



Approved on: 8-16-17
BOS Initial: JS
Rec'd by Town Clerk on: 8/23/17
Town Clerk Initials: BR

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 2, 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, 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 payroll manifest dated 8-4-2017 in the amount of \$22,532.12."

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

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the vendor manifest dated 8-4-2017 in the amount of \$275,473.54."

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

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

MOTION: "To approve the special vendor manifest dated 7-25-2017 in the amount of \$35,160.00 for the purchase of the used ambulance with the Town of Campton."

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

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve the Board of Selectmen meeting minutes of the July 19, 2017 meeting as amended."

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

Motion Passes: 4 – Yes, 0 – No

to TC 8/23

ZCA Review

The Board reviewed the following ZCA applications.

MOTION: "To approve ZCA #2017- 27 for PID #10/11-4 for owner, Timothy and Rachel Kirwin to build a 12x16 shed at 3187 US Route 3, with a condition that the structure be set back at least 58 feet from the center line of the road."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: M. Peabody asked if the property was in the flood plain. AA Mahurin informed the board that the property is in the flood plain but is not in flood zone A and does not require additional steps. This information was verified with Jennifer Gilbert at FEMA.

Motion Passes: 4- Yes, 0 - No

MOTION: "To approve ZCA #2017- 28 for PID #15/4-11-8 for owner, Kenneth and Kari Miller to build a 20x12 shed at 8 Frazer Road."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4- Yes, 0 - No

The Board reviewed the following zoning enforcement correspondence:

- The Board reviewed and signed a letter to Bruce MacKay regarding 2635 US Route 3, Thornton property to follow up on a violation of the Zoning Ordinance and the town site plan regulations. Discussion ensued on options to address the situation.

MOTION: "To approve sending the zoning enforcement letter to Mr. MacKay."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4- Yes, 0 - No

ACTION FOLDER

The Board reviewed action items:

FEMA grants – HEB proposals

Chris Fournier conducted a review of three areas in town that have been affected by the storm in July 2017.

Millbrook Road Culvert Crossing/Hazeltine

The Board reviewed proposals from HEB for the Millbrook culvert. FEMA funds may be available for the town to pursue. C. Fournier offered to complete that application for funds at no cost to the town. The town would need to pay a fee of \$1,009 for HEB services. R. Sabourn does not agree that the process to receive FEMA funds for this project is worth changing directions to work with a different engineering firm. Mr. Ballestero is already working on this project. The Board agreed.

R. Sabourn informed the Board that Mr. Ballestero made the fee reductions as requested by the Board. Mr. Ballestero is now asking the Board what elevation they want the road raised. R. Sabourn stated that the original plan for option 4a would meet requirements for raising the road according to the 25 to 50-year flood. The Board agreed to stick with the 1149 elevation level. R. Sabourn recommended raising the road to the 1149 elevation level. J. Paul-Hilliard

recommended to cap the culverts as well. The board agreed with the recommendations to raise the road to 1149 and to cap the culverts. TA Beaulieu explained that the town could be eligible to pay only 5% of the \$80,000 they expect to spend to replace the culvert. R. Sabourn stated that if Mr. Ballestero feels that the town could recover some funds from FEMA then the town should proceed with Mr. Ballestero since he has already started this project, rather than contracting with HEB.

Covered Bridge Road bridge

HEB submitted a proposal for services in the amount of \$1,500 to include applying for FEMA funds to allow the Town to pay 5% of the cost to fix the Covered Bridge. R. Sabourn stated that C. Fournier informed the Board that applying for the FEMA funds could postpone the project for another year. A plan is in place to replace the bridge in 2018 and this is necessary due to the current condition of the bridge and the town should not wait another year for this project.

The Board agreed that they cannot wait another year for FEMA funding and that the bridge replacement should move forward as planned. Chris Fournier stated during the previous Board meeting that the cover to the bridge needs to be removed as soon as possible as it is affecting the structural integrity of the bridge. The Board agreed to have the Road Agent receive a quote to remove the cover on the covered Bridge.

Thornton Gore Road Bridge

R. Sabourn stated that this bridge is on the red list and has been in this condition for many years. He further explained that brush and debris has traveled down the brook and needs to be cleaned out of the bridge area. HED proposed a fee of \$2,600 for the investigation of this bridge. R. Sabourn stated that the bridge is red listed but should hold for another 20 years. He agreed that new rails should be added to the existing bridge. R. Sabourn suggested that the Road Agent contact him to discuss the rail improvements that should be made. R. Sabourn also suggested sending pictures of the trees that are above the bridge, leaning over the brook to the White Mountain National Forest to see if they can resolve this concern.

Plodzick and Sanderson

TA Beaulieu presented an outline for the Chairman of the Board to sign for Plodzick and Sanderson. The outline was completed between the Chairman and Town Administrator and signed by the Chairman.

MOTION: "To finalize and forward the 2016 communication referencing financial activity of the town for the 2016 audit."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To sign the letter from the TTF requesting funds to be withdrawn from the fire rescue vehicle equipment and major maintenance capital reserve in the amount of \$35,160.00 (equaling the 40% portion) for the purchase of a 2012 Ford E450 Ambulance."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOU – Eversource

TA stated that all previous requests for changes have been made. The Board reviewed the agreement.

MOTION “To accept and sign the Town of Thornton and Northern Pass agreement of transmission – Memorandum of Understanding for safe passage in the community during construction of the Northern Pass.”

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0– No

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

1:45 *Robert Tole- Stone wall/ Mt. Woodlands Rd.*
Mr. Tole did not attend this scheduled hearing.

2:10 *Tax Collector's Deed acceptance/denial annual process*

Selectman Gaites and Selectwoman Peabody reviewed the properties that may be available for tax deeding. The Tax Collector expects three of the properties to be unavailable for tax deeding as she expects the taxes to be paid prior to deeding. TA Beaulieu stated that the Tax Collector deadline for payment to remove properties from the tax deeding process is Friday, August 4, 2017. If taxes are paid on these properties than they will no longer be available for deeding.

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

- **PID # 6/13-1-08 has a tax agreement in place at this time.**
- **PID # 8/9-8 this property is in bankruptcy**
- **PID # 8/9-9 this property is in bankruptcy.**
- **PID # 11/2-2 this property has been waived in the past due to liability.”**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: The Board reviewed the amount of back taxes owed for PID #11/2-2. They agreed to research limited deed waivers for the next deeding process.

Motion Passes: 4 – Yes, 0– No

TA Beaulieu informed the Board that as of today there are 11 properties available for tax deeding. The Board discussed and agreed to deeding all of the properties below with the intention to resell through the Town tax deed sale process if taxes are not paid by Friday.

- **PID # 13/3-5 - Woodwinds Drive – 2.2 acres Land Only**
- **PID # 17/13-3B - Welch View Drive – 4.6 acres Land Only**
- **PID # 13/5-13 - Judges Road – 1 acre Land Only**
- **PID # 16/4-4 - 5.74 acres Land Only**
- **PID #11/4-3 - 67 Millbrook Road – Building and 1 acre of land**
- **PID # 16/7-57 - 13 Suzi Lane – Building and 1 acre of land**
- **PID # 6/3-1 - Building and 5.38 acres of land**

MOTION “To accept seven properties submitted from the Tax Collector for tax deeding if taxes are not paid by the tax deeding date of August 4, 2017. These properties are accepted for resale purposes.

- PID # 13/3-5 - Woodwinds Drive – 2.2 acres Land Only
- PID # 17/13-3B - Welch View Drive – 4.6 acres Land Only
- PID # 13/5-13 - Judges Road – 1 acre Land Only
- PID # 16/4-4 - 5.74 acres Land Only
- PID #11/4-3 - 67 Millbrook Road – Building and 1 acre of land
- PID # 16/7-57 - 13 Suzi Lane – Building and 1 acre of land
- PID # 6/3-1 - Building and 5.38 acres of land

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0– No

2:30 *Desiree Mahurin – Update on Transfer Station addition and retaining wall*

AA Mahurin presented a summary on the transfer station project with an updated plan to include the changes made to the doors at the Recycling Center as discussed during previous meetings. TA Beaulieu stated that the door modification was the only change on the plan.

D. Mahurin provided an anticipated timeline for the project that does not include the retaining wall. The retaining wall will be expedited.

D. Mahurin stated that she is meeting with Stuart Anderson from Alba Architects on Thursday, and a new final packet will be available at that time.

TA Beaulieu summarized that the first preliminary cost of \$92,818 is for the addition plus \$14,100 for the architect fees and the second cost is for the retaining wall estimated between \$25,000 and \$30,000 the engineer cost of \$2,500 for a total of \$141,918.00. The Town is responsible for 37% of this total cost as it is shared with the Town of Campton and Ellsworth.

The Board reviewed the funds available in the CIP.

The Board discussed the town hall renovations. The dates for this process is the same as the Transfer Station to reduce advertising costs.

PUBLIC INPUT:

Richard Giuliano met with the Board to discuss the tax deeding resale process and to receive an update on Chickenboro Road. TA Beaulieu explained that the current tax deeded practice followed by the town is that land that is deeded for non-payment of taxes is advertised for resale three years after the tax deed date. Properties with buildings go through an expedited procedure through the eviction process which can be time consuming.

R. Giuliano stated that he had met with the Board two years ago regarding Chickenboro Road. The road has been surveyed since his last meeting with the Board. He stated that the road is substandard which makes for dangerous traveling. The most concerning area is the last 90 degree curve at Welch View Drive, it is washed out, and cars could slide over the edge of the road. He also stated that the washboard condition along with the road being too narrow is dangerous. R. Sabourn stated that the town could not afford to keep Chickenboro Road paved and had to be reverted to gravel. The town does not own any land in one of the problem areas and they are trying to work with an abutting land owner. Progress has been made and the goal is to move the road over which requires a legal process. The Board is sympathetic and working to provide the best solution.

Minimum Expedited Application

J. Fleury informed the Board that Mr. Duffield visited the office at 11:30 a.m. and requested that the Board review information for a DES application that he plans to submit at the end of the week. The town does not have an active Conservation Commission to review the anticipated application. Mr. Duffield requested that the board provide a letter in support of the application to expedite the process with NHDES. The Board agreed that they would review the application once it is submitted to the Board, but that they would not provide a letter of support until the application and applicable information has been presented to them.

3:30 non-public session pursuant to RSA 91-A: 3, II (a -personnel/BOS office, c – reputation)

4:00 non-public session pursuant to RSA 91-A: 3, II (a- personnel – PD)

3:34 p.m. MOTION: “To enter into non-public session pursuant to RSA 91-A: 3, II (a-personnel, b – hiring, and 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

4:52 p.m. MOTION: “To come out of non-public session.”

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION “To remove the personnel letter dated May 10, 2017 from employee, Jessi Fleury’s personnel file.”

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0– No

MOTION “To approve the conditional offer for the part-time police department candidate #1.”

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0– No

Action Folder (continued)

SB38 Funds

SB38 Report was received for district 1 towns from Joseph Kenney’s office. The Town of Thornton has received \$89,162.43. The reimbursement was based on road miles. TA Beaulieu will research how the Town can obtain access to these funds.

Police Department Grant

TA Beaulieu informed the Board that the Police Department applied for a \$10,000 Department of Agriculture grant to go towards the IMC software request for the CIP. The department has been awarded the grant which will require a public hearing process to accept the funds. The public hearing will be scheduled for the next board meeting.

MOTION “To approve that the Police Department can apply for the \$10,000 grant for IMC software.”

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0– No

Road Agent Assistant/Equipment Operator 1

The Board approved and initialed the Assistant Road Agent job description.

NHDES Wetlands Permit Application

NHDES Wetlands Permit Application has been received for the Tripoli AOP Road Stream Crossings.

Property Sale Closing

TA Beaulieu stated that she attended a closing for three tax deeded properties (PID #17/17-9, 11/1-15, and 17/17-5) to be sold back to the previous owners.

MOTION “To sell PID #17/17-9, 11/1-15, and 17/17-5 back to the previous owners and sign the deeds.”

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0– No

TOWN ADMINISTRATOR PRESENTS

TA position

TA Beaulieu stated that she has spoken to Alan Gould and has confirmed the interviews for the TA position on October 5, 2017 from 9:00 to noon.

CIP

TA Beaulieu stated that Bill DeLeo has requested that the Board become more familiar with the fixed asset policy. He questioned why the Board had requested an item less than \$10,000 to be included in the CIP a few years ago.

Primex- Catastrophic Events

TA Beaulieu contacted Primex regarding catastrophic failure. Rick Alpers confirmed that all items listed in J. Paul Hilliard’s email are covered as well as replacements are covered for buildings. Chairman Paul-Hilliard stated that he has the manual for the generator at his house and will return it to town hall. He will perform a load test on the generator at town hall.

Cartographics Mapping Project

TA Beaulieu researched if the Town can reschedule the assessing reval so that the reval and mapping project are not occurring at the same time. The reval cannot be rescheduled, the law requires that the town perform the reval every 5 years. The mapping project will need to be postponed. TA Beaulieu received confirmation that Cartographics can honor their quoted price but that the aerial cost will increase by \$4,000. The project will cost \$178,900 to be finished by December 31, 2020. The Board agreed to move forward with this project with the expected increase.

TA Beaulieu stated that the Planning Board files have not progressed as she anticipated within the Planning Board Department. The project started in 2013 and is not complete. This project

will not have to begin until 2018 which will give more time for employees to work on integrating the Planning Board files.

CIP Request Update

The fire department has submitted two requests for the CIP, the furnishing of the 2012 E450 and the removal of the ambulance in 2017 which has already been completed. The Chairman signed the form. The second project is to move the purchase of a new ambulance out to 2020 in the amount of \$240,000, Thornton's share of the purchase is 96,000. Chief Defosses indicated that the cost will be less than \$240,000. The Board requested that the amount for the CIP request reflect the lower anticipated cost as expressed by the Chief, and agreed to change the total request to \$210,000 (\$84,000 for Thornton's share) so that figures can be submitted to the CIP committee. The Chairman signed the form with the new proposed figure.

The Chairman signed the updated CIP form with the cost changes from \$145,000 to \$178,900 as discussed for the mapping project with Cartographics for the years requested 2018-2020.

TA Beaulieu stated that the current CIP allows for \$150,000 for next year's bridge replacement with the total cost of the project estimated to increase to \$701,000. The town's 20% share will be \$140,200 state bridge aid will be responsible for the additional 80%. The Board discussed their anticipation of a higher cost than \$701,000, and suggested asking C. Fournier, HEB for a more realistic target amount so that they Town is prepared financially. If a figure is not received in time for the CIP, the Board agreed to anticipate \$850,000 for a total project cost.

Electronic Communications and Right to Know

D. Mahurin made copies of information for the Board members. TA Beaulieu explained that when she sends emails to the Selectboard, they are intended to provide information to be considered prior to discussion as a board at a board meeting.

Correspondence from Town Clerk

TA Beaulieu received an email from Brook Rose, Town Clerk, regarding internet connectivity. The connection is faulty and results in the town office not being able to provide consistent and efficient service to the residents on a regular basis. Spectrum was in the office Friday and the office still has problems with connectivity. The faults affect mostly those working on an internet software program, like with the Police Department and the Town Clerk.

The Board discussed fiber optic but there is no guarantee that this more expensive service will be any better than what the town has at this time. M. Peabody suggested that the town should have Spectrum modems rather than Time Warner's modems. TA Beaulieu explained that Certified Computers will be in the office with Spectrum on August 11, 2017 to work on a resolution.

Rain Storm – July 1, 2017

Paul Hatch sent a letter informing that the Governor is requesting that the President declare a major disaster declaration for July 1. As soon as approval is received, the Governor will arrange for a review from FEMA. The Board agreed to post this letter on the website as an update on storm damage for the residents.

Peaked Hill Pond Road

The Board discussed a warrant article that was passed at a previous town meeting regarding Peaked Hill Pond Road. R. Sabourn agreed to research the warrant article that passed and will

inform the Board if another warrant article needs to be drafted in 2018 to fix the article to close a portion of this road.

Emergency Operations Plan

Chairman Paul-Hilliard stated that he and Sandy Moulton are working with Paul Hatch to update the Emergency Operations Manual. TA Beaulieu stated that it is important to have this updated and understood by all department heads since personnel can change frequently.

SELECTMEN COMMENTS

J. Gaites informed the Board of a zoning enforcement concern regarding excessive abandoned vehicles at Arthur Gross's property. The concern is of hazardous waste leaking from the vehicles as the property is close to the river. The Board discussed other junk vehicles behind Chiocca's building that should be addressed. The Board agreed to address this concern with the other enforcement concerns that have been discussed previously.

6:07 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