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BOS Initial: RS  
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-to TC 4/12/18

**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 28, 2018**

**ROLL CALL:** Vice Chairwoman Marianne Peabody, Selectman Roy Sabourn, and Selectman Brad Benton.

**STAFF PRESENT:** Town Administrator (TA) Debra Shepard

**ABSENT:** Chairman Paul-Hilliard and Selectman Jack Gaites

**12:00 P.M. Vice-Chairwoman Peabody opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:**

**TOWN ADMINISTRATOR PRESENTS:**

TA Shepard presented a draft copy of the minutes from Town Meeting. The Board agreed to review them. M. Peabody had one suggestion change.

*Intent to Cut*

The Board reviewed a timber tax levy for R. Sabourn for PID# 3-3/7.

**MOTION: "To approve the timber tax levy in the amount of \$234.53 for PID #3-3/07."**

Motion: B. Benton  
Seconded: R. Sabourn  
Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

*Capital Reserve Request*

The Board reviewed a request to the Trustee of Trust Funds from the Municipal Building Maintenance Capital Reserve Account for the second payment to Dumont Construction in the amount of \$12,500.00 which includes additional services for moving the water heater, relocating cabinets, and sound proofing walls between the police department and town hall area.

**MOTION: "To approve the request to the Trustee of Trust Funds in the amount of \$12,500.00 from the Municipal Building Maintenance capital reserve account for Dumont Construction."**

Motion: B. Benton  
Seconded: R. Sabourn  
Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

The Board reviewed a request to the Trustee of Trust Funds –Municipal Building Maintenance Capital Reserve Account for IT services for Lakes Region Computer for \$575.98 for the relocation of modems and computer related items in the Police Department per request of the Chief.

**MOTION: "To approve the request to the Trustee of Trust Funds in the amount of \$575.98 from the Municipal Building Maintenance capital reserve account for Lakes Region Computers."**

Motion: B. Benton  
Seconded: R. Sabourn  
Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

The Board reviewed a request to the Trustee of Trust Funds –Municipal Building Maintenance Capital Reserve Account for Tri-State Fire Protection for the relocation of the circuit, heat detectors, and fire extinguishers relative to the town hall construction for \$690.50.

**MOTION: "To approve the request to the Trustee of Trust Funds in the amount of \$690.50 from the Municipal Building Maintenance capital reserve account for Tri-State Fire Protection Services for the relocation of circuits, heat detectors, and fire extinguishers relative to the town hall construction."**

Motion: B. Benton  
Seconded: R. Sabourn  
Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

#### *Capital Reserve Request*

The Board reviewed a request to the Trustee of Trust Funds – Bridge Repair and Maintenance Capital Reserve Account for professional services from HEB for to prepare bid documents, update the final design plan and project manual in the amount of \$6,322.25 for the covered bridge replacement project.

**MOTION: "To approve the request to the Trustee of Trust Funds in the amount of \$12,500.00 from the Municipal Building Maintenance capital reserve account for Dumont Construction."**

Motion: R. Sabourn  
Seconded: B. Benton  
Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**MS-232**

The Board reviewed the DRA MS-232 form.

**MOTION: "To approve the 2018 MS 232 form."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

*Plodzick and Sanderson Questionnaire*

The Board reviewed the form and agreed to complete the questionnaire today.

*Mahmoud Court Hearing Update*

TA Shepard informed the Board that the court hearing relative to the M. Mahmoud case has been rescheduled to April 19, 2018 due to inclement weather. The McKay case has also been postponed but a date has not been rescheduled yet.

*Waterville Estates Road Name Change Request*

TA Shepard informed the Board that a road name change for a portion of Weeping Birches Road was received from Waterville Estates, to be renamed Horizon Drive. R. Sabourn stated that request must first be received from the Fire Chief and once he has weighed in, the BOS will review and act on the request.

*2016-2017 Post Monitoring Closure Report*

**MOTION: "To approve the Landfill Closure Monitoring report dated March 27, 2018."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**ACTION FOLDER**

**MOTION: "To approve the payroll manifest dated 3/30/2018 in the amount of \$29,090.74"**

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**MOTION: "To approve the second payroll manifest dated 3/30/18 in the amount of \$497.50."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**MOTION: "To approve the vendor manifest dated 3/30/18 in the amount of \$102,894.59."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

## **AGENDA ITEMS:**

### **1:00 PD Swearing in of new Patrol Officer Ryan Harkonen**

Chief Miller, Ryan Harkonen and several members of the Thornton Police Department and family of Ryan Harkonen were present for the swearing in ceremony.

Chief Miller introduced Ryan Harkonen who is from Connecticut and comes to the Town of Thornton highly recommended. Chief gave a brief history of Ryan's work history. Ryan will begin employment with the Town of Thornton on April 1<sup>st</sup> and will begin the NH Police Academy on April 30, 2018. The Board and Chief Miller welcomed R. Harkonen to the team.

Town Clerk, Brook Rose, swore in Officer Harkonen.

The Board recessed for a celebration.

1:27 p.m. the meeting was called back to order.

Chairman Paul-Hilliard joined the meeting via conference call.

### **1:30 Board nominations; Chair, Vice-Chair, PLBD ex-officio, Beautification Committee**

The Board members discussed nominations to various Selectboard positions.

J. Gaites had expressed that he did not want to be appointed the ex-officio member to the Planning Board for another year. M. Peabody declined the position. B. Benton offered to fill the position. R. Sabourn offered to attend if B. Benton will be absent at a meeting.

**MOTION: "To nominate B. Benton as the Planning Board ex-officio."**

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: B. Benton**

**MOTION: "To nominate R. Sabourn as the Chairman to the Selectboard."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: R. Sabourn**

**MOTION: "To nominate M. Peabody to the Beautification Committee as the Selectboard's representative."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No                      Abstained: M. Peabody**

**MOTION: "To nominate J. Paul-Hilliard as the Vice-Chairman to the Selectboard."**

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

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

### **1:45 New Appointments**

TA Shepard stated that Ralph Bradley was a write-in at town meeting for the interim Trustee of Trust Fund position for 2018. Anita Ross was also a write-in, however she declined the position.

**MOTION: "To appoint Ralph Bradley as the interim Trustee of Trust Funds for 2018."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **2:00 Annual Investment, Fund Balance and Procurement Policy updates-2018**

TA Shepard stated that the auditor's recommend updating the Procurement Policy annually as well as the Investment Policy and Fund Balance Policy. TA Shepard presented all three updated policies (date changes only).

**MOTION: "To accept the updated 2018 Annual Investment Policy as submitted."**

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To accept the updated 2018 Fund Balance Policy as submitted."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To accept the updated 2018 Procurement Policy as submitted."**

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

*Tax Deeded Property*

TA Shepard stated that a pay-off amount for back taxes and fees was determined for tax-deeded property PID #16/4-4. TA Shepard informed the BOS that this previous property owner is scheduled to come into Town Hall to pay off the balance tomorrow and she asked the BOS to sign the deed in preparation for this transaction. The Board agreed that if payment in full is not received as promised that the TA would destroy the signed deed.

**MOTION: "To sign and approve the deed subject to receipt of payment in full."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

*Town Hall Renovations Addendums*

TA Shepard presented two addendums to the BOS for their review. Addendum 3 is for the creation of workspace for the Town Treasurer at an estimated cost of \$1,200.00.

Addendum 4 is to renovate the current kitchen area in the PD to include removing the washer and dryer and installing a sink, counterspace and bottom cabinets for an estimated cost of \$2,400. The Police Department has \$500 in their budget to contribute towards the plumbing expenses for the removal of the washing machine. The total amount requested for addendum is \$1,900 with \$500 contributed from the Police Department. The Board agreed to these terms as presented. The Board agreed to sell the washer and dryer in the amount of \$200 for the set to be offered to staff for purchase first and then advertised on the website or craigslist if staff is not interested.

**MOTION: "To approve addendum #3 for construction as specified."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve addendum #4 for construction as specified."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To offer the washer and dryer set in the Police Department for \$200 to all town employees, fire department and Library employees."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

Chief Miller has requested that the new internal door at the Police Department be locked from the Police Department side. TA Shepard stated that she had a safety concern with employees not being able to exit through the interior door to the Police Department in case of an emergency. Jonathan Adams, Adams Lock and Key, stated that a code box could be installed on both sides of the door to allow access for

restricted personnel for approximately \$1,500.00. The Board suggested a deadbolt lock. Chief Miller adamantly refused a deadbolt as it would easily allow unrestricted access to the Police Department. Chief Miller requested that the door be marked as an emergency exit only. After a lengthy discussion, the Board reluctantly agreed to install code boxes on both sides of the door to help secure and restrict access to the Police Department.

**MOTION: "To approve an additional expense of \$1,500 for the installation of key pads for the interior door due to town hall renovation."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

#### *Cemetery Flagpole Update*

Phyllis Holbrook asked TA Shepard if the Board was going to install a flagpole at the Pine Grove cemetery. The Board discussed having flag poles installed at Pine Grove and Mad River cemeteries. The Board agreed to discuss this further in November if funding is available. J. Paul-Hilliard offered to do some research and obtain quotes for the flagpoles to discuss later.

#### *HEB Update*

C. Fournier contacted TA Shepard to inform her that the Board should send a letter to Homeland Security requesting a meeting to discuss funding for the July storm from FEMA as they are only offering \$11,000 in assistance. C. Fournier informed TA Shepard that this amount is not adequate. The Board agreed to sign the letter drafted by HEB to request a meeting.

**MOTION: "To approve the letter to Homeland Security relating to the funding offered for the July storm damage to the covered bridge."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

#### *Highway Vehicles*

TA Shepard stated that the town purchased a new Ford F550 last year. The truck has been stored in the Highway Department since its purchased as it has not been fully outfitted and made roadworthy yet. Upon review of town assets for the annual audit, it was discovered that the truck had only been insured for \$45,000. With all of the equipment installed, the value of the truck is \$90,000. TA Shepard cautioned that going forward, better communication must take place to insure town property is insured at the appropriate adequate levels.

TA Shepard explained that there is another truck in the CIP this year for the Highway Department. The Board agreed to ask the Road Agent if this new truck purchase is necessary for this year. The Board asked TA Shepard to work with John Kubik to prepare an updated inventory list of all equipment and vehicles from the Highway Department with numbers assigned to make tracking easier. The Board agreed that it

made better sense to purchase vehicles as a complete package in the future rather than piecing the vehicle together.

#### *Fee Schedule Review*

TA Shepard discussed the fee schedule adopted by the BOS for clarification on the process of adopting fees and waiving of fees for future reference.

#### *Minutes*

The Board agreed to approve the minutes of 3-14-18 at their next board meeting.

#### *Plodzick and Sanderson Questionnaire*

The Board completed the questionnaire as requested by the auditors.

#### *ZCA Applications*

The Board reviewed the following ZCA's. M. Peabody stated that the ZCAs are from the same developer and are both relative to replacing roofs. She also stated that a new septic design should not be required for a roof replacement. The Board agreed that this should not be necessary for the replacement of a roof and the Board will continue discussion on this requirements for ZCA permits at a later date.

#### **MOTION: "To approve ZCA#2018-9 for PID#16/1-10-5 for a new roof."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

#### **MOTION: "To approve ZCA #2018-10 for a new roof."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

#### *Millbrook Project Update*

#### **MOTION: "To approve option #9 as recommended by Engineer Tom Ballestero for the Millbrook culvert project at Hazeltine and Millbrook Roads."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**



**3:03 p.m. MOTION: "To adjourn."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary