



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 12-2-20
BOS Initial: mo
Rec'd by Town Clerk on: 12/2/2020
Town Clerk Initials: djm

Board of Selectmen Meeting Minutes November 18, 2020

1:03 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 11/20/2020 in the amount of \$43,382.20."

Motion: R. Sabourn

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 11/20/2020 in the amount of \$389,064.04."

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

Minutes

MOTION: "To approve the Board of Selectmen meeting minutes of November 4, 2020 as presented."

Motion: B. Benton

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 approve the Board of Selectmen non-public meeting minutes of November 4, 2020 as presented."

Motion: B. Benton

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 approve the Board of Selectmen meeting minutes of November 10, 2020 as presented."

Motion: B. Benton

Seconded: J. Monti

Discussion: J. Gaites reviewed and signed correspondence prior to the November 10, 2020 meeting due to a planned meeting absence.

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

MOTION: "To approve the Board of Selectmen non-public meeting minutes of November 4, 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 – abstained

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

MOTION: "To approve the consent agenda dated November 18, 2020 as presented."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: R. Sabourn asked for ZCA 2020-73 to be pulled from the consent agenda pending a completed application.

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 approval of the Consent Agenda for November 18, 2020 includes:

1. Abatement Request for Meadows @ Mountain River, PID 16-1-10A 2019L and 2020 P01 and P02 in the amount of \$4,724.79.
2. ZCA 2020-78, McInnis, Joseph, PID 3-2-3, 173 Thornton Gore Road
Project Description: Demo house and shed.
3. ZCA 2020-79, LaBrecque, David, PID 11-1-54, 26 Rainbow Lane
Project Description: Demo Mobile Home and Replace with new Mobile Home.

Town Administrator Presents:

Events Committee

The Events Committee has expressed interest in hosting a house lighting contest again this year. There will be no organized bus rides due to COVID. The committee plans to gather a list of participating houses to be advertised on town social media. Voting for the best decorated house will be completed electronically. The Board agreed that this event would be a safe and festive event for the town.

ZCA Changes – Rick Smith

TA Shepard informed the Board that a resident, Rick Smith, applied for a ZCA application for renovations to an existing single-family home with plans to create a two-family home. Mr. Smith has decided to sell the property after making the renovations.

His buyer has requested to purchase the home as a single-family home and has requested that the second kitchen be removed in order to obtain financing. TA Shepard explained to Mr. Smith that he does not need to modify the ZCA to indicate that the property will remain a single-family home. These changes will be verified when the assessor views the property on April 1.

Town Report Quote

The Board reviewed two quotes for the printing of the 2020 Town Report:

- RC Brayshaw - \$1,967
- Select PC - \$1,905

After review, the Board agreed to accept the lower quote and awarded the contract to Select PC.

MOTION: “To accept the 2020 town report printing quote from Select PC in the amount of \$1,905.00.”

Motion: B. Benton

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

Fire Department Discussion

R. Sabourn stated that the Town of Lincoln will be requesting five full-time firefighter positions this year. Lincoln has never had a full-time fire department in the past. R. Sabourn discussed the lack of mutual aid available from neighboring towns.

R. Sabourn explained that Campton-Thornton has two full-time firefighters that are unable to drive the current fire trucks. He stated that this has to be rectified before Thornton should consider adding personnel to the Campton/Thornton fire department. J. Monti recalled a previous conversation with Chief Defosses that any new firefighters hired should have the license needed to drive the fire engines. R. Sabourn feels that the current full-time firefighters should obtain the necessary licenses to operate the fire apparatus.

J. Monti also stated that the Board of Selectmen had requested a list of fire apparatus, an explanation of how the equipment is being used, and which vehicle the new fire truck will be replacing. The Board agreed that additional discussion needs to be held with Chief Defosses.

Agenda Items:

1:30 PM. NHDOT Bureau of Bridge Design-NH Route 49 over Mad River (Bridge 239/152)

Present: Michael Mozer, and other members of the NHDOT consultant team attended via Zoom. Mr. Mozer provided a Powerpoint presentation explaining the rehabilitation of Bridge 239/152, on Route 49 over Mad River.

Mr. Mozer briefly discussed the location of the project, the current condition of the bridge, natural cultural resources, expected permits needed, and design reports. A public meeting will be posted by the NHDOT and will be more informative.

R. Sabourn mentioned the two possible detours (discussed during the presentation) through Upper Mad River Road and Waterville Estates will be virtually impossible in his opinion. He explained that they are both roads with frequent ice conditions. The two roads considered will not uphold heavy traffic or larger vehicles. An alternate option would be having NHDOT install a temporary bridge with a detour through Andy's Lane. Mr. Mozer understood and added that this project would not occur during the winter months.

Chairwoman Peabody thanked the NHDOT consultant team for the informational meeting.

2:00 PM Town of Woodstock – Stone Dam Road Discussion

Present: RA Kubik and Asst RA Bruce Rodgers, Town of Woodstock Selectboard Chair Scott Rice and Selectboard member Charyl Reardon and Mike Welch, Director of Public Works Department.

Woodstock Board members and Director of Public Works Department met via Zoom with the Board of Selectmen to discuss future maintenance of Stone Dam Road. Woodstock Public Works Director, Mike Welch, stated that Thornton has always plowed a small section of Stone Dam Road. There is no formal maintenance agreement in place. Mr. Welch explained that there will be new residences further down the road the Town of Thornton plows at this time. Mike explained that this is very much out of the way for Woodstock to maintain during the winter. Woodstock would like to work out an agreement with Thornton to maintain the road a little further to accommodate the new home in the process of being built.

R. Sabourn and RA Kubik visited the area in question and determined that the road is in need of gravel. They both agreed that new gravel needs to be added before winter this year. They both also agreed that a turnaround area needs to be made if any additional maintenance is to be done by Thornton. The road deterioration further down the road was discussed.

R. Sabourn feels that some maintenance work needs to be done to the road before the towns consider entering into an agreement. RA Kubik added that the turnaround area is a necessity, and the quality of the road needs to be improved in the area that is already being maintained by Thornton. Mike also believes that the new property owners building a home on the road are not building this winter and additional plowing would not be needed this season. This would give them some time to improve the road.

R. Sabourn expects that there is enough room to build a turn around without using private property.

J. Monti stated that there is substantial road work that is needed if the turnaround is to be installed at the end of the road. He asked if there is any drainage concern. Mike agreed that a substantial amount of gravel would be needed to widen the road towards the end. R. Sabourn suggested looking into the culvert to be sure it is functional.

RA Kubik stated in the current condition, Thornton would not plow further without a turnaround and additional gravel.

Selectman Rice stated that Woodstock is willing to make improvements, upgrade the gravel and install a turnaround in order to allow Thornton to plow the road.

Jeanne Behen, the property owner, confirmed that they are not building this winter and the towns do have time to improve the road. She is hoping that this can be worked out before next winter.

R. Sabourn suggested that Thornton and Woodstock Highway Departments work out what needs to be done with the road improvement and turn around area. The two Boards can work together after that to possibly come to an agreement. Mike agreed that some gravel can be placed prior to plowing this year as well. Woodstock does not have a grader and asked that Thornton assist with their grader. The two towns will work on this together. Mike and RA Kubik agreed to meet within the week to discuss plans to make improvements.

2:30 PM Year End Department Surplus Requests 2020

Present: Chief Miller

Chief Miller met with the board to request surplus funds for the purchase of:

- MBT license. MBT License is needed to use the computer in the new cruiser. The one-time license is transferrable and should be expended from professional services.
- Two body cameras
- IMC investigator module Training and installation
- Chief Investigator Module was discussed
- Exterior Vest Carrier
- Guardian Laser Gun

Discussion continued on the surplus amount. The Board also discussed the anticipated grant from Walmart that could be used to purchase the Guardian Laser Gun.

MOTION: "To approve the first five items on the Police Department request for surplus items and not approve the sixth item (Laser gun) request from Chief Miller in the amount of \$8,797.00."

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

MOTION: "To allow Chief Miller to apply for the Walmart Grant."

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

MOTION: "To allow Chief Miller to apply for the Hazard Mitigation Grant."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

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

2:45 PM COVID 19 Discussion

Chairwoman Peabody suggested implementing a mask mandate for the transfer station. R. Sabourn discussed that if masks are mandated, there is no option for enforcement without paying officer's overtime.

Chairwoman Peabody feels that the employees are at risk of contracting COVID and would like to impose some protections for the employees. R. Sabourn believes that most patrons wear masks at the transfer station.

J. Monti suggested providing more information to residents regarding social distancing and mask wearing through an advertisement would be beneficial. He hopes that informing people of the town expectations to keep the transfer station open to the public will be more effective than a mandate.

TA Shepard asked for clear guidelines for Transfer Station staff for requiring masks. R. Sabourn agreed with informing the public of the town's request but does not think that the transfer station employees should be expected to enforce this.

After discussion, the Board agreed to purchase advertisements to inform transfer station patrons that mask wearing and social distancing is necessary at the Transfer Station to protect employees and other patrons to reduce the risk of Transfer Station closures. The board also agreed to post this information on all town websites, PEG channel, and town social networking sites. TA Shepard asked the board for a few weeks to get this information circulated. The Board agreed, and also agreed that tables and signs should be placed to encourage social distancing.

3:30 PM Non-Public Session pursuant to RSA 91-A:3, II (a)(c)

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

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

Motion: J. Monti

Seconded: J. Gaites

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

5:15 p.m. MOTION: "To exit non-public session."

Motion: R. Sabourn

Seconded: J. Gaites

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

Twin Rivers Cleaning

TA Shepard provided a proposed 2021 contract at the same rate as the previous contract.

MOTION: "To approve the 2021 cleaning contract with Twin Rivers Cleaning Services as presented."

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

Tax Map maintenance proposal for three years

TA Shepard informed the Board that CAI provided a contract for 2020-2023 in the amount of \$5,400 billed over a three-year period, an increase of \$600 per year. Adding new ZCA information will be billed at \$15 per property card.

MOTION: "To approve the 2020-2023 contract with CAI in the amount of \$5,400 for updating the town tax maps."

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

MOTION: "To approve the 2021-2022 contract with Emery & Garrett for groundwater and landfill monitoring in the amount of \$9,600 for all three towns, which includes seven tests (an increase in testing from last year). Thornton's share is \$4,300."

Motion: R. Sabourn

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

Plodzik and Sanderson PLLC

TA Shepard asked the Board to grant the waiver to the procurement policy to accept the quote from the auditor. The contract increased only \$150 per year.

MOTION: "To waive the procurement policy and approve 2021-2022 contract with Plodzik and Sanderson PLLC."

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

Town Tax Deeded Properties

TA Shepard informed the Board that she has not received a reply from two previous property owners relative to their properties being taken through the town tax deeding process even after the Board sent certified letters to them outlining the eviction process if a response was not received. TA Shepard managed to find telephone numbers for both previous owners and spoke with both of them about the process. One is sending a check immediately for the amount to repurchase the property from the town. The other is tentatively scheduled to meet with the Board at their next meeting on December 2, 2020 to discuss repurchase options.

Personnel Policy Review

Selectman Monti asked when the board plans to continue working on the personnel policy review. The Board agreed that December meetings are full for budget meetings. Selectman Sabourn suggested postponing this until January or February. Board members agreed.

5:32 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