



Approved on: 8-30-17
BOS Initial: JPK
Rec'd by Town Clerk on: 9/5/17
Town Clerk Initials: JPK

1-1-17 8/17

**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
August 16, 2017**

5:00 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, and Selectman John Gaites.

STAFF PRESENT: Tammie Beaulieu, Town Administrator, Jessi Fleury, Board Secretary

ABSENT: Brad Benton, Selectman

MOTION: "To approve the vendor manifest dated 8-18-2017 in the amount of \$428,819.54."

Motion: M. Peabody
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 3 – Yes, 0 – No Abstained: J. Gaites

MOTION: "To approve the payroll manifest dated 8-18-2017 in the amount of \$24,316.01."

Motion: R. Sabourn
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the welfare manifest dated 8-19-2017 in the amount of \$1,044.96."

Motion: J. Gaites
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody

MOTION: "To approve the Board of Selectmen meeting minutes of the August 2, 2017 as amended."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the Board of Selectmen nonpublic meeting minutes of August 2, 2017 as submitted."

Motion: M. Peabody
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

ZCA Review

The Board reviewed the following ZCA applications.

MOTION: "To approve ZCA #2017-29 for PID #17/4-19 for owner, Joseph & Patricia Morris to install roof mounted solar panels."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2017-30 for PID #17/4-5 for owner, Kyle & Lauren Luce to install ground mounted solar panels."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2017-31 for PID #11/1-62 for owner, Cathy Cummings to replace a 8x14' deck and stairs."

Motion: R. Sabourn
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2017-32 for PID #10/11-4 for owner, Timothy and Rachael Kirwin to add 8 feet to the height of the second floor."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2017-33 for PID #18/6-2 for owner, James & Doug Fitzgerald Linden Realty Trust to install a 44x36' 3 stall garage."

Motion: R. Sabourn
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2017-34 for PID #12/7-11 for owner, Timothy & Ashley Kresl to install roof mounted solar panels."

Motion: R. Sabourn
Seconded: J. Gaites
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

ACTION FOLDER

TA Beaulieu informed the board that she conducted two tax deed sales as a result of the tax deeded property sale bids approved during the previous meeting.

MOTION: "To sign a deed with no covenants to Margaret Humphries for PID #17/1-19 for the sale of tax deeded property."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To sign a deed with no covenants to Robert Hiltz Jr. for PID #2/3-1 for the sale of tax deeded property."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

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

6:15 p.m. Non-Public session pursuant to RSA 91-A: 3, II

p.m. MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (a-personnel, c - reputation)."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Roll Call: Selectman Sabourn - yes, Selectwoman Peabody – yes,

Selectman Gaites – yes, Selectman Paul-Hilliard – yes.

Motion Passes: 4 – Yes, 0 – No

6: 31 p.m. The Board recessed non-public session.

6:30 p.m. Public Hearing 31-95b unanticipated funds

USDA Rural Development Community Facilities Program Grant \$10,000 PD

Chairman Paul-Hilliard read the public hearing announcement as advertised in the Record Sun "THE TOWN OF THORNTON – POLICE DEPARTMENT has applied for a grant under the USDA Rural Development Community Facilities Program in the amount of \$10,000 to help offset funding towards the purchase of IMC software and an in-house server for the Police Department."

No public was present. The Board is pleased to have the grant to assist with the purchase of the software for the Police Department.

6:37 p.m. Chairman Paul-Hilliard closed the public hearing.

MOTION: "To approve the application process and accept the funds awarded from the USDA Rural Development Community Facilities Program in the amount of \$10,000 in compliance with RSA 31-95b."

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

Motion Passes: 4 – Yes, 0 – No

6:37 p.m. MOTION: "To reconvene nonpublic session."

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

Motion Passes: 4 – Yes, 0 – No

6:37 p.m. MOTION: "To exit nonpublic session."

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

Motion Passes: 4 – Yes, 0 – No

7:00 Fixed Asset Policy

Present: Bill DeLeo

The Board reviewed the fixed asset policy currently in place and compared the requirements with the current Capital Reserve Plan. TA Beaulieu stated that the two policies conflict in some areas and suggested that the fixed asset policy meet the same requirements as the CIP requirements to avoid confusion in the future. The Board agreed to discuss the wording and intended meaning of the fixed asset policy with the Auditors and further discussed modifying the policy to provide more flexibility for the town.

The Board also agreed to include the cost of the IMC software in the Police Department budget rather than in the CIP. TA Beaulieu will inform the Chief of the change in budgeting for the software. The Board agreed to include the requested speed sign for the Police Department as a capital outlay article rather than in the budget. The \$270,000 for the Capital Improvement Plan reserves will be reduced by \$15,000 for the capital outlay article.

7:15 HEB- Chris Fournier- Project Funding availability

Chairman Paul-Hilliard stated that C. Fournier was not able to fully explain FEMA funding availability during the previous meeting due to the amount of public discussion that was held regarding the July 1 storm damage. Chairman Paul-Hilliard requested that C. Fournier meet with the board to discuss project funding availability with more detail.

C. Fournier proposed assisting with providing documentation for grants from FEMA for Covered Bridge Road Bridge (HEB proposed cost is \$1,500), Mill Brook Bridge (HEB proposed cost is \$1,900), and Thornton Gore Road Bridge (HEB proposed cost is \$2,600).

C. Fournier explained the grant amounts from FEMA for Covered Bridge Road Bridge with a proposed cost of \$1,500 from HEB for the application and processing service. The Board discussed the current Covered Bridge Road Bridge and informed C. Fournier that they do not want the current plans for the bridge replacement delayed by applying for FEMA funds as a secondary grant. C. Fournier stated that he would make sure that did not occur. The Board stated that the bridge must be replaced as scheduled and not delayed.

The Board discussed the current work in progress for Mill Brook Bridge. R. Sabourn informed C. Fournier that FEMA had visited the area during the previous flood and the area did not qualify. R. Sabourn explained that the Board has started working on this project with T. Ballestero already and recommended that the Board continue their work with Mr. Ballestero rather than switching company's half way through the project. C. Fournier explained that HEB would work with Mr. Ballestero rather than replace him in the project. After review of the anticipated costs for the project, the Board agreed that the cost is not high enough to apply for these grant funds and that they would continue their work with Mr. Ballestero rather than contracting with HEB.

The Board discussed the Thornton Gore Road Bridge proposal from HEB in the amount of \$2,600 to apply for FEMA funds. This is a red listed bridge and there is a need to remove trees that are located on State Forest land. RA Kubik has contacted the Forestry Department and has informed them that trees need to be removed to prevent additional damage to the bridge. The Board agreed that the Town should remove the trees immediately. Chairman Paul-Hilliard recommended replacing the broken wood on the rails. The Board agreed. The Board also agreed not to contract with HEB for the FEMA funds for Thornton Gore Road Bridge at this time. The Board agreed to contact HEB if they need assistance in applying for FEMA funds for Thornton Gore Bridge.

MOTION: "To approve the expenditure of \$1,500 for assistance with the Covered Bridge Road bridge possibility for FEMA funding, and to not approve the Mill Brook Bridge and Thornton Gore Bridge proposal."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

R. Sabourn stated that the town has received a quote to have the cover of the bridge removed as requested. C. Fournier stated that State Bridge Aid/FEMA funds would reimburse this cost. RA Kubik will keep expense records.

TA Beaulieu asked for an updated estimate for the Covered Bridge Road bridge replacement costs as C. Fournier had indicated that the estimate provided years ago does not account for inflation. C. Fournier stated that the scope of work has been sent to NHDOT for approval and the updating of the construction cost for the bridge is included in the fees paid by the Town. C. Fournier won't have an updated estimated cost until the scope of work is received back from the State.

6:45 SB38 Highway Department Project Recommendation

TA Beaulieu informed the Board that the Town received additional funds due to SB38 from the State Highway Block Grant Aid in the amount of \$89,162.43. TA Beaulieu informed the board that RA Kubik had been requested to attend the meeting to provide a breakdown as to how these additional funds would be expended. The funds may not be expended on items that have already been appropriated.

RA Kubik stated that Sugar Run will be repaved this year, and recommended that the SB38 funds could be used to pave more of Sugar Run than the town has planned currently. RA Kubik discussed this option with the paving company to receive an estimate for the additional work. The estimated cost to continue Sugar Run through the intersection of Upper Mad River Road was about \$60,000. RA Kubik stated that this would be his first recommendation since they are

already working in that area. He could keep the cost separate from the flooding damage repairs. The paving contractor agreed to honor his past quoting price when providing an estimate for the additional road work.

RA Kubik stated that he could use the remaining SB38 funds to complete small additional work in this area. RA Kubik mentioned the intersection of Cold Springs that goes to Tamarack is a short section that could be repaired as well.

R. Sabourn asked what the status of repairs is for Peaked Hill Road. RA Kubik stated that gravel has been added, and he is in contact with New England Catch Basin to clear the basins. R. Sabourn discussed that the area will continue to cause a problem unless it is paved due to the dirt road clogging basins. RA Kubik agreed. He has been working to maintain the roads currently paved and has not focused his attention on scheduling the potential paving of dirt roads.

TA Beaulieu informed the Board that the Public Hearing to accept the unanticipated funds for RSA 31 95b will be scheduled for September 8, 2017. TA Beaulieu informed RA Kubik that he will need to be prepared with a written list of anticipated expenditures to cover the funds received from SB38. TA Beaulieu will discuss the plans discussed this evening with NHDOT to make sure that the road repairs are allowable and that work can begin prior to the public hearing to accept the funds. The list submitted at the public hearing has to be what the funds will be sent on, they RA cannot change his mind after the hearing.

Storm Damage of July 1-2, 2017 Update

RA submitted a progress report for storm damage of July 1-2, 2017 and is available at the town hall if members of the public are interested. The staff completed an update to be posted on the town website as well.

8:00 p.m. Non-Public session pursuant to RSA 91-A: 3, II (a-personnel, b-hiring – Highway Dept.)

8:52 p.m. MOTION: “To enter into non-public session pursuant to RSA 91-A: 3, II (a-personnel, b – hiring,).”

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Roll Call: Selectman Sabourn - yes, Selectwoman Peabody – yes,
Selectman Gaites – yes, Selectman Paul-Hilliard – yes.

Motion Passes: 4 – Yes, 0 – No

9:38 p.m. MOTION: “To come out of non-public session.”

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: “To make a conditional offer of employment for candidate #4 for the position of full-time Thornton Assistant Road Agent/Equipment Operator 1.”

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: M. Peabody

Bid Documents Review and Approval for the following projects.

The Board reviewed the final bid documents received from Alba Architects for the following projects, AA Mahurin and TA Beaulieu have reviewed to be sure that the documents meet the requirements.

- Transfer Station Addition & Renovation
- Transfer Station Retaining Wall
- Town Clerk/Tax Collector TH Office Renovation

MOTION “To approve the bid documents submitted from Alba Architects for the Transfer Station Addition & Renovation, Transfer Station Retaining Wall, and Town Clerk/Tax Collector Town Hall Office Renovation, as presented with the removal of the performance bond requirement.”

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: TA Beaulieu informed the Board that Alba had addressed a concern with the performance bond requirement for the small project. If a bond is required than there may be no company available to bid on the work, since smaller vendors will most likely be bidding on the work and do not typically have performance bonds in place.

Motion Passes: 4 – Yes, 0– No

6:00 P.M. Town Administrator presents Action Folder Items and TA presents Agenda Items: (no public input unless approved by the Chairman)

Telecommunications Policy

TA Beaulieu distributed copies for each board member of the telecommunications policy. B. Regan submitted an inquiry as to updating this policy as well as some templates for the Board to reference. Selectman Sabourn questioned why the Planning Board was not updating and developing the ordinance.

Mill Brook Bridge

T. Ballestero will not be available until next week and will inform D. Mahurin of any charges associated with applying for FEMA funds for the work scheduled on Mill Brook bridge.

Tax Deeded Property

TA Beaulieu presented letters to the previous owners of recently tax deeded property informing them that the town owns the property and to provide options to purchase the property back as well as dates of eviction if no agreement is made by the deadline. The Board signed the letters.

9:57 P.M. MOTION: “To adjourn.”

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary