



Approved on: 5/8/18  
BOS Initial: RAJ  
Rec'd by Town Clerk on: 5/10/18  
Town Clerk Initials: BYL

## TOWN OF THORNTON BOARD OF SELECTMEN

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### Board of Selectmen Meeting Minutes April 25, 2018

**ROLL CALL:** Vice Chairman John Paul-Hilliard, Selectman Brad Benton, Selectwoman Marianne Peabody and Selectman John Gaites.

**STAFF PRESENT:** Town Administrator (TA) Debra Shepard

**ABSENT:** Chairman Roy Sabourn

**12:00 P.M. Vice-Chairman Paul-Hilliard opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:**

**MOTION:** "To approve the payroll manifest dated 4/27/2018 in the amount of \$26,645.63"

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

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

#### *Minutes*

**MOTION:** "To approve Board of Selectmen meeting minutes of April 11, 2018 as amended."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: To add Selectman Brad Benton to the roll call. The Board agreed.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION:** "To approve Board of Selectmen non-public meeting minutes of April 11, 2018 as amended."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: To correct the spelling of Selectman Brad Benton's name in the roll call. The Board agreed.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve the vendor manifest dated 4/27/2018 in the amount of \$287,241.78"**

Motion: J. Gaites  
Seconded: B. Benton  
Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: J. Paul Hilliard**

*ZCA Review*

**MOTION: "To approve ZCA #2018-22 for PID#18/4-3-1 which includes a State shoreland permit to build an addition."**

Motion: M. Peabody  
Seconded: J. Gaites  
Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve ZCA #2018-21 for PID# 16/7-44a for an addition."**

Motion: B. Benton  
Seconded: M. Peabody  
Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve ZCA #2018-23 for PID# 16/1-10-2 for replacement of a roof."**

Motion: M. Peabody  
Seconded: B. Benton  
Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**TA PRESENTS:**

*Abatement Request*

TA Shepard informed the Board that an abatement request was received from PSNH dba Eversource Energy. The assessors recommended denial of the abatement.

**MOTION: "To deny the abatement for PSNH as recommended by the assessor."**

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

*Capital Reserve Fund Request*

TA Shepard stated that a capital reserve fund request was received for the Bridge Repair and Maintenance account in the amount of \$985.05 for the estimate approved from HEB during the previous meeting.

**MOTION: "To approve the request for funds in the amount of \$985.05 from the Bridge Repair and Maintenance account."**

Motion: B. Benton  
Seconded: M. Peabody  
Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

*Capital Reserve Request*

TA Shepard stated that a request was received to remove funds from the Municipal Buildings capital reserve account in the amount of \$591.00.

TA Shepard explained that the service expenses are for the reconfiguration of telephone lines within the town hall and adding two refurbished phones for the police department. A deposit in the amount of \$591.00 was requested from the vendor, Milltell.

**MOTION: "To approve the request for funds in the amount of \$591.00 from the Municipal Buildings capital reserve account."**

Motion: B. Benton  
Seconded: M. Peabody  
Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

*Veterans Tax Credit*

TA Shepard stated that a veteran's tax credit application was received for PID# 11/1-86.

**MOTION: "To deny a veteran's tax credit for PID#11/1-86 due to not meeting State criteria."**

Motion: J. Gaites  
Seconded: M. Peabody  
Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

*Intent to Excavate*

**MOTION: "To approve an Intent to Excavate for PID#10/4-3."**

Motion: M. Peabody  
Seconded: J. Gaites  
Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve an Intent to Excavate for PID#10/3-41."**

Motion: B. Benton  
Seconded: M. Peabody  
Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: “To approve an Intent to Excavate for PID#15/4-31, Exit 29 Associates.”**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: The Board agreed to verify that the excavation permit is valid. After discussion with Mary Conn, it was confirmed that the excavation permit is valid through September 17, 2020.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: “To approve an Intent to Excavate for PID#16/6-8, Sanborn.”**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: “To approve a tax collector warrant for excavation gravel tax in the amount of \$903.90 for Permit # 17/449, 01 through 10.”**

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

*Exemption for BTLA A-9*

TA Shepard stated that on a yearly basis, tax-exempt properties must complete an exempt status application. The Board signed approval for the Hubbard Brook Research Facility and Thornton United Methodist Church application.

*2018 Inventory of Taxable Property*

TA Shepard stated that utilities are only required to file the inventory. The Board initialed receipt of the form.

*Notice from Homeland Security re FEMA funding*

The Board discussed potential meeting dates to discuss the inadequate funding from FEMA relative to the July 1 storm. TA Shepard will schedule the meeting.

*West Thornton Grange*

TA Shepard informed the Board that notice was received that the West Thornton Grange is dissolving this year. No exempt status request form has been received to date and was due by April 1, 2018. TA Shepard has reached out to the NH Grange Association and is hoping to hear back from them soon as to the status of this Grange property.

*Garceau Property Update*

TA Shepard informed the Board that she met with Chief Miller, Paul Hatch and Dave Vaillancourt from Homeland Security last Friday. After a lengthy meeting, it was determined by all that no federal, state, or town funds are available to assist Mr. Garceau with the damages to his private bridge because of the July 1 storm. Dave Vaillancourt will contact Mr. Garceau and share this decision with him.

*FEMA Grant – Millbrook Culvert Project*

After a recent meeting with a FEMA representative and completing an application, it has been determined that the Town of Thornton does not meet the requirements of a Hazard Mitigation Grant with FEMA for this project.

*Covered Bridge Replacement update*

TA Shepard informed the Board that Chris Fournier, HEB continues to work on obtaining the final construction easement needed to allow a temporary bridge that would allow residents to pass while the Town works on the bridge.

*Millbrook Culvert Project Update*

T. Ballestero, engineer, has begun the process to prepare applications for permits needed to add the overflow culverts. TA Shepard inquired if it was the town's responsibility or the engineers to notify the abutters for the permits based on the contract with the engineer. It was determined that TA Shepard will discuss this with the engineer and determine the best way to proceed.

*Town Hall Renovation-Addendum Request*

TA Shepard requested that the Board consider allowing cupboards to be installed on the walls in the Town Administrator office to replace the old bookshelf. The estimated cost is \$875.

**MOTION: "To approve the addendum request in the amount of \$875 for installation of cabinets in the Town Administrator office."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**1:30 PM Chief Miller – USDA Grant and Walmart Grant**

*Present: Chief Miller and Patrolman Harkin*

Chief Miller presented the new patrol mountain bike. He informed the Board that he would like to apply for a \$2,000 grant from Walmart to outfit the bicycles and some trailer hitches for the cruisers to move the new speed sign.

**MOTION: "To allow Chief Miller to apply for a grant for \$2,000 through Walmart to aid in outfitting the patrol bicycles."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

*Non-Public Session*

**1:42 p.m. MOTION: "To enter into non-public session pursuant to RSA 91-A:3, II, c & d."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Roll Call: John Paul-Hilliard – Yes, Brad Benton – Yes, Jack Gaites – Yes, Marianne Peabody – Yes.

**Motion Passes: 4 – Yes, 0 – No**

1:57 p.m. MOTION: "To come out of non-public session."

Motion: M. Peabody  
Seconded: J. Gaites  
Discussion: None.  
Motion Passes: 4 – Yes, 0 – No

MOTION: "To extend one-time permission for Chief Miller to carry forward an additional 21 hours of vacation time over the 40 hours of vacation time allowed under his contract into 2018 due to staff shortages within the Police Department."

Motion: M. Peabody  
Seconded: J. Gaites  
Discussion: None.  
Motion Passes: 4 – Yes, 0 – No

MOTION: "To promote Officer Yao to full-time status from Labor Grade 8 Step 3 to Labor Grade 8 Step 4 effective April 22, 2018 as Officer Yao has completed the Police Academy and his PTO requirements."

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None.  
Motion Passes: 4 – Yes, 0 – No

MOTION: "To promote Tim Collins to the full time highway position at Labor Grade 7 Step 7 effective April 22, 2018."

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: None.  
Motion Passes: 4 – Yes, 0 – No

MOTION: "To amend the job description for the highway department worker to include the following requirements: Must have a minimum of a GED; must live within a 20 mile radius of the Town of Thornton and be in possession of a CDL B license or have the ability to receive the license within one year of employment with the Town of Thornton.

Motion: B. Benton  
Seconded: J. Gaites  
Discussion: B. Benton asked if the Town would pay for the CDL-B endorsement. The Board agreed that the Town would not pay this expense.  
Motion Passes: 4 – Yes, 0 – No

MOTION: "To amend the job description for the highway department heavy equipment operator to include the following requirements: Must have a minimum of a GED; must live within a 20 mile radius of the Town of Thornton and must possess at a minimum a CDL-B license."

Motion: J. Gaites  
Seconded: B. Benton  
Discussion: None.  
Motion Passes: 4 – Yes, 0 – No

## 2:03 PM Paving Bid Discussion

Present: RA Kubik, Jeff Twarog R&D Paving

Vice-Chairman Paul-Hilliard stated that paving bids were opened by TA Shepard and RA Kubik yesterday and prepared for review of the Board. The bid for paving was advertised in the Record Enterprise on April 12, 2018 and posted on the town website, transfer station, and PEG channel.

RA Kubik stated that the funds for the first three projects will come out of the Highway Department's annual paving budget. These budgeted projects include reclaiming High Brook Road, overlaying Banjo Drive, and overlaying Southerland Road.

The last two projects include maintenance of Peaked Hill Pond Road which is necessary and is an option for the SB38 funds already received by the Town of Thornton. RA Kubik explained that the damage to the road is due to water under the road that is not being rerouted. The Board discussed options to fix the water problem.

Three bids were received as follows:

- GMI per ton cost of \$66.40
- Bryant Paving per ton cost of \$68.60
- R&D Paving per ton cost of \$65.83

RA Kubik recommended contracting with R&D as they are slightly cheaper than GMI. He explained that he has experience working with all the companies and they are all good companies to work with.

**MOTION: "To accept the paving bid from R&D Paving in the amount of \$65.83 per ton for the paving projects as advertised."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

The Board agreed with the road maintenance plan submitted by RA Kubik for Peaked Hill Pond Road. The Board agreed that the remaining funds from SB38 should be used for maintenance or preserving of other roads in need. Vice Chairman Paul-Hilliard closed the bid appointment.

**1:45 PM Desiree Mahurin, Tax Collector: Abatement Request and Tax Deferral Request**

D. Mahurin met with the Board to discuss an abatement request for the Sleeper property/Sanborn property. She gave a brief history of the two properties and the inaccuracies within the deeds. The town has researched and properly identified the properties and the tax bills are now correct. However, do the inaccuracies in identifying the properties and the resulting inaccurate tax bills, there is \$2,097 owed in taxes. After discussion, the Board agreed to abate the balance of \$2,097.00.

**MOTION: "To abate \$2,097.00 plus interest for property known as PID#16-7-2502 based on the circumstances of the property explained."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

D. Mahurin presented an updated elderly tax deferral application form received from PID#10/8-5. This can be reviewed and discussed during the next board meeting. She explained that the application is a permanent application but in order to keep the lien secure, an annual update is required by the Town. The property is also receiving an elderly exemption as well.

**MOTION: "To approve the elderly tax deferral application for PID# 10/8-5 in the amount of \$11,381.00."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**SELECTMEN COMMENTS**

J. Gaites stated that the wall at the Transfer Station should be extended the entire length. J. Gaites will provide a status update to TA Shepard. TA Shepard will speak with RA Kubik to receive an update on the project. The Board would like the plan followed that was submitted by Alba Architects.

Vice-Chairman Paul-Hilliard is spray painting some locations for the Welcome to Thornton Signs.

**2:44 p.m. MOTION: "To adjourn."**

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary