



Approved on: 4-26-17
BOS Initial: JPH
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Town Clerk Initials: JS

to TC 4/27/17

TOWN OF THORNTON BOARD OF SELECTMEN

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Board of Selectmen Meeting Minutes April 12, 2017

5:00 P.M. Chairman Paul-Hilliard opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

ROLL CALL: Selectman John Paul-Hilliard, Selectman Roy Sabourn, Selectwoman Marianne Peabody, Selectman Brad Benton, and Selectman John Gaites.

STAFF PRESENT: Tammie Beaulieu, Town Administrator and Jessi Fleury, Board Secretary

AGENDA ITEMS:

MOTION: "To approve the vendor manifest dated 4-14-2016 in the amount of \$165,268.47."

Motion: B. Benton
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No Abstained: R. Sabourn

MOTION: "To approve the payroll manifest dated 4-14-2016 in the amount of \$27,767.60."

Motion: B. Benton
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 4 – Yes, 0 – No Abstained: J. Paul-Hilliard

MOTION: "To approve the minutes of March 29, 2017 as amended."

Motion: J. Gaites
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

ZCA Review

The Board reviewed the following ZCA applications.

MOTION: "To approve ZCA #2017-08 the PID 10/10-10 for Jarrett Ham for a garage."

Motion: J. Gaites
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve ZCA #2017-08 for PID# 16/1-8 LCJ Holdings for a renovation to the club house at Owls Nest."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.

Motion Passes: 5 – Yes, 0 – No

ACTION FOLDER

2017 Exemption Credits

The Board reviewed the following Exemption Tax Credits

MOTION: "To approve a veteran exemption approval for PID# 10/3-07-1, owner Roger A. St. Laurent in the amount of \$500.00."

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

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve a veteran exemption approval for PID# 11-1-252, owner Ronald J. Dalphones Jr. in the amount of \$500.00."

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

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve a blind exemption approval for PID# 15/72-4, owner Donna O'Haire in the amount of \$15,000.00."

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

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve an elderly exemption for PID# 15/2-16, owner Ann Marie Foote in the amount of \$30,000.00."

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

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve a disabled exemption for PID# 11/1-21, owner Ricky Gilpatric in the amount of \$20,000.00."

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

Motion Passes: 4 – Yes, 0 – No

Abstained: R. Sabourn

Exempt Status

The Board reviewed two A9 forms submitted for exempt status for 2017. The forms were for the Thornton United Methodist Church for PID# 10/5-2 and Charitable Organizational Foundation form for A12 PID# 6/5-8 from Hubbard Brook Research Center.

MOTION: "To approve the exempt status for PID# 10/5-2 for Thornton United Methodist Church and PID # 6/5-8 for Hubbard Brook Research Center."

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

Motion Passes: 5 – Yes, 0 – No

Tax Collector/Administrative Assistant Annual Contract

TA Beaulieu presented an updated tax collector/Administrative Assistant contract. The contract is the same as last year with updated wages, vacation, and sick time agreements as made by the Board of Selectmen previously.

MOTION: "To approve 2017 Tax Collector/Administrative Assistant contract as presented."

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

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the notice to excavate status for PID# 15/4-31. owner FA Crane Holdings, PID #15-4-30, owner Leigh Johnston, and PID #15/4-69, owner Leigh Johnston, all property taxes are current."

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

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the yield tax levy warrant for PID# 11/1-66 in the amount of \$1,595.36"

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

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the notice to cut wood or timber applications for PID # 2-4-2 & 2-4-4 for owner Ted Fedus. To approve a notice to intent to cut wood or timber application for PID #3/2-20, owner Edward Cernota, all property taxes are current."

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

Motion Passes: 5 – Yes, 0 – No

- The Board agreed to approve the MS232 in the amount of \$3,031,146.00 and signed the form.
- HealthTrust Billing Services for Cobra and Retiree forms were signed by the Chairman.

MOTION: "To approve an abatement in the amount of \$2.33 for PID# 17/7-3405, owner Patrick Sullivan."

Motion: B. Benton
Seconded: J. Gaites
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve an abatement for an elderly tax deferral for PID# 16-5-5 in the amount of \$291 plus interest and penalties for 2016 PO1 and PO2."

Motion: B. Benton
Seconded: J. Gaites
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

6:00 Thornton Patrol Officer Chris Rideout – Life Saving Award

Present: Mike French; Cpl. Gilman; Officer Melanson, Officer Yao, Carol Fucarile, David Fucarile, and Deidre Flynn-Robinson.

Interim Police Administrator Mike French commended and presented Officer Christopher Rideout a Life Saving Pin for his heroic and professional performance under extreme pressure during the early morning hours of March 26, 2017. Officer Rideout performed CPR on an unconscious person and restored a pulse. Officer was presented with a Life Saving Award and was praised for his commitment to law enforcement and for being dedication to the residents of Thornton.

The Board thanked and congratulated Officer Rideout and the Thornton Police Department in its entirety.

TA PRESENTS

TA Beaulieu informed the Board that information has been received regarding the 2017 /Road Agent Assistant/Equipment Operator position and will need further discussion later.

Transfer Station – Acceptance of roofing shingles

TA Manager K. McGuire informed the TA that a resident has been dumping a large amount of roofing shingles and he had informed the resident that the quantity was too high and the town could not take more than 10 squares of shingles. After discussion, the Board agreed that the resident was paying the posted fee for shingles and that the Transfer Station flyer with the approved fees and limits does not include a limit for shingles. The Board also agreed that at this time, the shingles need to be accepted since there is no formal rule regarding the limit. The board also agreed that the TA Manager can add this limit to the transfer station rules and fees when the fee schedule is updated next year.

Millbrook Update

RA Kubik has been working with R. Sabourn and T. Ballestero to come up with more information for the board to review for the Millbrook drainage project including some additional options for repair suggested by RA Kubik. TA Beaulieu distributed John Kubik Jr.'s email with his suggestions and facts for the Board to review for their next meeting.

Hubbard Brook Scholarship

Hubbard Brook Scholarship Packets were distributed to the Board for review to discuss at their next meeting

Lighting at the Garage Shed

The lighting at the town garage is in need of updating. RA Kubik received a suggestion that the Town participate in a program that would allow the Town to update their old lighting to new LED lighting through the NHE Co-op that would include reimbursement for half of the cost to upgrade. This would cost about \$2,000 and would significantly improve lighting and long-term cost. The Board approved the request to apply for the match with NHE Co-op. TA Beaulieu explained that with the reimbursement programs the town has to process on a gross appropriation method. Therefore, the complete \$4,000 will be expended from the Highway budget and \$2,000 will be placed under Miscellaneous revenue when the town receives the reimbursement.

Seasonal Plow Option

TA Beaulieu informed the Board per their request at the last meeting to research the minutes to see if a time frame was specified in previous meeting minutes. B. Benton agreed that he was paid as a contractor through April 15 and the Selectmen agreed to pay the vendors until April 15, 2017. It was agreed that the town needs to have contracts for next year's vendors if that is the choice for snow plowing. This will make sure that everyone understands any conditions set for any weekly minimum payments.

2000 Homemade Trailer

TS Manager. K. McGuire informed TA Beaulieu that a homemade trailer owned by the Transfer Station was being used by the School and they have returned it to the Transfer Station. K. McGuire would like to know if the Board would look at the trailer and decide if the board will allow the trailer to be given to an employee at the Transfer Station since the trailer is no longer needed and in disrepair. It was discussed that it will cost the town more for the advertisement than what the trailer will collect for the item.

Northern Pass MOU

TA Beaulieu informed the Board that she received a template for the MOU as requested by the Selectboard. She also spoke with Catalina and Donna from Eversource to discuss concerns associated with blasting, water lines, etc. Eversource suggested that the MOU is for the town and additional items should be added to the MOU template that was sent to the board members.

R. Sabourn mentioned concern with the 7:00 a.m. to 7:00 p.m. work hours as well as working on Monday through Saturday, but at the end the template mentioned Sunday work hours. M. Peabody agreed that the work hours were a concern. The Board agreed that the Northern Pass project should consider that the month of August will be a high traffic time for the Town due to the special events that are currently scheduled. J. Paul-Hilliard recommended that they adhere to the State rules on lane restrictions before and after State holidays, he assumes this will be included in an MOU with the State of NH. The Board agreed that this should be mentioned in the town MOU as well.

The Board agreed to forward their concerns to TA Beaulieu to be included in the MOU. Eversource also suggested that the Selectboard appoint a member to be the spokesperson for the Northern Pass project. After discussion, the Board agreed to appoint Selectman Benton and TA Beaulieu as their liaisons.

F550 Purchase

RA Kubik requested that the Board waive a section of the procurement policy to allow an easier process. The dealers do not look in the newspapers for bid requests. RA Kubik would like the advertisement and posting portion of the procurement policy waived. He has been soliciting for bids for the purchase of the F550 and the remainder of the bid process is still being followed.

MOTION: "To waive the procurement policy section for advertising and posting for the purchase of the 2017 F550."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Town Administrator Position

TA Beaulieu expressed concern that the hiring process for the Police Chief took about 9 months to find a suitable Chief replacement. She discussed that she would like to begin the hiring process for a new Town Administrator soon so that the Town is not without an Administrator upon her retirement. TA Beaulieu suggested moving forward with the hiring process sooner rather than later.

Chairman Paul Hilliard stepped down as chair and M. Peabody took over due to a potential conflict of interest. The Board discussed the anticipated hiring process. The board members expressed agreement to hire MRI to conduct the hiring process for the new Town Administrator.

Chairman Hilliard resumed the Chairman position.

Transfer Station/Town Hall - Alba Architects

The Board discussed the many changes that have been made to the Transfer Station renovation plans. After discussion, the Board requested that Alba attend a board meeting to review and sign final contracts and answer questions on both the Town Clerk office renovations and the TS addition. TA Beaulieu will contact Alba to schedule a meeting. R. Sabourn requested a plan to review in advance of the meeting.

7:24 p.m. Planning Board Ex-Officio appointment

Brook Rose is not able to accommodate the request to be the ex-officio. After speaking with B. Reagan, R. Sabourn would likely need to be recused often due to his previous and present survey work completed in Town. After discussion, the Board agreed to appoint Selectman John Gaites.

MOTION "To appoint John Gaites as the ex-officio of the Planning Board."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

New Police Chief hire motion and discuss swearing in ceremony

MOTION "To approve the final hire of Ken Miller as Thornton Chief of Police at Labor Grade 14 Step 7 start date for May 1, 2017."

Motion: R. Sabourn
Seconded: J. Gaites
Discussion: None.

Motion Passes: 5 – Yes, 0 – No

The selectmen signed the new contract. K. Miller suggested April 28, 2017 at 3:00 p.m. as the swearing in date and time. TA Beaulieu read a proposed press release for the swearing in process. The Board discussed agencies that should be invited and agreed on refreshments for the swearing in ceremony. The Board suggested recognizing M. French for his work as well.

MOTION "To approve Mike French to complete the paperwork for the Police Standards and Training Counsel as the Thornton Interim Police Administrator."

Motion: R. Sabourn
Seconded: J. Gaites
Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Zoning Enforcement

The Board conversed ideas to be discussed for the upcoming joint board meeting.

SELECTMEN'S COMMENTS

The Board agreed to purchase a green shelter cover for the CERT trailer.

8:15 p.m. MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (a-personnel, b-hiring)."

Motion: R. Sabourn
Seconded: J. Gaites
Discussion: None.
Roll Call: Selectman Sabourn - yes, Selectwoman Peabody – yes,
Selectman Benton – yes, Selectman Gaites – yes, Selectman Paul-Hilliard – yes.

Motion Passes: 5 – Yes, 0 – No

8:37 p.m. MOTION: "To come out of non-public session."

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

Motion Passes: 5 – Yes, 0 – No

8:38 P.M. MOTION: "To adjourn."

Motion: M. Peabody
Seconded: R. Sabourn
Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,



Jessi Fleury
Board Secretary