



Approved on: 3/30/16
BOS Initial: WAS
Rec'd by Town Clerk on: 3/31/16
Town Clerk Initials: CR

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 16, 2016

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, and Selectwoman Marianne Peabody.

ABSENT: Selectman Brad Benton

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

No recording of the first half of the meeting was made due to the Town Clerk having the recorder from Town Meeting.

5:18 p.m. Matthew Peltier – Interest in vacant Selectboard position

M. Peltier met with the Board to discuss his interest in the Board of Selectman vacancy. M. Peltier explained that he provides service to his community through work with exploited and missing children. He expressed interest in continuing to serve his community through volunteering to serve as a Selectman. The Board explained that the position will be posted in the newspaper tomorrow and they have received some letters of interest. The Board discussed the commitments of the job and thanked him for his interest. It was agreed that all applicants will be considered before the Selectboard makes their decision for an appointment to fill the vacant position.

ACTION FOLDER:

ZCA Folder / Land Use Folder

MOTION: “To approve ZCA #2016-06, PID #3/2-19 for owner Alan Rawson, to create a closet area in the basement and to insulate a partial wall area of basement. To return the check for \$50 since the application is for an interior storage closet and not a living space.”

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: The board discussed that the ZCA may not have been necessary due to the small nature of the change to add an additional storage closet in the basement. The Board also discussed that a ZCA may be helpful when new structures are added to update assessing records. The Board discussed that the \$50 fee will be waived since the addition is a small storage closet.

Motion Passes: 3 – Yes, 0 – No

N. Decoteau will not be at the Planning Board meeting on May 19, 2016. The Selectboard suggested that B. Benton attend this meeting in N. Decoteau's absence.

MOTION: "To approve the payroll manifest 3-18-2016 in the amount of \$20,831.81."

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

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the vendor manifest 3-18-2016 in the amount of \$427,784.40."

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

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the welfare manifest 3-19-2016 in the amount of \$600.00."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.

Motion Passes: 2 – Yes, 0 – No Abstained: M. Peabody

MOTION: "To approve the non-public minutes of the Board of Selectmen Meeting minutes of March 2, 2016 as presented."

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

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the public minutes of the Board of Selectmen Meeting minutes of March 2, 2016 as amended."

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

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the public minutes of the Board of Selectmen Meeting minutes of February 17, 2016 as amended."

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

Motion Passes: 3 – Yes, 0 – No

TOWN ADMINISTRATOR REPORT

Vacant Selectmen Position

TA Beaulieu will inform the board how many parties submit interest in the vacant Selectboard position and will schedule interviews on the next selectmen meeting agenda as needed.

Emergency Management Director

TA Beaulieu informed the Board that she received a written resignation from Tom Powers from the emergency management position on March 15, 2016. He does not have the time to give the position the proper attention.

MOTION: "To accept the resignation of Tom Powers as the Emergency Management Director effective March 15, 2016."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

The Selectboard will assume the emergency management duties as the Interim until a Selectboard member is appointed. The emergency operation equipment will be stored in the Police Department at this time. Chief Diamond recommended that a Selectboard member have FOB access to the Police Department in the event of an emergency.

6:40 PD Chief Diamond – EOC & Generator Contract for Grant projects

Chief Diamond informed the Board that he spoke with Steve Whitley and Mike Ricker regarding the different contracts and concerns discussed during the previous meeting. Mike Ricker and Steve Whitley submitted a final contract. The Board reviewed the new information.

Chief Diamond spoke with Bryant regarding the Builders Risk component. CCI attorney claims the coverage that CCI has will be sufficient and CCI will not need Builders Risk insurance and the towns insurance will cover any liability of the town. The insurance currently in place would not cover damage to the work itself including if the materials were damaged.

The Board discussed indemnifying CCI from the environmental risk. Chairman Paul-Hilliard noted that there are contradicting opinions between the insurance agencies but due to the deadlines in place and the nature of the grant, they are inclined to approve the contract. After some discussion the board agreed that a decision is needed this evening due to the sensitivity of time. The Board agreed to not include builders risk insurance and to accept the draft contract reviewed this evening.

MOTION: "To accept the new contract between the Town of Thornton and Conneston Construction dated March 5, 2016 for the emergency generator and EOC hardening. The original contract was for \$171,022 with a change order #1 for \$4,440 for a total contract amount of \$166,582.00. To sign the contact when it is received by CCI."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Flag Discussion

Chief Diamond explained that the flag was lowered due to the passing of Nancy Reagan. The flag was supposed to be raised once Nancy Reagan was buried. Chief Diamond received an email from the TA and Chairman Paul-Hilliard regarding the flag not being raised back after the burial. Chief explained that the Police Department was not aware when the burial took place. He asked that the Board members give him a call if they notice the flag needs to be raised or lowered as they are not always aware due to the timing of notices. Chairman Paul-Hilliard offered to assist as needed as he is aware of the orders to lower and raise the flags as well. The Board discussed the flag policy and made changes to reflect federal and state

proclamations. The Board does not lower the national flag for employees or elected officials as the bunting policy addresses those acknowledgements.

Smartboard

Chief Diamond informed the board that the smartboard has been installed at the Police Department. The software is not compatible with the tablets and the smartboard should be used with a laptop, however, the department does not have a laptop that is compatible with the software. Chief explained that he has the funds in the equipment budget to purchase a laptop to use with the smartboard. Discussion was held on the emergency management budget and whether this expense should be made from this budget rather than the Police Department. The Board agreed that the laptop should be purchased from Emergency Management supply line. Selectman Sabourn suggested checking with the smartboard training rep to receive specifications for the laptop.

Planet Aid – Transfer Station

TA Beaulieu informed the Board that the Campton Town Administrator received an email from Planet Aid indicating that Planet Aid does not want to make quarterly payments to the town any longer due to tough financial times. The Town of Campton was questioning if this would reduce their revenue received from the transfer station if quarterly funding is no longer continued. TA Beaulieu agreed that any reduction in revenue would affect Campton's revenue as well. The Board discussed keeping the Planet Aid container without receiving payment. The Board reviewed controversial information regarding the donations to Planet Aid. After discussion, the Board agreed that the Town is providing space at the Transfer Station for this purpose and expects to continue receiving payments.

Concern Citizen – Heidi Uhlman

TA Beaulieu reminded the Board that a concerned citizen report was filed and discussed during the previous board meeting. The Board discussed the concern and agreed to send a reply to the Ms. Uhlman.

NH Humane Society Contract

The Board reviewed the 2016 contract.

MOTION: "To sign the 2016 Humane Society Contract in the amount of \$1,000."

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

Motion Passes: 3 – Yes, 0 – No

Buildings on Land of Another/Recreational Vehicle Exemption Letters

TA Beaulieu informed the Board that letters to land owners that have properties occupied by buildings owned by another have been drafted to land owners according to RSA 75:3. The Board reviewed the letters and made some grammar and formatting changes. These changes will be made and letters will be sent to land owners.

The exemption recreational vehicle letters were drafted as well in reference to RSA 72:7-d, exemption recreational vehicles, for campground owners. The Board agreed to sign and send these letters.

MOTION: "To sign and process the exemption recreational vehicle letters in accordance with RSA 72:7-d to White Mountain National Forest - USDA Forest Service, Brad Benton and Helen Steele, Gerald and Laura Warren, and George Perry Jr."

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

Motion Passes: 3 – Yes, 0 – No

Transfer Station Compliance Certification

K. McGuire submitted a 2014 compliance certification for the Board to sign and approve.

MOTION: "To have Chairman Paul-Hilliard sign and date the compliance certification relative to the 2014 annual facility report for the Thornton Transfer Station."

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

Motion Passes: 3 – Yes, 0 – No

Cable Contract Update

TA Beaulieu informed the Board that N. Decoteau informed her that it seems Steve Whitley has recommended that the Selectboard sign the cable franchise agreement. The Board agreed that they would prefer a definitive recommendation from S. Whitley in writing that recommends approval of the agreement. TA Beaulieu researched the response received from S. Whitley and the email states that the town should move forward and sign the agreement. R. Sabourn noted a typo in the agreement. The Board will sign the agreement once a corrected contract is received.

MOTION: "To approve an Intent to Cut Timber for PID 10/1-3-8 on Pointe of View Drive."

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

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve an Intent to Cut Timber for PID 3/2-22 on Thornton Gore Road."

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

Motion Passes: 3 – Yes, 0 – No

Voting Booths

TA Beaulieu informed the Board that Desiree Mahurin was able to receive a discount on the voting booths which saved the town \$1,500.

Christmas Tree Power Source

M. Peabody asked that the TA look into having an electrical outlet installed for the use of the Christmas tree. N. Decoteau received one quote in the amount of \$550 from Wentcell Electric, Plymouth NH. Four companies were contacted and only one provided a quote. The Board agreed to accept this quote.

Transfer Station Site Visit

Chairman Paul-Hilliard visited the Transfer Station and had discussions with the Transfer Station manager and Road Agent regarding the complaint received during the last meeting referencing truck traffic at the transfer station. Chairman Paul-Hilliard stated that after reviewing the area, he suggested filing for an alteration of driveway permit to fill the radii to allow trucks to turn in and out of the station without crossing over to the opposite side of the road. Chairman Paul-Hilliard will research further and then pursue the permit application to fill the radii if needed.

The other area noticed was the entrance and exit. Chairman Paul-Hilliard discussed if the entrance and exit routes were reversed this would provide a more adequate area to navigate trucks and trailers and increase the line of sight for traffic. The Board discussed this option and the flow of traffic.

Selectmen Role Assignments

The Board discussed the chairman position for the Selectboard. After discussion, the Board agreed to continue the 5-member board rotation for the chairman position.

MOTION: "To nominate Roy Sabourn for the chairman position for the Board of Selectmen."

Motion: M. Peabody
Seconded: J. Paul-Hilliard
Discussion: None.

Motion Passes: 2 – Yes, 0 – No

Abstained: R. Sabourn

MOTION: "To nominate Marianne Peabody for the Vice - Chairman position for the Board of Selectmen."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.

Motion Passes: 2 – Yes, 0 – No

Abstained: M. Peabody

Enforcement Process Review

TA Beaulieu informed the Board that Attorney Chris Bolt reviewed the practice and process in place by the Selectboard to handle the Town's enforcement needs. Attorney Bolt agrees that the process in place is working and acceptable. The Board discussed the current zoning ordinance. Brian Regan is discussing zoning changes with the Planning Board. TA Beaulieu informed D. Gravel that the Board is following the correct process with current enforcement. TA Beaulieu informed D. Gravel that new conditions should be made part of the notice of decision and will allow the Selectboard to enforce current conditions as needed.

Magazine Recycling

Chairman Paul-Hilliard informed the board that he researched recycling magazines as requested by Stephen Twohig. Magazines are considered "dead paper" that is ink-laden and breaks down very quickly. If baled with other paper products, the baler breaks down and comes apart. This would result in the material being thrown away.

9:01 P.M. MOTION: "To enter nonpublic session pursuant to RSA 91-A:3, II (c-reputation)."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Roll Call: John Paul-Hilliard – Yes, Roy Sabourn – Yes, Marianne Peabody - Yes
Motion Passes: 3 - Yes, 0 - No

10:25 P.M. MOTION: "To exit nonpublic session."

Motion:
Seconded:
Discussion: None.
Motion Passes: 4 - Yes, 0 - No

MOTION: "To relinquish a prior motion from the previous meeting to nullify the Tax Agreement made for PID 17/5-6."

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

MOTION: "To approve a deed with no covenants for PID 17/5-6, 1 acre lot, back to Dennis Cash as a resale of tax deeded property."

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

10:28 p.m. MOTION: "To adjourn."

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

Respectfully submitted,

Jessi Fleury
Board Secretary

TOWN OF THORNTON
Selectmen's Agenda
March 16, 2016
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 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 Matthew Peltier
6:45 PD Chief Diamond – EOC & Generator Contract for Grant projects
7:00
7:15
7:30

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

Meeting Date: March 16, 2016

Sign In Sheet

PLEASE PRINT YOUR NAME AND ADDRESS.

Thank you!

- 1. Matthew Peltier
- 2. Kali Quinlin
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____