



## **TOWN OF THORNTON BOARD OF SELECTMEN**

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

Approved on: 6-17-20  
BOS Initial: MP  
Rec'd by Town Clerk on: \_\_\_\_\_  
Town Clerk Initials: \_\_\_\_\_

### **Board of Selectmen Meeting Minutes June 3, 2020**

10:00 AM Chairwoman Peabody opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

This meeting was available to monitor via teleconference call. The teleconference call in information was referenced on the posted meeting agenda.

**ROLL CALL:** Chairwoman Marianne Peabody, Selectman Roy Sabourn and Selectman Jack Gaites.

**ABSENT:** Vice-Chair Brad Benton and Selectman Joe Monti

**STAFF PRESENT:** Debra Shepard, Town Administrator

#### *Manifests*

**MOTION:** "To approve the payroll manifest dated 6/05/20 in the amount of \$26,826.54."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: A transfer station employee was shorted one hour and will be included on the next payroll. A transfer station employee was overpaid for a half hour, and the Board agreed to approve the manifest as written.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites - abstained.

**Motion Passes: 2 – Yes, 0 – No Abstained - 1**

**MOTION:** "To approve the vendor manifest dated 6/05/20 in the amount of \$236,807.19."

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites -yes.

**Motion Passes: 3 – Yes, 0 – No**

#### *Minutes*

**MOTION:** "To approve Board of Selectmen public meeting minutes of May 20, 2020 as presented."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites – yes.

**Motion Passes: 3 – Yes, 0 – No**

*Consent Agenda*

**MOTION: "To approve Board of Selectmen consent agenda for June 6, 2020 as presented."**

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites – yes.

**Motion Passes: 3 – Yes, 0 – No**

**Consent Agenda Items:**

- a) Capital Reserve Fund Request – Municipal Building for \$4,671.26 for Dumont Construction – Transfer Station Renovations
- b) Abatement for Rhonda Moore – Goose Hollow Campground  
PID 17-8-3S121 - \$132.00
- c) DRA Assessment Review of Veteran's Tax Credit/Exemptions PA29  
Signature Page
- d) HealthTrust July 2020 Rate Renewal for Medical, Dental and Life Insurance
- e) ZCA Extension: 2018-49, Peter & Denise Downing, 3335 US Rte. 3, Thornton NH, Map/Lot: 6-2-25. Description of project: Exterior & Interior Renovations.
- f) ZCA: 2020-16, John and Cheryl Wallace, PO Box 2191, Campton NH 03223  
Map/Lot: 16-4-15-07. Description of project: Interior renovations.
- g) ZCA: 2020-17, William & Carole Wallace, PO Box 384, Campton NH 03223  
Map/Lot: 16-4-15-07. Description of project: 16x20 Shed and 10x12 Patio
- h) ZCA: 2020-18, Joseph & Sherry Connolly, 60-B Mad River Road, Thornton NH  
Map/Lot: 16-6-24-03. Description of project: Relocate 60X12 shed & add 16X12 roof; demo 5X5 water shed

Public present via teleconference: Paul Steady, Bill DeLeo

**1. COVID 19 – Town Hall Appointment Schedule Discussion**

Discussion followed regarding the backlog in the Municipal Agent Office relative to vehicle registrations. TA Shepard has met with all Staff members to discuss how to address this backlog as effectively as possible.

TA Shepard presented a written proposal to the Board of Selectmen.

TA Shepard explained that in the past, the Board had approved a plan to allow appointments every hour for Tuesday, Thursday and Friday for items that could not be completed on line. Unfortunately, the State of NH DMV did not extend the deadline for new registrations after May 31<sup>st</sup>. The proposal being presented today includes scheduling appointments for four days per week rather than three.

The changes include:

- Allowing Walk-ins in between the appointment schedule.
- Extended hours on Tuesdays and Thursdays (9:00-5:00p.m.)
- Adding Wednesday (9:00-3:00p.m.)
- Fridays (9:00 – 3:00p.m.)

Municipal Agent, Desiree Mahurin joined the meeting. TA Shepard explained that they hope to complete 3 to 4 registrations per hour. These changes would result in over 100 appointments a week, rather than 21 per week. If this proposal is accepted, the plan is for the Municipal Agent staff to contact all residents who have scheduled appointments and inform them of the walk-in option or to schedule an appointment in an earlier available time slot with Wednesdays being added to the schedule. D. Mahurin stated that this new schedule could work well, however, the residents must remain patient as they work with those in line. She also explained that the agents will be working on on-line transactions, motor vehicle mail transactions, and tax payments as well as taking care of residents who come into the building. Staff has agreed to work later hours to accommodate the backlog.

The Board commended staff for working together to arrive at a solution that will address the backlog and assist our residents in a timely fashion. The Board discussed the details of how staff and residents will address social distancing and agreed that all residents will be required to wear a mask, hand sanitizer will be available and residents will have to wait in lines outside of the building.

**MOTION: “To adopt the proposed changes to the appointment schedule as discussed.”**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: Paul Steady asked when this process will begin. D. Mahurin stated that once this plan is approved tonight by the board, staff will begin making phone calls tomorrow.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites – yes.

**Motion Passes: 3 – Yes, 0 – No**

*RA Kubik – Judges Road*

RA Kubik stated that there is an area on Judges Road that is very wet adjacent to and under the road shoulder which if not repaired prior to paving will likely cause the new asphalt to break up. He explained that he would typically just fix the area, however, the land owner that abuts this portion of the road has informed him that she does not want anything done to the road in front of her property including the removal of trees and brush. RA Kubik recommended that brush, trees, and drainage work be completed in that area so that the new pavement is not damaged by the excessive moisture level. RA Kubik stated that he does not have to do a lot of work along the entire side, but there is an area that is raised that is preventing water from reaching the water drain. This raised area has flowers and shrubs planted by the resident and unfortunately, he may need to remove some of the landscaping as it is in the town's right of way.

Selectwoman Peabody reviewed a picture of the area and noticed a small foot bridge that may be in the town right of way. RA Kubik stated that the land owner built this bridge to cross the water to the back woods. Selectman Sabourn asked AA Mahurin to pull a road plan for this area for his review.

After discussion, the Board agreed that the town needs to be sure of their right of way in order to fix the drainage. Chairwoman Peabody also suggested that the property owner be given the opportunity to remove some of the plants so that they are not ruined entirely. After reviewing the plan of this area, Selectman Sabourn stated that it appears the town has a 50-foot ROW on this road. The Board agreed that the road work needs to be completed to prevent the damage to the pavement. The Board asked RA Kubik to work with the property owner and allow her the time to remove the plants. RA Kubik indicated he will try to be as less invasive as possible in that area.

#### *RA Kubik – Letter from Ms. Duffy*

RA Kubik informed the Board that he received an email from Deb Duffy regarding people turning in her driving thinking they can reach the water from her driveway. She explained that with the nicer weather, people are trying to access the river from her driveway. D. Duffy is asking that the town install a river access sign at the west end of Robin's Nest Road to direct people to the river access area. Selectman Sabourn stated that if the town installs a sign indicating river access on private property, then the town could possibly be encouraging the use of the river access which is on state property. He does not feel it is in the town's best interest to encourage the use of this area and does not want the town to assume any liability by doing so. He suggested that the Duffy's install a no turn around sign in their driveway. The Board agreed. TA Shepard will respond to Ms. Duffy's email to share with her the board's discussion.

Bill DeLeo asked the Board how they intend to move forward with committee and board meetings. The Board agreed that they are looking into Zoom as an option for remote meeting.

Bill DeLeo discussed communications between Campton and Thornton regarding CIP and shared expenses between the towns. Bill will be in touch with TA Shepard to begin the CIP process in the near future.

The Board asked RA Kubik about the backhoe which is in this year's CIP. After discussion, the Board agreed that the Road Agent should look into this purchase towards Labor Day. TA Shepard will schedule this topic on the BOS agenda for September 9, 2020.

## 2. COVID 19 - Improvements at Town Hall

TA Shepard informed the Board that the new service area windows for town hall have been ordered. The windows could not be installed by June 1, due to a backlog on materials from the manufacturer due to a significant increase in demand. The windows should arrive within the next week or so and the plan is to install them on a Monday when the office is not open to the public or on a weekend or at night.

The hand sanitizer floor model dispenser and hand sanitizer has been ordered for the front door.

TA Shepard researched the use of drop boxes at municipal buildings and did not find any regulations against the use of them, and in fact, due to COVID 19, TA Shepard found that many municipal buildings across the state are installing these to help facilitate municipal business. TA Shepard presented a few options and styles of drop boxes for the board's consideration. After discussion, the board agreed that the larger drop box, which would be mounted to the concrete base out in front of Town Hall, would be the best option. TA Shepard reminded the board that the town could seek reimbursement for this purchase through the GOFERR Grant.

**MOTION: "To allow the TA to order the drop box as presented."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: The Board discussed adding touch-free appliances for the bathroom to help with COVID 19 as well. TA Shepard will look into this and see if this would be covered by the GOFERR grant.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites – yes

**Motion Passes: 3 – Yes, 0 – No**

**3. COVID 19 – Update on Grants (First Responders Stipend and GOFERR)**

TA Shepard stated that the town has applied for both grants. The First Responders Grant has been approved and a check should be received in the near future. As the Town expends money due to COVID 19 changes or improvements, TA Shepard will submit these costs under the GOFERR Grant for reimbursement. TA Shepard will also submit for any additional hours worked due to COVID 19 under the GOFERR Grant.

**4. Flag Discussion**

*Present: Chief Miller*

Chairwoman Peabody suggested that an apology letter be drafted and sent to the American Legion for the unfortunate incident which happened on Memorial Day weekend when no flag was located on the flag pole at the memorial due to the rope breaking the Saturday before Memorial Day. Discussion followed. Chairwoman Peabody stated that she does not feel it is appropriate for the Police Department to be responsible for hanging the buntings at Town Hall. Chief Miller stated that it would be easier for the officers if the buntings could be hung for Memorial Day and left up through Labor Day. The Board agreed that new buntings could be purchased each year if they become worn. The Board will discuss this further at a later meeting.

Chief Miller let the Board know that he just received noticed that Thornton was approved for the COPS Hiring Grant. More details will follow on that grant. Chief Miller also presented for signature to the board the USDA Rural Housing Service Community Facilities Grant Agreement for acceptance of funds in the amount of \$7,700.

**MOTION: "To accept the USDA Rural Housing Service Community Facilities Grant Agreement in the amount of \$7,700 for fiscal year 2020, police phone and camera equipment."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites – yes.

**Motion Passes: 3 – Yes, 0 – No**

TA Shepard asked if the board felt it was a good time to proceed with the purchase and installation of the new phone system for town facilities. The Board agreed that this purchase can be made. TA Shepard will work with Chief Miller to get this project started.

Chief Miller asked the board if he can proceed with the new cruiser purchase. The Board agreed that he should proceed with that CIP purchase.

TA Shepard informed the Board that she is working with the town's IT person for a quote relative to purchasing and installation of equipment to utilize ZOOM for future meetings.

TA Shepard informed the board that she received a call from the Town of Woodstock asking if the Thornton BOS would participate in a virtual meeting with the Town of Woodstock relative to Mirror Lake. The Town of Woodstock has closed access to the lake due to COVID 19 concerns. They would like to discuss the future use of this recreational area. Woodstock is considering opening Mirror Lake to just Thornton and Woodstock residents. The Town of Woodstock would like to know if Thornton would participate financially to staff and maintain the beach area in the future.

The Board discussed this request at length. The Board agreed to ask that the Town of Woodstock send a representative to discuss this further with the full board at the Thornton Board of Selectmen meeting scheduled for June 17<sup>th</sup>.

#### *Transfer Station Update*

Selectman Sabourn discussed an email from Steve Chiocca, Transfer Station Assistant Manager regarding items received at the transfer station. Selectman Sabourn explained that the town is receiving paint cans, antifreeze, and other items which are being dropped over the bank into the metal pile and also into the brush pit. The employees cannot see when these items are dumped. The Board discussed the process that the Town of Lincoln uses for the disposal of metal. The Board also discussed installing a gate where the metal is dumped to prevent illegal dumping and to increase safety for employees that may be working in the metal pile.

Assistant Manager Chiocca would like to purchase a snow bucket which will be placed on the ground in an open area where staff can maintain a visual of what is being left. This will alleviate items being thrown into the metal pile that shouldn't be and it will be safer for all to use.

The board discussed this at length and are in agreement with the request of Assistant Manager Chiocca for this purchase.

**MOTION: "To allow the Transfer Station Asst Manager to purchase the "snow bucket" for the unloader."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites – yes.

**Motion Passes: 3 – Yes, 0 – No**

Chairwoman Peabody stated that she has received complaints regarding John Ham's Farm. She explained that there are many unregistered vehicles lined up on the property. Selectman Sabourn stated that he noticed this too and feels as Code Enforcement Officer it would be appropriate to send the property owners written notification informing them of the need to remove the unregistered vehicles.

**MOTION: "To send Jarett and Jonathan Ham a certified letter, return receipt, regarding their property on Route 3 under junkyard compliance issues."**

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites – yes.

**Motion Passes: 3– Yes, 0 – No**

The Board also discussed a mobile home which is located next to the campground near Exit 29. Discussion followed. Selectman Sabourn stated that as Code Enforcement Officer he had D. Mahurin draft a letter to the property owner informing him that there should not be anyone living in that mobile home. D. Mahurin received a response letter from Mr. Trott stating that the mobile home was temporarily placed there approximately two weeks ago, and belongs to his son, Adam Trott. Adam plans to place this unit in a mobile home park in Campton pending the pouring of a concrete slab. Adam Trott claims that he called the office on Monday, May 18, 2020 to inquire about a permit but was told a permit was not required. The staff understood that the mobile home was being renovated only and explained to Adam that it cannot be inhabited while in Thornton due to Zoning Regulations. The temporary structure was also discussed and Adam was informed that it cannot encroach upon neighboring property lines.

Selectman Sabourn stated that when he looked at the property, he saw telephone poles and a flat utility trailer loaded with dimension lumber, and he assumes that something will be built. He is unsure if there is more to this than he is aware. He would like to stop by the property and ask what their intentions are. The Board agreed that Selectman Sabourn should discuss this with the property owner. Selectman J. Gaites agreed to go to the site with Selectman Sabourn.

**2:50 p.m. MOTION: "To adjourn."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites – yes.

**Motion Passes: 3 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary



## **TOWN OF THORNTON BOARD OF SELECTMEN**

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Approved on: \_\_\_\_\_  
BOS Initial: \_\_\_\_\_  
Rec'd by Town Clerk on: \_\_\_\_\_  
Town Clerk Initials: \_\_\_\_\_

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### **Board of Selectmen Meeting Minutes June 6, 2020**

**10:00 AM Chairwoman Peabody opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.**

**This meeting was held via teleconference call. The teleconference call in information was referenced on the posted meeting agenda.**

**ROLL CALL:** Chairwoman Marianne Peabody, , Selectman Roy Sabourn and Selectman Jack Gaites. Vice-Chair Benton and Selectman Monti were not present.

**STAFF PRESENT:** Debra Shepard, Town Administrator

#### *Manifests*

**MOTION: "To approve the payroll manifest dated 6/05/20 in the amount of \$26,826.54."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: A transfer station employee was shorted one hour and will be included on the next payroll. A transfer station employee was overpaid for a half hour, and the Board agreed to approve the manifest as written.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites - abstained.

**Motion Passes: 3 – Yes, 0 – No**

**MOTION: "To approve the vendor manifest dated 6/05/20 in the amount of \$236,807.19."**

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites -yes.

**Motion Passes: 3 – Yes, 0 – No**

#### *Minutes*

**MOTION: "To approve Board of Selectmen public meeting minutes of May 20, 2020 as presented."**

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Jack Gaites – yes.

**Motion Passes: 3 – Yes, 0 – No**