



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 10/29/14  
BOS Initial: SM  
Rec'd by Town Clerk on: 10/30/14  
Town Clerk Initials: JG

### Board of Selectmen Meeting Minutes October 15 2014

**5:00 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, Jessi Fleury, Board Secretary

#### ACTION FOLDER

#### **PAYROLL MANIFEST**

**MOTION: "To accept a payroll manifest dated 10-17-2014 in the amount of \$21,092.21."**

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

#### **VENDOR MANIFEST**

**MOTION: "To accept vendor manifest dated 10-17-2014 in the total amount of \$243,896.23."**

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

**MOTION: "To approve Board of Selectmen minutes of 9-17-14 as submitted."**

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

**MOTION: "To approve Board of Selectmen minutes 10-7-14 as submitted."**

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

**MOTION: "To approve non-public BOS Minutes 10-7-14 as submitted."**

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

**MOTION: “To approve Board of Selectmen minutes 10-1-14 as amended.”**

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

**MOTION: “To accept the median stumpage value put forth from the NHDRA for Timber Tax purposes.”**

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

*Invitation to the Transportation Round Table Meeting*

The Board requested that M. Peabody attend the Transportation Round Table meeting on November 8, 2014 in Plymouth to represent the Thornton Board of Selectmen. M. Peabody agreed to make an effort to attend.

*Voting Schedule*

The Board reviewed the voting schedule. TA Beaulieu informed the board that the moderator has changed past practice to allow candidates and their representatives to approach the walkways to the town hall during open poll hours. The Board discussed the change in practice and agreed that due to previous safety concerns they strongly prefer to have candidates a distance away from the sidewalk during polling hours due to safety concerns and ease of traffic flow. The Board understands that it is the moderator’s right to make this choice but are concerned.

*Cost Summary – Avitar Associations*

The Board reviewed the five-year contract renewal submitted from Avitar Associates. The Board discussed continuing with a yearly contract rather than the five year option. After additional discussion, the board agreed that the five year offer was in the best interest of the town.

**MOTION: “To accept the five year contract from Avitar Associate of New England.”**

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

**6:00 PM - 2015 CIP REQUEST PRESENTATION – HIGHWAY DEPARTMENT**

*Present: Road Agent John Kubik*

RA Kubik met with the Selectboard to present the Highway Department 2015 Capital Improvement Plan request.

RA Kubik submitted the Highway CIP worksheets for the next 10 year plan.

The board discussed a request for a new six-wheel dump truck due to the current truck having a bent frame. Although, this does not present a safety concern, RA Kubik recommends replacing this truck with a used vehicle in 2015 rather than a new truck purchased in 2019 as planned previously. The Selectboard recommended looking through private sale or other possibilities before contacting the State for used truck options.

The board discussed the Highway Department and Transfer Station’s backhoe/loader request for the CIP. It was suggested that the Transfer Station should consider purchasing a used backhoe/loader rather than a brand new one and have a shed so that the backhoe would be under cover. There were many valid

reasons discussed for having a backhoe and a loader available to the town doing projects and a backup piece of equipment for breakdowns, etc.

The board agreed with the recommendations of RA Kubik including increasing the amount for the 2019 backhoe expenditure from \$90,000 to \$120,000. TA Beaulieu stated that this recommendation will be forwarded to the CIP committee to make adjustments.

**MOTION: "To approve an Intent to Cut for PID 10/14-1, Karin Pomerantz and Kathy Cordeiro"**

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

**MOTION: "To request the Trustee of Trust Funds to withdraw \$58,000 from the Capital Reserve Fund for an invoice from Avitar Associates."**

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

**MOTION: "To sign the warrant for the election posting requirement."**

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

**6:34 PM - 2015 CIP REQUEST PRESENTATION – POLICE DEPARTMENT**

*Present: Chief Rod Diamond*

*Chief Diamond submitted PD CIP worksheets for the next 10 years.*

Chief Diamond discussed the need for a new cruiser and recommended purchasing utility vehicles rather than the Ford Taurus due to the limited space in the Taurus and an all-wheel drive vehicle would be more beneficial for Thornton especially during the winter season. The board discussed the pros and cons of purchasing the utility vehicle rather than the Taurus. Chief Diamond explained that some of the current equipment, such as radio systems and light bars, for the cruisers are no longer in production and will need to be replaced if they become faulty. Chief Diamond explained that as each cruiser is due for replacement he would like to have all three cruisers identical including the equipment.

Chief Diamond presented a cost comparison for leasing the new vehicle with the new necessary equipment as well as purchasing the vehicle with equipment.

The board discussed purchasing the new cruiser and the leasing option. TA Beaulieu explained that a separate warrant article would be needed at town meeting to approve a lease. R. Diamond recommends the lease option. The Board discussed trying the lease option for a year and if it does not work this year then the town can go back to the purchase option through the CIP. R. Sabourn does not support the lease option at this point. After extensive discussion, the Board agreed that the purchasing option is best at this time due to less cost and a simpler process. M. Peabody and R. Sabourn agree that the cruiser equipment needs to be updated.

The board agreed that TA Beaulieu will meet with Chief Diamond to discuss the four year cruiser replacement rotation and revise the CIP worksheets before forwarding to CIP committee.

**7:00 PM - 2015 CIP REQUEST PRESENTATION – BOS/Town Administrator - Departments**

*Present: Town Administrator Tammie Beaulieu*

*TA Beaulieu submitted the CIP worksheets for the next 10 years.*

TA Beaulieu and The Board discussed adding the following projects to the CIP: \$90,000 in additional funds for the 2024 assessing costs, \$145,000 in additional funds for the 2019 tax map project. The board discussed the Town Hall building needs. The Board agreed that the exterior painting, foundation work and composite siding replacement should be included in the CIP. The Board agreed with the estimate of \$25,000 for exterior needs to include painting in 2015 and \$20,000 for flooring in 2015.

The Selectboard agreed with the four items recommended by TA Administration

**7:40 PM – FD Draft Intergovernmental Agreement Review**

The Board reviewed the Fire/Rescue Intergovernmental Agreement.

The Board agreed the Town of Ellsworth in the signature page of the agreement acknowledges that the Town of Ellsworth understands that they waive their representation of a commissioner on the joint board.

The board agreed to the language changes on page 2, page 3, 4 and a few grammatical corrections. J. Demeritt informed the board that there is an additional \$68,000 in ambulance fees that were waived at the previous Fire Commissioner meeting. The board discussed requirements of the intergovernmental agreement that the department initiate *monthly* instead of the quarterly updates as to waivers of ambulance fees.

TA Beaulieu will request a meeting with the Town of Campton to discuss the ambulance fees apart from the renewal meeting of the Intergovernmental Agreement. The board discussed the hiring and firing ability of the Fire Chief as stated in the agreement. The board also discussed the need for an appeal process for firing. The Selectboard agreed that there are concerns with the Chief's sole discretion in hiring and firing personnel. The Selectboard discussed having the Fire Chief *recommend* hiring and firing to the Fire Commissioners and provide another step for an appeal process to the Towns Selectboard. The board agreed to discuss this further with the Town of Campton.

The Board agreed to have TA Beaulieu forward the drafts of the Intergovernmental Agreement to the Town of Campton and Ellsworth.

J. Demeritt stated that discussion at a previous Fire Commissioner Meeting was held about the Board of Selectmen meeting minutes not including reference of the needed formation of the Fire Department Capital Asset needs committee. The Selectboard recalled that this discussion was held during a joint meeting held at the Campton town hall. The meeting was formed with the Campton Selectboard and that subsequent reference of these meetings has been mentioned in the Thornton Selectmen meeting minutes.

The Board discussed portions of the Transfer Station Intergovernmental agreement and made a language change on page 3.

***WELFARE MANIFEST***

**MOTION: "To accept a welfare manifest dated 10-18-2014 in the amount of \$836.00."**

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4– Yes, 0 – No                      Abstained: M. Peabody

**ZCA**

**MOTION: "To approve ZCA permit #2014-17 for PID 11/5-6 Dean and Sandra Johnston to build a 15x20 shed."**

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

**TOWN ADMINISTRATOR PRESENTS**

*Donation*

Town staff and residents offered a collection for the Atwood family. TA Beaulieu asked B. Benton to present to the family.

*Supervisor of the Checklist Request*

TA Beaulieu was informed that the Supervisor of the Checklist needs a new laptop. TA Beaulieu recommended that the Selectboard purchase a new laptop rather than updating the current laptop due to the age of the machine and it may not be compatible to the Supervisors software needs. The Board agreed with the TA recommendation.

*Employee/Personnel Holiday Celebration*

B. Benton offered to provide the band entertainment during the event. The board discussed the quotes received from the Country Cow for appetizers or dinner options. The date is scheduled for December 11, 2014 at 6:00 p.m. The board agreed to provide the dinner option at \$30 per person and require the rsvp process.

*RSA 72:7d - Campgrounds*

TA Beaulieu informed the board of a new law RSA 72:7d that affect the assessing process for campgrounds effective April 2015. The Town will need to send notice to all campground owners informing them of their responsibility to provide the Town with a list of assessable items on their property as of April 1. M. Conn has drafted a form letter with all referenced RSA's. The definition being used for a campground is any property with two or more campsites. The board discussed the campgrounds in Town that would be subject to this new law.

*Dog and Parking Ordinance*

TA Beaulieu informed the board that legal advisement was requested from LGC regarding the Dog and Parking Ordinance discussed during the previous Selectboard meeting. TA Beaulieu researched the information given by LGC and it was determined that the information received was not entirely complete or accurate to what we need for the complete process. After further research, it was confirmed that the Selectboard will need to present these ordinances on town floor during Town Meeting. The board agreed to have the draft ordinances created by Chief Diamond forwarded to town counsel for review and to ask for their guidance to make sure the correct process is followed from start to finish.

*Planning Board Director*

**MOTION: "To hire Brian Regan as the Part-Time Planning Director at labor grade 13, step 13 for 40-60 hours per month."**

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

**SELECTMEN COMMENTS**

S. Morton met with Michael Blake of Property Liability, Chief Diamond and Sandy Moulton regarding the handicap ramp that was completed at the entry of the Police Department. M. Blake stated that there are no liability concerns with the ramp in regards to the ADA requirements and that anything done is above and beyond the requirements. They are researching small railings for the ramps. Kubik can perform this work for the town.

**9:20 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 15, 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 Annual Capital Reserve –CIP request- Highway Department  
6:30 Annual Capital Reserve –CIP request- Police Department  
7:00 Annual Capital Reserve –CIP request- BOS/Town  
Administrator- Departments  
7:30 FD Draft Intergovernmental Agreement review  
8:30 Non-public issues as needed pursuant to RSA 91-A: 3, II  
(c-reputation=welfare manifest)

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 15, 2014

SIGN IN SHEET (Please Print)

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