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16 TC 12/18

## TOWN OF THORNTON BOARD OF SELECTMEN

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### Board of Selectmen Meeting Minutes November 9, 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:** Jessi Fleury, Board Secretary and Desiree Mahurin, Administrative Assistant

**ABSENT:** Tammie Beaulieu, Town Administrator

#### ACTION FOLDER:

**MOTION:** "To approve the vendor manifest dated 11-10-2016 in the amount of \$20,3513.24."

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No Abstained: J. Gaites**

**MOTION:** "To approve the payroll manifest dated 11-10-2016 in the amount of \$18,342.03."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION:** "To approve the BOS public meeting minutes of October 26, 2016 as amended."

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the BOS nonpublic meeting minutes of October 26, 2016 as submitted."**

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

**Motion Passes: 4 – Yes, 0 – No Abstained: J. Gaites**

**AGENDA ITEMS:**

**6:00 p.m. Road Agent, John Kubik – Sand Quotes**

*Present: John Kubik*

The Board met with RA Kubik to discuss the sand quotes for winter plowing. RA Kubik reviewed the sand quotes that he received. RA Kubik explained that the Benton sand quote was higher due to the need to process the sand this year. In previous year's Benton Enterprise was able to provide a lower quote due to sand that was already processed and available. Selectman Benton asked if the town could buy half of the sand from Caulder's and half from Benton's. Selectman Benton explained that the Benton sand has more grit that would be good for the slower town roads. He further recommended that the town use both contractors and mix the sand. Caulder provided a less expensive quote for sand. Chairman Sabourn recommended approving the quote from Caulder. Selectman Benton argued that the sand from Benton Enterprise would be better for the town. After discussion, the Board agreed to award the sand quote to Caulder Construction and Benton Enterprise, The town will share the sand order equally between the two contractors.

**MOTION: "To allow the RA to work with a mix of sand materials as close to 50/50 as possible with Benton Enterprises and Caulder Construction."**

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

**Motion Passes: 5– Yes, 0 – No**

**6:15 p.m. Highway Plowing Contractors**

RA Kubik met with the Board to discuss the highway plowing contractors. Selectman Benton reported that his father has conversed with their insurance company and coverage is in place for him to contract with the town for plowing. Selectman Benton has three trucks to include on his application for plowing. RA Kubik expects to have the coverage needed for plowing this season.

Selectwoman Peabody informed the board that she has spoken with RA Kubik regarding the bollards around the generator. The Board discussed the details of the bollards. RA Kubik recommended installing four bollards with two in the front and two in the back. This expense will be funded from the municipal building budget.

Chairman Sabourn recommended contacting the propane company to discuss the requirements for the placement of the bollards in regards to the propane tank.

*Chickenboro Road Update*

Chairman Sabourn informed the board that the survey work was complete and proved that the road had not been moved as Mr. Baldwin claimed. Mr. Baldwin is upset that he is losing lawn when the town uses the grader in front of his house. Chairman Sabourn explained that previous court judgement required that the town do a layout and fix the road problem. Mr. Baldwin would like the town to move the road a few feet away from his property so that he does not continue to lose his lawn and apple trees. Mr. Baldwin has threatened court action if the town does not fix

this problem. Sabourn agreed that it is in the best interest of the town to move the road away from his lawn. Mr. Baldwin is willing to allow the town to use land further down the road to make moving the road easier. Selectman Sabourn asked RA Kubik to look at the area and come up with a way to measure 16.5 feet from the center of the road to allow a two-rod road, and ask the landowners on the other side of the road to meet with the Board to come up with a solution to move the road. Chairman Sabourn requested that RA Kubik be careful with plowing and grading in this area until a more permanent solution can be agreed upon.

### **SELECTMEN'S COMMENTS**

R. Sabourn sent a memo to Reed Logging with the timber tax-assessing sheet for the stumpage values. R. Sabourn reviewed the wording regarding the town's usage of the average stumpage value set forth by the state. He stated that the town could go above or below the average stumpage value.

R. Sabourn informed the Board that a resident asked why the town hall does not have a recycling can for the town hall use. The Board discussed the possibility of having a small recycling container at the town hall. The Board would like to look into an attractive recycling container for the town hall that can be located under the service counter to save space.

Selectman Paul-Hilliard mentioned that the fire escape plan located in the bathrooms needs updating to show less detail and more generic locations of office space.

### **6:30 p.m. Bill DeLeo – 2017 CIP Plan**

*Present: Bill DeLeo, Desiree Mahurin*

The revised estimates were reviewed by the Board for the Millbrook culvert. Tom Ballestero inspected the culvert and found that the current culvert will continue to bypass water flow as it does now. The cost for the culvert upgrade has increased from the original estimate. B. DeLeo explained that \$45,000 is available for the Millbrook culvert repair/replacement in the CIP, and there is a total of \$109,000 in available funds if needed. The Board agreed to discuss this further at a later time.

The estimates from Stuart Anderson, Alba Architects came in higher for the Transfer Station repairs than expected and does not include the architectural costs. R. Sabourn stated that the project is becoming bigger than what the town needs at the Transfer Station. The town needs a set of plans that will meet current building code and it was agreed that a local contractor may be able to make the necessary renovations. Selectman Benton suggested replacing the old trailer with an updated office trailer to provide clean facilities with operating restrooms and a lunch area. The Board discussed different, less expensive options to fix the deficiencies at the transfer station. After discussion, the Board agreed to look into a premanufactured storage trailer as well as some updates to the transfer station manager work area. The Board agreed to consider this option and discuss during a later meeting. R. Sabourn offered to meet with Stuart Anderson to simplify the transfer station plan and present their ideas at the next meeting. The Board agreed that they will need to come up with a plan shortly to discuss with the Town of Campton prior to budget setting.

B. DeLeo made the necessary changes as requested by the Board during their last meeting and reviewed the updates. The board agreed to the carry over the \$30,000 for the purchase of the 6-wheeler to 2017.

B. DeLeo discussed proposed reserve funding for the highway F550 and questioned if the Board has a backup plan if the town votes not to hire another full-time person for the highway

department. The Board discussed creating a plan in case the town does not approve the additional position for the highway department. B. DeLeo expressed concern that the extra vehicles in semi-retirement may be difficult to track. The semi-retired vehicles should be labeled so that they are not replaced in the CIP plan in the future. B. DeLeo requested a list of all vehicles that are currently in the CIP as well as all vehicles that are semi-retired so that the retired vehicles are not replaced in the CIP.

B. DeLeo informed the Board that David Gravel is leaving the CIP as a committee member at the end of the year. C. Schofield may be leaving as well but has not submitted an official notice yet. The Selectboard asked the AA to draft a letter to the Planning Board informing them that the Planning Board will need to plan to appoint a member to the CIP committee in the event that C. Schofield resigns from the CIP. D. Mahurin agreed to draft this letter to the Planning Board.

**7:15 p.m. Fee Schedule Public Hearing – RSA 41:9a**

Chairman Sabourn opened the fee schedule public hearing and read the announcement as advertised in the Record Enterprise on October 20, 2016.

The Board reviewed the amendments to the current fee schedule as proposed by departments. The Board discussed the new fees set forth by the Planning Board. After discussion, it was agreed that the fees will offset the cost of the town personnel processing the paperwork and also include advertising costs for Planning Board applications.

**MOTION: “To adopt the proposed 2016 fee changes as submitted effective December 1, 2016.”**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5– Yes, 0 – No**

The Board signed the new fee schedule. The Board agreed to use the updated ZCA permit that reflects the change in fees effective December 1, 2016.

**7:38 p.m. MOTION: “To close the public hearing.”**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5– Yes, 0 – No**

**7:15 p.m. Lunch Policy Update**

D. Mahurin informed the Board that the TA asked her to follow up on the employee lunch/break schedule per request of the board during a previous meeting. D. Mahurin contacted the Department of Labor regarding RSA 275:3-a - Lunch or Eating Period. D. Mahurin informed the Department of Labor inspector that the town permits employees to eat while they work if they choose instead of taking a 30-minute unpaid lunch break. Employees have mostly elected to work while they eat and understand that if they need or want to have a break, they are encouraged to do so. After discussion, the DOL informed the town that all employees should not be required to sign the forms but the forms should be kept on file incase an employee requests to sign. The town attorney indicated that as long as the timesheets are accurate and signed by the employee and approved by the department supervisor then there are no concerns. After discussion, the Board agreed to keep the information on file if needed in the future.

**ACTION FOLDER CONTINUED:**

*Tax Deeded Property Re-Sale*

**MOTION: "To accept and sign the deed from the Town of Thornton to James and Elizabeth Trout for PID #11/1-118 for the total amount of \$1,951.00 received as repayment of taxes and fees on the property."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

The Board signed the deed.

*Abatements*

D. Mahurin explained that the abatements are reflective of the properties that were taken this year for non-payment of taxes and the town received a tax bill. In the past, the ownership was changed to make them exempt. This year the town is required to abate the taxes.

**MOTION: "To abate the following tax amounts for:**

- PID #11/1-15 in the amount of \$520.00
- PID #11/1-83 in the amount of \$380.00
- PID #11/1-84 in the amount of \$243.00
- PID #11/1-118 in the amount of \$230.00
- PID #17/12-7 in the amount of \$323.00
- PID #17/13-3-05 in the amount of \$982.00
- PID # 17/17-5 in the amount of \$156.00
- PID #17/17-9 in the amount of \$109.00
- PID #17/8-03-S1 in the amount of \$0.00

**For a total abated amount of \$2,943.00."**

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Deachman and Cowie*

Chairman Sabourn discussed a letter from Deachman and Cowie regarding the DES requesting removal of the cistern installed for the Millbrook Maintenance Corporation. TA Beaulieu submitted recommendation that the board not act on this letter at this time and that they refer the concern to Chief Defosses and the Planning Board to respond. The board agreed to allow the Fire Chief and Planning Board discuss this issue and respond to Mr. Cowie.

**8:03 P.M. MOTION: "To adjourn."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary