



Approved on: 4 10 19
BOS Initial: Beo
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Town Clerk Initials: djm

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 27, 2019

ROLL CALL: Chairman Roy Sabourn, Selectwoman Marianne Peabody, Selectman Brad Benton, Selectman Jack Gaites and Selectman Joseph M. Monti.

STAFF PRESENT: Town Administrator (TA) Debra Shepard

Agenda Items: (no public input unless approved by the Chairman)

12:00 P.M. Chairman Sabourn opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:

MOTION: "To approve the vendor manifest for March 29, 2019 in the amount of \$76,436.47."

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

MOTION: "To approve the payroll manifest for March 29, 2019 in the amount of \$40,815.93."

Motion: M. Peabody
Seconded: B. Benton
Discussion: None.
Motion Passes: 3 – Yes, 0 – No
Abstained: R. Sabourn and J. Monti

MOTION: "To accept meeting minutes of March 13, 2019 as revised."

Motion: B. Benton
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No Abstained: J. Monti

MOTION: "To accept non-public meeting minutes of March 13, 2019 as presented."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

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

ZCA

The Board reviewed the ZCA file.

MOTION: "To approve ZCA #2019-04 for PID# 12/7-32 for Peterson, 47 Rocky Hill Road, to construct a new out building and shed."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve ZCA #2019-05 for PID# 10/5-8-02 for Sean and Clifford MacDonald, 2285 NH Route 175, to build a new deck under existing roof with a portion screened in."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

TA Presents:

Capital Reserve Request Assessing

TA Shepard stated that this will be a request that is made monthly during the revaluation process.

MOTION: "To approve a request for funds from the Trustee of Trust Funds in the amount of \$7,285 for the monthly revaluation fee for Avitar."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

F550 Purchase – Highway Department

TA Shepard informed the Board that RA Kubik is ready to place bids and to move forward with the purchase of the new Ford F-550 for the Highway Department.

MOTION: "To approve a waiver of the advertisement process of the procurement policy to allow RA Kubik to purchase the new F550."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Covered Bridge Road Berm Update

TA Shepard submitted for approval of the board Change Order #3 from Daniels Construction which includes the now approved Berm Project. Daniels has contacted RA Kubik and would like to begin the project now, however, the seasonal road bans have been in place and RA Kubik is not in favor of this project starting until the road bans are released by him. It is anticipated that the road ban could be released near the end of April beginning of May. The Board is in agreement with RA Kubik's recommendations that this project be placed on hold until the road ban is released. TA Shepard will inform HEB of this decision.

MOTION: "To approve change order #3 to include the Berm Project"

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Complaint

TA Shepard informed the Board that a resident came into town hall with a receipt for a new tire. He said he received a flat after visiting the Transfer Station and that the flat must have come from the TS. TA Shepard asked the resident if the tire went flat at the TS and he said no, "but the nail must have come from transfer station". TA Shepard stated that she would bring it to the Board's attention but did inform him that it is unlikely that the Town will reimburse this cost. The Board did not feel it was the town's responsibility to pay for a flat tire and TA Shepard will send a letter to this Campton resident denying his request for reimbursement.

Health Insurance Rate Increase

Health Trust has provided the final rates for health insurance. Originally, they had estimated a rate increase for health insurance of 14.6% and that amount is in the budget. The final cost came in at an 11.3% increase. Chairman Sabourn signed the acceptance form.

Annual Facility Reports

TA Shepard received two annual facility reports for the Transfer Station. One report is completed by Kevin McGuire and the other report is completed by Emory and Garrett. Chairman Sabourn signed both reports. TA Shepard will send them to Emory and Garrett and to the State of NH DES.

MS9 & MS10

TA Shepard informed the Board that the Trustee of Trust Funds have completed the MS-9 form and she has filed it with the NH Department of Revenue Administration.

The Town of Thornton is not required to complete the MS-10 form as the Town does not borrow any funds. Michelle Clark of NHDRA asked that the MS10 be signed by the BOS and returned with a statement that the Town of Thornton is not required to complete the financial information on the MS-10 as the town does not borrow any funds. TA Shepard did as instructed by NHDRA and the form has been submitted.

MS-232

TA Shepard has prepared the MS-232 and filed it with NHDRA prior the deadline. The board signed the form after town meeting. TA Shepard requested a motion for the record.

MOTION: "To approve and submit the MS 232."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Abstained: J. Monti

NHDES Dam Information

TA Shepard provided information to the Board Members received from NHDES regarding the dams in town (Sugar Run Pond Dam, Millbrook Fire Pond, Millbrook Retention Pond, and Landfill detention pond). Chairman Sabourn will review the information and let the Board know if there is more discussion or action needed.

Highway Department Paving Bid Process

TA Shepard informed the Board that RA Kubik has begun the 2019 paving bid process. The Board will open the paving bids on April 24, 2019 during their regular meeting.

Zoning Board Discussion

TA Shepard contacted town council to determine if there was a conflict of interest to have Joseph Monti, Board of Selectmen member also serve as a member of the Zoning Board. Town Council advised that he can serve on both boards, but if there were an appeal of a BOS decision to the ZBA, then Mr. Monti would have to recuse himself as a ZBA member.

TA Shepard stated that Joan Marshall has declined her appointment to the ZBA. The ZBA currently only has two members and needs 5 members to establish a quorum. Everyone was asked to pass the word that members are needed for the ZBA. TA Shepard said she would have a notice posted on the town's website and Facebook page.

MOTION: "To regretfully accept the resignation from Joan Marshall from the Zoning Board of Adjustments effective immediately."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Fire Department Vehicle Incident

Chief Defosses informed TA Shepard that the new fire pickup truck had a minor accident. There were no injuries. The estimate for repair is \$600.

Fee Schedule Public Hearing

AA Mahurin created a draft of the proposed changes for the fee schedule public hearing on April 10, 2019 at 7:00 p.m. TA Shepard provided copies for the Board to review before the final hearing on April 10th.

Intent to Cut

MOTION: "To approve an Intent to Cut for PID#11/L1-31 with a condition that the Intent to Cut is not started until the road ban is removed."

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

Motion Passes: 5 – Yes, 0 – No

Transfer Station Permit Enforcement

TA Shepard informed the board that she will be working with Steve and Kevin of the Transfer Station to find solutions on how to better enforce the dump sticker system. One of the problems the TS has with dump stickers is when people stay in condominiums for short periods of time and they have no dump sticker. The goal is to start enforcing the requirement of dump stickers as of July 1, 2019. Steve Chiocca suggested that rental units have a laminated permit that is available for the renter and can be used to prove they are allowed to use the transfer station. . The Board agreed this would be a good process to improve and are supportive of the enforcement of dump stickers as of July 1st.

Agenda Items: (no public input unless approved by the Chairman)

1:00 Non-public pursuant to RSA 91-A: 3, II (c-reputation and e-litigation)

1:08 p.m. MOTION: "To enter into non-public session under RSA 91-A: 3, II (c, e) reputation)"

Motion: J. Gaites
Seconded: M. Peabody
Discussion: None.
Roll Call: Roy Sabourn – Yes, Marianne Peabody – Yes, Jack Gaites – Yes, Brad Benton – Yes, Joseph Monti - Yes.

Motion Passes: 5 – Yes, 0 – No

1:57 p.m. MOTION: "To exit nonpublic session."

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

Motion Passes: 4 – Yes, 0 – No

1:57 p.m. Board nominations; Chair, Vice-Chair, PLBD ex-officio, Beautification Comm.

MOTION: "To nominate Brad Benton as the Chairman of the Board of Selectmen."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Abstained: B. Benton

MOTION: "To nominate Roy Sabourn as the Vice-Chairman of the Board of Selectmen."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Abstained: R. Sabourn

MOTION: "To nominate Roy Sabourn as the Planning Board ex-officio."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Abstained: R. Sabourn

MOTION: "To nominate Marianne Peabody to the Beautification Committee."

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Abstained: M. Peabody

MOTION: "To nominate Roy Sabourn as the Code Compliance Contact."

Motion: B. Benton

Seconded: M. Peabody

Discussion: Brad Benton indicated he wanted to assist Roy

Motion Passes: 4 – Yes, 0 – No

Abstained: R. Sabourn

2:00 Events Committee - Discover Thornton

Present: Debbie Duffy and Judy Gutry

Members of the events committee met with the board to discuss some ideas relative to a "Discover Thornton" event. The intent of the event is to discover Thornton by car and is tentatively scheduled for May 18, 2019. This would be an event for all ages. The event is still in the planning phases. The committee members discussed different ideas to make the event festive and welcoming for all. The possibility of making this a fundraiser was also discussed. D. Duffy would like this to become an annual event. The Police Chief has offered support for this event as well.

The Board also discussed a "Welcome to Thornton" package that would be available to new residents.

The Board also thanked the committee for their work and volunteer services during town meeting.

2:30 Police Dept. Grants—MDT, DUI, Distracted Driving, STEP, Nat./State Mobilization

Chief Miller updated the Board on the police activity in town.

Chief Miller met with the Board to discuss the Highway Safety Grants that are due April 18th, 2019, which include the following grants: MDT, DUI, Distracted Driving, STEP and National and State Mobilization. He asked the Board for approval to apply for these grants.

J. Monti asked if there are any federal grants available. Chief Miller stated that these are all Federal Grants administered through the State of NH. Chief Miller is also looking for approval to apply for the annual USDA Forest Service Grant.. Chief Miller stated that although he is applying for all of these grants, he may not receive all of them. I.

MOTION: "To allow Chief Miller to apply for the following grants: MDT, DUI, Distracted Driver, STEP, National and State Mobilization and the USDA Forest Service Grant.

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

Motion Passes: 5 – Yes, 0 – No

Chief Miller updated the Board on his discussions with the State relative to placing a gazebo at near town hall on State of NH property. He reported that he has been conversing with Philip Miles at NHDOT and he provided a copy of an email from Mr. Miles at NHDOT with the options available to the Town relative to the use of this state owned land. The Board will review these options for discussion at a later date.

3:00 Annual Investment, Fund Balance and Procurement Policy 2019

TA Shepard stated that the Annual Investment, Fund Balance and Procurement Policy are annual policies that the Selectboard approves each year. The only changes made are relative to the current dates. TA Shepard will provide a binder of policies and procedures for J. Monti.

MOTION: "To approve the 2019 Annual Investment Policy as submitted."

Motion: J. Monti
Seconded: M. Peabody
Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the 2019 Fund Balance Policy as submitted."

Motion: J. Monti

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the 2019 Procurement Policy as submitted."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

SELECTMEN'S COMMENTS

B. Benton requested that R. Sabourn continue with the Weeping Birches project and assist him as the Chairman during the discussions.

R. Sabourn stated that he had a concern previously regarding Waterville Estates. The concern was that the owners at the beginning of the road might own to the middle of the road. R. Sabourn researched this issue, and he is convinced that this is a non-issue.

The Board discussed having R. Sabourn reach out to John March. R. Sabourn agreed that he would work with TA Shepard to draft a letter to J. March relative to the concerns the town has with the Weeping Birches project in hopes of resolving some of the mapping concerns.

R. Sabourn stated that last Sunday he walked around the inner limits of the Pine Grove Cemetery. He stated that there are 3 or 4 small trees that are mostly dead and should be removed by the Cemetery Trustees.. There are a dozen or so pine trees that are hazardous and should be professionally removed to avoid damage to grave stones. R. Sabourn suggested contacting Phyllis Holbrook to discuss if there are any funds available in the Cemetery Budget to have these trees removed. R. Sabourn also suggested that the Town might have contingency funds available to assist with the cost. After discussion, TA Shepard will research the possibilities of removing the trees on private property and what funding is available. R. Sabourn suggested meeting with the Cemetery Trustees and perhaps the Trustees could discuss receiving permission to remove the trees with the landowners.

3:27 p.m. MOTION: "To adjourn."

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary