



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 7/27/14  
BOS Initial: SMC  
Rec'd by Town Clerk on: 7/25/14  
Town Clerk Initials: JAS

### Board of Selectmen Meeting Minutes July 9, 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, Selectwoman Marianne Peabody, and Selectman Roy Sabourn.

**ABSENT:** Selectman Brad Benton, Selectman Roy Sabourn arrived late at 12:21p.m.

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

#### **12:01 PM KELLY BOLGER**

K. Bolger met with the board to provide an update of the police department addition completion and grant status. He provided a hardware schedule and key set information for the locksmith. The Police Department will set their own combination for the door lock. K. Bolger also provided a copy of the final set of plans from the Police Department addition and recommended that all previous sets of plans be disposed of in its place.

#### *Campton Emergency Operations Center (EOC) Grant Process*

K. Bolger stated that he received a phone call from P. Hatch regarding equipment cuts that were made in the Campton grant, the cuts included computer items and radios used for communication purposes. Due to the nature of the grant that the town applied for K. Bolger is requesting that these items be added back into the grant since they are needed for communication. K. Bolger also discussed his fee of \$3,150 for services were not approved by the grant officials either and he intends to contest that decision as well.

#### *Thornton Emergency Operations Center (EOC) Grant*

K. Bolger mentioned that the bullet proof window in the Police Department was valued out of the plan while Chief Moller was in office. The board recalled that the window was initially valued out of the plan but was to be added to the grant as it is a necessary safety item that was discussed prior to the start of the addition. K. Bolger agreed that he would add this back into the grant and work plans as this was intended to be part of the grant.

12:21 p.m. Selectman Sabourn arrived at the meeting.

12:25 p.m. Chief Diamond entered the meeting.

The Board and Chief Diamond agreed that the bullet proof window needs to be added back into the grant request.

#### *Emergency Generator Grant*

K. Bolger is waiting for plans for the emergency generator and the wiring plans for the switchgear. Once he receives the plans he will meet with the Board to determine where to place the generator. K. Bolger stated that he is also waiting for pricing on the generator. Discussion continued on whether to purchase a

diesel or propane generator. The board agreed that they prefer to use propane for the generator since they are currently set up for propane and would meet any future emission requirements.

*Pending Items*

S. Morton informed Chief that K. Bolger is contacting CCI regarding the pending items needing attention.

CCI will provide the manuals and all contractor information to K. Bolger. K. Bolger stated that he will forward this information to the Board of Selectmen.

S. Morton mentioned the current punch list of remaining items to be addressed which includes exterior doors sticking, re-paint doors, and floors are bubbling in some areas. Stuart Anderson included these items on a punch list and forwarded them to CCI. S. Morton stated that the final payment will be issued to CCI, however the small items need to be addressed immediately. K. Bolger will contact Brian at CCI regarding the punch list and the bulletproof window for the grant.

12:30 p.m. The board began their work session.

**AGENDA ITEMS:**

**1:00 PM KEVIN MCGUIRE – WASTE MANAGEMENT CONTRACT**

K. McGuire met with the board to discuss a new contract agreement with the Town. K. McGuire explained that the town hasn't had a contract with Waste Management since 2009. K. McGuire explained the services he receives from NRAA, Casella and Waste Management (WM). K. McGuire contacted Casella to compare costs and determined that Waste Management would be more cost effective for the furniture services provided to the Town however he is waiting for an estimate from NRAA. The board analyzed the invoices and the contract proposed by WM. The board discussed the single stream process for the Transfer Station. The board agreed to postpone signing a contract with WM and to look into other options for the town.

TA Beaulieu informed the board that the new pamphlets for the Transfer Station have been reviewed and approved by Ellsworth and Campton.

**MOTION: "To approve the updated Campton/Thornton Transfer Station information pamphlet with the amendment to include an effective date for the fee schedule."**

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

**1:30 PM JON MORRISSEY – NATIONAL FOREST ACTIVITY UPDATE**

J. Morrissey met with the Board to inform them of recent forest activity in the Thornton and Campton area including construction and restoration of the Campton Day Use area. The Day Use area has been closed temporarily for public safety and to establish rehabilitation.

*Campton Dam*

Ranger J. Morrissey informed the board that the Campton Dam is being repaired from damages caused by Tropical Storm Irene. The east wingwall had some leakage and is being repaired and extended to replace the sand bags that are currently there. The structure of the dam is sound but the walls should be extended and minor repairs made to prevent more serious damage. J. Morrissey requested that any comments regarding the repairs be forwarded by July 29, 2014. S. Morton expressed his opinion that it is imperative to extend the east wingwall of the dam to the same level as the existing wall.

State DES has elevated the hazard rating of the watershed due to the amount of water that the area receives and an emergency plan is being created with emergency officials.

*Tripoli* – Road Construction will include new pavement, replacement of culverts, and repaving on the first mile and a half of Tripoli Road. The project should begin after Labor Day.

*Russell Pond Road* – This is an expected future project to remove old pavement and large rocks and repaving that would include about a mile and half.

*Tripoli Campsite Review* – The project consists of a review of the campsite area and is in the analysis phase at this time.

*Orris Road/Welsh Dickey* – S. Morton stated that the parking issues previously reported will need to be revisited by the Forest Service Department. The board scheduled a meeting for August 20, 2014 at 8:30 on site at the trailhead parking lot. TA Beaulieu will send a reminder.

#### **2:05 PM HIGHWAY DEPARTMENT - WINTER SAND PRODUCT**

RA Kubik presented quotes for aggregate pricing as approved at the previous meeting. The board reviewed the quotes and specifications received from Campton Sand & Gravel and Benton Enterprises.

S. Morton discussed giving the RA some leeway in which company he orders materials from depending on if the need is an emergency or is a small amount of material. The quality, pricing and distance for hauling can vary due to the project. The RA is familiar with the area gravel pits and could determine which vendor could provide the needed material. The board discussed ordering materials from different gravel companies on an as needed basis using a material price list rather than purchasing a large amount of material as the same material cannot be used in all applications. The board agreed to allow RA Kubik to purchase material from an appropriate vendor in an emergency situation as this is already included in his operating budget, but the winter sand needs should continue to be bid per the procurement policy.

TA Beaulieu explained that she requested RA Kubik obtain pricing from the gravel pits to use for small projects and emergency needs. TA Beaulieu explained that the procurement policy requires the RA to obtain bids for large annual road rebuilding projects that require a large amount of product that would exceed \$10,000. TA Beaulieu informed the Board that if they agree to waive the procurement policy for large expenses, this decision will need to be motioned during a Board meeting.

Selectman Hilliard stated the importance of keeping a good relationship with the different vendors rather than sole sourcing for products and allowing the RA the ability to work with several gravel vendors for smaller projects, and to continue bidding for large projects.

#### **MOTION: "To accept the winter sand quote from Benton Enterprises for \$5.00/yard loaded."**

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

#### **MOTION: "To waive the procurement policy for gravel products for the road reconstruction product needed for Upper Mad River Road."**

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

The board discussed highway department capital improvement plan articles. The board agreed to expend the paving funds from the CIP to improve the roads. The board agreed that future paving expenses should be included in the operating budget rather than capital reserve accounts. RA Kubik will provide the exact amount of funds needed for paving costs to be expended from the reserve account. The board agreed to expend the funds from the Paving Capital Reserve Account for paving needs and motion during town meeting to close this account so that paving costs can be included in the operating budget in the future.

RA Kubik plans to pick up the digging bucket for the new excavator on Thursday. The board agreed to reimburse RA Kubik for the cost of the bucket once he makes the purchase.

The board updated Chief Diamond of the meeting schedule with White Mountain Forest as discussed earlier in the meeting. TA Beaulieu recommended that Chief Diamond receive a direct update from Forest Service.

### **WELFARE GUIDELINES**

The Selectboard reviewed the final draft of the updated Welfare Guidelines.

**MOTION: "To accept the updated welfare guidelines, as amended to page 40, to be presented at the public hearing on July 23, 2014 at 7:00 p.m."**

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

### *Covered Bridge Road Bridge Repairs*

The board discussed using the top of the covered bridge for another town use. The board agreed that they will consider their options. HEB would like a list of concerns with the final plans prior to the public hearing.

The board also agreed to send a courtesy letter to the Woods of Millbrook association informing them of the public hearing.

### **ACTION FOLDER**

#### ***PAYROLL MANIFEST***

**MOTION: "To accept payroll manifest dated 7-11-2014 in the total amount of \$34,176.06."**

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

#### ***VENDOR MANIFEST***

**MOTION: "To accept vendor manifest dated 7-11-2014 in the total amount of \$847,849.07."**

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

### *Town Hall Roof Replacement Update*

S. Morton informed the board that Jeff Lane of JAZL Construction has been awarded the contract for the roof replacement at the town hall. During the previous Board meeting, S. Morton expected to award the contract to John Smith, however due to multiple unsuccessful communication attempts, S. Morton felt it was in the best interest of the town to contract with JAZL Construction. Construction is expected to

begin on or before August 11, 2014. The board agreed to the term of 60% payment at the start of the project with the 40% paid on completion. The board also agreed to request two checks in the next vendor manifest for 60% and 40% which will be held until the project begins and is completed respectively.

**MOTION “To award the roofing project to Jeff Lane, Jazl Home Improvements in the amount of \$22,085.00”**

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

**MOTION “To withdraw \$22,085 from the Municipal Building Capital Reserve fund.”**

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

*Police Department Firing Range Update*

The board reviewed a contract for services from Stonecipher & Clark Environmental Solutions LLC to provide services to determine the most cost-effective solution for managing lead-contaminated materials and reconfiguring the Firing Range on-site. This contract has been recommended by Chief Diamond.

**MOTION “To accept a consulting service contract from Stonecipher & Clark Environmental Solutions LLC for the Police Department’s firing range for services in the amount of \$1,520.00.”**

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

**MOTION: “To approve a request from the Trustees of Trust Funds to withdraw funds from the from the Bridge Repairs and Maintenance Capital Reserve fund in the amount of \$2,822.72 for HE Bergeron Engineers, Inc for professional services regarding project 2012-072 Covered Bridge Road Bridge #183/107 over Mill Brook.”**

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

*Minutes Approval*

**MOTION: “To approve the public minutes of 6-25-2014 as amended.”**

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

**MOTION: “To approve the non-public minutes of 6-25-2014 as presented.”**

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

*Action Folder*

Stuart Anderson reviewed the items needing attention for the Police Station addition bubbling of the floor, doors sticking, and paint touch ups. Stuart Anderson recommends releasing the final payment of \$14,420 to CCI and work in good faith to have the remaining items repaired as stated.

**MOTION: "To send the remaining check in the amount of \$14,420 to CCI and work in good faith to have the remaining items repaired as discussed."**

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

*Banjo Drive – Concerned Citizen Form*

The Board reviewed a concerned citizen form from M. Look regarding a missing street sign for Banjo Drive. After researching the concern, it was agreed that the road sign missing is for Jansen Farm Road. The board agreed that the installation of a stop sign at the end of Banjo Road is needed.

**MOTION "To approve the stop sign installed at Banjo Road and installation of a street sign for Jansen Farm Road."**

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

*Agreement for Entry and Purpose Form*

The board reviewed the new entry and purpose form created for RA Kubik to allow the town to enter on private property for various purposes.

**MOTION "To accept the new form of agreement for entry and purpose to be used by the Highway Department Road Agent."**

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

*Planning Board Update*

- No new activity reported

*Signature File:*

- Letter to Planning Board re: alternate ex-officio member
- NH Police Standards Employee Status Change for Chief Rod Diamond
- Special Event Application Checklist submitted by Hickey, The Board agreed does not meet the qualifications for special event application.

**TOWN ADMINISTRATOR REPORTS**

*Donna Keely – PSNH (Northern Pass Project)*

TA Beaulieu informed the board that she received an update on the Northern Pass Project from PSNH and would like to know if the board is interested in a public meeting that would provide additional information. The board agreed that they do not feel a need to have a public meeting.

**MOTION "To dedicate the new conference room in the Police Department as the new Emergency Operation Center (EOC)."**

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

**MOTION: "To recommend the use of propane to power the new generator as discussed previously."**

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

T. Beaulieu explained that the additional meetings held this evening with K. Bolger and RA Kubik were not scheduled on the agenda because they contacted the office after the agenda was posted, but had issues to discuss with the Board.

*Transfer Station Attendant*

**MOTION: "To hire William Dowling as the seasonal transfer station attendant at Labor Grade 2 Step 9 effective July 5, 2014."**

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

*Trustee of Trust Funds Candidate*

TA Beaulieu met with William Barr to discuss interest in the Trustee of Trust Fund position. She is hopeful that W. Barr will become a Trustee of the Trust Funds as his financial background would be an asset to the Trustees.

**PUBLIC INPUT**

*CIP*

J. Demeritt informed the board that he spoke with N. Decoteau to ask two Planning Board members to fill the two vacant positions until J. Demeritt is available to serve again.

G. Kriebel will continue to advise the members of the CIP as a voluntary technical assistant to the CIP relative to the mathematical needs of the committee. The board agreed to send a letter thanking him.

**SELECTMEN COMMENTS**

R. Sabourn informed the board that the applicant that interviewed for the Planning Director did not work out the way they had hoped but that they are committed to filling the position.

**4:39 P.M. MOTION: "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**  
**July 9, 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 Kevin McGuire- Waste Management Contract  
1:15 Welfare Guidelines- motion final to be posted for public hearing  
1:30 Jon Morrissey-update on National Forest activity in  
Thornton/Campton area

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

July 9, 2014

SIGN IN SHEET (Please Print)

1 James Demeritt Fadden Rd.

2 Jon Morrissey WMS Penigewasset RD

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