



Approved on: 4/13/16  
BOS Initial: RS  
Rec'd by Town Clerk on: \_\_\_\_\_  
Town Clerk Initials: \_\_\_\_\_

## TOWN OF THORNTON BOARD OF SELECTMEN

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

### Board of Selectmen Meeting Minutes March 30, 2016

12:00 P.M. Chairman Roy Sabourn opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

**ROLL CALL:** Chairman Roy Sabourn, Selectman John Paul-Hilliard, and Selectman Brad Benton

**ABSENT:** Vice-Chairwoman Marianne Peabody

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

#### **ACTION FOLDER:**

**MOTION: "To approve the vendor manifest 4-1-2016 in the amount of \$ 175,955.54."**

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

**MOTION: "To approve the payroll manifest 4-1-2016 in the amount of \$ 28,717.67."**

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

#### *ZCA Folder / Land Use Folder*

**MOTION: "To approve ZCA #2016-05, PID #17/7-49 for a roof over a deck."**

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

**MOTION: "To approve ZCA #2016-07, PID #10/9-11 for a 12x20 storage shed."**

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

**MOTION: "To approve ZCA #2016-08, PID #11/4-16 for a 36x70 barn."**

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

*Minutes*

**MOTION: "To approve the public minutes of the Board of Selectmen Meeting minutes of March 16, 2016 as amended."**

Motion: J. Paul-Hilliard  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 2 – Yes, 0 – No**                      **Abstained: B. Benton**

*Signature Folder*

**MOTION: "To sign a letter to Jonathan Ham regarding a junk yard compliance issue."**

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

**MOTION: "To sign a letter to Tim Tyler thanking him for his services with the Beautification Committee."**

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

*Intent to Cut*

**MOTION: "To approve an intent to cut for PID #18/9-1 on 31 Chickenboro Road."**

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

**MOTION: "To approve an intent to excavate PID #10/3-41 on Cross Road, owner Shirley Benton."**

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

**MOTION: "To approve an intent to excavate PID #6/2-23 Labreque Road on Cross Road, owner Casey Caulder."**

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

*Abatements*

**MOTION: "To approve an abatement for PID #16/1-210 for \$267 for a settlement with BTLA Docket #27615-14PT."**

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

**MOTION: "To approve a 2015 abatement for PID #16/1-210 for \$271 for a settlement with BTLA Docket #27615-14PT."**

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

*Tax Warrants*

**MOTION: "To approve a yield tax levy warrant in the amount of \$600.71 for PID #11/4-2 for owner Wade Reed."**

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

**MOTION: "To approve a yield tax levy warrant in the amount of \$2,680.56 for PID #11/1-66 for Steele Trust."**

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

*Cable Franchise Agreement*

Administrative Assistant Decoteau verified that the Time Warner would agree to sign and renew the previous cable franchise agreement. Time Warner was in agreement.

**MOTION: "To sign the cable franchise agreement."**

Motion: J. Paul-Hilliard  
Seconded: B. Benton  
Discussion: R. Sabourn discussed that this was previously agreed to and a typo was the only correction needed during the last meeting.  
**Motion Passes: 3 – Yes, 0 – No**

**MOTION: "To approve a request from the Trustee of Trust Fund to release funds from the Hubbard brook Scholarship Fund in the amount of \$1,500.00 to Andrew Gabbot for a 2015 scholarship."**

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

**MOTION: "To approve the revised flag policy."**

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

### **SELECTMEN PRESENTS**

#### *Transfer Station entrance/exit concern update*

J. Paul-Hilliard informed the board that he had success regarding the transfer station entrance when speaking with DOT District 3. They are going to do a site survey and may install in a truck entering caution sign on the north bound side around the corner that may assist in the traffic concern. DOT also may delineate between the entrance and exit to discourage cars from waiting in the shoulder area to enter the transfer station. DOT has given permission to increase the width on the radii on the inside corners without requiring an alteration of drive permit. He recommends backing up the corners with some crushed stone. The Board agreed to these changes and suggestions to improve the concerns discussed during the previous meeting.

#### *Thornton Gore Road Turnaround*

R. Sabourn intends to discuss the turnaround on Ralph Bradley's land at the end of Thornton Gore Road with the road agent to verify that the size and slope is correct to ensure that it functions as intended. R. Bradley has expressed concern with the way the draft easement was worded and would like the wording changed to prevent excessive or unintentional expansion of the turnaround area in the future.

#### *Emergency Management Duties/Compensation*

R. Sabourn informed the board that J. Paul Hilliard has mentioned that he has been spending a fair amount of time with the emergency management duties and asked if it is appropriate to have some of the stipend that was being paid to the former emergency management director forwarded to the selectboard member assuming these duties until the position is filled. The Board agreed that this is fair and appropriate to implement. TA Beaulieu informed the Board that stipends are paid on a quarterly basis and can be implemented immediately

## TOWN ADMINISTRATOR REPORT

### *Building on Land of Another*

TA Beaulieu informed the Board that changes have been made to the letters to be sent to land owners with buildings owned by another as requested at the previous meeting.

**MOTION: "To approve and sign letters to property owners referencing buildings that occupy land of another. Letters will be sent to Downing Trust, Robert Sylvester, Vincent Lavasseur, Gloria Kimball, Claire O'Hare, Dirt Design by Johnston Brothers, Alfred and Donna O'Hare, John Mannix TAME Association, and all applicable properties."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

### *Transfer Station Permit*

Matthew and Judith Goodier are requesting an additional transfer station permit. TA Beaulieu discussed that a permit is requested for a consistent long term rental property. The Board agreed to issue a rental permit that would not be affixed to the vehicle.

### *Investment Policy*

TA Beaulieu has made some small updates to the policy to reflect staffing/position changes only.

**MOTION: "To approve and sign updated investment policy."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

### *State Bridge Aid*

Chris Fournier is asking if the Board would like to move the SBA project up a year due to an increase in available funding. TA Beaulieu informed the Board that this would create a lot of additional work that would be unexpected for staff. Chairman Sabourn also stated that this will affect the CIP as well. The Board agreed to discuss this later in the meeting.

### *Abatement Request from Tax Collector – Annual Small Balance Write-Off*

D. Mahurin requested that the Selectboard agree to abate a tax amount of \$0.17 for John Brouwer PID #18/5-5 and \$0.90 for Johnston Brothers PID #11/1-31.

**MOTION: "To abate a tax amount of \$0.17 for John Brouwer PID #18/5-5 and \$0.90 for Johnston Brothers PID #11/1-31."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

### *Health Trust*

The health insurance rates did not increase as high as expected. She explained that the budget is created using the GMR provided by the insurance company which is usually higher than the actual amount.

*NH Pole Licensing*

Mr. Scrimshaw has been trying to get a pole installed with NH Electric Coop, which has been difficult due to the forms that utility companies now have to submit but are not in favor of completing. Electric Coop did complete the form and fees have been received, the road agent has also signed approval of the form.

**MOTION: "To approve a NHEC pole petition license for installation of utility poles and underground conduits on Sandwich Notch Road for Mr. Scrimshaw at PID # 18/5-2-1."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: TA Beaulieu informed the Board that NHEC has submitted a form that they would like to use in place of the current town form with the town's permission. N. Decoteau forwarded to legal counsel. Legal Counsel replied that the utility companies must use the town form and does not recommend the use of the proposed form from NHEC. The Board agreed.

**Motion Passes: 3 – Yes, 0 – No**

*EOC Generator Grant Update*

TA Beaulieu informed the Board that the paperwork is complete and Chief Diamond informed her that the generator has been ordered.

*Hazard Mitigation Plan*

S. Moulton has submitted the hazard mitigation plan for the Board to review. The final draft has been submitted to the state by Jane Hubbard and then it will be sent to FEMA for approval which could take 6 months to receive a final approval. Any changes by the selectboard should be made prior to the submission to FEMA. TA Beaulieu informed the Board that S. Moulton has been doing a fantastic job as the Emergency Management secretary.

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

**1:30 Letters of Interest- Selectman/woman appointment**

TA Beaulieu informed the Board that four letters of interest have been received. Chairman Sabourn suggested moving the discussion of letters of interest to the next meeting when a full board is present. The Board agreed.

**2:00 P.M. MOTION: "To enter nonpublic session pursuant to RSA 91-A:3, II (a, b, c)."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Roll Call: John Paul-Hilliard – Yes, Roy Sabourn – Yes, Brad Benton - Yes

Motion Passes: 3 - Yes, 0 - No

**2:38 P.M. MOTION: "To exit nonpublic session."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 3 - Yes, 0 - No

2:39 p.m. MOTION: "To adjourn."

Motion: J. Paul-Hilliard

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary



**TOWN OF THORNTON  
BOARD OF SELECTMEN**

Approved on: \_\_\_\_\_  
BOS Initial: \_\_\_\_\_  
Rec'd by Town Clerk on: \_\_\_\_\_  
Town Clerk Initials: \_\_\_\_\_

*With suggested revisions  
by TJS*

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

---

**Board of Selectmen Meeting Minutes  
March 30, 2016**

12:00 P.M. Chairman Roy Sabourn opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

**ROLL CALL:** Chairman Roy Sabourn, Selectman John Paul-Hilliard, and Selectman Brad Benton

**ABSENT:** Vice-Chairwoman Marianne Peabody

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

**ACTION FOLDER:**

**MOTION: "To approve the vendor manifest 4-1-2016 in the amount of \$ 175,955.54."**

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

**MOTION: "To approve the payroll manifest 4-1-2016 in the amount of \$ 28,717.67."**

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

*ZCA Folder / Land Use Folder*

**MOTION: "To approve ZCA #2016-05, PID #177-49 for a roof over a deck."**

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



**MOTION: "To approve ZCA #2016-07, PID #10/9-11 for a 12x20 storage shed."**

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

**MOTION: "To approve ZCA #2016-08, PID #11/4-16 for a 36x70 barn."**

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

*Minutes*

**MOTION: "To approve the public minutes of the Board of Selectmen Meeting minutes of March 16, 2016 as amended."**

Motion: J. Paul-Hilliard  
Seconded: R. Sabourn  
Discussion: None.  
Motion Passes: 2 – Yes, 0 – No                      Abstained: B. Benton

*Signature Folder*

**MOTION: "To sign a letter to Jonathan Ham regarding a junk yard compliance issue."**

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

**MOTION: "To sign a letter to Tim Tyler thanking him for his services with the Beautification Committee."**

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

*Intent to Cut*

**MOTION: "To approve an intent to cut for PID #18/9-1 on 31 Chickenboro Road."**

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

**MOTION: "To approve an intent to excavate PID #10/3-41 on Cross Road, owner Shirley Benton."**

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

MOTION: "To approve an intent to excavate PID #6/2-23 Labreque Road on Cross Road, owner Casey Caulder."

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

*Abatements*

MOTION: "To approve an abatement for PID #16/1-210 for \$267 for a settlement with BTLA Docket #27615-14PT."

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

MOTION: "To approve a 2015 abatement for PID #16/1-210 for \$271 for a settlement with BTLA Docket #27615-14PT."

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

*Tax Warrants*

MOTION: "To approve a yield tax levy warrant in the amount of \$600.71 for PID #11/4-2 for owner Wade Reed."

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

MOTION: "To approve a yield tax levy warrant in the amount of \$2,680.56 for PID #11/1-66 for Steele Trust."

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

*Cable Franchise Agreement*

Administrative Assistant Decoteau verified that the <sup>Time Warner</sup> Time Warner would agree to sign and renew the previous cable franchise agreement. Time Warner was in agreement.

MOTION: "To sign the cable franchise agreement."

Motion: J. Paul-Hilliard  
Seconded: B. Benton  
Discussion: R. Sabourn discussed that this was previously agreed to and a <sup>typo</sup> ~~type~~ was the only correction needed during the last meeting.  
Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve a request from the Trustee of Trust Fund to release funds from the Hubbard brook Scholarship Fund in the amount of \$1,500.00 to Andrew Gabbot for a 2015 scholarship."

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

MOTION: "To approve the revised flag policy."

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

### SELECTMEN PRESENTS

#### *Transfer Station entrance/exit concern update*

J. Paul-Hilliard informed the board that he had success regarding the transfer station entrance when speaking with DOT District 3. They are going to do a site survey and may install in a truck entering caution sign on the north bound side around the corner that may assist in the traffic concern. DOT also may delineate between the entrance and exit to discourage cars from waiting in the shoulder area to enter the transfer station. DOT has given permission to increase the width on the radii on the inside corners without requiring an alteration of drive permit. He recommends backing up the corners with some crushed stone. The Board agreed to these changes and suggestions to improve the concerns discussed during the previous meeting.

#### *Thornton Gore Road Turnaround*

*worded* R. Sabourn intends to discuss the turnaround <sup>on</sup> ~~at the end of~~ Ralph Bradley's land <sup>at the end of</sup> ~~at the end of~~ Thornton Gore Road with the road agent to verify that the size and slope is correct to ensure that it functions as intended. R. Bradley has expressed concern with the way the ~~the~~ <sup>draft</sup> easement was drafted and would like the wording changed to prevent excessive or unintentional expansion of the turnaround area in the future.

#### *Emergency Management Duties/Compensation*

R. Sabourn informed the board that J. Paul Hilliard has mentioned that he has been spending a fair amount of time with the emergency management duties and asked if it is appropriate to have some of the stipend that was being paid to the <sup>former</sup> emergency management ~~direction~~ <sup>director</sup> forwarded to the selectboard member assuming these duties until the position is filled. The Board agreed that this is fair and appropriate to implement. TA Beaulieu informed the Board that stipends are paid on a quarterly basis and can be implemented immediately

## TOWN ADMINISTRATOR REPORT

### *Building on Land of Another*

TA Beaulieu informed the Board that changes have been made to the land owners with buildings owned by another as requested at the previous meeting. *letters to be sent to*

**MOTION: "To approve and sign letters to property owners referencing buildings that occupy land of another. Letters will be sent to Downing Trust, Robert Sylvester, Vincent Lavasseur, Gloria Kimball, Claire O'Hare, Dirt Design by Johnston Brothers, Alfred and Donna O'Hare, John Mannix TAME Association, and all applicable properties."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

### *Transfer Station Permit*

Matthew and Judith Goodier are requesting an additional transfer station permit. TA Beaulieu discussed that a permit is requested for a consistent long term rental property. The Board agreed to issue a rental permit that would not be affixed to the vehicle.

### *Investment Policy*

TA Beaulieu has made some small updates to the policy to reflect staffing/position changes only.

**MOTION: "To approve and sign updated investment policy."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

### *State Bridge Aid*

Chris Fournier is asking if the Board would like to move the SBA project up a year due to an increase in available funding. TA Beaulieu informed the Board that this would create a lot of additional work that would be unexpected for staff. Chairman Sabourn also stated that this will affect the CIP as well. The Board agreed to discuss this later in the meeting.

### *Abatement Request from Tax Collector – Annual Small Balance Write-Off*

D. Mahurin requested that the Selectboard agree to abate a tax amount of \$0.17 for John Brouwer PID #18/5-5 and \$0.90 for Johnston Brothers PID #11/1-31.

**MOTION: "To abate a tax amount of \$0.17 for John Brouwer PID #18/5-5 and \$0.90 for Johnston Brothers PID #11/1-31."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

### *Health Trust*

The health insurance rates did not increase as high as expected. She explained that the budget is created *using* to the GMR provided by the insurance company which is usually higher than the actual amount.

*NH Pole Licensing*

Mr. Scrimshaw has been trying to get a pole installed with NH Electric Coop, which has been difficult due to the forms that utility companies need to submit but are not in favor of completing. Electric Coop did complete the form and fees have been received, the road agent has also signed approval of the form. *now have*

**MOTION: "To approve a NHEC pole petition license for installation of utility poles and underground conduits on Sandwich Notch Road for Mr. Scrimshaw at PID # 18/5-2-1."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: TA Beaulieu informed the Board that NHEC has submitted a form that they would like to use in place of the current town form with the town's permission. N. Decoteau forwarded to legal counsel. Legal Counsel replied that the utility companies must use the town form and does not recommend the use of the proposed form from NHEC. The Board agreed.

**Motion Passes: 3 – Yes, 0 – No**

*EOC Generator Grant Update*

TA Beaulieu informed the Board that the paperwork is complete and Chief Diamond informed her that the generator has been ordered.

*Hazard Mitigation Plan*

S. Moulton has submitted the hazard mitigation plan for the Board to review. The final draft has been submitted to the state by Jane Hubbard and then it will be sent to FEMA for approval which could take 6 months to receive a final approval. Any changes by the selectboard should be made prior to the submission to FEMA. TA Beaulieu informed the Board that S. Moulton has been doing a fantastic job as the Emergency Management secretary.

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

**1:30 Letters of Interest- Selectman/woman appointment**

TA Beaulieu informed the Board that four letters of interest have been received. Chairman Sabourn suggested moving the discussion of letters of interest to the next meeting when a full board is present. The Board agreed.

**2:00 P.M. MOTION: "To enter nonpublic session pursuant to RSA 91-A:3, II (a, b, c)."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Roll Call: John Paul-Hilliard – Yes, Roy Sabourn – Yes, Brad Benton - Yes

Motion Passes: 3 - Yes, 0 - No

**2:38 P.M. MOTION: "To exit nonpublic session."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

Motion Passes: 3 - Yes, 0 - No

