled for July 23, 2014 at 6:30 pm.

*Quotes for Chickenboro Road Survey*

R. Sabourn excused himself from the meeting.

TA Beaulieu explained that this process was a quoting process rather than a sealed bid. TA Beaulieu explained that the Selectboard has the authority to ask companies to provide additional information during the quoting process.

The board reviewed the quotes again as follows:

- Sabourn and Tower - \$2,400 for the entire project, after additional follow up as requested at the previous meeting, a fee schedule was submitted including an hourly survey rate for R. Sabourn \$65.00/hour, Steven Tower \$55.00/hour and survey field technician \$45.00/hour. Price does not include monument setting.
- Mountain Mapping - \$5,500 for the project as specified with additional future work rated at \$65.00/hr., \$50.00/hr., and \$35.00/hr. for senior/associate senior/junior respectively. Price does not include monument setting.

S. Morton contacted John March to inform him that his quote was not accepted due to the amount. S. Morton was informed by J. March that he could resubmit a quote however it would not be as low as the other quote received.

The board discussed the budgeted amount for this service as well as the hourly rates provided by Mountain Mapping and Sabourn & Tower. R. Sabourn explained that Sabourn & Tower has already performed research work on this area which allows for a lower quote.

**MOTION: "To accept the quote received from Sabourn & Tower Surveying and Septic Design, PLLC in the amount of \$2,400.00 for the Chickenboro Road layout work."**

Motion: J. Paul-Hilliard

Seconded: S. Morton

Discussion: None.

Motion Passes: 4- Yes, 0 - No

*CAI Technologies Mapping Contract*

The board signed the contract with CAI Technologies as described in a previous meeting for the town mapping needs.

**PUBLIC INPUT**

J. Demeritt informed the Board that he plans to participate in meetings with the Fire Commissioners and the CIP Committee through conference calling while he is out of town. J. Demeritt stated that G. Kriebel

is agreeable to continuing to assist the CIP committee with their financial needs even though he will not be able to serve on the committee once he moves out of town.

J. Demeritt informed the board that there is a need for additional members for the CIP committee.

**SELECTMEN COMMENTS**

The board discussed the employee appreciation cookout on June 24, 2014.

R. Sabourn and J. Paul-Hilliard met with Deputy Chief Ian Halm and Lt. Fitz last week to discuss the fire department needs. They had an extended conversation relative to replacement of Engine 5 and capital assets. R. Sabourn and J. Paul-Hilliard also met on June 8 for the joint meeting of the Capital Asset Committee for the Campton/Thornton Fire Department. The meeting was productive and had positive discussions.

**8:35 PM NON PUBLIC**

**MOTION "To enter non-public session under RSA 91-A: 3, II (a, b, c)."**

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

**9:00 PM MOTION: "To exit non-public session."**

Motion: R. Sabourn  
Seconded: S. Morton  
Discussion: None.  
Motion Passes: 5– Yes, 0 – No

**9:02 PM MOTION: "To promote Sergeant Rod Diamond to the contracted position of Chief of Police for the Town of Thornton at Labor Grade 14 step 6 effective June 28, 2014."**

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

**9:08 PM MOTION: "To adjourn."**

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

Respectfully submitted,

  
Jessi Fleury  
Board Secretary

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**June 11, 2014**  
**5:00 PM**

5:00 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)

6:00 RA John Kubik – Highway Excavator rental/purchase

6:15 Town Hall roof bid award discussion

6:30 Town Hall interior paint bid award discussion  
(Excludes the PD side of the building)

7:30 Non-public session pursuant to RSA 91-A: 3, II  
(a- personnel, b-hiring) Police Department Contract

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

June 11, 2014

SIGN IN SHEET (Please Print)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24

JAMES DEMERIT