



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 11/18/20
BOS Initial: TAS
Rec'd by Town Clerk on: 11/23/20
Town Clerk Initials: dpm

Board of Selectmen Meeting Minutes November 4, 2020

1:04 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. (~~Present via Zoom.~~)

STAFF PRESENT: Debra Shepard, Town Administrator

Manifests

MOTION: "To approve the payroll manifest 11/6/2020 in the amount of \$30,561.10."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

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

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

MOTION: "To approve the vendor manifest dated 11/6/2020 in the amount of \$313,729.39."

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

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

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

MOTION: "To approve the consent agenda dated November 4, 2020 as presented."

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None.

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

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

The following items were approved as part of the November 4, 2020 consent agenda:

1. Certificate of Appointment for Gerald Sobolewski, Conservation Commission for a three-year term to expire on December 6, 2023.
2. Capital Reserve Request – Police Cruiser & Cruiser Equipment Fund - \$53,489.93.
3. ZCA 2020-74, Perimutter, Nancy & Feiner, Joe, PID 17-16-3, Snowood Drive
Description: 48x36 Three Bedroom SF Home.
4. ZCA 2020-75, Lentz, Sandra, PID 8-9-14, Fischer Mountain Road
Project Description: 28x38 Three Bedroom SF Home & 28x28 Garage.
5. ZCA 2020-76, Valdes, Christine & Manter, Tom, PID 15-1-41, 109 Banjo Drive
Project Description: Roof Top Solar Array.
6. ZCA 2020-77, Brown, Christopher & Nance, PID 15-1-23, 83 Banjo Drive
Project Description: Exterior Stairway.

Minutes

MOTION: “To approve the Board of Selectmen meeting minutes of October 21, 2020 as amended.”

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

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

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

MOTION: “To approve the Board of Selectmen non-public meeting minutes of October 21, 2020 as presented.”

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

Agenda Items:

John Kubik, RA – CIP – Backhoe Discussion

Present: John Kubik, Road Agent and Bruce Rodgers, Assistant Road Agent

RA Kubik received a quote from CAT for a new backhoe in the amount of \$128,000 with an \$18,000 trade value for the current town backhoe. He is also researching the purchase of a used 2006 backhoe for \$43,000. The 2006 backhoe is the same model that the highway department uses now and has proven to be very reliable. It is in very good condition and can meet the needs of the highway department.

Discussion was held on the two choices for the backhoe purchase. After discussion, the Board agreed to purchase the 2006 used backhoe for \$43,000 from the 2019 CIP.

MOTION: "To allow the Highway Department to procure the used 2006 backhoe in the amount of \$43,000."

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

TA REPORTS:

Junkyard Complaint

The Board of Selectmen sent a letter of compliance to Dennis Croteau following their last Board meeting. Mr. Croteau submitted a response requesting an extension to clean up the land by December 1, 2020. The Board agreed with this request.

MOTION: "To grant Dennis Croteau's request for an extension until December 1, 2020 to clean up his property."

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

Tax Deeded Property Update

TA Shepard informed the Board that one of four tax deeded properties (PID # 16-4-32) has been repaid in full, in the amount of \$7,733.77. The Board signed a deed with no covenants to the original property owner.

MOTION: "To approve and sign a deed with no covenants for PID #16-4-32 transferring ownership back to the prior owner."

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

The Board of Selectmen previously sent letters to the former property owners for properties deeded to the town through the tax deeding process. The prior owner of PID# 6/11-10 has inquired as to the payoff amount. TA Shepard provided the requested information for repayment of taxes.

The other two previous property owners (PID #8/10-2 and 13/5-13) have not been in contact with the town as of today. If no response is received by November 12th, the Board will begin the eviction process.

Department of Safety – Motor Vehicle Division

The Town of Thornton received a letter from NHDOT- Motor Vehicle Division relative to Durham Bus Company. They are requesting permission from NH DOT for a fleet inspection license at their facility on Merrill Access Road. TA Shepard explained that this service is for the inspection of the buses in the company's fleet only.

MOTION: "To recommend the State of NH, Department of Safety, Division of Motor Vehicles approve the application received from the Durham Bus Company to operate a Fleet inspection Station at their property located on Merrill Access Road in Thornton.

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

Revised Budget Schedule

TA Shepard provided a revised budget schedule as requested during the previous Board meeting. The Board discussed the times of the scheduled budget meetings. The Board agreed to change the meeting time on December 16th to 1:00 p.m. and begin the budget meetings at 2:00. The Board also agreed to meet on December 2nd at 10:00 a.m. and begin budget meetings at 11:00 a.m.

TA Shepard suggested keeping the public hearings scheduled for January 13th at 6:00 p.m. so that the residents have an opportunity to attend. The Board agreed.

MOTION: "To approve the 2021 revised budget schedule as amended: December 2nd to begin the meeting at 10:00 a.m. with budget meetings beginning at 11:00 a.m. and December 16th to begin the meeting at 1:00 p.m. and the budget meetings at 2:00 p.m."

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

The Board reviewed the proposed Board of Selectmen 2021 meeting schedule.

MOTION: "To approve the 2021 revised board of selectmen meeting schedule as amended: December 15th the meeting time will be 3:00 p.m."

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

Tax Warrant Review and Signature

TA Shepard informed the Board that the Waterville Estate Village District has not filed their MS 535 with Department of Revenue as of this date and therefore, the Town of Thornton's tax rate cannot be set.

Transfer Station Vacant Positions

TA Shepard stated that an interview was held for the vacant part time Transfer Station position last week. TA Shepard explained that she contacted Chairwoman Peabody to determine if an interview could be scheduled since the position has been vacant for over 3 months.

Chairwoman Peabody agreed that the interview should be scheduled and agreed that the interview committee should be Transfer Station Manager Steve Chiocca, Selectman Roy Sabourn, and TA Shepard.

A second application was received shortly after the first interview and the interview committee would like to interview this candidate as well. Once this interview is completed, the interview committee will submit their recommendation to the Board of Selectmen for action.

Selectman Monti asked how the interview panel was created and asked why he was not informed of the interview scheduled. Chairwoman Peabody explained that since there was only one applicant for the part-time position at that time, she felt it was in the town's best interest to schedule the interview as soon as possible since the position has been vacant for months.

Selectman Monti and Selectman Benton stated that they were not aware of the interview and requested that they be informed in the future. Discussion followed.

The Board agreed to have the same interview panel for the second applicant.

COVID 19 Concern

TA Shepard presented an email received from TS Manager Steve Chiocca and Fire Chief Defosses regarding the increase in COVID 19 cases in the area. Chairwoman Peabody would like to have a tentative plan in place in the event that the cases surge in Thornton.

The Board discussed a mask mandate for using the Transfer Station. Chairwoman Peabody discussed having a plan that may include rescinding the acceptance of recyclables again if cases continue to climb. She also feels that the transfer station employees do not have the time to enforce a mask mandate for the use of the transfer station.

The Board agreed that shutting down portions of the transfer station is not necessary at this time. If the cases surge, the Board will need to discuss this further.

Selectman Monti stated that masks can be mandated at the transfer station and the Board would need to determine how the mandate can be enforced. The Board agreed not to issue a mask mandate at this time but to post additional signs at the transfer station urging residents to wear masks while at the transfer station.

The Board discussed checking temperatures before entering town hall. Selectman Monti stated that the pricier thermometers are more accurate than the cheaper models. After discussion, the Board agreed not to complete temperature checks at the town hall.

The Board discussed whether staff should be wearing face masks while working at their workstations. The present policy was discussed. The Board also discussed Facebook complaints regarding pictures of town staff dressed up for Halloween without face masks. Chairwoman Peabody explained that the photos were taken innocently in an effort to boost morale. TA Shepard pointed out that staff does not wear facemasks in the office and staff members try to follow CDC guidelines. She indicated that staff would implement wearing masks at all time if the BOS felt it was necessary. After discussion, the Board agreed that staff does not need to wear face masks in the office, behind the plexiglass if all of the staff is comfortable with this practice. However, the board would like staff to wear masks when crossing into areas where the public is, such as hallways, conference room or outside or when meeting with the public..

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

2:45 p.m. MOTION: "To enter into non-public session under RSA 91-A:3, II (a-personnel)."

Motion: M. Peabody

Seconded: R. Sabourn

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

3:29 p.m. MOTION: "To exit non-public session."

Motion: J. Monti

Seconded: R. Sabourn

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

3:30 p.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, Roy Sabourn – yes.

Motion Passes: 5 – Yes, 0 – No

Respectfully submitted,

Jessi Fleury
Board Secretary