



Approved on: 5/11/16
BOS Initial: JKS
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Town Clerk Initials: RR

TOWN OF THORNTON BOARD OF SELECTMEN

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

Board of Selectmen Meeting Minutes April 27, 2016

12:00 P.M. Vice Chairwoman Marianne Peabody opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

ROLL CALL: Chairman Roy Sabourn, Vice-Chairwoman Marianne Peabody, Selectman John Paul-Hilliard, and Selectman John Gaites

STAFF PRESENT: Tammie Beaulieu, Town Administrator,

ABSENT: Selectman Brad Benton

ACTION FOLDER:

MOTION: "To approve the payroll manifest 4-29-2016 in the amount of \$21,626.15."

Motion: J. Paul Hilliard

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: J. Gaites

MOTION: "To approve the vendor manifest 4-29-2016 in the amount of \$148,868.13."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

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

Minutes

MOTION: "To approve the public minutes of the Board of Selectmen Meeting minutes of April 13, 2016 as amended."

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: The Board corrected the last two motions coming out of non-public to include a 4-0 vote.

Motion Passes: 3 – Yes, 0 – No Abstained: J. Gaites

MOTION: "To approve the nonpublic minutes of the Board of Selectmen Meeting minutes of April 13, 2016 as submitted."

Motion: J. Paul-Hilliard
Seconded: R. Sabourn
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: J. Gaites

Planning Board Correspondence

The Board reviewed items in the planning board correspondence folders.

- CDBA has filed for a rehearing with the Supreme Court
- Notice of Decision for Elvira Pope and Robert Tice property, was approved with conditions for the existing used car lot.
- Copy of Approved and Draft minutes

Concerned Citizen - Excavation

The Board reviewed a concerned citizen complaint from Rachel Decicco regarding excavation. TA Beaulieu explained that a property owner expressed concern that her neighbor Raymond W. Johnson (PID 17/7-16) plans to excavate his land, where it abuts her land (PID 17/7-12). R. Sabourn suggested that she hire a surveyor to determine property boundaries. TA Beaulieu informed the property owner that this is a civil issue and she should contact a land surveyor. A concerned citizen form was completed since the property in question is in a flood zone. Chairman Sabourn stated that a civil engineer may need to draft excavation plans for a flood zone. The concerned property owner wanted the Selectboard to understand that if there is excavation on the property, it is not her project and she does not want to be responsible for this situation. The Board agreed to write a response letter acknowledging her concern and that this situation is a civil matter. They also would like to explain that "excavation" would only take place if materials that were moved were subgrade level. Just relocating an existing pile of material on the same lot is not an excavation.

ZCA

MOTION: "To approve ZCA # 2016-11 for PID #17/7-46 for S. Byrnes, for a 24x32 garage to be constructed within the setbacks."

Motion: R. Sabourn
Seconded: J. Gaites

Discussion: M. Peabody asked if the owner plans to use the garage for a welding business. R. Sabourn discussed this concern with M. Conn and this was not the intention of the property owner when the ZCA was discussed and presented.

Motion Passes: 4 – Yes, 0 – No

ACTION FOLDER

Current Use Application

R. Sabourn discussed a current use application with M. Conn and agreed that she would contact the applicant to discuss deficiencies in the application.

Stumpage Value

MOTION: "To accept the median stumpage value list for the northern region as submitted by the Department of Revenue for the dates of April 1, 2016 through September 30, 2016."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve a 50% disabled exemption for PID 17/2-27 John Wilkinson and Bart Merrill due to only one property owner qualifying for the exemption."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

Intent to Excavate

MOTION: "To approve an intent to cut for PID #7/2-15 for owner ARJ Wiley."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve an intent to excavate for PID #16/6-8 for owner James Sanbourn."

Motion: J. Paul-Hilliard
Seconded: R. Sabourn
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve an intent to excavate for PID #15/4-31 for owner F.A. Crane Holdings LLC."

Motion: R. Sabourn
Seconded: J. Paul-Hilliard
Discussion: None.
Motion Passes: 4 – Yes, 0 – No

Tax Warrants

MOTION: "To approve a yield tax levy warrant in the amount of \$21.25 for PID #3/3-7 for owner Roy Sabourn."

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

Abstained: R. Sabourn

Current Use Applications

The Board reviewed the applications.

MOTION: "To approve current use applications for the following:

**PID #2/4-7a, owner Yves and Susan Chouinard, PID #10/10-10, owner Jarrett Ham
PID #15-4/902, owner Richard Merrill, PID #16/4-29, owner Elaine Tibbetts and David
Uhlman, PID #16/4-29-5, owner Elaine Tibbetts and David Uhlman. Another application is
pending further information."**

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

**MOTION: "To approve an abatement for elderly tax deferral for PID #16/5-5 for 2013L in
the amount of \$415.34, 2014L in the amount of \$340.98, 2015P01 in the amount of
\$141.00, and 2015P02 in the amount of \$146.00. The Board waived all interest and
penalties."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4– Yes, 0 – No

**MOTION: "To approve an elderly tax deferral for PID #16/5-5 for Dorothy Drake for 2013,
2014, and 2015 for a total amount of \$1,043.00."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4– Yes, 0 – No

CIP Committee

TA Beaulieu explained that during town meeting, the town approved the reorganization of the capital improvement committee to authorize the Board of Selectmen to appoint members.

**MOTION: "To approve an appointment to the Capital Improvements Committee for Bill
DeLeo, Cynthia Schofield, and David Gravel."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4– Yes, 0 – No

TOWN ADMINISTRATOR REPORT

Medical Coverage

The Board accepted the 2016 medical renewal and is in the process of researching options for 2017.

MOTION: "To accept July 2016 medical renewal."

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Forest Service Grant

Annual US Department of Agriculture - Forest Service grant \$1,537.50 total amount.

MOTION: "To approve the USDA grant for 2016 in the total amount of \$1,537.50."

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: The Board discussed that \$3,000 was included in the budget to offset the grant funds. The Board agreed that the budgeted amount should reflect the grant amount in next year's budget.

Motion Passes: 4- Yes, 0 - No

Administrative Assistant Position

TA Beaulieu informed the Board that a letter of acceptance has been received from Desiree Mahurin for the promotion to the full - time Administrative Assistant/ Tax Collector Municipal Agent position as offered by the Board of Selectmen with conditions. TA Beaulieu explained that she updated the job contract to include an average 35 hour work week, at a rate of \$26.23 labor grade 10 step 13 with 10 cents. There will be no step increase for 2017 and benefits have been prorated for this year. The contract will be from May 2016 to April 1, 2017.

A new job description was forwarded to Board members for review. R. Sabourn has made some minor corrections.

MOTION: "To promote Desiree Mahurin for the full - time Administrative Assistant/ Tax Collector/Municipal Agent position to include an average 35 hour work week, at a rate of \$26.23 labor grade 10 step 13."

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4- Yes, 0 - No

MOTION: "To approve the annual tax collector contract to include the full - time Administrative Assistant/ Tax Collector Municipal Agent position and to remove the text "one year" on the timeline. The contract will cover the period from May 2016 to April 1, 2017."

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4- Yes, 0 - No

MOTION: "To approve the new proposed job description for the full - time Administrative Assistant/ Tax Collector Municipal Agent position as presented."

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

Motion Passes: 4- Yes, 0 - No

Board Assistant Position

TA Beaulieu introduced a part time job description for a new Board Assistant position for the board to review. This job description was also reviewed by the Planning Director and some adjustments were made to reflect an increase in duties if the Planning Director is not present, such as attending meetings. It will include secretarial work for the Planning Board, Zoning

Board, and Board of Selectmen. Some of the duties include posting of agendas, transcribing minutes, preparing notices, etc. The position would include 8 to 14 hours per week at a labor grade 4. The position will be advertised in the local newspaper and the town website.

MOTION: "To approve the new part time Board assistant job description as presented."

Motion: J. Paul-Hilliard

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Hubbard Brook Process

TA Beaulieu presented packets with grant applicant information for the Selectboard to review pertaining to the Hubbard Brook Scholarship program. She explained that J. Fleury will be completing the data on the scoring sheets and will assist with this process during the next board meeting so Jess can forward the board's decision to Gloria Rainwater as the decision is due May 12, 2016. M. Peabody confirmed the date for the Hubbard Brook Award ceremony, Tuesday, May 31, 2016 at 5:30 at PSU. Presenter should arrive between 5:00 – 5:15 p.m.

Police Department Oral Board – new full time officer

Chief Diamond requested to include a Selectboard member on the oral board on May 24, 2015 for hiring a new full time police officer. Chief Diamond requested that R. Sabourn attend as a board member since J. Paul-Hilliard was present during the previous oral board. R. Sabourn agreed to attend and will verify that his schedule allows for this date.

North Country Environmental Services- Transfer Station

TA Beaulieu informed the Board that there is a .552% increase in solid transportation rates and trailer and container rental fees due to the current consumer price index for the region. This increase is effective May 1, 2016.

Avitar Letter – Utility Values

TA Beaulieu informed the board that a letter has been received from Avitar and as of 2017 Avitar will no longer provide public utility assessments in their contract services unless the town has a current contract with Avitar. The Town of Thornton has a five year contract with Avitar which ends 2019. TA Beaulieu will confirm the contract. Avitar will cover Thornton for Utilities until 2019. Thereafter the town will need to find a vendor.

2016 Local Officials Workshop

TA Beaulieu presented the information to Board members. The staff will register board members if they are interested in attending.

Board of Selectmen Representative Duties

The emergency management director representative has been filled by John Paul-Hilliard. The Police department will need to authorize a keycode for this position.

Roy Sabourn agreed to continue as the zoning compliance representative.

Marianne Peabody agreed to continue as the beautification committee representative.

John Gaites agreed to take the Planning Board ex-officio member.

The Board suggested that J. Gaites resign from his ballot clerk position due to his new position with the Selectboard.

MOTION: "To approve Roy Sabourn as the zoning compliance representative, Marianne Peabody as the beautification committee representative and John Gaites as the Planning Board ex-officio member."

Motion: J. Paul-Hilliard

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Police Department Grant

AA Sandy Moulton met with the Selectboard to discuss a few potential grant applications. She explained that the Police Department has two pieces of equipment they would like to purchase. A few residents have inquired about having a portable speed limit machine for particular roads with high speed concerns in Thornton. She was asked to look into grants that would assist with the purchase of police equipment. S. Moulton has contacted NH DOT and found 50/50 matching grants that the town can apply for. She explained that the 2017 grants have an application deadline of Sunday. In speaking with DOT, they would allow the town to withdraw their application if the 50 % of the grant funds are not approved during the 2017 budget process. The state does not encourage this due to bookkeeping reasons but would allow it. Sandy Moulton researched the cost of the speed sign and the estimated cost of the equipment chosen by Corporal Gilman is \$11,749.00. R. Sabourn was not in favor of the cost of this purchase and would rather see a police cruiser run radar in areas of speed concern rather than installing this piece of equipment. Discussion ensued on the current piece of equipment owned by the town. S. Moulton expressed that she did not want to move forward with the grant application process unless it was agreed upon by the Selectboard. TA Beaulieu explained that departments are supposed to bring grant opportunities to the Selectboard for approval prior to applying. R. Sabourn agreed she was following the correct process. M. Peabody suggested the current speed radar equipment be fixed if possible rather than purchasing new equipment. R. Sabourn and J. Paul-Hilliard agreed that this equipment is not necessary. J. Paul-Hilliard suggested that if the Chief feels strongly about owning this device, he should look into placing it in the CIP program.

S. Moulton explained the second piece of equipment of interest for the police department, the watchdog video camera for the cruiser. The department has two cameras currently and one is in the process of being diagnosed for possible repair. The cost for one camera is \$5,000 which can be included in the 50/50 match grant as well. TA Beaulieu expressed concern based on previous conversations of having one cruiser equipped with a camera and not the others. She feels that if one cruiser has cameras, all of them should be equipped for liability reasons. R. Sabourn suggested that this should have been discussed during the budget process and would vote no for the grant application due to the time restraints of the grant. He stated that if the Chief had proposed cruiser cameras in the budget for safety reasons, he would most likely have agreed with the investment, but does not feel comfortable making that decision with such short notice. TA Beaulieu explained that she would like to see the grant applications submitted with enough time for the board to review and referenced the last EOC grant when decisions needed to be made rapidly due to time constraints. S. Moulton agreed and will refer the Selectboard's concerns to the Police Chief. TA Beaulieu will send a reminder notice to all departments of the time requirements for applying for grants.

Changes to Police Cruisers

Selectman J. Paul-Hilliard stated that he noticed one of the police cruisers was not marked anymore. TA Beaulieu explained that she spoke with the Chief about this earlier, and was informed that the decals were in poor condition and were removed. The Board discussed that they are not in favor of unmarked police cars. S. Moulton explained that she addressed this concern at the time and thought that the Chief needed permission from the Board to remove the decals. Chairman Sabourn recommended that the unmarked cruiser be parked and not used for patrol. The Board agreed that the unmarked cruiser should be parked at the town hall. TA Beaulieu explained to Chief Diamond that he must receive permission from the Selectboard to make changes to town vehicles as these are town assets. The Board discussed the older cruiser still in operation. The Board recalled that this vehicle is still in operation and it was their understanding that it was to be put out for bid process. S. Moulton explained that the department is still using it and that the Chief was not clear as to what the board had decided about keeping the older cruiser. TA Beaulieu and R. Sabourn recalled that the board decided to put the cruiser out for bid. After extensive discussion the board agreed to send Chief Diamond a letter informing him that the Board does not support unmarked police cruisers and the unmarked cruiser should be retired and the old cruiser should be used until the new cruisers arrive.

Charges for Cruiser Washing

M. Peabody questioned the cost for car washing that was included in the vendor manifest. S. Moulton explained that when Aimee Moller was the Chief she gave permission for the cruisers to be washed at the car wash. S. Moulton just recently received invoicing from the car wash company from 2014 and 2015 along with an apology for untimely billing due to company errors. This was allowed due to water conditions at the town hall during the time Chief Moller was employed. S. Moulton does not believe that these charges will be incurred anymore due to the improved water condition at the town hall. S. Moulton will refer this information to Chief Diamond.

Signature File:

The Board signed the following items.

- Resignation acceptance letter to Nancy Decoteau
- Letter to Geraldine Benton regarding a concerned citizen issue
- Certificate of appointment for John Gaites as Selectman
- Letter to David and Paula Atwood regarding a construction concern received from a concerned citizen complaint from an abutter.
- Response letter to Steve Twohig regarding his concerned citizen complaint about the transfer station. And actions to be undertaken relative to some of his concerns and traffic safety in general.

MOTION: "To approve the welfare manifest for 4/30/2016 in the amount of \$750.00."

Motion: J. Paul-Hilliard

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 - Yes, 0 - No

Abstained: M. Peabody

SELECTMEN PRESENTS

Selectman Paul-Hilliard has been discussing entrance turning radii on Route 175 near the Transfer Station with NHDOT.

Chairman Sabourn mentioned a concern from Russell Gilman regarding a rough patch in the road on Upper Mad River Road. He asked if this could be addressed with DOT to repair. Selectman Paul-Hilliard explained that DOT should maintain the ride factor. RA Kubik should put forth a request for DOT to review the area.

Chairman Sabourn met with Russ Gilman per his request at a previous meeting. R. Gilman had questions regarding Selectboard decisions and processes. Chairman Sabourn was able to answer his questions.

3:50 p.m. MOTION: "To adjourn."

Motion: J. Paul-Hilliard

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,



Jessi Fleury
Board Secretary