



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
March 1, 2017**

5:05 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, Selectman John Paul-Hilliard, and Selectman John Gaites.

STAFF PRESENT: Tammie Beaulieu, Town Administrator

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

5:05 P.M. MOTION: "To enter nonpublic session pursuant to RSA 91-A:3, II (b and c)."

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

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

Motion Passes: 5 - Yes, 0 - No

6:04 P.M. MOTION: "To exit non-public session."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 - Yes, 0 - No

MOTION: "To make a conditional offer of employment for Police Chief Candidate #1."

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Approved on: 3/15/17
BOS Initial: JKS
Rec'd by Town Clerk on: 3/20/17
Town Clerk Initials: ABP

to TC 3/15/17

MOTION: "To hire Candidate #3, Matthew Yao, as a full time patrol officer with the Police Department, at Labor grade 8 step 3 \$18.01 per hour. At the end of the 12 month probationary period the wages would increase to Labor Grade 8 Step 4 at \$18.46 per hour with written recommendation from the Police Chief. The effective start date is March 15, 2017 or after. "

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To further approve that Mike French, Interim Police Chief from MRI is granted permission to finish the required hiring paperwork that has been started with Mr. Yao."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Action Items:

MOTION: "To approve the vendor manifest dated 2-17-2017 in the amount of \$508,281.09."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

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

MOTION: "To approve the payroll manifest dated 2-17-2017 in the amount of \$20,143.84."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

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

Planning Update/ZCA Applications:

The Board reviewed ZCA applications.

MOTION: "To approve ZCA #2017- 03 for PID #17/17-16 on Holland Trail for Kevin and Debora Dorsey for a new single family home with a deck."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve ZCA #2017- 04 PID #11/5W for Lakes Region Water Company to renovate an underground pump station to above ground."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

R. Sabourn informed the Board that B. Regan provided copies of the Planning Board Minutes and Notice of Decisions in the folder for the Board to review.

Town Administrator Presents:

Town Report Dedication

The dedication for Dennis Day has been prepared as requested by the Board. TA Beaulieu handed the plaque to the Chairman for delivery to Dennis Day.

Election Attendance

TA spoke with Brian Bomano and was informed that NH Constitution Article 32 requires the Selectmen to be present during the entire election and to check work completed by the moderator. The attorney general's office requires a quorum of the selectboard during elections, which would require attendance of at least three selectmen.

She also asked if this requirement is consistent for town meeting elections as well. She was informed that attendance at town meeting elections are at the discretion of the Board. The Board agreed to have a quorum during the town meeting elections to provide consistency. The Board agreed on a schedule of attendance for the March 14 town meeting election.

Court Update

TA Beaulieu informed the Board that the Maher Mahmoud Ahmed Mohamed court case hearing was postponed from yesterday and moved to Friday, March 24, at 1:30p.m..

Ballot Clerk

TA Informed the board that an email was received from B. Rose, Town Clerk informing the Board that she has arranged two ballot clerks for the town meeting election. She asked if the board would allow the ballot clerks to work the entire shift or if they prefer to have the clerks split their shift. After discussion, the Board agreed that the ballot clerks could work the entire shift during town meeting elections as suggested by the Town Clerk.

Permanent Part time employee holiday benefits

TA Beaulieu discussed the request from the Town Clerk to receive holiday benefits as a permanent part time employee. Discussion was held during a previous meeting on whether to change the current policy to allow holiday pay for permanent part time employees whose work schedule falls on a town observed holiday. This list would be reviewed annually. The Board had agreed to postpone the discussion until a full board was present since this would be a policy change. The Board further discussed the policy. R. Sabourn agreed with TA Bethe Town Administrator suggestion to pay half a day for part-timers whose typical work schedule falls on a town observed holiday. B. Benton disagreed that part timers should receive holiday benefits. After discussion, the Board agreed to pay half a day for part-timers whose work schedule falls on a town observed holiday and department supervisors must approve part time work schedules annually.

MOTION: "To approve the vendor manifest dated 3-3-2017 in the amount of \$33,915.02."

Motion: B. Benton
Seconded: J. Paul-Hilliard
Discussion: None.

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

MOTION: "To approve the payroll manifest dated 3-3-2017 in the amount of \$20,402.56."

Motion: J. Gaites
Seconded: B. Benton
Discussion: None.

**Motion Passes: 3 – Yes, 0 – No
Abstained: J. Paul-Hilliard and R. Sabourn**

Plymouth High School Renovations

M. Johnson dropped off packets regarding the proposed career and technical center renovations at Plymouth Regional High School. B. Regan informed the Board that the renovations would increase the Thornton school tax rate by 16 cents. This increase will be included on the school warrant.

Administrative Assistant Vacation Request

TA Beaulieu informed the Board that M. Conn had submitted three weeks of vacation time as approved by the Board for D. Mahurin. D. Mahurin explained that the Board agreed to continue her vacation time from the date she was originally hired when they met with her previously to discuss her promotion to Administrative Assistant. The Board agreed that this was accurate.

Action Folder

TA Beaulieu informed the Board that Kevin Boyce wanted to give a \$20 donation to the Police retirement fund in appreciation for services provided by Corporal Gilman. The Board agreed that the Police retirement fund is funded through the State and not the Town. The Board agreed to send Mr. Boyce a letter thanking him for his offer but that it would not be appropriate to accept monetary funds for services provided.

True Lane Paving

TA Beaulieu informed the Board that Mr. Freeman presented a concern that True Lane has not been paved as expected. This was a planning board project and there was a letter of credit allowing \$8,000 to be forwarded to the town if the paving had not been completed. A letter was drafted for the Board to sign requesting the bank to honor the letter of credit since the road has not been paved as agreed. The Board signed the letter.

MOTION: "To sign the letter to the bank and to complete research and actions necessary until resolve of this question as submitted by Mr. Freeman."

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Buildings on Land of Another

TA Beaulieu informed the Board that annual letters were drafted per RSA 75:3 for properties that have buildings located on land owned by another. The Board reviewed the list of properties.

MOTION: "To sign the letters drafted to owners of land with buildings owned by another pursuant to RSA 75:3 to include the Downing Trust, Robert Sylvester, Vincent Lavasseur, Gloria Kimball, Dirt Designs, Alfred and Donna O'Hare, Claire O'Hare, and John Manicks."

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

RSA 72:7-d Exemption of Recreational Vehicles

TA Beaulieu informed the Board that annual letters were drafted by the assessing department to Thornton campground owners, Bradford Benton and Helen Steele, George Perry Jr., Gerald and Laura Warren, and White Mountain National Forest.

MOTION: "To sign the letters drafted to Thornton campground owners of land with buildings owned by another pursuant to RSA 72:7-d to include Bradford Benton and Helen Steele, George Perry Jr., Gerald and Laura Warren, and White Mountain National Forest."

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Department of Revenue

TA Beaulieu informed the Board that NHDRA submitted the EQR for the year and the Median is at 100.9 for the 2016 tax year.

NHDOT Fuel Distribution User Agreement

RA Kubik submitted the NHDOT Fuel Distribution User Agreement for signature of the Selectboard. Chairman Sabourn signed the agreement.

Intent to Excavate

MOTION: "To approve a Notice of Intent to Excavate for PID #1717-20 on Route 49, owners Sunset Rock LLC, property taxes are current."

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Appointments

The Board reviewed appointment recommendations.

MOTION: "To appoint Sky Bartlett to the Zoning Board of Adjustment as a regular member until March 2020."

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Joseph Monty has submitted a letter of request for appointment to the CIP committee. The Planning Board and the CIP welcomes this appointment. The Board agreed to have the appointment drafted for signature.

MOTION: "To appoint Joseph Monty to the CIP committee until rescinded."

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Selectmen Comments

R. Sabourn informed the Board that he plans to discuss the engineering options for the Millbrook culvert with RA Kubik.

R. Sabourn informed the Board that S. MacIntosh has researched the old town records, including road layouts, perambulation records, discontinuance, etc. She re-transcribed some old records and would be happy to provide additional old town records to the town to be transcribed and referenced by the town. R. Sabourn suggested that a disclaimer be included that the accuracy has not been verified due to the nature and complexity of reading the old scripts. The Board agreed to accept the records and perhaps a part time employee can continue transcribing the scripts in the future.

7:07 P.M. MOTION: "To adjourn."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary