



Approved on: 9-13-17  
BOS Initial: MP  
Rec'd by Town Clerk on: 9-19-17  
Town Clerk Initials: MB

## 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 30, 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, Vice-Chairwoman Marianne Peabody, Selectman Brad Benton, and Selectman John Gaites.

**STAFF PRESENT:** Tammie Beaulieu, Town Administrator

**ABSENT:** Roy Sabourn

**MOTION:** "To approve the payroll manifest dated 9-1-2017 in the amount of \$23,936.12."

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

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

**MOTION:** "To approve the vendor manifest dated 9-1-2017 in the amount of \$335,142.38."

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

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

**MOTION:** "To approve the second vendor manifest dated 8-24-2017 in the amount of \$525.00."

Motion: J. Gaites  
Seconded: B. Benton  
Discussion: M. Peabody explained that the vendor check needed to be reissued from the previous vendor manifest due to a change in address.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION:** "To approve the welfare manifest dated 9-2-2017 in the amount of \$575.00."

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

**Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody**

to TC 9/19/17

**MOTION: "To approve the minutes of the August 16, 2017 as written."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

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

### **Expedited Applications/Conservation Commission**

TA Beaulieu informed the Board that since the Town does not have an active commission; engineers are requesting the Selectboard expedite the wetlands applications in place of the conservation commission. After review, TA Beaulieu found that the Board does not have to sign these applications unless it is an expedited request. TA Beaulieu suggested that if the Board considers approving these applications, they should at a minimum be sure that all abutters have been notified. A concerned citizen was present during this discussion and requested additional information about the application.

The Board discussed the application for the Lee Brook area. Chairman Paul-Hilliard stated that it appears not all the abutters were noticed. TA Beaulieu stated that wetland applications require a different set of abutter notice rules than traditional abutter notification. TA Beaulieu suggested that in the future, the engineers should be informed prior to the meeting to let them know that additional information is required or if requirements have not been met since the Board meets every two weeks. Chairman Paul-Hilliard stated that the engineer contact information could be forwarded to the concerned citizen to obtain more information rather than providing a copy of the application that was not accepted by the board.

**MOTION: "To not advance the expedited wetlands application submitted for Michael and Roseanna Yarnell located on PID #12/7-18, on High Brook Road due to an incomplete abutters list and a concern from an abutter."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **Nobis Engineering/Expedited Wetlands Review**

Chairman Paul-Hilliard reviewed an expedited wetlands application for PID#17/14-39 on Liberty Lane for applicant, Snowood Village Common Area for Alden Beauchemin from Nobis Engineering. TA Beaulieu stated that the abutters were notified properly and no concern from citizens have been received

**MOTION: "To sign the expedited wetlands application for PID#17/14-39 on Liberty Lane for applicant, Snowood Village Common Area for Alden Beauchemin from Nobis Engineering."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **FEMA Update**

TA Beaulieu informed the Board that she attended a meeting with RA Kubik with FEMA to review the July 1 storm flooding. She informed the Board that FEMA provided packets at the briefing that are available for the board members to review. A form (90-49) needs to be completed for public assistance from FEMA and attendance requirements were met during the meeting as well. TA asked the Board who their two authorized agents will be for the application for public assistance. The Board agreed that Road Agent Kubik will be the primary contact. The Board asked that Mary Conn be the alternate contact. Mary Conn joined the meeting. Paul

Hatch, FEMA, discussed that the alternate person should be the employee that works in finance with payroll and vendor payments as FEMA will need to have access to this information as it relates to the disaster. Paul Hatch discussed the needs from FEMA and the assistance that will be needed from the finance department. M. Conn agreed that she would be the alternate contact. P. Hatch discussed the FEMA process with the Board.

TA Beaulieu discussed the work at Hazelton Brook being performed by Tom Ballestero. He indicated that there would be FEMA funding available but TA Beaulieu is not sure if this is mitigation funding. T. Ballestero informed her that he would be able to assist the town in applying for these funds however; FEMA has strict guidelines and deadlines that do not meet T. Ballestero's availability at this time. P. Hatch stated that the Board will need to provide a letter of intent to begin the request for FEMA funding. TA Beaulieu will try to get in touch with Mr. Ballestero and see if he can submit the intent on behalf of the town. P. Hatch will forward the email with requirements for the intent as well.

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

**1:30 TC/TX Town Hall renovation/TS Addition-renovation / TS retaining wall bid awards**

Chairman Paul Hilliard read the bid announcement as advertised in the Record Sun, Union Leader and on the town website. Four bids were received for the following projects:

Three bidders completed a site visit.

**Project 1 - TS retaining wall bid awards**

- Mark E. Johnston Construction - \$49,000
- J & M Donahue Excavating - \$47,300
- Lee Corrigan LLC - \$49,965.80
- Brandon Hiltz Construction - \$66,980.00. This company did not perform a site visit prior to bidding.

TA Beaulieu explained that bidding companies were required to check in with an authorized staff member to complete the bidding process requirements. Brandon Hiltz Construction did not meet this requirement to bid. All other companies qualify for bid consideration of the Selectboard.

The Board discussed the bids received. The Board discussed concern that the timeline for bidding may not have been long enough to receive more bids. The Board was also concerned that the bids are higher than the amounts that were budgeted.

D. Mahurin informed the Board that there is an additional \$5,000 in costs above the amounts that were received from the bidders, which include \$2,500 for HEB engineering cost and \$2500 plus reimbursable expenses for Alba Architects. The retaining wall with railing was originally quoted at \$34,000 meaning that the bids received are approximately \$13,000 more than what was included in the budget process.

**MOTION: "To not accept any of the bids received and to rebid the project."**

**Motion:** B. Benton

**Seconded:** M. Peabody

**Discussion:** Chairman Paul-Hilliard discussed that there is a safety concern at the Transfer Station. Chairman Paul-Hilliard stated that the amounts are higher than expected and that the Towns of Campton and Ellsworth should be aware as well. Chairman Paul-Hilliard will forward suggestions for the Road Agent to temporarily address the safety concerns.

**Motion Passes: 4 – Yes, 0 – No**

The Board agreed to post Employee Only signs as well as a signs for Hard Hat Only area so that the public knows that they are not allowed to enter the unsafe area until the Board can hire a vendor to complete this project.

**Project 2 - TS Addition-renovation**

- Lee Corrigan LLC - \$173,720.00

**MOTION: "To accept the bid received from Lee Corrigan LLC - \$173,720.00 for Project 2."**

**Motion: J. Gaites**

**Seconded: B. Benton**

Discussion: B. Benton stated that he would not want to accept that bid as it is higher than the amount budgeted. TA Beaulieu recommended scheduling a joint meeting with the Towns of Campton and Ellsworth to discuss the higher anticipated cost.

**Motion Failed: 0 – Yes, 4 – No**

**Project 3 - TC/TX Town Hall renovation**

- There were no bids received for this project. The Board agreed to rebid this project.

The Board agreed to go out back out to bid immediately for all projects and to allow 4 weeks before the deadline date.

**2:00 Tom Avalon – Weeping Birches Lane**

T. Avalon met with the Board to discuss Weeping Birches Lane in Waterville Estates. He provided a brief history of the road. He informed the Board that Nobis Engineering designed the road and at that time in 2007, complied with all the specifications of the town. The road specifications of the town has changed since 2007. Mr. Avalon stated that one area of the road had a 12% grade in the specification, which would not meet current town standards. The village district informed Mr. Avalone that they will not give any building permits past this area of the road. Mr. Avalone is in the process of finishing the road. He stated that he is in the process of renewing the letter of credit held by the town for the previous 10 years. Mr. Avalone intends to petition the board to accept this road as a public road during the town meeting process. Mr. Avalone informed the board that one area of the road, approximately 300 feet exceeds a 10% grade (9.68%) making it not complaint with town standards. Mr. Avalone explained that he will need to blast ledge in order to change the grade of this 300 feet section, which may affect the homes and garages that are 150 feet away from the area.

Mr. Avalone stated that he has been selling off the property due to the Village District stating that they will not approve additional building permits. Mr. Avalone stated that Village District wants to be sure that the road will be accepted as a town road before the road is built. TA Beaulieu explained that whether the Selectboard decides to waive the road condition requirements or not, the ultimate authority on whether to accept the road belongs to the vote during town meeting.

After discussion, the board agreed to postpone the discussion. The Board also agreed to visit the site prior to the next meeting. TA Beaulieu confirmed that the standards that were submitted to the Board are the most recent road standards.

## ZCA Review

The Board reviewed the following ZCA applications.

**MOTION: "To approve ZCA #2017- 35 for PID #17/7-3601, for Donna and Kelly McAllister to install a shed."**

Motion: M. Peabody  
Seconded: B. Benton  
Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve ZCA #2017- 36 for PID #6/9-28, for Robert Kerr Family Trust to construct a 1 car garage."**

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

**MOTION: "To approve ZCA #2017- 38 for PID #17/14-15, for Thomas Hagerty and Christine Gerbert to construct a one family home."**

Motion: M. Peabody  
Seconded: B. Benton  
Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No**

## ACTION FOLDER

The Board reviewed the action folder:

**MOTION: "To approve the distribution of funds for the request of the Trustees of Trust Funds in the amount of \$44,946.60 to the town for payment from the highway vehicle and equipment capital and major maintenance reserve for the payment to Meredith Ford for the 2017 F550 Ford truck."**

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To enter into a contract with HEB Engineers for the Covered Bridge Road Bridge #163/107 over Mill Brook for a lump sump in the amount of \$1,500."**

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

## *Tax Deeded Property*

TA Beaulieu has been working with the prior owners of PID #6/7-57 for the return of tax-deeded property. A closing was held and \$11,972.42 was collected from the previous owners to repurchase the property. TA Beaulieu presented a deed for the Board to sell the property back to the original owner.

**MOTION: "To sign the quitclaim deed to the previous owners of PID #6/7-57 for the repurchase of tax deeded property, to include land and building."**

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No**

## **2:15 Town Administrator presents**

### *Fire Department Update*

TA Beaulieu stated that Chief Defosses submitted the Engine 5 IGA amendment that the Selectmen agreed to at the joint meeting. The Selectmen initialed the amendment for approval.

### *SB38 Funds*

RA Kubik had recommended continuing work on the lower portion of Sugar Run with the SB38 funds. Due to the fact that the work cannot be done until a public hearing is held he will not have the time to continue the work on Sugar Run with these funds. In light of the July 1 flooding events, RA Kubik recommends changing his paving plan that was approved during the budget process and further recommends using the paving funds in the budget to continue work and additional paving on Sugar Run and focus on other roads in this area. RA Kubik's new plan is to reclaim and repave the lower portion of Sugar Run, 900 feet of Burbank Hill, and a portion of Cold Spring Road due to the cost-effectiveness of a paving crew already being on site for the scheduled work on Sandwich Road and the upper portion of Sugar Run.

The 2017 paving plan remains the same for Sunrise Hill and Sandwich Notch, the overlay portion of Banjo Drive will be pushed out to complete the other roads as mentioned which will all be funded using the 2017 paving budget. RA Kubik will submit another plan for the use of SB38 funds.

The Board approved the changes requested from RA Kubik's 2017 paving plan as approved in the 2017 budget.

### *Police Department – Firing Range*

TA Beaulieu stated that the final closing activities of the firing range are complete. The project has ended and the firing range has been decommissioned.

TA Beaulieu stated that she met with the Grafton County Sheriff's department with Chief Miller, Sandy Moulton, Doug Dutile, and his Lieutenant. The Sheriff's Office was contacted by Chief Miller due to a shortage of officers in the Thornton Police Department and the need for assistance with coverage. The Sheriff's office will help as necessary. Their rate of pay is \$60 per hour for the deputy with an additional cruiser rate of \$15 per hour with a four hour minimum. The Board agreed that they need the coverage. TA Beaulieu stated that the Sheriff's Department has confirmed that there are no departments in the State that are fully staffed in the Police Department including the State Police.

### *Internet Problems*

TA Beaulieu informed the Board that the problems with the consistency in the Internet service for the town hall is ongoing. TA Beaulieu discussed options and costs for fiber-optics through Spectrum. The Board agreed to meet with the Internet Service Providers to decide which option is best for the town.

## **2:45 Robert Tole – Mt Woodlands Stone Wall**

R. Tole met with the Board to discuss his stonewall. He stated that the town plow pushes the wall with the snow plowing. He requested the town's help moving some of the larger pieces back onto the wall and would like a plan in place so that when there is a lot of snow than the snow be pushed to the other side of the road rather than into his stonewall. He also stated that the edge of the road needs additional fill to prevent a wash out with all the recent rain. R. Tole stated that the stonewall was installed on the property line and was moved back two and a half feet and is still being pushed by the snow. Chairman Paul-Hilliard agreed to speak with the

Road Agent to understand what the town's options are before replying to Mr. Tole. Chairman Paul-Hilliard directed Mr. Tole to complete a concerned citizen form to allow for an official record.

#### *Cartographics Mapping Project*

TA Beaulieu informed the Board that information has been submitted on the mapping project from Cartographics. The Board discussed a request for payment terms submitted by Tim at Cartographics. The Board agreed with the new payment terms for the original contract amount.

#### **2017 DRA MS535, MS434, MS1, MS60A**

TA Beaulieu informed the Board that the MS reports are complete except for the MS434 due to the work load this month. The MS434 will be complete for the next meeting

The Board agreed and approved that the town of Thornton will use an independent public accountant, Plodzik and Sanderson for the MS60A. TA Beaulieu will sign the forms.

The municipal auditor, Plodzik and Sanderson, prepared the MS535. The Board reviewed the report. The Board signed approval of the report.

The Board reviewed, approved, and signed the MS1 for DRA Tax Rate Setting purposes.

#### **3:15 p.m. NON-PUBLIC SESSION – RSA 91-A:3, II (c-reputation, b-hiring – Highway Dept)**

**MOTION: “To enter into non-public session pursuant to RSA 91-A: 3, II (a-personnel).”**

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None.  
Roll Call: Selectman Paul-Hilliard - yes, Selectwoman Peabody – yes,  
Selectman Benton – yes, Selectman Gaites – yes.

**Motion Passes: 4 – Yes, 0 – No**

#### **4:41 p.m. MOTION: “To come out of non-public session.”**

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

**Motion Passes: 4 – Yes, 0 – No**

#### **Becky Rodgers – Old Rte. 3 Bridge Collapsed**

B. Rodgers informed the Board that work is being done on the railroad bridge and the old Route 3 Bridge. Chairman Paul-Hilliard stated that the town has sent information to town counsel and the town believes that the town is being held responsible for the old Route 3 Bridge by the State. The maps of where the bridge is are not accurate. Chairman Paul-Hilliard provided past information regarding the roads and the bridge. The class VI road is the responsibility of the town but the town is not required to maintain it. B. Rodgers explained their concern with the beams blocking the flow of the river near the bridge.

Chairman Paul-Hilliard stated that the town understands the bridge needs work, and the Town is not ignoring the issue but wants to make sure they are taking the correct steps to have the bridge fixed. He also recommended that the Rodgers contact the Senators as well to discuss their concern. The town is not denying assistance; they are waiting for suggestions from town counsel before moving forward.

## **SELECTMEN COMMENTS**

B. Benton stated that a citizen approached him concerned with a fee at the Transfer Station of \$10.00 for a load of items that were dropped off. He paid the \$10 and the Transfer Station employee put in on a shelf and never offered a receipt. The citizen did not feel comfortable with the cash transaction.

Selectman Benton stated that Campton/Thornton PD is writing a letter to the state regarding the dry hydrant that was placed in the pond at the sugar shack. Mr. Benton stated that they were planning on getting a permit to dredge the pond due to the last storm filling the pond with sand. The pond has been registered with the State as a fire pond for the Town of Campton/Thornton. B. Benton would like to know if FEMA funds would be available to dredge the pond since there is a dry hydrant and a registered fire pond. Chairman Paul-Hilliard will contact Paul Hatch for more information.

Chairman Paul-Hilliard stated that the speed study for Route 3 is suggesting the speed limit be increased to 45mph, section of Route 49 to 50mph, and it is expected that the limit for Route 175 will be increased with additional signage from the State. Chairman Paul-Hilliard will respond to the State that the Board is favorable and will discuss if a public hearing is necessary.

### **5:47 P.M. MOTION: "To adjourn."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary