



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on: 10/6/14
BOS Initial: SM
Rec'd by Town Clerk on: 10/6/14
Town Clerk Initials: 222

**Board of Selectmen Meeting Minutes
October 1, 2014**

12:04 P.M. Chairman 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 Roy Sabourn and Selectman Brad Benton.

STAFF PRESENT: Tammie A. Beaulieu, Town Administrator

ACTION FOLDER

PAYROLL MANIFEST

MOTION: "To accept a payroll manifest dated 10-3-2014 in the amount of \$27,063.80."

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

VENDOR MANIFEST

MOTION: "To accept vendor manifest dated 10-3-2014 in the total amount of \$306,209.79."

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

ZCA

MOTION: "To approve ZCA #2014-15 for Christopher and Katherine Kent for PID 12/1-16 for a new three bedroom single family home. All necessary permits have been applied for and/or approved."

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

MOTION: "To approve ZCA #2014-16 for Hughes Family Trust for PID 17/19-22 for an attached lean to roof off of a garage."

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

MOTION: “To approve a request to the Trustee of Funds to withdraw funds from the municipal buildings capital reserve account in the amount of \$8,055.00 for the interior painting of the municipal building.”

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

The board reviewed a preliminary evaluation for remedial alternatives of the town firing range submitted by Silvia Clark from Stoneciphor and Clark Environmental Solutions.

Request for Warrant Article

The board reviewed a request submitted from Bruce Johnson from the Town of Webster to see if the Thornton Selectboard will include an article of resolution that would request the State pay additional funds to the educational system. After discussion, the Board agreed that they would not take action on this request at this time.

Road Agent – Hourly rates for sanding and plowing subcontractors

Road Agent Kubik provided information regarding current hourly rates for subcontractors in Thornton and in other towns. After discussion, the Board agreed that Thornton is comparative and competitive with surrounding towns. The Town has advertised for sanding and plowing subcontractors. The seasonal plowing position has also been advertised.

MOTION: “To accept the subcontractor rates for 2014-2015 Winter Season as posted by the Road Agent and as set during the previous winter season.”

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

MS 1

TA Beaulieu explained that NH DRA has a new online process which requires the Selectboard to sign a new MS 1 form. TA Beaulieu stated that the information in this form is the same as the form that was signed during the previous meeting but meets the new State process. The Board signed the new form.

TA Beaulieu informed the board that the MS 4 has been completed as well. She explained that she did not dedicate an amount from fund balance to reduce the tax rate at this time. TA Beaulieu sent an email request to the State asking that the Town be permitted to reserve their right to dedicate funds from the fund balance once more information is received from the School and County.

1:00 PM FIRE DEPARTMENT – 2015 CIP REQUEST PRESENTATION

Present: Chief Defosses

Chief Defosses met with the Selectboard to present the Fire Department 2015 Capital Improvement Plan. Chief informed the Board that the department was quoted about \$188,000 to purchase thirty air packs. Each air pack comes with a spare bottle that is purchased separately, one of the dealers agreed to give the fire department the spare bottles for free which lowers the cost of the original quote by about \$21,000.00.

R. Sabourn does not agree to purchase thirty air packs and does not agree that the ambulance needs to be equipped with air packs. J. Paul-Hilliard suggested decreasing the packs by two. Chief Defosses agreed to look into reducing the amount to twenty-eight packs. TA Beaulieu stated that the Fire Department has funds available for air packs this year, if the department is not using the funds in 2014, the CIP members will need written confirmation from the Fire Chief to move the allocated funds to 2015 CIP.

Chief Defosses included a second ambulance in the CIP request for 2022 for \$200,000.

Fire Commissioner Diane Richards plans to discuss the Comstar ambulance billing process with the Campton and Thornton Selectboards at the same time. D. Richards may provide additional information as to the profitability of adding a second ambulance to the department. The Selectboard discussed adding a second ambulance. R. Sabourn does not agree with purchasing a second ambulance right now, but recognized that in eight years there may be a need for a second ambulance.

1:30 PM - TRANSFER STATION – 2015 CIP REQUEST PRESENTATION

K. Mcquire proposed a paving project for 2025 at the Transfer Station. The board discussed having the paving project occur sooner than ten years due to safety concerns. It was agreed that the paving recommendation is not an immediate safety concern. The board agreed to include some dust control in the 2015 budget for the Transfer Station and to research costs for paving to be included in the 2015 CIP process. The Selectboard encouraged K. Mcquire to contact the Town of Campton regarding the purchase of a backhoe and to provide estimates for the cost of the equipment in 2015.

J. Paul Hilliard will provide a contact for K. McGuire to consult with regarding the paving needs for the Transfer Station.

2:30 PM - POLICE CHIEF DIAMOND - DRAFT PARKING ORDINANCE TEMPLATE

Chief Diamond presented a proposed parking ordinance to cover the entire town rather than being designated to one particular area. The board reviewed the draft parking ordinance. After review, the board agreed to forward the ordinance to NH LGC for legal review before scheduling a public hearing for acceptance.

The board discussed a parking ban ordinance for winter snow removal.

Chief Diamond presented a draft dog ordinance for the Selectboard to review. Chief explained that the Police Department receives numerous dog complaints but cannot take action unless a town ordinance is in place. The board discussed fees associated with animal control such as dog kennels, etc. Chief Diamond explained that the practice of other towns is to include a section in the annual budget titled animal control with the Police Chief designated to manage the budget line. The Selectboard agreed.

2:00 PM - PLANNING BOARD REQUEST ON FAMILY CAMPGROUND

Chairman Morton explained that the Planning Board discussed a letter sent from M. Peabody as ex-officio to TA Beaulieu regarding multiple dwellings on one parcel relating to the density requirement of one dwelling per acre. The Planning Board is requesting direction from the Board of Selectmen on a request they received relative to a family compound. M. Peabody explained the request of the Planning Board. The Board discussed this request. TA Beaulieu asked for clarification as to what a family compound entails. M. Peabody explained that the discussion at the Planning Board meeting was to have two dwellings on one parcel at this time. The Board agreed the current zoning ordinance does not prohibit the Selectboard from issuing a ZCA to the applicant.

The board discussed the benefits that a planner can provide in assisting the board with these types of applications and ordinance needs. S. Morton agreed that there needs to be regulations or subdivision requirements to approve multiple dwellings on one parcel. If an applicant is interested in building a family compound the option of a subdivision, cluster housing or condominiums should be offered.

M. Peabody stated that property owners should be allowed to place second family dwellings on one parcel without requiring too many permits.

B. Benton stated that initially he agreed that two dwellings on one parcel should be permitted, but after some research he agrees that regulations should be in place to prevent multiple dwellings on one parcel due to the best interest of the town as a whole.

R. Sabourn agreed that allowing multiple dwellings on one parcel is not in the best interest of the town.

J. Paul-Hilliard stated as an elected official he has to support regulations to prevent situations that could adversely affect the town and supports the Planning Board in their efforts to fix this problem through the zoning ordinance.

The majority of the board agreed that it is not in the best interest of the town to allow more than one single family dwelling on a parcel, and regulations to support this should be drafted by the Planning Board and enforced. The board agreed to have N. Decoteau respond to the Planning Board as to their request for direction on this subject.

INTERGOVERNMENTAL AGREEMENT

TA Beaulieu informed the board that the Town of Campton would like to schedule a joint intergovernmental meeting on October 22, 2014 at 6:30 at the Campton Town Hall. The board agreed to this meeting.

The board discussed the voting process for budgets that are shared by Ellsworth, Campton, and Thornton. The board agreed that if each town's selectboard votes for their portion of the budget then they retain control over their portion of the budget. The board agreed that a quorum of the individual boards of Campton and Thornton must be present during the meeting to vote. It was also agreed to have the Transfer Station agreement reflect the voting in the same way the board's vote for the Fire Department budget.

The board agreed to review the Transfer Station Intergovernmental Agreement and discuss at the next board meeting. TA Beaulieu will email drafts prior to the meeting on October 22 for the board to review.

TOWN ADMINISTRATOR PRESENTS

Tax Deeded Property Update

TA Beaulieu informed that board that all tax deeded property has been resold to previous owners except for two properties, including one that may enter a tax agreement.

Ex-officio Member Concerns

N. Decoteau forwarded concerns to the Town Administrator of becoming the Board of Selectmen's ex-officio member to the Planning Board when the planning director position is filled. The board discussed her concerns relative to being indemnified and held harmless for her votes as a paid employee. She would like the board to consider language in her contract to hold her harmless in connection to legal situations relating to planning board votes. The board discussed the request and agreed that it is fair to include this indemnification in a contract for the Administrative Assistant. TA Beaulieu will consult with NH LGC and inform the Selectboard of their next step in this process.

Sale of Town Tax Maps

TA Beaulieu informed the board that a request was received to purchase a digital copy of the town tax maps. Previously individuals that requested copies of tax maps were redirected to Terra Map to order their hard copies. The board agreed that they approve Cartographic to sell hard copies only and digital copies are not permitted.

Flooring Quotes

TA Beaulieu informed the board that N. Decoteau received quotes for new flooring and installation in the municipal office from Plymouth Furniture in the amount of \$13,850. The tile cost is \$8,450.00 and the carpet is \$5,400.00. The anticipated cost for furniture movers is \$3,600 and \$1,000 for a plumber to move fixtures. The total estimated cost is \$18,450.00. TA Beaulieu is waiting for an estimate for product only as well.

The board discussed budgeting for repairs and painting needed for the exterior of the municipal building for next year.

Holiday Celebration

TA Beaulieu explained that the board doubled their budget last year for the Holiday celebration due to an increase in attendance of town employees, committee and board members. The board discussed the cost of the 2014 Holiday Celebration. B. Benton is looking into options for the celebration. R. Sabourn suggested increasing the budget for this event. The board agreed to look into a buffet option this year.

Chairman Morton discussed the interpretation of the meaning of *addition* in the zoning ordinance application. His interpretation is that an addition is a structural change added to an existing building. The board agreed that the addition of definitions in the zoning ordinance would improve interpretation.

NON PUBLIC SESSION

MOTION 4:33 PM "To enter nonpublic session under RSA 91-A:3, II (c).

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

MOTION 4:40 P.M.: "To exit non-public session."

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

MOTION: "To enter into a revised purchase and sales agreement for PID 17/5-6 for property acquired through tax collectors deed for a period of 24 months with a monthly payment of \$230.65 to begin November 5, 2014 through November 5, 2016."

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

WELFARE MANIFEST

MOTION: "To accept a welfare manifest dated 10-4-2014 in the amount of \$300.00."

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

SELECTMEN COMMENTS

Chairman Morton stated that the board approved converting a garage into an apartment. The proposal also included a new driveway permit. The Road Agent commented that there was an existing driveway. The Road Agent granted permission for the new driveway with the condition that the existing driveway would be blocked off and no longer used. S. Morton verified that the existing driveway is still in use. The board discussed whether the Road Agent should follow up on this requirement or the Selectboard. The board agreed that the first follow up should be from the Road Agent with a written statement of findings and if a second follow up is needed then the Selectman should be notified.

4:47 P.M. MOTION: "To adjourn."

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

Respectfully submitted,

Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
October 1, 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	Fire Dept. 2015 CIP request presentation
1:30	Transfer Station 2015 CIP request presentation
2:00	Planning Board request on Family Compound
2:30	Police Chief Diamond-presents draft no parking ordinance templates
2:45	Review of Draft Transfer Station Intergovernmental Agreement
3:15	Non - public session pursuant to RSA 91-A: 3, II (c-reputation = welfare manifest & hardship case-tax deeded property agreement)

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
October 1, 2014
SIGN IN SHEET (Please Print)

- 1 JAMES DEMARCO
- 2 Daniel DeSousa Fire Chief
- 3 Kelly Bolger
- 4 Jander
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