



Approved on: 8-2-17
BOS Initial: JH
Rec'd by Town Clerk on: 8/3/17
Town Clerk Initials: BR

TOWN OF THORNTON BOARD OF SELECTMEN

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Board of Selectmen Meeting Minutes July 19, 2017

4:52 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: Tammie Beaulieu, Town Administrator, Jessi Fleury, Board Secretary

MOTION: "To approve a vendor manifest dated 7-7-2017 in the amount of \$556,915.80."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: R. Sabourn discussed that the town should pay the invoice for bug repellant this time and will address reorders during a later time. The Board agreed.

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

MOTION: "To approve a payroll manifest dated 7-7-2017 in the amount of \$35,574.45."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

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

MOTION: "To approve the vendor manifest dated 7-21-2017 in the amount of \$365,028.77."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No Abstained: J. Gaites

MOTION: "To approve the payroll manifest dated 7-21-2017 in the amount of \$25,093.70."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: B. Benton, R. Sabourn

MOTION: "To approve the Board of Selectmen minutes of the June 21, 2017 meeting as amended."

Motion: R. Sabourn
Seconded: B. Benton
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

ZCA Review

The Board reviewed the following ZCA applications.

MOTION: "To approve ZCA #2017-25 for PID #18/2-101 for owner, Michael Boisvert to build a 28x24 garage at 676 Upper Mad River Road. The structure will not be located in the Floodplain and Jennifer Gilbert with FEMA confirmed that no additional paperwork is needed."

Motion: R. Sabourn
Seconded: J. Gaites
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve ZCA #2017-26 for PID #17/14-46 for owner J. McCarthy to build a 30x24 garage at 96 Doe Run with a condition that the minimum road setback requirements are met."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

ACTION FOLDER

The Board reviewed action items:

MOTION: "To approve and sign the 2017 PA-16 form to reimburse towns and cities in lieu of taxes for federal and state forest lands."

Motion: J. Gaites
Seconded: M. Peabody
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

Abatement Request

T. Beaulieu explained that a 2016 abatement request was filed timely for 46 properties from LCJ Holdings LLC. The assessors requested additional information from the applicant to make a decision on the abatement. LCJ Holdings LLC responded on the 30th day of the deadline to inform the assessor that the requested information could not be located but that they were still trying. Avitar has denied the abatement at this time, but has sent an email to the Board informing them that they would allow information to be submitted from LCJ Holdings after the deadline date to make a final determination of the abatement. TA Beaulieu has concern that the July 1 deadline for granting or denying abatements has passed and that past practice of the Board has been not to accept information after July 1st as required by state law. The applicants have due process that would allow them to work through BTLA and during mediation the applicants can discuss additional information pertaining to the abatement. The Board agreed that Avitar should rewrite their email to the applicant informing them that the abatement was

denied and that they should apply for due process through the BTLA if they have further information to present.

Judges Road

T. Beaulieu informed the Board that she and RA Kubik received an email from Mr. Movitz regarding Judges Road. Previously the Board agreed that if the RA data report was accurate and no other road emergencies occurred then Judges Road could be on the 2019 paving project list. RA Kubik informed Mr. Movitz that the road would not be repaved until possibly 2019 at the earliest.

Mr. Movitz stated in the email that a new residence is being built on Judges Road and the road was disturbed due to a utility crossing, and there is concern with a ditch that was installed to move water away from the new driveway. M. Peabody stated that the utility company should be responsible for any damages that they may have caused. The Board agreed that the RA should review the area and see if the utility company has damaged the area.

CBT Request

TA Beaulieu stated that a letter was received from Josh Collins from CBT, regarding big trucks on local roads asking that the Selectboard send a letter in opposition. The Board agreed not to forward a letter as requested by J. Collins.

PA-28 Form

The Board signed a form indicating that the Town will not use the PA-28 form from DRA for inventory purposes.

Appointments

TA Beaulieu informed the Board that Sky Bartlett has interest in volunteering for the CIP Committee as well as the Conservation Commission. There must be at least two members to the Conservation Commission. There are no other volunteers for the Conservation Commission at this time. If another resident becomes interested in volunteering, the Board will appoint S. Bartlett to the Commission.

MOTION: "To approve and sign a certificate of appointment for Sky Bartlett to the Capital Improvements Program Committee."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Northern Pass MOU

TA Beaulieu informed the Board that Catalina from Eversource has not submitted the updates suggested by Chairman Paul-Hilliard yet. The Board agreed to wait to sign the MOU once the changes are included in the final MOU for signatures.

Star Ridge Guard Rails

TA Beaulieu stated that RA Kubik sent her an email regarding the guardrail damage on Star Ridge as discussed during a previous board meeting. RA Kubik indicated that the Town broke the wooden guard rail due to the posts of the rail being rotten.

RA Kubik offered two solutions,

1. to purchase used guard rail posts from the State for \$10.00 each to repair the portion of the rail that the Town damaged. This would cost about \$800 for materials and labor to reset the posts.
2. to offer the homeowner's association \$800 towards the purchase and installation of a brand new, upgraded guard rail system if the association decided to update the rail.

MOTION "To follow either of the two solutions suggested by the Road Agent, 1. to repair the portion of the rail that the Town damaged. This would cost about \$800 in labor and materials to reset the posts. 2. to offer the homeowner's association \$800 towards the purchase and installation of a brand new, upgraded guard rail system if the association decided to update the rail and to contact Star Ridge Condos to decide which option they prefer."

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

Motion Passes: 5 – Yes, 0– No

Town Administrator Presents

2016 Audit

TA Beaulieu stated that the 2016 draft audit has been received including the MD&A that was completed by John Carpenter. The Board agreed to receive the copies via email. R. Sabourn will pick up a hard copy to review at his convenience.

Advanced Notification for Tax Deeding

Tax Collector D. Mahuri has 10 properties that are eligible for tax deeding. The current property owners have until August 1, 2017 to pay past due property taxes to prevent tax deeding. TA Beaulieu suggested that the Selectboard representatives view the properties that are eligible on Tuesday, August 1, 2017 and ask that the Tax Collector extend the notification date to August 3, 2017 so that the Board can discuss during their August 2, 2017 meeting.

The Board agreed that J. Gaites and M. Peabody will review the properties prior to the August 2, 2017 Board meeting.

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

5:30 p.m. July 1 and 2, 2017 Storm Damage update EMD John Paul Hilliard, RA Kubik, and HEB- Engineer, Chris Fournier Alternative funding for town qualifying projects

EMD Paul-Hilliard stated that the recent flooding has affected over 50 communities at varying levels of seriousness. The holiday weekend timing of the storm allowed for more people in town on vacations as well as the absence of town officials as many were out of town at that time. EMD Paul-Hilliard commended all those that were involved in the community during the flooding for assisting in the best way possible. The Town was lucky that there were no deaths as well as no serious injuries. The Selectboard is very empathetic to those that experienced perilous situations and those that have been affected with a loss of access to their property. Selectboard Chairman Paul-Hilliard explained that the Board is only allowed to expend funds and resources as provided by State Law. The Board has informed residents of all the resources that they are aware of to assist the public.

The FEMA process is laborious and slow, the declaration has to be completed before many repairs are made. The town did repair town assets as needed due to severity such as Sugar

Run Road. Some town officials toured the heaviest damaged areas with FEMA officials. A more thorough tour will be scheduled to review additional damage.

Road Agent Kubik stated that the highway department was out immediately working on clearing roads and making them passable and has worked many hours of overtime to work on road damages from the storm. Statistics are not available at this time due to the time that is needed to be working on the roads and will be compiled in the near future. The department is also working on clearing the debris left from the flooding so that the culverts are functional.

C. Fournier, HEB stated that his firm is currently working on a project already scheduled for the fall of this year to replace the Covered Bridge Road bridge. The site experienced more extensive damage from the flooding in July than during Tropical Storm Irene. Modifications to the bridge have been made to make it safe for one travel lane. C. Fournier strongly recommended that the cover to the covered bridge be removed as soon as possible. He stated that the cover is aesthetic and does not offer any structural support. He stated that one of the steel beams that holds the cover has rotated due to the flooding and the additional weight of the cover on the area where the pilings are missing poses real dangers to the bridge. C. Fournier recommended that the cover be removed soon. C. Fournier recommended that the Town not spend additional funds to open the bridge to two lanes since the bridge will be replaced soon.

C. Fournier discussed that the town may want to apply for additional funds from FEMA to cover the replacement of the bridge due to the extensive damage received from the July storm.

C. Fournier reviewed the Hazeltine intersection and believes that it is possible for the Town to receive FEMA funds to resolve the repetitive flooding of this site. If this project and the Covered Bridge project can receive State Bridge Aid as well as FEMA funds, the Town would be left with only a 5% financial responsibility. R. Sabourn discussed the process with FEMA years ago, where the town spent a lot of time to apply and did not receive assistance.

J. Paul-Hilliard allowed for agenda item comments.

Todd Kent from Highbrook Road/Sugar Run thanked the board and highway department for the work that has been completed to date. He stated that the culverts beside and under to road are filled with debris. He is concerned that the culverts are still clogged which is backing up water still when it rains. T. Kent stated another concern that a maintenance plan should be drafted to keep up with culverts on a regular basis so that the sand, silt, and mud does not block the flow of water.

Dennis O'Neill stated that he owns the trailer that was washed away during the flood. He has been working to clean up the area and the debris out of the river. This should be completed in the next few weeks. He has been working with NH DES Wetlands Department as well as neighbors to allow access to clean up the debris. The Board thanked them for his diligence and attention in cleaning up the area.

Jeff Schultz discussed the FEMA process with the Board. The Board explained the process and informed Mr. Schultz that the best way to keep updated is to read the minutes on the web, check the town website for any updates, and call the town office with specific questions.

Susan Rossley thanked the members of the community for their assistance. She expressed frustration with the state departments for a lack of assistance or a lack of response. She has an on-site meeting with a 211 representative to see if they can offer assistance. S. Rossley explained that the road is private road and help has not been readily available. Chairman Paul-

Hilliard expressed sympathy for those that have been affected by the flooding and are having a hard time receiving public assistance.

The Board discussed the bridge damages on Thornton Gore Road. These damages were not included in the initial review by FEMA. It was reported that a tree fell and broke the guardrail and the underneath of the bridge is damaged. It was also reported that several large trees are damaged and will likely come down into the brook and the soil is eroded. A resident requested that the wooden beam on the bridge be replaced to prevent a vehicle from going into the brook as this has been damaged prior to the storm. C. Fournier advised that this is another site that FEMA should repair.

The Board discussed that they need to make sure that all details and damages are taken into account for when the meeting with FEMA takes place. C. Fournier stated that HEB can assist with this process with FEMA to make sure that all the damages are documented and included in the analysis.

T. Garceau thanked the Board for their time and for the information provided by the Town Administrator. He stated that since his property is privately owned, he is having a hard time receiving any kind of assistance. He believes that the flooding damage was caused by a structure that was located in the spillway and was trapped above the bridge. The private bridge is now accessible by foot but cannot access the property by vehicle. T. Garceau stated that multiple tree dams are in place due to the debris that was carried by the flood and he is concerned with this creating additional flooding in the future as the water table rises. Chairman Paul-Hilliard assured T. Garceau that the Town will assist as much as they can within the parameters of the budget laws.

Senator Woodburn stated that his office has received many other calls such as these regarding property damage. His office is working to find resources for those affected.

Fred Gunter asked the Board if there was any intention to have the engineers assess the culvert at the top of Sugar Run where Tree Line Road is since the segment of the road washes out frequently with high water. R. Sabourn explained that the head wall did not give way during the flood, but that sticks and debris plugged the end of the culvert and once the culvert was blocked it created a domino affect with an increased amount of water traveling to the next structure. The size of the culverts will be assessed with FEMA and may be able to receive engineering assistance through FEMA engineers.

6:15 p.m. RA John Kubik- Highway Capital Improvement Plan (CIP)

TA Beaulieu presented 1 of 3 projects for the CIP project as submitted from the Road Agent.

Project 1 - The used 6-wheeler was purchased in 2017 for \$34,000.

Project 2 - The Road Agent recommended keeping the 2011 F550 as a backup vehicle as it will be replaced in 2018. Currently the department uses the 2005 as a replacement vehicle which can be replaced by the 2011 as the replacement vehicle. The Board discussed using this vehicle for snow removal at the transfer station as well as to be used by the highway department. The Board agreed that the vehicle would remain at the highway department while not in use.

B. DeLeo discussed that this vehicle could be included with a detailed description that would assure that it is not a part of the replaceable fleet of the department.

Project 3 – ten-year replacement for the replacement of the 2000 Mack 6-wheeler plow truck in the amount of \$60,000. Replacing this truck in the fleet may allow this to become the new backup 6-wheeler that the 1997 International currently serves. The Board agreed. The board signed the CIP project worksheet and submission form.

7:00 p.m. Tax Collector's Deeded property bid process

Chairman Paul-Hilliard read the posting for the deeded property bid process as advertised in the Record Enterprise meeting the town advertising requirements. The town had 8 properties advertised for sale and 2 properties received 1 bid each.

Selectman Sabourn and Selectman Benton recused themselves from voting on this particular acceptance or denial of this bid due to a potential conflict of interest.

- PID #2/3-1, 2.6 acres on Thornton Gore Road.

The bid was received from Robert M. Hiltz Jr. in the amount of \$1,009,0000

MOTION: "To accept the bid in the amount of \$1,009 for PID #2/3-1 from R. Hiltz."

Motion: J. Gaites

Seconded: M. Peabody

Discussion: M. Peabody asked how many years the town has owned the property. TA Beaulieu stated that the town took ownership in 2010.

Motion Passes: 2 – Yes, 1 – No, J. Paul-Hilliard

- PID #17/1-19, 4.87 acres on Lee Brook Road, assessed at \$31,200.

The bid was received from Margaret Humphries Revocable Trust in the amount of \$12,100.00.

MOTION: "To accept the bid in the amount of \$12,100 from Margaret Humphries Revocable Trust for PID #17/1-19."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

6:30 p.m. Police Department CIP

Chief Miller presented 2 requests.

1. *Project 1* - IMC Software. Chief Miller explained that IMC is the software used for all aspects of the Police Department. A couple of modules are missing including a live dispatch module and an administrative module that will allow them to complete items that need to be done, such as avoiding duplication of case numbers, allowing officers to do their reporting from the cruiser. The cost for this project request is \$31,268.75 minus an \$11,500 credit received for items already paid for, which makes the total amount requested at \$27,603.74

The annual service fee is \$3,933.75, the annual savings for service would be reduced. The department would have to connect to Plymouth dispatch at a fee of \$2,500 however Plymouth has agreed to pay this connection fee. This fee covers Plymouth housing all the records on their server.

Server - The cloud costs \$2,800 a year. The Department has no direct access to the computers or the option to work directly with Plymouth, because they have to go through certified. These costs will be reduced as well. A smaller server will need to be purchased to get off the cloud. Lakes Region Computer does not charge for each call and can do

more in house. B. DeLeo will review the request and consider the funding options for this request as a capital outlay rather than a capital reserve account.

2. *Project 2 - Speed/Message Board sign request.* Chief Miller explained that the batteries do not hold a charge in the current speed sign, it is also old and inconvenient to move. He has been receiving requests to have the sign placed in different areas indicating that the residents favor the use of the sign. The new screen will provide an opportunity for messages, has solar capabilities and is easier to move. The cost is \$15,305.00 plus annual maintenance expenses.

R. Sabourn and B. Benton does not agree with this purchase. J. Paul-Hilliard, M. Peabody, and J. Gaites agree with the project request. The Board agreed that this expense should be included in the 2018 operating budget.

7:15 p.m. Fire Depart CIP

Present: Chief Defosses and Campton Selectboard Chairman Peter Laufenberg

Chief Defosses discussed an email sent to the Board members regarding the purchase of a used ambulance.

Chief discussed that the Fire Department is due to purchase an ambulance next year and this request would be pushed out if the department were to purchase an ambulance this year. Chairman Laufenberg stated that the Campton Board is on board with this purchase and is concerned that the ambulance could already be sold prior to the joint board meeting. Chief Defosses is confident that the company is holding the ambulance for the Town to purchase.

The Campton Board wants to move forward with purchasing prior to July 31. The Campton Board voted to approve the purchase with a caveat that they are not looking to purchase another ambulance until 2020.

Selectman Sabourn stated that if the ambulance company can reduce the price by \$2,000, the Town can purchase the ambulance with Capital Reserve funds. The Thornton Board agreed that Chief Defosses should buy the ambulance immediately. Chief Defosses will contact the company tomorrow and discuss the terms for delivery of the ambulance.

Chairman Laufenberg and the Thornton Board of Selectmen agreed that they will not have to have the joint board meeting that was scheduled for July 31.

7:45 p.m. Cartographic Mapping options, costs, and timeframe for CIP program

Tim Fountain met with the Board to discuss the mapping options, and costs to meet the town needs for the mapping project. The Board discussed the aerial option for mapping. The state has made available controlled photography to include buildings on the base maps. T. Fountain discussed a customized photography option called planimetrics for the Town of Thornton that would include roads, structures, stone walls, fence lines, etc. Tim showed the Board the difference in two different base maps one with aerial photos with planimetrics that includes custom photography, and a second with aerial photos using the free orthophotography that can be downloaded to use with property lines.

R. Sabourn stated that he does not agree with the high level of detail being included on the maps as there is room for error in locating buildings on parcels, however it could be beneficial to show roof lines and zoning districts. Mr. Fountain explained that the level of detail is at the Board's discretion. He demonstrated the difference in base mapping and custom mapping. The

base mapping can include buildings but are not as accurate and would rely on the most current state imagery.

In 2014, T. Fountain provided a high budget quote using the free state ortho imagery in the amount of \$145,000. After meeting with TA Beaulieu, the firm contracted quote is \$134,000. The option with custom photography and planimetric is an additional \$37,000. The custom flight could be done in the fall or the spring. In either option, both projects would be completed on or before December 21, 2019. If the Board chooses the custom flight, the board has the option to buy the photos called color ortho images at \$9600.

Lastly, in addition to the mapping budget figures, Axis GIS data, the parcel viewer set up and hosting for a year has a one-time set-up fee of \$2,500 reduced to \$1,500 with the purchase of the mapping project and an annual maintenance fee of \$2,400. This would be a web based product that can be used by members of the public. The Selectboard would have complete control over the level of detail that is made available for public viewing. Town staff could have additional access to detail through a password. The maintenance fee will keep the assessing information up to date with mapping information. R. Sabourn asked how the buildings will be maintained after the initial custom photography. T. Fountain explained that Cartographics can maintain building changes at \$15 per structure that is over 120 square feet or larger. The fee is added onto the maintenance fee. Removing buildings is included in the annual tax map maintenance. The tax map maintenance is approximately \$1300 per year.

TA Beaulieu asked what the cost is to purchase the Axis GIS viewer at a later date. Tim stated that the fee would be \$2,500 to set it up, and the \$1,000 credit would not apply if the program was not purchased at the time of the new mapping project. R. Sabourn stated that the web data is beneficial to the public and should be done at the time of the mapping project if the Board agrees to purchase this service.

R. Sabourn would be in favor of putting the buildings on the maps but that he is not in agreement on regular updating of the buildings. TA Beaulieu recommended keeping the building information current on the tax maps if the Board is choosing to include the buildings on their maps. This would be a fee of \$15.00 per building change. Chairman Paul-Hilliard mentioned that this fee could be included in the ZCA fee. The Board has discretion as to the size of the change that would be updated on the maps such as including larger changes like a new building rather than small changes in buildings like minor additions and decks. R. Sabourn agreed that this approach is more reasonable and that including the fee in the ZCA permit as a user based fee would make more sense.

T. Fountain stated that the cost for the custom aerial imagery/planimetric with the Axis GIS web viewer and a year of hosting/maintenance is \$174,900.

T. Fountain will provide a formal proposal with the custom flight/planimetrics and web based services to begin the mapping project in 2017. The Board agreed to wait to motion the acceptance of these services until a formal proposal is received but agreed to make the CIP request. Tim is proposing starting a portion in 2017 and having December 31, 2019 as a delivery date of the final project due to the amount of time needed.

- \$34,980 – 20% year 2017 preparing the database, town staff will need to prepare surveys for the properties for inventory and indexing by December 31, 2017. TA Beaulieu explained that there are some plans that are still located in planning files. The assessing files are up to date but some plans are still in name order. T. Fountain stated

that he can gather the PID order surveys first, and then work with the plans that are in name order. M. Peabody offered to assist staff with this as well.

- \$69,960 – 40% year 2018 to complete the photography, record research, and building of the map.
- \$69,960 – 40% year 2019 to complete area calculations, map development, public review, and delivery.

T. Fountain will have a formal proposal ready for the Board to sign prior to their August 16 meeting.

TA Beaulieu informed the Board that a new contract was received from HEB for the Covered Bridge Road bridge project that includes a change in cost for oversight and updated budget figures for the bridge that was discussed during a previous meeting. The Board agreed that the figures have not been received yet from HEB. R. Sabourn stated that the figures will not be available until the project goes out for bid.

Transfer Station

TA Beaulieu presented a request from K. McGuire, Transfer Station Manager discussed a CASE skid steer request in the amount of \$60,150 for the 2028 CIP. The Chairman signed the request.

Employee BBQ

TA Beaulieu informed the Board that the town will need to purchase a grill for the employee BBQ. The Board agreed.

Town Administrator Position

The Board discussed a salary range for the TA position. MRI recommended putting a limit on the wages in the advertisement of a salary up to \$70,000.

The Board agreed to post the Town Administrator position this week, with an ad to be advertised on July 21, 2017, with a deadline for applications of August 28, 2017. This will allow for interviewing to take place September 27 through October 25. TA Beaulieu reminded the Board that she will not be in attendance on October 11. The Board preferred to have the TA present during interviews and would like to try to schedule interviews for September 27.

SELECTMEN COMMENTS

Selectman Paul-Hilliard informed the Board that he is still receiving active texts from Mr. Garceau regarding his damaged bridge. Chairman Paul-Hilliard stated that he will not respond to these texts as there is nothing else that the Town can do to assist.

R. Sabourn discussed a letter that was sent to T. Ballestero informing him of the items that he should work on in regards to Mill Brook as well as items that he does not need to address. Some areas the Town does not need the requested work completed such as supervision or they have a less expensive option. R. Sabourn reviewed the list of tasks that were submitted by T. Ballestero. T. Ballestero had removed the site survey and survey processing which should be completed by T. Ballestero. Those items need to be added back into the list of work for Ballestero to complete. Construction supervision needs to be removed from the list as the Road Agent will be the construction supervisor. The board also agreed that there is no need for T. Ballestero to meet with Mr. Lobdell to discuss the wetlands delineation. R. Sabourn suggested that the list be modified to include these changes and sent back to Mr. Ballestero.

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

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary