

TOWN OF THORNTON BOARD OF SELECTMEN MEETING MINUTES

Meeting Date: December 14, 2011

The Thornton Board of Selectmen met and held a public hearing on Wednesday, December 14, 2011 5:00 PM at the Thornton Town Hall.

Board Members present: Chairman Tyler, Vice Chairman Burbank, and Brad R. Benton
Selectman Sabourn and Selectman Joyce joined
the work session @ 5:15PM

Staff present: Tammie Beaulieu, Administrator
Marianne Peabody, Secretary

Public present: Giff Kriebel, Jim Demeritt
Please see attached sign in sheet.

Chairman Tyler asked Selectman Burbank to open the meeting at 5:03 PM with the Flag Salute.

MOTION

Selectman Sabourn motioned to approve the vendor manifest for check register date of December 16, 2011 for the amount of \$868,654.17. Selectman Benton seconded.
Voted 5-0 Motion passed.

MOTION

Selectman Burbank motioned to approve the payroll manifest for check register date December 16, 2011 for the amount of \$19,701.45. Selectman Joyce seconded.
Voted 5-0 Motion passed.

PUBLIC FORUM

No public input.

SIGNATURE FOLDER

Abatements

Smith, Claire PID 13-10-4C .42 small balance write-off – Signed by Board of Selectmen
Barle Inc. PID 03-04-10 \$865.50 – Reduced assessment value – Signed by Board of
Selectmen

Notice of Intent to Cut Wood or Timber

James Thompson PID 11-04-02 & 11-04-1 – Signed by Board of Selectmen
Vincent Levasseur PID 09-01-02 – Signed by Board of Selectmen
Ralph & Ruth Bradley PID 03-08-18 – Signed by Board of Selectmen
Timber Tax Levy – Original Warrant – John Reed – PID 02-04-07-7A, 7B - \$9,145.40- Signed by
Board of Selectmen

Thank you letters from the Board of Selectmen addressed to Gallagher, Callahan & Gartrell, PC and Mitchell Municipal Group, PA – Signed by Board of Selectmen.

ACTION FOLDER

Minutes

MOTION

Selectman Joyce motioned to accept the November 16, 2011 meeting minutes as amended. Motion seconded. Voted 5-0 Motion Passed

MOTION

Selectman Burbank motioned to accept the November 30, 2011 meeting minutes as amended. Motion seconded. Voted 5-0 Motion Passed

BUILDING PERMITS

Zoning Officer Rand was in attendance and briefed the Selectmen on the Dean & Duane Johnston building permit.

MOTION

Dean & Duane Johnston – PID 15-04-24 – Selectman Joyce motioned to accept Zoning Officer's recommendation to approve an application to construct an addition to an existing garage contingent on the Planning Board's approval to waive the site plan review process as regulations allow. Selectman Benton seconded. Voted 5-0.

MOTION

Hannah Vollmer – PID 11-01-04-02 – Selectman Benton motioned to approve an application for building permit on the recommendation of Clint Rand, Zoning Officer. Selectman Joyce seconded. Voted 5-0. Motioned Passed

Capital Reserve- Municipal Building

MOTION

Selectman Burbank motioned to request for the Trustees of Trust Funds to withdraw the amount of \$2,807.35 to pay invoices accumulated for the proposed municipal building addition and new waterline installed from the Highway Department to the Town Hall. Selectman Sabourn seconded. Voted 5-0. Board of Selectmen signed. Motion passed.

Town of Thornton's Local Emergency Operations Plan

Notification received from Cindy Richard, Asst. Chief of Planning Emergency Management Performance Grant Manager to Police Chief Moller informing the approval of funding available to update Thornton's Local Emergency Management Operations Plans.

MOTION

A motion was made and seconded to allow Police Chief Moller to accept the grant dollars for updating Thornton's Local Emergency Management Operations Plan. Voted 5-0. Motion passed.

Payroll change notice effective 02-01-12 for Clint Rand / PT Zoning Enforcement/Deputy Health/PLBD Assistant – Signed by Board of Selectmen

LIBRARY 2012 BUDGET

Library Trustees' Diane Gravel, Laura Laufenberg and Anita Ross presenting the 2012 proposed library budget. Library Director Nina Sargent present. Library Trustee Diane Gravel informed the Board the reason for the budget increase includes additional expenses pending the new contract agreement between the Town and School. The figures reflect dollars expended by the school in the past, and now is broken out and incorporated in the library's budget. The extra expenditures include items such as custodial, electric, equipment, fuel, grounds, plowing, FICA/Medicare, repair and maintenance. Insurance is not included in the proposed budget. Trustees have contacted the Local Government Center relative to insurance and other items and are waiting for a response. The School reimburses the Town ½ of the budget amount. Capital Reserve Accounts were mentioned. It was decided not open new accounts for the Library this year. Administrator Beaulieu is waiting for Tom Dunn to review the new contract between the school and town. The Trustees are looking to purchase an air conditioner with 2011 funds. The Board thanked the Trustees and Library Director for attending.

Cemetery 2012 Budget

Selectman Benton stepped off the Board and sat with the public. TA Beaulieu announced that Cemetery Trustee, Phyllis Holbrook was not able to attend, but forwarded her 2012 Budget request. The 2012 proposed budget includes repairs & maintenance of monuments that require specialized repair. There was no further discussion relative to this budget.

Conservation Commission 2012 Budget

Sally Davis, Chairman of the Thornton Conservation Commissioner presenting the 2012 proposed budget. Chairman Sally Davis is proposing the same amount as 2011, \$700.00. Chairman Davis informed the Board she is looking to purchase shelving to place conservation booklets in the Library for public reading. Chairman Davis inquired if there are 2011 Current Use Penalty funds; she discussed briefly preserving Thornton's resources with the Conservations share of the CU penalty dollars. Selectman Sabourn suggested looking into the Forest Service, Plymouth State University, Hubbard Brook or UNH for interns to possibly assist the Commission with inventories. Board Members thanked Sally for her presentation.

Fire Commissioners – Fire Department 2012 Budget

Fire Commissioners Jim Demeritt, Louis Klotz, Niles Downing and Kelly Belger present. Fire Chief David Tobine, and Deputy Chief Ian Halm present. The Campton-Thornton Fire Department 2012 Budget was presented. This budget includes step increases for everyone from recommendations of the Commissioners based on the recent Local Government Center Wage Study. Other line item increases are fuel and workman's comp insurance. The Commissioners and Fire Chief assured the Select Board they put together a budget that has been given a lot of thought and basically approved by the Town of Campton, and hoped for the same approval by the Thornton Board.

Fire Chief Tobine explained to the Board the original life expectancy of the ambulance was

10 years, but he now doubles shared percentages of calls for each town. The average age of patients calling in for assistance is 49 years old. The ambulance was paid off this year, and the only payments left are with Engine #1. Chief Tobine brought to the Boards attention his concern with the floor drainage in the Thornton Sub Station. Also discussed was insufficient room for storing equipment in the substation. The capital reserve account for an addition to the Thornton Sub Station is slated for 2017. Board Members agreed to leave the CIP account as is for this year. Other items discussed were 911 house numbers and how difficult it is to find where the emergency call is located with many types of numbers if any at all. It was agreed to review the 911 Ordinance for enforcement. Fire Chief Tobine discussed with the Board the department's use of snowmobiles for winter rescues. Originally (3) used snowmobiles with trailers in good shape were donated to the department. They were determined last year to be unreliable. When they were told to use Chief Tobine traded them in for one new snowmobile, and trailer with no cost to the taxpayers. The Department now offers a swift water rescue team to the area. Chief Tobine is the Director of this team. Selectman Burbank commented on how proud we should be with our Fire Department. Board Members informed Chief Tobine and Commissioners they would like some time to review the new wage study that Fire Chief Tobine submitted on November 3, 2011. The Board thanked the Commissioners and Chief Tobine for their commitment to the Campton/Thornton/Ellsworth Fire & Rescue Department.

Zoning Enforcement Department 2012 Budget

Zoning Officer Clint Rand present. The new Zoning Enforcement, Deputy Health Officer, Planning Board Assistant 2012 Salary will be split with the planning board paying 40% of the total salary. Legal will show a line item of \$5,000.00. There is a line item for training and mileage, and postage was increased. All Board Members agreed with the proposed total new budget item.

The proposed zoning amendments were discussed briefly. Selectman Sabourn showed concern with proposed Item O. Setbacks. Under the proposed new definitions for the Zoning Ordinance Selectman Sabourn feels that setbacks from roof eaves septic systems, and parking areas could pose a problems.

Police & EMD 2012 Budget

Police Chief Aimee Moller presenting the proposed 2012 Thornton Police Department Budget. She is projecting \$25,000.00 to be left over from the 2011 budget and is proposing a similar purchasing proposal as last year. If all items proposed on the list submitted to the Board such as: computer set-up, website, stop sticks, decals for the new cruiser, and a crime scene camera there may be a 2012 budget reduction of \$4,853.00. Police Chief Moller will review this list after the next vendor run. Board Members agreed to the Chief's proposal and informed her it is a good idea to take care of these items from the 2011 budget. Grant items were discussed and Chief Moller would like to remove the new video control system out of the budget line and place it in the grant line item. Discussion ensued relative to a purchase to replace a cruiser which will have 120,000 miles on it by April. CIP Member Giff Kriebel informed Chief and the Board there is enough money in the CIP to purchase a cruiser and equipment for it. Police Chief Moller reviewed the proposed budget line by line explaining her reasons for increases and decreases. She is recommending wage step increases for all Police Department Personnel, and

is looking into hiring on-call part-time officer. Disability insurance was brought up by Chief Moller. She feels if the Fire Department has disability insurance coverage the Police Department should. Board Members asked TA Beaulieu to inquire through the Fire Commissioners what the policy covers. The Board showed concern with insurance coverage outside of the workplace. Selectman Sabourn requested the Chief's salary to be shown on a separate line. Selectman Burbank recommended the Chief attend the IEC Conference every couple of years. He feels this conference is a good training program and learning experience. The Board of Selectman commended Police Chief Moller for presenting a detailed budget, and thanked her for her presentation.

Emergency Management

Emergency Management Director Chief Moller is proposing more telephone land lines to be installed in the meeting room. The Emergency Management Budget will remain the same as 2011.

Covered Bridge Project

Municipal Highway Engineer, Nancy Mayville e-mailed with the status of the State Aid Bridge Program for the Covered Bridge Project in Mill Brook and explained nothing has changed and is still slated for July 1, 2017 to June 30, 2018. The total cost is estimated to be \$628,000 with the State paying 80% and the town paying 20%. A FEMA grant is available for an amount up to \$200,000 for bridge work, including wing walls. FEMA will fund 75% of the grant amount. A public hearing will be held on January 11, 2011 pursuant to RSA 31:95-b.

GENERATOR PROJECT

Selectman Sabourn stepped off the Board and sat with the public.

Chief Moller explained the importance of having a generator. The way it is if the area loses power there is no water coming to the town hall. The Town Hall and Highway Department would have to close. The Town Hall is the building used for the Emergency Command Station. Written proposals were submitted by electrical contractors, The Generator Connection Inc, Northeast Electrical Solutions, Sabourn Electric and Robert & Gooch with proposal price amounts submitted ranging from \$4,988.00 to \$8,900.00.

Quotes called for 20 V, 14 KV & 15 KV units.

Some submitted quotes were detailed and others were not. After discussing in detail what was presented and the product being purchased a motion was made.

MOTION

Selectman Burbank motioned to narrow down the generator installation proposals to the number of Kilowatts and detailed proposal. Motioned seconded Voted 4-0.

MOTION

Selectman Joyce motioned to accept the written proposal from Sabourn Electric N. Woodstock, NH for the amount of \$7,784.50. For 15K Voted 4-0 Motion passed.

Selectman Tyler signed the proposal

Further research will be needed relative to determine the appropriate propane storage tanks for the generator.

Selectman Sabourn returned to sit with the Board.

Town Administrator presents

Administrator Beaulieu read allowed a proposed Zoning Amendment Petition submitted this date to the Town Clerk with 106 registered voters' names on it. Everything appears to be in order and a copy was submitted to the Planning Board Secretary. This petition will be presented to the Planning Board through the Selectman's representative, Selectman Joyce.

TA Beaulieu passed out proposed zoning amendments being proposed by the Planning Board. The proposed amendments are items of clarity brought forward from Attorney Barton Mayer, PB Attorney, Members of the Planning Board and Planning Board Assist. Clint Rand. The 1st Zoning Hearing will be scheduled for January 2012. Board Members reviewed the amendments and questioned setbacks regarding septic systems, parking lots and structure eaves.

TA Beaulieu informed the Board there is a deeded property with no building on it and the property owner would like to purchase it back. The property owner lives out of State and TA is requesting to handle the transactions through the mail. The Board has no problem with the deed transfer being handled through the mail.

There is another deeded property where the owner wants to purchase the property back. This will be posted as a nonpublic at the next meeting under non-public and scheduled for 10:30AM

Staff has purchased a Keurig Coffee Pot, and purchase K-cups from WB Mason. It was brought to the attention to Administrator Beaulieu that the purchasing of the K-Cups may be going against our new purchasing policy. TA Beaulieu would like to make it a part of the record that there is no problem with the employees purchasing coffee through WB Mason to be used in Town Hall for employees use. The Board all agreed there is no problem.

The Selectmen at a prior meeting asked why the change to the bottom line to the 2010 Highways Department budget. TA informed the Board it was due to an auditor's adjustment, and it was for capital reserve entries.

A copy of the Auditors adjustment entries was passed out to the Board for their review. TA showed concern with an entry on her account salary line. The entry should have been distributed between the three full time positions in the Selectmen's office, but it reflected on her line item TA explained she will be revising the Auditors adjustment entry with their blessings.

The Waterville Estates Boundary Petition Hearing is on hold until The Town of Campton is notified of the adjustment. TA asked the Board to remove January 4th hearing from their schedule.

January 10, 2012 is the Presidential Primary. Poles will be opened 8:00 AM to 7:00 PM. TA is requesting the Board to e-mail her with times they will be available to cover the polling place.

TA informed the Board the new burglar alarm system has been installed, and we will need to distribute passwords to applicable employees prior to starting the system.

Involuntary Merger Lots. Chapter 206 (HB 316) requires a municipality upon request of the property owner to divide lots that were involuntarily merged prior to September 18, 2010, subject to certain conditions. First the request must be submitted to the governing body prior to December 31, 2016. Second, if any owner in the chain of title from the date of the involuntary merger abandoned a lot line or took any other action indicating that the owner regarded the lots as merged, the municipality is not required to divide the lots. Third, the legislation makes clear that separation of previously merged lots does not cure any non-conformity with current land use ordinances. Fourth, the amendment authorizes a municipality to adopt ordinances that provide more generous relief than the statute. Finally, municipalities must inform the public of this new law by posting a notice in a public place continuously from January 2012 until December 2016, and publish notices in the town's annual reports for years 2011 through 2015.

Board of Selectman Item Discussions

Selectman Burbank – Nothing to report

Selectman Joyce – Nothing to report

Selectman Benton- Nothing to report

Selectman Sabourn – Nothing to report

Chairman Tyler- Received a phone call from Mr. William Lane regarding promised ditch work not taken care of. TA will discuss this matter with RA Dubey.

Chairman Tyler announced for the record that received notice from Grafton County Superior Court regarding the case of Chappell v Town of Thornton. The court dismissed all counts with the exception of one concerning #11 Nuisances which is still pending. Also both individual's named in the case were completely dismissed.

Public Forum

Nothing to report.

Non-Public sessions pursuant to RSA 91: A: 3 ii (a-personnel)

At 10:35 PM the Board of Selectmen entered into non-public session.

Roll Call

Selectman Burbank, Yes, Selectman Joyce, Yes, Selectman Benton, Yes, Selectman Sabourn, Yes, Chairman Tyler, Yes

The Board came out of non-public at 11:45 pm. No motions were made relative to the non-public session.

This meeting adjourned at 11:45 pm

Respectfully Submitted,

Marianne Peabody, Secretary Posting Date 12/21/2011

Marianne Peabody
Secretary
12-21-11