



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on: 8-17-15
BOS Initial: JPH
Rec'd by Town Clerk on: 8/20/15
Town Clerk Initials: APZ

**Board of Selectmen Meeting Minutes
August 5, 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: Tammie Beaulieu, Town Administrator and Jessi Fleury, Board Secretary

ACTION FOLDER

MOTION: "To approve the vendor manifest 8-7-2015 in the amount of \$144,149.42."

Motion: B. Benton

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: R. Sabourn and J. Paul-Hilliard

MOTION: "To approve the payroll manifest 8-7-2015 in the amount of \$21,179.59."

Motion: M. Peabody

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5 – Yes, 0 – No Abstained: R. Sabourn and B. Benton

MOTION: "To accept the BOS non-public meeting minutes of 7-22-15."

Motion: B. Benton

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To accept the BOS meeting minutes of 7-22-15 as amended."

Motion: B. Benton

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

SIGNATURE FILE:

The Board signed the following items:

- Resignation acceptance letter to Matthew Bowers, Police Department

LAND USE REPORT

ZCA Applications

MOTION: "To approve ZCA Application #2015-20, for Julie Piehn, PID 15/1-32 to construct a new single family home with garage."

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the ZCA Application #2015-19, for PID 15/4-11B Lorraine LaBelle, to replace a 2 bedroom mobile home with a 3 bedroom manufactured home on the same property."

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To allow a conditional approval of ZCA Application # 2015-21, PID 17/14-15 for construction at Waterville Birches of 2 stand-alone single family condominium units, with the condition that he files of a letter of credit or bond that meets the Planning Board criteria during their meeting scheduled on August 20, 2015. "

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To accept a resignation from Matthew Bowers as a part time police officer."

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Snowood Drive Update

TA Beaulieu informed the Board that Road Agent Kubik submitted an outline of his progress on the Snowood Drive paving project.

Flag Details

TA Beaulieu informed the Board that there are three flags located on town buildings/property; one of the flags had been maintained by a Historical Society member. The three flags will be lowered and raised as stated in the proposed policy flag policy by the Thornton Police Department.

MOTION: "To accept the policy on half staffing flags on municipal grounds as submitted."

Motion: J. Demeritt

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Sanel Auto Parts – Credit Application

TA Beaulieu informed the Board that the Highway Department would like to update their credit application with Sanel Auto Parts as practiced in previous years.

MOTION: “To accept Alisa St. Amour position as the full part time Deputy Tax Collector/Municipal Clerk.”

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: “To appoint Alisa St. Amour as the Deputy Tax Collector/Municipal Clerk.”

Motion: J. Demeritt

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Library Trustee Requests

D. Gravel, Library Trustee is requesting the Selectboard appoint Katherine Taggart as a Library Trustee Alternate.

MOTION: “To appoint Katherine Taggart as a Library Trustee Alternate.”

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

TA Beaulieu informed the board that the trustees submitted an email showing an interest in changing the current custodian from a vendor to a library employee.. TA Beaulieu explained that this request will need to be discussed during budget season, so that an expense line can be added to accommodate a new hired position. TA Beaulieu also informed the Trustees that MSDS forms are required by the NHDES for any cleaning product used in the municipal building. After the Trustees discussed this with the State, they decided to leave the vendor in place and provide the MSDS forms at the Library.

MOTION: “To approve an Intent to Cut for PID 9/1-6.”

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Jeopardy Assessment

TA Beaulieu informed the Board that two mobile homes located in town will be moving out. A jeopardy assessment is created when mobile homes are moved off of property. TA Beaulieu explained the mobile homes are currently located on separate lots that are already receiving tax bills due to buildings that are also on the lots.

The Board discussed two options, creating a supplemental warrant before the mobile homes are relocated or provide written permission to move the mobile home and have this change included in the second tax bill reflect. The Selectboard agreed to provide a letter of consent to move the mobile homes.

MOTION: "To give permission to move a mobile home for J. Moccio from PID 17/7-4102A."

Motion: R. Sabourn
Seconded: J. Demeritt
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

MOTION: "To give permission to move a mobile home for L. Lebel from PID 15/4-11B."

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

Town Administrator (TA) Presents

Eviction Update

TA Beaulieu informed the Board that the eviction process for PID 11-3-120, located at 22 Sleepy Hollow has been service by the Sheriff's department. The board agreed to move forward with the sale process of the building.

CIP – Transfer Station

TA Beaulieu informed the Board that the CIP has voted in favor of spending the funds for the compactor as requested.

Hazard Mitigation Plan - Emergency Management Director (EMD)

TA Beaulieu informed the Board that the EMD has forwarded information on three potential individuals to oversee the hazard mitigation grant process. The EMD did not submit a recommendation. The Board agreed to review the information presented.

Diamond Ledge Road Inquiry

TA Beaulieu informed the Board that she received an inquiry as to whether Diamond Ledge Road is a town owned road. The board discussed the road and its location. The Road Agent has been maintaining the first 200 feet of the road. TA Beaulieu tried to locate old town meeting minutes to determine town ownership of the roads. After discussion, the board agreed that the road is most likely a town owned road however, it is considered a Class VI road beyond the 200 feet that the Town currently maintains.

AGENDA ITEMS:

1:30 PM Mike Carlson LHS Associate & Tim Tyler Thornton Town Clerk - presentation Accuvote Tabulator

T. Tyler and M. Carlson met with the Board to discuss a quote for an optical scan tabulator. M. Carlson presented a demonstration of the tabulator. LHS also prints local municipal ballots. LHS will be on site during the first election and will conduct training for election staff. The Board agreed that the town clerk should order the tabulator.

2:00 PM Casey Gordon – NH Dept. of Safety representative & Fire Chief Defosses overview on E-911 assigning or altering address numbers

Casey Gordon and Chief Defosses met with the Board to discuss the process of assigning and altering E-911 address numbers. Chief Defosses informed the board that there is a duplicate address on Johnson brook Road which requires a change of address. The Selectboard designated Chief Defosses as their liaison to handle and process E911 address changes. The need for public hearing for address changes was discussed. After discussion, C. Gordon stated that RSA 133a requires the Town must send a first class letter to the property owner informing them of the change. A public hearing is not required unless a resident challenges the address change; if there is no challenge or no response then the town has met expectations in good faith.

MOTION: "To have the chairman sign an appointment form for Chief Defosses to serve as a liaison for the Selectboard for E911 address maintenance with the Town Administrator as the secondary."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 - Yes, 0 – No

NON PUBLIC SESSION pursuant to RSA 91-A: 3, II

2:52 PM MOTION: "To enter nonpublic session under RSA 91-A: 3, II (b-hiring, c-reputation)."

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Roll Call: John Paul-Hilliard – yes, Roy Sabourn – yes, J. Demeritt – yes, Marianne Peabody – yes, Brad Benton - yes.

Motion Passes: 5 - Yes, 0 – No

4:48 P.M. MOTION: "To exit nonpublic session."

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 5 - Yes, 0 - No

TA Presents Continued

Tax Deeded Property Update

TA Beaulieu informed the Board that tax deeded property was sold back to the previous owner of PID 10/1-301 to Lee and Susan G. Kap.

4:48 P.M. MOTION: "To sell back tax deeded property PID 10/1-301 to the previous owner Lee and Susan G. Kap."

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 5 - Yes, 0 - No

TA Beaulieu is working on a second sale of tax deeded property known as PID 17/7-48 to the previous owner. The closing date is scheduled for September 15, 2015.

Weeping Birches Inquiry

Tom Avalon contacted TA Beaulieu regarding Weeping Birches Lane and the Waterville Estates Village District suggesting that he petition the Town to take the road. The Board agreed that after the Planning Board approves the roads in a subdivision and the subdivision roads are owned by the developer until or if the town takes the roads. Some of the roads in a subdivision can be deeded by the developer to the district and the district can then petition the town to take ownership of the road. R. Sabourn stated that the developer can petition the town directly to take ownership of the road, however the road would have to meet town specifications.

PUBLIC FORUM

No Public Forum was received.

3:00 PM Old Town Hall Site Inspection

Present: Chairman J. Paul-Hilliard, Vice-Chairman R. Sabourn, Marianne Peabody, J. Demeritt, RA Kubik, TA Beaulieu, J. Fleury Board Secretary, Gloria Kimball Historical Society. (Selectman Benton did not attend this inspection meeting.)

The Board met on site of the Old Town Hall building to review its structural condition. The Board noticed reminisce of consistent storm water flow under the building, and the shifting of granite supports under the building frame. RA Kubik installed water drainage ditches and sand bags at the foundation of the building to move water away from the building during storms.

Selectwoman Peabody left the meeting location for the night.

After review and discussion, the Board agreed that the building is not in imminent danger of collapse and recommended having discussion at the next meeting on the option of including funds in the future CIP process to repair the shifting of the building. The Board also discussed having the RA install snow fence around the open foundation areas of the building to prevent unauthorized access under the structure.

5:37 p.m. MOTION: "To adjourn."

Motion: R. Sabourn
Seconded: J. Demeritt
Discussion: None.
Motion Passes: 3 - Yes, 0 - No

Respectfully submitted,

Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
August 5, 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 P.M. Work session Closed

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 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)

1:30 Mike Carlson & Tim Tyler Thornton Town Clerk - presentation Accuvote
Tabulator

2:00 Casey Gordon – NH Dept. of Safety representative & Fire Chief Defosses
overview on E-911 assigning or altering address numbers

3:00 Old Town Hall Site Inspection.

Board of Selectmen Item Discussions

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
August 5, 2015
SIGN IN SHEET (Please Print)

1	Daniel DeFosse, Fire Chief	25
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3	Mitchell N. Carlson, LWS	27
4	John Kendall	28
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