



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on:	8-25-21
BOS Initial:	MP
Rec'd by Town Clerk on:	8-25-21
Town Clerk Initials:	pdw

**Board of Selectmen Meeting Minutes
August 11, 2021**

10:00 a.m. Chairman Roy Sabourn opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

This meeting was held at the Thornton Town Hall and via Zoom. The Zoom code was referenced on the posted agenda.

ROLL CALL: Chairman Roy Sabourn, Vice-Chairman Joseph Monti, Selectwoman Marianne Peabody, and Selectman Peter Laufenberg

ABSENT: Selectman Brad Benton

STAFF PRESENT: Debra Shepard, Town Administrator

OTHERS PRESENT: Police Chief Ken Miller, Fire Chief Dan Defosses, RA John Kubik, TSM Steve Chiocca

OTHERS PRESENT VIA ZOOM: Kerrin Randall, Board Assistant

Manifests

MOTION: "To approve the payroll manifest dated 8/13/2021 in the amount of \$31,561.25."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None

Roll Call: Marianne Peabody – yes, Joseph Monti – abstained, Roy Sabourn – yes, Peter Laufenberg – yes.

Motion Passes: 3 – Yes, 0 – No, Abstained: 1

MOTION: "To approve the vendor manifest dated 8/13/2021 in the amount of \$282,742.53."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None

Roll Call: Marianne Peabody – abstained, Joseph Monti – yes, Roy Sabourn – yes, Peter Laufenberg – yes.

Motion Passes: 3 – Yes, 0 – No, Abstained: 1

MOTION: "To approve the LCJ Holdings, LLC manifest dated 8/13/2021 in the amount of \$2,091.00."

Motion: M. Peabody

Seconded: P. Laufenberg

Discussion: None

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Roy Sabourn – yes, Peter Laufenberg – yes.

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

MOTION: “To approve the welfare manifest dated 8/13/2021 in the amount of \$750.00.”

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None

Roll Call: Marianne Peabody – abstained, Joseph Monti – yes, Roy Sabourn – yes, Peter Laufenberg – yes.

Motion Passes: 3 – Yes, 0 – No, Abstained: 1

Consent Agenda

1. 2021 Application for Reimbursement to Towns and Cities in which Federal and State Forest Land is situated.
2. ZCA 2021-79, Raymond and Kathleen Bowen, PID 16-4-18, 1474 NH Route 175.
Description: 16x24 Gazebo/Pavilion.
3. ZCA 2021-71, Gregg Bruno, PID 15-4-11-17, Holly Lane.
Description: 40x30 3 Bedroom SF Home.
4. Notice of Intent to Cut – PID 13-11-4, David Waterbury, Leeland Armory Road.
5. Trustees of Trust Fund Request for Withdrawal from the Fire/Rescue Vehicle, Equipment & Major Maintenance Capital Reserve Fund for the purchase of 15 Lifepak Cardiac Monitors from Stryker Sales LLC – Thornton’s Share (45%) = \$30,681.16

MOTION: “To approve the consent agenda as presented.”

Motion: J. Monti

Seconded: P. Laufenberg

Discussion: None

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Roy Sabourn – yes, Peter Laufenberg – yes.

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

Meeting Minutes

MOTION: “To approve the Board of Selectmen minutes of July 28, 2021 as amended.”

Motion: J. Monti

Seconded: M. Peabody

Discussion: R. Sabourn submitted corrections to K. Randall and the corrections have been made.

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Roy Sabourn – yes, Peter Laufenberg – yes.

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

TA PRESENTS

TA Shepard stated a letter was received from the Town of Campton regarding the Transfer Station Ordinance (TSO) and the Intergovernmental Agreement. R. Sabourn stated Campton has expressed the need for Sunday hours at the transfer station as well as how decisions regarding the transfer station needs to be made per the Intergovernmental Agreement. TA

Shepard stated a date for the first public hearing for the TSO is being worked on; the first hearing will be in Campton, as they have a large meeting space.

TA Shepard stated the first half the ARPA funds has been received, as the application submitted has been accepted and approved.

TA Shepard stated there are nine (9) properties scheduled to be deeded, and that number is expected to drop significantly by the end of the month.

TA Shepard stated there are legal updates that will be brought to the Board during the non-public session at the end of the meeting.

TA Shepard stated the Insurance Services Office (ISO) info from Chief Defosses was received.

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

M. Peabody stated the trailer at the end of Anderson Hill Road is scheduled to be removed and the trash has been picked up.

P. Laufenberg stated he is working on potential impact fees with legal counsel, Planner Menici, and a third-party engineer and will keep the Board updated.

R. Sabourn stated the Highway Department has been working on preparing the roads for winter by cleaning up trees and materials.

TA Shepard stated there is a tele-conference scheduled to follow up with using credit and debit cards for what town needs.

P. Laufenberg stated there is a culvert that is blocked and causing flooding on Banjo Drive. He stated the property owners are absent often and he is concerned that the flooding will turn to ice in the winter causing accidents. R. Sabourn stated he will discuss this with RA Kubik.

Monthly Reports by Department:

Police Department

Chief Miller handed out a report to the Board; numbers are consistent with previous years. He stated National Night Out (NNO) went well and an estimated 600-800 people attended. Chief Miller stated there were several families that went.

Chief Miller stated the Events Committee concert series is going well; they have been well attended. He stated there are two (2) more concerts scheduled, and the Boogie and Blues event is all set to go; officer slots are filling up and neighboring towns will assist if needed.

Chief Miller stated S. Moulton has resigned as Emergency Management secretary and K. Randall has agreed to take over the position as of August 12, 2021. He stated a Hazard Mitigation meeting was held, and more will be scheduled to have a plan in place for 2022.

Chief Miller stated there may be an opening for an officer soon, as one of the current officers has been offered a detective position; nothing has been officially decided yet though.

Fire Department

Chief Defosses handed out a report to the Board; this outlined the number and types of calls that were received.

Chief Defosses stated the new cardiac monitors came in. He stated the old monitors are still being used as well for staff to familiarize themselves with both.

J. Monti stated the fire department went to four (4) calls to Plymouth and asked how many times Plymouth fire has come to Thornton. Chief Defosses stated he will get that information for the Boards.

Chief Defosses stated the department went to 24-hour coverage three (3) weeks ago and they are still looking for more staff to continue 24-hour coverage.

M. Peabody asked if there have been any COVID-19 cases reported. Chief Defosses stated one person that was transported tested positive, and there were no concerns.

R. Sabourn thanked Chief Defosses for the ISO information. He stated there has been talk of closing sub-stations and it appears from the ISO information, any home that is more than five (5) miles from the fire station is given high rating. Chief Defosses stated that is correct, though some insurance companies set their own ratings.

Chief Defosses stated Engine 3 has an exhaust leak that has been repaired. He stated Campton applied for Federal monies to get new, digital radios for all departments.

R. Sabourn stated at the last meeting there was brief discussion on a new mini-pumper truck. He stated this board doesn't feel it is prudent to buy a new truck for unused sub-stations. Discussion continued.

R. Sabourn stated the fire department needs to decide what makes the most sense and present their opinion to the Board in September. Chief Defosses stated Campton is also looking for a similar decision.

Highway Department

RA Kubick stated paving has been completed, and they are currently ditching and preparing for winter.

J. Monti stated on upper Mill Brook there are several dead, standing maple trees and asked if the Town was going to be cutting them or wait for them to drop. RA Kubick stated it will be an easier solution to let them fall, as cutting them would need to be approved by the Planning Board; Mill Brook is a scenic road and several residents do not want the trees cut.

J. Monti stated if tags were put on the trees to indicate they were going to be taken down, residents of Mill Brook would support that decision 100%. He stated there is a formal and informal process to take down trees, and the residents are frustrated with the lack of information.

J. Monti stated if the Road Agent says the trees are a hazard, they can be cut. RA Kubick clarified that the trees need to be labeled an imminent threat before they can be cut.

RA Kubik asked for guidance from the Board regarding Mill Brook, as he has been run out of the neighborhood for previous Highway Department jobs that were within his right to do. He stated he and the Highway Department Staff should not feel threatened while doing their jobs.

Discussion continued. R. Sabourn suggested a plan for improvements on Mill Brook be drafted and a public hearing held for residents to voice their thoughts. He suggested a map layout of areas for improvement. RA Kubik thanked the Board, and no further discussion was had.

Transfer Station

TSM Chiocca submitted handouts to board with revenue and types of materials that were processed for the past month. He stated the plastics vendor has found a new processor that pays nearly five (5) times the amount of the previous processor.

TSM Chiocca stated the new trash trailer was delivered, and after a few modifications, it has been working well. He stated the Hazardous Materials Day in Littleton had a very large turnout, and another day is scheduled.

TSM Chiocca stated he and RA Kubik walked the transfer station property to get an opinion on paving. He stated there is money in the CIP for paving, but it was bumped this year to address other concerns. TSM Chiocca stated the paving is in the preliminary stages of discussion, and that he wanted to make the Board aware that he is looking into doing it.

TSM Chiocca stated he has reviewed the memo from Campton regarding the TSO and Intergovernmental Agreement. He stated, regarding the hours of the Transfer Station, he has been transparent in the reasoning. He stated the Transfer Station has a capacity issue that caused the facility to close in the middle of the day; the hours were changed to ensure that the facility would not need to close mid-day again.

TSM Chiocca stated the Transfer Station needs improvements to handle the trash being passed through the facility. He stated the current plan for overflow trash is to put it in the construction debris dumpsters; this may cause a hazard to residents and staff, as the dumpster is not easily accessible.

J. Monti stated the decision to change the hours of the Transfer Station was not taken lightly and was not made in haste. P. Laufenberg stated the Board decided that the hours would be revisited 90 days after the initial decision was made; this has not been done.

Discussion continued regarding communication to residents.

TSM Chiocca stated he is trying to operate the facility as efficiently as possible. Discussion continued about policies that were in place. TSM Chiocca asked if he can speak with the Campton BOS; the Board stated yes and encouraged it. TSM Chiocca thanked the Board.

Board of Selectmen Item Discussions

MOTION: "To appoint Kerrin Randall as the Emergency Management Secretary with no term limits."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None.

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Roy Sabourn – yes, Peter Laufenberg – yes.

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

Pam White, Interim Town Clerk, approached the Board and thanked them for allowing her extended leave to be with her father. The Board expressed their condolences for the loss of her father and welcomed her back.

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

MOTION: “To enter into non-public session pursuant to RSA 91-A:3, II, (I-legal) at 12:33 p.m.”

Motion: J. Monti

Seconded: R. Sabourn

Discussion: None.

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Roy Sabourn – yes, Peter Laufenberg – yes.

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

MOTION: “To exit the non-public session pursuant to RSA 91-A:3, II, (I-legal) at 12:44 p.m.”

Motion: J. Monti

Seconded: P. Laufenberg

Discussion: None.

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Roy Sabourn – yes, Peter Laufenberg – yes.

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

MOTION: “To adjourn at 12:44 p.m.”

Motion: R. Sabourn

Seconded: P. Laufenberg

Discussion: None

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Roy Sabourn – yes, Peter Laufenberg – yes.

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

Respectfully submitted,

Kerrin Randall
Board Assistant