



Approved on: 6-22-16  
BOS Initial: MP  
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Town Clerk Initials: BJR

## TOWN OF THORNTON BOARD OF SELECTMEN

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### Board of Selectmen Meeting Minutes May 25, 2016

**12:00 P.M. Chairman Sabourn 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, Selectman Brad Benton, and Selectman John Gaites

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

#### **ACTION FOLDER:**

**MOTION: "To approve the payroll manifest 5-27-2016 in the amount of \$20,229.95"**

Motion: J. Paul-Hilliard

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No Abstained: J. Gaites**

**MOTION: "To approve the vendor manifest 5-27-2016 in the amount of \$585,684.90."**

Motion: J. Gaites

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody and B. Benton**

#### **ZCA**

Chairman Sabourn discussed that a zoning compliance applicant requested a waiver of fees, as there is no change in footprint. The owners are renovating the building. The Board discussed the staff time and assessor time that is involved to review these forms. The Board also agreed that property owners are being honest and applying for ZCA's. After discussion the Board agreed to continue with their current practice to require a ZCA for building changes and to review each application to determine if fees should be paid if there is no change in the footprint. The Board also agreed to ask the assessor to provide recommendation as to what building changes should require a ZCA so that they can make the process easier in the future.

## AGENDA ITEMS:

### **1:30 p.m. PD Chief Diamond**

#### *Capital Reserve Cruiser Funds*

Chief Diamond informed the Board that in January/February funds were approved for one of the cruisers. The first reserve amount that was requested and approved was \$150 less than the expected amount as well as \$18.50 for radio expenses.

The second cruiser was approved during the 2016 town meeting in the capital improvement plan. The cruiser was ordered and the invoice was received in the amount of \$38,666. Chief Diamond requested that the funds be released from the trustees of trust funds. The new vehicle will not require the purchase of a new radio as one will be reused from the older cruiser.

Chief Diamond expects the new cruisers to arrive within 4 to 5 weeks.

**MOTION: "To request a release of funds from the Trustee of Trust Funds in the amount of \$38,834.50 from the Police Cruiser and Equipment Reserve fund as itemized on the written request to the Trustees."**

Motion: M. Peabody

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

### *Firing Range Project Update*

Chief Diamond updated the Board on the firing range project. Sylvia Clark informed Chief that to adhere to State recommendations it would cost an additional \$1500 in order to move forward with the firing range project as suggested by the State. These are suggestions not requirements; however, the plan was approved with the conditions recommended by the State. The Board agreed to move forward with the project. The Board discussed the funding of the project and agreed that this cost could be offset in the general budget if the Police Department budget cannot absorb this additional cost at the end of the year. The Board agreed to schedule a meeting with Sylvia Clark and Chief Diamond for the June 22, 2016 meeting.

### **1:53 p.m. Highway Paving Bid Award**

The Board reviewed two paving bids to pave a portion of Millbrook Road of approximately 5,200 feet of town road, 22 feet wide. The bids received were as follows:

- R & D Paving - \$61.00 per ton, reclaim grade compact at \$ .96 per square yard and grind. The total project bid amount is \$95,662.
- GMI Paving - \$62.30 per ton, reclaim grade compact at \$ 1.15 per square yard and grind. The total project bid amount is \$99,237.

The second paving project is for Upper Mad River Road, to include approximately 2,500 feet, 20 feet wide.

- R & D Paving - \$62.00 per ton, shim and overlay, tack and grind included for an additional \$1,400. The total project bid amount is \$23,410.
- GMI Paving - \$62.00 per ton. If additional tack and grind work is needed, GMI will quote that cost during the job. The total project bid was not conclusive.

**MOTION: "To award the Millbrook Road paving bid and Upper Mad River Road paving bid to R & D Paving as quoted and as recommended by the Road Agent and Town Administrator."**

Motion: M. Peabody  
Seconded: J. Paul-Hilliard  
Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**2:00 p.m. Gary Thornton – Thornton & Associates Wage Plan Proposal**

Gary Thornton met with the Board to discuss a wage plan proposal. TA Beaulieu provided informational packets for the Board to review. The Local Government Center no longer provides this service as used by the Town in the past. The total cost for all phases is \$7,920. The Board reviewed the information. G. Thornton explained that the wage plan should be updated every 7 to 9 years according to his firm's practice, some towns chose to do them more frequently and some wait longer periods of time. G. Thornton explained the process. He agreed that an objective summary and full report will be provided as a hard copy as well as electronic. He also explained that he would like to meet with employees to discuss their thoughts as well. TA Beaulieu asked that a sample job description be sent since the job descriptions will need to be updated due to shifting in job responsibilities. Chairman Sabourn explained that labor grades and steps were expanded previously and would like to see a manageable plan. The Board discussed labor grade and step systems as well as internal merit increases with performance evaluations. Different wage plans were discussed further. The Board discussed the process that could be followed to begin the wage study. TA Beaulieu discussed having an initial meeting with all the employees so they can be aware of the process and then again at the end of the process. TA Beaulieu informed the board that there is another wage proposal to discuss, but that Thornton & Associates has a very good reputation amongst towns and comes highly recommended. The Board thanked G. Thornton for meeting with them and will let him know if his company is chosen to provide these services for the town once the contract is reviewed.

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

Motion: J. Paul-Hilliard  
Seconded: M. Peabody  
Discussion: None.  
Roll Call: John Paul-Hilliard – Yes, Roy Sabourn – Yes, Brad Benton – Yes,  
Marianne Peabody - Yes, John Gaites –Yes

**Motion Passes: 5 - Yes, 0 - No**

**3:25 P.M. MOTION: "To exit nonpublic session."**

Motion: J. Paul-Hilliard  
Seconded: B. Benton  
Discussion: None.

**Motion Passes: 5 - Yes, 0 - No**

**MOTION: "To make a conditional offer of employment as a full-time police officer to candidate #1 at labor grade 8 step 8 at \$20.53 per hour, pending all background checks are approved by the Chief of Police."**

Motion: J. Gaites  
Seconded: J. Paul-Hilliard  
Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

### *Cop Sync*

Chief Diamond informed the board that during a previous meeting he explained that the SAU was looking into contracting with Cop Sync for school security services. Since then the SAU has decided not to use Cop Sync and are contracting with E-lert. E-lert does not charge the police department for this service. Chief Diamond explained the benefits of the new service.

J. Paul-Hilliard informed the Board that there is a rise in a piece of land near the town cemetery and Millbrook Road which creates a blind spot for drivers. The board discussed that this land does not belong to the town. The board discussed moving the fence back and lowering the rise in the land to improve the visibility. B. Benton agreed to speak with the land owner.

### *Tow and Service Agreement*

Chief Diamond explained that he drafted a uniform tow and service agreement between the Thornton Police Department and tow companies that would include a rotation for the use of tow companies and would include consistent pricing for towing services. The Board agreed to review a copy of the agreement.

## **ACTION FOLDER**

**MOTION: "To approve an excavation gravel tax warrant for in the amount of \$454.40 for PID #10/3-41, owner Shirley and Jerel Benton."**

Motion: M. Peabody

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve an intent to cut timber in the amount for PID #10/16-1, owner Jarett Ham."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

### *Signature File:*

The Board signed the following items:

- Letter to Thornton Planning Board re: Northern Pass
- Letter to George Perry, Goose Hollow Campground re: assessing requirements for recreational vehicles.

## **TOWN ADMINISTRATOR PRESENTS**

### *Tax Lien Update*

Tax Collector has forwarded the 2015 lien execution report in the amount of \$220,969.21.

### *Visa Cash Card Application*

TA Beaulieu informed the Board that per their previous request, she has applied for a cash card on behalf of the Town. The Board reviewed the application. The Town Administrator is the one person at this time that can use it for town purposes. The Board had agreed that this was a good choice for purchasing small items rather than having employees spend funds out of their pocket for town purchases and processing reimbursements.

**MOTION: "To approve and sign an application for a visa debit cash card from Northway Bank."**

Motion: J. Gaites  
Seconded: M. Peabody  
Discussion: None.  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve the BOS minutes dated May 11, 2016 as amended."**

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

#### *New Transfer Station Permit*

K. McGuire posted a notice to all residents informing them that they will need to have a new Transfer Station permit to enter the Transfer Station as of July 15, 2016.

#### *Transfer Station Addition*

The Board discussed the Transfer Station addition. A plan has been drafted by Jim Ingram however an RFP needs to be drafted. The Board discussed that J. Ingram may not be in the position to complete the work since he may be relocating. The Board discussed having K. McGuire collect some quotes from an architect firm for services to draft an RFP and all applicable responsibilities throughout the addition project. It was referenced to seek the same type services that were applied for the PD addition. It was recommended to contact Stuart from Alba Architects.

*Highway Easement Process* RA Kubik had questions regarding the process the highway department needs to follow for drainage easements. If there is a permanent easement of any kind being requested by the Town, then an easement is necessary and needs to be recorded at the county. If it is a temporary easement of a sort the Selectmen have approved three highway forms that can be used on a case by case basis. The Board agreed.

#### *Ralph Bradley – Perpetual Easement*

TA Beaulieu followed up on the ongoing process between the town and Ralph Bradley for a Proposed Construction and Slope Easement on Dick Bradley Road. RA Kubik will meet with R. Bradley to discuss the easement and the current turn-around size and update the Selectmen via a draft easement for the agreed area. R. Sabourn plans to meet with R. Bradley again to come up with a revised easement language after receiving feedback from RA Kubik.

#### *Assessment of Utilities – Avitar*

A few weeks ago, Avitar issued a letter to municipalities informing them that they will not be assessing utilities any longer but will continue the service for contracted towns until the contract ends. TA Beaulieu informed the board that the Town's current contract will continue to receive assessment services on utilities since the Town signed a 5-year contract with Avitar until 2019.

#### *Flooding and Culvert assessment of Millbrook*

TA Beaulieu contacted Tom Ballestero for an update on the flooding and culvert assessment of Millbrook. T. Ballestero was waiting for the Town to give the permission to move forward with concept designs and a rough estimate. The Board agreed to have T. Ballestero move forward with gathering data and developing ideas with relative costs involved for the Board to review. The Board would like to meet with him to discuss the project when he is ready.

*Library Contract Update*

The board reviewed the library contract prior to the Board meeting. R. Sabourn discussed some concerns regarding insurance coverage for patrons using the library. TA Beaulieu discussed this with the SAU previously and was told that they are using Primex as well and the property should be covered for liability insurance. This is not referenced in the agreement. The Board discussed that they would like language added to the contract that specifies that the SAU is providing liability insurance. TA Beaulieu will contact the SAU.

*2016 Tax Warrant*

**MOTION: "To approve the 2016 tax warrant for P1 and P11 in the amount of \$3,586,729."**

Motion: M. Peabody  
Seconded: J. Paul-Hilliard  
Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

R. Sabourn would like the Administrative Assistant to follow up with a draft policy on accepting change to pay tax bills.

*Rescue Truck Purchase – Joint Meeting*

The Board discussed the joint meeting that needs to be scheduled for the purchase of the Rescue Truck for the fire department. The Board agreed that they would like information, specifications, pictures, cost amounts, quotes from vendors, etc. forwarded to the Thornton Selectboard prior to the joint meeting so that they can be informed prior to the meeting. The Board agreed that the information should be forwarded by the Fire Department by July 6, 2016 meeting. The Board agreed that they are not available for the dates suggested by Campton. They would also like to meet with the Fire Chief prior to the joint meeting.

*HB-1219*

TA Beaulieu informed the Board that HB is an act relative to the repurchase of tax deeded property by the former owner, and the cost therefor. The bill extends the time for former owners if the property was their main residence to pay the cost of repurchasing tax deeded property from the town. The bill also reduces the penalty charge added to such cost and exempts the penalty charge for certain owners. The board discussed the bill before the House.

*Internet*

TA Beaulieu informed the Board that the internet at the town hall has presented some difficulties since the town clerk and police department are working on an internet based software. TA Beaulieu discussed conversations regarding billing with the internet company. Chief Diamond asked if the PD can work with Fairpoint rather than Time Warner. A meeting was held with Fairpoint and Certified Computer Systems (CCS) to discuss the town's options. The Board also debated different options available from Time Warner to improve the internet service including fiber optic. The exorbitant cost for fiber optic service versus the inefficiency for the employees due to slow speed, and daily shut downs of the network was discussed. R. Sabourn suggested that TA Beaulieu, Chief Diamond, and CCS continue to explore the fiber optic option for the town internet with other vendors.

*Police Department Letter Removed*

TA Beaulieu discussed a letter from the Board of Selectmen addressed to the Police Department that had been discussed during the previous board meetings. That letter was not sent to the Police Chief due to verbal communications and the requests made by the Board had been addressed. The Selectmen agreed that letter is no longer necessary.

*Excavation Pit – Planning Board*

B. Reagan has asked the board to release the excavation pit surety bond for Exit 29 pit. The Planning Board performed a site visit at the property and recommends the release of the bond. A letter of release was forwarded to the Selectboard by B. Reagan for review and signature by the Select board.

**MOTION: “To approve the release of the excavation pit surety bond for Exit 29 gravel pit formerly owned by Mark Johnston as requested by the Planning Board.”**

Motion: M. Peabody  
Seconded: J. Paul-Hilliard  
Discussion: None.  
**Motion Passes: 5 – Yes, 0 – No**

**Planning Board Correspondence**

The Board reviewed items in the planning board correspondence folders.

*ZCA Review*

The Board reviewed ZCA applications.

**MOTION: “To approve ZCA #2016-19 for PID #10/8-6 for renovations and waive the fee.”**

Motion: M. Peabody  
Seconded: J. Paul-Hilliard  
Discussion: None.  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To approve ZCA #2016-14 for PID #7/2-7-15 for J. Taberski a 26’x36’ garage.”**

Motion: J. Paul-Hilliard  
Seconded: B. Benton  
Discussion: None.  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To approve ZCA #2016-15 for PID #17/14-15 for Waterville Birches LLC.”**

Motion: M. Peabody  
Seconded: J. Paul-Hilliard  
Discussion: None.  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: “To approve ZCA #2016-17 for PID #17/2-19 for B. Young for a roof on a 12x9 porch as well as other renovations.”**

Motion: M. Peabody  
Seconded: B. Benton  
Discussion: None.  
**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve ZCA #2016-18 for PID #17/03-7 for J. Lindhome for 32'x25' single family home with garage."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**MOTION: "To approve ZCA #2016-20 for PID #10/1-5-6 for Manning Trust to screen in a 12'x16' seasonal porch."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

### **SELECTMEN COMMENTS**

#### *Beautification Committee*

M. Peabody informed the Board that Mr. Scrimshaw's son attended a beautification committee meeting. He would like to donate a large amount of lilies to the town. Leslie said that she can plant the lilies along the sides of the building. This project could take about three years to complete. Mr. Scrimshaw's son invited the committee to view the lilies. M. Peabody discussed how much Mr. Scrimshaw loved the Town of Thornton and would like to have a plaque placed in his memory near the lilies. The Board agreed that it was a good idea and appropriate.

The Board agreed to cancel the June 8, 2016 scheduled Board meeting.

**MOTION: "To accept the donation of lilies from Mr. Scrimshaw."**

Motion: J. Paul-Hilliard

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

**5:32 p.m. MOTION: "To adjourn."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 5 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary