



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 7/9/14  
BOS Initial: SM  
Rec'd by Town Clerk on: 6/28/14  
Town Clerk Initials: SPM

### Board of Selectmen Meeting Minutes June 25, 2014

12:01 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

#### **ACTION FOLDER** **VENDOR MANIFEST**

**MOTION:** "To accept vendor manifest dated 6-27-2014 in the total amount of \$320,092.54."

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

#### **PAYROLL MANIFEST**

**MOTION:** "To accept payroll manifest dated 6-27-2014 in the total amount of \$21,443.96."

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 10-1-5-17 thru 25 for Beechcraft Construction LLC."

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

#### **TRANSFER STATION PERMIT REQUEST**

The board reviewed a request for an additional transfer station permit received by C. Harrison as his son comes up and stays on the weekends. The board discussed the request. After discussion, the board agreed to approve the request and to require all requests for second permits be submitted in writing to the Selectboard for consideration on a case by case basis. Regular seasonal rentals may use the temporary permits available currently. R. Sabourn suggested creating a form for taxpayers to complete if they are requesting an additional permit to streamline the review process. The board also agreed that permits should be checked periodically at the transfer station.

**MOTION: "To approve an additional transfer station permit for Carter Harrison of Haselton Road."**

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

*Minutes Approval*

**MOTION: "To approve the public minutes of 6-11-2014 as amended."**

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

**MOTION: "To approve the non-public minutes of 6-11-2014 as submitted."**

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

**AGENDA ITEMS:**

**1:00 PM DONNA QUINN – PUBLIC HEALTH NETWORK – ANNUAL UPDATE**

D. Quinn met with the board to provide an annual update of the public health network. D. Quinn discussed vaccination results for a pilot program this year and plans for the coming year.

**1:15 PM WELFARE GUIDELINES DRAFT REVIEW**

The board reviewed the guidelines and discussed amendments.

**1:30 PM HIGHWAY DEPARTMENT AGGREGATE PRODUCT BID AWARD**

There were no bids received for the aggregate product.

**1:45 PM DEAN RODGERS – ZONING COMPLIANCE APPLICATION**

M. Peabody recused herself from the board due to a potential conflict.

*Present: Dean Rodgers, Rebecca Rodgers, Nancy Decoteau*

D. Rodgers met with the board to discuss a zoning compliance application referenced as ZCA #2014-10 for PID 16-4-3 consisting of 4.16 acres. The property currently has two residences; the Rodgers would like to add an additional dwelling unit by converting an existing garage to a one bedroom apartment. R. Sabourn explained that a new three bedroom septic design would need to be on file before the board can approve the ZCA. S. Morton suggested that the Rodgers look into the abutter's well rights in place due to the additional use of the property as the State of NH may require additional information. S. Morton explained that the Rodgers met with the Planning Board and the board decided that a site plan review was not needed. The Selectboard agreed that the lot meets the density requirement of the zoning regulations.

**MOTION "To conditionally approve ZCA #2014-10, upon receipt of a new septic design approval from NHDES, to include the conversion of an existing garage space to a living space."**

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

M. Peabody rejoined the Selectboard.

**ZCA**

**MOTION “To approve ZCA #2014-09 referenced as PID 17-7-29 for Ed and Lisa Culver to add one bay to existing garage and a 5x20 deck.”**

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

*Planning Board Update*

- Notice of Decision for (PID 17-7-63) Pope Auto Sales sign approval

*Signature File:*

- Disposition of application – Northern NH Telephone Operations

*Roof Shingle Quotes*

The board discussed quotes received from roofing contractors for the town hall roofing project.

- **John Smith - \$17,640, N. Woodstock NH.** (\$10,800 materials). TA Beaulieu explained that this quote was left at the counter and was not received directly by town staff. S. Morton noted that the quote was received an hour before the meeting and does not indicate if J. Smith has insurance or if he intends to use bitchathane.
- **Jeff Lane, Jazl Home Improvements, Manchester NH - \$22,084.85** (\$11,444.00 materials including bitchathane for entire roof)
- **On-time Construction, Whitefield NH - \$25,500.00**
- **Lowe's - \$43,975.00**
- **J. Guinta Construction - \$42,000.75**

The board agreed that the roofing company contracted by the Town must have insurance. The board discussed postponing the award of the roofing project until S. Morton can confirm insurance information.

**MOTION “To award the roofing project to John Smith provided that he has insurance and that the quote includes bitchathane for the entire roof. If re-quoted to include bitchathane then the awarded quote must be less than \$22,084.85, if not, the board allows Chairman Morton to award the bid to Jazl Home Improvements as a second choice.”**

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

**TOWN ADMINISTRATOR REPORTS**

*Trustee of Trust Fund Update*

TA Beaulieu provided a request for funds for the Selectboard to sign. The board approved the purchase of the excavator during the last meeting for the CAT excavator.

*Capital Reserve Funds*

**MOTION “To expend \$10,911.88 from the Bridge Repairs and Maintenance Capital Reserve fund for HEB invoice #24317.”**

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

*Aggregate Product Needs for the Town*

**MOTION: "To waive the public posting requirement of the procurement policy due to the lack of interest when advertised the first time and allow the Road Agent to request a minimum of three quotes from other companies for aggregate product needs."**

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

*Concerned Citizens Form*

TA Beaulieu informed the board that a legally blind citizen notification has been received for a resident on Mirror Lake Road as requested during a previous meeting.

**MOTION: "To request that the Road Agent work with Selectman J. Paul-Hilliard to install appropriate signage for Mirror Lake Road."**

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

*Unifirst Update*

K. McGuire contacted Unifirst regarding the lack of cleaning service provided for Transfer Station uniforms. The town has paid for services that were not provided for approximately three months. K. McGuire agreed to continue contracting with Unifirst after having a conversation with the driver who assured him that the contracted service would be provided as agreed.

TA Beaulieu also contacted Unifirst and is requesting a credit for the three months of service paid for by the town when services were not provided. TA Beaulieu explained the cleaning schedule in place. The board agreed that all uniforms should be cleaned by Unifirst on a regular basis rather than being cleaned at home due to the contact with contaminants at the Transfer Station.

**SELECTMEN COMMENTS**

*Brad Benton* – B. Benton informed the board that he received a request from an employee at the Thornton mall for a hand held picker at the transfer station to make on-ground trash removal easier. The board agreed this should come from the Transfer Station budget and is a reasonable request.

*J. Paul Hilliard* – J. Paul Hilliard attended the Planning Board meeting on June 19 as an alternate ex-officio member. The Selectboard must appoint an ex officio member to the Planning Board; however they are not required to appoint an alternate ex-officio member. J. Paul-Hilliard explained the ineffectiveness of having an alternate ex-officio member due to the need to recuse from most voting situations. The board discussed the ex-officio position and the new planner position.

TA Beaulieu informed the board that the town is receiving applications from qualified individuals for the planning director position and is hopeful that this situation will be relieved once this position is filled. After further discussion, J. Paul- Hilliard and B. Benton resigned from the alternate ex-officio member position of the Planning Board.

**MOTION: "To accept the resignation of J. Paul-Hilliard and B. Benton as the alternate ex-officio member of planning Board."**

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

**MOTION: "To not reappoint for the alternate planning board ex-officio member position."**

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

R. Sabourn thanked the other board members and staff that volunteered to assist during the employee appreciation cook-out. The event was well-received and was a great morale booster.

**PUBLIC INPUT**

No public forum.

**3:17 PM NON PUBLIC**

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

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

**4:07 PM MOTION: "To exit non-public session."**

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

**MOTION: "To make a conditional offer of employment for candidate #1 for the 2014 part-time seasonal transfer station attendant position from July 5 through November 1, 2014 season at Labor grade 2 step 9 (\$12.68/hour) as recommended by the interview committee."**

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

**MOTION: "To approve the welfare manifest for check date 6/28/14 in the amount of \$800.00."**

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

**4:00 PM ROD DIAMOND - PD CHIEF APPOINTMENT OBSERVANCE**

Chairman Morton officially observed the new appointment for Rod Diamond as the Town of Thornton Police Chief. R. Diamond was sworn into this position by Chairman Morton. The board congratulated Chief Diamond on his promotion.

The board reviewed an addendum to the Police Chief contract.

**MOTION: “To grant permission to Chief Rod Diamond to maintain his federal drug enforcement team appointment status and to allow him to work any other ‘detail’ offered by other agencies and or private company.”**

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

**4:25 P.M. MOTION: “To adjourn.”**

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

Respectfully submitted,

Jessi Fleury  
Board Secretary

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**June 25, 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 | Donna Quinn – Public Health Network annual update                                   |
| 1:15 | Welfare Guidelines draft review   |
| 1:30 | Highway Department Aggregate product bid award                                      |
| 1:45 | Dean Rodgers – Zoning Compliance Application  |
| 3:00 | non-public issues as needed pursuant to RSA 91-A: 3, II<br>(b-hiring, c-reputation) |
| 4:00 | Rod Diamond- PD Chief Appointment observance  |

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 25, 2014

SIGN IN SHEET (Please Print)

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James Demeritt

Donna Quinn

Barbara Rodgers

Jean Rodgers