



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 5-3-20
BOS Initial: MP
Rec'd by Town Clerk on: 6/8/2020
Town Clerk Initials: djm

Board of Selectmen Meeting Minutes May 20, 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 code was referenced on the posted agenda.

ROLL CALL: Chairwoman Marianne Peabody, Vice-Chairman Brad Benton, Selectman Roy Sabourn, Selectman Jack Gaites, and Selectman Joseph Monti.

STAFF PRESENT: Debra Shepard, Town Administrator

Chairwoman Peabody stated that in the future, the agenda times will be reflected as estimated to allow the Board to run their meeting more efficiently.

Manifests

MOTION: "To approve the vendor manifest dated 5/22/20 in the amount of \$347,229.83."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Roy Sabourn – yes, Joseph Monti – abstained, Jack Gaites -yes.

Motion Passes: 4 – Yes, 0 – No Abstained: 1

MOTION: "To approve the payroll manifest dated 5/22/20 in the amount of \$26,370.51."

Motion: J. Monti

Seconded: B. Benton

Discussion: None.

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Roy Sabourn – yes, Joseph Monti – yes, Jack Gaites - abstained.

Motion Passes: 4 – Yes, 0 – No Abstained: 1

MOTION: "To approve the welfare manifest dated 5/23/20 in the amount of \$25.00."

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

Roll Call: Marianne Peabody – abstained, Brad Benton – yes, Roy Sabourn – yes, Joseph Monti – abstained, Jack Gaites - yes.

Motion Passes: 3 – Yes, 0 – No Abstained: 2

ZCA Review

MOTION: "To approve ZCA #2020-12 for PID# 17/2-20 for interior renovations in basement."

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

Roll Call: Marianne Peabody – abstained, Brad Benton – yes, Roy Sabourn – yes,
Joseph Monti – yes, Jack Gaites – yes.

Motion Passes: 4 – Yes, 0 – No

Abstained: M. Peabody

MOTION: "To approve ZCA #2020-13 for PID #10/5-1-1 to add build a 40x32 single family house."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – abstained, Brad Benton – yes, Roy Sabourn – yes,
Joseph Monti – yes, Jack Gaites – yes.

Motion Passes: 4 – Yes, 0 – No

Abstained: M. Peabody

MOTION: "To approve ZCA #2020-14 for PID # 17-1-3-4 to build 36x30 single family house."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – abstained, Brad Benton – yes, Roy Sabourn – yes,
Joseph Monti – yes, Jack Gaites – yes.

Motion Passes: 4 – Yes, 0 – No

Abstained: M. Peabody

MOTION: "To approve ZCA #2020-15 for PID # 15-1-37 to screen in a 18x12 deck."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – abstained, Brad Benton – yes, Roy Sabourn – yes,
Joseph Monti – yes, Jack Gaites – yes.

Motion Passes: 4 – Yes, 0 – No

Abstained: M. Peabody

"To approve Board of Selectmen public meeting minutes of March 6, 2020 as presented."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Roy Sabourn – yes, Joseph
Monti – yes, Jack Gaites – yes.

Motion Passes: 5 – Yes, 0 – No

Town Administrator Report

TA Shepard reported that JJ Silvia has agreed to provide the town mowing and landscaping services for the town as discussed during the previous board meeting. The total contract price is under the budgeted amount. The Board agreed that this was motioned previously.

"To approve a request for funds from the Trustees of Trust Funds in the amount of \$3,000 for the Property Tax Mapping Update."

Motion: R. Sabourn
Seconded: B. Benton
Discussion: None.
Roll Call: Marianne Peabody – yes, Brad Benton – yes, Roy Sabourn – yes, Joseph Monti – yes, Jack Gaites – yes.

Motion Passes: 5 – Yes, 0 – No

Intent to Cut

MOTION: "To approve an Intent to Cut for PID #16/7-65, Owner Uhlman, Upper Mad River Road."

Motion: R. Sabourn
Seconded: B. Benton
Discussion: None.
Roll Call: Marianne Peabody – yes, Brad Benton – yes, Roy Sabourn – yes, Joseph Monti – yes, Jack Gaites – yes.

Motion Passes: 5 – Yes, 0 – No

Avitar has requested that the town send a letter to PSNH in regards to HB 700 as it relates to assessing utilities. The letter was drafted by Avitar. The Board reviewed the letter, and agreed to sign and send as requested.

The Supervisors of the Checklist will be holding a meeting on June 2, from 7 to 7:30 to allow residents to make changes to their voting status. The Board discussed the meeting and agreed to discuss this later in the meeting.

RA Kubik received a request for a driveway permit. The town policy allows one driveway permit per property. The applicant is asking for an exception to the town driveway policy to allow a second driveway for their garage. RA Kubik is in agreement with this request. The Board discussed the current zoning ordinance. The Board agreed to approve this request as long as it is not an exception request from the town zoning ordinance, as this would require approval from the Zoning Board of Adjustment. TA Shepard will discuss with Planner Brian Regan and proceed accordingly.

MOTION: "To approve a second driveway permit for Jim Bates, located at 52 Amory Leland Drive provided that there is no zoning conflict requiring an application with the Zoning Board."

Motion: R. Sabourn
Seconded: B. Benton
Discussion: None.
Roll Call: Marianne Peabody – yes, Brad Benton – yes, Roy Sabourn – yes, Joseph Monti – abstained, Jack Gaites – yes.

Motion Passes: 4 – Yes, 0 – No Abstained: 1

Pemi-Glass Quote

TA Shepard presented a quote in the amount of \$2,000, received from Pemi-Glass for the purchase and installation of glass for the town hall service window area. The glass would include a speaker as well as a pass-through area for documents. The glass could be installed within 2-3 weeks. Pemi-Glass also provided a quote for bullet proof glass in the amount of \$35 to \$40,000, as requested by Selectman Monti. The Board discussed the quote.

A separate quote will be received for a drop box that residents can use to drop off documents. Selectman Monti is unsure if a drop box meets regulations by Homeland Security. TA Shepard informed the board she had discussed a drop box with Chief Miller and he did not raise any concerns and was in agreement. TA Shepard will research if there is any regulation against the installation of drop boxes at Municipal Buildings and will bring forward at the next meeting.

MOTION: "To approve the quote from Pemi-Glass in the amount of \$2,000 for the purchase and installation of new windows for the town office service areas. The Board requested that Pemi-Glass try to have this completed by June 1, 2020."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Roy Sabourn – yes, Joseph Monti – yes, Jack Gaites – yes.

Motion Passes: 5 – Yes, 0 – No

11:00 AM First Responders COVID 19 Stipend & Governor's Office for Emergency Relief & Recovery (GOFERR)

TA Shepard explained that the First Responders COVID 19 Stipend allows for 8 weeks and 2 days of payment for full-time police officers at \$300 per week, part-time \$150 per week. The total amount that the Town of Thornton can apply for is \$13,671.43. The Board would need to vote to apply for and accept the grant in the amount of \$13,671.43. TA Shepard explained that it appears that many towns are proceeding by applying for the grant and paying the officers once grant funds are received, in one lump sum. Chief Miller stated that he was in favor of a lump sum payment for his staff. TA Shepard informed the board that while the First Responders Stipend Grant would cover this cost, the Town would have to apply to the GOFERR Grant for the payroll taxes associated with this lump sum payment. Therefore, there would be no impact to the town's budget for this lump sum payment.

MOTION: "To apply for and accept the First Responders COVID 19 Stipend grant for full-time and part-time Police Officers in the amount of \$13,671.43."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Roy Sabourn – yes, Joseph Monti – yes, Jack Gaites – yes.

Motion Passes: 5 – Yes, 0 – No

The Board reviewed the GOFERR grant that is designed to help the towns offset expenses related to the COVID 19 expenses.

MOTION: "To apply and accept funds for expenses associated to COVID 19 Governor's Office for Emergency Relief & Recovery (GOFERR) in up to the amount of \$60,967.00."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: J. Monti stated that he would like to have read ahead materials prior to the board meetings.

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Roy Sabourn – yes, Joseph Monti – yes, Jack Gaites – yes.

Motion Passes: 5 – Yes, 0 – No

COVID 19 - Reopening Guidelines

TA Shepard shared the proposed appointment only plan for Town Hall. Town Hall staff would like to reopen for appointments only on Tuesdays, Wednesdays, and Fridays beginning at 9 to 3 with one appointment each hour. These appointments would be for very specific purposes and include election services, new residencies, registration for new vehicles, and marriage license applications. Staff would only allow one resident in the building at a time for their appointment, they would be asked to wear a mask and use hand sanitizer and following CDC suggestions, staff would wipe down the counter area before and after every customer.

Selectman Monti does not want to have town staff cleaning the area where the public appointments are being held. He feels that this puts an undue risk onto employees, as they aren't janitors. He proposed requiring residents to wear a mask when they come into town hall, he would like to install a video camera at the front door to allow employees to be sure that people with appointments are wearing a mask before entering the building, a buzzer system could be installed for staff to unlock the door for visitors so they would not need to get up and go to door. This process would require that employees only have to disinfect once, after the last appointment. Discussion also included requiring hand sanitizer use prior to entering the building.

R. Sabourn agreed that only one person should be attending appointments, masks must be worn during appointments, hand sanitizer should be used as well. He does not agree that cameras and buzzers are necessary. R. Sabourn also stated that he feels employees can wipe down counters in between appointments as they feel necessary. TA Shepard stated that the employees are willing to wipe down counters and have expressed an interest in cleaning areas regularly for the protection of themselves and their co-workers. J. Gaite and B. Benton agreed.

MOTION: "Commencing June 1, 2020, the town hall will reopen to appointments only on Tuesdays, Wednesdays and Fridays from 9:00 a.m. to 3:00 p.m. with one appointment per hour with the following conditions:

- a. all visitors must wear masks before entering the building, if they do not have a mask then one will be provided**
- b. hand sanitizer will be provided and its use is required prior to entering the building**
- c. the entrance door to the town hall will be locked at all times**
- d. the restrooms will be unavailable for public use**
- e. only one person at a time is allowed in the building for an appointment."**

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None.

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Roy Sabourn – yes, Joseph Monti – yes, Jack Gaite – yes.

Motion Passes: 5 – Yes, 0 – No

COVID 19 - Discussion, Planning and Impact to Town Services, Transfer Station, Town Hall, PD

Chief Miller arrived at the meeting. R. Sabourn asked Chief if municipal buildings are permitted to have a drop box at the town hall. Chief Miller said he was not aware of any regulation that would prevent that and he was in agreement with the proposed drop box at Town Hall. Chief Miller stated that the Police Department has protocols in place for protection against COVID 19. Chief Miller stated that finger printing could occur at the Department as of June 1, but it is not a high traffic concern.

Selectman Monti stated that with tourist season, it is possible that more arrests could be made with out of state residents. Chief Miller stated that his department has protocols to follow to limit exposure to viruses.

Steve Chiocca arrived at the meeting. Steve and R. Sabourn presented a proposal for reopening the transfer station. The proposal includes:

- a. mandatory masks for employees
- b. using the message sign
- c. week 1 – accepting plastic and glass
- d. Week 2 - accept aluminum and cardboard
- e. Week 3 – accept fee-based items with no C&D
- f. C&D Accepted when space available, residents urged to call ahead for availability.

Discussion continued on extending hours on mid-week days may be beneficial to reduce Sunday hours.

Selectman Monti suggested placing an ad in the newspaper to inform residents of these changes in an effort to reopen services. TA Shepard will also have this information placed on the town's website, Facebook and on the PEG Cable Channel. She will also make handouts for the Transfer Station and will order a couple of sandwich boards for their use.

MOTION: “To accept the proposed reopening of the Transfer Station for recyclables as provided in the plan discussed, and to place an ad in the newspaper to inform residents of the change in scheduled services.”

Motion: J. Monti

Seconded: B. Benton

Discussion: None.

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Roy Sabourn – yes, Joseph Monti – yes, Jack Gaites – yes.

Motion Passes: 5 – Yes, 0 – No

Zoning Board of Adjustment

Selectman Monti informed the Board that the ZBA is holding a meeting on May 26 via teleconference. The Board discussed purchasing Zoom access for future meetings as well as a monitor and microphone to make meetings more accessible. TA Shepard will speak to the Town's IT person relative to this and get a cost estimate.

Board and Committee Meetings/Supervisors of the Checklist

The Supervisors of the Checklist will be holding a meeting on June 2, from 7 to 7:30 to allow residents to make changes to their voting status. The Board agreed that the criteria approved for appointments at town hall will apply to the meeting for the Supervisors of the Checklist as well.

The Board agreed to discuss the committee and board meetings further on June 3.

Consent Agenda

Chairwoman Peabody explained the consent agenda and that the board could adopt this, along with any rules that they choose to implement. Selectman Monti stated that consent agendas could save a lot of time and documents what will be discussed during the meeting.

Selectman Monti and Selectman Benton left the meeting.

Selectman Sabourn stated that he likes the idea of the content agenda, however, he does not believe that every item for discussion should be copied for all board members ahead of time. The discussion continued on what consent agenda item are. These are routine items that need signature but do not need discussion. TA Shepard further explained that the consent agenda folder would be available for review by board members before the meeting. R. Sabourn suggested starting the work session earlier, so that board members who do not review the information before the meeting could have additional time to review the information before the meeting begins. TA Shepard stated that she will continue to email the read ahead materials for agenda items to BOS members on Friday when the agenda is posted. Discussion continued on the cover sheet for the consent agenda folder. Selectman Sabourn suggested that the cover sheet for the consent agenda be included in the minutes, but does not agree that the detail should be posted with the agenda. TA Shepard noted that posting the detail consent agenda may limit the board's ability to approve routine items that are received after posting is done. After a lengthy discussion, the Board agreed to try the consent agenda format. The consent agenda will not include committee/board appointments, tax deferrals or manifests. These will be done separately. The Board agreed that the consent agenda detail will not be posted but will be available for public viewing prior to the meeting. The consent agenda details will be included in the minutes

MOTION: "To adopt, on a trial basis, the consent agenda format as discussed. After a trial basis, the consent agenda format will be reviewed and discussed at a future meeting by the full board to be adopted provided it proves to be more efficient."

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

12:11 p.m. MOTION: "To adjourn."

Motion: M. Peabody

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