



**TOWN OF THORNTON  
BOARD OF SELECTMEN**

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

Approved on: 9-2-15  
BOS Initial: JPH  
Rec'd by Town Clerk on: 9-2-15  
Town Clerk Initials: ejr

**Board of Selectmen Meeting Minutes  
August 19, 2015**

**5:00 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

**ACTION FOLDER**

**MOTION: "To approve the vendor manifest 8-21-2015 in the amount of \$395,899.28."**

Motion: M. Peabody

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve the payroll manifest 8-21-2015 in the amount of \$22,459.95."**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To accept the BOS meeting minutes of 8-05-15 as amended."**

Motion: M. Peabody

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To accept the BOS non-public meeting minutes of 8-05-15 as submitted."**

Motion: M. Peabody

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

## LAND USE REPORT

### *ZCA Applications*

The board reviewed the ZCA application file.

**MOTION: “To approve the ZCA Application # 2015-23 for Map 16 Lot 4-9 at 133 Mad River Road, owner Justin Milazzo, to extend existing deck areas along rear and side of home.”**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: “To approve ZCA Application ZCA # 2015-22 for Map 17 Lot 1-21 on 36 Blackberry Hill Road, owner Mark & Nancy Decoteau to add deck area approx. 12’ x 17’ deck.”**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: “To conditionally approve the ZCA Application # 2015-24 for Map 18 Lot 5-2-1 on Sandwich Notch Road for Mary W Scrimshaw 2006 Trust for a New Single Family Home pending final approval that will be granted with the signature of the second trustee.”**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### ***Concerned Citizen***

The board reviewed a concerned citizen complaint from Mr. Giuliano regarding a non-permitted driveway being used at PID 17/12-1 by property owner Richard Provost. The concern is with safety of location of the driveway that is being used. N. Decoteau and the road agent visited the property and the road agent agreed that the driveway is unsafe. N. Decoteau received a phone call from Mr. Provost this afternoon and he will be submitting a ZCA and a driveway permit application. The board agreed to have TA Beaulieu work with N. Decoteau to draft a response letter this week to Mr. Giuliano and a letter to Mr. Provost. The Board agreed to have N. Decoteau sign the letter from the Enforcement Office.

**ACTION FOLDER:**

*Police Department – Acceptance of EOC Grant*

PD has submitted the acceptance of the grant letter.

**MOTION:** “The Town of Thornton Board of Selectmen, in a majority vote, accept the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$107,692.00 for the purchase and installation of equipment upgrades to enhance and harden the Local Emergency Operations Center (EOC). Furthermore, the Board acknowledges that the total cost of this project will be \$215,384.00, in which the Town will be responsible for a 50% match (\$107,692.00).”

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

*Purchase and Sale Agreement*

TA Beaulieu informed the Board that she received a request from D. Cash asking if the Board would consider extending the agreement out a month due to high vehicle registration costs. The Board discussed the request and the proposed addendum allowing the relief of one payment.

**MOTION:** “To agree to allow a deferment of one monthly payment in the amount of \$230.65 for August, 2015 for D. Cash, PID 17/5-6. The payment of \$230.65 will be added to the end of the payment period; thus extending the Purchase and Sales Agreement from November 5, 2016 to December 5, 2016.”

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: R. Sabourn expressed concern that this request is not made repeatedly with this tax agreement. TA Beaulieu confirmed that these concerns have been expressed to Mr. Cash.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION:** “To approve Timber Yield Tax Warrant for James Ingram at PID 7/2-13-28 in the amount of \$2,472.10.”

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION:** “To approve Timber Yield Tax Warrant for PID 3/7-2 for R. Sabourn \$217.69.”

Motion: J. Demeritt

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No    Abstained: R. Sabourn**

**MOTION:** “To accept a resignation from Andrew Kimball as a Transfer Station employee effective July 19, 2015.”

Motion: J. Demeritt

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **Fire Department Minutes**

TA informed the board that she noticed an error in the Fire Department minutes of June 8, 2015 indicating that the Thornton CIP plan mimics their asset policy. TA Beaulieu sent an email to the Fire Department informing them of the discrepancy to prevent any potential problems with future funding approvals from the Thornton Selectboard and to make sure they understand the CIP plan.

### **Northern Pass Public Release**

TA Beaulieu informed the board that Northern Pass is proposing 52 more miles of buried lines. All White Mountain National Forest power lines will be installed underground. Additional information is available at the town hall for residents.

### **PLT**

TA Beaulieu presented a letter from PLT relative to the Town terminating their property liability coverage with that company. The Chairman signed the Prior Acts Notification Form disclosing any claims or incidents that could result in a claim during coverage with PLT.

### **PUBLIC INPUT**

*Howard Clement*

H. Clement met with the Board to discuss the budget and particular how the surplus funds are used during budget setting process. The Board agreed to this request. TA Beaulieu explained the surplus process to H. Clement. H. Clement asked if the DRA - tax rate setting process can be included in the town report. The Board agreed.

### **AGENDA ITEMS:**

#### **6:30 Tom Powers EMD- Hazard Mitigation Grant Coordinator**

T. Powers met with the board to review the hazard mitigation grant process. The Board reviewed the grant writers expressing interest during the past few weeks. T. Powers recommended Jane Hubbard for the grant writer.

**MOTION: "To follow the recommendation of the Emergency Management Director and contract Jane Hubbard of Hubbard Consultancy LLC as the grant coordinator for the proposal of \$6,000, the grant is in the amount of \$4,000."**

Motion: J. Demeritt  
Seconded: M. Peabody  
Discussion: None.

**Motion Passes: 5 - Yes, 0 - No**

**MOTION: "To appoint Brad Benton as the Emergency Management representative for the Board of Selectmen."**

Motion: J. Demeritt  
Seconded: M. Peabody  
Discussion: None.

**Motion Passes: 5 - Yes, 0 - No**

S. Moulton is interested in being the Emergency Management Secretary to schedule meetings and keep records.

**MOTION: "To approve that S. Moulton act as the Emergency Management Director Secretary for a \$500 yearly stipend prorated on a quarterly basis."**

Motion: J. Demeritt

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 4 - Yes, 0 - No**

7:06 Non-public session A: 3, II Transfer Station – (a-hiring & b-personnel)

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

**7:06 PM MOTION: "To enter nonpublic session under RSA 91-A: 3, II (a-hiring & b-personnel)."**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

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

**Motion Passes: 4 - Yes, 0 - No**

**7:45 P.M. MOTION: "To exit nonpublic session."**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 4 - Yes, 0 - No**

**MOTION: "To promote William Murray to a full time Transfer Station employee at labor grade 2 step 15, status and pay raise to be effective for the next pay period."**

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4 - Yes, 0 - No**

#### **Compactor Update**

Kevin received two quotes for a new compactor with a \$200 difference in price between the two companies. Kevin recommended Recycling Mechanical as the vendor.

**MOTION: "To request funds from the Trustee of Trust Funds for the Transfer station compactor to be purchased from Recycling Mechanical in the amount of \$18,150.00. The Thornton portion to be expended is \$6,171.00 which will be funded through the transfer station equipment reserve account."**

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4 - Yes, 0 - No**

### **Furnace Update**

Kevin recommends Arrow for the purchase of the furnace but it cannot be purchased until the renovations at the transfer station are done.

### **Transfer Station Renovation Update**

Jim Ingram agreed to complete the plans for the addition at the Transfer Station in an amount not to exceed \$1,000. Ingram recommended extending the current siding and to replace the roof in the old area since it is past its life expectancy.

### **8:08 PM MOTION: "To enter nonpublic session under RSA 91-A: 3, II (a-hiring & b-personnel)."**

Motion: R. Sabourn  
Seconded: J. Demeritt  
Discussion: None.  
Roll Call: John Paul-Hilliard – yes, Roy Sabourn – yes,  
J. Demeritt – yes, Marianne Peabody – yes.  
**Motion Passes: 4 - Yes, 0 - No**

### **8:43 P.M. MOTION: "To exit nonpublic session."**

Motion: R. Sabourn  
Seconded: J. Paul-Hilliard  
Discussion: None.  
**Motion Passes: 4 - Yes, 0 - No**

### **Town Administrator Report**

#### *Hubbard Brook Scholarship*

Two recipients came into the town to collect grant funds. TA Beaulieu referred to the policy for distribution of the Hubbard brook scholarship funds and asked the board to allow her to make the policy more specific to outline the process they require. The Board agreed. Last year a scholarship candidate submitted transcripts and requested payment. The Board signed a letter to the Trustees asking them to release the funds. This year's scholarship candidate submitted a letter requesting the funds and the Selectmen requested that a letter be returned informing the candidate that they require the first college semesters transcript before they will disburse the scholarship funds.

#### *Quitclaim/Deed with No Covenants*

TA Beaulieu informed the Board that the town attorneys recommended issuing a Deed with No Covenants rather than a Quitclaim Deed when the town sells the tax collectors deeded property back to the previous owner or to new owners via the required tax bid process.

#### *Tax Agreement Request*

TA Beaulieu informed the board that she and M. Peabody met with an applicant for a tax agreement. The mortgage bank is willing to work with the town and the previous owner. This will eliminate that the town enter a tax agreement and the property will be sold back to the previous owner with funds from the bank paying back taxes and interest.

### **Quotes for Building Repair and Driveway Sealing**

The Board reviewed two quotes received for crack filling at the Town Hall parking lot as follows:

- New England Seal Coating at \$4,325.00, includes painting lines
- Black Dog Seal Coating - \$3,845.25, does not include the linear feet just the cost of .65 per linear feet. The cost could vary at time of service. (AA Decoteau calculated the cost by multiplying New England Seals linear feet submitted on quote by the .65 linear foot.)

The recommendation is for New England Seal Coating at \$4,325.00.

**MOTION: "To hire New England Seal Coating for the sealing and painting of lines for the parking lot at the town hall in the amount of \$4,325.00 ."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 - Yes, 0 - No**

### **Exterior Trim Boards**

The Board discussed replacing the exterior trim boards with composite material. Only one response was received from the eight vendors the town requested. The Board agreed to look for additional quotes but does want the service completed out of the 2015 budget.

Exterior Town Hall Painting (Old Section not the 2014 PD addition)

The Board approved to paint the entire building and to include the service in the in 2016 budget.

### **Primex Liability Insurance**

Invoice was slightly higher than what was quoted. TA Beaulieu met with the Primex Rep Rick Alpers and was informed that the Town will be required to add some additional policies to qualify for an additional \$700.00 off the annual premiums. The Board agreed to review the policy and provide feedback at the next meeting.

TA Beaulieu is working on the MS1 and the MS 343 which is new this year.

She will have the paperwork ready for the board to sign at their next meeting.

### *Millbrook Bank Overflow*

R. Sabourn has contacted a few people regarding the engineering work needed for the project. He has a few options that may work for the town. The Board agreed to have R. Sabourn and J. Demeritt visit the area with perspective contractors.

**9:17 p.m. MOTION: "To adjourn."**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

Respectfully submitted,

Jessi Fleury  
Board Secretary

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**August 19, 2015**  
**5:00 PM**

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.

5:00 Pledge of Allegiance

5:00 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

5:45 P.M.            Work session Closed

5:45- 6:00 P.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)

6:00 P.M.            Town Administrator presents Action Folder Items  
Town Administrator presents

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

6:30            Tom Powers EMD- Hazard Mitigation Grant Coordinator

6:45            Non-public session A: 3, II Transfer Station – (a-hiring & b-personnel)

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 19, 2015**  
**SIGN IN SHEET (Please Print)**

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