



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 9-16-15  
BOS Initial: JPH  
Rec'd by Town Clerk on: 9-17-15  
Town Clerk Initials: JEB

### Board of Selectmen Meeting Minutes September 2, 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, Selectman Brad Benton, Selectwoman Marianne Peabody, and Selectman Jim Demeritt.

**STAFF PRESENT:** Tammie Beaulieu, Town Administrator

**ABSENT:** Selectman Roy Sabourn (arrived late)

#### ACTION FOLDER

**MOTION: "To approve the payroll manifest 9-04-2015 in the amount of \$20,717.66."**

Motion: B. Benton

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No Abstained: J. Paul-Hilliard**

**MOTION: "To approve the vendor manifest 9-04-2015 in the amount of \$90,824.12."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No Abstained: J. Paul-Hilliard**

**MOTION: "To accept the BOS meeting minutes of 8-19-15 as amended."**

Motion: M. Peabody

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No Abstained: B. Benton**

#### SIGNATURE FILE:

The Board signed the following items:

- Offer of employment change from part time to full time letter to Mr. Murray as a transfer station employee effective August 30, 2015. Mr. Murray signed the promotion letter and Chairman Paul-Hilliard signed approval on behalf of the Board of Selectmen.
- Resignation acceptance letter to Arthur Faucher as a Transfer Station employee.
- Chairman J. Paul-Hilliard signed a contract between the Town of Thornton and Jane Hubbard Consulting for the pre-disaster mitigation grant from the State of NH in the amount of \$6,000
- Chairman J. Paul-Hilliard signed a contract between Recycling Mechanical and the Town of Thornton for the purchase of the compactor for the Transfer Station.

**ACTION FOLDER:**

*Letter of Resignation Acceptance – Transfer Station*

**MOTION: “To accept a letter of resignation from Arthur Faucher, as a transfer station employee effective August 29, 2015.”**

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

**Motion Passes: 4 – Yes, 0 – No**

*Request for appointment to PRLAC*

**MOTION: “To appoint Fred Gunter as the town’s nominee for the Pemi-River Local Management Advisory Committee.”**

Motion: M. Peabody  
Seconded: J. Demeritt  
Discussion: The Board discussed that the seasonal absence of Fred Gunter would not affect his ability to serve on this committee.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: “To request the Trustee of Trust Funds to release funds from the capital reserve account - Police cruiser and equipment in the amount of \$41,688.08.”**

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

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

**MOTION: “To request the Trustee of Trust Funds to release funds from the capital reserve account – Transfer Station major equipment for the purchase of a compactor (in the total amount of \$18,150), with Thornton’s 34% fund request equaling \$6,171.00.”**

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

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

**MOTION: “To approve a contract between the Town of Thornton and Jane Hubbard Consulting for the pre-disaster mitigation grant from the State of NH in the amount of \$6,000.”**

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

**Motion Passes: 4 – Yes, 0 – No**

TA Beaulieu stated that she informed Sandy Moulton of the Selectboard’s \$500 stipend offer to complete the secretarial duties needed for the Emergency Management director as discussed at the previous board meeting. S. Moulton accepted this offer for one year, and agreed to update the Board as to whether this offer continues to meet her needs once she understands the workload that will be required.

*Transfer Station Recycling Committee*

Linda Dowling submitted interest in establishing a transfer station building/recycling committee. This idea was discussed in the past during an interview meeting. The Board discussed the letter of interest and agreed to place the letter on file for now.

## **Town Administrator Report**

### *Trim Board Replacement on Town Hall Building*

During the previous meeting the Board agreed to move forward with the replacement of trim boards at the Town Hall building this year and had requested staff collect additional quotes. N. Decoteau has requested quotes from three more companies and has not received interest in this project.

### *2015 Crack Sealing Contract for the Municipal parking lot*

TA Beaulieu signed the contract as directed by the Board at the last meeting. The motion made on August 19, 2014 reflected the amount that was on the cover page of the quote. The contract includes two extra options that were not included in the original motion. N. Decoteau explained the options for crack sealing the driveway and parking lot. The Board reviewed the additional items offered in the contract. The Board agreed to approve the addition options in the contract.

**MOTION: "To approve the contract between the Town of Thornton and New England Seal Coating to include all additional options for the total amount of \$5,090."**

Motion: J. Demeritt

Seconded: B. Benton

Discussion: None.

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

### *Library Agreement*

TA Beaulieu informed the Board that Tim Tyler emailed her regarding the Town Thornton Public School Library agreement has expired. The Board agreed that the school board is responsible to renew this this year agreement in a timely manner. N. Decoteau informed the library trustees of this responsibility. TA Beaulieu provided the current agreement for the Selectboard to review.

### *Hubbard Brook Scholarship Agreement*

TA Beaulieu presented a draft scholarship agreement to include the Board's decisions made at the previous Selectmen's Meeting to require a copy of transcripts prior to release grant funds. The Selectboard reviewed the draft.

**MOTION: "To accept the updated Hubbard Brook scholarship outline and terms of payment outline as submitted, to be effective immediately."**

Motion: B. Benton

Seconded: J. Demeritt

Discussion: None.

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

### *Assessing File Project*

TA Beaulieu informed the board that staff has finalized the assessing and filing purging project. N. Decoteau is working on transferring old planning board files from name reference to PID reference and filing them in the main assessing files. The assessing files are color coded and are arranged orderly in the assessing drawers.

### *Primex Liability Insurance*

TA Beaulieu informed Selectman Benton of the quote discrepancy found in the Primex Liability Insurance as discussed during the last meeting. The invoice was slightly higher than what was quoted due to additional language that needs to be added to some policies to qualify for an additional \$700.00 off the annual premiums. RA Kubik forwarded the policy on hiring winter contractors to Primex which strongly recommended adding additional language to the contract.

TA Beaulieu asked the Board if they wanted to postpone discussion until Selectman Sabourn is present. The Board agreed that they would like to have Selectman Sabourn present for further discussion.

*Police Department – Generator Grant*

PD Administrative Assistant Sandy Moulton presented grant paperwork for the generator. TA Beaulieu and the Selectboard reviewed the correspondence. TA Beaulieu stated that the grant requirements and paperwork need to be reviewed prior to motioning to be sure that the Town follows the expected process. S. Moulton agreed to review the paperwork.

**AGENDA ITEMS:**

*1:30 p.m. Jim Ingram & TS Manager Kevin McGuire- TS addition & utilities*

J. Ingram forwarded plans for the Transfer Station addition and utility needs to TA Beaulieu to share with the Selectboard. The Board discussed the process and the cost. R. Sabourn had indicated that completing the entire process would make sense rather than in parts.

J. Ingram discussed the plans and his reasoning for the chosen layout. The Board discussed keeping and upgrading the recycling buildings and program or moving towards single stream recycling. Chairman Paul-Hilliard discussed secondary containment units from Global Industrial Products and Ultratech and provided a favorable reference for the companies. TA Beaulieu will forward information on the secondary containment units to K. McGuire for his review.

*Weeping Birches Discussion*

The Board discussed the site visit scheduled for Weeping Birches. Tom Avalon requested that the Town maintain/own Weeping Birches Road. After additional research, TA Beaulieu determined that the Water District owns the road and would have to petition the town to take ownership of the road. Discussion ensued on the past process of road approval and ownership. The Board agreed it would be helpful to view the condition of the road.

Vice-chairman Sabourn arrived at the meeting.

*Transfer Station Discussion Continued*

R. Sabourn was updated on the transfer station renovation conversation with Jim Ingram earlier. The Board discussed the request from Waterville Valley to share the transfer station/recycling facilities and how this could benefit the Town of Thornton as well as Waterville. TA Beaulieu will contact Waterville to discuss possibilities.

*Weeping Birches Discussion Continued*

The Board continued to discuss the process for road approval as requested by T. Avalon as well as the ownership of Weeping Birches. B. Regan, Planning Director joined the meeting to discuss the abutter status of Waterville District. R. Sabourn suggested that the Water District be notified that the Planning Board acted in good faith when approving the site plan that is located on either side of Weeping Birches, if the District disagrees with the outcome, they can request an appeal for a re-hearing where the District could be noticed as a abutter. The Board agreed to refer the Water District to the Planning Board since the Selectboard cannot assist them at this phase.

*Abandoned Property Division*

R. Sabourn informed the Board that the NH Treasury Department has sent notification that the Town has unclaimed funds in the amount of \$2,516.00 related to an escrow account.

**MOTION: "To approve sending a letter to the NH Treasury Department to authorize TA Beaulieu to recover unclaimed funds on behalf of the Town."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

**LAND USE REPORT**

*ZCA Applications*

The board reviewed the ZCA application file.

R. Sabourn informed the board that a resident is renting a room and requested a separate phone line for the room, which prompted a call from 911 to establish an E911 address. This situation triggered discussion as to whether renting a room is in accordance with the zoning ordinance. The Board discussed and decided they will not act on this concern right now.

**MOTION: "To approve the ZCA Application # 2015-25 for Map 7 Lot 2-13-21 at 33 Joshua Lane for a 12' x 16' mudroom and a 10' x 24' deck."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

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

**MOTION: "To approve ZCA Application ZCA # 2015-26 for Map 17 Lot 7-11 on 4.5' x 2.5' slab for a generator."**

Motion: B. Benton

Seconded: M. Peabody

Discussion: The Board discussed whether a fee would be appropriate for this type of construction. N. Decoteau explained that according to DRA values, the ZCA was required since the slab must follow setback requirements and assessing value could be affected. R. Sabourn suggested requiring the ZCA but not requiring a fee. After more discussion the Board agreed to keep the process as it is currently.

