



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 4-15-15
BOS Initial: JAH
Rec'd by Town Clerk on: 04/16/15
Town Clerk Initials: ZJZ

Board of Selectmen Meeting Minutes April 1, 2015

12:01 P.M. Chairman Paul-Hilliard opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance.

ROLL CALL: Selectman John Paul-Hilliard, Selectwoman Marianne Peabody, Selectman Brad Benton and Selectman Roy Sabourn.

ABSENT: Selectman Jim Demeritt

STAFF PRESENT: Tammie A. Beaulieu, Town Administrator

Payroll Manifest

MOTION: "To accept the payroll manifest dated April 3, 2015 in the amount of \$29,069.15."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

1:00 STONECIPHOR & CLARK ENVIRONMENTAL LLC - PD FIRING RANGE

Present: Sylvia Clark, Stoneciphor and Clark Environmental LLC, Chief Rod Diamond

S. Clark met with the Selectboard and Police Chief Diamond to discuss the current process and recommendations for the Police Department firing range. Selectman Sabourn stated that he had concerns that S. Clark submitted her proposal to the state prior to discussing and presenting her proposal to the Selectboard which included testing that would need to be budgeted.

Selectmen Sabourn also discussed the recommendations and concerns from Chief Diamond regarding the units that were in Stoneciphors plan and does not believe the units will fulfill the Police Departments intentions for the use of the shooting range. S. Clark explained that her proposal was based on the recommendations for best use practice by EPA and further explained the proposal. She explained the testing cost and the concertainer units. S. Clark apologized for misinterpreting the intended use of the units. S. Clark also explained that her proposal can be revised and a new plan can be forwarded to the state.

Chief Diamond questioned if the town would be able to reuse the soil in the range in the future if it is not contained in the unit recommended by Stoneciphor. S. Clark stated that the soil does not need to be contained in this particular unit but that the backstop needs to have a clay liner to prevent lead from leaching into the soil. Chief Diamond explained that with the new agreed upon location for the firing range, he does not see a need for the units. S. Clark suggested that she view the location and agreed that there is no requirement to purchase these container units as long as the firing range can contain the lead in one central location.

M. Peabody asked if the tires in the current range can be reused. S. Clark explained that it would be best to remediate and dispose of the tires.

S. Clark agreed to make changes to her proposal based on the discussion this evening and resubmit an updated recommendation to the State. S. Clark agreed to send her updated proposal to Chief Diamond and copy it to the Town Administrator so that she can forward onto the Selectboard prior to their next meeting so that they can review prior to submitting the updated plan to the State.

Vendor Manifest

MOTION: "To accept the vendor manifest dated April 3, 2015 in the amount of \$387,010.15."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 - Yes, 0 - No

Abstained: B. Benton

Minutes

MOTION: "To accept the public meeting minutes of March 18, as amended."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 - Yes, 0 - No

Abstained: B. Benton

MOTION: "To accept the nonpublic meeting minutes of March 18, as presented."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3 - Yes, 0 - No

Abstained: B. Benton

Town Administrator Reports

Audit Update

TA Beaulieu informed the Board that the audit was finished yesterday. There are control deficiency reports for Hubbard Brook Scholarship and the auditors recommended that the account be closed and moved to the Trustee of Trust Funds. The Selectboard will continue to approve the grant and inform Hubbard Brook of this change but the scholarship funds will need to be processed through the Trustees. TA Beaulieu has signed the deficiency report and requested the Selectboard to initial as well. The board initialed receipt of the report.

TA Beaulieu explained that during the previous meeting she explained that the auditors had new ideas for inputting the estimated revenues into the accufund accounting system. The auditors are asking that the Selectboard review the monthly actual revenue reports that will be created each month comparing the actual revenues against the estimated revenues. TA Beaulieu will implement this process as requested by the auditors.

The auditors have also requested that wage changes be recorded in the employee personnel files showing the change, the Chairman will initial each change as being approved. R. Sabourn asked if the cost of living is included in this request. TA Beaulieu confirmed that any wage change, including cost of living, needs to be recorded and approved.

Transfer Station Interview Process

TA Beaulieu provided copies of certifications needed for each of the Transfer Station positions.

Millbrook Covered Bridge Road Bridge Update - HEB

TA Beaulieu discussed the Millbrook Covered Bridge project with Chris Fournier at HEB Engineers. C. Fournier informed her that a letter has been received from Nancy Mayville at the State conforming that the Town can move ahead in requesting 80% of the cost expended for HEB Engineers. C. Fournier also informed her that in 2016 he will assist the town with the bid process for the bridge replacement project, and in 2017 the Selectboard may need to present an article at town meeting to approve the acceptance of grant funds and appropriation of funds if necessary.

Action Items:

The Board reviewed the action/motion folder:

MOTION: "To accept an Intent to Cut for PID 3/7-2 on Gore Road, taxes are current."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 3 - Yes, 0 - No

Abstained: R. Sabourn

MOTION: "To accept an original warrant yield tax in the amount of \$1,799.05 for PID 11/1-66, owner Brenda Noseworthy and Roger Steele."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

MOTION: "To accept an original warrant yield tax in the amount of \$312.75 for PID 3/4-10, owners Ruth and Ralph Bradley."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

MOTION: "To approve and sign a modification for a grant agreement from the Thornton Police Department from the USDA Forest Service for \$1,727.50 for the annual cooperative law enforcement operating plan for Tripoli Road."

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

MOTION: "To approve and sign a 2015-2016 service contract with Emery & Garrett Groundwater investigations LLC for annual monitoring of the landfill in the amount of \$7,600."

Motion: M. Peabody
Seconded: B. Benton
Discussion: None.
Motion Passes: 4 - Yes, 0 - No

The board reviewed a letter submitted from the Police Department asking the board to terminate the contract with Above the Notch Humane Society effective July 1, 2015 in accordance with the terms of the contract.

MOTION: "To terminate the contract with Above the Notch Humane Society effective July 1, 2015 in accordance with the terms of the contract as requested by the Police Department."

Motion: M. Peabody
Seconded: B. Benton
Discussion: None.
Motion Passes: 4 - Yes, 0 - No

MOTION: "To approve an Intent to Excavate for PID 6/2-23, Casey and Kyle Caulder, taxes are current."

Motion: M. Peabody
Seconded: B. Benton
Discussion: None.
Motion Passes: 4 - Yes, 0 - No

The Selectboard discussed the elderly and disabled tax exemption process. TA Beaulieu informed the Board that an application was received in the office past the due date. The office staff was working with incorrect material that indicated a different due date that was published by NH-DRA. The Board agreed that with the explained circumstances they would approve the application

MOTION: "To approve the elderly and disabled tax deferral for PID 10/7-7."

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

Code Enforcement

Present: Jeffrey Noyes, Kurt Campbell

N. Decoteau explained that this is the first application for an accessory apartment since the option was added to the zoning ordinance at town meeting. N. Decoteau created a checklist for the applicant based on the zoning ordinance and provided comments based on material in the record.

TA Beaulieu mentioned that the information required by the Selectboard prior to review should be attached to the checklist to provide a better flow of information. The board agreed.

The Board reviewed the application. R. Sabourn questioned the addition at the entrance of the addition. R. Sabourn disagreed that the addition will change the character and appearance of the building. The board discussed if the addition was placed in a different area the character and appearance may not be changed. R. Sabourn recommended redesigning the outside appearance so that it doesn't change the character of the main structure.

R. Sabourn discussed the living space of the accessory as well as the entire structure. M. Peabody and R. Sabourn discussed the intent of the ordinance and that this application may be in excess of the intention for this type of use. R. Sabourn also discussed the septic plan for the addition of the accessory apartment. He explained that this plan would not comply with NHDES regulations for the septic system. The applicant could apply for a septic design approval which would confirm that the property/land could support a larger septic if needed.

M. Peabody and R. Sabourn further discussed the intent of the ordinance and the application. The board discussed the subjectivity of the ordinance requirements. The board discussed the layout of the addition as well as the square footage and effective area of living space. J. Noyes agreed to email exterior renderings to the Town Administrator. The Board discussed the square footage requirement of no more than 35% of the original living space.

T. Beaulieu recommended that a more thorough checklist be drafted for the applicants to complete prior to the board meeting so that the board has precise plans for the property.

J. Noyes presented a change to keep the same footprint, lowering the roof line to remove living space but would like to keep the loft as useable storage area. After extensive discussion, the applicants agreed to meet with the Board on April 15, 2015 at 7:00 p.m. with an updated application.

3:22 P.M. MOTION: "To adjourn."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

Respectfully submitted,
Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
April 1, 2015
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

Town Administrator presents (no public input)

Agenda Items: (no public input unless approved by the Chairman)
1:00 Stonecipher & Clark Environmental LLC-PD Firing Range

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
April 1, 2015
SIGN IN SHEET (Please Print)

1	<i>Sylvia Clark</i>	26
2	<i>Jelly May</i>	27
3	<i>Kurt G. Hill</i>	28
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