



Approved on: 3-16-16
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 March 2, 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

ACTION FOLDER

MOTION: "To approve the payroll manifest 3-4-2016 in the amount of \$22,515.76."

Motion: B. Benton
Seconded: R. Sabourn
Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the vendor manifest 3-4-2016 in the amount of \$144,196.29."

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

Motion Passes: 3 – Yes, 0 – No **Abstained: J. Paul-Hilliard**

MOTION: "To approve the 2015 welfare manifest 3-5-2016 in the amount of \$1100."

Motion: R. Sabourn
Seconded: B. Benton
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 February 3, 2016 as amended."

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

Motion Passes: 3 – Yes, 0 – No **Abstained: B. Benton**

ACTION FOLDER:

ZCA

R. Sabourn stated that Valley Brook Cottages responded to the Selectboard's code enforcement letter sent after the last board meeting. The owner has made changes to his property and does have a meals and room rental permit with the State of NH. N. Decoteau suggested sending a response letter to request a copy of his current meals and rooms license and to schedule a follow up visit with the Police Chief to verify his compliance. The board agreed with that approach.

Concerned Citizen From

A concern was filed regarding ice and lack of treatment on Horner Road. RA Kubik did provide a response and informed the Board that the storm in question brought a lot of ice and priority areas were addressed first.

USDA Report – Tripoli Road

R. Sabourn discussed a letter received from USDA concerning Triploi Road campsite relocations locations and roadside tree removals. The letter was received due to a comment during the scoping period and provided a report for the Selectboard to review that addressed their questions.

CCI Contract

TA Beaulieu explained that during the previous board meeting, the Selectmen motioned to not require a performance bond for the generator project. Chief Diamond informed the Board that he spoke with CCI regarding their decision to not require a bond for the generator grant project and was informed that the bond is legally required for projects costing over \$10,000. TA clarified that the contract from CCI submitted by Chief Diamond a couple of weeks ago is still pending and includes the bond requirement. Chief Diamond also informed the Board that the other proposed changes to the CCI contract as suggested by Primex were reviewed and accepted by their insurance carrier and are now being reviewed by CCI's attorneys. Chief asked CCI if the generator could be purchased prior to signing the final contract. CCI agreed that a separate contract for the generator is possible if the contract is not agreed upon soon so that the grant requirements can be met.

MOTION: "To rescind a previous motion to not require a bond from CCI for the generator grant project. To move forward and require a bond for the generator grant project."

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

Motion Passes: 4 – Yes, 0 – No

MOTION: "To enter nonpublic session under RSA 91-A:3, II (c,e)."

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

Roll Call: John Paul-Hilliard – Yes, Roy Sabourn – Yes, Brad Benton – Yes,
Marianne Peabody - Yes

Motion Passes: 4 – Yes, 0 – No

1:45 p.m. MOTION: "To exit nonpublic session."

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

Motion Passes: 4 – Yes, 0 – No

MOTION: "To accept the assessed value of PID 16/1-210 in the amount of \$175,500 as recommended from the appraiser as a result of the mediation to the current 2014 appeal."

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

Motion Passes: 4 – Yes, 0 – No

MOTION: "To send the requested inclimate road policy under RSA 231-92:a."

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

Motion Passes: 4 – Yes, 0 – No

MOTION: "To withdraw a tax agreement for PID 17/5-6 and send notification of their decision due to failure to comply with the terms of the agreement."

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

Motion Passes: 4 – Yes, 0 – No

1:45 p.m. Stephen Twohig - Transfer Station concerns

Stephen Twohig shared history of the land across from the exit of the transfer station. S. Twohig informed the board that he has debris caused from the water flow in front of his driveway. He feels that the trucks hauling from the transfer station are pulling off onto the shoulder on his side of the road which is not intended for daily use and was originally installed as an emergency pull-off. He would like to know why the trucks are traveling on his side of the road rather than the side of the transfer station.

S. Twohig asked why the magazines cannot be recycled. Selectman Sabourn informed him that there is no market for magazine recycling. R. Sabourn explained that the cost for recycling is high and the profit is low for many recycling items. Mr. Twohig explained that the town should figure out a way to make every effort to recycle all materials. The Board discussed recycling options. Chairman Paul-Hilliard agreed that the town will look into both of his concerns.

2:00 Tim Tyler – Informational session on Town Clerk duties

Tim Tyler met with the Board to discuss various town clerk duties. He provided surrounding town clerk hours for the board to review and explained why he had suggested the current town clerk hours. The current hours are an increase from previous years. T. Tyler suggested that an increase in town clerk hours during the elections would be beneficial for the residents. TA Beaulieu stated that the current town clerk has been informed that additional hours are available for the town clerk for election duties.

TA Beaulieu thanked T. Tyler for implementing Friday hours during his term as this has reduced complaints received by residents. Brook Rose joined the meeting to discuss the current town clerk hours. T. Tyler suggested additional hours for the presidential election due to the large requests for absentee ballots. B. Rose agreed that she is aware of the additional hours available for election processing.

The Selectboard thanked T. Tyler for his service as the town clerk and his graceful transition to Brook Rose as the interim town clerk.

2:15 p.m. Dolly McPhaul – Running for State Senate

D. McPhaul met with the Board to introduce herself. She is running against Senator Jeff Woodburn. She explained her disappointment with the Northern Pass project and does not believe that the people's voices were heard during this process which prompted her to run for senate.

Refurbished Ballot Machine

TA Beaulieu noticed that the Town Clerk- Tim Tyler has some written notes in his election folder that was informing the town that the tabulator was a refurbished machine after all as the Selectboard was under the impression that the town was expecting a new tabulator and case. The vendor LHS was accurate in stating that they had informed Thornton.

TOWN ADMINISTRATOR REPORT

Town Report

TA Beaulieu congratulated Jessi Fleury, Board Secretary on the completion of the annual town report. She informed the Board that the Trustees of Trust Funds did not submit their second report in time for printing. TA Beaulieu explained that the town has to meet printing guidelines and state deadlines. R. Sabourn asked that the missing report be available at town meeting along with the town report. Selectman Benton offered to pick up the two boxes of town reports and bring them to the town meeting.

Town Meeting

TA Beaulieu reminded the board of the few items they wanted discussed at town meeting including the possible expansion of the town hall. M. Peabody is providing speaking points for this discussion. Chairman Paul-Hilliard suggested that some repairs and modifications should be considered in the town hall building as the space is not adequate for the employees working in the business office area. Chairman Paul-Hilliard also discussed some safety concerns with the business office that need to be addressed to some degree regardless of the outcome at town meeting. The board continued to discuss needed space changes at the town hall. The Board asked for an estimate of the cost to renovate and the estimated tax impact. TA Beaulieu will research according to today's tax figures

A verbal recognition is needed for John McKinnon, Jim Demeritt, and Bob McGee during town meeting. TA Beaulieu recommended using the memorial write up for Selectman Demeritt prepared by Chairman Paul-Hilliard during town meeting and using the board secretary memorial for the 2016 town report dedication. Chairman Paul-Hilliard will address the memorials for John McKinnon, Jim Demeritt, and Bob McGee.

Chief Diamond provided an outline for proposed budget adjustments. R. Sabourn agreed to discuss the budget changes during town meeting.

Selectman Benton will announce the need for another person to fill the vacant selectman position.

TA Beaulieu registered the new selectboard member for the official's workshop training. Once a new member is appointed they will have the option to attend.

Ballot Clerk Update

TA Beaulieu informed the Board that all ballot clerks were contacted to submit interest in the upcoming elections. Sandy MacIntosh replied to N. Decoteau that she is interested. The Board can reappoint all experienced ballot clerks as interest is expressed. Ballot Clerks are scheduled for the upcoming election. The Board discussed that ballot clerks should be taking breaks during elections and the Selectboard will be available to relieve them when necessary.

TA Beaulieu informed the Board that AA Decoteau researched the election laws as requested. Dave Scanlon provided information that holding an election at the town hall is fine but that the law requires that residents and non-residents cannot be within 6 feet of the election table. The Board agreed that they do not want to close the office but it is not feasible for employees to be 6 feet away from election tables. The Board discussed closing the business office during the election. The Board agreed that the ballot clerks will be in the hallway as in previous years for the next election.

Tax Collector – Tax Payments

TA Beaulieu informed the board that Desiree Mahurin is working on a proposed policy that would require taxpayers that choose to pay their taxes with coins to set up an appointment with the tax collector. R. Sabourn discussed that the town should not accept coins or small bills. TA Beaulieu advised that the town should accept legal tender even if it is in the form of coins according to legal opinion. He also suggested that if coins and small bills are accepted, one person should count the coins while the taxpayer waits. TA Beaulieu expressed concern for the pressure and the liability on the tax collector if the amount counted is miscalculated. TA Beaulieu explained that a second person should count the funds to protect the town as well as the tax collector. R. Sabourn agreed that this process does make sense to protect the town, but that the taxpayer should wait the duration of counting.

Abatement Appeal

The Board reviewed a mediation appeal reduction of assessed value as submitted by Avitar.

MOTION: "To abate the taxes for 2014 and 2015 for PID 3/8-12 at 204 Johnson Brook Road for the 2014 amount of \$667.00 and the 2015 amount of \$678.00."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Judges Road update

TA Beaulieu informed the Board that in reviewing previous conversations in the Selectboard minutes, the Board had agreed to complete drainage work in 2015 and discussed a drainage easement possibility due to the water flow on the road. The Board had discussed that ditching and replacement of the cross pipe should be completed and that millings was an option if the board decides to pursue in the future. The Road Agent suggested that there are other roads in town with higher traffic counts that are more of a priority for repair than Judges Road. The Board agreed to continue looking into repairing the drainage at this time.

Selectmen Comments

Recording of Planning Board documents

R. Sabourn discussed a memo from N. Decoteau to B. Regan regarding a lot merger. The original document was given to the applicant to have it recorded. R. Sabourn recalled that the Board did not want items to be driven to the Registry, and during this conversation the Board had also requested that applicants not record their own applications. The Board agreed that applicants will not record their own documents and that town staff will mail items to be recorded to the Registry from all town departments.

Transfer Station Concern

R. Sabourn asked if the Board should look into the traffic pattern of trucks leaving the transfer station as discussed earlier in the meeting by a concerned citizen. The Board agreed that the Road Agent should look into widening the transfer station entrance/exit to allow trucks to travel on the correct side of the road. It was agreed that Chairman Paul-Hilliard will complete a site visit and report to the Board in an upcoming meeting before any further action on this item.

4:30 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 - March 2, 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)

1:15 Non-public session pursuant to RSA 91-A: 3, II (e-legal negotiations)

1:30 Steven Twohig- Transfer Station concerns

2:00 Tim Tyler – Informational Session on Town Clerk duties

2:15 Dolly McPhaul – Running for State Senate

2:30 David Gravel – ZBA enforcement concerns

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

March 2, 2016

SIGN IN SHEET (Please Print)

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