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to clerk on 9/16/16

## TOWN OF THORNTON BOARD OF SELECTMEN

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### Board of Selectmen Meeting Minutes August 17, 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, and Selectman John Gaites.

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

**ABSENT:** Selectman Brad Benton

**ACTION FOLDER:**

**MOTION: "To approve the payroll manifest dated 8-19-2016 in the amount of \$26,611.07."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: The Board will ask M. Conn to verify a quarter hour discrepancy in on an employee's timesheet. The Board agreed to approve the manifest as presented.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: John Paul-Hilliard**

**MOTION: "To approve the vendor manifest dated 8-19-2016 in the amount of \$739,429.39."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: John Gaites**

**MOTION: "To approve the BOS public meeting minutes of August 3, 2016 as amended."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**ZCA**

*The Board reviewed two applications for zoning compliance.*

The Board reviewed ZCA #2016-34 submitted by Gregory Sanborn, to construct a single family home 38'x42'. There is an older mobile home on the property to be removed at a later date according to the owner. The owner claimed that the septic plans were approved with the existing old mobile home. Chairman Sabourn explained that this ZCA is for a brand new construction and the septic plans will need to be updated.

The Board agreed that they cannot approve this ZCA until a new septic plan is received and until the vacant mobile home is removed from the property.

**MOTION: "To approve ZCA #2016-35 for PID #9/1-3-07, owner Gary & Lisa Carignan for a 32'x40' single family dwelling."**

Motion: J. Paul Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

## **TOWN ADMINISTRATOR PRESENTS**

### **2013L Deeding**

TA Beaulieu informed the Board that Tax Collector/Administrative Assistant provided the 2013L tax deed list. There are eight properties available for deeding. The Board agreed to have Selectwoman Peabody and Selectman Gaites receive a packet of information and visit the properties to inform the Selectboard of their findings. The Board agreed to inform the Tax Collector that they will visit or review the properties and will make a decision at the August 31, 2016 Selectboard meeting.

### **Audit – 2016 MS535**

The board reviewed the MS 535 created from the 2015 audit.

**MOTION: "To approve 2016 MS-535."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### *Wage Study Update*

There is a mandatory meeting on August 18, at 11:00 a.m. for all town employees to review the wage plan study process with MRI.

### *Painting of Town Hall*

Mr. Enos informed D. Mahurin that he cannot complete the painting of the town hall this fall as intended. The Board asked that D. Mahurin contact other contractors for the job.

### *Supervisors of the Checklist request for Election Process*

TA Beaulieu informed the Board that the Supervisors of the Checklist have submitted concerns to the Town Clerk regarding the removal of the entry table used in past years to check in. They would like the check-in table put back into the set up design for the election process. The table was removed and the Supervisors have been using the town office for efficiency purpose. The Town Clerk has submitted concern with the flow of traffic with using two check in tables. The Board agreed to schedule the moderator on the next agenda to discuss the request.

### *Internet*

Chief Diamond informed TA Beaulieu that there is another option for internet (50/5m) that the Police Department will be trying to increase productivity. There is a 30 day trial that the PD will be using but will need to be canceled within 20 days if they are not satisfied. The Board agreed that the Selectmen's office can stay with the service they have now and if the 50/5m service

proves to be more productive for the Police Department, then this may be an option for the town hall office as well.

*Avitar Associates - Utility*

Avitar will continue to assess utilities, but will charge a fee of \$125 per hour if appeal work is required.

*Second Chance Vest – New Hampton Police Department*

The Board acknowledged a donation offer from the Town of New Hampton for the Thornton Police Department.

**MOTION: “To accept the second chance vest donation from the Town of New Hampton to be used by the Thornton Police Department, at no cost.”**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**AGENDA ITEMS:**

**6:35 p.m. Kevin McGuire, Transfer Station Manager – Proposed TS Addition Funding**

*Present: Kevin McGuire, B. DeLeo CIP*

K. McGuire explained that the addition project has become very expensive. Stuart from Alba Architects provided a quote for the project of approximately \$319,000. The Board discussed the project and the quotes. The board considered the small renovation option that included the bathroom and eating area or moving forward with the much larger renovation to include the enclosure/covering for recyclables. After discussion, the Board agreed to move forward with the larger renovation project and hold off on paving for a few years if needed to reduce the overall cost. K. McGuire will meet with the Towns of Campton and Ellsworth to discuss the project and receive their approval. If approval is not received, the Board would like K. McGuire to discuss other options to meet the immediate needs of the Transfer Station. B. DeLeo asked to have this information as soon as possible for CIP planning purposes.

**CIP Bylaws**

The Board reviewed the updated CIP bylaws presented by B. DeLeo.

**MOTION: “To accept the updated Thornton capital improvement committee bylaws as proposed, original adopted in 2005.”**

Motion: J. Paul Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: M. Peabody**

**7:00 p.m. John Kubik, Road Agent – New F550 – CIP Plan, Additional Hwy Employee**

RA Kubik informed Selectman J. Paul-Hilliard that if the board approves hiring an additional employee and new equipment it is not his intention to potentially reduce the need for hired winter maintenance help at this time. An additional full time person would allow him to move forward with more summer road improvement projects as well as help the department to continue working on projects when another employee is sick or on vacation.

Chairman Sabourn is impressed with the work that is being accomplished by the current highway department and an additional full time position would further enhance the department.

The Board agreed that this position is important and that the Road Agent has proven that he can lead and expand the department and make progress with the town's road needs. The Board agreed to proceed with the approval of the additional F550 being added to the CIP and discussion of a new full time highway department laborer position for the 2017 budget. RA Kubik will include this new full-time position in the 2017 budget and the vehicle is included in the CIP currently.

### **Millbrook Culvert Update**

TA Beaulieu informed the Board that she emailed Engineer T. Ballestero regarding the Board's interest in the \$45,000 option to fix the Millbrook culvert. She informed him that he will need to contact DES to see if this is a viable option for the Town, to research any grant fund available for this kind of work, create a set of drawings for the bid process, create a scope of work for \$45,000 option, and inform the Board of Selectmen of the additional cost from his company for this option. T. Ballestero will be unavailable for a while and will contact the office once he returns to the area.

### **7:15 p.m. FD-Rescue Truck Agency Agreement**

Chief Defosses was able to have the vendor extend the discounted prices for the rescue truck purchase as the Board requested. The Board reviewed changes made by the town's counsel and decided to sign the agreement. The Board agreed to release the check to the Town of Campton for Thornton's portion of the performance bond and the check for the truck vendor.

**MOTION: "To enter and sign the rescue truck agency agreement for the purchase agreement."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **SELECTMEN COMMENTS**

#### *Mr. Lane – Mt. Woodlands Road Driveway Concern*

Selectman J. Paul-Hilliard updated the Board on a concerned citizen form received from William Lane during the last meeting, regarding two ditches cut by the town along his property causing water drainage on his property at 51 Mountain Woodlands Road.

J. Paul-Hilliard informed the board that the concern began after the road was paved in 2005 when the water flow may have been originally changed. He explained that it is not feasible to change the road elevation in this area to assist with the water flowing onto the Lane property. Mr. Lane is frustrated with the water flow onto his property since this has been occurring since 2005. Selectman Paul-Hilliard discussed some ideas to change the flow.

J. Paul-Hilliard made a proposal to keep the town's road clear and to help the resident with this concern. He proposed installing a ditch along the upside of the house, setback away from the road, and line it with stone to help reduce flow toward his drive apron. If the property owner will purchase a driveway culvert, the town may be able to install it upon Mr. Lane signing an entry construction agreement form. The town would maintain the ditch. Mr. Lane would need to maintain the culvert. He also suggested continuing the ditch line created by RA Kubik further downslope to direct the water beyond Mr. Lane's well and allow the water to move through the natural ditch line.

Chairman Sabourn added that a similar conversation was held with Mr. Lane years ago and he was unwilling to install a culvert at that time. J. Paul-Hilliard discussed this with Mr. Lane and has the impression that he may be open to that option now.

J. Paul-Hilliard discussed that some of the trees on the upside of the driveway and some undergrowth would need to be removed to install a berm to assist with the water flow. He is not sure that Mr. Lane is agreeable to the tree removal, but it would be needed to fix the problem. Mr. Lane agreed to consider these options and contact J. Paul-Hilliard.

Chairman Sabourn suggested sending Mr. Lane a letter thanking him for meeting with Selectman Paul-Hilliard and RA Kubik. The town would like Mr. Lane to invest in a culvert for his driveway and the town will invest in the material and time to install the ditch and the culvert. The Board also agreed to ask permission for the town to remove some of the tree buffer and undergrowth on the upside of the driveway to install a berm to assist with the water flow.

RA Kubik will complete the required paperwork to allow entry etc. with the property owner.

#### *EMD Update*

Selectman J. Paul-Hilliard was asked to attend the American Red Cross meeting in regards to the CERT trailer. The trailer has not been registered since 2010. Chief Defosses agreed to register the trailer. Midstate would like to reactivate a CERT team. J. Paul-Hilliard agreed to be involved with the CERT team but is not confident that the town will have volunteers for a CERT team.

J. Paul-Hilliard informed the Board that it was recommended that the trailer be stored under cover. Chief Defosses indicated he might have room to store the trailer in the firehouse and will inform Selectman of his space availability.

Chief Defosses will sign for possession of the trailer and it will be parked at the firehouse in Campton. If it cannot be stored in the firehouse, Selectman J. Paul-Hilliard will most likely request permission for funds to purchase a temporary structure to shelter the trailer.

#### **PUBLIC INPUT**

Sally Davis met with the board to discuss her frustration with the transfer station not accepting catalogues and magazines for recycling at the station. She expressed concern that not all catalogues and magazines have the type of paper that has been designated as non-recyclable. Chairman Sabourn explained that transfer station employees do attend the Northeast Recovery (NRAA) meetings and recommended that S. Davis contact the Transfer Station manager to discuss the recycling of these items.

#### ***Non-Public session pursuant to RSA 91-A: 3, II (a-personnel, b-hiring, c-reputation)***

**8:10 P.M. MOTION: "To enter nonpublic session pursuant to RSA 91-A:3, II (a, b, and c)."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

Roll Call: Roy Sabourn – Yes, John Paul-Hilliard – Yes, Marianne Peabody - Yes,  
John Gaites –Yes

**Motion Passes: 4 - Yes, 0 – No**

**9:28 P.M. MOTION: "To exit non-public session."**

Motion:

Seconded:

Discussion: None.

**Motion Passes: - Yes, 0 - No**

**MOTION: "To accept with great regret the resignation of Chief Rod Diamond as the Thornton Police Chief effective September 30, 2016."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**9:28 P.M. MOTION: "To adjourn."**

Motion:

Seconded:

Discussion: None.

**Motion Passes: – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary