



**TOWN OF THORNTON  
BOARD OF SELECTMEN**

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

Approved on:	11-9-15
BOS Initial:	JQA
Rec'd by Town Clerk on:	11-16-15
Town Clerk Initials:	JH

**Board of Selectmen Meeting Minutes  
October 28, 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:** Tammie Beaulieu, Town Administrator

**ACTION FOLDER**

**MOTION: "To approve the payroll manifest 10-30-2015 in the amount of \$19,331.08."**

Motion: M. Peabody

Seconded: J. Demeritt

Discussion: None.

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

**MOTION: "To approve the vendor manifest 10-30-2015 in the amount of \$40,362.41."**

Motion: B. Benton

Seconded: J. Demeritt

Discussion: None.

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

**MOTION: "To approve the welfare manifest 10-31-2015 in the amount of \$206.90."**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

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

**Abstained: M. Peabody**

*ZCA Applications*

The board reviewed the ZCA application file.

**MOTION: "To approve the ZCA Application #2015-34 for Map 6 Lot 5-8 for Hubbard Brook Research Foundation for free standing solar panels."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

**MOTION: "To approve the ZCA Application # 2015-35 for Map 17 Lot 7-21 for S. Picard for a generator pad."**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the ZCA Application # 2015-36 for Map 17 Lot 1-10 for W. Brown for a second floor dormer."**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the ZCA Application # 2015-37 for Map 12 Lot 7-45 for a 12x14 mudroom addition."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To accept the BOS public meeting minutes of 10-14-15 as submitted."**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

**Motion Passes: 5– Yes, 0 – No**

### **Wetlands Permit Approval**

The Board previously approved a wetlands permit for PID 8-4-10 located on Wanosha Rd and was sent to the State Wetlands Board. The Wetlands Board reviewed the expedited form which could not be used for the intended purpose and required a revised application from the applicant. The Board is asked to approve the revised application. The Board agreed to sign the revised application but took no action relative to approving it.

### **AGENDA ITEMS:**

#### **1:30 P.M. Chief Diamond: Cruisers and 2015 Budget**

*Present: Chief Diamond*

Chief Diamond informed the Board that the cruiser maintenance budget line is going over by \$629 (to date) due to the 2010 Crown Victoria needing maintenance to pass inspection. Chief does not foresee additional expenses needed besides a possible oil change. Chief Diamond confirmed that he has funds in his budget to offset the overage.

Chief has considered the cruiser rotation schedule with respect to the capital reserve plan and suggests keeping the oldest cruiser in rotation for an additional year in the event that a cruiser is not usable due to an accident or repair. Chief Diamond has conferred with other Chiefs in the area and this practice is used successfully. The Board agreed that this approach makes sense. R. Sabourn asked why the officers do not drive their own vehicles to the station. Chief Diamond explained that the officers leave the cruiser at the station during their days off. The officers were picking up the officer for the next shift when one of the cruiser's was being repaired.

During on-call, Chief explained that the convenience is needed for officers to bring the vehicle to their residence. He also explained that the Town would be required to pay the officer a three hour minimum to return the car the following day if they are not on the regular shift schedule. J. Demeritt stated that he does not have a problem with this practice, but would like to know what the mileage cost is for the travel to the officers home and back. R. Sabourn expressed concern that the convenience is not being taken advantage of. Chief Diamond explained that the officers do not take advantage of this benefit and in many cases can shorten mileage and response time depending on where the call originates.

The Board asked TA Beaulieu to verify that the cruisers are insured if parked at an officer's residence if they are not on call. Chief Diamond confirmed that the cruisers are parked at the police station when the officer has a scheduled day off. The Board discussed the rate of call backs for officers and would like to know how frequently officers are called out and what this costs the town. The Board discussed the possibility of needing increased patrol services in the future.

Chief Diamond requested to meet with the Board to discuss a different CIP rotation for the cruisers if the retired cruiser is kept for an additional year. This discussion will be scheduled on the next agenda.

#### **1:45 P.M. Chief Diamond: Compliance Check**

*Present: Chief Diamond*

Chief Diamond informed the Board that last week he and Corporal Gilman checked on permits for the hotels and motels in Thornton per RSA. Several had minor infractions and there were two that had additional concerns regarding meeting the zoning requirements. The concern is that the motel unit owners may be moving towards changing the use from a motel to longer term rental units. Chief Diamond asked the Board if he should proceed further with his concerns as this will become an enforcement action for the Selectboard. Selectwoman Peabody suggested that this issue come before the Planning Board. The Board discussed the issue. The Board suggested that the owner could go before the Planning Board and then the Zoning Board if needed. Chief Diamond will follow up in writing to the motel owners as to his findings during his initial visit as well as any subsequent visits. The owners in violation should be advised to meet with the Planning Director initially. Chief Diamond will update the Selectboard in writing as well.

