



Approved on: 9-28-16  
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to be signed

## TOWN OF THORNTON BOARD OF SELECTMEN

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### Board of Selectmen Meeting Minutes September 14, 2016

5:00 P.M. Chairman Sabourn opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

**ROLL CALL:** Chairman Roy Sabourn, Vice-Chairwoman Marianne Peabody, Selectman John Paul-Hilliard, Selectman Brad Benton, and Selectman John Gaites.

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

#### ACTION FOLDER:

**MOTION:** "To approve the vendor manifest dated 9-16-2016 in the amount of \$750.00."

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

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

**MOTION:** "To approve the vendor manifest dated 9-16-2016 in the amount of \$423,133.46."

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

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

**MOTION:** "To approve the payroll manifest dated 9-16-2016 in the amount of \$21,402.32."

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No Abstained: R. Sabourn**

ZCA

*The Board reviewed two applications for zoning compliance.*

**MOTION: "To approve ZCA application #2016-36 for Lance and Tanya Keene for a castle on PID #12-1-9 taking four years to complete, subject to notification as to who is installing the septic system and a best guess as to the estimated cost of instruction."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: M. Peabody noted that a septic design and installer has not been submitted with the application. R. Sabourn explained that a design has been submitted, but not an installer to his knowledge. The Board also discussed that the ZCA permit can be extended beyond the two years if needed.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To request additional information for unknown information on ZCA application #2016-37 from PID # 9-1-3-05 for Ronald Corcoran, for a 12x28 shed.**

Motion: M. Peabody

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

## **PUBLIC INPUT**

*Present: Corey Smith, Water District*

C. Smith met with the board to discuss Wheeping Birches Lane being constructed by Tom Avalone. C. Smith understands that the road needs to meet town specifications in order to be accepted as a town owned road. T. Avalone and the district commissioners have been meeting to discuss the requirements for meeting town specifications. T. Avalone asked RA Kubik to review the road to see if it meets standards. R. Sabourn informed C. Smith that the Road Agent cannot serve as Mr. Avalone's engineer to determine if the road is up to standards, and that T. Avalone needs to contact his own engineer to determine the standards of the road. R. Sabourn explained that he can have a copy of the road requirements for his engineer. The Board explained that even if the subdivision is approved with different road specifications, the town will require that the town road standards are met prior to approving a road. TA Beaulieu suggested that the Planning Board require a road profile to provide additional information to the Board of Selectmen to use when approving private roads as town roads.

TA Beaulieu discussed an email received from RA Kubik asking if the town has something in writing as to the requirements for accepting town roads. RA Kubik was informed by the TA that he should not do any work, consultations, or inspections on private driveways or roads. The Board discussed that the Road Agent consult "A Hard Road to Travel" publication for guidance when approving town roads.

**MOTION: "To approve the BOS public meeting minutes of August 31, 2016 as amended."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Health and Deputy Health Officer Appointment*

**MOTION: "To recommend to the State of NH to appoint Marianne Peabody as the Health officer."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No Abstained: M. Peabody**

**AGENDA ITEMS:**

**6:00 p.m. Police Department Officers – Department Update**

*Present: Patrolman Rideout, Corporal Gilman, Patrolman Melanson*

The Board requested a meeting with the Police Officers to inform them that MRI will be assisting the department until the vacant Chief position is filled. Mike French from MRI will be coming in two days per week to determine changes needed and to assist the officers. M. French will begin September 28, 2016 and will attend the Board of Selectmen meeting with the police officers and administrative assistant. The Board informed the officers that they met with S. Moulton, Administrative Assistant to discuss that the Board has decided against using an in house replacement for Chief Diamond and get some professional help to assist with the Chief position. MRI is going to assist in advertising, screen applicants, background checks, and MRI will hopefully come to the Selectboard with 3 or 4 candidates that they believe will be a good fit for Thornton. An acting Chief, Mike French with MRI, will work in the department two days a week and will be in charge of the department once Chief Diamond leaves. M. French will provide feedback to the Selectboard as to how the department should be run and to provide suggestions. M. French will need to be advised of activities that happen on shifts as well. He is hoping that by the end of 60 days the chosen applicants will be forwarded to the Selectboard. It should take about 90 days to fill the Chief position permanently.

Corporal Gilman informed the board that their applicant for the full time position is ready to be hired. The Board responded that they will need further discussion and will wait to see if Chief Diamond submits the applicant's new hire forms. M. French explained to TA Beaulieu that he is acting as Chief but will not be performing patrols or doing field work but will be doing the administrative work instead. TA Beaulieu informed the officers that M. French will discuss the expectations of work for the officers and delegate duties to each position. M. French will be available for guidance to the officers any time of the day.

Officer Rideout explained that the officers are anxious to find out what the final outcome will be for the department. He informed the Board that they are looking for certain qualities in the Chief that is to be hired. Officer Rideout explained that their biggest concern is a person that interviews well and qualifies on paper but changes the office in a negative way or someone that does not know how to work in a small town, and undo all the progress that the department has made. R. Sabourn agreed and discussed this with MRI as well, and any deficiencies will need to be addressed.

Corporal Gilman recalled a negative outlook on the Police Department prior to his employment, and since working with Chief Moller and Chief Diamond the morale within the Police Department and the support from the townspeople is immeasurable. He explained that the quality of their work is reflective of their leadership and they have been able to provide dependable quality work for the townspeople. Corporal Gilman also discussed concern with rumors that the Board wants to merge Police Departments with the Town of Campton. R. Sabourn explained that this idea has been discussed and could happen in the future, but the Board does not see this happening in the near future, they have residential support for the

Thornton Police, a new safer facility and good equipment and are a ways from moving in that direction if it were even possible.

Corporal Gilman asked if the Selectboard is assisting the AA in coming up with a new schedule for the officers. R. Sabourn explained that S. Moulton provided recommendations to alleviate the officers from some night schedules allowing them to have more consecutive days and nights off and to get consistency in hours each day. TA Beaulieu explained that it was agreed to have a 24 hour department with a consistent shift such as 8:00 am to 4:00pm, 4:00pm to midnight, and midnight to 8:00 am. We understand that currently the officers do not have more than a week notice before the next month's schedule and she understands there is a struggle with the current schedule. The Board discussed that the Towns of Campton and Woodstock have been contacted to cover two evening shifts to alleviate more than 3 days of on call duties. This is still being discussed. Corporal Gilman informed the Board that if Campton and Woodstock are not agreeable, State Police has agreed to help out for emergencies as well.

J. Paul-Hilliard discussed coverage options from Woodstock as well and is hopeful that they will assist in November and December but will be at a detail rate.

Corporal Gilman discussed the difficulty approving vacation time for officers with staffing vacancies and asked if the board would allow carrying over vacation hours due to the circumstances in the department. The Board is thankful for the officers making sacrifices by not taking their vacation time to fill the patrol schedule and can waive the policy to allow more vacation hours into 2017.

**MOTION: "To approve waiving the policy to not allow more than 40 vacation hours to carry over to 2017, to allow Rideout to bring forward 26.75 hours or less, and Corporal Gilman to bring an additional 6.5 hours or less into 2017."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**6:30 p.m. Highway Paving Bid Award – Mount Woodland Road**

Chairman Sabourn read the advertisement for the paving bid as advertised in the Record Enterprise. Bids were opened Monday, September 12, 2016 at 3:00 p.m. by the Town Administrator and Road Agent.

Three bids were received:

- *R&D –\$96.00 per ton for 278 tons*
- *Bryant –\$96 per ton for 230 tons*
- *GMI –\$84.71 per ton*

After discussion the Board agreed to contract with GMI.

**MOTION: "To approve the paving bid from GMI as recommended by the Road Agent."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**6:45 p.m. Rep. Duane Brown – Update of Grafton District**

Representative Duane Brown from District 16 introduced himself and provided an update to the Board as to the bills voted on during 2015 and 2016 including drug and alcohol treatment, state budget, OHRV trails and education.

The Board thanked Mr. Brown for attending and providing such detailed information regarding the bills passed and voted down at the Statehouse.

**7:10 p.m. Special Event Post Reports Review**

*Present: Mike Benton and David Rivers*

TA Beaulieu provided the post reports for review from the emergency departments. The Board reviewed the post reports. TA explained that the annual review of post reports has usually been processed in the mail folder for the Selectmen;s review and then attached as part of the next years application packet to update the Selectmen for the annual process. This year it was requested by the Selectmen that the item be placed on agenda due to Mr. River's concerns and visit to the previous board meeting. The Board agreed to review the reports and discuss them during the next board meeting on September 28, 2016 at 2:00 p.m. prior to applicants submitting new applications for 2017 to allow for planning of any modifications needed for next year's special event permits.

**7:22 p.m. Wage Study Towns approved as comparable**

The Board reviewed the comparable towns for the Thornton wage study. The Board discussed using towns of similar size and economics versus surrounding towns that are competition for employment opportunities.

After discussion the board agreed to use Ashland, Bristol, Campton, Enfield, Holderness, New Hampton, Woodstock, Canterbury, Franconia, Sanbornton, and Plymouth.

**Action Folder**

*Letter from Mr. Lane*

The board reviewed a letter from Mr. Lane agreeing to the Board's proposal discussed at the previous meeting. After meeting with the Road Agent the culvert installation will require extensive tree removal. In an effort to have less impact on the trees, Mr. Lane is proposing the purchase of a drop inlet in conjunction with the culvert that was recommended by the Board. The Board discussed the request and has concerns with the ongoing maintenance of a drop inlet. J. Paul-Hilliard suggested that due to dig safe finding buried utilities, the removal of trees is not a choice and suggested installing an inverted apron and discussed the benefits to the town as well as the land owner. The board agreed. The Board discussed an email received from RA Kubik regarding installing a paved inlet. The Board agreed with this approach and it will be completed with the paving for the road is done.

*Transfer of Emergency Equipment Request*

The Board discussed a request from Chief Diamond to take his ballistic vest with him to his new place of employment since it has been fitted to him while employed with Thornton.

**MOTION: "To sign a letter to Chief Lefebvre approving donation of the point blank ballistic vest issued to Rod Diamond while employed with the Town of Thornton Police Department in an as in condition."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To request \$750.00 from the Trustees of Trust Funds from the Hubbard Brook Scholarship fund for a check to the Town of Thornton to award to Cameron Brotzman for the 2016 scholarship award. The Board waived the first semester requirement due to a clerical error on the town's part."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

#### *Revised Form Review*

The Board reviewed suggested changes to the entry and agreement form.

**MOTION: "To accept the revised entry and agreement form used by the Highway Department."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

The Board discussed the Highway department part time seasonal employee. Tim Collins would like the Board to allow him to use bereavement time in place of the vacation time he opted to use last pay period. He thought that he qualified for bereavement as a full time employee. The Board discussed the request. R. Sabourn suggested not changing the policy but agreed to make a one-time exception.

**MOTION: "To allow an exception for Tim Collins to have three days bereavement time."**

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

#### *Library Contract*

TA Beaulieu informed the Board that Diane Gravel has submitted the revised agreement for the operation and maintenance of the Thornton/School Public Library.

**MOTION: "To approve and sign the agreement for the operation and maintenance of the Thornton/School Public Library as presented."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

#### ***Police Department Update***

##### *Cruiser maintenance*

AA S. Moulton submitted an email regarding the drain that was installed in the Police Department garage bay so the officers can wash their vehicles inside during the raining and snowy weather. She informed the Board that the walls around the bay are sheetrock, and that she was informed months ago that there is a paint that can be used to make the sheetrock waterproof. Chief Diamond informed her that he was going to purchase a gallon but has not had the time. With winter approaching, the officers will not be able to wash vehicles outside and will either need to have the paint completed or the officers will need to wash the cruisers in Plymouth at the car wash. The Board discussed the situation and agreed to have the officers use the car wash in Plymouth for the winter.

### *Crown Victoria Repairs*

The Board discussed an email from Chief Diamond regarding the older crown Victoria cruiser. He explained that the starter needs to be replaced or the vehicle will need to be towed back the town hall. Chief stated that the starter cost is \$200. The Board discussed their options and agreed to have a new starter installed for \$200 as it will cost close to the same amount to tow the vehicle back to town hall.

### *MRI/Shift Coverage*

AA Moulton will contact Chief Warn and Chief Oleson regarding covering a regular shift and on call service for the PD during the week.

**MOTION: "To enter into a recruitment contract with MRI in the amount of \$6,600 for a Police Chief."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To enter into a contract with MRI for a professional service agreement with Mike French, senior police consultant with MRI at \$80.00 per hour for 2 days per week for 8 weeks for \$10,240.00 to begin on September 28, 2016."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

TA Beaulieu reviewed the department analysis she prepared with all the salary and benefit savings as well as the vacation/comp time payouts for Chief Diamond and Officer Moylan upon their exit. The net of all cost for the MRI professional services and the recruitment contract after all calculations is an overage of \$3,271.64 for the 2016 PD wage/benefit accounts. The PD overall budget has sufficient funds to cover the cost difference.

### **SELECTMEN COMMENTS**

M. Peabdy informed the board that Shirley Benton is building a 2 unit addition at his grandmother's former house. It appears that he did file for a ZCA in 2012 and is requesting an extension of the ZCA and a waiver of the \$50 fee. R. Sabourn added that the original permit is good for two years, and on the form there is a provision for an extension. 2012-37

**MOTION: "To grant an application extension for Shirley Benton's ZCA #2012-37."**

Motion: B. Benton

Seconded: J. Paul Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

R. Sabourn informed the Board that Attorney Conklin finalized the road maintenance and slope agreement for the turn around at Ralph Bradley's. R. Sabourn is in favor of the agreement. He will inform Attorney Conklin that the Board approves.

R. Sabourn spoke to Sylvia Clark regarding installing some hardwood backstops in the bank at the shooting range. She is meeting with RA Kubik to do the final scanning of the project today.

**9:06 P.M. MOTION: "To adjourn."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary