



Approved on: 10-26-16  
BOS Initial: MP  
Rec'd by Town Clerk on: 10/26/16  
Town Clerk Initials: [Signature]

## TOWN OF THORNTON BOARD OF SELECTMEN

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### Board of Selectmen Meeting Minutes September 28, 2016

12:06 P.M. Vice Chairwoman Peabody opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

**ROLL CALL:** Vice-Chairwoman Marianne Peabody, Selectman John Paul-Hilliard, Selectman Brad Benton, and Selectman John Gaites.

**ABSENT:** Chairman Roy Sabourn

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

#### **ACTION FOLDER:**

**MOTION: "To approve the payroll manifest dated 9-30-2016 in the amount of \$20,859.31."**

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

**MOTION: "To approve the vendor manifest dated 9-30-2016 in the amount of \$243,329.74."**

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

#### **ZCA**

*The Board reviewed two applications for zoning compliance.*

**MOTION: "To approve ZCA application #2016-38 PID 17/2-20 for a generator pad."**

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

**MOTION: "To approve ZCA application #2016-39 from PID # 16/7-11 for a 20'x12' shed.**

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

**MOTION: "To approve ZCA application #2016-40 from PID # 17/14-20 for a 44'x28' single home with garage.**

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

**MOTION: "To approve ZCA application #2016-41 from PID # 10/9-29 for a 14'x8' deck.**

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

The Board reviewed an application for site plan review to include office buildings and interior renovations. There was no application present to be approved. The Board requested that the administrative assistant explain the application. B. Benton left the meeting to discuss the application with D. Mahurin. After discussion, the Board received an application and was ready for approval.

**MOTION: "To approve ZCA application #2016-21 for PID# 10/12-2.**

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

**MOTION: "To approve the BOS public meeting minutes of September 14, 2016 as amended."**

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

**MOTION: "To approve the welfare manifest dated 10-1-2016 in the amount of 1,175.00."**

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

The Board recessed the meeting until 2:03 p.m. for a farewell celebration for Chief Diamond.

#### **AGENDA ITEMS:**

**2:00 p.m. Special Event Post Report Discussion**

The Board reviewed the reports. After review, the Board agreed it was a positive event. Brad Benton stated that he would review the reports with Mike Benton and to address some of the ideas and suggestions provided by emergency agencies. M. Peabody provided recommendation that those removing trash wear gloves. J. Paul-Hilliard suggested that people do not push trash into containers with their hands for safety reasons to prevent getting cut.

J. Paul-Hilliard asked if Mr. Benton had safety concerns relative to the large numbers of attendees arriving at the campground earlier than the special event dates. B. Benton stated that he does not have a concern and if there was an emergency than he would contact 911.

B. Benton stated that he received a bill from Plymouth Police Department for \$3,500, this brings his expense to \$24,000 for police coverage, EMT coverage, and private security hired for the event. B. Benton asked the Police Department Administrative Assistant to provide detailed schedules of detail hours worked by emergency personnel. TA Beaulieu explained that the detail rate is a flat rate established by different towns. B. Benton would hate to shut the event down due to the cost of security. The EMT rates have not changed but the Police Department is requiring more officers staffing than in previous years. J. Paul Hilliard understands that it is the board's belief that the emergency staffing should not be increased but should stay the same. J. Paul-Hilliard also expressed that officers with families that are paid less as patrolman should be given opportunities to sign up for these detail hours. Selectman Gaites asked if the Benton's had to use the police department for security. B. Benton explained that he does not have to use the police department for security but used them this year due to complications with the hired security company. He is in contact with Northeast Security to provide security services for next year. J. Paul-Hilliard mentioned that the decibel level should be lowered. He also suggested that the hired safety personnel be given posts to be easily found and recognized instead of congregating in common areas. TA Beaulieu suggested that 2 people, or a buddy system, be used in the area and that they be expected to patrol a certain area. M. Peabody explained that there were 6 officers in one area at a time. The Board agreed.

B. Benton asked what his rights as an employer include and what he can ask of them. TA Beaulieu asked Mike French, MRI associate present during the meeting, what the Benton's can require of the Police Department such as staffing, positioning during the event, etc. since the Benton's are hiring them for the detail. M. French explained that essentially he is hiring a police detail to maintain the peace, be a visible presence, and enforce the law and he cannot ask them to go outside of those types of functions. B. Benton asked if he can tell the officers where to patrol. M. French asked how many were in attendance. Selectman Benton stated that 4,100 people were in attendance at the Blues Festival and 800 at the Bluegrass Festival. M. French explained that typically the organizer of the event would communicate their needs for coverage and the areas needing attention. M. Peabody asked how many officers are required for an attendance of 4,100 people. J. Paul-Hilliard explained that the requirement is 1 sworn officer for 588 people. M. French explained that the ratio and alcohol factors make the ratio change as well. J. Paul-Hilliard explained that it is a difficult situation because they want to be proactive to prevent issues as well. He suggested that increasing communication and organization with the department heads would make the event smoother. Selectman Benton explained that he would rather not see 8 or 10 emergency personnel in one area at the event. M. French informed him that the Police Chief would need to address that situation. J. Paul-Hilliard suggested that the Fire Chief could discuss this with his personnel too.

**2:30 p.m. Introduction to Mike French - MRI PD Interim Management Representative**

M. French informed the Board that he has been working with the Police Department, conversing with the new officers, and has spent a lot of time so far with S. Moulton, Administrative Assistant, and some brief time with the Corporal. He explained that he has not been able to speak with the Police Chief yet due to an influx in police activity today. He is in the information gathering stage. M. French will come back in Thursday afternoon to meet with the Chief to discuss personnel files. TA Beaulieu added that they will need access to the closet in the police station that is only accessible by the Chief at this time. TA Beaulieu explained that the Police

Department does not do an official inventory of uniforms, equipment, etc. so she will be working with S. Moulton to come up with a list of town property items that will need to be returned upon the Chief's last day of employment. J. Paul-Hilliard asked what the process is for the continuity of the evidence room items. M. French explained that national standards require an inventory of the evidence room in the presence of the outgoing evidence custodian and the incoming evidence custodian. That has never been done in Thornton. He suggested that they inventory the high liability items. The evidence room is neat, clean, and orderly. He has not looked at the SOPs yet, but will identify if they are up to date and suggested reorganizing the information in the SOPs. M. French is excited and looking forward to helping out the department.

M. French asked TA Beaulieu what the Board's protocol is for urgent communication with the Board for particular significant emergency events. TA Beaulieu suggested that the Interim Administrator contact herself as well as the Chair. J. Paul-Hilliard asked if there is a social media policy for emergency departments. He referenced coverage of scenes posted on Facebook by Campton/Thornton Fire Department. He would like to research creating a policy for social media even though the Thornton Police department is complaint, a policy would be useful to prevent unwanted exposures. The Board also discussed the possibility of hiring Officer Moylan as a part time officer and would like to pursue that option. The Board thanked M. French for his service and for helping out the town.

**ACTION FOLDER:**

TA Beaulieu informed the Board that she received notification from David Gravel that he will no longer be able to serve on the Zoning Board of Adjustment or the CIP after the first of the year.

**MOTION: "To accept the resignation from David Gravel from the Zoning Board of Adjustment and CIP effective January 1, 2017."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

*Transfer Station Resignation*

TA Beaulieu informed the Board that Transfer Station employee William Murray will be resigning effective September 21, 2016. The Board signed a letter accepting the resignation.

**MOTION: "To accept the resignation of William Murray effective September 21, 2016."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

The Town Clerk forwarded a request to refund \$177.00 fees related to a vehicle registration due to a clerical error made on her behalf. The Board agreed to refund the requested funds.

**MOTION: "To approve a refund to Tina and Paul Ceode in the amount of \$177.00 as requested by the Town Clerk."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **Generator Grant**

**MOTION: "To withdraw funds from the municipal building capital reserve – emergency operations center generator in the amount of \$36,404.00."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **Agreement for Entry and Construction**

The changes approved by the Board during the last meeting on the Agreement for Entry and Construction form have been made.

**MOTION: "To approve the amended agreement form for entry and construction."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **Drought situation in NH**

TA Beaulieu informed the Board that some NH towns have been asked to put a policy in place to limit water consumption during a drought. Thornton is not in this category but will make information available for conserving water.

### **Fairpoint Appeal**

TA Beaulieu informed that board that she spoke with Gary Roberge from Avitar regarding the Fairpoint appeal. Avitar will provided additional information to explain the new 2016 assessed value for Fairpoint. A letter authorizing Avitar to accept the new values will be drafted if approved by the Board.

**MOTION: "To approve and accept the new assessed values for Fairpoint as recommended by Avitar."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### **TOWN ADMINISTRATOR PRESENTS**

#### *Legislative Bulletins*

Final legislative bulletins are out and will be forwarded to them for review.

#### *Transport Central*

Transport Central is requesting that the Town donate \$196 to appropriate \$1.00 for 196 rides received by the elderly and disabled in Thornton. The Board agreed that a representative from the company visit a board meeting to discuss their request.

#### *Transfer Station Scheduling*

The Board discussed the current scheduling of hours at the Transfer Station. The Board will be hiring for a permanent full time and part time person to allow employees to take vacation time on weekends.

*Police Department Update*

The Police Department Administrative Assistant provided an update of the pending Police Department items including the generator grant. The Board discussed keeping the Board of Selectmen and Police Department separate for Amerigas to make usage easier to monitor.

Selectman Benton asked if the police vehicles have gone out to bid yet. TA Beaulieu informed M. French that this project is top on the priority list of items to be completed.

The Administrative Assistant Moulton submitted a report on the status of the firing range. The Board reviewed the report. Sylvia Clark projected that the town will have \$876.62 left after all of the work is completed.

EOC Equipment Grant Project – Administrative Assistant Moulton submitted an update on the grant project. J. Paul-Hilliard requested access to the Emergency Operations Center as the Emergency Management Director. TA Beaulieu recalled that the agreement with CCI included a \$4,000 credit; however there was a shortage due to an increase in some items.

Hazard Mitigation Plan Update for 2016 was submitted by S. Moulton, Emergency Management secretary for the Board to review.

*Chickenboro Road Update*

TA Beaulieu informed the board that Todd Baldwin contacted her to have R. Sabourn take a look at the survey plan and the pins put in place. R. Sabourn has been in contact with T. Baldwin and will schedule a meeting with Mr. Baldwin. R. Sabourn will keep the board updated.  
Drainage Issue Millbrook

*Drainage Issue – William Lane*

TA Beaulieu informed the board that during the last meeting the board agreed to install an invert apron to correct drainage issues. W. Lane sent an email to TA Beaulieu requesting a culvert. TA Beaulieu informed Mr. Lane that the Board had approved the apron process and encouraged him to get in touch with the Road Agent and finalize the entry paperwork needed. Mr. Lane would like to meet with J. Paul-Hilliard and the Road Agent onsite again. The Board agreed that the town has agreed to the invert apron and this is the process that they are willing to do at this time to correct the drainage issues. The Board agreed that there is no need to meet on site again. J. Paul Hilliard recommended that the Road Agent deliver the board's message in a respectful manner.

*Lunch Breaks for Employees*

TA Beaulieu received an inquiry from a board member regarding employees not taking a formal lunch break. The Department of Labor references RSA 275:30-a that allows employees to eat while performing work duties. TA Beaulieu informed the board that the office staff usually eats while working. The Police Department gets paid lunches due to being on call. The highway department and transfer station employee needs to sign a waiver form for not taking a lunch break. The Board discussed having paid or unpaid lunches. The Board agreed that every department should sign a waiver allowing them to work while they have a lunch if they choose not to take a half hour unpaid lunch break.

3:45 p.m. Selectman Brad Benton left the meeting.

*2016 Proposed Fee Changes*

TA Beaulieu presented proposed fees changes for the public hearing scheduled for the next Selectboard's meeting. The Board discussed inconsistent fees at the transfer station. J. Boyd requested a \$20 refund of a fee charged at the transfer station. TA Beaulieu informed the Transfer Station manager that the receipts need to match the fee schedule approved by the selectboard. TA Beaulieu also informed the manager that he will need to update the fees schedule prior to the public hearing. The Board discussed various fees for the transfer station including using single and double axels for trailer loads and a short and long box truck load differentiation. The Board will review the proposed fee changes prior to the public hearing.

**MOTION: "To approve a \$20.00 refund for Jeb Boyd for an over charge of fees at the transfer station."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**PUBLIC INPUT**

Mr. and Mrs. David Rivers asked if there was any assessment done on the violation of time from the Boogie 'n Blues event. TA Beaulieu explained that the Board of Selectmen will be in a position during the next special event application to address any concerns regarding the event and the adherence to the rules. J. Paul-Hilliard explained the conversation held earlier in the meeting. D. Rivers reiterated that there needs to be consequences for not adhering to rules and regulations that have been set. TA Beaulieu informed D. Rivers that the Town cannot levy fines for not adhering to the rules but can take that into consideration when reviewing the next year special event application. D. Rivers referenced noise ordinances in other towns. The Town of Thornton does not have a noise ordinance at this time. TA Beaulieu recommended that Mr. Rivers attend the special event public hearing once the application is received and the hearing is scheduled.

**4:24 P.M. MOTION: "To adjourn."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary