



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

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

Approved on:	8.26.20
BOS Initial:	mp
Rec'd by Town Clerk on:	9/14/2020
Town Clerk Initials:	djm

### **Board of Selectmen Meeting Minutes August 12, 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 Zoom with the link referenced on the posted agenda.**

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

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

**ABSENT:** Selectman Roy Sabourn

**MOTION: "To approve the consent agenda dated August 12, 2020 as presented."**

Motion: J. Monti

Seconded: B. Benton

Discussion: None.

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

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

**The following items were approved as part of the Consent Agenda for August 12, 2020**

- Certificate of Appointment for Donna Bates, Ballot Clerk - Republican.
- Certificate of Appointment for Karyn Moschella, Ballot Clerk - Democrat.
- Capital Reserve Fund Request – Property Tax Maps – CAI Technologies Mapping Contract for professional services - \$8,000.
- ZCA 2020-46, Pike, Charles and Susan, Map/Lot 13-7-3, 900 Upper Mad River Road. Description of Project: Interior basement renovations.
- ZCA 2020-47, Hirsch, David and Fallon, Amy, Map/Lot 3-1-3, Barron Road. Description of Project: 25x50 SF Home.
- ZCA 2020-48, Gray, Scott and Kathy, Map/Lot 17-18-13-1, 99 Holland Trail. Description of Project: 24x26 Garage.

### *Manifests*

**MOTION: "To approve the vendor manifest dated 8/14/2020 in the amount of \$262,012.58."**

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

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

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

**MOTION: "To approve the payroll manifest 8/14/20 in the amount of \$27,152.41."**

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

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

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

### *Minutes*

**MOTION: "To approve Board of Selectmen public meeting minutes of July 29, 2020 as amended."**

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

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

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

**MOTION: "To approve Board of Selectmen non-public meeting minutes of July 29, 2020 as amended."**

Motion: J. Monti

Seconded: J. Gaites

Discussion: J. Monti stated amended the minutes to reflect that he was present in person at the meeting rather than teleconference.

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

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

### **TA REPORTS:**

#### *Cemetery Update*

TA Shepard received notice from Cemetery Trustee Peter Laufenburg that they plan to remove trees by the end of August. The trustees have discussed their plan with Mr. Uhlman and has received his consent. Mr. Laufenburg requested that Town Counsel provide a letter of indemnification to protect the Trustees and the Town. Town Counsel is providing this documentation.

#### *Highway Block Grant*

The Board reviewed the grant for 2020-2021 for revenue purposes. The revenue is down approximately \$5,000. This figure will be used for the town revenue calculation.

#### *Transfer Station Intergovernmental Agreement*

The Thornton Selectboard had previously agreed to meet with the Town of Campton later in the year to discuss the Intergovernmental Agreement for the Transfer Station. TA Shepard informed the Board that after conveying this message to the Town of Campton, Campton still prefers to start this discussion in September prior to budget season.

TA Shepard informed the Board that Bill DeLeo is available and interested in helping if needed. Selectman Monti stated that there is no advisory board for the Intergovernmental Agreements, and feels that only Selectmen members should meet with Campton to discuss municipal agreements.

Selectman Monti stated that additional discussion is needed to consider that the transfer station is located on Thornton property, which cannot be used for any other purpose. He does not feel that the transfer station agreement should be considered the same as the agreement for the fire department.

TA Shepard added that Thornton does send invoices to Campton and Ellsworth quarterly for their share of the cost outlined in the agreement. She further explained that Campton has requested a meeting date in September to allow consideration before the budget process. Selectman Monti suggested that the Board discuss this at their next meeting. The Board agreed.

#### *New Phone System Update*

The new phone system should be installed the end of August into September.

#### *Flag and Bunting Discussion*

Chairman Peabody feels that the uniformed officers should be lowering the flag for half-staff. However, she prefers that Police Officers not be required to hang the buntings.

After discussion, the Board agreed that the Police Department will continue to take care of ordering flags, replacing flags and raising and lowering the flag accordingly. The Highway Department will take care of the buntings at Town Hall. The PD will notify the Highway Department if any of the ropes need to be repaired or replaced.

TA Shepard will have a revised Flag Policy for the Board's review at their next meeting on August 26, 2020.

**MOTION: "To have the Police Department maintain the flags and the Highway Department maintain the buntings."**

Motion: B. Benton

Seconded: J. Monti

Discussion: None.

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

**Motion Passes: 4 – Yes, 0 – No**

**Abstained: 0**

*Election Discussion*

John Piantadosi, Moderator discussed mask mandates of other towns during voting, as well as PPE and flow of traffic for elections.

J. Piantadosi explained that some residents do not want to wear a mask when voting and there is no mask mandate in Thornton. He explained that one way to handle residents who refuse to wear masks is to have a separate area for them, however, this would require a separate set of ballot clerks and checklist supervisors (for those that need to register).

Selectman Monti stated that the Governor has issued a requirement that any groups over 100 must wear a mask. J. Monti stated that he felt the Governor's mandate should apply to voting as voting is a special event and there will probably be over 100 people in attendance. Discussion followed.

TA Shepard suggested Moderator Piantadosi check with the Secretary of State's Office regarding the ability to require masks. TA Shepard cautioned the board on the potential liability by denying residents their right to vote if they choose not to wear a face covering. J. Piantadosi agreed that he will discuss this with the State.

Selectman Monti suggested Moderator Piantadosi to ask two questions to the State:

- If the governor has declared mask mandates for events of 100 or more, is the Town permitted to require a mask to vote and can they turn residents away with a mask?
- If the Town of Thornton passes a mask ordinance, can the town refuse voters who are not masked?

TA Shepard stated that elections are State or Federal events, not town events and do not need the town's permission to be held so they do not fall under the Town's Special Event Policy.

The board discussed set up for elections. After discussion, the board agreed to have the Highway Department set up the voting booths on Friday, August 28, 2020.

**MOTION: "To change the highway department work schedule for the last week in August to Tuesday – Friday to allow for election set up on Friday."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

**Motion Passes: 4 – Yes, 0 – No**

**Abstained: 0**

*COPS Grant – Chief Miller*

Chief Miller stated that he had requested permission to apply for the COPS grant with hopes to fund the new full-time officer position with grant funds. This new position was voted and approved at town meeting, and the position became part of the Police Department budget.

The town was awarded the COPS grant, However, the terms of the grant state that the position must be a new position and not funded by the town's budget in order to receive grant funds. The two other criteria include conditions relative to high crime areas or the position of school resource officer. Chief Miller felt it would be difficult for the town to qualify for either of these two criteria's in order to utilize these grant funds. Chief Miller stated that the only way the town could utilize the COPS Grant at this time would be to hire a seventh officer, which he is not suggesting. Discussion followed.

**MOTION: "To return the COPS grant award back to the US Government."**

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

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

**Motion Passes: 4 – Yes, 0 – No**

**Abstained: 0**

*Transfer Station Part Time Position – Steve Chiocca*

Transfer Station Manager Steve Chiocca informed the Board that the additional hours allowed at the station have been well received, and the staff has been able to perform more duties, cleaning, and maintenance at the transfer station.

S. Chiocca proposed hiring another part time employee for Saturdays and Sundays to assist during their busiest days, staff vacations and any unexpected time off. The position would assist at the recycling center, assist with sticker enforcement and assist with all other duties.

The current year budget has enough funds in the payroll budget and the bottom line. S. Chiocca explained that he does not know how wages are established in the budget, but he does not expect next year's budget to be substantially different than this year.

Selectman Monti disagreed with the statement that the budget would not increase substantially. He explained that the BOS recently provided an additional 26 hours of

work for the current staff at the transfer station. In doing so, they added two benefit packages and this will increase the payroll budget at least 15%.

Selectman Monti does not feel that adding more hours for the weekend is necessary and he is not in favor of this proposal. He also feels that the transfer station is currently open 32 hours a week and there are four full-time employees at the station now and does not understand why there is a need for another position.

S. Chiocca explained that he was not expecting the swift movement for the change in full time employment a few weeks ago. He is thankful for these additional hours. He feels that there needs to be 2 people at the recycling center at all times, but especially during the weekends. During the weekend there are also two people at the office checking permits and receiving fee schedule items. S. Chiocca explained that if a staff member is on vacation or sick, the construction cans may not be knocked down, the residents may not receive the same level of service, and there will only be one person at the recycling center (one person at the center is usually during the weekdays).

Chairwoman Peabody would like to know what the new census indicates regarding the increase in population.

The Board agreed to discuss the part time position at the next board meeting and review the projected budget increase for 2021.

Chairwoman Peabody agreed to have the TA post a notice on the town website to residents informing them that the station permits will be enforced at the transfer station, and information as to how to obtain a permit if needed.

#### *Special Event Policy and Application Review*

The Board discussed updating the Special Event Policy and agreed to discuss the following during a future meeting:

- TA will provide samples of Special Event Policies from other towns
- Chairwoman Peabody would like the title of the policy changed.
- Discussion should also be held on:
  - the timing for special event approval
  - the wording of the policy and permit
  - to grant approval for a certain number of special events yearly so that an application isn't required for annual events.

After further research and fact gathering, this topic will be discussed at a future meeting.

Non-public pursuant to RSA 91-A: 3, II (a-personnel, c-reputation)

**12:00 p.m. MOTION: "To enter into non-public pursuant to RSA 91-A: 3, II (a-personnel, c-reputation)."**

Motion: J. Monti

Seconded: B. Benton

Discussion: None.

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

**Motion Passes: 4 – Yes, 0 – No**

**12:25 p.m. MOTION: "To exit non-public session."**

Motion: J. Monti

Seconded: B. Benton

Discussion: None.

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

**Motion Passes: 4 – Yes, 0 – No**

**12:28p.m. MOTION: "To adjourn."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

**Motion Passes: 4 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary