



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 7-8-15
BOS Initial: JPH
Rec'd by Town Clerk on: 7/14/15
Town Clerk Initials: dfj

Board of Selectmen Meeting Minutes June 24, 2015

11:00 A.M. The Board met for a site visit at Judges Road.

Present: Chairman John Paul-Hilliard, Vice-Chairman Roy Sabourn, Selectwoman Marianne Peabody, Selectman Jim Demeritt, Road Agent John Kubik Jr., Town Administrator Tammie Beaulieu, and Board Secretary Jessi Fleury. Property owner John Bolster and Jim Kelly (visitor) arrived on site half way through the site visit.

The Selectboard reviewed Judges Road, paying attention to the areas of concern such as the sharp corner and water flow for most of the road. The Board discussed the water flow at the corner, and whether a land easement would be needed to redirect the flow away from the road. The Board requested that RA Kubik check the ownership of the land at the corner so that the town can discuss the options for an easement.

The Board discussed the underground cables and electricity as well as water pipes that could become problematic when changing the grade of the road and upgrading the ditching.

Chairman Paul-Hilliard suggested that the RA consider using millings as material to fix portions of the road. The material qualities and application of millings was discussed. Paul-Hilliard informed the board that paving over the milling is an option as well. Chairman Paul-Hilliard explained that the drainage would need to be fixed, a higher elevation for the road and to use the existing ditch lines.

The board suggested eliminating the cross pipe at the sharp corner and upgrading the other culverts as some are rusted through.

The Board agreed that the Road Agent should complete ditching and replace cross pipes on Judge Road after he is finished with the Snowood Drive project. The following year the millings could be installed as discussed.

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, and Selectman Jim Demeritt.

STAFF PRESENT: Tammie Beaulieu, Town Administrator and Jessi Fleury, Board Secretary

ABSENT: Selectman Brad Benton

12:00 P.M. – Susan Jayne – Fire Commissioner Interest

TA Beaulieu informed the board that two letters of interest have been received for the fire commissioner position. Susan Jayne is one of the interested parties that would like to speak with the Board regarding her interest in filling this position. Chairman Paul-Hilliard read a letter of interest from S. Jayne for the Fire Commission position. The Board asked questions regarding intentions and conveyed expectations of the commissioner position relating to spending, communications and policies. TA Beaulieu explained the Intergovernmental Agreement and the expectancies of that position. The Board expects to discuss the vacant position and make a decision by the close of the meeting this evening.

The board began the work session at 12:30 p.m. to 1:24 p.m.

1:25 PM

NON PUBLIC SESSION

MOTION 1:25 PM “To enter non-public session under RSA 91-A:3, II (a-personnel and e-legal).

Motion: R. Sabourn
Seconded: J. Demeritt
Discussion: None.
Roll Call: J. Demeritt – Yes M. Peabody – Yes J. Paul-Hilliard - Yes
R. Sabourn – Yes

Motion Passes: 4 – Yes, 0 - No

MOTION 1:57 P.M.: “To exit non-public session.”

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: “To approve a contractual wage one-step pay increase for Chief Diamond from Labor Grade 14 Step 6 to Step 7 effective the next pay period.”

Motion: R. Sabourn
Seconded: J. Demeritt
Discussion: None.
Motion Passes: 4 - Yes, 0 – No

1:45 P.M. CIP Presentations PD – Chief Diamond

Present: Chief Diamond

There are no CIP requests for this year. The same vehicle rotation is in place for the Police Department as established in the past CIP process.

2:04 P.M. TA Presents

TA Beaulieu presented an amended Current Use Land tax explanation submitted by Avitar for Jerel and Shirley Benton on PID 11-1-33 on NH Route 175. In the original letter, the property was assumed to be in the process of an 18 lot subdivision. Upon checking with the Planning Board, no approval for a subdivision has been received. Avitar amended the letter to remove the assumption of a completed subdivision and to indicate that the roadway has been cleared and the road has been laid.

TA Beaulieu updated the Board that the Road Agent has advertised for the paving needs at the Transfer Station and a portion of Snowood Drive.

Safety Committee had a meeting June 9 to review some issues from last year. TA Beaulieu responded to a few issues needing attention, but realized other items discussed were more cosmetic changes rather than safety based concerns. The Board does not want the safety committee to be concerned with aesthetics of the building, and agreed that the safety committee should only review items that are a safety concern. Selectman Sabourn also suggested the committee should review their mission and scope to help them to refocus their attention to safety concerns.

2:15 P.M. Custodial Bid Opening and Award

Present: Tina Freitas

Chairman Paul-Hilliard read the advertisement as posted. The advertisement was posted in the Record Enterprise on May 30, 2015.

The following one bid was received on May 17, 2015:

- PF Property Maintenance LLC – Annual rate \$6,500. Carpet and upholstery cleaning rate is \$200 and stripping and waxing floors is \$300 if required.

TA Beaulieu explained that the new flooring installed this year does not require regular stripping and waxing for a few years. Once the floors are stripped and waxed they will then require regular maintenance. It was discussed the need of cleaning floor and carpet stains weekly as the company is cleaning to maintain the carpets timely.

MOTION: "To accept the bid from PF Property Maintenance LLC as submitted."

Motion: R. Sabourn
Seconded: J. Demeritt
Discussion: None.
Motion Passes: 4 - Yes, 0 – No

MOTION: "To approve and sign a land use change tax warrant of \$728.00 for Map 11 Lot 1-33, Shirley & Jerel Benton."

Motion: R. Sabourn
Seconded: J. Demeritt
Discussion: None.
Motion Passes: 4 - Yes, 0 – No

Recycling Center Furnace

TA Beaulieu received a letter from K. McGuire, Transfer Station Manager informing the board that the furnace in the recycling building is not functional. The estimates received for replacement are \$6,780 and \$4,780. The Board agreed to discuss this further during the next meeting with the Road Agent when they discuss expansion options for the recycling building during the TS CIP presentation.

Town Clerk/Tabulator

Town Clerk T. Tyler met with the Board at the last meeting to discuss the increase in cost relating to Time Warner services. He suggested putting the tabulator on hold due to cable cost increases. TA Beaulieu is confident that there will be enough funds in the budget without putting the tabulator purchase on hold. The Board had agreed that they wanted to move forward with the tabulator. TA Beaulieu will inform the Town Clerk.

Complaints of Sign Content

TA Beaulieu informed the Board that legal counsel has advised that the Town does not have any noncompliance issues that would permit them to move forward with enforcement regarding the complaints of signs posted on private property of Mr. Provost. The town has no valid basis

to take any action on the complaints received regarding the signs posted since the signs are commercially intended signs and therefore are not subject to the town sign ordinance. Selectman Sabourn suggested sending a letter to the Planning Board regarding the complaints received and acknowledging that the current sign ordinance does not cover this type of issue and suggest that they review the current sign ordinance. The board directed staff to send a response letter to R. Giuliano to explain that there is no further action the Selectboard can take at this time and to suggest he follow up with the Planning Board regarding their sign ordinance.

TA Beaulieu also discussed the pole barn use at the R. Provost property on Chickenboro Road. At the time the variance application was approved by the Zoning Board, the approval notice was drafted with conditions stating that the pole barn may be constructed without a slab and garage doors. Since the condition was not a requirement, there is no enforcement option for the Board at this time.

TA Beaulieu also found that the variance application was for a pole barn and the proposed structure was built with the addition of livable space upstairs. A 2 bedroom septic approval had been in place for the property in question. TA Beaulieu stated that after conversations with legal it is confirmed that the location of the bedrooms in the structure is not an enforcement option for the town unless there are more bedrooms than permitted in the septic approval.

The Board was also informed by legal counsel that the bus parked on the newly purchased property as well as flags and signage is not prohibited in the Thornton Zoning Ordinance.

2:30 P.M. Robbins Nest Speed Petition – Chief Diamond Presents Options

Present: Chief Diamond, Mary Aylward

Residents of Robbins Nest met with the Selectboard to follow up on a petition to lower the speed limit on Robbins Nest. Chief Diamond explained that the Thornton Police Department has documented a maximum speed of 18 to 22 mph. He has also tried to reach a high speed on the road and the highest speed he could reach was 32, which was not a comfortable speed to travel. The Board also recommended that if there are certain vehicles that are speeding she could report them to the PD and contact the bus companies for speed concerns as well. The Board and Chief discussed signs that residents could purchase to alert drivers of children playing in the area.

Mary Aylward asked if the street name sign can be replaced since it is missing. TA Beaulieu will contact RA Kubik to have a sign ordered.

2:45 P.M. Wendy Johnston – Fire Commissioner Interest

Present: Wendy Johnston

Chairman Paul-Hilliard read a letter of interest for the Fire Commission position. The Board asked questions regarding intentions and conveyed expectations of the commissioner position relating to spending, communications and policies. TA Beaulieu explained the Intergovernmental Agreement and the expectancies of that position. The Board expects to discuss the vacant position and make a decision by the close of the meeting this evening.

3:40 P.M. Fleet Inspection Police Department /Highway Department

Chairman Paul-Hilliard and Selectwoman Peabody viewed the Police Department vehicles and all vehicles were in good working order. Chief Diamond explained the vehicle replacement rotation. Chairman Paul-Hilliard confirmed that the cruisers were well maintained.

Selectman Demeritt and Vice Chairman Sabourn went to view the highway department vehicles. R. Sabourn reported that there are some old vehicles but they are in good working order. One of the 6 wheelers should be replaced. The old Ford 550 is being worked on so that the Town will not have to replace for a few years. The rubber-tired backhoe and excavator were viewed as well. RA Kubik discussed the idea of keeping the backhoe and upgrading the excavator in the future.

3:50 P.M. CIP Presentations/ Highway Department – RA John Kubik Jr.

The Board reviewed the CIP proposal submitted by RA Kubik. RA Kubik suggested purchasing an excavator and a backhoe. TA Beaulieu explained that combined items cannot be added into the reserve but items can be moved to different purchase years as needed. TA Beaulieu explained that the purchase of a backhoe and an excavator are two separate pieces of equipment and must be requested as separate equipment purchases on the CIP request forms, even though the funds are retained in one capital reserve account. The Board thanked RA Kubik for his service and expressed their appreciation for his work.

TA Beaulieu informed the Board that some CIP proposals were received from the Fire Department and the requests are minimal. It does not appear that it will require much time on the next agenda.

PUBLIC FORUM

No Public Forum was received.

TA Beaulieu informed the Board that Chief Diamond and the Thornton Police Department received a plaque and thank you letter from the Holderness Prep School for their annual service provided by the Department during their bike race.

ACTION FOLDER

MOTION: “To approve the vendor manifest 6-26-2015 in the amount of \$200,276.38.”

Motion: M. Peabody

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 3– Yes, 0 – No

Abstained: R. Sabourn

MOTION: “To approve the payroll manifest 6-26-2015 in the amount of \$19,842.13.”

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 4– Yes, 0 – No

MOTION: “To accept the BOS public meeting minutes of 6-10-15 as amended.”

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4– Yes, 0 – No

MOTION: “To accept the BOS non-public meeting minutes of 4-29-15 as presented.”

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4– Yes, 0 – No

MOTION: “To accept the BOS non-public meeting minutes of 5-13-15 as presented.”

Motion: M. Peabody
Seconded: R. Sabourn
Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: “To accept the BOS non-public meeting minutes of 6-10-15 as presented.”

Motion: M. Peabody
Seconded: R. Sabourn
Discussion: None.

Motion Passes: 4– Yes, 0 – No

MOTION: “To approve the welfare manifest 6-27-2015 in the amount of \$400.00.”

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

Motion Passes: 3– Yes, 0 – No Abstained: M. Peabody

LAND USE REPORT

ZCA Applications

MOTION: “To approve the ZCA Application #2015-11, for PID 12/7-8 to replace a slab under existing garage, no fee will be assessed.”

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

Motion Passes: 4– Yes, 0 – No

MOTION: “To approve the ZCA Application # 2015-12, PID 17/7-7 to add a 8x13 roof area over a portion of rear deck.”

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.

Motion Passes: 4– Yes, 0 – No

MOTION: “To approve the ZCA Application #2015-13 for PID 10/9-18a. ZCA # 2015-10 was withdrawn as it was conditionally approved for a three bedroom septic design. A new application (2015-13) has been received that will result in a revised floor plan for a two bedroom floor plan.”

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

Motion Passes: 4– Yes, 0 – No

MOTION: “To accept the new revised accessory apartment application form as presented with the addition of the towns implementation and revision history on the last page.”

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

Motion Passes: 4 – Yes, 0 – No

Signature File:

- The Board signed a response letter to Mr. Hennessey regarding a concerned citizen form relative to PID 2/5-1.
- 2015 Membership Agreement between the Town of Thornton and PRIMEX for workers compensation, unemployment Compensation, and Property and Liability Program

Planning Board members Frank Freeman and Fred Gunter and the Planning Director have inspected the Whitehouse Pit and recommended the release of the bond.

MOTION: "To sign the release of surety letter to release the bond held for the Whitehouse Pit."

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

ACTION FOLDER

Sandwich Notch Road – Roadway Excavation Permit

Mr. Scrimshaw, submitted roadway excavation permit for Sandwich Notch Road. He plans to build a new home and would like to have power lines installed under the road to preserve the scenic view. RA Kubik does not see a need for a bond as there is no pavement or road standard in that area.

MOTION: "To approve the roadway excavation permit received from Mr. Scrimshaw on Sandwich Notch Road and to attach the RA email to the permit application. R. Sabourn suggested that the power lines be buried at least four foot depth minimum with a burial tape so that the road can be repaired if needed. The road must be restored to the original condition after construction."

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

MOTION: "To not use the PA 28 from the NH Department of Revenue in 2016."

Motion: J. Demeritt
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To accept the 2015 unlicensed dog list and warrant" Submitted by Town Clerk, Tim Tyler.

Motion: J. Demeritt
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the sale of PID 15-1-50-19 and sign a Quitclaim deed to Owen Franklin."

Motion: J. Demeritt
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody

MOTION: “To approve the sale of PID 15-1-50-07 and sign a Quitclaim deed to Owen Franklin.”

Motion: J. Demeritt
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody

MOTION: “To approve the sale of PID 15-1-50-06 and sign a Quitclaim deed to Owen Franklin.”

Motion: J. Demeritt
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody

MOTION: “To approve the sale of PID 16-1-07-01 and sign a Quitclaim deed to Derek, Ronald, and Rebecca Farnsworth.”

Motion: J. Demeritt
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody

Special Event Checklist – Brenda Hickey

Special Event checklist was received by Brenda Hickey for the Relay for Life Walk at PID 10/3-370. All questions were answered no on the checklist. The Board agreed that no permit is needed.

The Board reviewed a letter regarding an E911 assigned address for PID 4/1-6. Two properties on Johnson Brook Road are currently using 325 Johnson Brook Road. To correct this, one of the properties will need to change their address to 255 Johnson Brook Road to be in accordance with the E911 listing.

MOTION: “To assign 255 Johnson Brook Road to PID 4 lot 1-6 for E911 purposes and to send a letter to the property owner.”

Motion: J. Demeritt
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4– Yes, 0 – No

TA Beaulieu informed the Board that the HealthTrust is updating the membership agreements this year. The following resolutions were read into the record and motioned:

Certificate of Authorizing Resolution

This certifies to the HealthTrust that the Town of Thornton governing body has adopted and agrees to participate in a pooled risk management program for health benefits.

MOTION: "To participate as a member in the Health Trust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NH RSA 5-B. It also resolves that Tammie Beaulieu, Town Administrator is authorized and directed to execute and deliver the Membership Agreement and the HealthTrust certificate of resolution on behalf of the Town. "

Motion: J. Demeritt
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4– Yes, 0 – No

Certificate of Authorizing Resolution – Combination of Members for Rating Purposes

This resolution adopted by the governing body expresses that the Town shall combine in the rating arrangement for the medical coverage offered by the HealthTrust.

MOTION: "To participate in the combined rating arrangement for medical coverage offered by HealthTrust to School Administrative Unit #48, Campton Thornton Fire Department, Plymouth Village Water & Sewer, Town of Plymouth, Town of Rumney, Town of Thornton and Town of Waterville Valley. Further, that the agreement regarding combination of Members for rating purposes between Town of Thornton, HealthTrust, and the other combining health trust member and that Tammie Beaulieu Town Administrator is authorized and directed to execute and deliver to Heath Trust and acknowledgement of the terms and a certificate of this resolution.

Motion: J. Demeritt
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4– Yes, 0 – No

Certificate of Authorizing Resolution – Election of the Cobra Billing Services

The certificate of resolution states that the Town elects to have the HealthTrust provide COBRA billing services and the member understands and agrees that HealthTrust will be charging COBRA beneficiaries an administrative fee of 2% of the applicable monthly contribution amount as allowed by federal law.

MOTION: "To elect to receive the COBRA Billing Services described in Section 2 of this COBRA Agreement."

Motion: J. Demeritt
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4– Yes, 0 – No

MOTION: "To deny the following 2014 abatements PID 18/3-9, PID 17/14-16-BO3, PID 7/2-13-30, PID 7/2-13-35, PID 16/1-10."

Motion: J. Demeritt
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4– Yes, 0 – No

Abatements

The Board reviewed the following abatements.

MOTION: "To approve 2014 abatement for the following properties: PID 17/14-4003, Richard Collamore, in the amount \$563.70, and \$513.60 for WVED, PID 3/8-12, Lars Ake Johansson in the amount of \$129.65, PID 17/14-4001, Robert Mellen Trust in the amount of \$563.70 and \$513.60 for WVED, PID 16/7-56, James Ingram in the amount of 1,059.75, PID 17/14-4004, David & Susan Murphy, in the amount \$563.70, and \$513.60 for WVED, PID 4/1-4, James & Margaret Robertson in the amount of \$306.27, and PID 11/1-14, David & Maureen Wade in the amount of \$375.80."

Motion: J. Demeritt
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4– Yes, 0 – No

Fire Commission

The Board discussed the two qualified candidates that expressed interest in the Fire Commissioner vacancy earlier in the meeting.

MOTION: "To appoint Susan Jayne as a fire commissioner position effective July 2, 2015."

Motion: J. Demeritt
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 - Yes, 0 - No

SELECTMEN COMMENTS

Selectman Demeritt discussed concerns of non-compliance related to parking areas at the Benton's field. The cars are parking on the right side of the road which almost prompted an accident. A site plan application for all events at the campground does not allow parking in this area. The Board agreed that Selectman Demeritt should research the plans and the enforcement office will need to determine if action is needed.

5:13 p.m. MOTION: "To adjourn."

Motion: J. Demeritt
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 - Yes, 0 - No

Respectfully submitted,

Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
June 24, 2015
11:00 AM

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.

11:00 A.M. Site Visit Judges Road

12:00 P.M. Pledge of Allegiance

Noon- Agenda Item/Susan Jayne – Fire Commissioner Interest

Selectmen Work session:

Review documents in the following folders if applicable:

Payroll/Vendor Manifest

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 P.M. Work session Closed

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 Z.E. 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 after the agenda appointments)

1:00 P.M. Town Administrator presents Action Folder Items

Town Administrator presents

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

1:15 Non-public issues as needed pursuant to RSA 91-A: 3, II (a-personnel/ PD Chief Contract)

1:30 Fleet Inspection Police Department

1:45 CIP presentation PD- Chief Diamond

2:15 Custodial bid opening and award

2:30 Robbins Nest Speed Petition-Chief Diamond presents options

2:45 Wendy Johnston – Fire Commissioner Interest

Board of Selectmen Item Discussions

Public Forum

3:00 CIP presentation/Highway Dept. – RA John Kubik Jr.

3:30 Fleet Inspection Highway Department

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
June 24, 2015
SIGN IN SHEET (Please Print)

1	Susan B. Jayne	25
2	Mary Aylward	26
3	Wendy Gohm Sh	27
4	Jan Anderson	28
5	Hotie Anderson	29
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