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

**MOTION: "To approve the ZCA Application #2015-27 for Map 6 Lot 9-50 to replace a home destroyed by a fire."**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To waive the ZCA fee for permit ZCA Application #2015-27 for Map 6 Lot 9-50."**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Pemi-Bluegrass Festival Action Reports*

TA Beaulieu provided copies of the action reports from Fire, Police and Health Departments in reference to the Pemi-Bluegrass for the Board to review.

*Meetinghouse Information from Old Town Hall Building Study*

TA Beaulieu informed the Board that G. Kimball provided notes of a study performed on the old town hall building study performed by Stephen P. Bedard in September 2011. Phase I and II were quoted at a total of \$115,109. TA Beaulieu will place this quote in the file for the Board to review. RA Kubik placed lattice around the building to keep people from going under the building. RA Sabourn suggested that a post be placed on the side of the building to stabilize the migration of the rear section of the building.

*Wetlands Permit*

N. Decoteau forwarded a wetlands application received for a driveway permit that needs to be reviewed and signed off by the Conservation Committee. The town does not have an active committee at this time. The Board agreed to review the application.

Selectman Benton recused himself.

**Public Input**

B. Benton stated that a minimum pay for call-out should be permitted for winter plowing and sanding contractors. He explained that there are expenses related in being on call when the contractors are called out for a minimal amount of time. Chairman Paul-Hilliard requested that RA Kubik conduct a call back analysis over the past three years. The Board agreed to do some research to determine a reasonable solution.

The Board discussed the suggested changes to the winter maintenance contract as submitted by Primex as the town's liability insurance company. The Board is concerned that the suggested requirements would discourage small companies from bidding on winter maintenance. The Board continued to review the suggested changes submitted by Primex. The Board discusses minimum insurance requirements for vendors. The Board agreed to require commercial liability insurance that provides minimum 1 million dollar coverage. The Board agreed that the bullet items at the end of the contract should be removed; however, the other suggested language from Primex is agreeable. TA Beaulieu will inform the Road Agent of this new contract so that he can forward the information to the vendors.

Selectman Demeritt exited the meeting at 4:11 p.m.

*MS Reports*

TA Beaulieu explained the new process to complete the MS434. TA Beaulieu would like to present the estimated total revenues and credits of \$1,399,107 to be presented to DRA. The unassigned fund balance is \$1,190,006. The emergency fund figure also needs to be included, which can later be amended if needed. The Board agreed to include \$25,000 for overlay estimate.

The Board agreed to use \$250,000 from unassigned fund balance to decrease the tax rate, and to amend later if final figures indicate a need for a different amount.

TA presented the MS535, the Board signed approval of the form.

**MOTION: "To accept and sign the MS535 from Plodzik and Sanderson, PA."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

TA Beaulieu presented the MS1 for review.

**MOTION: "To accept and sign the MS1."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

TA Beaulieu explained that the new reporting process from DRA has increased her workload with MS reporting. The Board discussed the increase in work as well as the difficulty this new process makes in completing the forms on time, due to the need to receive information from other state departments/town districts.

R. Sabourn stated that Ralph Bradley asked if the town is still interested in acquiring the land above his driveway to be used as a turn-around area for the town trucks. TA Beaulieu will follow up with the Road Agent to move forward with reviewing the area this summer. The Board agreed to schedule a site visit with road agent.

*Town Report Dedication*

The Board discussed the dedication of the 2015 Annual Town Report. The Board agreed to dedicate the report to John McKinnon. Selectwoman Peabody will contact J. Fleury to assist with this dedication.

**Non-public session pursuant to RSA 91-A: 3, II**

**5:00 PM MOTION: "To enter nonpublic session under RSA 91-A: 3, II (c- reputation)."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

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

**Motion Passes: 4 - Yes, 0 – No**

**5:50 P.M. MOTION: "To exit nonpublic session."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

**MOTION: "To approve the welfare manifest for check date 9-5-2015 in the total amount of \$750.00."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

**5:51 p.m. MOTION: "To adjourn."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

Respectfully submitted,

Jessi Fleury  
Board Secretary

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**September 2, 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            Jim Ingram & TS Manager Kevin McGuire- TS addition & utilities

2:15            MS1 & MS434

2:45            Non-public session pursuant to RSA 91-A: 3, II (b-hiring)

Board of Selectmen Item Discussions

3:30            Weeping Birches Lane Site Visit

**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**  
**September 2, 2015**  
**SIGN IN SHEET (Please Print)**

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