



Approved on: 4-25-18  
BOS Initial: JPN  
Rec'd by Town Clerk on: 4/26/18  
Town Clerk Initials: RSR

**TOWN OF THORNTON  
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes  
April 11, 2018**

**ROLL CALL:** Chair Roy Sabourn, Selectwoman Marianne Peabody and Selectman John Gaites. Vice Chair John Paul-Hilliard participated via telephone.

**STAFF PRESENT:** Town Administrator (TA) Debra Shepard, Jessi Fleury Board Secretary

**5:00 P.M. Chairman Sabourn opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:**

**ACTION FOLDER**

**MOTION:** "To approve the vendor manifest dated 4/13/18 in the amount of \$250,060.39."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No Abstained: J. Gaites**

**MOTION:** "To approve the welfare manifest dated 4/14/18 in the amount of \$166.21."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

*Minutes*

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

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No Abstained: B. Benton**

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

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No      Abstained: J. Gaites**

*ZCA Review*

**MOTION: "To approve ZCA #2018-11 for PID# 10/8-6 for interior renovations with substantial change to a property in the flood plain."**

Motion: M. Peabody

Seconded: B. Benton

Discussion: A LOMA was received to remove the structure from the flood plain.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve ZCA #2018-12 through #2018-20 for separate units in the Owls Nest Golf Course, PID numbers have not been assigned yet. Construction of modular units to be installed on concrete pads."**

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve the payroll manifest dated 4/13/2018 in the amount of \$32,685.25"**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No      Abstained: J. Gaites**

Vice-Chairman Paul-Hilliard joined the meeting via conference call.

**TA PRESENTS**

*Pole Licensing Petition*

The Board reviewed and signed both petitions for renewing licensing of utility poles and underground power lines at Judges Road.

**MOTION: "To approve phase 1 of the underground electrical lines at Judges Road."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: Conditions of approval are subject to final approval from RA Kubik.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve phase 2 of the underground electrical lines at Judges Road."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: Conditions of approval are subject to final approval from RA Kubik.

**Motion Passes: 5 – Yes, 0 – No**

*2019 Forest Fire Warden Deputy Appointment*

TA Shepard presented appointments for the Deputy Forest Fire Wardens as recommended by Forest Fire Warden Chief Defosses.

**MOTION: "To approve the reappointments for: Josh Fitz, Deputy Warden, Ian Halm, Deputy Warden, Dean Johnston, Deputy Warden, David Lavoie, Deputy Warden, Paul Steele Jr., Deputy Warden, Thomas Hartwell, Issuing Agent, Julianna O'Neill, Issuing Agent, Christopher Yaeger, Issuing Agent, Daniel Defosses, Warden, as recommended by Chief Defosses."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Abatements*

TA Shepard presented a list of abatements recommended by the assessor for four campers that were removed from Goose Hollow campground in 2017 and 2018.

**MOTION: "To approve the abatements as follows: PID #17/ 8-3S007, PID # 17/8-3S096, PID #17/8-3S134, and PID #17/8-3S132 with a total abated request amount of \$401.00."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve abatement requests from the tax collector for small balances owed due to interest and payment dates totaling \$23.06."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the following abatements as recommended by the assessor: PID#6/5-1 in the amount of \$19.54, PID#11/1-69 in the amount of \$199.30, and PID #16/4-24 in the amount of \$658.49."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To deny the following abatements as recommended by the assessor: PID#10/3-30-2, PID#11/1-70, PID #15/3-2, PID# 16/3-4, PID #17/7-3418, LCJ Holdings multi-parcel and Fairpoint Communications.”**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Hubbard Brook Scholarship Applications*

TA Shepard provided application packets for the Board to review. The Board will review the applications and complete the score sheets by Friday, May 4, 2018. Discussion and awarding of the scholarship is scheduled for the May 8, 2018 Board of Selectman meeting.

*Intent to Cut/Excavate*

**MOTION: “To approve an Intent to Cut for PID #16/2-8.”**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To approve an Intent to Excavate for PID#15/4-69.”**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To approve an Intent to Excavate for PID#15/4-30.”**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To approve an Intent to Excavate for PID #15/4-24.”**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To approve an Intent to Excavate for PID# 6/6-7.”**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve an Intent to Excavate for PID # 6/2-23."**

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Exemptions/Tax Credits*

**MOTION: "To approve an Elderly Exemption for PID #10/3-11."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve a service connected disability exemption and a Veterans credit totaling \$1,480.00 for PID #16/4-33."**

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve a veteran's tax credit in the amount of \$500 for PID #11/5-3."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve a blind exemption for \$15,000 off the assessed value for PID #16/7-45."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

*Town of Ellsworth and Campton Committee*

TA Shepard informed the Board that the towns of Ellsworth and Campton are creating a committee to discuss the Fire Department. The committee will consist of the Town Administrator and one Selectperson from each town. John Paul-Hilliard volunteered to join the committee with TA Shepard. R. Sabourn will assist if needed for daytime meetings.

*FEMA Update*

TA Shepard distributed a FEMA update of the three projects that are in progress that was received from RA Kubik. The Board discussed the update. R. Sabourn stated that a letter was signed during the previous meeting to FEMA stating that the town was not receiving adequate funding for the damage to the covered bridge. TA Shepard informed the Board that Paul Hatch confirmed that a meeting will be scheduled with FEMA as requested by the Board via letter.

*Letter from NHDOT*

TA Shepard informed the Board that a letter was received from NHDOT regarding the interim inspection of municipally owned bridges. There was concern with signage for the covered bridge

road over Mill Brook. The State is requiring installation of signage to be in compliance. RA Kubik installed a "one lane road ahead" sign on the bridge making the Town in compliance.

#### *Nutritional Class*

Chief Miller is having a staff meeting on April 25, 2018 at 9:00am and he would like to have a Nutritional Health Coach attend to give a brief presentation to his staff. This person is a resident of Thornton. Chief Miller would like to invite town hall staff to also participate in this presentation. R. Sabourn suggested that the TA or AA could attend the meeting and decide if this would be beneficial to other town employees.

#### *Cemetery Fence Project Update*

Phyllis Holbrook contacted TA Shepard with a request for reimbursement in the amount of \$19,300 from the cemetery trust fund. There are some remaining invoices of \$16,150 for work yet to be completed. P. Holbrook would like additional trees removed along the fence line. The additional cost is estimated at \$5,000. P. Holbrook asked if the Board can contribute to this expense but understands if there are not funds in the budget for this cost. The Board agreed that a warrant article would need to be drafted for the next budget if the town were to contribute to the cost since it was not included in the 2018 budget.

J. Paul-Hilliard stated that the estimated cost for the purchase and installation of flag poles is about \$5,200 with the highway department installing the poles. P. Holbrook is in agreement to wait until 2019 for the installation of flagpoles. The BOS will continue this discussion for possible inclusion in the 2019 Budget.

#### **6:30 Tom Garceau – PID 11/1-70, 10 Dupont Lane**

Mr. Garceau met with the Board to discuss the July 2017 storm and the damage that occurred to his property and the private bridge located on his property at 10 Dupont Lane. A timeline of events and actions taken since the storm was provided to the Board. Mr. Garceau explained the timeline along with the state and federal departments that he has contacted for assistance. He stated that during his previous meeting with the Board it was discovered that there was a problem with the bridge located upstream from his private bridge. Mr. Garceau told the board that his bridge was damaged again during the October 2017 storm. Mr. Garceau asked the Board if they would meet with Dave Vaillancourt, Chief of Services from NHDOT to discuss ideas of assisting him with his property damage. Mr. Garceau stated that Mr. Vaillancourt is very open to having conversations with the Board to discuss ways to help Mr. Garceau with the damage to their bridge.

Mr. Garceau stated that he has also contacted the Army Corp of Engineers for assistance regarding the moving of the brook that occurred previously. He stated that throughout the years debris has been damming up and there was even more debris from the October storm. He stated that if he rebuilds the bridge, he is concerned because there is no protection for the bridge in the future.

Mr. Garceau explained that he did not understand just how difficult it would be to get assistance. He has met many obstacles and he would like to request that the Thornton EMD or Select board communicate any options they could offer for assistance through the State of NH.

R. Sabourn referenced a letter received from Mr. Garceau dated January 29, 2018 regarding the July 1st flooding event and water impacts on the Millbrook fire pond which is upstream from his property. The letter includes an analysis of the water flow and it estimated that the partial failure of the Millbrook fire pond dam added only approximately 1 to 1½ inches to the flooding that occurred at his private bridge on July 1, 2017. Mr. Garceau agreed that the water flow and

bridge damage would have happened no matter what and is was not due to the Millbrook fire pond dam.

R. Sabourn stated that he has reviewed the title work that indicates that the bridge is privately owned property and the town is not legally able to expend town funds to repair private property. Mr. Garceau stated that he is not requesting that the Town spend funds to fix his bridge but is requesting the Board have a conversation with NHDES. Mr. Garceau stated that the State may have ideas that can help him but the State indicated that they need to discuss these ideas with the Town first. Mr. Garceau stated that Mr. Vaillancourt informed him that his bridge is the first private bridge in NH to be washed out due to the storms and the State is not sure how to move forward. Chair Sabourn informed Mr. Garceau that he did not believe that to be a true statement to the best of his knowledge.

TA Shepard asked Mr. Garceau if he had sought federal assistance through FEMA and if he had been denied. He responded that he had been denied. She asked if he had sought State assistance and been denied. He said he had sought assistance from the State and to date had not been denied and in fact they were still working with him and trying to find a way to assist him.

The Board approved that the Emergency Management Director could communicate with a representative of the State with the understanding that the Town cannot and will not assume liability or expend any funds on the repair or replacement of private property. Chair Sabourn informed Mr. Garceau that the bridge in question is private property and therefore not the responsibility of the Town of Thornton. R. Sabourn will contact Chief Miller to inform him of their decision.

#### **TA PRESENTS (continued)**

##### *Renovation Update*

TA Shepard informed the Board that the Police Department renovation work is complete and Chief Miller would like some phones installed for this area for the officers and State Troopers. After discussion, the Board agreed that this expense can be expended from the Police Department budget.

##### *Audit Update*

TA Shepard informed the Board that the audit went well and some adjusting journal entries have been made per direction from the Auditors.

##### *Transfer Station Renovation Update*

TA Shepard informed the Board that K. McGuire informed her that RA Kubik will begin working on the wall at the transfer station tomorrow. The Board agreed that the RA needs to keep record of his time spent on this project so that the towns of Campton and Ellsworth can be billed accordingly.

##### *HEB Engineer – Millbrook*

TA Shepard presented an invoice for the covered bridge over Millbrook from HEB Engineers.

**MOTION: “To approve payment to HEB Engineers for the bidding process relative to Covered Bridge over Millbrook in the amount of \$3,985.05.”**

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**7:15 Covered Bridge Road Bride Over Mill Brook – Bid Review**

The Board reviewed the bid summary provided by HEB relative to the construction of a new bridge to replace the existing covered bridge. After review, the Board agreed to accept the bid from Neil H. Daniels.

**MOTION: “To accept the bid from Neil H. Daniels Inc. in the amount of \$514,305.00 for the new bridge.”**

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

**7:15 Non-Public pursuant to RSA 91-A:3, II, b & c (Highway Department)**

**MOTION: “To enter into non-public session pursuant to RSA 91-A:3, II, b & c.”**

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None.  
Roll Call: John Paul-Hilliard – Yes, Brad Benton – Yes, Jack Gaites – Yes,  
Marianne Peabody – Yes, Roy Sabourn – Yes.  
**Motion Passes: 5 – Yes, 0 – No**

**8:13 p.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 accept Officer William Melanson’s request to move from a full-time officer to a part-time officer effective 5-15-18.”**

Motion: M. Peabody  
Seconded: J. Gaites  
Discussion: None.  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To approve a conditional offer of employment for candidate #1 for the heavy equipment operator position with the Highway Department at LG7 step 7.”**

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



**SELECTMEN PRESENTS:**

B. Benton stated that the Transfer Station roadway is full of potholes and needs to be repaired. The board agreed to ask RA Kubik to repair the roadway.

M. Peabody informed the Board that the Beautification Committee is looking into doing some landscaping at the Transfer Station along Route 175. The Board agreed that this is a good idea.

**8:21 p.m. MOTION: "To adjourn."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary