



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 6-16-15
BOS Initial: JPH
Rec'd by Town Clerk on: 6-12-15
Town Clerk Initials: JG

Board of Selectmen Meeting Minutes May 27, 2015

12:00 P.M. Chairman John Paul-Hilliard opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

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

STAFF PRESENT: Nancy Decoteau, Administrative Assistant

The Board began their work session.

ACTION FOLDER

MOTION: "To approve the payroll manifest 5-29-2015 in the amount of \$19,885.83."

Motion: B. Benton
Seconded: J. Demeritt
Discussion: None.

Motion Passes: 4– Yes, 0 – No R. Sabourn abstained

MOTION: "To approve the vendor manifest 5-29-2015 in the amount of \$51,613.92."

Motion: M. Peabody
Seconded: J. Demeritt
Discussion: J. Demeritt questioned why department heads purchased items such as paper products from a small local store rather than via a larger vendor which would provide the items at a lower cost. The board agreed to have the department heads purchase items such as paper products in bulk from a larger vendor to obtain the items at a lower cost. The Board also understood that small emergency purchases can be made through a local retailer.

Motion Passes: 5– Yes, 0 – No

MOTION: "To accept the BOS meeting minutes of 5-13-15 as amended."

Motion: R. Sabourn
Seconded: J. Demeritt
Discussion: None.

Motion Passes: 5– Yes, 0 – No

MOTION: "To approve the welfare manifest 5-30-2015 in the amount of \$500.00."

Motion: R. Sabourn
Seconded: J. Demeritt
Discussion: None. M. Peabody abstained

Motion Passes: 4– Yes, 0 – No

LAND USE REPORT

ZCA Applications

N. Decoteau informed the board that a cover sheet was provided for each board member.
N. Decoteau asked the board for clarification as to their policy for charging the \$50 ZCA fee for homes that have burned. The Board agreed that their past practice is to waive the demolition fee but to charge a ZCA permit fee when the home is being rebuilt. The Selectboard discussed removing the fee entirely for demolition purposes.

MOTION: "To approve the following ZCA Applications:

- a) ZCA # 2015-06, Third Mag 7 Family Limited Par for Map 6/9-50 for demolition only.
- b) ZCA #2015-07, Charles Surette for Map 17/7-6-1 for a new single family home and a 12x20 tool shed.
- c) ZCA #2015-08, Janet Nolan for Map 7/2-13-23 for a new single family home.
- d) ZCA #2015-09, Robert and Roberta Uhlman for Map 16/3-6 for a mobile home."

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5– Yes, 0 – No

MOTION: "To discontinue charging for any Zoning Compliance Application submitted for demolition."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5– Yes, 0 – No

Enforcement Concerns

N. Decoteau informed the board that a concerned citizen form was received regarding abandoned items on Map 2/5-1 located near the North Woodstock town line.

N. Decoteau stated she informed R. Sabourn as the Board of Selectmen enforcement representative and their recommendation is to schedule a meeting with the property owner to try to resolve the concerns. R. Sabourn agreed to visit the property owner and report back to the Board at their next meeting.

Zoning Enforcement Issues

N. Decoteau informed the Board that a zoning enforcement concern was filed on May 18, 2015 regarding Map 15/4-26 on Route 3 in Thornton.

N. Decoteau stated she informed R. Sabourn as the Board of Selectmen enforcement representative and their recommendation is to visit the property owner and provide information as to what would be required to bring the business into compliance.

The Board reviewed the updated ZCA application presented at the previous meeting.

R. Sabourn reviewed the current disclaimer on the updated ZCA form and suggested changing a few words in the disclaimer.

MOTION: "To approve the updated ZCA application with the change of two words in the disclaimer "issuance" and "acceptance" to the word "approval"."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 5– Yes, 0 – No

ACTION FOLDER

Transfer Station Holidays

The Board reviewed a proposed transfer station holiday schedule which states the Transfer Station will follow the holiday schedule used by the Town of Thornton except that Easter Sunday will be taken in lieu of the Friday after Thanksgiving.

MOTION: "To approve the proposed transfer station holiday schedule as recommended by the Transfer Station Manager."

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5– Yes, 0 – No

MOTION: "To extend the contract for custodial services to June 30, 2015."

Motion: B. Benton

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5– Yes, 0 – No

Judges Road

The board reviewed two emails received from Mr. Movitz and Mr. Laton regarding Judges Road and responses from the office staff. The board agreed that sending copies of the previous Selectboard minutes to Mr. Laton satisfies his request for information. The board agreed to schedule a site meeting on Judges Road on June 24, 2015 at 11:00 a.m. as previously discussed. R. Sabourn stated that it would be acceptable for neighbors to attend the site visit as long as they recognize it was not an opportunity for open discussion. The Board also agreed that it is not reasonable to have dig safe view the area at this time.

1:30 PM Paul Hatch – NH Department of Safety – Hazardous Mitigation Plan – State Grant \$8,000

Present: Paul Hatch, NH Department of Safety,

P. Hatch met with the Board to discuss the current hazard mitigation grant status. Prior to the discussion on the Hazard Mitigation Plan grant program, R. Sabourn asked for more information regarding the Generator grant deadlines as Chief Diamond discussed during the previous meeting. P. Hatch informed the Board that the funding pool for the generator grant application would expire on September 30, 2015 and the NH Department of Safety has requested a one year extension from FEMA and a response has not been received yet.

P. Hatch provided a background on the hazard mitigation grant and the process. The town must have a hazard mitigation plan in place in order to qualify for the state grants for road work, drainage, flooding, etc. The current plan is still active at this time but will need to be updated in 2016. P. Hatch recommended having the new plan in place prior to the expiration of the current mitigation plan.

R. Sabourn discussed water erosion issues in the Millbrook area due to the brook flooding in certain areas and asked if this type of flooding would qualify for a FEMA grant. P. Hatch explained that bank stabilization could qualify for a FEMA grant, and recommended that a history of flooding including pictures be gathered to show the land impact as well as any expenses that the town incurs related to the residual flooding. P. Hatch suggested the town hire a local engineer to compile the reports and complete the FEMA application. The engineering costs can be reimbursed through the grant if the town qualifies.

M. Peabody asked if the town would receive FEMA assistance if the town experienced a natural disaster and did not have a mitigation plan.

P. Hatch responded that FEMA would provide minimal assistance for a natural disaster but with a mitigation plan FEMA would be able to provide more substantial assistance for repairs.

P. Hatch informed the Board that if they decide to accept the state grant application this evening they can sign it tonight and he will begin the processing tomorrow.

R. Sabourn questioned if the town needed to hold a public hearing to apply for the grant.

P. Hatch explained that the RSA governing the grant application process for municipalities was recently changed to move the threshold of holding a required Public Hearing from \$5,000 to \$10,000.

P. Hatch stated the proposed grant is for \$8000 which would not require a Public Hearing.

P. Hatch stated the \$8,000 is made up of a \$6,000 grant with an in-kind match of \$2,000.

P. Hatch explained the grant process and recommendations for hazard mitigation grants.

J. Paul-Hilliard suggested using a similar form that the NHDOT uses to keep track of repairs and funds that are spent for repetitive losses.

R. Sabourn suggested the Road Agent be reminded to obtain pre-event photos of flood prone areas to have available to compare with post-event photos taken.

The Board agreed that the Road Agent should have a camera with a date stamp, and if he does not have one currently, he should include in next year's budget.

MOTION: "To accept and sign the FFY 2014 Pre-Disaster Mitigation Grant agreement between the Town of Thornton and Department of Homeland Security to update the Thornton Hazard Mitigation Plan."

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5- Yes, 0 - No

2:09 PM Lt. Josh Fitz – Campton/Thornton Fire Department – Citizen's Academy

Present: Lt. Josh Fitz – Campton/Thornton Fire Department

Lt. Josh Fitz met with the board to explain the Public Safety Academy. The citizen academy is held to inform townspeople as to what the emergency departments do during their daily business using hands on demonstrations. The Fire Department would like hold a Public Safety Academy so that emergency departments have an opportunity to interact with Thornton/Campton/Ellsworth residents.

Lt. Fitz stated the personnel working at the event will volunteer their time for this event or work during regular business hours.

Lt. Fitz presented a draft flyer and discussed use of the town hall meeting room on July 8, 2015 and July 22, 2015 at 6:00 p.m. The Board agreed to the use of the town hall during these times. The Board reviewed a draft Liability waiver form used by Waterville Valley and requested an updated form be used for this Public Safety Academy.

N. Decoteau informed the board that a notice for the Public Safety Academy will be included on the PEG local cable channel.

The Board agreed the Public Safety Academy is worthwhile for the Town and thanked Lt. Josh Fitz.

MOTION: "To approve a contract between Desiree Mahurin and the Town of Thornton for the Tax Collector position from April 1, 2015 through March 31, 2016."

Motion: J. Demeritt

Seconded: R. Sabourn

Discussion: None.
Motion Passes: 5– Yes, 0 – No

2:15 Town Clerk & Tax Collector – State VPN/Cable Services

Present: Tim Tyler, Town Clerk, Desiree Mahurin, Tax Collector

T. Tyler and D. Mahurin met with the Board to inform the board that the state is requiring the Town to install a secure VPN line, which would allow for the use of town computers rather than the state computers. T. Tyler stated the deadline for this to occur is September 2015 and the State will pay for installation of the VPN service. Certified Computers informed the Town Clerk that the town would require a static IP address. T. Tyler stated the preferred plan of action would create an additional expense of approximately \$2100 to the Town budget. The Board agreed to move forward with the VPN system and obtain a static IP address through Time Warner as recommended by the Town Clerk.

AGENDA ITEMS:

NON PUBLIC SESSION

MOTION 2:47 PM “To enter non-public session under RSA 91-A:3, II (a-personnel , b-hiring).

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

MOTION 3:14 P.M.: “To exit non-public session.”

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

MOTION: “To offer conditional part time transfer station employment to applicant #8 as recommended by the transfer station interview committee at labor grade 2 step 1, \$10.59 per week at 18 hours per week including 9 hours on Saturday and 9 hours on Sunday. To allow one year to obtain educational requirements to become certified by state standards as a principal operator.”

Motion: R. Sabourn
Seconded: J. Demeritt
Discussion: None.
Motion Passes: 4 - Yes, 0 – No M. Peabody stepped out of the room.

MOTION: “To hire William Murray as the transfer station part time attendant per his acceptance of Thornton’s conditional offer of employment effective 5-23-15 at labor grade 2 step 5.”

Motion: R. Sabourn
Seconded: J. Demeritt
Discussion: None.
Motion Passes: 5 - Yes, 0 – No M. Peabody returned to the meeting.

MOTION: “To accept the resignation of Paulette Bowers as the Deputy Tax Collector and Municipal Clerk.”

Motion: B. Benton

Seconded: J. Demeritt
Discussion: None.
Motion Passes: 5 - Yes, 0 - No

SELECTMEN COMMENTS

R. Sabourn asked J. Paul Hilliard if he had contacted T. Baldwin with regard to Chickenboro Road.

J. Paul-Hilliard stated that T. Baldwin indicated that he is planning to have another site survey performed on his land.

M. Peabody stated that R. Giuliano called her to complain about non-permitted signs.

J. Paul-Hilliard stated that R. Giuliano needs to put the concern in writing for the enforcement process to begin.

PUBLIC INPUT

J. Demeritt, as a member of the CIP Committee, stated the CIP process has begun and stated the CIP Committee needed some clarification regarding the action taken at town meeting with regard to the Capital Reserve accounts.

J. Demeritt asked if T. Beaulieu would provide the correct account names for the Capital Reserve accounts.

Transfer Station visit

N. Decoteau informed the board that the Board members will receive a map of the transfer station to indicate where they would propose paving and that Selectmen are to review the current buildings/layout with regard to potential building needs and other capital improvements to the Transfer Station.

The Board adjourned the meeting at 3:32 p.m. and re-adjourned at the transfer station at 4:00 p.m. *Present: R. Sabourn, J. Paul-Hilliard, M. Peabody, B. Benton, J. Demeritt, K. McGuire, and Road Agent Kubik.*

The Board of Selectmen left the meeting room and reassembled at the Transfer Station to discuss the paving specifications and building needs for the upcoming CIP process and performed an inspection of the Transfer Station vehicles/equipment.

4:49 P.M. MOTION: "To adjourn."

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

Respectfully submitted,

Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
May 27, 2015
12:00 Noon

Public Input is not permitted throughout the Selectmen's meeting unless requested by the chairman of the board. Public forum is scheduled for the public to have a 5 minute discussion period. If the individual requires more than 5 minutes we request that you schedule as an agenda item.

12:00 Pledge of Allegiance

12:00 P.M.

Selectmen Work session

Review documents in the following folders:

Payroll/Vendor Manifest

BOS Motion/Sign Folder

Signature Folder

Action Folder reviewed by Board for presentation by the Town Administrator later

Zoning Enforcement Folder

Planning Director's Folder

Minutes Folder

Mail Folder – initial top right corner of each mail item to allow filing

12:45-1:00P.M.

Selectmen motion and sign the payroll manifest

Selectmen motion and sign the vendor manifest

Selectmen motion and sign the minutes in the folder

Selectmen process the work supplied by Nancy Decoteau in the Zoning Folder

Selectmen process the work supplied by Brian Regan in the Planning Director Folder

(Items from above folders that require lengthy discussion will be reviewed between or after the agenda appointments)

1:00 P.M.

Administrative Assistant presents Action Folder Items

Administrative Assistant presents the enforcement issues for Board's direction

Agenda Items: (no public input unless approved by the Chairman)

1:30 Paul Hatch – Dept. of Safety- Hazardous Mitigation Plan –State Grant \$6,000

2:00 Lt. Josh Fitz-Campton/Thornton Fire Dept. - Citizen's Academy

2:15 Town Clerk & Tax Collector – State VPN/Cable Service

2:30 Non-public issues as needed pursuant to RSA 91-A: 3, II (a-personnel : Tax Collector's office, b-hiring: Transfer Station)

Board of Selectmen Item Discussions

3:30

Transfer Station Site Visit to discuss the following:

a) Paving specifications

b) Building needs for upcoming CIP process

c) Fleet inspection for upcoming budget season

Public Forum

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
May 27, 2015
SIGN IN SHEET (Please Print)

1	Josh FITZ	26
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