



Approved on: 8/3/16
BOS Initial: JAS
Rec'd by Town Clerk on: 8/3/16
Town Clerk Initials: BF

TOWN OF THORNTON BOARD OF SELECTMEN

Town of Thornton • 16 Merrill Access Road • Thornton NH, 03285 • 603.726.8168

Board of Selectmen Meeting Minutes July 20, 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 Brad Benton, and Selectman John Gaites.

STAFF PRESENT: Tammie Beaulieu, Town Administrator

ABSENT: Selectman John Paul-Hilliard

ACTION FOLDER:

MOTION: "To approve the payroll manifest dated 7-22-2016 in the amount of \$22,625.69."

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: B. Benton

MOTION: "To approve the vendor manifest dated 7-22-2016 in the amount of \$797,731.71."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3– Yes, 0 – No

Abstained: B. Benton

ZCA

The Board reviewed six applications for zoning compliance.

MOTION: "To approve ZCA #2016–25 for PID #11/1-77, owner Richard and Bonnie Riberdy for an installation of solar panels on the roof."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2016-26 for PID #2/4-7A, owner Yves and Susan Chouinard for a single family home 33' x 54'."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: R. Sabourn explained that D. Mahurin questioned the detail of information that is needed for ZCA's relative to building plans. The Board agreed that the floor plan and elevations are necessary; additional information is not pertinent to keep in the town files.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2016-27 for PID #18/3-1, owner Richard and Brenna Provost, Jeannine Chase, for a single 3 bedroom family home 40'x40'."

Motion: B. Benton

Seconded: M. Peabody

Discussion: The acre is a .5 acre parcel that meets setbacks and is a lot of record.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2016–28 for PID #6/4-6, owner Peter and Pamela Martin to include a new 16'x12' shed with conditions, that the structure shall not be constructed within 250' of referenced line of the Pemigewasset River."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2016–29 for PID #13/3-6, owner Robert Nagle to include demolition of the current existing home and to construct a new single family home with garage 43'x56'."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2016–30 for PID #16/7-63, owner Paul and Debra Steady to include demolition of the current shed and replace with new shed within the same footprint and to not waive the ZCA application fee as requested."

Motion: B. Benton

Seconded: M. Peabody

Discussion: Applicant requested a fee waiver as this is for a shed and replacing an old shed in the exact footprint. The Board agreed to not waive the fee.

Motion Passes: – Yes, 0 – No

MOTION: "To approve the BOS public meeting minutes of June 22, 2016 as amended."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: R. Sabourn

Enforcement Actions

The Board reviewed the following zoning enforcement issues:

- Property Owner, Jonathan Ham
PID # 10/7-3, US Route 3

The owner was notified to bring the property into compliance within 90 days beginning March 30, 2016. On July 15, 2016 the property was inspected by R. Sabourn and D. Mahurin from the railroad right of way. At inspection, an antique car, box truck, red pickup, boat with trailer, utility trailer and scrap metal pile was observed and photographed. After inspection, R. Sabourn and D. Mahurin agreed that the subject property no longer appears to be in violation of the Zoning Ordinance Article VIII General Provisions, F. Junk Yards. It was recommended that the Board of Selectmen take no further action at this time.

MOTION: "To approve the recommendation that the Board of Selectmen take no further action at this time relative to a junk yard concern at PID #10/7-3, owner Jonathan Ham."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: – Yes, 0 – No

- Concerned citizen form was filed by Geraldine Benton re: the lack of actions of the Planning Board. Planning Director Brian Regan prepared a response and sent the letter certified mail. The certified letter was returned to the Town unclaimed/refused by G. Benton. The Board read the response letter and agreed that there is no further action required.

ACTION FOLDER

Intent to Cut

MOTION: "To approve an intent to cut for PID #17/3-17, 17/3-18, 17/3-19, owner David Paul for property on Tamarack Road."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Current Use Penalty

MOTION: "To approve a land use change tax for Jerard Derossier and Carolee Simmons for PID #10/5-01 in the amount of \$235.00."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve a land use change tax for PID #10/1-5 in the amount of \$270.00 for a constructed gravel roadway."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve a timber tax warrant for \$202.98 for Waterville Birches LLC."

Motion: B. Benton
Seconded: J. Gaites
Discussion: None.
Motion Passes: – Yes, 0 – No

MOTION: "To appoint the following individuals as ballot clerks for a two year term:

- Beverly McIntosh as a registered Republican
- Marolyn Fillion as a registered Republican
- Jeff Scholtz as a registered Democrat
- Heather Baldwin as a registered Democrat."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.
Motion Passes: – Yes, 0 – No

MOTION: "To accept a resignation from John Gaites as a ballot clerk."

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

AGENDA ITEMS:

6:15 p.m. TS Manager, Kevin McGuire- Alba Quote for TS Addition Architect Services

Present: Kevin McGuire

K. McGuire met with the Board to discuss the Transfer Station addition. K. McGuire explained to the board that the project began with basic addition/improvements and has grown much larger than originally expected. TA Beaulieu and R. Sabourn discussed that the addition could potentially be split between the towns of Thornton, Campton and Ellsworth and was discussed during the last joint meeting. The towns of Campton and Ellsworth had agreed to share in the cost and expected Thornton to provide budget figures for 2017 budget process. The project will include new architectural services costing about \$39,000, an additional fee currently unknown by the Town of Campton and Ellsworth. The Board discussed the funding of this project. The Board agreed to have K. McGuire meet with Campton Selectboard to inform them of the additional architect fees and to receive confirmation that the Town of Campton would like to move forward and share in the cost of the transfer station addition. R. Sabourn requested that Alba Architects provide an estimate of cost for the transfer station addition prior to meeting with the Town of Campton.

6:40 p.m. Tom Ballestero – Project: Flooding and Culvert Assessment Mill Brook

T. Ballestero discussed the culvert and flooding assessment of Mill Brook. He noted that the culvert is too small. Considering the natural width of the stream of about 25 feet wide and a full bank width of about 30 feet, the culvert should be 30 feet wide and is currently 15 feet wide. Discussion continued on the water flow of the stream and options for culverts and raising the levy. T. Ballestero explained the process if the Board decides to replace the culvert as set forth by the State of NH. Aquatic Resource

Mitigation grants may be available for municipalities to offset the cost. T. Ballestero will forward electronic copies to the Town Administrator. The Board agreed to discuss further and to contact Mr. Ballestero once they have made a decision.

7:00 p.m. Fire Chief - Proposed FD Rescue Truck purchase

Present: Peter Hilton, Deputy Ian Helms

Fire Commissioner, Peter Hilton informed the Board that Chief Defosses was on a call and unable to attend the meeting this evening. R. Sabourn informed the board that he met with Fire Chief previously to discuss the proposed rescue truck. R. Sabourn is pleased with the process the fire department followed to obtain the quotes for the truck as discussed. Chief Defosses received four or five different quotes ranging from \$470,000 to \$490,000. R. Sabourn described the vehicle specifications. A cost was negotiated with E1 from Florida and gave the commissioners the best package for the needs of the Town. E1 has offered \$21,000 trade value for the 1999 Rescue Truck owned by the fire department. The cost of the new rescue truck is quoted at \$452,874 with the trade in vehicle. The Town of Campton has approved the purchase of this truck. TA Beaulieu informed the Board that there is \$190,000 available in the capital reserve for disbursement in 2016 for Thornton's share of the rescue vehicle purchase. Chief Defosses informed the TA previously that the vehicle can take up to 311 days from the time of order to the time of delivery. Chief Defosses will need to complete the CIP form to acknowledge that the \$190,000 will not be expended this year but will be the following year.

R. Sabourn discussed the original price of the vehicle as \$582,000 with a discounted price of about \$486,000 with an optional trade in value of \$21,000, and an optional deduct for unsecured prepayment discount of \$12,500 to be made within 310 days of execution of the contract.

MOTION: "To approve the purchase of the E1 fire rescue truck as quoted in the amount of \$452,874 including the trade in of the 1999 rescue truck and other discounts."

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

Motion Passes: 4 - Yes, 0 - No

7:15 p.m. TH/PD Custodial Contract bid award

TA Beaulieu informed the board that one custodial bid was received from PF Property Maintenance. The proposed annual rate is \$6,500, as well as \$200 for carpet shampoo as needed, and tile stripping and waxing at \$400 as needed. The Board agreed that they are satisfied with the custodial services and agreed to contract with PF Property Maintenance again.

MOTION: "To approve the custodial contract for PF Property Maintenance."

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

Motion Passes: 4 - Yes, 0 - No

7:25 p.m. Howard Clement- Letter from him dated 1/19/2016

H. Clement met with the Selectboard to discuss a letter he sent to the Selectboard regarding the general fund balance. He informed the Board that he has reviewed the town's fund balance policy and his understanding of the tax rate setting process. He questioned the legality of the fund balance policy. Chairman Sabourn agreed that the policy is legal. H. Clement argued that the town has a surplus and it is not clear what is being done with these funds. Vice Chairwoman Peabody, TA Beaulieu, and Chairman Sabourn explained the fund balance and that the selectmen use funds from that account to buy down the tax rate to prevent a spike in taxes for town and school budget expenses. TA Beaulieu explained that the auditors and DRA examine the towns accounts and funds, as well as a Thornton resident auditor that completes the town's MDNA. H. Clement stated that the left over funds in surplus are not known about by taxpayers. TA Beaulieu informed him that the unassigned fund balance reports are in the town report, and taxpayers are able to view the yearly audit. H. Clement complained that the audit is out of date in the annual reports. TA Beaulieu explained that the audit reports are for the previous year in the annual town report due to the processing time of the auditors and state deadlines. The Town has not received the 2015 audit yet. TA Beaulieu also explained the unassigned fund balance report contained in the town report again.

Chairman Sabourn explained that the State of NH, auditors, accountants and the residents are in support of how the town's finances are being managed. The town has not had to borrow funds since the current town administrator was hired. Selectman Sabourn informed H. Clement that a response was not provided by the Town to his letter sent earlier due to a disparaging comment that he made implying that the Select board are deceiving the taxpayers. Selectman Sabourn expressed that he was insulted with this insinuation and encouraged Mr. Clement to run for selectmen if he would like to see changes. H. Clement explained that he is not able to do that, but would like an independent audit performed on the Town. The Board explained that the Town does have an independent audit performed annually that is comprehensive and completed by a reputable company. Selectwoman Peabody offered to have H. Clement come to the town hall to view the audit process with Plodzick and Sanderson, P.A. Chairman Sabourn thanked Mr. Clement for attending the meeting.

7:40 p.m. Selectmen's items for discussion - 2017 Capital Improvement Plan (CIP)

Present: Bill Deleo

The Board discussed the addition to the town hall possibility, the election/voting process, employee space needs, etc. TA Beaulieu asked the Board to discuss the concept and determine their support level as a whole board for the town hall addition. The Board discussed the upcoming transfer station project and the Mill Brook culvert project. It was agreed that the transfer station project is a priority. The Board does not expect large purchase requests from other departments. The Board discussed the town hall renovations that are needed and discussed renovations to move the town clerk officer to the hallway on the Police Department side of the town hall building. TA Beaulieu informed the board that August 3 is the deadline date for 2017 CIP Requests. The Board agreed that areas of priority are the transfer station renovation and the

Millbrook culvert repair/replacement. The board will review the culvert plans provided this evening and discuss with the state to see if their options are acceptable to NH-DES. The Board discussed funding the Mill Brook culvert through a capital outlay warrant article rather than as a capital improvement. After a lengthy discussion of much needed town hall space, the Board agreed to budget \$60,000 in a building maintenance fund to put towards future town hall renovation needs. The Board discussed a complete town hall addition that could be planned towards 2020. The Board agreed to discuss the town hall further at the next meeting.

8:35 p.m. Chief Diamond- PD Cruisers & EOC Grant update-revisions
EOC Grant

Chief Diamond met with the Board to provide an update of the EOC grant construction that is in progress. The sliding glass door at the reception area has been replaced with a solid glass window creating a safer environment for the Police Department staff and saved the town \$2,200.00.

Firing Range

The Board discussed the contract with Stoneciphor and Clark for the Police Department Firing Range. The Board reviewed a copy of the contract to review. The project is expected to begin in August 2016. TA Beaulieu explained that \$15,000 is in the budget for this project, and this line may be over expended in the Police Department budget due to additional unforeseen costs. Chief Diamond explained that there was containment units included in the original quoted \$15,000 contract that the town will not be ordering so this may offset the additional costs associated

MOTION: "To approve the contract with Stoneciphor and Clark in the amount of \$3,640, to include an additional \$1,500 for the XRF Analyzer Rental, \$240 for shipping and handling of the XRF equipment, and \$1,900 for estimated drilling and sampling fees for Eastern Analytical."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

Retirement of Police Cruisers

Chief Diamond discussed the addition of the two new cruisers and this would rotate the two oldest cruisers (2009 Crown Victoria and 2010 Ford Explorer) out of the department fleet.

Chief Diamond presented three options for the board to consider disposing of the old cruisers:

Option 1 – Send to Auction

Option 2 – Advertise for public auction/sealed bid

Option 3 – Send to Chiocca's Automotive to remove and strip and have Chiocca's keep the vehicle in lieu of payment for services to convert the cruisers to civilian vehicles.

The Board discussed the options and costs associated. After discussion the board agreed to move forward with Option 2.

Chief Diamond discussed a plan to keep the 2013 Ford Taurus as a semi-retired cruiser. Chief explained that the cruiser is still in good working order and could alleviate

some of the wear on the new cruisers if it can be used for court, trainings, details, etc. rather than using the new cruisers.

This vehicle would also be primarily the Chief's vehicle for patrol and administration.

Chief Diamond explained that this would not be a vehicle that would be included in the CIP vehicle replacement rotation. Once the vehicle is no longer useful to the Town, it can be retired permanently. After discussion, the Board unanimously agreed that the Police Department should keep the 2013 Taurus and it would not be included in the new vehicle rotation.

Internet needs for the Town Hall/Police Department

TA Beaulieu informed the Board that the Town is researching the best internet options for the town to include installing fiber optic. Certified has suggested installing two DSL internet lines into the town hall to improve service. He is not positive it will fix the problem and the town would have to sign a 36 month contract for services. TA Beaulieu and Chief Diamond are still researching options. TA Beaulieu and Chief Diamond will follow up with Time Warner.

Appointment of Police Officer

MOTION: "To appoint William Melanson as a patrol officer effective July 11, 2016."

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

Motion Passes: 4 - Yes, 0 - No

TOWN ADMINISTRATOR PRESENTS

Credit Card Option

TA Beaulieu explained that the application process for a town credit card requires the use of personal social security numbers. The Board agreed not to move forward with the credit card application.

Zoning Concern

TA Beaulieu received an email from Peter Demarcco at 518 Upper Mad River Road requesting information as to how neighbor received permission to expand his non-conforming business. The Board discussed the email contents. After a length discussion, the Board agreed that there was no indication that the approved ZCA was intended for business use and that they will make changes to the ZCA form to reflect business/ commercial intended use.

Library Agreement

TA Beaulieu informed the Board that the Library Agreement is still pending, as no response has been received from the Library Trustees. TA spoke with C. Piantedosi regarding changes that were made to the Library Agreement. C. Piantedosi is discussing this with D. Gravel. The Selectboard hopes to receive a response from the trustees so that the agreement can be signed.

The Board discussed the large amount of part-time library employees that work less than 20 hours a year. The excessive hiring of part time staff requires a lot of administration work, paperwork, etc. There is concern that having too many part time employees could affect the town's employee benefit rates.

Beautification Committee

Beautification committee needs to complete their town sign project due to the funds being encumbered from 2015. M. Peabody agreed to inform the committee.

Parking Lot Outlet

The Parking lot outlet is installed as requested. The electrical outlet is on a daylight sensor which can be covered up if the outlet needs to be used during daylight hours.

Town Hall Building Repair Update

The trim siding has been replaced. The estimated cost for the exterior painting is \$8,000 and this will commence in the fall.

Upcoming Special Events

D. Mahurin sent a reminder letter to the safety departments regarding the upcoming special events, Pemi Bluegrass Festival and the Boogie and Blues Festival. The Board agreed that the license/permit must be obtained prior to gates opening.

2016 Wage Study

TA Beauieu informed the Board that she received a second quote from MRI for the upcoming wage study. The Board previously interviewed Thornton Associates. TA Beaulieu is more familiar with MRI however is not opposed to trying a different company. The Board agreed that they would like to interview MRI during their August 3, 2016 Selectboard meeting.

SELECTMEN COMMENTS

R Sabourn informed the board that RA John Kubik met with Ralph Bradley to discuss the radius of the turnaround at the end of Dick Bradley Road. R Sabourn will visit the site and obtain some more measurements. R. Sabourn will move the project forward with Attorney Conklin and schedule the recording of documents.

10:06 p.m. Non-Public session pursuant to RSA 91-A: 3, II (a, c)

10:06 P.M. MOTION: "To enter nonpublic session pursuant to RSA 91-A:3, II (a ,c)."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

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

Motion Passes: 4 - Yes, 0 - No

10:45 P.M. MOTION: "To exit non-public session."

Motion:

Seconded:

Discussion: None.

Motion Passes: 4 - Yes, 0 - No

10:47 P.M. MOTION: "To adjourn."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary