



Approved on: 4/11/18
BOS Initial: MS
Rec'd by Town Clerk on: 4/12/18
Town Clerk Initials: RR

**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 14, 2018**

to TC 4/12/18

ROLL CALL: Vice Chairwoman Marianne Peabody, Selectman Roy Sabourn, and Selectman John Gaites.

STAFF PRESENT: Town Administrator (TA) Debra Shepard

ABSENT: Chairman Paul-Hilliard and Selectman Brad Benton

5:00 P.M. Vice-Chairwoman Peabody opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:

ACTION FOLDER

MOTION: "To approve the payroll manifest dated 3/16/2018 in the amount of \$25,744.91"

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the vendor manifest dated 3/16/18 in the amount of \$351,943.27."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Minutes

MOTION: "To approve Board of Selectmen meeting minutes of February 14, 2018 as amended."

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve Board of Selectmen meeting minutes of February 19, 2018 as amended."

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve Board of Selectmen meeting minutes of February 28, 2018 as amended."

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve Board of Selectmen non-public meeting minutes of February 28, 2018 as submitted."

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

ZCA Review

MOTION: "To approve the following ZCA's all located at Sunrise on Lafayette Road: ZCA #2018-01 Unit 1, ZCA #2018-02 Unit 2, ZCA #2018-13 Unit 3, ZCA #2018-04 Unit 4, ZCA #2018-5 Unit 5, ZCA #2018-06 Unit 6, ZCA #2018-07 Unit 7, and ZCA #2018-08 Unit 8."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve an extension to ZCA #2016-28 until 7/20/19. Dick Provost (PID #18/3-1) has asked for an extension of the ZCA that was approved on 7-20-2016 for new construction of a single family home."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: R. Sabourn discussed the extension process with D. Mahurin previously. There is no current policy regarding the assessment of fees for extensions. The application does allow for an extension request after a two-year period. R. Sabourn suggested that a one-year extension could be permitted since other permits such as septic and shoreland permits could expire if an extension was granted for longer than one year. The Board discussed an appropriate fee for an extension request. The Board agreed to include a \$50.00 fee for a ZCA extension for a one-year period. The Board also agreed to implement this fee at their next fee schedule public hearing. R. Sabourn will work with D. Mahurin to draft a policy for extensions.

Motion Passes: 3 – Yes, 0 – No

TA Presents:

Average Stumpage Value List

MOTION: "To approve the use of the MBF median for the average stumpage values for the time period of February 1, 2017 through March 31, 2018."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

HEB - Engineering Invoice

TA Shepard stated that HEB is requesting payment for an invoice in the amount of \$6,322.25 for final plan revisions.

MOTION: "To approve payment in the amount of \$6,322.25 for HEB Engineering."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Consulting Agreement

TA Shepard stated that the previous TA is performing consulting work for the Board in regards to end of town meeting business and to assist with the 2017 audit process. The Board reviewed the agreement.

MOTION: "To approve the consulting agreement between the Town of Thornton and Tammie Beaulieu for assistance as presented."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Notice from Mitchell Municipal Group

TA Shepard stated that Jae Whitelaw is retiring. A reception will be held March 29, 2018 in Laconia NH. The Board agreed to send a card wishing her well.

Lakes Region Compute Contracts

TA Shepard presented computer contracts as discussed previously for the town hall and the police department.

MOTION: "To approve the managed services proposal from Lakes Region Computer Contracts for the town hall and the police department as presented."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Request from Mary Conn

TA Shepard presented a request from the bookkeeper for funds from the Trustee of Trust Funds for town hall renovation to pay an invoice from Bob Dumont.

MOTION: "To request funds from the Trustee of Trust Funds in the amount of \$8,500.00 from the municipal building capital reserve fund."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Addendums to Town Hall renovation project

TA Shepard stated that some additional lighting is needed in the new renovation area as well as some additional outlets. The quote is in the amount of \$1,390.00.

MOTION: "To approve addendum #1 for additional lighting in the amount of \$1,390.00"

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

The second addendum is to add built-in desk/workspaces in the amount of \$4,750.00

MOTION: "To approve addendum #2 for built-in desk/workspaces in the amount of \$4,750.00."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Current Use Change Tax

TA Shepard informed the board that Avitar is recommending that the town assess a current use penalty in the amount of \$1,500 for PID#16/3-3. The Board discussed the recommendation.

MOTION: "To approve a current use change tax for PID#16-3-3 in the amount of \$1,500.00."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Waiver of Liability – Recycled Wood

TA Shepard stated that the waiver of liability has been signed by Bruce McDonald for the removal of wood from the top of the old covered bridge.

MOTION: "To approve and sign a waiver of liability for Bruce McDonald."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

2017 Annual Facility Report

MOTION: "To approve and have the Vice-Chairwoman sign the 2017 Annual Facility Report for Active Solid Waste for the transfer station."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Town Clerk/Tax Collector Seminar

D. Mahurin would like to attend the town clerk/tax collector seminar with Alisa St. Amour on April 4, 2018. B. Rose is not available to cover the town clerk office on this day until 1:00 p.m. D. Mahurin would like the board to consider closing the town clerk office from 8:00 – 1:00 p.m. The Board discussed different options. After discussion, the Board reluctantly agreed to close the town clerk office from 8:00 a.m. to 1:00 p.m. since it would be most beneficial for A. St. Amour and D. Mahurin to attend the conference together.

MOTION: "To allow the town clerk/tax collector office to close April 4, 2018 from 8:00 a.m. to 1:00 p.m. for attendance at the town clerk/tax collector conference."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

NH Government Finance Association

TA Shepard will be attending this workshop in North Conway May 3rd and 4th.

Primex Risk Management 2018

TA Shepard informed the Board that the Primex conference is scheduled May 9th and 10th. A board meeting is scheduled for May 9, 2018. The Board discussed changing their meeting date to Monday, May 7, 2018 to allow TA Shepard to attend the conference.

Emergency Management

TA Shepard stated that the Emergency Management secretary is asking for a Selectboard member be a representative to the Emergency Management plan committee.

MOTION: "To approve Jack Gaites to act as Selectboard representative to the Emergency Operations Plan."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Chairman Paul-Hilliard joined the meeting via conference call.

6:40 p.m. NON-PUBLIC SESSION – RSA 91-A:3, II (b-hiring – Police Dept)

MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (b-hiring)."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Roll Call: Selectwoman Peabody – yes, Selectman Sabourn – yes, Selectman Gaites – yes, Chairman Paul-Hilliard – yes.

Motion Passes: 4 – Yes, 0 – No

6:45p.m. MOTION: "To come out of non-public session."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To hire candidate #1 at Labor grade 8 step 3 as a full-time police officer."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

~~6:45 p.m. Inclement Weather Policy Discussion~~

The Board discussed closing the office during inclement weather. TA Shepard informed the Board that closing of the office should be decided on a case-by-case basis and a decision should be made early enough so that staff is not already driving to work.

The Board reviewed policies from other towns. After a lengthy discussion, R. Sabourn suggested that Chairman Paul-Hilliard draft a proposed policy to distribute to the Board of Selectmen for review and discussion at their next meeting. The board agreed.

7:22 p.m. MOTION: "To adjourn."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary