



Approved on: July 18, 2018
BOS Initial: TGS
Rec'd by Town Clerk on: _____
Town Clerk Initials: _____

**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
July 2, 2018**

ROLL CALL: Chairman Roy Sabourn, Selectwoman Marianne Peabody, Selectman Jack Gaites and Selectman Brad Benton.

STAFF PRESENT: Town Administrator (TA) Debra Shepard and Jessi Fleury, Board Secretary

ABSENT: Vice Chairman John Paul-Hilliard

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 7/6/2018 in the amount of \$38,508.80."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the vendor manifest dated 7/6/2018 in the amount of \$604,759.12."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: J. Gaites

Minutes

MOTION: "To approve Board of Selectmen meeting minutes for June 20, 2018 as amended."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve two sets of Board of Selectmen non-public meeting minutes for June 20, 2018 as submitted."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None

Motion Passes: 4 – Yes, 0 – No

ZCA Review

MOTION: "To approve ZCA #2018-47 for PID# 18/5-3 owner, Norman and Cynthia Scrimshaw a 25-ft round Yurt."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None

Motion Passes: 4 – Yes, 0 – No

The Board reviewed and signed off on covered bridge reports.

TA PRESENTS:

PA28 NHDRA

The Board signed the form agreeing that they will not use the PA 28 Inventory form from NHDRA.

Police Grants

TA Shepard presented Highway Safety Grant forms for the Cruiser MDT Equipment grant and the E-Ticket Equipment Grant for the Board's signature. The Board signed both forms.

Notice of Hearing for Thornton v. Mahmoud

TA Shepard informed the Board that the notice of hearing between the Town of Thornton and Mr. Mahmoud has been scheduled for July 16, 2018 at 1:30 pm. TA Shepard will attend.

Custodial Services – Annual Bid process

TA Shepard informed the Board that the current contract for custodial service expired at the end of June. TA Shepard asked the current custodial service if they would consider providing service for the Month of July while bids were being accepted. They agreed but with an increase in cost of \$330 for the Month of July. After consideration, TA Shepard decided to not enter into an agreement with the current custodial service for the month of July. The Board agreed with this decision and TA Shepard will have the custodian bid advertised.

MOTION: "To go out to bid for new custodial services."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Request for Road Name Change

TA Shepard stated that a request has been made to change Weeping Birches Lane road name to Horizon Drive. The Fire Department and the Village Water District have approved these changes. Chairman Sabourn stated that it needs to be clear if the entire Weeping Birches Lane is going to be changed or just the portion that is complete. TA Shepard will research and provide more information.

Beautification – Invoice and Receipts for Town Hall

TA Shepard informed the Board that Leslie Hoyt submitted an invoice for mulch and other expenses. TA Shepard discussed an invoice received from L. Hoyt for some services she provided as a member of the Beautification Committee at Town Hall. The invoice did not have any receipts attached and therefore TA Shepard did not authorize it for payment. The Board agreed. M. Peabody suggested having the beautification committee review invoices prior submission for payment to the BOS. M. Peabody informed the Board that L. Hoyt is also working with the Beautification Committee to improve the landscaping at the Transfer Station and the Committee will be meeting at the Transfer Station on Tuesday.

Contracted End of Year Services

TA Shepard informed the Board that Tammie Beaulieu has submitted total invoices in the amount of \$5,231.00 for her contracted services during audit season and to assist with other TA duties during the transition. This total is approximately \$2,300 less than the budgeted amount. TA Shepard stated that the most recent invoice included 8 hours of travel time that had not been billed for in the past. TA Shepard informed the Board that she feels confident that she can go forward without Ms. Beaulieu's services and is very thankful for all of her assistance during the transition. The Board agreed to pay this invoice and are also very thankful for the additional services provided by Tammie Beaulieu during the town administrator transition.

Chickenboro Road

TA Shepard informed the board that a conference call is scheduled with Steve Whitley on July 17, 2018 at 10:00 to discuss Mr. Baldwin and Chickenboro Road.

Agenda Items: (no public input unless approved by the Chairman)

1:45 Non-public session pursuant to RSA 91-A: 3, II (a – compensation, e- legal)

1:07 p.m. MOTION: "To enter into non-public session pursuant to RSA 91-A:3, II, (a & e)"

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

Roll Call: Brad Benton – Yes, Jack Gaites – Yes, Marianne Peabody – Yes, Roy Sabourn - Yes.

Motion Passes: 4 – Yes, 0 – No

1:55 pm MOTION: "To come out of non-public session."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To promote Officer Meier per agreement from labor grade 8 step 3 to labor grade 8 step 4 effective July 1, 2018."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To regretfully accept a resignation from Daniel Day as the Transfer Station assistant manager effective July 14, 2019."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To advertise for an Assistant Transfer Station Manager at Labor Grade 7 step 1."

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

Motion Passes: 4 – Yes, 0 – No

Tax Collector's Deed acceptance/denial annual process

Selectman Gaites and Selectwoman Peabody reviewed the properties that may be available for tax deeding. D. Mahurin stated that there are 15 properties that are available for tax deeding as of today. D. Mahurin stated that she imagines some properties to be unavailable for tax deeding as she expects the taxes to be paid prior to deeding.

D. Mahurin stated that the deadline for payment to remove properties from the tax deeding process is Friday, July 6, 2017. If taxes are paid on these properties then they will no longer be available for deeding.

D. Mahurin stated that PID#11/4-17A includes a building on land of another. The building owner and land owner have been notified each year of each tax bill and tax notice. The building is in very poor dilapidated condition. After extensive research, Desiree informed the Board that the Town has the legal right to deed only the building for unpaid taxes. She also explained that the current owner of the building and the power of attorney has no interest in the building.

The land owner (land known as PID#11/4-17), Denise Kimball met with D. Mahurin to explain her intent to purchase the building from the town that is located on her land. D. Kimball would like to demolish the building and bring the property compliant with zoning codes. D. Kimball informed D. Mahurin that she is willing to pay something for the building after the deeding process. D. Mahurin recommended continuing with the deed process and selling the building to the land owner as authorized by NH RSA rather than putting the building out for sealed bid. The Board agreed with the recommendation.

MOTION "To accept and sign the waivers for tax deeding for the following properties:

- **PID #8-9/8, owner First Fisher Mountain Trust c/o Christina Brown Trustee, due to bankruptcy.**
- **PID #8-9/9, owner Christina Brown, due to bankruptcy**
- **PID #11/2/2, owner Alton Benton, due to liability"**

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

Motion Passes: 4 – Yes, 0– No

Steele Building

Chief Miller informed the Board that Tom Duffield asked that he sign off on a form (as the Emergency Management Officer) regarding the Steele Building and flood zones. Chief spoke with Jennifer Gilbert and was informed that many towns are not signing this form unless they are prepared to enforce the flood regulations. M. Peabody explained that the flood maps are not reliable and that the Steele Building has never flooded. After discussion, the Board recommended that Chief Miller not sign this form and to inform Mr. Duffield that the town flood maps may not be accurate.

Peaked Hill Road Update

R. Sabourn met with FEMA and RA Kubik at Peaked Hill Road. R. Sabourn stated that the logging road on Richard Merrill's land off of Lumber Drive has a small stream that comes to the edge of the road. The original design was to have a deep ditch that would run from there down, into a big gully to another large pipe that went under interstate 93. R. Sabourn stated that someone installed a driveway with 12" or 15" pipe to get access for logging. The pipe is not big enough and that is what has been causing the problems on Peaked Hill Road. R. Sabourn contacted Richard Merrill to inform him of the problem and to request permission to remove the undersized pipe. R. Sabourn explained to Mr. Merrill that he would be allowed to install a larger pipe if he intends to use the driveway for logging purposes in the future. Mr. Merrill gave permission for the town to remove the pipe. R. Sabourn will inform RA Kubik to remove the pipe and open the ditching to alleviate the water problems. The small pipe will be left for Mr. Merrill after it is removed. The Board agreed.

2:36 p.m. MOTION: "To adjourn."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary