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Approved on: 1-6-15  
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Rec'd by Town Clerk on: 1/11/16  
Town Clerk Initials: B/S



**TOWN OF THORNTON  
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes  
December 21, 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, Selectman Brad Benton, and Selectwoman Marianne Peabody.

**STAFF PRESENT:** Tammie Beaulieu, Town Administrator, Jessi Fleury, Board Secretary

**ABSENT:** Selectman Jim Demeritt

**ACTION FOLDER**

**MOTION:** "To approve the vendor manifest dated 12-24-2015 in the amount of \$630,397.70."

Motion: B. Benton  
Seconded: M. Peabody  
Discussion: None.  
Motion Passes: 4 – Yes, 0 – No

**MOTION:** "To approve a payroll manifest dated 12-24-2015 in the amount of \$21,330.63."

Motion: B. Benton  
Seconded: M. Peabody  
Discussion: None.  
Motion Passes: 3 – Yes, 0 – No Abstained: R. Sabourn

**MOTION:** "To approve the second payroll manifest dated 12-24-2015 in the amount of \$885.53."

Motion: B. Benton  
Seconded: M. Peabody  
Discussion: None.  
Motion Passes: 3 – Yes, 0 – No Abstained: R. Sabourn

**MOTION:** "To approve the public minutes of the Board of Selectmen Meeting minutes of December 9, 2015 as amended."

Motion: B. Benton  
Seconded: M. Peabody  
Discussion: None.  
Motion Passes: 4 – Yes, 0 – No

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**MOTION: "To approve the welfare manifest 12-26-2015 in the amount of \$1,350.00."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

**ACTION FOLDER:**

**ZCA FOLDER**

No new items

**MOTION: "To appoint Brooke Rose as the Interim Tow Clerk to expire at the next town election."**

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To appoint Desiree Mahurin as Municipal Registration Agent Location #0572 for the Town of Thornton."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

*Cert Trailer Update*

Chief Diamond informed the Board that Red Cross will indemnify the Town of Thornton against any liability for damage to the cots and blankets.

**MOTION: "To approve the Memorandum of Understanding between American Red Cross and Town of Thornton for the CERT trailer."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve an abatement for Jim Ingram, 1760 NHRT 175 for PID 16/7/56 in the amount of \$591.00."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

Selectman Sabourn asked if this was the last abatement for the year. TA Beaulieu explained that this is another left over abatement and that next year the abatements will be received all at the same time. The process has been discussed with the assessing clerk and Avitar to avoid the piece meal process that was experienced this year.

## TA REPORTS

### *Abatement Update*

TA Beaulieu informed the board that the BTLA abatement appeal for Anthony and Lorraine Caruthers has been scheduled for March 23, 2016 at 8:30 a.m. Avitar will attend this hearing on behalf of the Town. The Board agreed that the Town Administrator does not need to attend this hearing.

### *Community Action Report*

A Community action report from the NHDRA-Municipal and Property Division has been received. Mary Conn has been working with Josephine Bellevue on this project. The project includes the town updating all current use files. Dave Woodward, Avitar, is working to correct some of the issues discovered during the update and is filling out some of the missing matrix forms. M. Conn printed property cards for the 2015 cyclical work completed by Avitar whom will go out in the field to check the properties. The Chairman initialed the top of each card to confirm receipt.

### *Millbrook Update*

**MOTION: "To enter into a contract with Steamworks PLLC for professional engineering services in the amount of \$9,900.00."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### *Warrant Article Update*

TA Beaulieu informed the Board that she is working on rewording the intent of some of the warrant articles for capital reserve accounts to be more consistent with how they have been used.

### *Primary Coverage*

TA Beaulieu informed the Board that the NH Primary is scheduled for February 9, 2016. The Board agreed that the Town Administrator should schedule the four selectmen throughout the day for coverage.

### *Road Agent Update*

TA Beaulieu informed the Board that RA Kubik has submitted the 2015 year end expenses as requested by the board.

RA Kubik has also researched the liability of the subcontractor use of the town backhoe. Primex reported that as long as the vendor is trained properly and the town is aware, then the changes in the subcontractor contract will be sufficient to continue to allow this practice.

### **Selectmen Comments**

R. Sabourn asked the status of the tax acceptance policy. TA Beaulieu informed the Board the staff is working on drafting that policy.

**MOTION: "To approve the appointment of Andrew Vermeesch as a part time police officer for the Town of Thornton."**

Motion: B. Benton  
Seconded: M. Peabody  
Discussion: None.

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

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

**Brad Benton recused himself from the meeting.**

**6:30 p.m.      Pemi Blue Grass Festival – 2016 Special Event Hearing**

*Present: Chief Diamond, Chief Defosses, Craig Engel, Brad R. Benton, Mike Benton, Steve Abdu, Matthew Baxter, Scott Baxter*

Chairman Paul-Hilliard opened the public hearing at 6:30 p.m.

- The Board reviewed the special event application checklist and agreed to the following:
- The notice was read into the record, abutters were sent certified notice and notices were placed in the Laconia Citizen on December 3, 2015 and December 10, 2015, meeting posting requirements.
- The Board agreed that a special even license is required.
- Applicant's submission requirements have been met.

M. Peabody submitted copies of the pre and end health report.

*Present:* TA Beaulieu explained that all regulations requirements have been met.

The applicants informed the Board that Sue Marsden has retired from organizing the Pemi-Bluegrass Festival. Craig Engel and Steve Abdu will be organizing the event. C. Engel explained that the festival has been operating at a financial loss for the past five years and discussed proposed changes to lower their operating cost.

- Allow the applicants to run the festival with no Police or EMT presence or
- Allow the applicants to hire a private security company to be present during music presentations and overnight.

C. Engel also informed the Board that there will be two walkie-talkies for emergency personnel at the gate as this was a concern in previous years.

C. Engel requested that all Police and EMT check in at the gate providing their time sheets for signing in and then signing out at the gate unless they are on the last shift. The applicants would also like to be notified immediately of any issues during the festival as soon as they occur.

C. Engel asked that the number of attendees of the event not be publicized as he does not agree with the figures included in the Police Department after event report.

## Health and Safety Checklists

### *Chief of Police*

- Written recommendations were submitted to the file: yes
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no

Chief Diamond explained that the Bluegrass Festival typically has very minor issues requiring attention from the officers during the event. He explained that the additional officer coverage is needed due to the increase in size of population in town from the event which requires additional personnel to effectively cover the town. Chief Diamond explained that officer coverage is necessary at the event. He explained that officers covering town shifts may not be available to respond to the Bluegrass Festival if needed. If an officer is at the event then they are also not available to serve the Town needs. The Board discussed the police coverage hours for the event. Selectwoman Peabody asked Chief Diamond to explain the current police coverage during the event dates. Chief explained that two officers are designated for the special event and an officer is scheduled to work the normal town shift to cover the town needs.

### *Fire Chief*

- Written recommendations were submitted to the file: yes
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no

Chief Defosses agreed that typically there are not many calls for service during this event. Chief Defosses discussed the applicant's proposal to not be required to hire EMT personnel. He also explained that if emergency personnel are not on site, he cannot guarantee that his staff will be available to respond if there is an emergency at the event. He further explained that if the EMTs are on a call at the event, then this will put the town at risk if an emergency call is received for the town. Chief understands the financial concerns of the applicants however there will be a risk to the town without the special event coverage during the stage hours. Chief Defosses stated that he has cut the hours of coverage as much as possible and feels that there is no further room to reduce services.

### *Health Officer*

- Written recommendations were submitted to the file: yes, submitted this evening
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no fees are required

M. Peabody explained that 30 portable toilets are effective to meet the needs of the attendees. She also requires that the grounds be kept clean and free of trash.

### *Emergency Management Director (Not present at the meeting)*

- Written recommendations were submitted to the file: yes
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no fees are required

T. Powers, EMD's written report recommended additional signage on Route 175 alerting people of increased traffic in the area.

The Board discussed a previous letter from NH DOT referencing the Benton property with reference to a special event driveway permit. This event does not require a special event driveway permit due to the history of no traffic issues or concerns.

The Board reviewed the following requirement criteria:

- a. The site is appropriate for the proposed use or structure: Yes
- b. The proposal is not detrimental, injurious, or offensive to the neighborhood: Yes
- c. There will not be undue nuisance or serious hazard to pedestrian or vehicular traffic: Yes
- d. Adequate and appropriate facilities will be provided to insure the proper operation of the proposed use or structure: Yes
- e. The site provides sufficient parking: Yes
- f. Adequate sanitation/toilet facilities and waste removal will be provided: Yes
- g. All other required licenses (such as alcohol and food service licenses) have been obtained: Yes, these licenses will be received prior to the issuance of the special event permit.

The Special event dates will be from August 4, 2016 at 9:00 a.m. through August 8, 2016 at 9:00 a.m.

Hours of operation during the event including the music are set from 10:00 a.m. to 10:00 p.m. each day of the event, except Sunday which will be 9:00 a.m. to 2:00 p.m.

The event set up is scheduled for August 1, 2016 through August 3, 2016 from 8:00 a.m. to 10:00 p.m.

The event break down is scheduled for August 8, 2016 from 2:00 p.m. to 10:00 p.m.

The Board discussed the proposed action of the applicant to not require emergency personnel coverage. Selectman R. Sabourn understands the liability concerns of the emergency personnel as well as the cost concerns of the Blue Grass Festival. R. Sabourn asked Chief Diamond if he feels that one officer would be sufficient.

Chief Diamond recommends having two officers at a large crowd gathering, for the safety of the officers as well as the public.

Chairman Paul-Hilliard discussed that a large advertised crowd gathering brings a responsibility to the Town to be diligent to be prepared in an emergency if needed. He agrees that the 2 EMT's and 2 police officers are needed.

Chief Diamond explained that he schedules two officers during the stage hours and then the security company works through the evening.

R. Sabourn discussed that 800 to 1,000 people are too many to have only one officer on site and agreed that the Town should continue to require 2 officers and 2 EMT officers during the special event as done in previous years.

Criteria has been met with the conditions as noted.

Food and alcohol licenses will be obtained before the final license will be distributed

The Board discussed the final pre-event inspections of the event by the Fire Department, Police Department, Health Department and the Emergency Management Director. Last year departments had to visit the event multiple times to complete final pre-event inspections and the

Board agreed that the appointment needs to be scheduled with all departments at once rather than having multiple trips to the event site.

**The applicants and the emergency agencies agreed to meet Wednesday, August 3, at 6:00 p.m. at the event site for all four departments to sign off on the permit.**

Letters of conditions from the Police Department and Fire Department have been forwarded by the departments to the applicants. The applicants will meet with the Health Department to discuss requirements.

**MOTION:** "To accept and approve the Bluegrass Festival Special Event License application to be held by the Pemi-Valley Bluegrass Festival with conditions as listed: Required licenses such as food and alcohol will be obtained before the event is permitted to take place, pre-inspection event will be conducted by all emergency departments on August 3, 2015 at 6:00 p.m.."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3– Yes, 0 – No

Chairman Paul-Hilliard closed the public hearing.

**7:38 p.m. White Mountain Boogie n Blues**

*Present: Chief Diamond, Chief Defosses, Craig Engel, Brad R. Benton, Mike Benton, Steve Abdu, Tom Powers*

Chairman Paul-Hilliard opened the public hearing at 7:38 p.m.

- The Board reviewed the special event application checklist and agreed to the following:
- The notice was read into the record, abutters were sent certified notice and notices were placed in the Laconia Citizen on December 3, 2015 and December 10, 2015, meeting posting requirements.
- The Board agreed that a special even license is required.
- Applicant's submission requirements have been met.

M. Peabody submitted copies of the pre and end health report.

TA Beaulieu explained that all regulations requirements have been met.

Emergency department post-event reports have been submitted and the emergency personnel have met with the event applicants.

The Board discussed the hours of the event. Additional discussion was held on scheduling the final pre-event inspections of the event by the Fire Department, Police Department, Heath Department and the Emergency Management Director. Departments had to visit the event multiple times to complete final pre-event inspections and the Board agreed that the appointment needs to be scheduled with all departments at once rather than having multiple trips to the event site. Chief Diamond mentioned a concern last year when the tent was not set up timely for the event. B. Benton and M. Benton assured the Board that the tent will be set up timely this year, and that last year there were unforeseen extenuating circumstance that contributed to the delay in tent set up that should not happen again in the future.

The Hours of the event were discussed. B. Benton informed the board that this year marks their 20<sup>th</sup> event anniversary and they would like to begin the music an hour earlier at 4:00 p.m. rather than 5:00 p.m.

B. Benton also stated that the attendee figures represented in the Police Department report were not accurate and that he did not have 8,000 people in attendance. He does not see a need for an increase in Police or EMT personnel this year and requested that the Board not require additional personnel.

### **Health and Safety Checklists**

#### *Chief of Police*

- Written recommendations were submitted to the file: yes
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no

Chief Diamond explained that the Boogie and Blues Festival has relatively minor enforcement issues and those that have arisen in the past have been addressed by the Benton's immediately.

B. Benton asked how the attendance count was taken. Chief Diamond explained that he used the counter from his cruiser during the exit of the event, making sure to count only those leaving to avoid duplicate counts.

He explained that the two officers on Friday is sufficient. He also explained that last year two additional officers were called in for Saturday due to the increase in crowd size and he will require the same coverage in 2016.

The hours of the event will be from Friday, August 19, 2016 from 4:00 p.m. to 10:00 p.m. Saturday, August 20, 2016 from 11:00 a.m. to 10:00 p.m. with fireworks after 10:00 p.m., and Sunday, August 21, 2016 from 11:00 a.m. to close.

#### *Fire Chief*

- Written recommendations were submitted to the file: yes
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no

Chief Defosses agreed that he estimated the crowd size to be 7,000 to 8,000 and that the event is growing each year. Chief Defosses recommended having the state Fire Marshall Review emergency plans to make sure there are appropriate safe guards in place. Previous events in the area were discussed indicating a risk of injury or fatality if there were an emergency or an unforeseen event such as weather with such a large crowd. The Benton's were agreeable to have plans in place as a precaution.

Chief Defosses recommended having three EMT personnel in place this year rather than two. He explained that this additional coverage will allow an EMT to be stationed at the first aid tent even when there is a medical need during the event. It was agreed that a third EMT will be needed at the event.

Chief Diamond added that the incoming traffic pattern was satisfactory last year and suggested some thought be given to outgoing traffic. The Benton's discussed emergency exit traffic in the event that the site needs to be evacuated quickly. The emergency departments will discuss this further with the applicants prior to the event to agree to an emergency exit plan.

*Emergency Management Director*

- Written recommendations were submitted to the file: yes
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no fees are required

T. Powers, EMD was in attendance and had no additional concerns to discuss.

*Health Officer*

- Written recommendations were submitted to the file: yes, submitted this evening
- Were event requirements met in previous years: yes
- Will an advance deposit for services be required: no fees are required

The Board discussed a previous letter from NH DOT referencing the Benton property with reference to a special event driveway permit. This event does not require a special event driveway permit due to the history of no traffic issues or concerns.

The Board reviewed the following requirement criteria:

- a. The site is appropriate for the proposed use or structure: Yes
- b. The proposal is not detrimental, injurious, or offensive to the neighborhood: Yes
- c. There will not be undue nuisance or serious hazard to pedestrian or vehicular traffic: Yes
- d. Adequate and appropriate facilities will be provided to insure the proper operation of the proposed use or structure: Yes
- e. The site provides sufficient parking: Yes
- f. Adequate sanitation/toilet facilities and waste removal will be provided: Yes
- g. All other required licenses (such as alcohol and food service licenses) have been obtained: Yes, these licenses will be received prior to the issuance of the special event permit.

The Board discussed the final pre-event inspections of the event by the Fire Department, Police Department, Health Department and the Emergency Management Director. Last year departments had to visit the event multiple times to complete final pre-event inspections and the Board agreed that the appointment needs to be scheduled with all departments at once rather than having multiple trips to the event site. **The applicants and the emergency agencies agreed to meet Thursday, August 19, at 6:00 p.m. at the event site for all four departments to sign off on the permit.**

Letters of conditions from the Police Department and Fire Department have been forwarded by the departments to the applicants. The applicants will meet with the Health Department to discuss requirements.

The proposed hours of set up will be from August 18, 2015 at 8:00 a.m. to 11:00 p.m. Breakdown hours will be from August 22, 2015 at 8:00 a.m. to 5:00 p.m. The Board discussed that the set up and break down activities will be in the campground and would not be included in the special event application dates.

**MOTION:** "To accept and approve the 2016 Boogie n Blues Festival Special Event License application with conditions as listed: conditions imposed by the Fire and Police Departments in their letters of inspection and required licenses such as food and alcohol will be obtained before the event is permitted to take place."

Motion: R. Sabourn  
Seconded: M. Peabody  
Discussion: None.  
Motion Passes: 3– Yes, 0 – No

Chairman Paul-Hilliard 8:44 p.m. closed the public hearing.

**PD Grant – Hardening Equipment to EOC per RSA 31:95b**

*Present: Chief Diamond*

TA Beaulieu stated that the last meeting with Paul Hatch and Sandy Moulton included a motion for \$36,440.00 which was sent to CIP for funding. The current paperwork received includes a different amount of \$36,740.00. The change in funds would require another request to the CIP which would be a confusing process for the committee. Chief Diamond agreed to fund the additional \$300 from his department budget.

Chairman Paul-Hilliard opened the Public Hearing to meet the requirements of the 31:95b since the grant is over \$10,000.

Chief Diamond informed the Board that the projected EOC start date is February 2016. CCI will be completing the construction.

**MOTION:** "To approve the total project cost of \$107,692.00. The total project cost met by the soft match is \$70,952.00. The total project cost difference that will be covered by the Town is 36,740.00. The total amount of \$36,404 will be funded from the Municipal Building Capital Reserve with the remaining amount to be funded from the General Buildings operating budget."

Motion: R. Sabourn  
Seconded: B. Benton  
Discussion: None.  
Motion Passes: 4– Yes, 0 – No

Chairman Paul-Hilliard closed the public hearing at 9:00 p.m.

Selectman Benton re-joined the meeting.

**9:02 p.m. PD Grant – Town Hall Generator Grant per RSA 31:95-b**

*Present: Chief Diamond*

Chairman Paul-Hilliard opened the Public Hearing to meet the requirements of the 31:95b since the grant is over \$10,000.

Chief Diamond explained that the project will begin as soon as the ground thaws in the Spring. He explained that that the Town share is \$58,972, the grant match is \$58,972 for a total of \$117,944.00. TA Beaulieu discussed a discrepancy in the minutes and the grant paperwork. R. Sabourn explained that the State errors resulted in a change in paperwork. TA Beaulieu questioned that during a previous set of minutes where the amount reflected a different number for the town portion. The Board reviewed the grant fund breakdown. TA Beaulieu recommended making a new motion to correct the one made during the previous public hearing referencing the hardening grant.

**MOTION:** "To revise the previous motion to approve the total EOC project cost of \$107,692.00. The total project cost met by the soft match is \$130,260. The EOC equipment soft match is \$36,740.00. The EOC hardening soft match is \$70,952.00. Leaving a balance available for the soft match for the generator project of \$22,568.00."

Motion: R. Sabourn  
Seconded: B. Benton  
Discussion: None.  
Motion Passes: 4- Yes, 0 - No

**MOTION:** "To approve the total generator project cost of \$117,944 with 50% federal funds and 50% applicant share, using the remaining soft match from the EOC project in the amount of \$22,568.00. The remaining balance of \$36,404.00 will be expended from the Municipal Buildings Capital Reserve account."

Motion: R. Sabourn  
Seconded: M. Peabody  
Discussion: None.  
Motion Passes: 4- Yes, 0 - No

Chairman Paul-Hilliard closed the public hearing at 9:11 p.m.

**9:12 P.M. MOTION:** "To adjourn."

Motion: R. Sabourn  
Seconded: B. Benton  
Discussion: None.  
Motion Passes: 4- Yes, 0 - No

Respectfully submitted,

Jessi Fleury  
Board Secretary

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**Monday - December 21, 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 P.M. 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

5:45-6:00P.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)

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 Pemi Valley Bluegrass Festival – 2016 Special Event Public Hearing

7:00 White Mountain Boogie n' Blues Festival – 2016 Special Event Public Hearing

7:30 PD Grant-Hardening Equipment to EOC per RSA 31:95-b

7:45 PD – Town Hall Generator Grant per RSA 31:95-b

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

December 21, 2015

SIGN IN SHEET (Please Print)

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