



TOWN OF THORNTON BOARD OF SELECTMEN

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Approved on: 7-29-20
BOS Initial: mf
Rec'd by Town Clerk on: 8/3/2020
Town Clerk Initials: dpm

Board of Selectmen Meeting Minutes July 15, 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, Jessi Fleury, Board Secretary

Manifests

MOTION: "To approve the payroll manifest 7/17/20 in the amount of \$28,067.18."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

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

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

MOTION: "To approve the vendor manifest dated 7/17/2020 in the amount of \$582,799.89."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

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

Minutes

MOTION: "To approve Board of Selectmen public meeting minutes of July 1, 2020 as presented."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

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

MOTION: "To approve Board of Selectmen non-public meeting minutes of July 1, 2020 as presented."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

Motion Passes: 5 – Yes, 0 – No

The Transfer Station received a request from a resident to remove the old office building structure for use at his own property. The original plan was for the town to demolish this building. The Board discussed this request briefly and agreed to readdress the request later in the meeting.

Conservation Commission Photo Contest, Myrtle Lewis, Chair

M. Lewis met with the Board to give a Conservation Commission update and to discuss the photo contest. Conservation Commission's recent activity:

- Conservation Commission is now meeting in-person again
- M. Lewis is very excited about the Commission moving forward in town.
- Flooding prevention is occurring on some properties near the Pemi River.
- The Commission is finishing natural resources inventory explaining why Thornton has wonderful resources.
- Commission members will be attending the NH association for conservation commission training.
- Upcoming Photo contest will engage children and adults to submit photos of Thornton natural resources. Terri Roper, Roper Realty will donate \$300 this year for prize money, which will be paid directly to the winners. Nina Sergeant, Librarian will assist in advertising the event.
- The photo contest cash prize is not funded using town funds.
- The Board agreed that the sponsor should pay the prize money directly to the winner. The Board confirmed that the town will not accept funds or be involved in the donation process.
- Discussion was held on liability for posting photos on the town website. M. Lewis agreed to have the contest rules acknowledge that the photos will be property of Town of Thornton. It was agreed that all participants that submit photos for the contest will sign the rules that acknowledge the town will own all photos submitted and will be required for prize consideration.

Investment Policy and Update on Investments/Banking, Richard Baker, TTF

R. Baker met with the Board to discuss the investment policy for the Trustee of the Trust Funds for Town funds. The authorized investment portion has been updated using the Trustee of Trust Funds policy. The Trustees intend to keep this up to date.

R. Baker stated that the Trustees have attended 5 meetings in November with banks and brokerage firms to discuss banking and investments for the town accounts. Discussion continued on investment options. J. Monti asked that the reports include information regarding the purpose of the trust funds. R. Baker agreed.

Economic Development Committee Update, Chief Miller, Brian Regan

Chief Miller of the Economic Development Committee provided an update to the board:

J. Monti stated that he asked for this meeting on the agenda for a specific reason. He explained that Brian was given a check last November to submit with the application to allow the town to begin the process to acquire state land abutting the town hall.

J. Monti stated that the check and application has not been submitted to the best of his knowledge. J. Monti would like an update as to this project.

R. Sabourn explained that within the past few weeks, Brian has made contact with Steve from Sabourn & Tower Surveying and Septic Design for assistance in developing a sketch plan.

J. Monti stated that Brian is a member of the Economic Development Committee as a Thornton resident and separate from his job as the Planning Director with the Town of Thornton. J. Monti asked if B. Regan is planning to continue on the committee once his resignation as Planning Director is effective.

K. Miller informed the Board that Brian has agreed to continue to serve on the Economic Development Committee as a Thornton resident.

Ken Miller explained that the mapping of the area is still pending as far as he knows.

R. Sabourn stated that B. Regan has been in contact with the surveying office.

Chief Miller has reached out to Shaheen's office regarding the process and cannot move forward until the application is submitted from the town. J. Monti encouraged the Economic Development Committee to submit the application right away so that the rest of the project can move forward. Chief Miller will discuss the urgency of the application with Brian Regan.

Department Updates:

Police Department

Chief Miller met with the Board to provide a monthly department update:

- 906 radio or phone call entries for the Thornton Police Department, including calls for service from citizens and communication from officers by radio or phone.
- 4 physical arrests
- 1 theft by unauthorized taking
- 1 bail jumping
- 1 driving on divided way
- Crossing median
- 1 bench warrant

- The Town will receive funding from the COPS Hiring Program.
- In May, the fulltime police officer position was posted.
- National Night Out has been canceled.
- Trunk or Treat event is still scheduled, but is not sure if they will need to cancel due to COVID19.
- Officer Meier solved a sex assault case and an arrest has been made.

Chief Miller stated that he has a full-time candidate that he would like to give a conditional offer for employment. This candidate will need to attend the Police Academy. The next enrollment for the Academy is in August and he is hopeful that the candidate can be enrolled for the August session.

MOTION: "To provide a conditional offer of employment to Candidate 1 for the full-time police officer position."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

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

Motion Passes: 5 – Yes, 0 – No Abstained: 0

MOTION: "To apply for the Highway Safety Grant."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

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

Motion Passes: 5 – Yes, 0 – No Abstained: 0

Highway Department

Road Agent Kubik and Assistant Bruce Rodgers met with the Board to provide a monthly department update:

- Drainage on Banjo Road has been fixed and the resident seems pleased
- Ditching on Orris and Judges for reclaiming to be done next week
- Notch Spur Road received additional gravel.
- Discussion occurred regarding a complaint that was posted on the town Facebook Page. RA Kubik agreed that he addressed the issue via a phone conversation to the best of his knowledge. J. Monti requested a response be provided by the department head to the complaint that was posted on Facebook. RA Kubik confirmed that the resident did receive an explanation and a response to her concern prior to the post. J. Monti explained that the memo generated by RA Kubik offering an explanation relative to this complaint was more than adequate, and should have been offered to the resident once her complaint was received. RA Kubik agreed that he can respond to complaints or inquiries via telephone or email, however is not an active Facebook user. After discussion, the Board agreed that the town reply to Facebook complaints by encouraging them to contact the town hall for questions or further information as needed rather than continuing a response thread on Facebook.
- Paving projects are in process
- The water company has made repairs to problematic valves prior to the Town paving Judges Road.

Transfer Station

Steve Chiocca, Assistant Manager met with the Board to provide a monthly department update:

- Since reporting for recycling on May 27th the Transfer Station has processed a total of 22.55 tons over a 7-week period.
- Since re-opening for fee schedule items on June 8th through July 12, a total of \$12,252 in fees have been received.
- Processed over 100 freon containing appliances in 4 weeks, saving over \$800.
- The employees at the transfer station have been very busy and deserve recognition for handling the high volume of residents, practicing COVID 19 precautions, and working so hard in the heat and humidity while being short staffed. Chairwoman Peabody stated that all the transfer station employees deserve recognition and they have been doing a great job for the town.
- Repaired the entrance at the facility with the help of the Highway Department
- The manufacturing facility for purchasing the metal bucket is backlogged due to COVID 19 shutdown. Discussion occurred on the cost for the bucket. S. Chiocca stated at the moment he would recommend not purchasing at this time.
- Continuing Education seminars were attended by S. Chiocca and Donnie Howe. There will be significant changes in the expense of solid waste disposal in the near future due to hauling and disposal fees. Discussion occurred on out of state waste being hauled to the State of NH.
- Chairwoman Peabody asked if he had any additional information regarding a resident's request for the transfer station office. S. Chiocca stated that he is not sure, but did include the contact information for the interested resident. J. Monti recommended that there is a simple request for a resident to remove the office, which would be a benefit for the town. J. Monti stated that he would like to have S. Chiocca inform the resident that he may have the office. The building has no value and does not require bid opportunity.

MOTION: "To allow Steve Chiocca to inform the resident that they may have the transfer station office building as seen and shown, at no risk to the Town of Thornton."

Motion: J. Monti

Seconded: B. Benton

Discussion: None.

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

Motion Passes: 5 – Yes, 0 – No

Fire Department

Chief Defosses met with the Board to provide a monthly department update:

- Provided a call break down for 2020
 - January – 43, February 86, March 61, April 58, May 49, June 72, July 50
- The Majority of calls are medical related
- Light Maintenance on equipment is completed regularly
- Removed unused items at the station, and improved workstations
- SAFER grant is offering a 100% grant for three-years that could help establish a full-time fire department. Chief recommended this grant for the two new full-time positions, which would allow for 24/7 coverage. Utilizing this grant for the full-time positions would provide 24/7 coverage years sooner than initially planned. Chief Defosses confirmed that when the department is staffed to provide 24/7 coverage, there would be two employees working at a time and response time would be much sooner. Chief intends to ask all three towns for permission to apply for this grant.

R. Sabourn asked who determines the amount of benefit, Chief stated the grant would cover salary, taxes, and retirement. Chief believes it is similar to the equipment grant where the Board would request a certain amount of funds to cover the average reasonable salary, taxes, retirement, etc.

- Chief Defosses asked if the Board would consider purchasing a truck this summer rather than in the CIP next year. He explained that some companies sell demo trucks that may be available and may fit the town's needs, for a much lesser amount. The Board agreed to discuss this with Bill DeLeo as a CIP member. J. Monti asked Chief Defosses to provide an email request so that the CIP can discuss during their meeting next week.

MOTION: "To approve the consent agenda dated July 15, 2020."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

Motion Passes: 5 – Yes, 0 – No

The following items were approved as part of the consent agenda:

1. Capital Reserve Fund Request – Police Cruiser & Cruiser Equipment for **\$6,595.00** for WatchGuard Video Equipment.
2. Capital Reserve Fund Request – Property Tax Maps for **\$15,115.00** for CAI Technologies Mapping Contract.
3. State of NH – Department of Revenue Administration – Annual request to municipalities to determine if municipality will be utilizing PA-28 Inventory Form.
4. NH Department of Revenue Administration, Annual Application for Reimbursement to Towns/Cities in which Federal and State Forest Land is Situated in 2020.

5. ZCA: 2020-19, Jeremiah McCarthy, 96 Doe Run, Map/Lot: 17-14-46.
Description of project: 20 x 12 Shed and 22 x 12 Deck.
6. ZCA: 2020-32, Shirley D Benton, 69 Benton Road, Map/Lot:16-7-1D.
Description of project: 28 x 26 Two Story Garage.
7. ZCA: 2020-33, Shirley and Jerel Benton, 1833 NH Rte. 175, Map/Lot:11-2-3-1.
Description of project: 40 x 30 SF House with 22 x 18 Garage.
8. ZCA: 2020-36, Clara and Steffanie Morrison and Chris Prall, 33 Uhlman Drive,
Map/Lot: 16-6-5-5. Description of project: 28 x 26 Two Story Garage.
9. ZCA: 2020-37, Gary and Deborah Anderson, 37 Anderson Hill Road,
Map/Lot: 16-7-17. Description of project: 12 x 24 Shed, Redo Entry and 16 x
22 Deck.
10. ZCA: 2020-38, Matthew Peltier and Allison Angel, 51 Anderson Hill Road,
Map/Lot: 16-7/18. Description of project: Redo Shed, Equip with Garage Door.
11. ZCA: 2020-34, Ahmed Mohamed, Maher Avenue, Map/Lot: 6-13-1-7.
Description of project: 46 x 46 3 Bedroom SF House.

TA Reports

TA Shepard informed the Board that the town has collected 89% of taxes to date and is on target as expected.

Tax Deeding and Liens were put on hold due to COVID 19 until July 2, 2020. The town is prepared to begin the deeding and liening process for 15 properties.

TA Shepard discussed with the BOS the sale of tax deeded properties which usually happens in July of each year. There were no new properties taken in 2017 due to repayment agreements and the only two properties left are landlocked and inaccessible. Due to those properties not being accessible, for sale signs will not be posted this year.

Zoom technology may be available next week for future meeting use. J. Monti suggested multiple microphones. The Board discussed potential locations for the equipment. TA Shepard will meet with IT to discuss microphones and locations.

The Secretary of State has provided funding for PPE for election workers. A meeting is scheduled for July 27, 2020 at 4:30pm with election workers, town clerk, moderator, and the town administrator to discuss the expectations from the Secretary of State.

Personnel Policies and Procedures Manual

BOS member received copies of the current Personnel Policy and Procedures last week. Discussion followed on reviewing the policies. J. Monti stated that he would like an opportunity to finish reviewing the policies before discussion.

A few items brought up for discussion were part time sick and vacation pay. The Board agreed to schedule work session on August 19 at 10:00 am relative to Personnel Policies and Procedures.

Discussion followed relative to Town Policy. TA Shepard will provide each board member with a Town Policy Manual for future discussion.

BOS Report

Chairwoman Peabody suggested that the Special Event policy and application process should be reviewed soon including the permit year.

B. Benton stated that Alex Ray would like to use his property for a drive-in concert. This would be a special event and the special event policy would be followed. B. Benton stated that this idea is only in its beginning stage. After discussion, the Board agreed to have B. Benton or Alex Ray submit a special event application so that the process can begin.

1:48 p.m. MOTION: "To adjourn."

Motion: M. Peabody

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

Respectfully submitted,

Jessi Fleury
Board Secretary