



TOWN OF THORNTON BOARD OF SELECTMEN

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Approved on: 9-9-20
BOS Initial: MP
Rec'd by Town Clerk on: 9/14/20
Town Clerk Initials: clm

Board of Selectmen Meeting Minutes August 26, 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 Brad Benton.

STAFF PRESENT: Debra Shepard, Town Administrator

ABSENT: Selectman Joseph Monti

Chairwoman Peabody swore in Brandan Abel as a new police officer for Thornton Police Department.

Manifests

MOTION: "To approve the payroll manifest 8/28/20 in the amount of \$28,238.56."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

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

MOTION: "To approve the vendor manifest dated 8/28/2020 in the amount of \$524,198.87."

Motion: J. Gaites

Seconded: B. Benton

Discussion: None.

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

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

Minutes

MOTION: "To approve Board of Selectmen public meeting minutes of August 12, 2020 as submitted."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

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

MOTION: "To approve Board of Selectmen non-public meeting minutes of August 12, 2020 as submitted."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

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

MOTION: "To approve the consent agenda dated August 26, 2020."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

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

The following items were approved as part of the Consent Agenda for August 26, 2020

1. Certificate of Appointment for Kenneth H. Wolff, Assistant Moderator.
2. Certificate of Appointment (duplicate from 8/12/20) for Karyn Moschella, Ballot Clerk - Democrat.
3. Notice of Intent to Cut Wood or Timber, Map/Lot 16-7-73, Parker and Carolyn Uhlman, 130 Mad River Road.
4. ZCA 2020-49, McGuire, Kevin and Joan, Map/Lot 11-4-21, 305 Mill Brook Road. Description of Project: 8 x 10 Shed.
5. ZCA 2020-50, Weese, Paul and Janine, Map/Lot 11-4-27, 17 Jacobs Lane. Description of Project: 5x6 slab with roof over back door of house.
6. ZCA 2018-60 Extension, Gowen, Christopher and Alysha, Map/Lot 10-19-46, 26 Diamond Ledge Road.

Description of Project: Finish interior work and exterior siding based on 2018 permit.

Planning Board chairman Steve Babin explained to the board that he is trying to ensure that communication between the two boards is adequate while the planning director position is vacant.

S. Babin mentioned the increase in queries that the Planning Board has encountered relative to Air BNB's and temporary housing. He has been responding to these inquiries and encouraged homeowners to meet with the Planning Board for planning purposes and to inquire with the Board of Selectmen and Police Department for enforcement questions. The Board agreed with this process.

R. Sabourn stated that the Planning Board has four applications currently before the Planning Board and asked if the Board will be able to move forward with those applications without a planning director. S. Babin replied that he is hoping R. Sabourn can assist him as the ex-officio member and he has reached out to the former planning director for some guidance. He has also reached out to the applicant for the planning director position in hopes that she will be able to begin sooner.

Agenda Items:

Highway Department – Summer Hours Policy – J. Kubik

TA Shepard provided copies of the proposed new summer hour policy to Board members. The highway department employees are requesting that the summer hours be extended by a month on each end of the schedule.

Road Agent Kubik discussed the last week of May in the new policy and would like to amend the schedule to begin the last Sunday in April due to how the calendar days fall in later years.

MOTION: "To approve the extended summer hours policy as amended to begin the last Sunday in April."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

Motion Passes: 4 – Yes, 0 – No

Abstained: 0

Chairwoman Peabody read a letter received from a resident on Judges Road commending the highway department, Road Agent and Assistant Road Agent for their timely and professional work for the town. The Board thanked the Highway Department for their work.

Transfer Station Part-Time Position – S. Chiocca

TA Shepard presented information regarding the part-time position on behalf of S. Chiocca since he was unable to attend due to illness. The Board reviewed the impact to the budget relative to the recent employment changes to the transfer station. The Board also discussed what impact adding a part time position would have on the budget and it was estimated that position would be an increase of approximately \$4,000 to the Transfer Station budget.

R. Sabourn feels that these additional staff hours are needed at the Transfer Station in order to staff two employees in the recycling center at all times, and to cover sick and vacation time and to assist the current staff with busy weekends. Chairwoman Peabody and Selectman Benton agreed that this position is necessary.

MOTION: “To approve the hire of the part-time position for 16 hours per week for the transfer station as requested by Steve Chiocca, Transfer Station Manager.”

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

Motion Passes: 4 – Yes, 0 – No

Abstained: 0

Flag and Bunting Policy

The Board reviewed the updated flag and bunting policy. R. Sabourn stated that the “mourning” policy needs to be updated to include holiday buntings. The Board unanimously agreed.

MOTION: “To approve the Flag and Bunting Policy as amended.”

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

Motion Passes: 4 – Yes, 0 – No

Abstained: 0

Review DRA 2020 MS434, MS 535

The board reviewed DRA 2020 MS434, MS 535 and MS 1 forms as presented by TA Shepard. The MS434 revenues have been adjusted down by about \$43,000, and this impact was largely due to no fee schedule items or recyclables being accepted for several months at the transfer station due to COVID 19. It also appears the ambulance revenues are down.

MOTION: "To approve the MS 535 as prepared by the auditors."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

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

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

MOTION: "To approve and sign the MS 434 as prepared."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

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

MOTION: "To approve the MS 1 as prepared."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

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

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

MOTION: "To approve the MS1 V, Waterville Estates Village District as prepared."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

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

BOS Report

R. Sabourn reviewed a ZCA application from Joe Fraser and Anna Gammal for a house, garage, deck and Yurt. This project was recently before the ZBA for a Special Exception. The applicant, Joe Fraser withdrew his application with the Zoning Board and the ZBA motioned to accept the withdrawal of the application.

The applicant submitting a ZCA indicating that the property would be used for business. The other part of the application is for a house, shed, and a platform for the Yurt. R. Sabourn recommended sending this back to the applicant and not approving due to the business use of the Yurt as indicated on the ZCA.

R. Sabourn recommended that a letter be sent asking that the Yurt be removed from the application, and the board would be better inclined to approve the single-family home and shed. R. Sabourn also stated that the town will need a copy of the easement granting the

applicant the right to pass over the front lot since the building lot in question does not have road frontage.

R. Sabourn feels that the town is not collecting the fees that they should be collecting when an applicant includes many buildings on one application. He explained that paying one \$200 fee for 3 or 4 different buildings does not cover the expense of reviewing the application.

MOTION: "That any ZCA application received from this point forward include all cumulative fees for all proposed structures on the application before review and approval by the Board of Selectmen."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

Motion Passes: 4 – Yes, 0 – No

Abstained: 0

TA REPORTS:

TA Shepard informed the Board that the Town Clerk will work additional hours next week to assist residents with Absentee Ballots. These additional hours have been placed on the town's website.

HealthTrust has sent a letter informing the town that it will receive a surplus check for health and dental premiums. The exact amount will be confirmed in October.

TA Shepard stated that there is a Federal Cares Act Grant available to help with election costs. This grant has to be applied for on behalf of the town by August 28, 2020. There is potential for the town to receive up to \$7,000.

MOTION: "To allow the TA to apply for the Federal Cares Act Election Grant on behalf of the Town of Thornton."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

Motion Passes: 4 – Yes, 0 – No

Abstained: 0

TA Shepard informed the Board that the lock on the two-drawer file cabinet located in the town clerk/municipal clerk area will be repaired in the near future. In the meantime, all monies for change and decals will be kept in a different locked area.

The new phone system has been installed at Town Hall and Police Department. The transfer station and highway department phone system will be completed next week.

5:35 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, Brad Benton– yes,
Jack Gaites – yes.

Motion Passes: 4 – Yes, 0 – No

6:50 p.m. MOTION: "To exit non-public session."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

Motion Passes: 4 – Yes, 0 – No

7:00 p.m. MOTION: "To adjourn."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None.

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

Motion Passes: 4 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary