



## TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on:	24 Feb 21
BOS Initial:	MM
Rec'd by Town Clerk on:	3/1/2021
Town Clerk Initials:	djm

### Board of Selectmen Meeting Minutes February 10, 2021

**3:00 PM Chairwoman Marianne Peabody opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.**

**This meeting was held via Zoom. The Zoom code was 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

**PUBLIC PRESENT:** William DeLeo and Peter Laufenberg via Zoom and Corey Thomas in person.

**Agenda Items:** (no public input unless approved by the Chairman)

#### Department Updates:

##### *Police Department*

Chief Miller met with the Board to provide a monthly Police Department update:

- The Board discussed the dispatch process and system
- The department is working on planning National Night Out for next summer. Chief explained that the event was canceled in 2020 due to COVID and he is hopeful that the event will take place in 2021.
- The Police Department case load has increased. All officers are working hard.
- The new officer has started field training (FTO) but had to complete a week of military leave while in field training. The new officer was deployed to Washington DC. He expects to be released from his military duties this month and will have to quarantine due to his assignment in Washington DC. Chief Miller expects to continue the FTO program in March.

##### *Fire Department*

Chief Defosses met with the Board to provide a monthly Fire Department update:

- Calls for medical service have increased this month compared to last year, specifically the past few weeks.
- The department has a vacant position at this time. Chief Defosses will advertise again after town meeting. He is hopeful that the new positions will be approved and will generate more applicant interest.
- Chief Defosses presented two quotes for cardiac monitors. Chief is researching a grant to assist with the expense of the units. The Board discussed the purchase of the monitors and the quotes received. Selectman Monti suggested purchasing the Stryker units. Selectman Sabourn requested more information as to the length of the warranty and the renewal fee of the Stryker unit. The Board discussed amending the Capital

Improvement Program warrant article at town meeting. Bill DeLeo explained that there will not be a shortfall in the CIP with this change

**MOTION: “To concur with the Chief to purchase two Stryker units of cardiac monitors with funding provided from the Thornton CIP program, provided that the CIP funding is approved at town meeting.”**

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None.

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

**Motion Passes: 5 – Yes, 0 – No**

**Abstained: 0**

### *Highway Department*

Road Agent Kubik met with the Board to provide a monthly Highway Department update:

- RA Kubik informed the Board that he was able to repair the backhoe.
- The department has been working on winter road maintenance.

### *Transfer Station*

Steve Chiocca met with the Board to provide a monthly Transfer Station update:

- The transfer station advisory committee is moving forward with their draft of suggestions for improvements to the transfer station.
- An advisory committee member was at the station last Saturday asking for resident input as to the new transfer station hours. Peter Laufenberg, chair of the advisory committee has sent an email to members asking that they discuss their intentions of conducting advisory business at the transfer station with the chairman, the transfer station manager, or town administrator in advance.
- No illegal dumping has occurred this past month.
- The backhoe has been repaired; an electrical component was fixed by a technician.
- The skid steer is also in need of repair. It was repaired last Friday and broke again on Sunday. S. Chiocca brought the skid steer to the town garage with hopes that he can repair it without having to contact the technician.
- The price for recycling cardboard and plastic has increased, providing more funds for the town.
- Mandatory recycling has been enforced with commercial haulers.
- Mandatory transfer station permits have also been enforced and is working well.

### **Review and Approve Zoning Compliance Officer Job Description**

The Board reviewed and discussed the proposed job description.

Selectman Monti made some suggestions to the description. TA Shepard will incorporate the changes into a new draft for the board to review.

## **Review and Sign Final Warrant**

The Board reviewed the final warrant.

### **MOTION: "To approve the 2021 Thornton Town Warrant as presented."**

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None.

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

**Motion Passes: 5 – Yes, 0 – No**

**Abstained: 0**

## **Review and Sign MS 636**

The Board reviewed the MS636. Selectman Monti stated that the estimated revenues in the MS636 last year were low compared to the actual revenues that were received by the town. He stated that the estimated revenues for 2021 are even lower than in 2020. He is concerned that funds are being raised through taxes that will not be needed to support the budget. TA Shepard explained that the revenue projection will be reviewed again in late August/early September and at that time there will be nine months worth of revenues to review and at that time an adjustment can be made prior to the tax rate being set. The estimated revenues in the MS636 that the Board is reviewing this evening is a conservative estimate and is on the low side intentionally as encouraged by the NH Department of Revenue Administration. TA Shepard also explained that the pandemic could potentially have a significant impact on the amount of funds received from the State of NH for the Rooms and Meals Revenue and Highway Block Grant Revenue.

Selectman Monti discussed the need for a broader tax base as he feels some residents could have a difficult time with an increase in the tax rate. The Board discussed re-establishing an economic development committee.

### **MOTION: "To approve the MS636 as presented."**

Motion: J. Monti

Seconded: B. Benton

Discussion: None.

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

**Motion Passes: 5 – Yes, 0 – No**

**Abstained: 0**

## **TA PRESENTS:**

TA Shepard stated that there is new Planning Board activity on the Fraser Meadow subdivision. The Board received a request to release the letter of credit dated March 2013 due to the new developer securing a new letter of credit with the Planning Board.

### **MOTION: "To release the letter of credit #96 issued to the Community Guarantee Savings Bank dated March 17, 2013 relative to Ira and Mary Fraser."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

**Motion Passes: 5 – Yes, 0 – No**

**Abstained: 0**

**MOTION: "To approve ZCA 2021-06 for PID #16/1-19, Notchway Road, for a single family 3-bedroom house with a garage."**

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None.

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

**Motion Passes: 5 – Yes, 0 – No**

**Abstained: 0**

#### **Certificate of Appointment**

TA Shepard informed the Board that the appointment for Joseph Monti to the Zoning Board is due to expire at the end of the month.

**MOTION: "To reappoint Joseph Monti for a three-year term to the Zoning Board of Adjustment beginning March 31, 2021 through March 31, 2024."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: R. Sabourn feels that having a Selectman on the Zoning Board of Adjustment is a conflict with the functions of each board. The Board discussed the process. J. Monti agreed that he would continue to recuse himself if a conflict occurs.

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

**Motion Passes: 4 – Yes, 0 – No**

**Abstained: 1**

#### *Manifests*

**MOTION: "To approve the payroll manifest dated 2/12/2021 in the amount of \$30,202.38."**

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

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

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: 2**

**MOTION: "To approve the vendor manifest dated 2/12/2021 in the amount of \$224,595.77."**

Motion: J. Gaites

Seconded: J. Monti

Discussion: None.

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

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: 2**

**MOTION: "To approve the Board of Selectmen minutes of January 27, 2021 as amended."**

Motion: J. Monti

Seconded: J. Gaites

Discussion: J. Monti stated that the budget discussion in the minutes should be more consistent and show all of the changes that were made during the meeting. R. Sabourn does not feel that there is a benefit to revising the minutes for this level of detail. J. Gaites and B. Benton agreed. The Board agreed that the minutes represent the discussion accurately at the meeting and that additional detail is not necessary.

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

**Motion Passes: 5 – Yes, 0 – No**

**Abstained: 0**

**Selectmen Comments**

**Ham Property- Junk vehicles**

R. Sabourn stated that some progress has been made to the property but is still not in compliance with the board's request to adhere to the junkyard ordinance. The Board discussed their intentions and course of action. The Board agreed to discuss this with the town attorney, and that perhaps the town attorney could send a letter to Mr. Ham.

Chairwoman Peabody stated that Julie Piehn, Chairperson of the Beautification Committee would like the Board's blessing for the Beautification Committee to start a welcome package with information for new residents in town. M. Peabody explained that this will take some time to complete however the Beautification Committee would like to begin the process. The Board agreed.

**5:34 p.m. (no indication as to the time) MOTION: "To adjourn."**

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None.

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

**Motion Passes: 5 – Yes, 0 – No**

**Abstained: 0**

Respectfully submitted,

Jessi Fleury  
Board Secretary