



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 10/28/15  
BOS Initial: BN  
Rec'd by Town Clerk on: 10/29/15  
Town Clerk Initials: 282

### Board of Selectmen Meeting Minutes October 14, 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, Selectman Jim Demeritt, and Selectwoman Marianne Peabody.

**STAFF PRESENT:** Nancy Decoteau, Administrative Assistant

**ABSENT:** Tammie Beaulieu, Town Administrator

#### Generator Grant Update

**Present:** Sandy Moulton, Police Department Administrative Assistant and Paul Hatch

S. Moulton provided a packet of information including an explanation of the status of the grant as well as an email that brought an error to her attention as well as a new spreadsheet to be used. The Board reviewed the information.

P. Hatch explained that the mistake was on his part, not on the Police Department. When the application was completed the cost of the construction of the addition was subtracted from rather than added to the grant. The grant that was signed back in September does not include the approximate \$22,000 that was spent on the addition. The agreement signed last September included a total cost of \$95,000 with a state and town match of \$47,000 which did not include the construction cost. P. Hatch is proposing the grant cost to include the addition for a total of \$117,000 with a state match of \$58,000 with a town match of \$36,000. The town portion was reduced due to the addition cost. The Board thanked Mr. Hatch for catching this error and coming to them with a solution.

**MOTION: "To rescind the original motion made for the generator grant agreement."**

Motion: J. Demeritt

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 5– Yes, 0 – No**

**MOTION: "That the Town of Thornton Board of Selectmen by majority vote, accept the terms of the emergency management performance grant (EMPG) as presented in the amounts of \$58,972.00 and for the purchase and installation of the generator for the EOC/safety complex. Furthermore, the Board acknowledges that the total cost of the project will be \$117, 944 in which the Town will be responsible for the 50% match which is \$58,972."**

Motion: J. Demeritt

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5– Yes, 0 – No**

**MOTION: “To authorize a withdrawal from the Municipal Buildings capital reserve fund in the amount of \$36,404.00 for the Town portion of the generator grant match.”**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: This reduced amount (\$36,404.00) reflects the soft match from the State in the amount of \$22,568.00.

**Motion Passes: 5– Yes, 0 – No**

The Board signed the updated grant paperwork and thanked Mr. Hatch for the meeting and his explanation.

#### *Flag Pole Purchase*

S. Moulton informed the board that she received an email to order a new flag pole for the old town hall located at Map 10 Lot 3-39 at 2129 NH Rt 175. The amount mentioned by the Board was \$346.00 which was accurate for the flag pole, but the freight charge is \$251.00 due to the shape of the item. The total is \$597.00. The flag company in Concord that the town used in the past is more expensive than the company the Chief researched. J. Demeritt offered to pick up the flag pole in Concord if the poles are two 10 foot sections. S. Moulton offered to contact the company in Concord to verify the difference in pole costs between the two companies and that the poles come in two sections to be picked up.

#### **ACTION FOLDER LAND USE REPORT**

#### *ZCA Applications*

The board reviewed the ZCA application file. J. Silvia was present to answer any questions regarding ZCA #2015-33.

**MOTION: “To approve the ZCA Application # 2015-33 for Map 16 Lot 3-50 for Laura and Gerald Warren for an addition to the residence located on the Pemi-River campground property with the condition that an elevation certificate be furnished to the town at the time the structure is complete.”**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To approve the ZCA Application # 2015-32 for Map 15 Lot 1-39 for E. Hubbard for the addition of two 12’ x 24’ open carport areas attached to each side of an existing garage.”**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**The Board began their work session at 5:34 p.m.**

**ACTION FOLDER**

**MOTION: "To approve the vendor manifest 10-16-2015 in the amount of \$114,470.95."**

Motion: M. Peabody

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 3– Yes, 0 – No**

**Abstained:** B. Benton and Chairman Paul Hilliard

**MOTION: "To approve the payroll manifest 10-16-2015 in the amount of \$19,975.30."**

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 - Yes, 0 – No**

**MOTION: "To accept the BOS non-public meeting minutes of 08-19-15 as submitted."**

Motion: M. Peabody

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 4– Yes, 0 – No    Abstained:** B. Benton

**MOTION: "To accept the second session of BOS non-public meeting minutes of 08-19-15 as submitted."**

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No    Abstained:** B. Benton

**MOTION: "To accept the BOS non-public meeting minutes of 09-02-15 as submitted."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4– Yes, 0 – No    Abstained:** J. Demeritt

**MOTION: "To accept the BOS non-public meeting minutes of 09-16-15 as submitted."**

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 4– Yes, 0 – No    Abstained:** J. Demeritt

**MOTION: "To accept the BOS non-public meeting minutes of 09-30-15 as submitted."**

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 4– Yes, 0 – No    Abstained:** J. Demeritt

**MOTION: "To amend the BOS public meeting minutes of 09-16-15 to eliminate Selectman Demeritt from the roll call."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4– Yes, 0 – No    Abstained:** J. Demeritt

**MOTION: "To accept the BOS non-public meeting minutes of 09-30-15 as amended."**

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 4– Yes, 0 – No Abstained: J. Demeritt**

**MOTION: "To approve the median stumpage values suggested for the central New Hampshire area from the period of October 1, 2015 to March 31, 2016."**

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

### **Administrative Assistant Report**

#### *Snowood Drive Project*

RA Kubik provided a PowerPoint reviewing the progress on the Snowood Drive project for the Selectmen to review. The Board would like it attached to emails for review. The Selectboard was pleased with this information.

J. Demeritt explained that he met with RA Kubik and discussed some concerns.

Chairman Paul-Hilliard explained that whenever any member of the Board of Selectmen meet with any town employees it is important that the proper chain of command is followed and is filtered through the Town Administrator instead of being direct with the Board of Selectmen.

#### *Mill Brook Update*

Selectman Sabourn informed the board that an engineer he is familiar with suggested that the Board consider using a design build option to reduce engineering costs. Different engineering firms that use a design build option were mentioned that could lower the price and shorten the time process. Selectman Sabourn is working on contacting an engineer to discuss options for this year.

#### *Cable Contract Update*

N. Decoteau contacted other towns as requested by the Board. The Board reviewed the input received from surrounding towns. N. Decoteau spoke with the Town Administrator from Campton and their contract for cable services may be expiring as well. N. Decoteau suggested there may be an opportunity to share the legal cost to have a draft contract prepared and each town can then work out their individual options. The Board agreed to review the information and discuss during the next meeting.

#### *Special Event Applications*

N. Decoteau informed the Board that the special event applications for the 2016 Pemi Blue Grass Festival and 2016 Boogie and Blues have been received. The Board agreed to consider the special event public hearing dates for December 9, 2015 and to have Selectman Benton discuss this date with the applicants.

### **SELECTMEN COMMENTS**

#### *Fireworks Ordinance*

Selectman Demeritt informed the Board that he is personally leading implementation of a fireworks ordinance and will bring it to the Selectboard once he is at that point.

*Town Moderator*

The Board agreed that the Town needs a moderator and they are actively seeking to fill this position as soon as possible.

*Campton Police*

Selectman Benton was asked if the Campton Police have jurisdiction to make traffic stops in Thornton. Chairman Paul-Hilliard informed the board that many towns can cross over town lines to perform constitutional acts in the absence of a Thornton officer. An agency can also request assistance from neighboring towns. Chairman Paul-Hilliard recommended B. Benton speak with Chief Diamond.

*Christmas Party*

M. Peabody asked if the town is planning a Christmas Party this year. The Board agreed that they should start planning. The Board discussed the need to hold an event to appreciate the staff and volunteers. Positive feedback was received last year. The Board agreed to try to arrange a Christmas Party similar to last year. The Board agreed to check with the school calendar so the event would not be scheduled for the same evening as the holiday concert.

M. Peabody informed the Board that the Tree Lighting is scheduled for December 9, 2015.

*Campton Town Administrator*

Chairman Paul-Hilliard asked the Board's thoughts on recognizing the retirement of Ann Marie Foote from the Town of Campton. The Board agreed that it would be a nice gesture.

**6:45 p.m. MOTION: "To adjourn."**

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

Respectfully submitted,

Jessi Fleury  
Board Secretary

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**October 14, 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. Police Dept. Generator Grant: P. Hatch

5:15 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

6:45

7:00

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  
October 14, 2015  
SIGN IN SHEET (Please Print)

1	Danielle Baxter	25
2	Paul Hatch	26
3	Jay Silvia	27
4	Matthew Baxter	28
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