



Approved on: 8/17/16
BOS Initial: [Signature]
Rec'd by Town Clerk on: 8/22/16
Town Clerk Initials: [Signature]

**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
August 3, 2016**

12:13 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, Jessi Fleury, Board Secretary

ACTION FOLDER:

MOTION: "To approve the payroll manifest dated 8-05-2016 in the amount of \$23,489.33."

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

MOTION: "To approve the vendor manifest dated 8-05-2016 in the amount of \$325,211.94."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4– Yes, 0 – No Abstained: R. Sabourn

MOTION: "To approve the BOS public meeting minutes of July 20, 2016 as amended."

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

ZCA
The Board reviewed three applications for zoning compliance.

MOTION: "To approve ZCA #2016–31 for PID #11/1-85, owner Jason Correia for a 20x14 shed."

Motion: B. Benton
Seconded: J. Gaites
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve ZCA #2016-32 for PID #16/5-14, owner Robert Tremblay for a 32'x64' garage."

Motion: B. Benton
Seconded: J. Gaites
Discussion: None.
Motion Passes: 5– Yes, 0 – No

MOTION: "To approve ZCA #2016-33 for PID #12/5-44, owner Dana Roberts for a 16'x20' shed."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the payroll manifest dated 7-08-2016 in the amount of \$35,083.87."

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

MOTION: "To approve the vendor manifest dated 7-08-2016 in the amount of \$101,973.69."

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

MOTION: "To accept a resignation from Zachary Moylan as patrolman effective August 8, 2016."

Motion: J. Paul-Hilliard
Seconded: B. Benton
Discussion: None.
Motion Passes: 5– Yes, 0 – No

MOTION: "To approve an abatement for Richard & Hilda Jane Buffy, PID #10/5-01 in the amount of \$235.00 due to form A-5W – Current Use Land Use Change Tax Collector Warrant being issued to the incorrect PID #10/5-1 rather than PID #10/5-3."

Motion: J. Paul-Hilliard
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve a land use change tax for Jerard Derossier & Carolee Simmons PID #10/5-3 in the amount of \$235.00."

Motion: M. Peabody
Seconded: B. Benton
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve a PA 16, Application for reimbursement to towns and cities for federal and state forest land for 2016."

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To appoint John Paul-Hilliard as the emergency management director."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No Abstained: J. Paul Hilliard

MOTION: "To appoint Sandy Moulton as the emergency management deputy director."

Motion: M. Peabody

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

TOWN ADMINISTRATOR PRESENTS

Election Process

B. Rose, Town Clerk submitted recommendations for rerouting election traffic within the town hall. The Board discussed her suggestions. She would also like the use of the Selectmen's Business Office as allowed during the previous election to make the process smoother. The Board discussed having to close the office again for the election. The Selectboard agreed that the Business office will be closed for September 13, 2016.

The Board discussed installing double glass doors in place of the single door accessing the meeting room. This would help with the flow of election traffic. The Board recommended some contacts that may be interested in this small job. TA Beaulieu will follow up with their request.

Pending Deed list

TA Beaulieu informed the Board that a pending deed list was submitted by Desiree Mahurin for tax liens imposed on June 2, 2014 for tax year 2013. If no redemption is made by August 16, 2016 then a tax deed will be issued to the Town. The expected deeding date won't occur until after August 18. The Board reviewed the list.

AGENDA ITEMS:

1:38 p.m. Library Agreement

Present: Carolyn Piantedosi, Nina Sergeant

R. Sabourn read a letter dated July 26, 2016 from D. Gravel offering the Library Trustee's apology for the agreement renewal process. C. Piantedosi explained the only proposed changes made by the trustees was to the insurance that would allow the Library property to be replaced by insurance funds in the event that there is fire or water damage in the Library. Other changes were made by the SAU.

After discussion, the Board agreed to sign the updated Library Agreement with the amendment to move item E located under the Library responsibility to #3 underneath the town obligations. The trustees will make the changes and the Board will sign the agreement once they receive it.

TA Beaulieu discussed the large number of library employees. She further explained that many of these substitute employees work very minimal hours but would need to be included in the

total number of town staff which could affect the participation requirement for employee insurance. N. Sergeant explained the difficulty in finding substitutes that are available year round and this is why so many substitutes have been hired by the Library. The trustees will review the employee list and delete some of the substitutes that are no longer available for library coverage. TA Beaulieu also requested that the Trustees forward notification in writing to the Selectmen's Office when employees are hired or fired so that she can keep the accounting records up to date.

1:45 p.m. Formally Adopt the Hazard Mitigation Plan Update 2016

The Board reviewed the hazard mitigation plan update.

MOTION: "To adopt the 2016 Hazard Mitigation Plan update."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

2:00 p.m. Admin. Asst. ZCA process, forms, and fees recommendations

Present: Desiree Mahurin

D. Mahurin met with the Board to discuss the ZCA process. She suggested redesigning the application to make it more user friendly. She is looking into the fee schedule to create a more explicit process. Surrounding town fees were compared and discussed. The Board agreed that the current \$50.00 flat fee does not cover town expenses for assessment changes. D. Mahurin explained that after speaking with the town's assessing firm, she was informed that exceptions to ZCA permit fees should not be made, and that fees should be required consistently. R. Sabourn discussed implementing a \$25-\$50-\$100 sliding fee scale for zoning applications. The Board discussed implementing a penalty fine for those that do not submit zoning compliance applications.

The Board agreed to think about the fee schedule and the application changes and discuss it during a future meeting.

2:15 p.m. Fire Department – Updates & CIP request

Present: Chief Defosses, Bill Deleo

Chief Defosses submitted his quarter 2 department update. The quarter 1 department report was not previously submitted. The completion of duties was discussed during the Fire Commissioner meeting to prevent duties from falling through the cracks. Chief Defosses discussed the quarter 1 and quarter 2 write off amounts. Discussion continued on collecting ambulance fees from those that have passed away. R. Sabourn suggested that Comstar, the ambulance billing company, forward ambulance bills to the executor of the estate for those that have passed along. TA Beaulieu questioned the level of collections that are being pursued by Comstar. Chief Defosses agreed to look into both of these suggestions.

Chief Defosses did not submit an expected change for the current CIP. Other changes agreed upon previously were discussed. Chief Defosses was informed that he has to submit three change forms for 2018 expenditures for the Command Vehicle and Ambulance.

B. Deleo confirmed that the Fire Department renovations have been reduced to \$25,000 in 2022. Chief Defosses discussed the needs of the building and agree that the reduced amount should be sufficient for any future needs. The only item that is in need of repair would be the

lights at the station to be upgraded from the T12 lighting that is there now. TA Beaulieu will have the electrician give a quote for this update.

The Board discussed implementing an inflation factor within the CIP. D. Deleo asked for some assistance in the inflation process. Chief Defosses will provide some updated prices for fire department expenses.

2:30 p.m. FD- Rescue Truck Contract

Chief Defosses discussed the Rescue truck contract. Chief Defosses received an email from the vendor, stating that the Town of Thornton would pay the vendor (E1), the funds would go directly into an escrow account that is protected by a performance bond and will not be released to E1 until the Chief approves that the truck is in good working order and delivered as expected. R. Sabourn suggested that Chief Defosses receive this information on company letterhead from E1 before the Selectboard signs approval of the contract. Chairman Sabourn had TA Beaulieu contact the Town of Campton to discuss the payment bond that was established by the Town of Campton. The Town Administrator in Campton did confirm that the payment bond in place through Campton will cover the cash funds contributed from the Town of Thornton for the rescue truck. The cost of the payment bond will be shared by Thornton at their 40% contribution.

The Board discussed whether the department head or the governing body should be signing the contract for the truck on behalf of the town. TA Beaulieu explained that it is not customary for the department heads to sign contracts and these should be signed by either the Selectboards or the Fire Commissioners. The Commissioners should acknowledge approval of funds from the town's Selectboards during a public meeting and then vote to approve and sign the contract.

TA Beaulieu explained that typically the towns in an Intergovernmental Agreement will both partake in leasing of capital expenses. Since Thornton is paying cash for the truck and Campton is leasing, and the way that the Intergovernmental agreement is drafted, the agreement doesn't allow for the Town of Campton to sign for financial commitments. There are two options available for the Town's to move forward. Chief Defosses explained that traditionally the two towns would be co-signing the finance of the loan, but since Thornton is paying with cash the finance company suggested that the Town of Thornton finance the truck and bill the Town of Campton yearly for their share. The second choice is obtaining an agreement from the Fire Department attorney that authorizes the fire department a one-time authorization to purchase this rescue truck. TA Beaulieu recommends the second choice, and to have the town's attorney review the document once it is received.

The Board discussed that the contract to purchase the truck is time sensitive and some administrative obstacles are in place. Chief Defosses will contact the vendor and see what can be done to extend the purchasing deadline to keep credits intact.

Chief Defosses has requested that the funds be removed from the Fire Department capital reserve fund to pay E1

MOTION: "To approve a request to release the funds from fire and rescue vehicle and major maintenance capital reserve account in the total amount of \$182,509.60."

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To amend the Special Event License Permit for the Pemi-Blue Grass Festival to allow the fire chief to inspect the property sooner than 6:00 p.m. due to a conflict in schedule."

Motion: J. Gaites
Seconded: J. Paul-Hilliard
Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Abstained: B. Benton

3:40 p.m. Highway Dept. – CIP request

Present: Road Agent John Kubik

RA Kubik explained that his proposed CIP changes would include updating the cost of the 2017 and 2020 F550 replacement purchases to \$80,000. RA Kubik proposed adding a new truck to the highway fleet in 2018. A new purchase of a truck would coincide with his intention to add another full time person to the department in 2018. RA Kubik agrees that the department is at the point where another full time employee would be sufficient for the work load and to continue to improve the towns infrastructure. The Board agreed to schedule this discussion for another Selectmen agenda.

Selectman Benton voiced concern that adding another full time employee would eliminate the need for plowing subcontractors. RA Kubik disagreed and stated that adding a full timer would not phase out the need for plowing subcontractors. He explained that his decision to expand the department was not based on winter plowing and sanding, but more for a need all year round for town road work. The Board will discuss this further at a meeting prior to November. B. DeLeo would like to be invited to this meeting. The Board and RA Kubik agreed to remove the salt shed from the CIP as there is not a short term need in place at this time. RA Kubik will need to submit a removal form.

Selectman Paul-Hilliard asked RA Kubik to be mindful in leaving machinery parked for weeks at one spot and suggested that equipment be returned to the town shed at the completion of a project. RA Kubik agreed.

J. Paul-Hilliard submitted a request to install horse caution signs on Millbrook Road due to increase in livestock and the newly paved road. The Kimball farm has more livestock and others in the area as well. J. Paul-Hilliard explained that installing cautionary signs in this area would be proactive. The Board agreed to purchase and install the signs.

Concern Citizen Issue

TA Beaulieu received a concerned citizen form from John Herlihy regarding a growing encroachment from his neighbor and on the right of way. RA Kubik explained that he was ditching in that area last week, and noticed that the dirt driveway of 118 Holland Trail might be washing into the road. Kubik agreed to visit the property and gather more information.

TA Beaulieu received a concerned citizen form from William Lane, regarding two ditches cut by the town along his property causing water drainage on his property at 51 Mountain Woodlands Road. RA Kubik explained that the town has ditched the road and the water that is being diverted needs to go either under or over Mr. Lane's driveway. R. Sabourn suggested J. Paul-Hilliard and J. Kubik visit the property to see what should be done.

NH Mutual Aid Program

The Board discussed the NH Mutual Aid Program and agreed that the town Road Agent should be designated as a representative of the town to act of their behalf.

MOTION: "To make RA Kubik the towns authorized representative to act on the towns behalf for NH Mutual Aid Program."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

4:10 p.m. MRI - Wage Study Proposal

Present: Carol Granfield, MRI

C. Granfield met with the Board to discuss the wage survey proposal from MRI. She explained the process and that the quote is based on 25 positions. TA Beaulieu explained that the amount of positions may change. C. Granfield explained the process and the items included in the proposal. The Board thanked her for attending and will be in touch with their decision.

The board continued to discuss the proposal. TA Beaulieu supports moving forward with MRI due to the familiarity with the wage plan layout as well as a clearer explanation as to services offered. The Board agreed to move forward with MRI's proposal. TA Beaulieu will contact Carol Granfield to inform her of their decision.

4:38 p.m. Transfer Station Dept. - CIP request

Present: Kevin McGuire, Transfer Station Manager

K. McGuire discussed adding a skid steer with an estimated cost of \$59,250 to the CIP.

The Board discussed the Transfer station building renovations and agreed that this project is the highest priority over other pending building projects already located in the CIP. Selectwoman Peabody insisted that the Transfer Station be completed before other building projects.

The Board discussed that Campton has funds available to assist in the renovations, but the intergovernmental agreement does not obligate Campton to do so. If Campton decides not to participate, Thornton would have to revise the renovation to allow for bathrooms and a breakroom.

4:50 p.m. BOS & TA Dept. – CIP request

The board discussed the need to expand the Town Hall Office Building. The concerns of election processes as well as staff space needs, and storage needs were discussed. R. Sabourn suggested putting funds in the capital improvement plan towards the building addition to lower the amount of funds that would need to be bonded. After discussion, the Board agreed to plan the town hall addition in the 2026 CIP to raise \$500,000 to go towards the expected \$1,000,000 needed for the expansion. Funds that are not raised through the CIP will need to be bonded. In the Interim, the Board agreed that immediate office space relief is needed. The Board agreed to designate \$60,000 in CIP funds for the renovation of a portion of the Police Department area and the town hall hallway with some improvements to the Selectmen's Business Office service window area. The renovation will include moving the Town Clerk/Tax Collector to the opposite side of the hallway to utilize space in the Business Office for current staff and records.

5:00 p.m. Millbrook Culvert Assessment Study

TA Beaulieu discussed the options to repair the Millbrook Culvert issues received from Tom Ballestero. The Board discussed the different options and the benefits and downfalls for different options. After extensive discussion the board unanimously agreed to move forward with the \$45,000 estimate to raise the right bank levee and add three 4' diameter floodplain culverts that should include a set of drawings for an RFP to go out to bid, state permitting,

finalize the plans. The Board questioned if the estimate includes hiring an outside contractor to do the work and discussed having the highway department complete some work to lower the project cost. TA Beaulieu will contact T. Ballestero to receive a scope of work for the \$45,000 option and to see what the cost will be to have the highway department do the work. The Board agreed to use \$50,000 from the capital outlay and not include the \$50,000 in the CIP for this project. This would adjust the amount for the CIP to \$220,000 for next year.

5:15 p.m. Police Dept. – CIP Request

Present: Chief Rod Diamond

Chief Diamond informed the Board that the only CIP request for his department is to add \$42,000 to the reserves for the scheduled replacement of cruiser #3.

SELECTMEN COMMENTS

Selectwoman Peabody informed the Board that the "Welcome to Thornton" signs are in the shipping process.

R. Sabourn amended the proposed easement description for the turnaround at the end of Dick Bradley road. Attorney Conklin is drafting the final easement for recording and will contact Tammie with any questions concerning the town.

5:26 p.m. Non-Public session pursuant to RSA 91-A: 3, II (a)

5:26 P.M. MOTION: "To enter nonpublic session pursuant to RSA 91-A:3, II (a)."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

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

Motion Passes: 5 - Yes, 0 - No

6:31 P.M. MOTION: "To exit non-public session."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 - Yes, 0 - No

6:31 P.M. MOTION: "To adjourn."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,



Jessi Fleury
Board Secretary