



TOWN OF THORNTON BOARD OF SELECTMEN

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Approved on: 11.4.20
BOS Initial: BRB
Rec'd by Town Clerk on: 11/9/2020
Town Clerk Initials: dpr

Board of Selectmen Meeting Minutes October 21, 2020

4:00 p.m. 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 Roy Sabourn, Selectman Jack Gaites and Selectman Joseph Monti.

STAFF PRESENT: Debra Shepard, Town Administrator

Manifests

MOTION: "To approve the payroll manifest 10/23/2020 in the amount of \$30,017.56."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

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

MOTION: "To approve the vendor manifest dated 10/23/2020 in the amount of \$520,205.36."

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: None.

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

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

Minutes

MOTION: "To approve the Board of Selectmen meeting minutes of September 23, 2020 as amended."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

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

MOTION: "To approve the Board of Selectmen work session meeting minutes of September 28, 2020 as amended."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: J. Monti asked for the amendments. R. Sabourn read the amendments.

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

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

MOTION: "To approve the Board of Selectmen meeting minutes of October 7, 2020 as amended."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: J. Monti asked for the amendments. R. Sabourn read the amendments.

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

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

MOTION: "To approve the Board of Selectmen non-public meeting minutes of October 7, 2020 as presented."

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None.

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

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

Trunk or Treat

Chairwoman Peabody asked for an update of the Trunk or Treat event. Selectman Benton stated that he has not been informed of any volunteers yet. J. Monti stated that the Trunk or Treat time is scheduled for October 31, 2020 from 4:00-6:00 p.m. at Benton's Field. He believes that the Police Department has a list of 6-8 vehicles who will be participating this event at this time. He also believes that Nina Sargent is working with the Police Department to assist with organizing this event. The elementary students in grades k through 4 at Thornton Elementary school will received trick or treat bags and Monti's Maple Farm has made a donation to provide trick or treat bags for the 5th - 8th graders as well.

Public Input

Michael McGrath, a new resident attended the Board meeting to determine if his ZCA application was approved. The Board welcomed him to town and informed him that the ZCA is part of the consent agenda and will be motioned soon.

Election/Voting Discussion

Moderator Piantedosi attended the Board meeting seeking support from the Selectmen for a mask mandate during the next election. As a moderator, he has the authority to

mandate masks during voting hours and will advertise this mandate prior to and during the next election. Moderator Piantedosi explained it would be beneficial if the townspeople knew that the Board of Selectmen were supportive. He also explained that he would prefer residents be offered an absentee ballot if they refuse to wear a mask. Another option that he will discuss with election officials during his next webinar with the Secretary of State's Office is to have a tent outside available for those residents that refuse to wear a mask.

R. Sabourn informed Moderator Piantedosi that the Board of Selectmen did support his mandate for masks during the voting process. This was included in the Board meeting minutes of October 7, 2020.

Agenda Items:

Stone Dam Road

TA Shepard informed the Board that she was contacted by Town's counsel relative to Stone Dam Road. Town counsel asked if the Board of Selectmen would be willing to meet with the Town of Woodstock Board of Selectmen to discuss maintenance, upkeep and possible Intergovernmental Agreement relative to Stone Dam Road. TA Shepard explained that there is a lot of new building activity on Stone Dam Road.

TA Shepard stated that Laura Spector-Morgan from the Mitchell Group PA represents both the Town of Thornton and the Town of Woodstock and is willing to work with both towns to come to an agreement. Attorney Spector-Morgan also offered Mitchell Group PA to assign a different attorney to represent each town relative to this matter if the Board feels they want separate legal counsel.

RA Kubik explained that Thornton currently maintains a few hundred feet past Lee Freeman's driveway. The building activity is occurring further past the area that Thornton maintains. RA Kubik stated that Thornton has always plowed the Woodstock section of this road. RA Kubik has discussed the road condition with the Woodstock road agent recently and had suggested that Woodstock install some crushed gravel to improve the road. RA Kubik explained that the plow trucks have to back up and turn around in Lee Freeman's driveway because there is no turn around area on Stone Dam Road.

Selectman Monti asked how much further the highway department would need to plow in order to accommodate for the increased building activity. RA Kubik stated that an additional 500 feet would be needed and expressed concern that there is no turn around area. RA Kubik suggested that Woodstock would need to provide a turnaround area if the Thornton Selectboard agrees to an Intergovernmental Agreement for road maintenance.

The Board agreed to discuss this request with the Woodstock Board of Selectmen. Selectman Sabourn suggested that board members visit the road prior to meeting with Woodstock. He also requested that RA Kubik provide details as to the current maintenance agreement relative to Stone Dam Road.

The Board also agreed that Mitchell Group does not need to be present during the initial joint meeting with Woodstock. TA Shepard will schedule a joint meeting on November 18, 2020 between the Town of Woodstock and Thornton Selectmen and the Road Agents.

MOTION: "To approve the consent agenda dated October 21, 2020 as presented."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: Selectman Monti has discussed the town's consent agenda process with NHMA free legal. It was his opinion that either the town has to include all consent agenda items on the posted agenda or read all the items in the consent agenda during a meeting to conform to RSA 91-A. Selectman Sabourn disagreed and feels that the information is available to the public if they provide a request. He explained that the process they are using saves the Board time and all information is available at the town hall as well as in the minutes. Chairwoman Peabody stated that the Board can read the consent items into the record but feels that closing the consent agenda at the time the agenda is posted will make residents wait an additional two weeks for approval of items that could be approved earlier using the current process. Selectman Sabourn stated that he has no objection to reading items on the consent agenda during the meeting.

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

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

The following items were approved as part of the October 21, 2020 consent agenda:

1. Certificate of Appointment for Patricia M. Powers, Democrat, Ballot Clerk for a two-year term.
2. Certificate of Appointment for Paula A. Roberge, Democrat, Ballot Clerk for a two-year term.
3. Certificate of Appointment for Robert Hatcher, Republican, Ballot Clerk for a two-year term.
4. 2020 Equalization Municipal Assessment Data Certificate
5. ZCA 2020-70, Floating Feathers (Joe Frazer), PID 13-6-8, Judges Road
Project Description: 36x24 Three Bedroom SF Home.
6. ZCA 2020-71, Floating Feathers (Joe Frazer), PID 13-6-8, Judges Road
Project Description: 20x26 Garage, 16x10 Shed, 25 ft. diameter deck.
7. ZCA 2020-72, Matushita, Kayo and Ford, Thomas, PID 12-8-7, 133 Tamarack Rd.
Project Description: 10x16 Shed.

8. ZCA 2020-67, McGrath, Michael and Kelli, PID 16-6-20, 78 Mad River Rd.
Project Description: 24X38 Garage.
9. ZCA 2020-68, Southwell, Julie and Michel, Joel, PID 11-1-25, 17 Stonington Rd.
Project Description: replace existing supports under porch.
10. ZCA 2020-69, Trenouth, Roy and Joanne, PID 6-10-5, 28 Notch View Rd.
Project Description: 16x20 Deck and 10x15 Shed.

CIP – Bill Deleo

Bill DeLeo presented the CIP total requirements and the reserve calculations spreadsheets for the Board to review. B. DeLeo reviewed the plan with the Board. The following items were included in discussion:

Total Requirements:

- No changes for the proposed purchase of the fire engine #2 in 2020. The plan includes purchase of the engine in 2021.
- Three changes to the original plan include: the proposed purchase of an unmarked police cruiser in 2021, delaying the proposed replacement of police cruiser #3 from 2021 to 2022, and the removal of the proposed purchase of the fire department command vehicle #2 which was scheduled for 2022 per his meeting with the Campton CIP committee.

There are no proposed purchases in the CIP for 2030 at this time.

Reserve calculation spreadsheet:

There is \$800,000 in the capital trust fund as currently presented. However, B. DeLeo feels this amount is not final as he expects to see a few items requested within the next 10-year period. For example, police cruisers will need to be replaced within the next 10 years but has not been requested at this time. These changes will create shortfalls in the Police Department CIP. B. DeLeo anticipates the need to move funds around in order to accommodate some of the shortfalls that will occur with the need to replace cruisers.

B. DeLeo has sent reminders to department heads that changes to this year's CIP are due by November 1, 2020.

Selectman Sabourn asked if the Town of Campton CIP has approved the purchase of the Ford F250 plow truck for the transfer station in 2021. B. DeLeo confirmed that the Town of Campton is agreeable to this purchase in 2021.

Selectman Sabourn informed B. DeLeo that the Board discussed a one-year extension of the intergovernmental agreement for the Transfer Station with the Towns of Campton and Ellsworth. The extension agreement calls for no major renovations or capital purchases to be made at the transfer station during the one-year period. Selectman Sabourn believes that the paving project scheduled in the Thornton CIP for 2021 would need to be moved to a later year. B. DeLeo stated that Transfer Station manager Steve Chiocca is getting an updated paving quote as the previous quote is out of date.

Selectman Sabourn expects the new quote to be twice as high as the quote included in the CIP.

Chairwoman Peabody believes that there is a health hazard for employees that breathe the dust all day. Selectman Monti feels that the paving should not be moved to a later year. The Board briefly discussed dust mitigation for the Transfer Station.

Selectman Monti suggested that land acquisition be included in the Thornton CIP. The Board will discuss this during budget season.

Transfer Station Intergovernmental Agreement (One Year)

The Board reviewed the one-year transfer station intergovernmental agreement that was drafted by the Campton Town Administrator following the joint board meeting last week. The Board reviewed the changes that were agreed upon during the joint meeting.

MOTION: "To approve the one-year transfer station intergovernmental agreement with the Town of Campton as presented."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: Selectman Monti does not agree with the capital cost item highlighted on the draft. He feels that the language prevents the Board from being able to address any catastrophic needs at the transfer station for one year. Selectman Benton stated that the contract allows for a mutual agreement in the case of a catastrophic event.

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Joseph Monti – no, Roy Sabourn – yes, Jack Gaites - yes

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

COVID 19 Response Grant

TA Shepard informed the Board that the Town Clerk forwarded information to her relative to an Election Grant which could be available for the town on October 9th. The due date for the grant application was October 15, 2020. The Town Administrator submitted the application before the deadline. The town received notification that they are eligible for the \$5,000 grant. NHMA has confirmed the legitimacy of the grant that is being offered by non-profit bipartisan committee to local municipalities. The grant can be used for a variety of election related expenses.

MOTION: "To accept a \$5,000 grant from the Center for Tech and Civil Life and to appoint TA Debra Shepard as an authorize representative of the grantee."

Motion: J. Gaites

Seconded: R. Sabourn

Discussion: Selectman Monti asked if the Moderator should have been the individual applying for this grant on the town's behalf. TA Shepard explained that she agreed to complete the grant application to assist the Town Clerk/Moderator so that the quickly approaching deadline would not pass. TA Shepard explained that the Moderator and Town Clerk would be responsible for how the grant is spent and that an accounting must be kept as a report will need to be filed after the election. Chairwoman Peabody explained that the moderator mentioned purchasing two laptops as well as providing hazard pay for poll workers.

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

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

Cyber Security Plan

TA Shepard stated that Primex has asked the Board to adopt a Cyber Security Plan. The template from Primex was used to draft a plan for the town. The Board reviewed the proposed plan. Primex also suggests that administrators of the plan attend a cyber security training.

MOTION: "To accept the Cyber Security Plan as presented."

Motion: J. Monti

Seconded: J. Gaites

Discussion: Selectman Monti suggested that the proactive process currently in place for the town be included in this plan. Selectman Monti feels that the town does not have a plan in place to prevent cyber attacks. TA Shepard agreed to contact Tom Sawyer, IT to receive a copy of what services he provides to the Town of Thornton under his contract relative to cyber security.

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

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

Data Disaster Recovery Plan

TA Shepard explained that the Data Disaster Recovery Plan was created in the event that the server at the town hall fails. The plan outlines how the town will access their data should this event occur.

Chief Miller agreed to have the Emergency Management Department review the Data Disaster Recovery Plan once it is approved by the Selectboard.

MOTION: "To adopt the Thornton Data Disaster Recovery Plan as submitted."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

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

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

Holiday Party Discussion

The Board previously discussed canceling the holiday party this year due to COVID 19. During the last meeting, the Board discussed purchasing gift cards for employees in place of the holiday party to show appreciation for their work throughout the year.

TA Shepard explained that in the past the town spent under \$3,100 for the holiday party. The amount budgeted for the party is \$3,500. There are 109 people eligible for a gift card if the board chooses to offer a gift card in place of the holiday party. The cost associated for providing \$25 gift cards for 109 employees/volunteers is \$2,990.00, including mailing costs.

TA Shepard shared that in a discussion with Selectman Monti earlier in the week, he had suggested giving each department some extra funds to have their own department holiday lunch. TA Shepard explained that Health Trust provides \$500 to the town as a health incentive to be spent to educate employees relative to important health issues. TA Shepard suggested using these funds to provide a healthy lunch with staff and to share important health information with them as well. At this same time, staff will participate in a Primex webinar and enjoy a staff holiday lunch with door prizes and raffles.

Selectman Monti stated that the Administrative, Police, and Fire Departments have really worked above and beyond during the pandemic and deserve a little extra for their work. The Board agreed with the TA's recommendation relative to a holiday lunch and training event.

MOTION: "To approve the recommendation of the Town Administrator to purchase holiday gift cards and to schedule a training luncheon for Town of Thornton employees as discussed."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

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

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

2021 Budget Meeting Schedule

TA Shepard presented the 2021 draft Budget Meeting Schedule.

Selectman Monti recommended moving the budget meetings scheduled on December 30, 2020 to a meeting before Christmas. He explained that he will be unavailable during that week.

After discussion, the Board agreed to ask TA Shepard to move the budget hearings scheduled on 12/30/20 to either December 2nd or December 16th. The board will meet on December 30, 2020 for regular town business and TA Shepard will keep the agenda light. TA Shepard will provide a new draft of the budget meeting schedule to the Board at their next meeting.

MOTION: "To give Debra Shepard flexibility to redistribute the budget meetings planned for December 30th to another meeting date."

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None.

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

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

MOTION: "To schedule only items needing immediate attention and the signing of manifests on the Board of Selectmen meeting agenda for December 30th."

Motion: J. Monti

Seconded: B. Benton

Discussion: None.

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

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

Chairwoman Peabody suggested canceling the Selectmen meeting on November 4th due to the late hours expected for election night on November 3rd. After discussion, the Board agreed to schedule the November 4th meeting for 1:00 p.m.

2021 Holiday Schedule

The Board reviewed the proposed draft Holiday schedule.

MOTION: "To approve the 2021 Town Office and Transfer Station Holiday Schedule as presented."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

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

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

2021 Board of Selectmen Meeting Schedule

The Board reviewed the proposed 2021 Board of Selectmen Meeting Schedule.

MOTION: "To accept the 2021 Board of Selectmen Meeting Schedule."

Motion: B. Benton

Seconded: J. Gaites

Discussion: J. Monti suggested including the Zoom meeting information on the proposed schedule. J. Monti suggested moving the afternoon meetings to 3:00 p.m. to begin their work session rather than 4:00 p.m.

Brad Benton modified the motion.

MOTION: "To accept the 2021 Board of Selectmen Meeting Schedule with a modified start time of 3:00 p.m. for afternoon meetings and include Zoom meeting information on the meeting schedule."

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

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

TA REPORTS:

Joint Budget Meeting

TA Shepard informed the Board that the joint budget meeting with the Town of Campton is scheduled for December 7, 2020 at 6:00 p.m. to take place at the Town Hall in Campton.

Town Official Signs

TA Shepard received a quote from Minuteman Press for an 18"x12" magnetic sign to be used on vehicles when town officials are conducting town business. The quote is under \$90. The board agreed to purchase the sign.

Local River Management Advisory Committee

TA Shepard informed the Board that towns are allowed to have up to three representatives to the Local River Management Advisory Committee. Myrtle Lewis is currently serving on the Local River Management Advisory Committee and Katry Gurney, a member of the Conservation Commission has expressed interest in being appointed to this committee as well.

MOTION: "To nominate Katry Gurney to the Local River Management Advisory Committee."

Motion: B. Benton

Seconded: J. Monti

Discussion: None.

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

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

Town Report

TA Shepard stated that the town report process will be underway soon. She asked the Board to consider their recommendation for the town report dedication. The Board will consider their options and discuss further at their next meeting.

Chairwoman Peabody will provide an annual report for the Board of Selectmen.

Town Mapping Update

The regular annual update of the town maps is complete. The new tax mapping project is ongoing and almost complete. The town staff will be working with Avitar and CAI to merge the new maps with the assessing system.

Tax Deeded Property

TA Shepard informed the Board that the town had 4 properties eligible for tax deeding. One of the property owners has paid in full and the property will be deeded back to him. The Board reviewed letters addressed to the other three property owners informing them of the need to respond by the deadline date to meet with the BOS to enter into a repurchase agreement. If a response is not received, the town will begin the eviction process as outlined in the town's tax deeding process.

Selectmen Comments

J. Monti thanked TA Shepard for providing discussion materials pertaining to the agenda in advance of the Selectmen meetings. He feels that having this information is valuable especially if some board members need to Zoom in on the meeting.

Selectman Sabourn reviewed with the BOS a notice received from legal counsel relative to NH law which requires that the town give proceeds in excess from the sale of tax deeded properties back to the property owner. Selectman Sabourn asked that TA Shepard follow up with Mitchell Group relative to how this could impact the Town of Thornton relative to the selling of tax deeded property sooner than three years. Selectman Sabourn stated that this does not need to be done right away.

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

6:36 p.m. MOTION: "To enter into non-public session under RSA 91-A:3, II (I-legal)."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None

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

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

7:00 p.m. MOTION: "To exit non-public session."

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None

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

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

7:04 p.m. MOTION: "To adjourn."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

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

Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary