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BOS Initial: MEYC  
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to TC 6/8/17

## TOWN OF THORNTON BOARD OF SELECTMEN

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### Board of Selectmen Meeting Minutes May 24, 2017

12:00 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, Selectman Brad Benton, and Selectman John Gaites.

**STAFF PRESENT:** Tammie Beaulieu, Town Administrator

**ABSENT:**

#### AGENDA ITEMS:

**MOTION:** "To approve the vendor manifest dated 5-26-2017 in the amount of \$150,101.57."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

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

**MOTION:** "To approve the payroll manifest dated 5-26-2016 in the amount of \$22,369.95."

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

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

**MOTION:** "To approve the minutes of May 10, 2017 as amended."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

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

## ACTION FOLDER

### ZCA Review

The Board reviewed the following ZCA applications.

**MOTION: "To approve ZCA #2017-16 for PID# 10/9-11 for Alfred and Judy Vellucci for a 24'x36'garage at 3 Mitchell Road."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve ZCA #2017-17 for PID# 17/14-68 for Scott & Linda Ivers for a new single family home on Snowood Drive."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve ZCA #2017-18 for PID #16/4-8 for Mathew and Kimberly Houghton for a shed at 137 Mad River Road."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

The Board discussed **ZCA #2017-19 for PID #17/12-8** for Waterville estates, owner Jeffrey and Jennifer Stoner, Greenway Realty Trust, for a single family home with a 10x6 shed. The Board agreed to not approve the ZCA at this time until the Town Administrator can review the application and questions regarding current use.

**MOTION: "To approve ZCA #2017-20 for PID #11/1-160 for Jacob Johnson for a 24'x28' single family home at 172 Covered Bridge Road."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve ZCA #2017-21 for PID #16/6-31 for Mark and Donna McGee for a 36x24' deck."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve ZCA #2017-22 for PID #15/1-15 for James and Diana Pamplin for an addition to a home at 19 Banjo Drive."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

### **1:30 Chris Fournier-HEB- SBA for Covered Bridge-Mill Brook project**

C. Fournier, HEB, met with the board to discuss the status of the project and the upcoming plan for initiation of the project. A brief refresher was provided to the Selectboard on the project. The bridge replacement project is part of the State Bridge Aid with an 80% funding by the State and 20% funding by the Town. The NH Wetlands permit was received in 2014 and will expire in 2019. The final design plan was approved in 2015 by DOT but is in need of some updates to meet current standards, which was outlined in the DOT letter of approval in 2015. The plan includes replacement of the covered bridge with a new simple, modern, pre-cast structure. The plan also includes a temporary bridge to be installed during construction of the new permanent bridge to maintain access. There will be some tree clearing and two expected easements needed one from the association and one from an abutter. C. Fournier will start the process to draft and secure the easements. He will also propose a scope and fee proposal for the final design update. This will allow the Board to move forward in January 2018 and to allow enough time for the Board to award bids in February 2018. The cost is expected to increase due to an increase in material cost. The total cost of the project is estimated at \$701,000. C. Fournier confirmed that if the bid amounts are higher the State will still honor the 80% funding. TA Beaulieu reminded the Board to discuss the amounts during the 2018 budget season to make sure that CIP has enough funds to cover the 20% funding by the Town.

Selectman Sabourn asked if HEB will oversee the construction. C. Fournier confirmed that HEB will oversee the construction project and this has been included in the fee already.

TA Beaulieu informed the Board that she spoke with the spokesperson for the residents on Covered Bridge Road, a few weeks ago that this discussion would be held on May 24 to allow her to disperse the information to those interested as agreed at a prior meeting.

### **2:00 Stuart Anderson-Alba Architects- Transfer Station & Town Clerk office projects**

S. Anderson provided plans for the Board to review for the Recycling Building at the Transfer Station. After meeting with K. McGuire at the Transfer Station, it was agreed that the addition can be built on to the back of the building. The Board discussed having direct access to the breakroom from within the building rather than from the outside. After discussion, the Board agreed to have an access door within the recycle building to the break room that is clearly posted for employees only. The Board discussed the time schedule of the project. The Board delegated that the TS Manager, Kevin McGuire purchase and place authorized employee signs in applicable areas at the Transfer Station.

The Board also discussed a safety issue that will cost an additional \$15,000 to \$20,000 to fix as well as some aesthetics for the transfer station. The Board discussed closing the Transfer Station on a Tuesday, Wednesday, and Friday to fix the safety concern. D. Mahurin agreed to work with Kevin McGuire to inform the Towns of Campton and Ellsworth of the additional cost due to the recommended suggestions from Alba.

TA Beaulieu sent the Alba proposals for both projects to the town attorney for review as requested by the Board during the previous board meeting. Alba agreed to the suggested changes and will submit the revised contracts.

The town clerk office project plans have not changed since the last meeting.

**2:30 Brian Howe-Besar Builders- Donate bleachers for Crawford Ball Field**

This appointment did not attend.

**2:45 PD Chief and Corporal- Firearms**

*Present: Chief and Corporal Gilman*

Chief Miller and Corporal Gilman met with the board to discuss purchasing of replacement/upgraded firearms. TA Beaulieu distributed an outline of firearm options provided by Corporal Gilman and Officer Yao earlier in the day. Corporal explained that there are new part time officers that will be hired and there are no extra handguns for the new hires. He explained it was more cost effective to replace the 8 handguns and 1 shotgun that are more than 15 years old than to purchase only two for about \$400 each. The cost to purchase the handguns is \$970 with a trade in credit of \$2,302.00. The Board agreed with the upgrade of the handguns. TA Beaulieu explained that the cost for the gun replacements are less than \$1,000 and is a purchase that can be made by the department head. The Board thanked Chief Miller for informing them of their intent to purchase.

**3:00 RA John Kubik – Flood & Culvert Assessment of Millbrook project and other departments items**

TA Beaulieu forwarded an email to the Selectboard from John Kubik regarding the Millbrook project. The cost estimate to replace the culvert was also reviewed. RA Kubik explained that the culvert could have been replaced in the 1990's and does not show excessive wear. After review of the project details, Selectman Sabourn was not in support of the cost to replace the culvert. The Board agreed. RA Kubik recommended another option (4a) to raise the road elevation and for piping to direct flood water under the road. The cost for this option is approximately \$84,000. The Board agreed with this recommendation. TA Beaulieu will contact Engineer Ballestero to inform him of the board's decision and ask for an anticipated timeline for DES permitting.

**MOTION: "To allow the Millbrook culvert project to proceed under the option referred to as 4a as recommended by RA Kubik for the disbursement of up to \$84,000 out of the roads CIP reserve. To authorize contact with Mr. Ballestero to begin the permitting process."**

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

**Motion Passes: 5 – Yes, 0 – No**

**Highway Department Emblem**

The Board discussed that the town emblems should be on the new highway department vehicles. After discussion, the Board agreed that "Thornton Highway" should be labeled on the vehicles.

**Mowing Vendor Offer**

RA Kubik received an offer to trim the bushes in front of the town hall either for \$100. The Board agreed to have the bushes trimmed for \$100.

**MOTION: "To allow the lawn contractor to trim the shrubbery at the town hall in the amount of \$100."**

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

**Motion Passes: 5 – Yes, 0 – No**

M. Peabody explained that the town will have lilies donated by a resident and that the Beautification Committee will plant them. They would like assistance from the road agent to remove the grass along the town hall building up to the lilac bush to allow planting. The Board and Road Agent agreed. The Beautification Committee will contact the RA to schedule the work.

### **Chickenboro Road**

R. Sabourn mentioned moving part of Chickenboro Road as discussed in previous meetings. He asked if permission could be received from the neighboring homeowners to allow the road to be moved over. R. Sabourn will forward wording for the road changes to TA Beaulieu. TA Beaulieu will discuss the court order with town counsel and report back to the board to discuss legal options to resolve the road issues.

### **Gateway Association**

The Board discussed the lights on the 6 mile Bridge. Effort has been made to contact the association but was not successful. The concern is that the lights are not working but are still wired. The Board suggested retrofitting the lights to accommodate solar power. RA Kubik agreed to look into the lighting.

### **Generator**

Powerpoint is going to service and test the generator annually rather than weekly or monthly. RA Kubik informed the Board that the warranty recommends certain testing and maintenance once a month or once every three months to allow the components to be tested. The Board discussed personnel that could be responsible to test the generator once per week using a checklist for documentation. It was left that Chairman John Paul-Hilliard would take the generator instructions home and that this monthly load testing may be the responsibility of the chairman of the board.

Chairman Paul-Hilliard requested that TA Beaulieu contact Primex to receive information on adding catastrophic coverage and to determine if the generator will be insured.

### **TA PRESENTS**

**MOTION: "To approve the warrant that was signed last week for the 2017 PO1 property taxes."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

### **Tax Deeded Property Sale**

TA Beaulieu informed the Board that the spring tax deed sale process did not include the small piece of land on Sleepy Hollow Road. TA Beaulieu requested permission from the Board to do another tax deeded property sale to include this property along with the other lots that did not sell from the first sale. The Board agreed.

### **Town of Thornton Interim Police Manager Report**

TA Beaulieu informed the Board that a report was received with a synopsis and recommendations from MRI on the Police Department because of their services recently provided to the Town. The Board recommended that Chief Miller be provided with a copy of the report. TA Beaulieu will provide electronic copies to the Board members as well.

### **Northern Pass MOU**

TA Beaulieu presented copies for the Board to review. TA Beaulieu asked that the Board review the MOU and submit any final changes. Once the Board approves the MOU a meeting will be scheduled with B. Benton and D. Mahurin and a Northern Pass representative.

### **True Lane – Shaughnessy**

TA Beaulieu referenced a letter of credit that was issued 10 years ago for True Lane. The town attorney was contacted to determine the Town's liability on the letter of credit. TA Beaulieu shared the feedback received from town counsel including that the Town has no liability. The Board agreed to draft a response letter to the property owner on True Lane that had initially inquired into the letter of credit.

### **Fire Department**

TA Beaulieu informed the Board that the minutes of the Town of Campton Board of Selectmen meeting mention interest in making the administrative operations more efficient at the Fire Department. With this in mind, the Town of Campton is considering taking on the administrative functions of the Fire Department. The Campton Selectboard unanimously agreed to move forward with this discussion with the Thornton Selectboard and the Fire Chief.

### **Part-Time Employee Holiday compensation**

TA Beaulieu discussed payment to part time employees for holiday pay for regularly scheduled hours. The Town Administrator asked the Board to review the changes to the personnel policy and a form that includes the amount of hours that would be paid for part time holiday wages at half the regular scheduled hours or up to 4 hours. The employee will need to submit the form for payment of holiday pay with their timesheet. The Board reviewed the changes. The Board agreed with the changes.

Selectwoman Peabody excused herself from the meeting at 4:34 p.m.

The chain of command has been drafted and updated due to the revised office positions, and the new road agent assistant position. The Board agreed to review this at their next meeting.

**MOTION: "To accept the revisions to the personnel policy holiday section to allow the part time employees to receive holiday pay."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**Stumpage Value**

**MOTION: "To accept the average stumpage value list as presented for timber taxation purposes."**

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

**Motion Passes: 4 – Yes, 0 – No**

TA Beaulieu informed the Board that assessing has submitted a yield tax warrant in the amount of \$36.75 for A.R. Wiley Trust and Trustees on PID #7/2-15.

**MOTION: "To accept the tax warrant in the amount of \$36.75 for A.R. Wiley Trust and Trustees on PID #7/2-15."**

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

**Motion Passes: 4 – Yes, 0 – No**

**NH Humane Society**

TA Beaulieu presented an agreement between the NH Humane Society and the Town of Thornton from January 2017 through December 2017 received from Sandy Moulton at \$1,000 per year for the first year.

**MOTION: "To accept the agreement between the NH Humane Society and the Town of Thornton from January 2017 through December 2017 at \$1,000 per year for the first year."**

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

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To accept the contracts with Alba Architects for the Transfer Station addition and renovations in the amount of \$14,100 with condition that all Primex changes and recommendations have been included in the contract."**

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

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To accept the contracts with Alba Architects for services the Town Office renovations in the amount of \$6,800.00 with condition that all Primex changes and recommendations have been included in the contract."**

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

**Motion Passes: 4 – Yes, 0 – No**

**SELECTMEN COMMENTS**

Chairman Paul-Hilliard thanked the Thornton-Campton Fire Department and the Highway Department, and Sandy Moulton for installing the shelter for the CERT trailer.

Selectman Sabourn thanked the Road Agent and Highway department for replacing a culvert.

**4:47 P.M. MOTION: "To adjourn."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary