



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 1/27/21
BOS Initial: JMM
Rec'd by Town Clerk on: 2/1/2021
Town Clerk Initials: clm

Board of Selectmen Meeting Minutes December 30, 2020

10:00 a.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, Selectman Jack Gaites and Selectman Joseph Monti.

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

ABSENT: Vice-Chairman Brad Benton, Selectman Roy Sabourn

Chairwoman Peabody stated that the final budget review and warrant article review will take place during the Selectmen's meeting on January 13, 2021. This will allow the full board to vote on the 2021 proposed budget and warrant articles. TA Shepard will provide a copy of the 2021 Draft Budget for review early next week.

The Board agreed to meet at 10:00 a.m. on January 13, 2021 to approve the budget in preparation for the public hearing on January 13, 2021 at 6:00 p.m.

TA Presents:

Invoice from IDK communications

TA Shepard informed the Board that an invoice has been received and paid for IDK Communications. IDK Communications is the engineering analysis for Vertex related to the Zoning Board application for a Telecommunications Tower.

The invoice was paid from the Professional Service town account and will be submitted to Vertex for reimbursement.

Town Report

The Board Secretary has submitted a request for all annual town reports to be submitted by January 8, 2021.

Transfer station Revised Holiday Schedule

TA Shepard presented the revised 2021 Holiday schedule for the Transfer Station. The schedule was revised due to the change in operating hours at the Transfer Station. The board reviewed the changes. The updated schedule will be posted on the town website.

MOTION: "To approve the revised notice of Transfer Station closures for 2021 as presented."

Motion: J. Gaites

Seconded: J. Monti

Discussion: None.

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Jack Gaites - yes

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

Town Meeting

TA Shepard provided informational handouts with options for conducting Town Meeting and elections while adhering to COVID-19 restrictions.

The Board agreed to review their options and discuss further at their next meeting on January 13, 2021 at 4:30 p.m. Selectman Monti requested that the Town Moderator and Town Clerk be present during this discussion on January 13, 2021.

Concerned Citizen Report

TA Shepard received a concerned citizen report from the Waterthorn Homeowners Association regarding the potential building of a structure at Lot 21 on Waterthorn Road. TA Shepard confirmed that a ZCA has not been filed for this lot.

Selectman Gaites and Selectman Monti will visit the property after the meeting today to determine if there is building occurring without a permit. The Board agreed that a cease and desist would be issued if there is evidence of building without a permit.

Agenda Items:

10:30 Police Department

Present: Chief Miller

Chief Miller met with the Board to discuss his current budget expenditures. He is concerned that the budget lines will be over expended. Chief Miller explained that the COVID stipend was expended from the payroll account but will be reimbursed. Additional grant funds received by the Police Department will also offset the bottom line.

He also explained that the salary line should have included 53 weeks of payroll due to the leap year, and only 52 weeks were included in the 2020 budget.

Discussion continued on the grant money that is expected to offset the expenses in the Police Department Budget. Chief Miller requested that if surplus funds are available, he would like to pay the additional \$3,100.00 for the body cameras and purchase the two new computers from Lakes Region Computer for \$2,200.00. He explained that this would reduce next year's budget proposal by \$5,300.00. The Board continued to discuss the expenses and revenues.

Selectman Monti suggested it would be helpful for the revenues to be reflected in the budget report. TA Shepard agreed to look into this further.

Chief Miller informed the board that Officer Able graduated from the Police Academy on December 18, 2020 and will now complete 12 weeks of Field Training before patrolling independently.

Chief Miller informed the board that the Police Department received the Walmart Grant for \$1,000. The grant funds will be used towards four vest carriers rather than the laser gun. Chief Miller stated that he may include the laser gun purchase in a future budget.

MOTION: "To accept the \$1,000 grant from Walmart to be applied towards four vest carriers."

Motion: J. Gaites

Seconded: J. Monti

Discussion: None.

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Jack Gaites - yes

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

MOTION: "To approve the PD request for \$5,300 for the purchase of the required police equipment with 2020 surplus funds, if the funds are not available in the PD budget, the BOS will cover the shortfall in the operating budget."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

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

Motion Passes: 2 – Yes, 0 – No Abstained: 1

Chief Miller explained that the Police Department will be contracting with the State DOT for fuel at \$1.97 per gallon. Selectman Monti suggested that the fuel budget line should be reduced by 10%.

11:00 a.m. Cemetery Budget

Present: Peter Laufenberg and Gerri Ann Benton

Peter presented the 2021 proposed cemetery budget.

P. Laufenberg discussed the public liaison position. This position is currently filled by a cemetery trustee and is the point person for trustee business. The cemetery trustees agreed that a \$2,500 stipend for this position is warranted and requested that the stipend be paid on a quarterly basis.

P. Laufenberg discussed the custodial services for the cemeteries and informed the Board that additional funds were proposed in the 2021 budget for additional tree maintenance, fencing repairs and maintenance of head stones.

P. Laufenberg discussed having a dropbox for Cemetery Trustees to handle documents at the Town Hall. After discussion, the Board agreed that a locked dropbox will be installed outside the town hall for cemetery trustee use only.

Manifests

MOTION: "To approve the payroll manifest dated 1/1/2021 in the amount of \$34,437.32."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Jack Gaites - yes

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

MOTION: "To approve the vendor manifest dated 1/1/2021 in the amount of \$55,565.12."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Jack Gaites - yes

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

Minutes

MOTION: "To approve the Board of Selectmen meeting minutes of December 16, 2020 as presented."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Jack Gaites - yes

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

11:30 a.m. Highway Department Budget

Present: John Kubik, Bruce Rodgers

RA Kubik presented the proposed 2021 budget

Selectman Monti noticed that the employee wages do not include any step increases this year. RA Kubik believes that all the highway department employees are fairly paid for their work with the COLA increase each year. RA Kubik also stated that he has asked for the part-time seasonal position to be increased by 50 cents as there has been no increase for this position recently. RA Kubik stated that he feels employees are compensated fairly with the COLA increase.

The Board continued to discuss the proposed budget.

RA Kubik discussed the paving budget line. RA Kubik discussed three options for paving in 2021.

- Option 1 includes reclaiming the entire road for Thornton Gore and Dick Bradley Road.
- Option 2 includes reclaiming 5,000 feet of Thornton Gore and Dick Bradley Road. RA Kubik recommended Option 2 to meet the budgeted amount for paving in 2021.
- Option 3 includes reclaiming Mirror Lake Road, Dobson Road, and Beacon Road.

Selectman Monti recommended Option 2 and added the reclaiming of Mirror Lake Road, Dobson Road, and Beacon Road to Option 2. Selectman Monti strongly felt that more paving work was needed in town. Discussion followed.

Selectman Monti recommended raising the paving line from \$200,000 as proposed by RA Kubik to \$219,000.00.

Selectman Peabody commended the Highway Department for the work they have completed on Millbrook Road. She further stated that a warrant article will be presented to the townspeople to add funds to the Millbrook Road fund at this year's town meeting. The Board discussed necessary improvements for Millbrook Road. RA Kubik stated that tree removal will be necessary to improve safety on Millbrook Road. Chairwoman Peabody suggested that the Highway Department mark trees that should be removed as early as possible so that residents are informed, since this road is a scenic road. Selectman Monti stated that many residents of Millbrook are in agreement that the road needs to be improved and that this will include the removal of some trees.

Transfer Station Update

Present: Steve Chiocca, Transfer Station Manager

S. Chiocca informed the Board that the Bulky waste (fee schedule items) contract with Waste Management is expiring.

S. Choicca presented two options for the Board to consider for bulky waste removal contracts.

Casella:

- Construction debris can be combined with the bulky waste. This will be a benefit for the transfer station.
- Casella charged the town \$100 per month for a container rental fee. Casella has agreed to drop all rental fees for containers.

Waste Management:

- Waste Management was not charging a monthly fee but was charging a \$280 fee for a fuel environmental charge per haul.
- Construction debris needs to be separated from the bulky waste.

The Board discussed the contracts. Both companies have similar contract rates.

Steve informed the board that he is still waiting on more information from both contractors relative to the contracts. He will bring this information to the board at their next meeting on January 13, 2021 for the Board's approval of a contract moving forward. Steve recommended the board level fund these two budget lines for 2021. No changes were made to this budget.

12:46p.m. MOTION: "To adjourn."

Motion: J. Gaïtes

Seconded: J. Monti

Discussion: None.

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Jack Gaïtes - yes

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

Respectfully submitted,

Jessi Fleury
Board Secretary