



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: _____

BOS Initial: pm

Rec'd by Town Clerk on: 8/17/2020

Town Clerk Initials: dpm

Board of Selectmen Meeting Minutes July 29, 2020

4:04 PM Chairwoman Peabody opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance. This meeting was held via Zoom with the link referenced on the posted agenda.

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

STAFF PRESENT: Debra Shepard, Town Administrator, Jessi Fleury, Board Secretary

ABSENT: Vice-Chairman Brad Benton

Manifests

MOTION: "To approve the payroll manifest 7/31/20 in the amount of \$27,971.86."

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

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

Motion Passes: 3 – Yes, 0 – No Abstained: 1

MOTION: "To approve the vendor manifest dated 7/31/2020 in the amount of \$377,398.80."

Motion: J. Monti

Seconded: J. Gaites

Discussion: J. Monti requested TA Shepard find out why the electric rate at the Transfer Station charged to the Town is twice the rate charged for residential property. J. Monti also noticed that the Town received a late fee for their credit card. TA stated that the invoice was received late, and the card company will be issuing a refund.

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

Motion Passes: 3– Yes, 0 – No Abstained: 1

Minutes

MOTION: "To approve Board of Selectmen public meeting minutes of July 15, 2020 as amended."

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

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

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

Citizen Concerns – Pablo Silva – Chickenboro Road

Mr. Silva met with the Board to discuss parking concerns, litter, and unauthorized use of his land.

Mr. Silva stated that many of the unauthorized travelers are those looking to go four-wheeling down the class VI road.

He also explained that there is consistent litter including alcohol bottles that are left behind from people.

Mr. Silva stated that a new landowner is now parking in an area that has been used by the Boucher family for years. The increase in parking is resulting in the blocking of his second driveway that he uses to access his land.

Discussion continued on the use of a footbridge that was constructed by a landowner, the use of ATV's on the bridge, and the large gatherings.

Mr. Silva explained that there are some disagreements amongst landowners regarding parking and the use of the footbridge.

The Board discussed ownership of the Class VI road and the bridge. Mr. Silva discussed the municipalities rights to regulate the Class VI road and RSA's that address Class VI Roads.

Chairwoman Peabody suggested researching if the town can install temporary no parking signs. The town will do some research to see what they can do to assist Mr. Silva while staying within the law.

Concerns that the town will follow up on include:

- Parking – J. Monti recommended that the landowner contact police if there are too many vehicles parking on his land.
- The town will determine if the trash being left behind is on town property.
- Chief Miller offered to assign additional patrol in the area, and respond to parking complaints.

Stone Dam Road

AA Mahurin received a zoning compliance application for property on Stone Dam Road and requested feedback from the Road Agent. The applicants also emailed AA Mahurin regarding winter maintenance of the road.

RA Kubik stated that there is further development occurring on Stone Dam Road past where the Highway Department usually plows. The development is passed the Woodstock town line. RA Kubik is unsure if the town expects him to maintain further up the road during the winter this year.

R. Sabourn suggested that the residents in that area petition the Town of Woodstock to maintain that portion of road in the winter. R Sabourn stated that the Thornton Board of Selectmen should be willing to discuss options with the Town of Woodstock if approached. The Board agreed to refer the residents to Woodstock and perhaps discuss it further as needed.

R. Sabourn stated that there is a separate issue with this area concerning a ZCA, and there has been question as to whether the landowner further up on Stone Dam Road needs to obtain a driveway permit in order to continue development.

R. Sabourn stated that the driveway would be accessed from the Woodstock portion of the road as the lot includes a small piece of land that is in Woodstock, possibly the property owner would need to apply for a driveway permit from the Town of Woodstock. He further explained that the ZCA has been filed with the Town of Thornton because the dwelling will be constructed on the portion of their land that is in Thornton.

2019 Draft Audit and Management Letter Review

The board reviewed the draft audit and management letter as follows:

1. Exposed Deposits – A standard concern that was shared is that some accounts may go over \$250,000. This was addressed by Richard Baker, Trustee of Trust Funds, during a meeting with the Board of Selectmen.
2. Stale dated checks – This includes checks that may have been paid from accounts payable that were never cashed. Each year a report is run, and the auditor recommends a process to clear these checks from the accounting system. The auditors are recommending that the Board of Selectmen create a written policy to clear the stale checks annually. The Board agreed to move forward with this recommendation.
3. Payroll changes – TA Shepard explained that when there is a change in payroll amount, an accufund report is created and filed in the employee's personnel file. The auditors recommend that the town should create an accufund report for changes to cost of living as well, and that employees should sign acknowledgement of this change. This recommendation will occur moving forward as well.
4. The Trustee of Trust Fund Investment Policy is complete.
5. Policies – The auditors recommend that the Board of Selectmen review their policies and procedures every 3-5 years. Changes are not necessary; however, the Board should make a practice to review every 3-5 years. J. Monti stated that

every time a policy is reviewed, the policy should reflect that it has been reviewed and display the date.

J. Monti stated that the personnel policy indicates that amendments have been made in April 2020, and he is not aware that this occurred. TA Shepard explained that some grammatical revisions were made to the policy and titled those as amendments. J. Monti stated that no additional amendments were made to the personnel policy since 2011. The Board recalled that some policy amendments were made during this time and were duly noted on the policy. TA Shepard stated that the April 2020 amendments indicated on the policy were only grammatically and that does not mean the same as amended by the Board.

MOTION: "To approve the draft audit as presented and to allow the Chairwoman to sign the letter to Mitchell Group regarding legal representation."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

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

Motion Passes: 3 – Yes, 0 – No Abstained: 1

MOTION: "To approve the consent agenda dated July 29, 2020 with the removal of items 1, 3, and 8."

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None.

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

Motion Passes: 3 – Yes, 0 – No Abstained: 1

The following items were approved as part of the Consent Agenda for July 29, 2020

- ZCA 2020-35, Ankor LLC, Map/Lot 17-14-20, 11 Weeping Birches Lane
Description of Project: 93X45 4-BR SF house w/garage.
- ZCA 2020-41, Russell, Craig & Elisabeth, Map/Lot 17-3-11, 116 High Brook Road.
Description of Project: Renovate basement (family room & office).
- ZCA 2020-42, Behen, Jeanne, Map/Lot 6-1-4, 114 Stone Dam Road.
Description of Project: 60X36 3BR SF house.
- ZCA 2020-43, Currier, Rodney & Karolee, Map/Lot 17-2-5, 8 Strawberry Lane.
Description of Project: replace siding.
- ZCA 2020-44, Bahr, Patricia Trust, Map/Lot 2-6-7, 17 Roma Road.
Description of Project: demo & replace front porch.
- Deed to Repurchase Map/Lot 6-13-1-2, Ahmed Mohamed, Maher Avenue

- Deed to Repurchase Map/Lot 6-13-1-3, Ahmed Mohamed, Maher Avenue
- Deed to Repurchase Map/Lot 6-13-1-4, Ahmed Mohamed, Maher Avenue
- Deed to Repurchase Map/Lot 6-13-1-5 Ahmed Mohamed, Maher Avenue
- Deed to Repurchase Map/Lot 6-13-1-6 Maher Mahmoud, Maher Avenue
- Land Use Change Tax Bill, Map/Lot 3-3-2, Hall Heritage Realty Trust, Thornton Gore Road, in the amount of \$255.00.
- Land Use Change Tax Bill, Map/Lot 16-6-33, Rosalie Pendoley, Upper Mad River Road, in the amount of \$986.00.

Discussion for item removed from the original consent agenda:

ZCA 2020-29, LCJ Holdings, Map/Lot 16-1-7, 1447 NH Rte 175,

Description of Project: 41X164 Wedding Venue over pond.

J. Monti stated that a wedding venue structure is not permitted in Recreation West according to the town Zoning Ordinance. R. Sabourn explained that he is not aware of this but does know that the Planning Board has approved this site plan application and the Planning Director felt that this request could be approved. J. Monti stated that according to the zoning ordinance, this use is not permitted. The Board reviewed the ordinance and agreed to hold off on the approval to acquire additional information, including state approval of water supply and septic for the structure.

Discussion for item removed from the original consent agenda:

ZCA 2020-40, Cate, Teresa, Map/Lot 2-1-1, 19 Sellingham Hill Road

Description of Project: 21X40 shed on Alaskan slab.

J. Monti believes construction may have already been started. R. Sabourn explained the construction that J. Monti is referencing is occurring on a different property further up the road from this one.

MOTION: "To approve ZCA 2020-40, Cate, Teresa, Map/Lot 2-1-1, 19 Sellingham Hill Road Description of Project: 21X40 shed on Alaskan slab."

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None.

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

Motion Passes: 3 – Yes, 0 – No Abstained: 1

Discussion for item removed from the original consent agenda:

ZCA 2020-45, Juanita RE Trust (Magoon, S), Map/Lot 11-1-124, Covered Bridge Road.
Description of Project: 56X36 garage.

J. Monti questioned if the applicant will combine lots together to build the dwelling. R. Sabourn clarified that the ZCA is for a large garage not a dwelling. There are sufficient setbacks for this structure.

MOTION: "To approve ZCA 2020-45, Juanita RE Trust (Magoon, S), Map/Lot 11-1-124, Covered Bridge Road. Description of Project: 56X36 garage."

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None.

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

Motion Passes: 3 – Yes, 0 – No Abstained: 1

TA REPORTS:

Richard Baker received communication from NH Department of Justice charitable trust division asking if the Trustees are authorized to handle Waterville Valley Village District trust funds. The Board agreed that the Trustees do not work with the Waterville Valley Village District.

The Town of Campton would like to schedule an intergovernmental committee meeting to begin discussing Thornton's percentage shares for the Transfer Station. The Board agreed to meet in September/October and will assign two Thornton Board members to this meeting in order to be consistent with Campton.

TA Shepard informed the Board that many northern towns are not using all their grant funds from the GOFFER grant. The Governor's office is now allowing the Town's to submit the regular wages from the Police Department for grant reimbursement. The Governor's Office goal is for towns to be able to use the funds from the grant. TA Shepard will research this further and if this is permitted, the town will submit for these expenses.

MOTION: "To reappoint Republican Maureen Gaites for a two-year term as a ballot clerk, Republican Sandra Picard for a two-year term as a ballot clerk, and to appoint Republican Nancy Peterson as a ballot clerk for two years."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

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

Motion Passes: 3 – Yes, 0 – No Abstained: 1

Zoom Meeting

TA Shepard asked the Board for some guidance as to the Zoom recorded meetings. She asked the Board how long the meetings should be archived. The Board discussed saving the meetings, without having to incur additional storage expenses. Butch Burbank offered some experience with Zoom use through the Town of Lincoln. The Board asked TA Shepard to research costs for storage to discuss at the next meeting. The Board also agreed to save the current meeting recording at this time.

BOS Report

R. Sabourn informed the Board that the Postal Service has expanded delivery service further up Stone Dam Road, which includes the Freemans. The Freemans have relocated their mailbox from the Town Hall location to their own property. R. Sabourn recommended sending a letter to the bus company informing them that the postal service will deliver to their location as well and ask that their mailbox be moved from the town hall location. The Board unanimously agreed to send a letter.

J. Monti referenced a letter sent to Congresswoman Kuster regarding the White Mountain National Forest Service logging project that will involve travel on Millbrook Road. J. Monti is concerned that the letter gives the impression that the Road Agent, on behalf of the Town, has agreed to potential additional safety features. He does not remember the Town ever agreeing to this. R. Sabourn and M. Peabody both stated they did not receive the same impression from the letter and feels that the discussion with White Mountain Forest Service is still active.

The Board agreed during the previous joint meeting that the Road Agent should meet with the National Forest Service, but that they have not agreed to any additional safety features. After discussion, the Board agreed to have J. Monti draft a letter to Congresswoman Kuster confirming that the town is not in agreement and the town has suggested that the Forest Service look into alternate routes other than Millbrook Road. R. Sabourn stated that he does not feel there is a need for this letter, but he does not object to drafting a Town of Thornton letter of clarification. J. Monti will present the draft letter to the Board during their next board meeting.

6:17 p.m. MOTION: "To enter into non-public pursuant to RSA 91-A: 3, II (a-personnel, c-reputation)."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

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

Motion Passes: 4 – Yes, 0 – No

7:51 p.m. MOTION: "To exit into non-public session."

Motion: R. Sabourn

Seconded: J. Gaïtes

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Joseph Monti – yes,
Jack Gaïtes – yes.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To promote Transfer Station Assistant Manager Steve Chiocca to the position of Transfer Station Manager at labor grade 10 step 7 effective August 2, 2020."

Motion: R. Sabourn

Seconded: J. Gaïtes

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Joseph Monti – yes,
Jack Gaïtes – yes.

Motion Passes: 4 – Yes, 0 – No

MOTION: "To promote Zach Simons to the position of Assistant Transfer Station Manager at labor grade 7 step 2 effective August 2, 2020 at 40 hours per week with benefits."

Motion: R. Sabourn

Seconded: J. Gaïtes

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Joseph Monti – yes,
Jack Gaïtes – yes.

Motion Passes: 4 – Yes, 0 – No

7:53 p.m. MOTION: "To adjourn."

Motion: R. Sabourn

Seconded: J. Gaïtes

Discussion: None.

Roll Call: Marianne Peabody – yes, Roy Sabourn – yes, Joseph Monti – yes,
Jack Gaïtes – yes.

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary