



Approved on: 10-11-17
BOS Initial: JS
Rec'd by Town Clerk on: 10/16/17
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
September 27, 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, Selectman Brad Benton, Selectman Roy Sabourn, and Selectman John Gaites.

STAFF PRESENT: Tammie Beaulieu, Town Administrator

ABSENT: Vice Chairman Marianne Peabody

ACTION FOLDER

MOTION: "To approve the payroll manifest dated 9-29-2017 in the amount of \$31,907.34."

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

MOTION: "To approve the vendor manifest dated 9-29-2017 in the amount of \$64,920.87."

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

MOTION: "To approve the minutes of the September 13, 2017 as amended."

Motion: B. Benton
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 3 – Yes, 0 – No Abstained: J. Paul-Hilliard

MOTION: "To approve the minutes of the September 18, 2017 as amended."

Motion: B. Benton
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 3 – Yes, 0 – No Abstained: J. Paul-Hilliard

to TC 10/10/17

MOTION: "To approve the welfare manifest dated 9-30-2017 in the amount of \$24.00."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

ZCA Review

MOTION: "To approve ZCA # 2017-42 for PID #6/3-4 for Elizabeth Marson for the removal and replacement of roof over the bathroom in the back of the building."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Zoning Enforcement

R. Sabourn stated that a letter was drafted to Bruce MacKay, Blake Mountain cottages regarding attention needed for a zoning violation.

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

1:32 Non-public session pursuant to RSA 91-A: 3, II (b-hiring, PD and Selectmen's Office)

MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (a, b, and c)."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

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

Motion Passes: 4 – Yes, 0 – No

MOTION 2:12 p.m.: "To come out of non-public session."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

During 91-A Selectman John Paul-Hilliard left the room and recused himself.

MOTION: "To make two FT conditional offers of employment to candidates A and B per recommendation of the Police Chief."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To hire Christopher Rideout and Timothy White as part-time police officers per recommendation of the Police Chief."

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Chief informed the Board that the department received the IMC grant. He stated that the purchases need to be made in 2017. TA Beaulieu confirmed that the software purchase is \$27,000 with \$10,000 expected to be reimbursed by the grant. This will require a gross appropriation of \$27,000 to be covered out of the 2017 Police Department Operating Budget. It is not certain that the \$10,000 reimbursement funds will be received by the end of the year. The reimbursement funds will be credited in either 2017 or 2018. The Board agreed.

William DeLeo- CIP Representative - 2018 #1 CIP plan

TA Beaulieu discussed the need to move the town hall renovation and the transfer station renovation to 2018 from 2017. The Board discussed the current CIP plan. B. DeLeo discussed changes made per the Board's previous requests.

The Board discussed an expected increase in the cost to replace the covered bridge due to inflation. The Board agreed that \$225,000 needs to be available for bridge replacement costs if needed. R. Sabourn discussed moving the transfer station paving and highway department equipment purchases to a future date if additional funds are needed to replace the bridge. The Board will discuss this moving the equipment purchases to another year later during the meeting.

TA Beaulieu asked the Board if they were still comfortable with the estimate of \$92,000 to be shared with Campton, for the Transfer Station renovation.

The Board agreed to discuss the highway department equipment purchases with RA Kubik when he arrives at the meeting later this evening. R. Sabourn suggested contacting Bill DeLeo after this information is received and invite him back to the meeting this evening to discuss the information received from RA Kubik.

2:30 Spectrum Rep- Fiber internet service options and cost

Present: Ted

Ted met with the Selectboard to discuss fiber internet services and the disruptions in service experienced by the Town Hall. Ted stated that the Town is receiving the service from the actual pole, and that there is a problem in house receiving the service.

TA Beaulieu asked if the Town will continue to experience service interruptions if they switch to fiber optics. Ted explained that Spectrum will stand by the gear that they install. He explained that fiber optic is better and more effective to deliver internet services. Ted stated that the fiber optic agreement includes a guarantee of services and is a much more reliable internet service. If it does not perform as intended, there is language in the service contract that would reimburse the town for services lost.

First Light- Fiber internet service options and cost

TA Beaulieu informed Anthony Salamanca that the Town currently has internet services with Spectrum. TA Beaulieu provided a brief explanation of the town's history of internet problems. First Light explained that they provide all service, including voice, data and connectivity but not local area networking services. He explained that this is working out well with the Town of Ashland.

First Light explained services that are available to the Town. First Light is also providing services to the Thornton Elementary school. TA Beaulieu requested a proposal from First Light for internet services. First Light agreed.

Jose Ferreira- ZCA requirements

J. Ferreira met with the Board to discuss a ZCA application that was submitted last Board meeting for a bedroom addition. During the previous Board meeting, the Board discussed that a septic system design will need to be received or a certification from a licensed system inspector as to if the septic system is adequate for an additional bedroom. The Board requested additional information regarding the septic system capabilities.

J. Ferreira stated that he had a room added on to his home and he was not aware that he was only allowed two bedrooms. J. Ferreira stated that his septic system has been updated due to a repair that was needed. He stated that his septic systems works as intended and John March is working with the State to modify the septic system plan to a three-bedroom capability.

R. Sabourn explained that State rules require an updated septic plan if he is planning to add additional bedrooms. This will allow a plan to be kept on file in the event that the septic system needs to be updated.

The Board agreed that Mr. Ferreira is on the right track working with John March to update the septic system plan.

RA John Kubik – Winter Plowing Plan and TS retaining wall project

TS Retaining Wall Project

RA Kubik met with the board to discuss the Transfer Station retaining wall project. TA Beaulieu stated that the Town of Campton is requesting an outline for cost of material and highway department labor to share in the cost of the retaining wall. Once the Thornton Select board approves the project, RA Kubik can obtain prices for materials and estimate labor.

R. Sabourn agrees with the recommendations from RA Kubik on the retaining wall and placing stone to help relieve water pressure behind the wall during frozen ground conditions.

TA Beaulieu stated that during a supervisor meeting, Kevin McGuire did not agree that jersey barriers would relieve the safety concern at the transfer station. K. McGuire recommended a fence to prevent children from climbing. RA Kubik stated that the jersey barriers would be more protection for vehicular traffic but would not address the concern of children climbing in that area. The Board agreed a chain link fence with plastic inserts would be ideal. The Board approved for RA Kubik to complete this project. RA Kubik will create a proposal for materials and labor costs to present to the Town of Campton.

2017/2018 Winter Plow Season

RA Kubik also met with the Board to discuss the winter plowing plan. TA Beaulieu stated that last year the Board used employees, seasonal position, and on call vendors with a minimum of 5 hours per week. TA Beaulieu asked if the Board wants to use on-call vendors with or without a minimum, employees, and advertise for on call employees during this winter season.

The Board reviewed the current plowing and equipment rates. RA Kubik spoke with other towns with similar vendor processes for winter plowing. Towns in the southern part of the state pay between upper \$50 and lower \$70.00 per hour and these rates are paid for all vendors. Northwood pays \$75 per hour for all vendors regardless of the equipment used by the vendor. Campton is paying \$80.00 per hour.

RA Kubik was asked to provide an updated route schedule for the 2017/2018 season, and informed the Board that this schedule can change. RA Kubik will work on the new routes for advertising. Discussion ensued that with the new RA Asst. position the town has 5 highway

employees (one being a winter season) with enough town vehicles for each to plow this year. RA Kubik stated that having three vendors with the 5 employees would be ideal. Brad Benton confirmed that his vehicle and one of his fathers will be returning to plow this season. Insurance is in place and they are ready to complete the contracts.

The board discussed hiring on-call vendors at \$23 to \$28.00. This higher rate may make it worth it for vendors to be on-call. It was confirmed to advertise for on call employees at the rate of \$25.00 per hour.

The board discussed a rate increase and the minimum call out rate.

After a lengthy discussion, R. Sabourn agreed that the minimum pay for vendors is agreeable as done last year. J. Paul-Hilliard informed the Board that the State uses the dates from November 1 to April 1 for the minimum vendor pay. The Board agreed to these dates and to leave the rates as they were last year.

4:15 AA Desiree Mahurin – Amended ZCA forms, Double charge on after the fact items, and Direction on new process for Thornton via building permits and zoning enforcement
AA Mahurin stated that an addendum to the ZCA has been drafted for the Board to review per their previous request.

R. Sabourn stated that the increase in fee for an after the fact permit should be addressed. The Board agreed that the fee should be double the ZCA rate. TA Beaulieu stated that the increase in fee would need to be added to the fee schedule.

The board agreed to schedule a public hearing to change the fee schedule on October 25, 2017.

AA Mahurin discussed enforcement processed with the Towns of Campton and Plymouth to give Thornton ideas of enforcement approaches and procedures. In summary, Plymouth has a building inspector/land use planning officer/zoning officer. They also have building permits, codes and inspections. They have a full building process in Plymouth. The Town of Campton has a code enforcement officer and a more lax enforcement. If they are aware of a violation, they do follow through until the situation is corrected. The Board agreed that they continue addressing enforcement issues and follow through as needed. TA Beaulieu asked if the Board wants to consider hiring a code enforcement officer/building inspector. R. Sabourn is not in favor of hiring a code enforcement officer at this time, but agreed to increase the awareness of enforcement in town and work with AA Mahurin to process in the town hall. The Board agreed that the ZCA applications should be checked after completion, to be sure, that what was applied for was what was built and that zoning setbacks are met as approved.

TA received an email from Chief Miller informing the Board that he is now living on Fraser Road and wants to know if the town will plow the road. TA Beaulieu stated that there is an easement in his deed and that Fraser Road is not a town road. Chief Miller is concerned that if there is an emergency, he needs to be able to get out of his road and feels this is a safety concern. TA Beaulieu confirmed that the town could plow private ways if there is a safety reason. The Board discussed that perhaps they could only plow approximately 100 feet of Fraser Road to his driveway while he is employed as the Police Chief in Thornton due to public safety concerns. The Board suggested that the TA discuss this request with the Chief before they make a final decision.

TOWN ADMINISTRATOR REPORT

Northern Pass

TA Beaulieu stated that Alexis Enyon has sent correspondence through Selectwoman Peabody titled "We the People" that she forwarded to the Selectmen this week.

Wetlands Permit Update

TA Beaulieu informed the Board that after researching, it was confirmed that Thomas Duffield did not resubmit the wetlands application and the Town Clerk did not sign prior to the Selectboard. The application was the same as the one that was brought forth the week before. The town clerk signed the application as a standard application because the board agreed that they would not expedite the permit application. The map that was discussed during the previous meeting was a new map with the original application. TA Beaulieu discussed receiving and processing of the wetlands applications with staff to better assist the Selectmen and to have no changes after the Selectmen make decisions on the permits.

Letter to Weeping Birches

TA Beaulieu informed the Board that the letter was drafted as requested by the Selectboard. TA Beaulieu informed the Board that the day after the last Selectmen's meeting Tom Avalone's attorney called and asked if he would receive anything in writing regarding the Board's discussion. The copy of the draft letter was sent to Tom Avalone on September 19. Once this letter is signed than it will be processed immediately.

Old Route 3 Bridge

Selectman Benton had reported during the last meeting that the bridge had been cleaned up and that it appeared the issue was being addressed. Rebecca Farnsworth contacted town hall and reported that the bridge was cleaned, but also forwarded an email stating that debris has been removed and is a big relief from blocking the brook. She stated there is obvious erosion at the bridge and is concerned with the future condition of the bridge. TA Beaulieu discussed an email received from the State regarding maintenance responsibility of the highway. The board directed TA Beaulieu to send a response letter to the State.

Thornton Police Department Letter

The Board signed a letter congratulating the promotion of Corporal Dan Gilman to Sergeant for the Thornton Police Department in the near future.

SB38 Project Recommendations

The Road Agent submitted the following revised recommendations for the use of SB38 funds:

1. To reclaim and pave High Brook Road from the intersection of Mad River Road to the intersection of Trilium Road. Estimated cost is \$80,788.
2. Overlay roughly 6800 linear feet by 22 feet wide in the Thornton Gore by 1.25, to extend from the last paving joint past the bridge over Eastman Brook to the end of pavement on Dick Bradley Road. Estimated cost is \$76,982.
3. Overlay roughly 7100 linear feet by 22 feet wide from the top of Orris Road to the top of the town maintained portion of Woodlands Road at a thickness of 1.25. Estimated cost is \$80,405.

Transfer Station/Town Hall Renovations

The Board reviewed the new project timeline and advertisement for the town hall renovation project and the transfer station renovation project. The Board discussed the updated bidding

deadline and reviewed the updated advertisement. The Board agreed with the revised information.

2017 Tax Deeded Properties

TA Beaulieu informed the Board that PID #16/4-0 did not return to repurchase the land as they had suggested. The eviction process will begin for PID#11/4-3 since the bank never came through with the payment for the prior owner.

The bank allowed the previous owners of PID #6/3-1 to keep the property on the market for sale. There was a closing scheduled for September 29. They have asked for an extension to October 20. TA Beaulieu has created an updated calculation for the tax agreement.

MOTION: "To extend the tax agreement for PID #6/3-1 to October 20, 2017."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

CIP Continuation Discussion

The Board agreed not to contact Bill DeLeo to rejoin the meeting to discuss the CIP as this discussion was not held with the Road Agent as intended. The Board agreed to schedule another meeting with CIP at a later date.

Holiday Celebration

The Woodstock Brewery can accommodate the town holiday gathering for December 1, 2017 at \$30 per person.

6:42 p.m. MOTION: "To adjourn."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary