



Approved on: JUL 17 2017
BOS Initial: JPH
Rec'd by Town Clerk on: 7-25-17
Town Clerk Initials: BJR

**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
June 21, 2017**

In TC 7/20/17

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, Roy Sabourn, Vice-Chairwoman Marianne Peabody, Selectman Brad Benton, and Selectman John Gaites.

STAFF PRESENT: Desiree Mahurin, Administrative Assistant

ABSENT: Tammie Beaulieu, Town Administrator

AGENDA ITEMS:

Traffic Study – Route 175

Chairman Paul-Hilliard received an unofficial email from a DOT Traffic Bureau Administrator citing an additional speed signage request on Route 175 requested by the Thornton Police Dept. Mr. Lambert, PE authorized a traffic study, specifically for the area north of Cross Road to the Woodstock town line. This study indicated that the speed limit could be increased to at least 40 and that 40 to 50 mph is possibly acceptable for this road based on technical data and state statutes. Police Corporal Gilman on behalf of Chief Miller agreed that raising the speed limit to 40 or 45 mph would be acceptable. The Board agreed that an increase to 40 mph would be agreeable if permitted. Chairman Paul-Hilliard was authorized by the Board to have informal conversations with DOT about this and two other road segments in town on Rt. 3 & Rt. 49 where the speed limits could be reviewed for possible appropriate increases. An official set of documents will be sent from the NHDOT for the Board to discuss in the near future.

Corporal Gilman requested a replacement speed limit sign on Thornton Gore Road. The Board agreed.

Chairman Paul-Hilliard stated that a report was received from a Star Ridge resident that a Thornton plow truck may have done damage to a guardrail structure this winter. He recommended that Mr. Benton and RA Kubik inspect the area to see what should be done and report back to the Board with their findings.

Selectman Benton has received complaints from pot holes on Millbrook Road.

MOTION: “To approve the vendor manifest dated 6-23-2017 in the amount of \$41,666.18.”

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

Motion Passes: 3 – Yes, 0 – No Abstained: J. Paul-Hilliard, J. Gaites

MOTION: "To approve the payroll manifest dated 6-23-2017 in the amount of \$22,218.74."

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: J. Paul-Hilliard, R. Sabourn

MOTION: "To approve the welfare manifest dated 6-24-2017 in the amount of \$600.00."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

MOTION: "To approve the minutes of the June 7, 2017 as amended."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No Abstained: J. Paul-Hilliard

ZCA Review

The Board reviewed the following ZCA applications.

MOTION: "To approve ZCA #2017- 27 for 6/9-3202, for Donald and Laura Campbell to install a 34x26 garage ."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

ACTION FOLDER

The Board reviewed action items:

The Town Clerk has prepared the civil forfeiture warrant for unlicensed dogs to Police Chief Miller, including 82 unlicensed dogs at this time.

MOTION: "To approve the civil forfeiture warrant for unlicensed dogs."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve an abatement for Vaughn Abraham for PID 16/5-6 in the amount of 30.00."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve an abatement for:

- **Eleshia Baker for PID #17/8-3-S007 in the amount of \$2,200.00**
- **John Jailet PID #17/8-3-S047 in the amount of \$44.00**
- **Robert Horne PID#17/8-3-S096 in the amount of \$66.00**
- **Jeff Manchester PID#17/8-3-S097 in the amount of \$20.00."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve an abatement for PID in the amount of \$30.00."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve a land use change tax warrant for Gary Carrigan for PID #9/1-3-07 in the amount of \$3,400.00."

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

The Board signed a letter to Zachary Simone thanking him for his work as the attendant at the Transfer Station, with approved changes to his work week schedule from 16 hours to 30 hours per week.

MOTION: "To approve a change in work hours for Zachary Simone at the Transfer Station from 16 hours per week to 30 hours per week."

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

AGENDA ITEMS:

CIP Bylaw revisions- motion to approve changes and sign BOS discuss new CIP Items needed to be added to the CIP plan to be included in the 2018 process.

D. Mahurin presented an email from Bill DeLeo explaining the changes needed by the CIP for the Bylaws. The Board reviewed some language changes to provide the Board of Selectmen the ability to make approvals to the CIP rather than the Planning Board. Chairman Paul-Hilliard agreed to sign the revised bylaws.

MOTION: "To approve the revised CIP bylaws as presented."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

CTFD Classification and Pay Study introduction and letter from Fire Commissioners.
The Board reviewed the CTFD Classification and Pay Study introduction and letter from Fire Commissioners. The Board agreed to schedule a meeting with the Campton and Ellsworth Selectboards. R. Sabourn received a copy to review as did J. Gaites.

Tom Ballestero – Mill Brook Culvert and Drainage project service quote and email response to BOS questions.

R. Sabourn discussed the Millbrook drainage and culvert project. He explained that the Board needs to review the project details before approving the project. A letter was sent to T. Ballestero including four areas of interest.

- The Board would like him to move forward with state permitting for option 4a. He will move forward when the Board approves the cost estimate for option 4a.
- Requested to forward an anticipated timeline for the completion of the project. Mr. Ballestero submitted a timeline that spans over several weeks. The timeline is not inclusive of any delays in permitting.
- Town Highway Department will assist in the project. Mr. Ballestero replied that he has full confidence in the department's ability.
- Inform the Board if this option would propose a DES impact requiring wetlands permits and approvals. T. Ballestero answered that yes, the project would require approval and review from Shoreline and the division of historical resources. R. Sabourn stated that the project does not require a shoreline review since Mill Brook is not a class 4 river. This would remove a cost of \$1,560.00. R. Sabourn stated that the town is digging in soil and replacing what is already there and he does not believe that the historical resource review is necessary but would suggest asking for confirmation from Mr. Ballestero. R. Sabourn suggested that the board submit their changes to Mr. Ballestero after they discuss this further with the Road Agent. The Board agreed to hold off further discussion until the Road Agent arrives at the meeting.

R. Sabourn discussed concern with the \$18,900 that is estimated for time allotted in the contract to obtain permits. R. Sabourn discussed that Mr. Ballestero estimated 8 hours for consulting at \$100 per hour to complete the wetlands delineation. He recommended hiring Raymond Lobdell from Landaff whom is a certified wetland scientist, charging \$100 per hour plus mileage but would cost about \$450 rather than \$800 estimated by Mr. Ballestero.

TS Addition and TH Renovation Contracts Alba Architect

The Board reviewed the updated contracts for the Transfer Station Addition and the Town Hall Renovation Contracts from Alba Architects with changes that were suggested during a previous board meeting. Chairman Paul-Hilliard signed the contracts.

MOTION “To approve and sign the Town Hall renovation contract for services not to exceed the amount of \$6,800 with Alba Architects and to update the signed date to June 21, 2017.”

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

Motion Passes: 5 – Yes, 0 – No

MOTION "To approve and sign the Campton/Thornton Transfer Station addition contract for services with Alba Architects not to exceed the amount of \$14,100.00 and to update the signed date to June 21, 2017."

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

Motion Passes: 5 – Yes, 0 – No

3:00 HEB's new contract for the Mill Brook Covered Bridge project

The Selectboard reviewed the new contract. D. Mahurin informed the Board that the previous contract included the amount of \$57,731.00. The new contract provided is for a total of \$48,925.00.

R. Sabourn reviewed the services included in the revised contract:

- Services to be paid, including travel on an hourly basis in accordance with the current HEB fee schedule at the time services are rendered were discussed and reviewed.
- A retainer fee in the amount of \$0.00 is required at the beginning of the work.
- R. Sabourn read the inclusions of service provided by HEB as stated in the contract.

MOTION "To approve and sign the contract with HEB for the Mill Brook Covered Bridge Project as proposed."

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

Motion Passes: 5 – Yes, 0 – No

1:45 Custodial Bid Award

AA D. Mahurin reviewed the advertisement posted on May 19, 2017 and May 25, 2017 for custodial services as well as other posting areas.

Proposals were due Friday, June 16, 2017 at 3:00 p.m. Bids were opened Tuesday, June 20, 2017 at 1:00 p.m. by Mary Conn and Desiree Mahurin.

- One bid was received by Lakeview Clean formerly known as PF Property Maintenance. The annual rate for services is \$7,000 to be paid through monthly service installments. Carpet and upholstery cleaning is an additional \$455. Strip and wax floors is an additional \$500.00. Previous annual rate was \$6,500 and the rates for carpet and upholstery and stripping and waxing floors increased from last year as well. Contract period is from July 1, 2017 through June 3, 2018.
- The Board discussed the amount budgeted for custodial services.

MOTION "To approve and sign the contract with Lakeview Clean formerly known as PF Property Maintenance to include an annual rate for services is \$7,000, carpet and upholstery cleaning at an additional \$455, and stripping and wax floors at an additional \$500.00."

Motion: R. Sabourn
Seconded: J. Gaites
Discussion: AA Mahurin discussed that the spot cleaning of carpets is included in the annual rate, and the tiles are fairly new and may not require stripping or waxing this year.

Motion Passes: 5 – Yes, 0 – No

Road Agent Requests/Updates

RA Kubik met with the Board to discuss various pending projects.

- *Thornton Gore Speed Limit Sign*

Chairman Paul-Hilliard explained that Corporal Gilman believes that a speed limit sign is missing on Thornton Gore Road. The Board agreed that there needs to be a speed limit sign on the road. RA Kubik agreed to purchase and install the speed limit sign. RA Kubik questioned if the Scenic Roads have a lower speed limit. Chairman Paul-Hilliard will follow up and see if this applies to Thornton Gore. Chairman Paul-Hilliard will email D. Mahurin after researching the scenic road speed limits so that RA Kubik can order the appropriate sign.

Chairman Paul-Hilliard stated that a speed card list should be created and maintained by the Police Department for all roads in Thornton to be referenced as needed.

- *Star Ridge – Guard Rails*

Chairman Paul-Hilliard informed RA Kubik that a local landscaper noticed there may be some damage caused to a guardrail during the winter plowing season. The association has provided bids for repairs. RA Kubik stated that he hit the guardrail while he was turning around. RA Kubik does not typically use a larger truck and this area is past where he normally plows. In this case, he was turning around in an area that he usually uses a small truck. The Board agreed that the damage will need to be fixed and reviewed the quotes. B. Benton stated that he will review the damage with RA Kubik and discuss the damages with the association.

- *Bulk purchase of Bug Spray*

Chairman Paul-Hilliard questioned the amount that was spent on a purchase of bug spray. He asked RA Kubik if he was in agreement with this expense. RA Kubik explained that a few boxes were ordered to keep the trucks supplied. He does not believe that bug spray has been ordered since he has been employed with the Town. Chairman Paul-Hilliard explained that the invoice stated 1 unit was ordered, and they were not sure what was included in a unit. He asked the RA to be more specific when submitting invoices to alleviate confusion.

- *Tom Ballestero – Mill Brook Culvert and Drainage project (Continued)*

R. Sabourn explained his concerns with the latest proposal from T. Ballestero. R. Sabourn mentioned that the wetlands delineation line can be completed by a local engineer in Landaff for almost half the price that was quoted in the proposal.

R. Sabourn stated that there is also a shoreline permit included in the proposal. He stated that Mill Brook is not a class 4 river and this permit is not needed. He stated that he is bothered that this was included since he has informed T. Ballestero that this is not needed in the past.

R. Sabourn also stated that the proposal includes 28 hours of supervision of the Town Highway Department at \$60.00 per hour equally \$1,680.00 for construction supervision.

R. Sabourn does not think that the highway department needs supervision for this type of project. RA Kubik agreed that they do not need supervision to complete the work. He is unsure if they will need a review or guidance to make sure that their work meets the needs to control the erosion. R. Sabourn stated that this will be specified in the plans and if the department follows the plans that are submitted, then they should meet those needs. R. Sabourn would like the supervision costs and service to be removed from the proposal. B. Benton stated that this process may be required of the vendor in order for him to approve the project work completed. B. Benton and J. Paul-Hilliard agreed that these costs should be removed.

R. Sabourn discussed the project administration line and the 68 hours that are designated for this at a cost of approximately \$6,000.00. R. Sabourn would also like to see half of the cost of the project administration removed from the proposal.

Chairman Paul-Hilliard stated that they would like a letter drafted outlining these areas of concern with the proposal and that they would like some of these costs/services removed. Selectman R. Sabourn offered to draft the letter for the Board to review. D. Mahurin confirmed that R. Sabourn will draft the letter and send it to her to disperse to the other Board members and the Road Agent for review and comment before making a final draft. The Board agreed.

RA Kubik updated the board on pending projects and upcoming projects this summer.

SELECTMEN COMMENTS

J. Gaites informed the Board that a discussion had been had with a business that was going to donate his time and materials to fix the bleachers at Crawford's field. An eagle scout had met with the board to replace these bleachers many months ago, but there has been no update provided since then. J. Gaites explained that the business is now going to donate the materials so that the eagle scouts can still fix the bleachers. The Board was pleased with this resolution.

R. Sabourn informed the Board that a complaint was filed from Richard Valenti on Equinox Drive complaining that his neighbor is doing some remodeling work in his home and that there is no septic system and is concerned of a contamination issue. Mr. Valenti could not provide any evidence that a septic system is not installed. R. Sabourn explained that after researching, it was found that two construction approvals were received and on file with the State since 2010. There is no evidence that an operational approval was permitted when researched further. The Board is unsure if an approval was received. The town has no jurisdiction to inspect to see if the property has a septic system unless there is a health concern. D. Mahurin stated that there is no health concern, and that the state would need to follow up and investigate the status of the septic system further. After discussion, the Board agreed that Richard Valenti should contact the State to file a complaint as the Town has no authority without a health safety concern.

3:10 P.M. MOTION: "To adjourn."

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

Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary