



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on:	<u>S-24-17</u>
BOS Initial:	<u>MP YG</u>
Rec'd by Town Clerk on:	<u>6/8/17</u>
Town Clerk Initials:	<u>Bye</u>

to TC 6/8/17

**Board of Selectmen Meeting Minutes
May 10, 2017**

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

ROLL CALL: Chairman John Paul-Hilliard, Vice-Chairwoman Marianne Peabody, Selectman Roy Sabourn, and Selectman John Gaites.

STAFF PRESENT: Tammie Beaulieu, Town Administrator

ABSENT: Selectman Brad Benton

AGENDA ITEMS:

MOTION: "To approve the payroll manifest dated 5-12-2016 in the amount of \$21,494.94."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the vendor manifest dated 5-12-2017 in the amount of \$203,271.71."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the welfare manifest dated 5-13-2017 in the amount of \$300.00."

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: M. Peabody

MOTION: "To approve the minutes of April 26, 2017 as amended."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

ACTION FOLDER

ZCA Review

The Board reviewed the following ZCA applications.

MOTION: "To approve ZCA #2017-14 for PID# 6/6-09-06 for Patrick and Michelle Sullivan for a new single family dwelling and garage."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2017-15 for PID#11/1-23 for Amelia and Brenden Filben for a concrete retaining wall for their driveway."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

ACTION FOLDER

The Board reviewed the action folder:

**MOTION: "To approve the following yield tax warrants as presented:
\$4,185.43 for PID # 18/9-1, owner Robertson,
\$260.68 for PID #10/16-1, owner Jarett Ham,
\$294.42 for PID #17-1-3-20 and PID #17-1-4, owner Dubach,
\$96.73 for PID #17/3-17, 17/3-18, 17/3-19, owner David and Melinda Paul,
\$480.13 for PID #15/1-50-04, lot 5 and lot 8-18 owner Schnieder."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MRI - Professional Services Agreement

TA Beaulieu presented the professional services agreement received from MRI for assistance with hiring a replacement Town Administrator for \$5,800.00.

MOTION: "To approve the agreement for professional services with MRI for recruitment of a new Town Administrator."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Exempt Status Update

TA Beaulieu informed the Board that the West Thornton Grange had not submitted their application for exempt status prior to the deadline. The Board requested her to follow up on whether the Grange was still operating. Sharon Lee Bradley, representative of the Grange explained that they had met after the deadline to apply and they did agree to continue the current Grange status. The Board has the ability to approve the application after the deadline date.

MOTION: "To approve the late application for exempt status for the West Thornton Grange."

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

Transfer Station Employee Update

TA Beaulieu informed the Board that Daniel Day and Raymond Scott Higgins Jr. have passed as a Principal Solid Waste Facility Operator. The Board signed certificate of achievements in recognition of their certification.

Intent to Cut Timber

MOTION: "To approve an Intent to Cut for PID #17/1-3-20 and PID #17/1-4 owner Maria Dubach."

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

MOTION: "To approve an abatement denial for: 2016 PSNH Eversource abatement, PID #1/1-4, NHEC, PID# 15/3-2, and PID# 16/3-4."

Motion: J. Gaites
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve an additional \$23.53 for the payroll manifest for check date 3-31-2017."

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

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the issuance of a letter to the Farmington Police Department informing them that the Town of Thornton accepts their donation of a ballistic vest for Chief Kenneth Miller."

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

John Benton – Current use application update

The Board discussed an incomplete current use application during their previous meeting. The application has been completed.

MOTION: "To approve Current Use applications for John Benton for PID# 7/3-1 and PID# 7/3-5."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: R. Sabourn questioned if the town assessor should be helping to complete these application. D. Woodward, Avitar, confirmed that the owner must sign the application and no recourse should be available due to his assistance.

R. Sabourn stated that he does not believe that a vendor for the Town should be assisting with these applications. The Board agreed.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve a warrant for the excavation of gravel in the amount of \$964.04 for the following: PID #17/7-20 for \$18.00, PID# 10/3-41 \$492.72, PID# 15/4-30 for \$66.40, PID #15/4-69 for \$20.00, PID #16/6-8 for \$58.80, PID#15/4-31 for \$244.68, PID #6/6-7 for \$33.52, and PID# 10/14-3 for \$29.92."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

TA PRESENTS

- TA Beaulieu presented a letter for a personnel issue for signatures by the Board of Selectmen. The Board signed the letter.
- TA Beaulieu informed the Board that letters for interviewees for the part time Board Assistance position applicants are available for signatures. The position remains open. The Board decided to put a hold on hiring for this position due to a reduction in applications to the Planning Board. TA Beaulieu was requested to remove the recruitment add from the town website.
- Josh Collins from the Coalition Against Big Trucks has forwarded a template for the Board to review. Selectman Sabourn is not in support of sending letters to the senators. The other Board members agreed.
- Received a letter from the contract manager from Continental Paving informing the Board they will be paving the four miles between Merrill Access Road and Adams Farm Road on or about the week of May 15.
- TA Beaulieu would like to start the property tax warrant on Monday or Tuesday. The Board agreed to stop into the office to sign the warrant.
- TA Beaulieu informed the Board that the contract for the Police Chief includes payment in lieu of insurance. The town policy for uncontracted employees states a \$5,000 to be distributed biannually. The current Chief contract permitted \$15,000 for payment in lieu and per request of the Police Chief, the contract has been amended to state that payment will be received biweekly with the payroll. The Board agreed.

MOTION: "To approve the revision to the Police Chief contract relative to the insurance as discussed."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To waive the distribution of twice per year and approve the biweekly payroll for Chief Miller. The contract approves \$15,000 for the first year and \$16,000 for the second year in place of the \$5,000 payment in lieu of insurance as stated in the policy."

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

It was commented on the savings to the town when employees do a Payment in Lieu option in place of the annual health options.

- TA Beaulieu informed the Board that an invoice in the amount of \$465.00 for the purchase of concrete bollards in 2016 was paid for from the emergency/contingency budget line. The Board agreed.
- TA Beaulieu had a visit from the family of Vincent Lavasseur regarding target shooting on their current use/recreational property. The family has submitted a written request to post no target shooting on the property and are seeking approval from the Board of Selectmen. R. Sabourn suggested sending a letter to the family authorizing the posting of No Target Shooting.

MOTION: "To approve the posting, No Target Shooting at this location, for property owned by Lavasseur at PID# 9/1-2 as requested."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

- TA Beaulieu informed the Board of computer issues reported to her referencing the Police Department's recent influx with problems for software/hardware issues . The Department is researching Lakes Region Computers. TA Beaulieu and PD Admin. Asst., Sandy Moulton will be meeting with Lakes Region Computers to research additional options.
- The Board was informed of some confusion between the RA, PD and the generator warranty. It was reported that CAT would be responsible for everything for 2 years therefore the generator maintenance agreement was not updated to the new large generator installed last year. Interim Administrator French reported problems when the generator alarm went off last month and confusion occurred. TA Beaulieu has researched and found out that CAT will honor the warranty but the town needs to continue a service agreement with Power Point. The old generator was much smaller and the annual service was \$295. The new service agreement is \$975. The Board approved the new maintenance plan. The Police Administrator agreed that an officer could complete the weekly check of the generator soft start meter reading and document in the notebook log retained in PD. The Board agreed that the soft start

testing should be done when there is someone at the town hall. This additional cost was not included in the budget. The Board agreed to spend it from the building maintenance budget.

- The Board agreed to cancel the July 5, 2017 meeting. The Board agreed to sign the manifest that week only.
- TA Beaulieu referred to an email from John-Paul Hilliard to discuss the town fleet emblems. The Board discussed that the new Highway Department vehicles will be outfitted with the traditional town emblem. The Board also agreed that any third party emblems must also be removed.
- Recent Property tax agreement is in place and the first check has been received.
- The Board discussed enforcement of zoning. A form letter will be drafted to address violations of zoning. Selectmen Sabourn had submitted a list of probable violations and Chairman Paul-Hilliard discussed the wood carving business on Route 3 that should be informed of the necessary steps to meet zoning regulations. A request was also received pertaining to a current welding business and the owner should seek a site plan review. The Board agreed to draft a letter and to gather the concerns discussed at the joint board meeting last month to go forward with cordial enforcement efforts.

SELECTMEN COMMENTS

Selectman Sabourn informed the Board that Russell Gilman expressed his appreciation for the open communication during the joint board meeting previously.

7:58 P.M. MOTION: "To adjourn."

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

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary