



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 8-6-14
BOS Initial: JPH
Rec'd by Town Clerk on: 8-7-14
Town Clerk Initials: APD

Board of Selectmen Meeting Minutes July 23, 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, Selectwoman Marianne Peabody, Selectman Brad Benton, and Selectman Roy Sabourn.

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

The board attended a site visit at Shaughnessy property at 4:30 p.m.

Chairman Morton opened the work session at 5:00 PM and called the meeting to order at 5:37 PM to discuss agenda items.

ACTION FOLDER **VENDOR MANIFEST**

MOTION: "To accept vendor manifest dated 7-25-2014 in the total amount of \$168,469.21."

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

PAYROLL MANIFEST

MOTION: "To accept a payroll manifest dated 7-25-2014 in the amount of \$1,460.34."

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

MOTION: "To accept a second payroll manifest dated 7-25-2014 in the amount of \$20,084.66."

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

Minutes Approval

MOTION: "To approve the public minutes of 7-9-2014 as amended."

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

The Board reviewed the following items:

- Letter from Stuart Anderson re: Placement of the Generator. The board discussed the proposed location of the generator and options forwarded by S. Anderson as well as the expected location of the Police Department firing range.
- Appointment request for Warren Bahr as a Trustee of Trust Funds
- Thornton Police Department Property Check Request form

Signature File:

- Request to withdraw funds from the Municipal Buildings Capital Reserve fund in the amount of \$22,085.00 for the municipal building roof.

MOTION: "To appoint Warren Bahr as the Trustee of Trust Funds to the next election."

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

MOTION: "To approve the new Thornton Police Department Property Check Request form with the addition of ‘, fire, etc.’ to the second sentence in the last paragraph"

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

AGENDA ITEMS:

6:00 PM RALPH BRADLEY –HIGHWAY EQUIPMENT

R. Bradley expressed interest in renting the mowing machine used by the Highway Department to maintain areas of his property. He would be willing to pay the town employee to operate the machinery if necessary due to insurance requirements. The board discussed the request and agreed that the liability and the possibility of having to provide this service to other residents would not be in the town's best interest.

R. Bradley asked if the Highway Department has finished working on the culvert on Gore Road. S. Morton recommended that R. Bradley consult with RA Kubik to discuss the status of the project and any work that still needs to be completed.

6:15 PM TOWN HALL INTERIOR PAINT QUOTES

The board reviewed painting quotes as follows:

- Leslie Hoyt - \$7,120.00 summer / \$6,197.50 fall schedule. TA Beaulieu explained that the fall schedule would not be appropriate due a significant increase in workload during the fall at the Town Hall. The quote does not include moving furniture. L. Hoyt is aware of the requirement to provide insurance if the quote is accepted.
- Prime Time Painting- \$13,300.00 which includes moving furniture.
- Pemi Valley Painting - \$ 11,180.00, this quote does not include moving furniture.
- RJ Crowley - \$3,600 for moving furniture only.

The board discussed the painting needs as well as the future needs for flooring. The board agreed that the costs associated with painting will be expended from the Capital Reserve accounts.

MOTION: "To accept the bid from Leslie Hoyt in the amount of \$7,120.00 to paint the interior of the Town Hall per bidding specifications during the summer of 2014."

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

6:30 PM TOWN OF THORNTON – WELFARE GUIDELINES – PUBLIC HEARING

No public was present.

The Board of Selectmen held a Public Hearing to consider the adoption of updated Welfare Guidelines for the Town of Thornton as advertised in the Record Enterprise on July 10, 2014. A copy of the proposed amended Welfare Guidelines was available at the town office and on the town website.

Chairman Morton called for public input. Hearing no public input Chairman Morton closed the public hearing at 6:35.

MOTION: "To adopt the recently updated Welfare Guidelines for the Town of Thornton effective 7/23/2014."

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

The board signed the adopted Welfare Guidelines.

Additional Transfer Station Permit Request

The board reviewed the new form as requested during a previous board meeting.

MOTION: "To adopt the new Additional Transfer Station Permit Request form."

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

Letter from Carl Avery re: Assessed value

The board reviewed a letter from Cal Avery indicating that his property is over assessed. The board agreed that there was an opportunity to dispute the new assessment with the assessor and that time has passed. The board requested that staff send a letter to C. Avery explaining his option to follow the abatement process.

Preliminary Tax Lien List

The board reviewed the preliminary list. TA Beaulieu stated that property owners have until August 6 to pay back taxes to prevent the liening process. The board will have a more accurate list at their next meeting on August 6, 2014.

The board discussed the Uhlman Estate and the possibility of an extension of the liening process for 30 days. This would have to be discussed with the Tax Collector. If the Tax Collector cannot initiate a 30 day extension for this property the arrears need to be paid by August 6, 2014 to prevent liening.

7:00 PM HEB – MILLBROOK COVERED BRIDGE FINAL DESIGN – PUBLIC HEARING

Chairman Morton read the public hearing advertisement to consider the Final Design Drawings of the Covered Bridge Road Bridge #183/107 over Mill Brook.

Public Present: Chris Fournier HEB Engineers, Reid and Donna Conaughty, Ford Lyon, Katrina Kendrick, Bob Montmarquet, Butch Burbank.

C. Fournier explained the status of the project and the intent to replace the current timber bridge with a precast bridge structure to meet current codes and standards including a higher clearance of 2.5 feet to allow for a higher water level. R. Sabourn asked if the projected traffic counts are adequate. C. Fournier confirmed that the new bridge is rated to allow a much higher traffic count than estimated for the bridge.

K. Kendrick asked for clarification of the pull-off area indicated on the bridge photograph. C. Fournier explained that the photo is a stock photo and not of the actual area.

C. Fournier asked if the Town has another use for the covered bridge section or if the board would like to allow the contractor to dispose of the old bridge. The board also discussed keeping the timbers to use as a temporary emergency bridge option in case of a failed culvert. R. Sabourn agreed that he would be in favor of keeping the timbers for this purpose. S. Morton agreed that the Town could also sell this in the future if needed.

C. Fournier stated that he does not believe there is a need for signals due to the clear line of sight from each end of the bridge.

K. Kendrick asked when the bridge is scheduled to begin. C. Fournier replied that construction is expected to begin in 2018.

K. Kendrick asked if the temporary bridge would meet load limits in case of an emergency vehicle or snow plow trucks. C. Fournier explained that the construction is not expected to take place in the winter but confirmed that the temporary bridge would meet all legal weight limits for large vehicles.

C. Fournier informed the Board that the bridge project could be moved up a year or two if the project is ready and the Board submits a letter of interest to begin the project sooner. This request would require that the town have funds available prior to 2018. The necessary easements would need to be in place from the Smith's and the Homeowners Association for the common association property. D. Conaughty is working on the homeowner's association and is making progress. The Board discussed that the grant will reimburse funds to the town, however the funds will need to be available up front. Discussion included funds available and the projection of available funds in the capital reserve accounts.

D. Conaughty stated that she does not feel there would be any reason why association members would be opposed to the project starting sooner. K. Kendrick stated that her only concern is the liability of the temporary bridge on association property. C. Fournier explained that the contractor will cover liability insurance and he will have to check the policy to confirm any specific coverage questions.

TA Beaulieu provided a draft easement form for the association's counsel to review. C. Fournier stated that there will be an updated easement draft that will include a permanent easement from the homeowners association for the stone rip-rap that would allow the Town access to make repair if needed. TA Beaulieu will email the new easement to D. Conaughty that will include language for the permanent easement once received from HEB Engineers.

Paul Montmarquet asked how far the pavement will extend. C. Fournier replied that the pavement will extend 150 feet southerly from the bridge.

C. Fournier explained that as part of the final design he is required by NHDOT to submit a draft contract between the town and the contractor. He also needs to review a general questionnaire with the Board and needs to send a questionnaire to the town's insurance carrier to comment on coverage limits.

C. Fournier confirmed that the construction costs based on the final design documents is \$524,000 which includes the temporary bridge cost, design engineering is \$106,000, and construction engineering is \$35,000. The NHDOT State Aid Bridge Program will reimburse the town 80% of these costs with the remaining 20% funded by the Town. He mentioned that inflation may need to be considered if the project isn't completed until 2018. C. Fournier will forward the total cash flow figures needed to TA Beaulieu for review. The board discussed the funds in the capital reserve accounts.

K. Kendrick expressed concern that the current bridge may not last until 2018. C. Fournier stated that NHDOT inspects the bridge every year since it is on the "red list".

Chairman Morton opened the hearing for any last public comments.

D. Conaughty stated that she plans to present the temporary construction easement to the association members during their meeting on August 9, 2014. C. Fournier agreed to forward the revised easement to N. Decoteau tomorrow so that she can forward to the association.

C. Fournier reviewed the bidding process. The board agreed to have the bid opening and review process occur at HEB Engineer's office.

The board agreed to review the questionnaire information needed at this time.

The board agreed to the following:

- The standard rate of \$500 per day for liquidated damages if the project is not completed on time that would cover inconvenience to the town and additional engineering costs.
- The board agreed to receive the wood planks and that the cover would be the responsibility of the contractor.
- Contractor working hours from 7:00AM to 7:00PM Monday through Friday. TA Beaulieu explained that the town uses a biweekly vendor schedule and a payment schedule would need to be created with the vendor.
- The Board of Selectmen and Road Agent should be present during the pre-construction meeting.
- The Board agreed to biweekly update meetings with HEB.
- TA Beaulieu will be the contact person for small issues needing decisions.
- C. Fournier will forward an insurance questionnaire to the TA for the town's insurance company.

8:12 PM MOTION: "To close the public hearing."

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

8:12 PM MOTION: "To accept the Final Design Drawings of the Covered Bridge Road Bridge #183/107 over Mill Brook as proposed by HEB for Project #2012-072 dated May 30, 2014."

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

PUBLIC INPUT

B. Burbank stated that some of the fencing at the Mad River Cemetery is falling down. The board agreed that he should contact Phyllis Holbrook. Selectman Benton commented that the Cemetery sextant and the Trustees have been discussing the necessary repairs.

NON PUBLIC SESSION PER RSA 91-A:3, II

8:20 PM MOTION: "To enter nonpublic session per RSA 91-A:3, II (a & c)."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Roll Call: Roy Sabourn – Yes Steve Morton – Yes Brad Benton – Yes
 Marianne Peabody – Yes John Paul-Hilliard - Yes
Motion Passes: 5– Yes, 0 – No

8:44 PM MOTION: "To exit non-public session."

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

MOTION: "To make a conditional offer of employment to candidate #2 for the part-time patrol officer position with the Police Department at Labor Grade 6 Step 5 at \$14.45/hour."

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

MOTION: "To approve the welfare manifest dated July 26, 2014 in the amount of \$400.00"

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

MOTION: "To sign the MS5 from Plodzick and Sanderson for year ending 2013."

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

TOWN ADMINISTRATOR REPORTS

Assessing System Changes – Zoning

TA Beaulieu explained that the zones in the assessing system haven't matched the zoning ordinance since 2002. M. Peabody agreed that every property was entered in the assessing system as general residence zone. TA Beaulieu explained that the town is moving towards an accurate assessing system and some changes will be made to reflect correct zoning codes.

Waste Management

TA Beaulieu informed the Board that K. McGuire supplied information for single stream recycling. TA Beaulieu will schedule a meeting when she returns from vacation with K. McGuire and Casella.

Sabourn and Tower

TA Beaulieu informed the Board that Sabourn and Tower finished the existing conditions plan for Chickenboro Road.

Todd Baldwin requested that the Board hold their discussion on this item until August 6 so that he can attend. R. Sabourn stated the new maps are in the office if the board members choose to review prior to August 6.

Shaughnessy Property

The board agreed to discuss this further at a future meeting with a full board. S. Morton stated that the land would be valuable to the town due to its location if the selling price reflects its worth.

Old Home Day Activities

TA Beaulieu informed the board that Chief Diamond and Town Clerk Tyler will be in the dunking booth this year. No other board members volunteered.

SELECTMEN COMMENTS

B. Benton requested that the sign at the Transfer Station that displays the hours needs to be cleaned and the brush needs to be trimmed back. The Board agreed to ask the TS Manager to clear the brush and have the sign cleaned or replaced.

R. Sabourn stated that the Town of Warren had Cartographics update their town tax maps and he would like the Town of Thornton to invest in adequate tax maps. *M. Peabody* recommended establishing a capital reserve for this item. The board agreed.

8:00 PM – TRANSFER STATION & FIRE DEPARTMENT INTERGOVERNMENTAL AGREEMENT

S. Morton reviewed the Transfer Station agreement. He would like to meet with TA Beaulieu and K. McGuire to discuss the current functions of the Transfer Station and the responsibilities of the towns and boards.

9:27 P.M. MOTION: "To adjourn."

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

Respectfully submitted,



Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
July 23, 2014
4:30 PM

4:30 Site visit – Shaughnessy property

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 Ralph Bradley – Highway Equipment
6:15 Town Hall Interior Paint quotes
6:30 Town of Thornton - Welfare Guideline - public hearing
7:00 HEB-Millbrook Covered Bridge Final Design - public hearing
7:30 Non-public session per RSA 91-A: 3, II (a-hiring=PD, c-
reputation=welfare manifest)
8:00 Transfer Station & Fire Dept. Intergovernmental Agreement
(Start of the review for the new contracts for)

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 23, 2014
SIGN IN SHEET (Please Print)

- 1 Christopher Fournier - HEB Engineers.
- 2 Paul Conaughty
- 3 Donna Conaughty
- 4 Ford Lyon
- 5 Katie Kendrick
- 6 Bob Montmarquet
- 7 Bertel Surban
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24