



Approved on: 7-20-16
BOS Initial: mf
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Town Clerk Initials: BPE

TOWN OF THORNTON BOARD OF SELECTMEN

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Board of Selectmen Meeting Minutes June 22, 2016

12:00 P.M. Vice-Chairman Peabody opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

ROLL CALL: Vice-Chairwoman Marianne Peabody, Selectman John Paul-Hilliard, Selectman Brad Benton, and Selectman John Gaites

STAFF PRESENT: Tammie Beaulieu, Town Administrator

ABSENT: Chairman Roy Sabourn

ACTION FOLDER:

MOTION: "To approve the payroll manifest dated 6-10-2016 in the amount of \$21,601.80"

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the welfare manifest dated 6-11-2016 in the amount of \$600.00"

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody

MOTION: "To approve the vendor manifest dated 6-10-2016 in the amount of \$290,765.36."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve an intent to excavate for PID #6/6-07 for owner Duane Johnston effective June 8, 2016."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the vendor manifest dated 6-24-2016 in the amount of \$196,482.69"

Motion: B. Benton
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the payroll manifest dated 6-24-2016 in the amount of \$20,697.28."

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

MOTION: "To approve the BOS public meeting minutes of May 25, 2016 as amended."

Motion: B. Benton
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the BOS non-public meeting minutes of May 25, 2016 as submitted ."

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

BOS Meeting July 6, 2016

M. Peabody informed the board that she will be absent during the next meeting. R. Sabourn will be absent as well. The Board agreed to cancel the July 6, 2016 meeting and will come in to sign vendor and payroll manifests.

ZCA

The Board reviewed four applications for zoning compliance.

The board reviewed ZCA #2016-21. They discussed that there is no evidence that an apartment was permitted and an updated septic system was not on file with NHDES. The Board agreed that the property owner has to go through the proper procedure to have the apartment recognized as an apartment. The Board agreed that a septic design must be received to obtain the ZCA approval. The Board agreed to deny approval of ZCA# 2016-21 and to send a letter to the property owners informing them of their requirements needed to move forward with the ZCA.

MOTION: "To approve ZCA #2016-22 for PID #17/7-17 Vincent and Jean Scalese for an installation of a new generator."

Motion: J. Paul-Hilliard
Seconded: B. Benton
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2016-23 for Lewis Family Trust for a single family home for PID 17/7-2."

Motion: B. Benton
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2016-24 for PID #17/2-10 to include a basement renovation from flood damage."

Motion: B. Benton
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

ACTION FOLDER

MOTION: "To approve a unlicensed dog warrant submitted from the Town Clerk as of June 21, 2013."

Motion: B. Benton
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve not using the PA 28 inventory forms from the NH-DRA in 2017."

Motion: J. Paul-Hilliard
Seconded: B. Benton
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To correct a previous motion forwarding a check for deposit to the Trustee of Trust Funds in the amount of \$40,000 for the Municipal Building capital outlay to \$30,000 to the highway equipment capital outlay and \$10,000 to the capital reserve fire department."

Motion: J. Paul-Hilliard
Seconded: B. Benton
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

Town Maps-Displayed on Town Website

D. Mahurin researched the ownership of the town maps created by Cartographics. D. Mahurin would like to know if the Board would like the maps available on the Town website. The Board agreed that they should be available on the town website.

Certificate of Appointment

MOTION: "To appoint Katherine Taggart as a Library Trustee Alternate as requested by the Library Trustees."

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Coin and Currency Policy

A policy for coin and currency policy was drafted by D. Mahurin as requested previously by the Board. The Board reviewed the policy agreed to approve as submitted.

MOTION: "To accept the Coin and Currency Policy as submitted by D. Mahurin effective June 22, 2016."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve a tax collector warrant, 2016 jeopardy tax for PID #16/5-6 in the amount of \$30.00."

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Special Event Checklist

A special event checklist was received by Maurice Gouyette for PID #10/3-7 for a wedding event. All questions on the checklist were answered no. The Board agreed a special event permit is not needed

Time Warner

Charter Communications has combined services with Time Warner. The Town will do business with Charter Communications for Cable services from this point forward.

AGENDA ITEMS:

CIP Update

William DeLeo met with the Board to discuss including the school's capital items in the town CIP. John Francis met with the school board in April and gave a tentative 10-year plan. W. DeLeo noted that the inclusion of capital items for the school may not be as complicated as thought. He would propose to create a separate worksheet for the SAU to plan out there expected cost and would not include a savings plan for this program like the town participates in currently with the CIP. This would only be a clerical assistance to the SAU.

W. DeLeo created a capital improvement committee handbook to address some common questions, answers regarding capital funds, and bylaws that will get disbursed soon.

The Board discussed the CIP request for department heads for 2017. CIP department meetings will tentatively be scheduled for August 3, 2016.

TOWN ADMINISTRATOR PRESENTS

Transfer Station Renovation Update

TA Beaulieu informed the Board that she and TS Manager, Kevin McGuire met with Stuart Anderson to discuss the transfer station renovation project. He is submitting a quote to complete architectural items for this project which will include creating the RFP for the town to begin advertising.

Library Agreement

TA Beaulieu discussed the Board concerns with Mike Ricker from Primex. Different options were presented. The Board discussed different scenarios of liability and many depend on a case by case basis. TA Beaulieu informed the Board that she received an email from the SAU office informing her that they are awaiting the signed library agreement and that Nina Sargent, Library Director would be attending the BOS meeting to present the final document to the Board of Selectmen. TA Beaulieu informed the SAU that Nina should contact her to be scheduled on this evening's agenda to discuss the agreement. No contact was finalized for her to meet with the Board.

The Board discussed providing insurance for the Library under the town liability insurance. The Board also discussed having the library manage their own funds and payroll to pay their own insurance. The Board agreed that they still have questions regarding liability options and would like to have the TA schedule the Library Trustees, and an SAU member on the next agenda.

Campton/Thornton Fire and Rescue proposal

TA Beaulieu informed the Board that Chief Dan Defosses submitted a binder with quotes for the 2016 Campton/Thornton Fire and Rescue proposal.

Waterville Estates Village District (WEVD) Manager - Waterville Birches Road Ownership

Corey Smith met with the board to discuss Waterville Birches and the eventuality of the road. Tom Avalone has met with the Planning Board and is looking to modify the subdivision to no longer be a pass through road which would include some kind of a turn around that is acceptable by the Planning Board for emergency response vehicles. Their attorney advised them that the Planning Board could approve a subdivision that does not meet the Selectmen's criteria to approve the road as a town road. The impression is that the subdivision is approved but the Selectmen can have a different road standard than the Planning Board. M. Peabody explained that the town will not take ownership of the road unless it is paved, which she believes is part of the current subdivision regulations.

TA Beaulieu explained that Planning Board attorney Bart Mayer asked if the Board of Selectmen has a separate road standard than the Planning Board. The Selectboard agreed that they do not have a different set of road standards. This information has been forwarded to Bart Mayer per his request. The Selectmen have always implemented the practice to enforce the Planning Board subdivision regulation standards. The discussion continued as to whether the Selectmen would honor any exceptions in standards as accepted by the Planning Board. TA Beaulieu explained that the Selectmen follow Planning Board standards but are not obligated to accept Planning Board exceptions to those standards. The exception might be noted in the file from the Planning Board however, the Selectboard will determine whether to accept those exceptions.

Corey Smith explained that the road is the WVD right of way, but they do not own the road. C. Smith is trying to avoid the road becoming owned by the residents and would like to have the road approved as a town road. He is concerned that the Planning Board could approve the road and years down the road the Board of Selectmen may not accept any waivers made by the Planning Board. The Selectboard agreed that this is a possibility. C. Smith agreed that the best situation would be to have the Planning Board accept the road without wavering from the regulations.

TA Beaulieu explained that she discussed this situation with Brian Reagan, PLBD Director and informed him that it is very important when the Planning Board makes these exceptions to let the applicants know that their exceptions made for road standards does not obligate the Board of Selectmen to approve the road as a town road.

C. Smith stated that the Waterville District is still not receiving notification of hearings from the Planning Board regarding Waterville Birches even though he has explained that the district owns the right of way and would like to be informed of decisions and meetings. C. Smith explained that B. Reagan discussed that the Planning Board has discussed Waterville Birches but they had not received an application from Tom Avalone yet. TA Beaulieu expects that once an application is received by the Planning Board, the Waterville District will be notified. TA Beaulieu has reminded B. Reagan that the Waterville District needs to be notified once an application is submitted. B. Reagan confirmed that an application has not been submitted as of today.

Police Department – Firing Range update

Present: Sylvia Clark, Stoneciphor and Chief Diamond

Stoneciphor and Clark submitted a remedial plan to Chief Diamond in the amount \$ 2,970.00 as well as quote for services from Eastern Analytical Inc. for the required monitoring wells for \$1,250. S. Clark confirmed that an approval has been received by the state for the most cost effective process for the town that includes moving the contaminated material with town equipment to abutting town owned land, screening the lead out from the material and having it transported off site to a facility. The plan includes the use of protective gear by the employees and the appropriate rinsing of town equipment after moving the contaminated material. S. Clark recommended scheduling the work during fair weather and that the project is performed in the most efficient way possible.

RA Kubik joined the meeting.

TA Beaulieu recommended that Chief Diamond, and John Kubik continue the meeting with Sylvia in the PD conference room to create an expected work schedule and timeline for Chief and the highway employees and share the written timeline with the Selectmen so that everyone is informed for the process of the work needed for this project.

Thornton PD Towing Agreement

Chief Diamond submitted a towing agreement draft to the Selectboard. R. Sabourn submitted some questions as well as some revisions. The Board and Chief Diamond reviewed the amendments submitted by R. Sabourn previously. Chief Diamond will review the suggested changes and update the policy.

SELECTMEN COMMENTS

3:10 P.M. MOTION: "To enter nonpublic session pursuant to RSA 91-A:3, II (b,c)."

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

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

Motion Passes: 4 - Yes, 0 - No

4:22 P.M. MOTION: "To exit non-public session."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

MOTION: "To make a final offer of employment as a full-time police officer to William Melanson at labor grade 8 step 8 at \$20.53 per hour."

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Chief Diamond updated the Selectboard as to the progress of the EOC Hardening Project.

Abatements

TA Beaulieu informed the board that M. Conn submitted abatements for the board to review.

MOTION: "To approve a 2014 abatement for Shirley Benton PID # 16/1-29 in the amount of \$2,104 plus interest."

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve a 2016 abatement for PID #8/14-1C in the amount of \$1,130.

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve a 2016 abatement for Waterville Birches LLC PID # 17/14-15-0013-15021 in the amount of \$1,881."

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Selectmen Comments

M. Peabody brought a proposed "Welcome to Thornton" sign for the Board to review. The Board agreed with the sign as presented.

4:35 p.m. MOTION: "To adjourn."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary