



Approved on: 2-16-16  
BOS Initial: JPH  
Rec'd by Town Clerk on: 3/17/16  
Town Clerk Initials: BR

## TOWN OF THORNTON BOARD OF SELECTMEN

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

### Board of Selectmen Meeting Minutes February 17, 2016

**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

Chairman Paul-Hilliard asked for a moment of silence for the passing of Selectman Jim Demeritt.

The Board acknowledged the mourning buntings in recognition of Selectman Demeritt and the recognition of his passing on the sign in front of the municipal building. The board discussed the longevity of the buntings and the duration of time that they should be displayed.

#### ACTION FOLDER

**MOTION: "To approve the payroll manifest 2-19-2016 in the amount of \$22,527.18."**

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

**MOTION: "To approve the vendor manifest 2-19-2016 in the amount of \$369,535.13."**

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

**MOTION: "To approve the 2015 welfare manifest 2-6-2016 in the amount of \$850.00."**

Motion: B. Benton  
Seconded: J. Paul-Hilliard  
Discussion: None.  
**Motion Passes: 3 – Yes, 0 – No                      Abstained: M. Peabody**

**MOTION: "To approve the public minutes of the Board of Selectmen Meeting minutes of January 28, 2016 as amended."**

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

#### **ACTION FOLDER:**

**MOTION: "To conditionally approve ZCA # 2016-04 for William and Deborah Doucette for a 3 bedroom single family home with attached 2 car garage once a septic plan design and Shoreland permit is received."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve intent to cut."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

#### **Town Meeting**

TA Beaulieu informed the Board that black and purple ribbons will be placed on Jim Demeritt's chair at Town Meeting in remembrance. Chairman Paul-Hilliard suggested that Jim Demeritt's name plate be offered to his sons. TA Beaulieu suggested a letter of recognition from the Board of Selectmen to his sons expressing gratitude. The Selectboard agreed to send Jim Demeritt's pro-rated portion of the Selectman stipend to his estate. TA Beaulieu will contact Lee Freeman to get a forwarding address as well as family information for the Town letters to get forwarded correctly.

The Board discussed adjustments that will be needed for the operating budget on town floor if the police department position is voted in at town meeting. TA Beaulieu explained that Chief Diamond will provide figures to be included in the operating budget if the warrant article passes.

The Board discussed the need to expand the town hall. The Board had to allow staff to stay home due to the need for additional room for elections. The Board recommended reviewing the previous quotes received for the building expansion.

The Board discussed the rise in the school budget. TA Beaulieu explained that the town buys down the total tax rate, including the schools portion to keep the rate as level as possible for the townspeople. Selectman Sabourn informed the Board that the School board is going to work with the town CIP committee which will help in planning some expenses.

**MOTION: "To approve a yield tax levy warrant for Dean Johnston for PID 11/5-6 in the amount of \$182.57."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve an intent to cut timber for Maria Dubach for PID 17/1-3-20 and PID 17/1-4."**

Motion: R. Sabourn  
Seconded: B. Benton  
Discussion: R. Sabourn stated that this intent to cut was from the last meeting. Mary Conn researched the use of one form for two properties and was informed that one intent can be filed if the two properties abut one another. M. Peabody asked if both parcels are in M. Dubach's name. The Owners name on both parcels is Franz Dubach and Maria Dubach. The board discussed that both property owners did not sign the intent because F. Dubach is deceased.

**Motion Passes: 4 – Yes, 0 – No**

**TA REPORTS**

*CCI Contract*

*Present: Chief Diamond*

TA Beaulieu presented copies of the new contract provided to her office from Chief Diamond for the Generator and PD EOC grant project. The contract was forwarded to Primex for review. Nancy provided copies for the Board of the changes submitted by Mike Ricker on the CCI contract which was discussed by the Board and Chief Diamond. Selectmen Sabourn asked to review the original contract from CCI for the PD addition which was also completed by CCI and the contract appears to be the same format. The board discussed comparing the contracts and the amount of time this would take. TA Beaulieu questioned if this process would be too time consuming for the grant purchases that need to occur according to deadlines. The Board discussed reverting back to the original contract that was approved at the time of bid so that they can move forward quickly.

The board discussed that Kelly Bolger was originally noted as the Clerk of Works to oversee the project. Chairman Paul-Hilliard suggested having John Kubik oversee the project. TA Beaulieu expressed concern that J. Kubik would be responsible if there was a problem with the project. The Board agreed that J. Kubik would be indemnified as an employee and would be protected. Discussion continued on whether this would be too large of a project for the Road Agent to oversee. The Board agreed to discuss this with J. Kubik with the understanding that he is not an expert in all areas and would be offering his opinion as to the acceptable completion of project stages.

The board reviewed and discussed the new contract and acquiring a performance bond. The Board discussed whether a performance bond was originally agreed upon. Board members recalled that the performance bond requirement was released previously due to the work being completed by CCI since the Town has worked with them in the past and was comfortable with their work. Final payments were to be withheld if work was not completed as agreed upon.

The Board continued to review changes to the contract. Chief Diamond suggested contacting CCI with the insurance company suggestions to the contract including builders insurance. Chief will forward the new agreement to CCI and also inform them that the Selectboard is not requiring the performance bond. If CCI is in agreement, then the Selectboard will sign the contact during the week.

**MOTION: “To relinquish the performance bond requirement and to acquire builders risk insurance as well as the other changes and eliminations suggested by Mike Ricker from Primex.”**

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

**Motion Passes: 4 – Yes, 0 – No**

TA Beaulieu reminded Chief Diamond that he will need to provide updated changes that will need to be made on town floor to the operating budget if the warrant article for the new full time position is approved. Chief agreed to provide the spreadsheet to the Board at their next meeting and to be present at Town Meeting to answer questions regarding the warrant article and budget changes.

#### *Flag Lowering Policy Update*

The Board reviewed the flag lowering policy. The Board acknowledged their use of buntings to recognize mourning for current or active employees, appointed and town officials. The Board agreed to hang buntings on the first workday following the death notification for a total of 7 days. Chairman Paul-Hilliard suggested that the Police Department hang the buntings and the selectman will purchase a ladder if needed to be stored at the Police Department.

The Board agreed that the lowering of the flags at half-mast will be left to the Police Department as directed by federal and state proclamations.

#### *Judges Road Repairs*

TA Beaulieu confirmed that the Board had received the email she forwarded to them between John Kubik and Murray Movitch regarding Judges Road repairs and upgrades. She recalled that the Selectboard approved ditching and corrections in 2015 which they have been actively working on throughout the year and in 2016 millings would be installed. R. Sabourn was concerned that the water should be removed from the road prior to milling installation. Chairman Paul-Hilliard explained that the millings need to be exposed for a certain amount of time and then needs to be protected by asphalt. The Board recalled that they agreed to ditch and repair the road which has been started and needs additional work in the spring. The Board agreed to schedule J. Kubik on a future agenda to discuss Judges Road.

#### **Elections:**

The Board discussed ballot clerks and the next election. TA Beaulieu asked if there is a moderator scheduled for the next election and town meeting. R. Sabourn recalled that B. Macleod was working on getting someone scheduled for town election and town meeting. He is not sure if the school has a moderator scheduled. R. Sabourn will ask Cara Towers if the school has a moderator. The supervisors had mentioned that they also were working on an appointment for a stand in moderator for town meeting and possibly town election since Bob Macleod has previous commitments. TA Beaulieu will email the moderator, Supervisors to verify if they have a moderator appointed to fill the moderator vacancy for town meeting and town election (if needed) due to previous commitments. TA Beaulieu will send the email to Carol Tyler at the school as a courtesy to remind them that they need to have a moderator as well.

TA Beaulieu confirmed the selectmen schedule for town elections. The Board discussed the catered foods and future needs. It was agreed to purchase less food for the next election due to the amount of left overs.

Sandy MacIntosh contacted Alisa St. Amour and stated that she no longer wanted to be a ballot clerk and wants her son Gordon to assume the ballot clerk position. D. Mahurin discussed that a written resignation would be needed. TA Beaulieu clarified that Gordon MacIntosh was originally designated to fill a vacant position for Jim Demeritt because he was on the ballot and was appointed as an interim ballot clerk. The Board discussed having four ballot clerks. The Board also discussed the flow of voters in the meeting room and changes that could be made to improve the voting process. The Board agreed to hold all elections including the presidential election at the town hall as in previous years. The Board agreed to have four ballot clerks for the day of the presidential election since the clerks have expressed interest in working the entire day. Discussion continued on which clerks worked the primary election.

The Board agreed to have two ballot clerks for the local election. Chairman Paul-Hilliard suggested having a third ballot clerk at the tabulator machine rather than the Town Clerk. The board agreed to have only the two clerks due to the selectmen in attendance to relieve the town clerk from doing the check-out process if necessary. At the end of discussion, the board agreed to have two ballot clerks for the local election. The Selectmen's Office will not be closed for business during the local election.

*Proposed Rescue Truck – Fire Department*

The Town of Campton is trying to schedule a meeting with a vendor to discuss options and pricing. R. Sabourn spoke with Chief Defosses and informed him that he wants to see a quote for an aluminum body and a regular frame to compare prices before he makes a decision.

*Selectboard Vacancy*

TA Beaulieu explained that the first meeting after town meeting the Selectboard will vote officers. The Selectboard will need to appoint someone for one year to fill Jim Demeritt's position. R. Sabourn will announce the vacancy during other business at town meeting. The Board agreed to advertise the position after town meeting and they will interview interested applicants.

**4:27 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**  
**Wednesday - February 17, 2016**  
**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)

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

February 17, 2016

SIGN IN SHEET (Please Print)

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