#### **2:00 P.M. Fire Chief: IGA Fire Department**

Chief Defosses discussed a letter forwarded from the Fire Department attorney to the Selectboard regarding update of their policies. The existing Intergovernmental Agreement was also reviewed. The attorney noted some recommendations for wording changes regarding the appeal process for employee termination. Another recommendation was for the Commissioners to be able to adopt policies and enforce them, as they are the appointing authority for the department. The Board discussed the recommendations. The Board agreed to forward the information and suggested recommendations from the Fire Department attorney to the Selectboard's counsel before approving amendments to the agreement. Chief Defosses and the Fire Commissioners will meet with the Selectboard to discuss the agreements as well as other recommendations forwarded by the Fire Department attorneys.

Discussion ensued on the need to have a copy of the Fire Chief's job description and contract which will be followed up at the next meeting.

#### **2:15 P.M. Memorandum of Understanding CERT Chief Defosses**

Chief Defosses informed the Board that Ed Belanger of the Red Cross has been contacted regarding taking ownership of the CERT trailer. There is concern that the trailer will become

used by the Red Cross nationally. A second option is to have the Red Cross maintain the items inside but the Red Cross would not be allowed to relocate the trailer. Chief Defosses recommends the second option and will forward the details to the Selectboard for their review. TA Beaulieu asked if Waterville owned part of the CERT trailer, and was informed by Chief Diamond that the Town of Waterville has their own trailer. Chief Defosses will meet with the Board during their next meeting to discuss the CERT trailer.

## **2:41 P.M. Road Agent: Bid award Winter Sand**

*Present: Road Agent Kubik*

Chairman Paul-Hilliard read the advertisement as published in the Record Enterprise and on the town website on October 8, 2015. The sealed bids were opened on Tuesday, October 27, 2015 at 3:00 p.m. at the Town Hall by the Road Agent and Administrative Assistant. The Board reviewed the following bids:

- Benton Enterprises located in Campton, NH - \$4.95 per yard
- Warren Sand and Gravel - \$4.00 per yard
- Woodstock Sand and Gravel - \$8.00 per yard

The Road Agent recommended Benton Enterprises located in Campton. RA Kubik submitted explanation that the cost to haul materials from Warren Sand and Gravel would not be efficient or cost effective for the Town even at the rate of \$4.00 per yard. Benton Enterprises has the same price as last year and their location is closest to the Town.

**MOTION: "To award the winter sand bid to Benton Enterprises at \$4.95 per yard per recommendation of Road Agent Kubik."**

Motion: J. Demeritt

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 5– Yes, 0 – No**

## **2:45 P.M. Road Agent: 2015/16 Winter Snow Removal Subcontractors**

*Present: Bob and Dave Clay*

TA Beaulieu informed the Board that a new winter snow removal vendor has submitted an application. RA Kubik is concerned that this vendor is from Groton and his response time would be slower due to his location. Ralph Bradley has decided not to apply as a subcontractor for the 2015/2016 winter season. RA Kubik informed TA Beaulieu that he needs some time to respond as he is having a difficult time filling the part time seasonal winter snow removal position as well. The Board agreed to meet with RA Kubik at the next meeting to discuss their options.

Bob Clay, Part Owner of the company interested in the winter season plow opportunity informed the Board that his sons address is Old North Groton Road in Rumney, and their business location is in Plymouth not in Groton as mentioned earlier. All insurance information has been submitted to the Town already. TA Beaulieu informed him that the RA will contact him for additional information. The Board thanked them for attending and showing their interest in town work.

### **3:00 P.M. Transfer Station CIP requests**

*Present: Kevin McGuire, Transfer Station Manager*

K. McGuire informed the Board that he has been waiting for a response from the contractors for price quotes for the addition. He has not received a response and therefore does not have cost figures for the CIP request. J. Demeritt stated that he has spoken to K. McGuire about the slides for the fence to prevent trash from blowing around the yard. J. Demeritt recommended that the transfer station employees slide the inserts into the fence during times when they are not as busy. R. Sabourn agrees that a better fence may be needed to control the debris but does not agree that the slides will be any more helpful than the fence alone. J. Demeritt would like to see the grounds cleaned up and beautified as much as possible. The Board suggested including the building addition in the 2016 CIP, the paving for the 2017 CIP and the fencing in the 2018 CIP. K. McGuire is requesting to have the 2018 wood grinder expense removed. R. Sabourn suggested providing separate forms for K. McGuire and asked if J. Demeritt could assist K. McGuire with the CIP request process. J. Demeritt agreed to work with K. McGuire to finalize the CIP request process. TA Beaulieu recommended that K. McGuire meet with Campton and Ellsworth to review his CIP proposals and the funding needed for different years. The Board continued to discuss the current CIP plan and current funding levels. After extensive discussion the Board agreed that releasing the funds for the wood grinder in 2018 would be their best recommendation. The Board informed K. McGuire that these changes need to be submitted as soon as possible.

### **Town Administrator Presents**

#### *CIP Update*

TA Beaulieu received an email from Bill DeLeo regarding the purchase of a backup generator request for the Police Department and reducing the beginning reserve of the building capital reserve fund. The board discussed the change in generator funding due to an error of the State as discussed during the previous Selectboard meeting. The Board agreed to have the Town Administrator research further before responding to this email inquiry from Bill DeLeo.

#### *Snowwood Drive Paving Update*

TA Beaulieu informed the Board that she is very impressed with the backup information submitted by the Road Agent for the town road file.

#### *Dump Picking*

K. McGuire submitted a concern regarding town liability for items placed in the transfer station mall versus dump picking. TA Beaulieu will discuss this liability with Primex.

#### *Land Donation*

M. Movitz emailed the TA and would like to know if the Town would accept a donation of land beside the Welsh Dickey trail on Judges Road. The Board agreed that they would not be interested in this donation.

#### *Flag Pole Information*

TA Beaulieu informed the Board that information was received regarding the purchase of flag poles as requested by the Selectboard at their last meeting from PD Administrator, Sandy Moulton. The Board will review for their next meeting.

Police Department Administrative Assistant Sandy Moulton provided an update on the hazard mitigation committee meeting status for the Selectboard to review. Chief Diamond shared his concern with TA Beaulieu that S. Moulton is becoming overworked since the Emergency Management Director is not attending meetings which results in more work for her.

*Audit Review*

TA Beaulieu informed the Board that final audits for fiscal year 2014 have been received. TA Beaulieu distributed copies for each Board member.

*Town Attorney review of Fire Department Information*

TA Beaulieu provided copies of the response from town counsel regarding the fire department proposed changes to policy and the intergovernmental agreement requested earlier in the meeting.

*Resignation of Town Clerk*

TA Beaulieu presented an official resignation from Tim Tyler as Town Clerk as he is purchasing a home in another Town and will no longer be able to service the town as the Town Clerk. The Board acknowledged his resignation as of November 12, 2015.

The Board discussed the need to fill the office for the townspeople. TA Beaulieu suggested that N. Decoteau may be interested in filling the vacant trustee of trust fund position since the Town Clerk also served on that board. TA Beaulieu discussed the possibility of Selectwoman Peabody filling the vacant Town Clerk position until another appointment can be processed or the next election. The RSA is very specific and does not present a conflict for Selectwoman Peabody to act in both positions while the Town seeks another interim Town Clerk. M. Peabody is willing to accept this offer to help the Town through this transition. TA Beaulieu informed the Board that advertisements are ready to post this vacant position as Selectwoman Peabody is not interested in filling this position and would like the town to expeditiously find a replacement. The Board discussed the interview panel to include the Town Administrator, Tax Collector, and Selectman Benton. Interviews will be held the week of November 16th to 20<sup>th</sup>, 2015 which would allow the Board to make a decision at the November 23, 2015 Selectmen meeting.

**MOTION: "To appoint Marianne Peabody to fill the vacancy in the position of Interim Town Clerk for a term to last until the next town election or until another interim town clerk is appointed."**

Motion: R. Sabourn

Seconded: J. Demeritt

Discussion: None.

Motion Passes: 4 - Yes, 0 – No

Abstained: M. Peabody

*Holiday Party*

The Board decided previously that they would like to host an employee/volunteer holiday party like last year. The Board agreed that they would schedule this event on December 3, 2015. TA Beaulieu will contact the Country Cow.

**SELECTMEN COMMENTS**

R. Sabourn informed the Board that the owners of the KOA campground have begun cleaning up their lot of Route 175.

**4:34 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 28, 2015**  
**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- 1:00 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)

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 P.M.    Chief Diamond: Cruisers and 2015 Budget  
1:45 P.M.    Chief Diamond: Compliance Check  
2:00 P.M.    Fire Chief: IGA Fire Department  
2:15 P.M.    Memorandum of Understanding CERT Chief Defosses I  
2:30 P.M.    Road Agent: Bid award Winter Sand  
2:45 P.M.    Road Agent: 2015/16 Winter Snow Removal Subcontractors  
3:00 P.M.    Transfer Station CIP requests

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 28, 2015  
SIGN IN SHEET (Please Print)

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2	Peter Hilton	26
3	Jay Wagner	27
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