



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on:	10-14-15
BOS Initial:	JPH
Rec'd by Town Clerk on:	10-15-15
Town Clerk Initials:	JJZ

Board of Selectmen Meeting Minutes September 30, 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, and Selectwoman Marianne Peabody.

STAFF PRESENT: Tammie Beaulieu, Town Administrator

ABSENT: Selectman Jim Demeritt

ACTION FOLDER

MOTION: "To approve the vendor manifest 10-02-2015 in the amount of \$457,081.00."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

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

MOTION: "To approve the payroll manifest 10-02-2015 in the amount of \$26,314.35."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the welfare manifest 10-03-2015 in the amount of \$450.00."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

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

MOTION: "To accept the BOS meeting minutes of 9-16-15 as amended."

Motion: R. Sabourn

Seconded: B. Benton

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 # 2015-29 for Map 16 Lot 7-28 for Wilkins, Scott & Dawn at 47 Susie Lane, Thornton, NH for a detached 24' x 26' garage / no living space."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To conditionally approve, upon receipt of a final updated approved septic plan, ZCA Application # 2015-31 for Map 16 Lot 4-36A for Noonan Rebecca A Rev Trust at 78 Upper Mad River Road for a new single family home. "

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA Application # 2015-30 for Map 17 Lot 12-1, Richard B & Brenna J Provost at 55 Chickenboro Road, Thornton, NH for a 30' x 40' home with garage under and to approve the flood plain development permit."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: R. Sabourn discussed this property is in the flood zone, appropriate town forms have been submitted and engineer Tom Duffield completed a certificate of elevation for the permit. The board reviewed the information.

Motion Passes: 4 – Yes, 0 – No

ENFORCEMENT ISSUES

Highland Pointe Subdivision / Fire Suppression Systems

N. Decoteau explained that Chief Defosses brought to her attention that homes are being built in the Highland Pointe subdivision and those deeds/covenants require the homes to have fire suppression systems. She explained that in 2011 the law changed and Planning Boards are not able to make that requirement on single family homes any longer. If the developer offers the suppression system it can be allowed but cannot be required. N. Decoteau explained that she read the change in law to be that the board cannot enforce this requirement anymore even for those homes built before the law change in 2011. She explained that this was a misunderstanding on her part and that she received recent legal opinion which indicated that the board probably can enforce this requirement for homes built prior to 2011. N. Decoteau provided the Board with information to review on properties that would be applicable to this situation and different options available for the Board. The board discussed their options.

N. Decoteau suggested sending a letter to the Highland Point subdivision homeowners informing them of this requirement. R. Sabourn suggested compiling a list of all homes in town that would be required to install a fire suppression system instead of only addressing the Highland Point subdivision and forwarding a letter to inform the homeowners it is their responsibility to meet the suppression system requirement as stated in their deed or covenants. R. Sabourn suggested placing a copy of this letter in each property file as well. The Board agreed to send the letters as certified return receipt. The Board also agreed that an additional question should be added to the ZCA application clarifying if the property is required to have a fire suppression system. N. Decoteau will draft the letters and ZCA application for the board to review.

The board discussed further. The board agreed that if the planning board recommends fire suppression systems for developments in the future or if they developer offers this system, enforcement by the Selectboard would be difficult since the Selectboard will have no way of determining if these systems have been installed and are functioning as the town does not have a building inspector. N. Decoteau will relay this concern to the Planning Board at their next meeting.

AGENDA ITEMS:

1:30 Police Chief Diamond – Cruisers

This appointment was canceled.

1:45 Nancy Decoteau - Cable

Cable Contract Review

The current cable franchise agreement is within the renewal period. The enrollment period is open with Comcast. N. Decoteau reviewed a questionnaire from Comcast with the Board of Selectmen regarding Comcast cable guidelines. The board reviewed and discussed the contract. N. Decoteau explained that the first step is to hold an informational process with the townspeople. N. Decoteau contacted K. Miller from Donahue, Tucker & Ciandella, LLC and provided a letter outlining her services to assist the board through this process. The estimated total for this service could be between \$5,000 to \$10,000. The Board discussed the services outlined. The board agreed that they may be interested in contracting a legal representative to perform town negotiations with the cable company. N. Decoteau informed the Board that other towns have had success using an attorney to assist with the cable contract process. The Board agreed to allow N. Decoteau to contact other towns to receive more information about this process.

ACTION FOLDER:

The board reviewed an appointment form for the Pemi-Baker Solid Waste District Representative.

MOTION: “To approve the appointment request for Kevin McGuire to be the Pemi-Baker Solid Waste District Representative and for William Murray to be appointed as the alternative for the Pemi-Baker Solid Waste District.”

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

Motion Passes: 4 – Yes, 0 – No

The Board reviewed a letter of representation from Plodzick and Sanderson for the 2014 audit.

MOTION: “To approve and sign a letter of representation from Plodzick and Sanderson for the 2014 audit.”

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

Motion Passes: 4 – Yes, 0 – No

2:15 Revised Highway Plow Contract

TA Beaulieu informed the Board that winter plowing subcontractor contracts has been revised with Primex based on Selectmen request at the previous meeting. The final draft was reviewed by the Road Agent and was presented to the Selectboard. TA Beaulieu reviewed the contract

with the Board. The Board discussed commercial vehicle insurance requirements. The board made additional revisions to the contract and requested TA Beaulieu to further research the insurance requirements to make sure the town is covered properly. RA Kubik is looking into a minimum call out rate. The Board agreed that if a call out rate is established, this would apply to highway employees as well.

Millbrook Update

R. Sabourn informed the board that after the site meeting, the preliminary options include installing a bridge, installing a secondary culvert large enough to handle to flow of water when it rises, installing a dike towards Hazelton Road to allow the pond area to fill with the overflow. The residents would like a bridge but this option would be very expensive. The Board discussed the options. R. Sabourn informed the board that a grant may be available as well. The Board discussed including funds for an engineering study and recommendations in the capital outlay part of the 2016 budget.

R. Sabourn is meeting with Tom Sweeney from Littleton on site to review options as well.

2:30 TS- New Boiler update

Present: Kevin McGuire

K. McGuire met to discuss the current transfer station renovations and the status of the new boiler. He informed the board that winter is coming and since the addition is still in the planning phase would like to know if the boiler replacement should be the same size as the current unit or if the Board would like to purchase a larger one to accommodate the anticipated addition. K. McGuire presented price quotes. The Board discussed the BTU's and cost for refurbished v. brand new. The board agreed to purchase a new boiler for \$6,780 and to purchase a new 275 gallon standard size oil tank for \$685 as well.

MOTION: "To purchase a new transfer station boiler in the amount of \$6,780.00."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: R. Sabourn recommended having the old oil tank pumped out instead of replacing it.

Motion Passes: 4 – Yes, 0 – No

The Board further discussed buying a new oil tank rather than recycling the old one.

MOTION: "To amend his previous motion to purchase the new RA250 heater with a new 275 gallon standard size oil tank not to exceed \$7,465.00."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

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

3:09 PM MOTION: "To enter non-public session pursuant to RSA 91-A: 3, II b,c,e (b-hiring TS , c-reputation, e - legal)."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

Motion Passes: 4 - Yes, 0 – No

4:08 P.M. MOTION: “To exit nonpublic session.”

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

MOTION: “To conditionally offer a position at the Transfer Station to candidate #1 for 16 hours per week to fill in for hours as needed at the Transfer Station at Labor Grade 2 Step 3 with a start date of October 4, 2015 if accepted by the candidate the final hire is approved.”

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

TA Beaulieu explained this motion combines the normal conditional offer and final hire in one motion. The Board agreed.

Public Forum

No public in attendance.

SELECTMEN’S COMMENTS

Beautification Committee

M. Peabody informed the board that next Tuesday the Beautification committee plans to meet to pick up the Christmas tree and plant it in the designated area.

Chickenboro Road

B. Benton informed the Board that Mr. Pablo spoke with him regarding the poor condition of the road and was asked to bring it up during a meeting. RA Kubik had informed TA Beaulieu that he spoke with Mr. Pablo about a month ago, and expects to level off the road so that his concerns are addressed.

Halloween – Mad River Road

M. Peabody stated that during a visit to the post office she was approached regarding the cost of trick or treating and those residents on Mad River Road are spending a lot of money for candy for the children. A request by residents was made that the Town budget \$200 per household for Halloween trick or treating. J. Paul-Hilliard asked why the town would designate a specific space and close the road for trick or treaters. He does not feel that a certain area should be designated for trick or treating. M. Peabody agreed and informed the board that this has been the designated area for at least 10 years. TA Beaulieu agreed that this is always a discussion at this time of year.

Chief Diamond asked TA Beaulieu if the Board would like to shut the road down for trick or treating this year for safety purposes. TA Beaulieu informed him that it was a decision for the Police Department. Chief Diamond suggested not closing the road, but having trick or treating hours during the day instead of at night for safety. Chief Diamond has issued questionnaires to Mad River Road regarding trick or treating and will decide based on the responses received. Chairman Paul-Hilliard does not want an area mandated for trick or treating but would like to know what information the Chief receives from the questionnaires. Chairman Paul-Hilliard also

supports changing the hours to prevent night time trick or treating. The board agreed that this event has become costly for residents and creates an expectation that many residents do not want to participate in. The board agreed that they do not support targeting a single neighborhood for a costly event such as trick or treating but would be interested in the results of the survey and would support Chief Diamond's decision.

Town Administrator Presents:

Snow Plow Contracts

AA Nancy Decoteau was able to contact RA John Kubik on the question brought forward by Selectmen Benton earlier on the results of contacting other towns to see what they implement for plow vendors minimum call outs and forwarded RA Kubik's findings and recommendations to the Board. TA Beaulieu read the findings from RA Kubik that he has contacted other towns and they do not provide a minimum call-out rate. The Board agreed not to set a minimum call-out rate at this time. The Board would like the Road Agent try to establish a middle ground for all parties. The Board agreed to schedule a meeting with Chairman Paul-Hilliard and TA Beaulieu to discuss this matter with RA John Kubik .

Special Event – Post Reports

TA Beaulieu presented post event reports from the Boogie and Blues for the Board to review. TA Beaulieu informed the Board that she received a request to hold the special event hearing for the 2016 Pemi Bluegrass Festival in October. This request is not possible due to the requirements of the special event process. The Board reviewed their meeting schedule for the rest of 2015. Most meetings in November are day meetings and budget hearings are also scheduled for evening meetings. The Board agreed to schedule an extra meeting for both the Pemi-Valley Bluegrass Festival and the Boogie and Blues Festival after the 2016 Boogie's application is complete and submitted.

Planning Board Mileage Budget

TA Beaulieu informed the Board that the Planning Board mileage budget line will be over expended due to the increase in court attendance by the Planning Director.

Software Upgrades

TA Beaulieu informed the Board that due to the Affordable Care Act Financial Program, the Town needs to purchase a separate module in the computer system for human resources. These costs were not expected and not included in the budget.

5:04 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 30, 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 Police Chief Diamond - Cruisers

1:45 Nancy Decoteau - Cable

2:15 Revised Highway Plow Contract

2:30 TS- new boiler

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

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
September 30, 2015
SIGN IN SHEET (Please Print)

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