



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 9 18 13
BOS Initial: BKB
Rec'd by Town Clerk on: 19 Sept 13
Town Clerk Initials: JC

Board of Selectmen Meeting Minutes September 4, 2013

5:00 P.M Chairman Benton opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance.

ROLL CALL: Chairman Brad Benton, Vice-Chairman Roy Sabourn, Steve Morton, J. Paul - Hilliard, and Marianne Peabody.

STAFF PRESENT: Tammie A. Beaulieu, Town Administrator

PUBLIC FORUM

K. McGuire, Thornton Transfer Station Manager discussed the ten square foot limit per project and rates for roofing shingles with the Board. The Board discussed the current process that the Transfer Station attendants are using to determine square footage of shingles.

S. Morton stated that the ten square foot limit per project as well any cost should be posted on the website, at the transfer station and other public places to ensure that townspeople are aware of the rules and fees.

The Board agreed that they will re-consider the fee rates at a public hearing within 6-8 weeks and agreed that they would revise the fee for shingles in an effort to prevent contractors from dumping shingles at the transfer station at the expense of the town.

T. Beaulieu recommended updating of the transfer station brochure and offered staff assistance to K. McGuire to make changes.

The Board agreed to have Mr. McGuire research the cost of a scale at budget season.

MOTION "To post a sign at the Transfer Station that states 10 square feet of shingles per project will be accepted and to update the website of the recycling requirements at the Transfer Station."

Motion: R. Sabourn
Seconded: S. Morton
Discussion: None.
Motion Passes: 5- Yes, 0 - No

AGENDA ITEMS:

6:00 PM PD renovation/addition – Phase I / contract CCI

S. Morton stated that changes were made during the previous Board meeting due to legal opinions.

T. Beaulieu stated that the final contracts from CCI have been reviewed and approved by legal counsel. The board had also requested a letter from the Fire Department and Alba Architects. T. Beaulieu provided copies to the Board of the requested letters.

PLT has reviewed the certificate of insurance received from CCI and it is acceptable, the additional insurance that the town will need to purchase for the new construction amendment is \$185.60 due to the increase in building square footage. T. Beaulieu explained that she is waiting for a quote for the builder's insurance amount from PLT.

J. Paul-Hilliard made a correction to a typo in the Fire Department letter.

R. Sabourn referenced the Fire Department letter indicating that code updates are not needed. He asked if all fire extinguishers in the building will need to be replaced with the self-monitoring type if the Phase 2 project goes forward.

K. Bolger stated that he believes the code will apply to the new Phase 2 portion of the building but is unsure if it will apply to the entire building.

T. Beaulieu presented a letter received from R. O'Keefe at PLT referencing the initial concerns in the police department building.

The board reviewed the bulleted items of the contract and changes in costs including an increase in builders risk insurance.

The board agreed to request clarification from PLT for the need of additional builder risk insurance since the builder is providing this coverage in the contract.

In reference to section 8-3-2, J. Paul-Hilliard recommended that any town employees performing work should report to the Clerk of Works rather than the General Contractor. The Board agreed that this is a good idea and should be communicated with the employee (s) who are responsible for doing specific work on behalf of the town.

The board agreed to add a provision that the town will be responsible for any work provided by Town of Thornton employees.

The board reviewed the contract from K. Bolger as Clerk of Works.

S. Morton questioned the hour requirement of the project at up to 32 hours per week for the project when discussion was 20 hours estimated.

K. Bolger explained that the hour requirement will depend on the stage of the project, as some stages will take more time than others.

K. Bolger explained that he keeps a log of arrival time, what was discussed, who was present and what was completed. S. Morton and R. Sabourn expressed that these logs need to be submitted with the timesheets for payment.

CCI explained that there is a chance of rate fluctuation, either up or down, for the allowances such as for the services for the electric co-op.

S. Morton explained the town meeting vote that allowed the Selectboard to move forward with the renovation project up to \$595,000 for both phases. The quotes were much higher than the approved amount, therefore the Selectboard agreed to only move forward with Phase I due to safety, code, and liability concerns for an approximate contract cost of \$290,000.

S. Morton explained that \$595,000 was appropriated for the entire project and partly funded by the CIP fund reserve account which did not affect the tax rate. Completing Phase I, Police Department, with approximately half the appropriation will not raise taxes. Phase II will be put before the town at the next town meeting.

M. Peabody stated that she believes the PD needs to be brought up to code; she is concerned that the townspeople will not understand the amount of money that was needed to make necessary changes to the police department.

M. Peabody stated that after reading warrant article #3 again today that references the town hall addition. Article 4 which was for renovating only the PD was tabled during the town meeting.

T. Beaulieu mentioned that the town meeting minutes do not contain enough detail to determine the intention of the townspeople when voting on the article.

L. Klotz stated that the town meeting minutes reflect as best they can of what transpired at town meeting.

L. Klotz stated that the town meeting minutes indicate approval of the entire project with Phase 1 at \$231,000 and Phase 2 at \$365,000 or the town can do the PD only. L. Klotz stated that the Board should hold a public hearing to explain to the taxpayers the increase in cost to complete Phase 1.

J. Demeritt stated that it was made clear at the town meeting that they did not have actual contract figures, and the figures were based on estimates which unknown to the board, were much lower than actual.

B. Burbank recalled the discussion during town meeting, the PD was the main priority and the town hall addition was secondary.

T. Tyler stated that the Board of Selectmen followed a good process that involved the community, such as the building needs committee. T. Tyler understands that there is a cost associated with holding public hearing, but offered a suggestion of mailing a letter to residents explaining where the Board is with the building renovations project and how they have arrived at this point. He also suggested that if a mailing is not feasible, that information be posted on the website for residents to read.

R. Sabourn stated that a public hearing may have been an option 6-8 weeks back, but not at this time due to construction season restraints.

R. Sabourn requested a roll call vote on the renovation project.

T. Beaulieu explained that she meant no insult to the town meeting minutes in her statement about needing more detail. She further explained that during town meeting, a resident asked what will

happen if there is not enough money to do the entire project. During the meeting, B. Burbank had replied that the town will only move forward and finish the Police Department.

MOTION “To accept K. Bolger as Clerk of the Works for Phase 1 of the renovation project to the terms of his contract with the understanding that he will be prudent.”

Motion: S. Morton
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 5– Yes, 0 – No

MOTION “To accept and sign the contract with CCI dated September 4, 2013, in the amount of \$288,618 with the following amendments: The Town of Thornton will be solely responsible for insuring the rest of the building outside CCI scope of work for Phase I, the town will accept responsibility for any problems occurring from the work of town personnel.”

Motion: S. Morton
Seconded: R. Sabourn
Discussion: J. Paul-Hilliard stated that there is no “smoke and mirrors” by this board or any previous board as indicated by the Town Clerk earlier this evening. The hearings have all been public and the board has been diligent to meeting the requests of the townspeople. He explained that this process is well-known by townspeople. B. Benton stated that if there was more time, he would support a public hearing but these improvements are necessary and the process has been very thorough. M. Peabody suggested a notice on the town website, school, and transfer station. S. Morton agrees that he would be negligent not to move forward with the PD renovations and offered to draft an article to be posted in the newspaper.

Roll Call: Steve Morton – yes, Marianne Peabody – yes, John Paul-Hilliard-yes , Roy Sabourn – yes, Brad Benton – yes,
Motion Passes: 5– Yes, 0 – No

Chief Moller thanked the board and building committee for voting to move forward on this project to ensure the safety of the Police Department personnel.

The Board agreed to contact Councilor Burton and Senator Woodburn again in hopes to receive a response relative to decommissioning the former Police Department shooting range.

RA JOHN KUBIK JR. – WINTER SUBCONTRACTOR & SUGGESTED PAVING ITEMS FROM 2013 BUDGET

J. Kubik stated in review of rates for subcontracting he contacted 10-15 other towns and found that most towns do not use subcontractors for winter maintenance. Campton does use subcontractors at the rate of \$67.50-\$72.50. Wentworth pays \$50-\$55 for a one-ton.

The board agreed that rates need to be consistent for plowing contractors. The board discussed the last increase that was offered for contractors.

MOTION “To increase all winter subcontractor rates by \$1.00.”

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

ZCA

MOTION "To deny ZCA #2013-21 for Brenna Provost PID# 17 Lot 10-2 for a garage, as it does not meet setbacks requirements."

Motion: S. Morton

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4– Yes, 0 – No Abstained: R. Sabourn

HEB Engineers - Preliminary Design/Permitting Design

The board reviewed the contract amendment #4 for permitting phases 5, 6, 7 in the amount of \$57,731.

MOTION "To accept and sign contract amendment #4 for permitting phases 5, 6, 7 of the Covered Bridge Road Bridge project in the amount of \$57,731."

Motion: S. Morton

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 5– Yes, 0 – No

Agreement to Host a Collection Bin for Planet Aid

The bin will be placed at the Transfer Station.

MOTION "To accept the yearly contract to host two bins for Planet Aid at the Transfer Station."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5– Yes, 0 – No

Tax Collector's Annual Deed list-review complete balance due report

T. Beaulieu provided an updated copy of the properties available for deed for the selectmen to review and preparation to accept or deny the collector's deeds at the next meeting. It will be reviewed in detail at the next Selectmen's meeting.

TOWN ADMINISTRATOR REPORT

CIP Meeting/Request forms were sent to department heads on September 1. The departments are scrambling to meet the deadline of September 27, 2013. The Selectboard discussed that the request forms should have been forwarded to department heads in June. The Board will also have to hold additional meetings in order to meet the deadline.

M. Peabody suggested that the Planning Board prompt the CIP to begin this process sooner.

The board agreed that they would hold an additional meeting to meet with department heads to discuss CIP requests if they cannot be scheduled on a regular meeting. The board agreed that it is not feasible for departments to have this information prepared by September 27, 2013 and will request that the forms be submitted to CIP by October 18.

Planning Board – One Dwelling per Acre requirement

T. Beaulieu stated that the Planning Board requested explanation as to why the Selectmen discourage allowing more than one dwelling per lot. T. Beaulieu asked if G. Googan might offer his opinion on this issue as he is contracted with the Planning Board to work with the Board to update the Zoning Ordinance and is also familiar with this situation.

G. Coogan submitted his opinion to the Planning Board. T. Beaulieu shared his opinion with the Selectboard.

The Board agreed that G. Googan's response accurately explains their concerns with allowing multiple dwellings on one one-acre lot. The Selectboard hopes that the Planning Board will add the language as suggested by G. Googan to the Zoning Ordinance to assist in the control of adding multiple single family dwellings on one lot thus alleviating potential problems. The Board agreed that property owners have the option of obtaining a variance from the ZBA if they desire.

S. Morton suggested that the Planning Board research this issue further.

The board agreed that G. Googan provided a thorough response that clearly states their concerns and recommends that the Planning Board add the necessary language as discussed.

Notice of Public Hearing – Petition of Telephone Poles

The board reviewed the application and license for the new pole licensing ordinance and process. The board agreed to hold a public hearing at the first or second meeting in October for Petition of Poles, Hawkers and Peddlers, and Fee Schedules.

Fire Department presented a picture of the Thornton Town Hall with the fire apparatus during an evening. The gift to the Board of Selectmen was greatly appreciated and the picture will be hung at the Thornton Town Hall.

Minutes Approval

MOTION 8:21 P.M: "To approve the public minutes of 8-21-2013 as amended."

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

MOTION 8:21 P.M: "To approve the non-public minutes of 8-21-2013 as presented."

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

MOTION 8:21 P.M: "To approve the public minutes of 8-28-2013 as amended."

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

PUBLIC FORUM:

J. Demerit stated that the Fire Department wants to designate the grass area by the fire department for emergency DART helicopter landing.

The board agreed that the property belongs to the State; the Fire Department needs to seek approval by the State of NH.

SELECTMEN COMMENTS

M. Peabody stated that she is pleased that the townspeople will be informed of the process and the status of the building renovations in the Police Department.

J. Paul Hilliard expressed his appreciation with the projects that each department is working on and the quality of their work.

MOTION 10:07 P.M.: "To adjourn."

Motion: R. Sabourn
Seconded: S. Morton
Discussion: None.
Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary
Draft posted 9/11/2013

TOWN OF THORNTON
Selectmen's Agenda
September 4, 2013
5:00 PM

5:00 PM Flag salute

Work session – (no public input)

Manifest
Signature Folder
Action Folder reviewed by Board for discussion later
Mail Folder

Motion and sign the payroll and vendor manifest

5:45 BOS site inspection of the Thornton PD office

Agenda Items: (no public input unless approved by the Chairman)

6:00 PM PD renovation/addition – Phase I / contract CCI

6:30 RA John Kubik Jr. – winter subcontractors & suggested paving items from 2013 budget.

7:00 Tax Collector's annual Deed list-review complete balance due report

8:00 Non-public session RSA 91-A: 3, II- resident appt. (c-reputation)

8:30 Non-public session RSA 91-A: 3, II- resident appt. (c-reputation)

Action Folder (no public input)

Town Administrator presents (no public input)

Board of Selectmen Item Discussions (no public input)

Public Forum (5 minute session per person)

Other business or non-public issues as needed pursuant to RSA 91-A: 3, II

Residents may contact the Town Administrator to get placed on a future agenda.

*The board may review decisions made during the meeting in public input, at the closing of the meeting, provided information that could result in an adjustment to a decision that was made during the meeting.

Board of Selectmen
September 4, 2013
SIGN IN SHEET (Please Print)

- 1 James Jemerott 76 Fadden
- 2 ~~Wynn F. Anderson~~ ALBA Anderson
- 3 Jim Gill
- 4 Brian Burkhardt
- 5 Joe & Pat Klotz
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