



Approved on: 6 5 19  
BOS Initial: BBO  
Rec'd by Town Clerk on: 6/10/19  
Town Clerk Initials: ajm

**TOWN OF THORNTON  
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes  
May 22, 2019**

**12:00 P.M. Chairman Benton opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.**

**ROLL CALL:** Chairman Brad Benton, Vice-Chairman Roy Sabourn, Marianne Peabody, Selectman John Gaites, and Selectman Joseph Monti.

**STAFF PRESENT:** Debra Shepard, Town Administrator

**MOTION: "To approve the payroll manifest dated 5-24-19 in the amount of \$25,074.69."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No Abstained: R. Sabourn, J. Monti**

**MOTION: "To approve the vendor manifest dated 5-24-19 in the amount of \$312,102.11."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No Abstained: R. Sabourn, J. Monti**

**MOTION: "To approve the welfare manifest dated 5-25-2019 in the amount of \$675.00."**

Motion: B. Benton

Seconded: J. Monti

Discussion: None.

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

**ZCA Review**

The Board reviewed the following ZCA applications.

**MOTION: "To approve ZCA# 2019-13 for PID # 8/9-3 for construction of a 14x16 screen house."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve ZCA# 2019-14 for PID# 17/7-51 for construction of a 20x80 greenhouse/storage."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: The Board discussed that the size of this structure requires a ZCA even though it is not a permanent structure.

**Motion Passes: 4 – Yes, 0 – No Abstained: B. Benton**

**MOTION: "To approve ZCA# 2019-15 for PID# 10/10-20 to demolition and rebuild an 18x10 porch."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No Abstained: B. Benton**

**MOTION: "To approve and extension for ZCA# 2017-08 for PID# 10/10-10 for an extension of permit for construction of a 30x40 garage."**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No Abstained: B. Benton**

**MOTION: "To approve ZCA# 2019-16 for PID# 12/6-10 for ground mounted solar panels."**

Motion: R. Sabourn

Seconded: J. Monti

Discussion: J. Monti asked if the solar power tax credit discussion would be scheduled on the agenda. TA Shepard stated that this needs to be voted on at town meeting.

**Motion Passes: 4 – Yes, 0 – No Abstained: B. Benton**

**MOTION: "To approve ZCA# 2017-40 for PID# 17/7-49 for an after the fact room addition."**

Motion: R. Sabourn

Seconded: J. Monti

Discussion: This application was submitted as an after the fact. The assessor has determined that the addition was for an office space and not a bedroom. The septic system has also been reviewed by a licenses septic system inspector.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the accessory apartment application and ZCA# 2019-17 for PID# 7/2-13-30 to construct a 56x27 house with an accessory dwelling in the lower level."**

Motion: R. Sabourn

Seconded: J. Monti

Discussion: The Board reviewed the accessory dwelling requirement checklist. The application has met all criteria according to the zoning regulations and RSA's.

**Motion Passes: 5 – Yes, 0 – No**

*FEMA Meeting - Floodplain*

R. Sabourn, TA Shepard, Brian Regan, AA Mahurin, and Myrtle Lewis from the Conservation Commission met with the State Floodplain Coordinator for FEMA yesterday afternoon to review the Town's floodplain application. There are a few items that are changing at the state level that will be forwarded to the town. Any property in the flood zone that gets damaged for any reason or filing a permit needs to complete a ZCA. If the cost of repairs or improvements is greater or equal to 50% of the assessed value of the structure before the work, then the project has to comply with flood plain standards. The board discussed properties in town that this would affect. This would also affect the review of the ZCA's that are in the floodplain. The Board discussed that the flood plain maps for Thornton and Campton are not updated or good quality.

The Board reviewed changes that will be made to the ZCA to reflect owner liability in meeting floodplain regulations.

**MOTION: "To approve the minutes of the May 8, 2019 as written."**

Motion: B. Benton

Seconded: J. Monti

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No Abstained: R. Sabourn**

J. Monti stated that a packet of information regarding the forestry project scheduled for the Millbrook area was forwarded to him, even though the board made it clear to Mr. Kilmer and his attorney during the previous meeting that any communication should be made through the Town Administrator rather than him directly. This information was put into the existing project file as public information.

J. Monti suggested that the Board send Mr. Kilmer's attorney a letter reiterating that any communication should be made through the Town Administrator.

**TA PRESENTS:**

**Action Folder**

**MOTION: "To approve multiple abatements in the amount of \$354.53 for campers located in the Pemi River Campground.**

Motion: J. Monti

Seconded: M. Peaboody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To request the Trustee of Trust Funds to withdraw funds from the Capital Reserve Account - Property Tax Maps in the amount of \$21,600.00."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To request the Trustee of Trust Funds to withdraw funds from the Capital Reserve Account – Police Cruiser and Equipment in the amount of \$6,880.00."**

**Motion: B. Benton**

**Seconded: J. Gaites**

**Discussion: None.**

**Motion Passes: 5 – Yes, 0 – No**

### **Town of Campton – Year to Date Fire Department Budget**

TA Shepard informed the Board that she received an email from Carina Park, Town of Campton regarding the year to date Fire Department Budget. She explained that the Campton Board of Selectmen is reviewing the budget closer with Chief Defosses. Chef Defosses is close to fully expending some of his budget line items. The Town of Campton wanted the Thornton Board to be aware that the Town of Campton is being vigilant with the Fire Department budget and has ordered a budget freeze for the department at this time.

### **Blake Mountain Discussion**

TA Shepard informed the Board of a conversation with Mr. Schubov from Blake Mountain Motel and Cottages. Mr. Schubov is working on cleaning up the property as agreed previously. He is requesting that the Town Compliance Officer perform a site visit to inform him of any other items that need to be addressed prior to the June 4<sup>th</sup> deadline. The Board had granted an extension to Mr. Schbov to meet code requirements, with the condition that the cottages and apartments would be vacant due to safety concerns.

TA Shepard stated that there is currently a tenant in the second-floor apartment of the main building consisting of a couple, two small children, and two dogs. TA Shepard stated that it is her understanding that the tenants are living there to assist with the clean up and to make sure that no other people occupy the buildings. The Board agreed that this should be discussed with the property owner as this was not part of the original agreement.

The Board agreed to have Roy Sabourn and Brad Benton visit the property as compliance officers on behalf of the Town. R. Sabourn discussed the violation of having the family living at the dwelling. Marianne Peabody agreed to attend the site visit as the Health Officer to inspect the living conditions. The Board agreed to schedule the visit on Wednesday, May 29<sup>th</sup> at 10:00 a.m.

### **Arthur Gross Memorial**

Chairman Benton asked if any arrangements have been made on behalf of Arthur Gross to honor his over forty years of municipal service. TA Shepard stated that the family has requested that flowers not be sent and that donations be made in his honor to the Booster Club for the Plymouth Regional High School Bobcats Football team. The Board discussed past practice of donating \$100 for memorial purposes. The Board also discussed the length of service Mr. Gross provided to the Town.

**MOTION: "To make a \$250 donation in memory of Arthur Gross to the Plymouth Regional High School Football Booster Club."**

**Motion: J. Monti**

**Seconded: R. Sabourn**

**Discussion: None.**

**Motion Passes: 5 – Yes, 0 – No**

### **Events committee request**

TA Shepard informed the Board that the Events Committee has asked permission to store committee items at the Town Hall. She explained that there is not much space to store any additional items at the Town Hall. TA Shepard asked Chief Miller if there was space at the Police Department to offer to the Events Committee. Chief Miller stated that the department does not have extra storage space either. TA Shepard will let the Events Committee know there is no space available at Town Hall or the PD.

**AGENDA ITEMS:** *(no public input unless approved by the Chairman)*

### **1:30 PD - Chief Miller – Good Morning Program**

Chief Miller met with the Board to discuss the new Good Morning Program. Selectman Sabourn had a concern that residents would be contacting the department through dispatch. Chief Miller clarified that residents would be contacting the police department directly. Chief Miller explained that residents would call the Police Department on Tuesdays and Thursdays to check in when they do not have regular check ins by family members. If the elderly residents do not contact the department on Tuesday and Thursday, Sandy Moulton would try to contact them. A follow up visit by an officer would be made if necessary. There are a few residents that would choose to take advantage of this program.

The Board discussed the program details.

Chief Miller updated the Board on their Identity Theft program. This was a good addition for community policing. R. Sabourn suggested that the residents be able to suggest additional programs of interest during the National Night Out event.

The bike rodeo is scheduled for June 8<sup>th</sup> at Thornton Central School to advocate for bicycle safety.

Trunk or Treat will also be scheduled for Halloween as well as the Thanksgiving food drive, and a toy drive in December.

Chief Miller stated that he would like to create a Coffee with a Cop event to encourage conversations between residents and officers.

Chief Miller is also looking into getting a permanent drug drop off box.

Chief Miller would like to apply for two grants. He explained that the State is requiring the department to reprogram their radios. The grant will cover 100% of the cost. If the Town has to incur this cost, it could be very pricey.

He would also like to apply for the Walmart grant. They did not get approved this year but would like to apply again this year to cover the cost for EMR equipment.

**MOTION: “To allow Chief Miller to apply for the Walmart grant and the State Grant for the radio reprogramming.”**

Motion: J. Monti

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

Chief Miller discussed that dispatch fees are increasing next year due to more usage.

### **2:00 FD – Chief Defosses – Radio System Project**

Chief Defosses met with the Board to discuss the functions of the Lakes Region Mutual Aid Association. Chief discussed radio broadcast difficulties over the region. Lakes Region Aid has moved to simulcast system to alleviate companies speaking over each other on dispatch. The new system will also run if the dispatch center is offline. This doesn't happen often but has a few times in the past year. Lakes Region Mutual Aid voted to upgrade their radio system, console, and the CAD system. There will be an increase in fees to Lakes Region due to the upgrade.

R. Sabourn asked if all towns are being assessed the same fee. Chief Defosses stated that the fee is the same for all towns. R. Sabourn discussed that the upgrade fee for a small town versus a larger town should be assessed based on usage and size of the town. The Board discussed sending a letter to Lakes Region asking to reconsider the fees for smaller towns that do not use the same level of service as other larger communities such as Laconia. After further discussion, the Board agreed that the calculation for determining fees was not unreasonable.

Chief Defosses explained the difficulty in communication and how the new system will improve dispatch calls. There is expected savings in maintenance that would offset the upgrade payment. There are a few other changes that would affect Thornton's radios but the State is providing a grant to update radios and would be no expense to the Towns.

Chief Defosses informed the Board that the forestry truck needs a new motor. The quote for a new motor is \$19,000. Chief Defosses stated that funds could be available in the budget if other budget items were not expended.

Chief Defosses informed the Board that the Fire Department received a donation from the Fireman Association of nitrous oxide to be used by advanced EMTs and Paramedics for pain purposes in place of narcotics or addictive pain relievers. The Fire Department is in the process of completing the paperwork to receive the donation.

### **2:30 Review Flag Policy**

TA Shepard stated that M. Peabody asked that the current flag policy be placed on the agenda for discussion for possible amendment. M. Peabody had agreed to organize the placement of the annual buntings for Arthur Gross's memorial and she found that the Memorial Day buntings were already in place by the Police Department. M. Peabody believes that the flag policy designating the Police Department to hang the buntings was put in place during a time when the Highway Department was understaffed. M. Peabody does not believe that the uniformed Police Officers should be required to climb to hang the buntings and believes that this should be part of the Highway Department responsibilities. She does agree that the Police Department should be in charge of raising and lowering the flag as needed. TA Shepard stated that previous administration believed that the Police Department would be best suited for this responsibility since the Town does not have a public works department.

M. Peabody explained that the Police Administrative Assistant currently places that reorders for any flags that are in need of replacement. She also believes that cheaper flags can be purchased and flag poles should display a new flag during Memorial Day.

Selectman Monti stated that there is proper flag etiquette relating to replacement and lowering the flag. He stated that typically the Police and Fire Departments are well trained in this area.

TA Shepard stated that the Police Department does follow flag etiquette. She explained that if the flags are going to be replaced annually then a less expensive flag can be purchased and should be considered. TA Shepard requested a cost of flags with different materials from the flag company that the town has been working with.

Selectman Sabourn stated that he does not think there is a problem with the Police Department changing the flags or continuing with the flag responsibilities. He feels comfortable with the Police Department in charge of the flags due to their experience and training with flag etiquette. He recommends that the Police Department remain in charge of the flags and buntings. Chairman Benton agreed that having a person in uniform changing the flags is more respectable for patriotic purposes. The Board agreed that the policy is being carried out successfully and would like to keep the policy as is. TA Shepard agreed to research the cost of flags and see if there is a less expensive option while still being American made. The Board agreed.

M. Peabody contacted the governor's office and was informed that the Town of Thornton can lower the flags on Town property to half-mast for the funeral service for Arthur Gross but they will all need to be raised by Saturday morning.

#### *Highway Department Uniforms*

Selectman Monti noted the tattered clothing worn by the Highway Department during business hours and asked if there are funds in the budget for uniforms. TA Shepard stated that the jeans that the department wears are uniform jeans and the shirts are basic t-shirts. Selectman Sabourn stated that the Highway Department was not in agreement to consistent uniforms during a previous discussion. Selectman Monti discussed having a discussion during budget season regarding uniforms. The Board discussed uniforms for the Transfer Station.

#### *Town Owned Property*

TA Shepard informed the Board that years ago the town acquired a travel camper for non-payment of taxes, and it is in a dilapidated condition, on private property, and there are concerns for public safety. No Trespassing signs have been put up at the building. TA Shepard asked if the Board would like her to receive quotes for dismantling and removing the trailer. She also suggested that the Board discuss a written agreement with the landowner that the trailer is not to be replaced with another trailer. The Board agreed.

The Board discussed having the Highway Department remove the structure with permission for access by the landowner. The Board agreed to discuss this with the Road Agent.

#### *Transfer Station Project*

TA Shepard presented a quote from Dumont Construction for the Transfer Station project. Selectman Sabourn informed the Board that an estimate of about \$106,900 was received from the architects. The quote was for \$162,000 +/- . The Town of Campton would like to schedule a joint meeting to discuss the quote as they do not have the funds in their CIP for the amount that was quoted. Selectman Sabourn noted that the quote was not itemized and there may be areas such as flooring that could be removed to lessen the amount quoted. He suggested having a board meeting with Dumont Construction to make sure that the bid is accurate, request a more detailed explanation, and also to try to remove or postpone some items in an effort to reduce cost and still complete the necessary components to the project. The Board agreed to this suggestion and to meet with Dumont Construction prior to a joint meeting with Campton.

*Eversource Request*

The Board discussed the Eversource discussion held previously regarding a permanent deeded access right of way. Selectman Sabourn does not have a problem with a permanent easement on the land near the sliding hill as long as some effort is made to prevent off road wheeled traffic. He also would not like to see a regular access on Saturday morning. Discussion also occurred on a two-way gated access. The Board agreed that they could provide a key to the current gate to maintain the access as needed. Selectman Monti stated that Eversource has the access they need with the current easement and a permanent easement could spark some kickback from those opposed to the Northern Pass project. The Board agreed that the current easement is sufficient and that the request for permanent easement is denied. The Board also agreed that the town could provide access to a key to the gate with the understanding that the access will not be used Saturday morning unless there is an emergency. TA Shepard will draft a letter for the Board to review.

**MOTION: "To deny the request from Eversource for permanent easement access as requested. To allow the TA to draft a letter to Eversource for the Board to review."**

Motion: M. Monti

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

3:40 Non-public pursuant to RSA 91-A: 3, II (b-hiring and I-legal)

**3:40 p.m. NON-PUBLIC SESSION – RSA 91-A:3, II (b-hiring, I-legal)**

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

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Roll Call: Selectwoman Peabody – yes, Selectman Benton – yes, Selectman Gaites – yes, Selectman Joe Monti - yes, Selectman Sabourn – yes.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION 4:05 p.m.: "To come out of non-public session."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To offer the permanent part-time planning board assistant position to Pamela White."**

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**



**MOTION: "To deny the settlement offer that came before the Board from RGS Consulting LLC relative to Mohamed and Mahmoud Properties and to communicate to RGS that the Board insists on getting the payment for outstanding taxes and fees, the court ordered civil penalty attachments, and the court ordered payment of attorney fees. "**

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

### **Selectmen Comments**

Selectman Gaites discussed installing a push bar on the front door as an emergency exit. TA Shepard will do some research and report back to the Board.

M. Peabody stated that the beautification committee plans to order and place the sign for Mr. Scrimshaw and purchase mulch and maintain the grounds at the town hall. M. Peabody explained that the beautification committee can not maintain all the grounds in town though. She explained that Leslie Hoyt is no longer doing any gardening for the town as part of the Beautification Committee. R Sabourn suggested posting a need for volunteer hours for tending to the flowers and gardens in town. The Board discussed improving the look of the entry to the Transfer Station. J. Gaites stated that the Town of Campton has a garden club and the Town of Thornton may be interested on establishing a garden club as well. The Board suggested placing this need on the town website.

J. Monti stated that he no longer wishes to use his personal email address for town business. He requested that the board members have established town email addresses for all of their town correspondence. He requested that the town email address be a thorntonn.org address.

J. Monti also stated that many towns their size only have one Board meeting a month during the summer and schedule a visit to the town hall to sign manifests as needed. He requested that one meeting a month be considered for June, July, and August.

J. Monti stated that the noon meeting schedule once per month is difficult for him to attend due to his full-time work schedule. He stated that this is problematic because he is using his vacation time to attend Board meetings. J. Monti asked that these items be discussed at a future meeting.

M. Peabody requested a hard copy of the contact list for employees and Board members. TA Shepard will provide a new complete copy for the Board.

### **4:20 P.M. MOTION: "To adjourn."**

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 5– Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary