



Approved on: 6/6/18  
BOS Initial: RS  
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Town Clerk Initials: BP

## 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 23, 2018

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

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

**ABSENT:** Selectman John Gaites

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

**MOTION: "To approve the payroll manifest dated 5/25/2018 in the amount of \$28,029.76"**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve the vendor manifest dated 5/25/2018 in the amount of \$335,484.29"**

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve the welfare manifest dated 5/26/2018 in the amount of \$600.00."**

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 3– Yes, 0 – No**

**Abstained: M. Peabody**

*Minutes*

The Board agreed to postpone the approval of meeting minutes for May 8, 2018 until the next meeting when more voting members are present.

*ZCA Review*

**MOTION: "To approve ZCA #2018-29 for PID#16/4-36A for a shed."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve ZCA #2018-30 for PID#12/2-3 for a two-car garage."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve ZCA #2018-31 for PID# 6/12-8 for two-car garage."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve ZCA #2018-32 for PID #3/2-22 a two-bedroom house."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

R. Sabourn is planning to discuss the ZCA permit process with the State Electrical inspector to make sure that the town is following acceptable protocol concerning the approval of ZCA's relative to electrical inspections. The Board was in agreement with this.

**TA PRESENTS:**

*Capital Reserve Request*

**MOTION: "To approve the request for funds from the Municipal Buildings capital reserve account in the amount of \$908.05 for Tri-state Fire Protection for installation work relative to the new office space."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve the request for funds from the Municipal Buildings capital reserve account in the amount of \$186.00 to JS Adams Locksmithing for installation of lock on door in new office space."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve the request for funds from the Municipal Buildings capital reserve account in the amount of \$394.00 to Milltell LLC, to install the new phones in the Police Department and new office space."**

Motion: M. Peabody

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

TA Shepard informed the board that the renovation project is nearing completion. TA Shepard will work with staff to design signage for the windows at Town Hall.

**MOTION: "To approve the request for funds in the amount of \$2,544.82 from the Bridge Repair and Maintenance capital reserve account for payment of the HEB invoice for professional services for the period of April 1, to April 30, 2018 on the Covered Bridge Road over Mill Brook Project."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

#### **Request for Refund - ZCA Fee**

TA Shepard informed the board that a request for a refund was received from Diane Nericchio for a ZCA application fee she paid for construction of a garage. Ms. Nericchio is no longer going to build the garage due to a tragic accident which resulted in the death of her husband Steve Carr.

**MOTION: "To approve the request for a ZCA fee refund in the amount of \$100."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

**MOTION: "To approve an Intent to Cut Timber for PID#15/1-20."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

**MOTION: “To approve a yield tax levy warrant from Intents to Cut filed from October 2017 to March to 2018 in the amount of \$4,648.26.”**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **Tax Deferral Request**

TA Shepard stated that on May 8, 2018 the board signed an abatement for an Elderly and Disabled Tax Deferral. She explained that after the board approved the Abatement and it was being processed, a payment was received by the property owner. Therefore, a motion is required to correct the amount of the abatement which was previously approved on May 8, 2018. TA Shepard stated that the 2015 P1 tax amount should be \$2,688.00 instead of \$3857.51.

**MOTION: “To approve a change in the amount of an abatement request for elderly and disabled tax deferrals for 2015 P1 tax amount from \$3857.51 to \$2,688.00. PID #10/8-5.”**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: “To approve a supplemental tax warrant change for PID #10/8-5 for 2015 P1 tax amount from \$3,857.51 to \$2,688.00 for PID #10/8-5.”**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **Agreement with White Mountain National Forest – PD**

TA Shepard presented a modification to the five-year USDA Agreement with the White Mountain National Forest that was signed in 2017. The amount of the agreement has changed from \$1,000 to \$1,800.

**MOTION: “To approve Modification #1 to the USDA Agreement between the White Mountain National Forest and the Thornton Police Department.”**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **Part time (32 hour/week) Highway Department Position**

TA Shepard informed the Board that the deadline for accepting applications for the 32 hour per week highway position was May 22, 2018. No applications were received. TA Shepard had a conversation with RA Kubik and made him aware of that. RA Kubik was confident that his department would be able to work efficiently through the summer with the current staff. The Board agreed that they would place this position on the agenda in November for further discussion.

### *Covered Bridge Cover Removal Update*

TA Shepard informed the Board that Bruce McDonald who was originally going to remove the wood from the cover with the Town's permission, contacted her upset because some of the wood, more specifically, trusses, had been removed by the Town of Thornton for some town projects. Mr. McDonald said he had wanted to use the trusses for a building he was constructing. When Mr. McDonald originally approached the town regarding the wood, he had stated he wanted the wood for his archery club. Mr. McDonald informed TA Shepard that he no longer wanted the wood and that he had not removed any wood from the location. TA Shepard will discuss this with RA Kubik and they will come up with another plan for the removal of the wood from the site.

R. Sabourn stated that the bridge contractor per the contract will remove the debris from the cover of the bridge. Roy expressed some concern that there is no construction sign to inform outgoing traffic of construction in progress. TA Shepard agreed to contact the job supervisor and request some signage be placed on site.

### *Garceau Update*

TA Shepard informed the Board that Mr. Garceau emailed asking how long it will take the town to deed his property if he does not pay his property taxes. TA Shepard emailed the pertinent RSA's to Mr. Garceau along with a link to the State of NH General Court Legislation website.

### *FEMA Update*

TA Shepard stated that the Board met with FEMA twice on May 22, 2018. The first meeting was to meet FEMA staff and discuss the October 2018 storm. The second meeting was to discuss the July 1<sup>st</sup> storm and the amount of money FEMA has offered for bridge damages. R. Sabourn and TA Shepard shared that they felt Chris Fournier from HEB was very effective at this meeting, and they are hopeful that FEMA will review this offer again and possibly may be providing additional funding.

In the past, the BOS approved \$1,500 in funds for HEB to advocate on the town's behalf relative to FEMA funds. C. Fournier from HEB discussed this with TA Shepard and indicated that those funds plus more have been expended to date and in order to continue to advocate for the town a new agreement needs to be in place. The Board agreed to have TA Shepard speak to C. Fournier and come to an agreement going forward for additional funds to be used for negotiating with FEMA.

### *Tax Deeded Property Sale*

The BOS had previously agreed to purchase preprinted signs with general information relative to bids being accepted on tax deeded property, etc. to post on the property which is being sold by the Town of Thornton. This would give abutters and other interested persons the information on how to contact the town to submit a bid. TA Shepard informed the Board that the quote she received for 10 18x24 signs from Cutting Edge Grafix is \$20 each (\$200 for all signs). The Board agreed to this purchase.

### *Mowing Bids*

TA Shepard reported that RA Kubik reached out to four different mowing companies per the town procurement policy. JJ Silvia is the only company that responded and

submitted a bid. This is the company that the town uses currently. The bid is slightly higher this year, but is the first increase in several years.

**MOTION: "To accept the bid from JJ Silvia for mowing town properties for the 2018 season as presented by the Town Administrator."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **1:30 Highway Department Summer Hours Policy**

TA Shepard presented a Summer Hours Policy for the Highway Department for the Board to review. The proposed policy begins the week after Memorial Day. The Board reviewed the policy. The Board also agreed that the summer daily hour work schedule should be submitted by the Road Agent to the TA as previously discussed.

**MOTION: "To accept the proposed Highway Department summer hour policy as presented."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### *Safety Committee Meeting*

TA Shepard informed the Board that a Safety Committee meeting was held last week. The town buildings at 16 Merrill Access Road were inspected by the committee. Sandy Moulton raised a concern about the uneven ground around the generator and her concern she may trip when she checks the generator. The Safety Committee recommended that the BOS place ledge pack on the "road" behind Town Hall and loam and seed around the generator. The Board agreed to this plan and TA Shepard will discuss this with RA Kubik and formulate a plan going forward.

### **2:00 Mary Beth Purcell of Primex – Volunteers**

TA Shepard introduced Mary Beth Purcell from Primex to the Board. Mary Beth explained the difference between a volunteer and an employee relative to liability coverage. M. Purcell explained that all towns use volunteers for work and it is very helpful to the town. Primex does cover volunteers as long as they are acting within the scope and duties of the town and under the town's direction and are supervised. Being supervised means that the volunteers have clear directions for the duties of the job, it does not mean that the volunteers need to be watched at all times. Mary Beth stated that Primex recommends that volunteers that are working with the elderly and children have a background check completed. Volunteers are covered for medical payments for injuries up to \$10,000 if injured while volunteering for the town.

J. Paul-Hilliard discussed the liability for a boy scout that had previously offered to volunteer services for the town. M. Purcell explained that in the cases where a volunteer is receiving a personal benefit from donating their time then the person would not be covered by liability insurance. She recommended that the Boy Scouts of America would need to provide insurance coverage for one of their members to volunteer for the town.

Discussion followed regarding the differences between volunteers and employees. Mary Beth assured the board that it is less costly under the liability insurance to have volunteers than to hire employees at minimum wage. She stated that it was her opinion that it is in the town's best interest to have volunteers and encouraged the Board to utilize volunteers to provide services for the town. Mary Beth recommended that all volunteers be over 18.

### **Closure of Town Hall and Facilities Due to Inclement Weather and Emergencies Policy**

TA Shepard presented a policy for closing the town hall and facilities due to inclement weather and emergencies. J. Paul-Hilliard informed the Board that he spent some time reviewing and making changes to the policy as well as Chair Sabourn and TA Shepard. The Board reviewed the proposed policy.

### **MOTION: "To adopt the Closure of Town Hall and Facilities Due to Inclement Weather and Emergencies Policy."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: none.

**Motion Passes: 4 – Yes, 0 – No**

### *Non-Public Session*

### **2:28 p.m. MOTION: "To enter into non-public session pursuant to RSA 91-A:3, II, (c)- tax collector."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

Roll Call: Roy Sabourn – Yes, John Paul-Hilliard – Yes, Marianne Peabody – Yes, Brad Benton - Yes.

**Motion Passes: 4 – Yes, 0 – No**

### **3:26 p.m. MOTION: "To come out of non-public session."**

Motion: M. Peabody

Seconded:

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **3:27 p.m. MOTION: "To adjourn."**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary