



TOWN OF THORNTON BOARD OF SELECTMEN

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Approved on: 9/10/19
BOS Initial: MS
Rec'd by Town Clerk on: 9/17/19
Town Clerk Initials: dgm

Board of Selectmen Meeting Minutes August 28, 2019

5:20 P.M. Vice-Chairman Roy Sabourn opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

ROLL CALL: Vice-Chairman Roy Sabourn, Marianne Peabody, Selectman Joseph Monti and Selectman John Gaites.

ABSENT: Chairman Brad Benton

STAFF PRESENT: TA Debra Shepard

MOTION: "To approve the payroll manifest dated 8/30/2019 in the amount of \$30,546.49"

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: M. Peabody

MOTION: "To approve the vendor manifest dated 8/30/2019 in the amount of \$70,976.27"

Motion: M. Peabody

Seconded: J. Monti

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: J. Gaites

MOTION: "To approve the welfare manifest dated 8/31/2019 in the amount of \$525.00."

Motion: J. Gaites

Seconded: J. Monti

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: M. Peabody

Minutes

MOTION: "To approve Board of Selectmen public meeting minutes of July 31, 2019 as written."

Motion: M. Peabody

Seconded: J. Gaite

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

ZCA Review

Vice Chairman Sabourn read into the minutes, the following ZCA's were approved by three board members on August 14, 2019:

ZCA # 2019-29, for a demotion permit for Redline Properties.

ZCA #2019-30 for new construction for Jonathan and Carla Demler.

ZCA # 2019-31 for Jesse Tower for a shed/carport.

MOTION: "To approve an extension for ZCA #2019-32 for PID #11/1-61, 29 Sunrise Hill Road, owner Sandra Kadlick and Shelley Garber, for a 14x20' shed."

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve ZCA #2019-33 for PID #17/14-68, 227 Snowood Drive, owners Scott and Linda Ivers, for a 28x24' deck with carport below."

Motion: M. Peabody

Seconded: J. Gaite

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To approve an extension for ZCA #2019-34 for PID #16/7-18, 51 Anderson Hill Road, owners Matthew and Allison Peltier, to demolish a 24x24 garage and a 12x12' shed."

Motion: M. Peabody

Seconded: J. Gaite

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

TOWN ADMINSTRATOR REPORT

New Town Website

TA Shepard provided a link to the new Thornton town website. TA Shepard asked the Board to submit any recommended changes to her as soon as possible. During discussion, the Board agreed that the website could include a picture of the Board of Selectmen.

The Board agreed to use their new town email addresses by September 15, 2019.

FEMA Funding

TA Shepard informed the Board that she received a phone call from Paul Hatch from Homeland Security. As a result of the storm in July 2019, several towns experienced damage. All towns were asked to file a preliminary assessment of the disaster. RA Kubik completed the preliminary assessment for the Town and damage totaled \$4,300. FEMA reviewed the damaged area and came back with a preliminary amount of \$2,800. The Board agreed not to pursue the FEMA funds as it is a time-consuming process, the minimum threshold is \$3,100 and they were doubtful FEMA would approve any funds for such minimal damage.

Wanosha Update

TA Shepard informed the Board that she followed up with the Forest Service on the Wanosha Project as recommended by the Board. Ken Desmarais, Supervisor Forester, informed TA Shepard that he is available to meet on site with the Board on September 24th, October 2nd or 3rd. The project is expected to be available for bid in the Spring of 2020.

Selectman Monti stated that the issue at the last meeting was that Brooke Brown submitted a document finding no significant impact that excluded and ignored all the safety concerns that were discussed during a previous joint meeting. Selectman Monti feels that Brook owes the Town an explanation as to why their safety concerns were disregarded. Selectman Sabourn suggested having this conversation during the site meeting.

The Board agreed to meet on September 24, 2019. TA Shepard will confirm that with Mr. Desmarais and follow up with BOS.

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

6:00 Richard Baker- Appointment as Interim Trustee of Trust Funds

The Board expressed gratitude for Mr. Baker for accepting this appointment.

MOTION: "To appoint Richard Baker as an Interim to the Trustee of Trust Funds until March 10, 2020."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Selectwoman Peabody swore in Mr. Baker to his new position. Mr. Baker will need to run again for the full term in March of 2020.

6:15 p.m. Bill DeLeo – CIP Update

Mr. DeLeo provided an update on the Capital Improvement Plan (CIP) and how the CIP helps pay for capital purchases for the Town over a 10-year period.

Selectman Monti stated for the record that he is participating in this conversation tonight as a Select Board member and not a CIP member since he serves on that committee as well.

B. DeLeo stated that he was able to fund many equipment purchases in the upcoming years through the CIP if he uses funds set aside for the town hall expansion that was scheduled for voting purposes. He stated that he is unsure if the Town will need these funds or if they are moving elections to the school building.

Mr. DeLeo asked the Board if the Town will be able to use the school for all elections. TA Shepard stated that the town elections are currently still being held at the town hall, but the school board has indicated that all other elections can be held at the school and she did not believe this was contingent on the school receiving their renovation request.

Selectman Monti feels that the Town should hold all elections, including the town elections at the school since the town hall cannot meet RSA requirements for voting booths. He also feels that having two different voting locations throughout the year will be confusing for residents. TA Shepard stated that when Selectman Benton, Selectwoman Peabody and herself met with the school board, they did not ask for the Town Elections to be held at the school.

The Board agreed that they would prefer to have all elections held at the school to alleviate any confusion regarding polling locations. B. DeLeo suggested that the agreement with the School Board be specific and clearly states that the elections can be held at the school. TA Shepard will follow up with the school to clarify this issue and to get the agreement in writing.

6:45 p.m. Alan Uhlman – Culvert – Upper Mad River Road

Mr. Uhlman met with the Board to discuss the brook and a culvert on 145 Upper Mad River Road. He explained that the culvert overflows. R. Sabourn stated that the State of NH has claimed ownership of that culvert and has been maintaining it. R. Sabourn suggested that Mr. Uhlman contact Alan Hanscom from the State of NH for further assistance. TA Shepard informed Mr. Uhlman that Mr. Hanscom is expecting his call and she provided him with Mr. Hanscom's contact information.

TOWN ADMINISTRATOR REPORT (CONTINUED)

Covered Bridge Road Bridge Abutter Request

TA Shepard received an email from Chris Fournier, HEB Engineers, regarding an abutter to the Covered Bridge Road Bridge. The Town of Thornton had improvements made to Mr. Dan Denauw's driveway during the bridge project as part of an agreement with Mr. Denauw. TA Shepard provided before and after pictures for the board's review. Mr. Denauw contacted Chris Fournier of HEB asking that Daniels Construction do more improvements to his driveway. R. Sabourn and TA Shepard visited the site and informed the board they felt it was still in better condition than it was before the bridge project and the Town completed the repairs/improvements as agreed upon. The Board asked TA Shepard to contact Mr. Denauw and inform him of the Board's decision.

Tax Deeded Property Update

TA Shepard has received one call from a property owner to buy back their property that was deeded for non-payment of taxes. She has calculated out the amounts owed on the deeded property in the event that the former property owner wants to purchase them back. The calculations will be refigured when a request to purchase is received to reflect updated amounts.

TA Shepard explained the tax deeding process, payment agreements and buy backs to Selectman Monti.

Sale of Tax Deeded Properties

TA Shepard informed the Board that signs have been posted on tax deeded properties that are for sale. Some properties are landlocked and have no road frontage. TA Shepard also sent letters to the abutters to inform them of the bid process.

7:15 p.m. Dumont Construction Contract for Transfer Station Renovation Project

TA Shepard informed the Board that town counsel reviewed the draft contract submitted by Bob Dumont and made some general changes. The language "not to exceed" has been added to the contract. Bob Dumont has reviewed the changes and is in agreement with them as recommended by town counsel.

MOTION: "To approve the contract with Dumont Construction for the Transfer Station Project."

Motion: J. Gaïtes

Seconded: J. Monti

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Covered Bridge Road Association Request

Donna Conaughty from Covered Bridge Road Association contacted TA Shepard for information on the process to have the town take over a private road. They are interested in the town taking over Covered Bridge Road to include the two cul-de-sacs known as Mountain View Road and Mill Stone Circle which are not town owned at this time. TA Shepard explained the petition process to Ms. Conaughty and will follow up by sending her more information on how to submit this request by petition warrant article at the 2020 March Town Meeting. Selectman Sabourn suggested having the highway department submit their feedback as to the condition of that road in preparation for this potential request.

Sleepy Hollow Road Agreement

TA Shepard informed the Board that an agreement with Gloria Kimball, Denise Groves, and Charles Kimball, land owners of the property containing town owned tax deeded property (consisting of an RV with additions and a shed) on Sleepy Hollow Road. The agreement allows the town to make improvements to the driveway and to cut back limbs and brush in order for the Town to demolish the building(s) Said agreement also puts the land owners on notice that they cannot replace the structure without proper permits approved by the Town.

MOTION: "To approve the agreement with Gloria Kimball, Denise Groves, and Charles Kimball ."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Twin Rivers Cleaning

TA Shepard reviewed last year's cleaning contract with the Board. She informed the Board that a new one-year contract has been received with an approximate increase of \$2,600. TA Shepard and AA Mahurin reviewed the proposal and TA Shepard then made a counter proposal. The proposal submitted by TA Shepard eliminated some cleaning tasks, reduced the cleaning to a once a week thorough cleaning on Saturday or Sunday and provided for the Town to supply the paper products (toilet paper and paper towels). Twin Rivers Cleaning will continue to supply all cleaning equipment and supplies as part of the new contract. The new contract is approximately \$200 less than the amount last year with the proposed changes.

Selectman Monti felt that the contract should be put out to bid again. The Board explained the bid process last year and agreed to accept the new proposal as submitted for the coming year. The Board also agreed to revisit the bid process for the cleaning contract next year. Selectman Monti suggested the board request a five-year contract with contracted increases calculated in over the five-year period. The Board will discuss this further next year.

MOTION: "To accept the Twin Rivers Cleaning one year contract in the amount of \$7,000 +/-."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

7:30 p.m. Review DRA 2019 MS 434, MS 535, and Discuss MS 1

TA Shepard explained the figures included on the MS forms. The Board reviewed and signed the MS 535 and the MS 434.

TA Shepard explained that after discussion with the assessors as a result of the revaluation, an extension has been filed for the MS 1 until September 30, 2019. Said request has been submitted and approved by NH DRA.

TA Shepard presented the MS 535 for review. She explained that this form is completed by the town's auditor. Selectman Monti requested having documents available for viewing prior to the meeting as he does not feel comfortable signing documents without time to review each one carefully. TA Shepard agreed that going forward, she is happy to provide documents ahead of time to all Board members whenever possible.

MOTION: "To approve and sign the MS 535 as prepared by the auditor."

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

Motion Passes: 3 – Yes, 0 – No

Abstained: J. Monti

TA Shepard explained the figures in the draft MS 434.

MOTION: “To allow TA Shepard to submit the draft MS 434 to NHDRA for review.”

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

Motion Passes: 4 – Yes, 0 – No

TA Shepard presented the Auditor's report. She shared with the Board that included in the report was the allocation of funds from the Trustee of Trust Funds for the Covered Bridge Road Bridge Project. The Town is paying for this bridge with NH State Bridge Aid through NHDOT. The repayment is 80% State and 20% Town. TA Shepard explained that in review of the project, the Town should have only been requesting reimbursement from the TTF of the 20% share of the costs, not the entire amount. However, this was not how the reimbursement were originally calculated. Therefore, the Town will need to reimburse the TTF for the overpayment of funds from the Bridge Trust Fund. TA Shepard discussed this with the auditors and they informed her this could be corrected before year end and the fund would be correct going into 2020 for future projects. In the future, the town will only submit reimbursement for the percentage of grants that the town is responsible to pay.

Air BNB's

M. Peabody questioned if the Planning Board has plans to address the development of Air BNB's. R. Sabourn confirmed that the Planning Board has received the Selectmen's letter regarding Air BNB concerns and Brian Regan is working on a course of action and the Planning Board will discuss this further at their next meeting.

Audit Follow Up:

The auditors submitted a non-attest service draft letter for John Carpenter, auditor and TA Shepard to sign off on indicating that the town has received the draft audit statements. TA Shepard will prepare the letter for signature. John Carpenter is also working on completing the MD&A for the auditors.

The Board agreed to review the draft letter and report as submitted by Plodzick and Sanderson and will discuss further at their September 11th BOS meeting.

Capital Reserve Request

MOTION: “To approve a request for funds from the Assessing capital reserve account in the amount of \$7,285.00 from the Trustee of Trust Funds for the July revaluation invoice.”

Motion: M. Peabody
Seconded: J. Gaite

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: “To approve a request for funds from the Tax Mapping capital reserve account in the amount of \$8,200 from the Trustee of Trust Funds for the CAI Mapping Project.”

Motion: M. Peabody

Seconded: J. Monti

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: “To approve a request for funds from the Emergency Road Paving Construction, and Repairs capital reserve account in the amount of \$704.00 from the Trustee of Trust Funds for the July repairs on Millbrook Road, after review from the TA to be sure funds are available.”

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Abatement Request

MOTION: “To approve a request for an abatement for Goose Hollow Campground PID#17/8-3S0907 in the amount of \$60.00.”

Motion: M. Peabody

Seconded: J. Monti

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

MOTION: “To approve a request for an abatement for Pemi River Campground PID#16/3-50S085 in the amount of \$45.00.”

Motion:

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

8:10 Non-Public Session (Non-public pursuant to RSA 91-A:3, II (I-legal))

MOTION: “To enter into non-public session pursuant to RSA 91-A: 3, II (I-legal).”

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Roll Call: Selectwoman Peabody – yes, Selectman Benton – yes,
Selectman Gaites – yes, Selectman Sabourn – yes.

Motion Passes: 4 – Yes, 0 – No

8:41 p.m.: MOTION “To come out of non-public session.”

Motion: J. Monti

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

R. Sabourn stated the purpose for entering nonpublic session was to discuss a legal request for information and status from an attorney representing residents of Weeping Birches Lane. The request was discussed and the BOS have decided to ask the TA to draft a respond in writing to this attorney. The Board agreed not to authorize town counsel to respond to this letter because the board will do so.

The Board agreed to schedule the September 11th meeting to begin at 3:00 pm with the BOS work session and with the Department Heads CIP review to start at 4:00 p.m. This will allow Selectman Monti to be present for the CIP discussions relative to the PD and Highway Departments as he indicated he has questions and things he would like to discuss relative to two departments.

Discussion followed relative to the BOS Meeting scheduled for September 25, 2019 at noon. TA Shepard informed the board that this is when each department will be on the agenda to discuss their individual departments and to bring the board up to date on any projects, issues, etc. Selectmen Monti suggested both the department head and assistant department heads be present for this meeting The Board agreed this would be a good idea.

9:03 p.m. MOTION: “To adjourn.”

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

???P.M. MOTION: "To adjourn."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Motion Passes: 4– Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary