



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on: 1/12/22
BOS Initial: TS
Rec'd by Town Clerk on: 1-18-2022
Town Clerk Initials: pdw

**Board of Selectmen Meeting Minutes
December 29, 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, Selectwoman Marianne Peabody, Selectman Brad Benton

ABSENT: Vice-Chairman Joseph Monti, Selectman Peter Laufenberg

STAFF PRESENT: Debra Shepard, Town Administrator; Kerrin Randall, Board Secretary

OTHERS PRESENT: Julie Piehn

OTHERS PRESENT VIA ZOOM (*names are as they appeared via Zoom*): None

Manifests

MOTION: "To approve the payroll manifest dated 12/31/2021 in the amount of \$30,101.99."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

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

MOTION: "To approve the vendor manifest dated 12/31/2021 in the amount of \$62,588.60."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None

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

MOTION: "To approve the LCJ Holdings, LLC. manifest dated 12/31/2021 in the amount of \$1,760.00."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None

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

Consent Agenda

1. Abatement Request for The Burchill Trust, PID 16-1-20-4, 6 River View Drive, for Tax Years 2019, 2020 and 2021 in the amount of \$3,274.98. (NH BTLA)

2. Abatement Request for Robert V. Hatcher 2016 Trust and Bonita J. Gorbaty Trust, PID 16-1-10-3, 10 River View Drive, for the tax years 2019, 2020 and 2021 in the amount of \$3,274.98. (NH BTLA)

MOTION: "To approve the consent agenda for December 29, 2021 as presented."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None

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

R. Sabourn stated an additional ZCA that was not listed on the Consent Agenda needs review:

3. ZCA 2021-110, Tefani and Abraham King, PID 11-1-111, Mountain View Dr.
Description: 8' x 16' Shed

MOTION: "To approve ZCA 2021-110 with the following condition:

The shed is not to be used as a dwelling unit."

Motion: M. Peabody

Seconded: B. Benton

Discussion: R. Sabourn stated ZCO Magoon has conducted a site visit and construction has ceased and application fees have been paid.

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

Meeting Minutes

MOTION: "To approve the Board of Selectmen meeting minutes of December 15, 2021 as amended."

Motion: M. Peabody

Seconded: Brad

Discussion: None.

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

MOTION: "To approve the non-public meeting minutes of December 15, 2021 as presented."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None

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

TA Presents

TA Shepard reviewed that the court has ruled in the Town's favor relative to attorney fees regarding a contract dispute by a former employee. She stated that there is a 30-day window where an appeal could be filed. She will keep the BOS updated on the status of the case, and once the 30 days have elapsed, the court will rule on how the fees will be collected.

TA Shepard stated the 'Plodzick and Sanderson Professional Association/Accountants and Auditors' contract is up for renewal. She stated the Town has had a great relationship with and been very happy with Plodzick and Sanderson. In the past, the need to put the services out to bid has been waived. TA Shepard asked the Board to waive the procurement policy again this year and to sign the contract for auditing services for 2021.

MOTION: "To renew the Plodzick and Sanderson Professional Association/Accountants and Auditors contract for the 2021 Town Audit."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None

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

TA Shepard stated an easement request from Eversource was received for an area off Route 175 by the Transfer Station. The easement is being requested for one (1) year and Eversource will fix anything that they disturb.

R. Sabourn stated he is not opposed to the year-long easement, but the entrance needs to be blocked off from the public by a temporary gate of some kind. M. Peabody and B. Benton agreed that a temporary gate or blockade needs to be put in place.

MOTION: “To approve the one (1) year easement request from Eversource if Eversource will provide a temporary gate at the entrance of the easement.”

Motion: M. Peabody

Seconded: B. Benton

Discussion: None

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

TA Shepard submitted a revised meeting schedule for budget discussions, with the next one being on Wednesday, January 5, 2021 at 11:00 am. She submitted a copy of the updated budget projected to the end of next week, as there may be accounts that will need to be paid for 2021. TA Shepard submitted an informational sheet with impacts to the budget from 2017 forward that include a calculation for 2021 and possible COLA percentages.

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

Town Accounts/Town Administrator Budget

TA Shepard reviewed the BOS budget, and TA and support staff wages with a 3% COLA; the Board had no questions.

TA Shepard reviewed the Trustees of the Trust Fund budget. They did not ask for any increases, and the Board all applauded the work R. Baker and other trustees do for the Town.

TA Shepard reviewed the operational costs for the office and explained that some increases have occurred due to phone costs going up and additional security for IT protection; website hosting and design costs have decreased.

TA Shepard stated funds for an MRI wage study have been added, as the last one was done in 2016 and it is recommended to keep the information accurate, to update the study every five years.

TA Shepard will continue following the Beautification Committee budget review.

Beautification Committee Budget

Julie Piehn entered the meeting at 10:30 a.m. She stated the Committee has a remaining balance of \$59.66 to be returned to the general fund, and the Committee is asking for their budget to be level funded for 2022 at \$300.00.

J. Piehn stated the Committee bought flowers at the Country Ladybug Greenhouse in Campton in 2021, rather than growing them from seed, and they lasted all season with regular attention from volunteers. She stated the Committee replaced lights and an extension cord for the Town Christmas Tree, placed shutters on Town Hall, maintained the town ‘Welcome’ signs, and

added flowers at the Transfer Station. She commented that the sign at the Transfer Station needs to be replaced, as it is in poor condition.

R. Sabourn commended the Beautification Committee for their work around town, and that they do great work with the budget they have. The Board thanked J. Piehn, and she exited at 10:40 a.m.

Town Accounts/Town Administrator Budget continued...

TA Shepard continued her budget review of Grants, Town Hall repairs and maintenance, general supplies, and insurance. TA Shepard stated the mapping project is complete and has brought the Other Government Expenses line down significantly.

TA Shepard reviewed that the Zoning Compliance line has increased because of the addition of a cell phone for ZCO Magoon.

TA Shepard let the BOS know that there was a slight change to the Highway Department budget because the cell phone costs have been adjusted and the part time seasonal position wages were lowered. She stated these changes were discussed and agreed upon with RA Kubik.

TA Shepard reviewed the agency request from Transport Central was significantly higher than years before; they indicated that requests were averaged among the 19 communities they service. TA Shepard asked Transport Central to send more information showing the BOS how the costs were calculated and to show how many Thornton residents received service from their organizations. That information has not been received to date. Discussion continued.

Without the information requested by TA Shepard, the Board did not feel they had the information necessary to grant this increased amount. The BOS agreed to level fund the Transport Central line item at \$300.00.

TA Shepard informed the BOS that the telephone line item in the Welfare Budget was also adjusted based on current costs. It appears that this line has been incorrect in the past.

TA Shepard stated the Capital Reserve numbers are what the CIP has proposed, but the amount is not finalized as the CIP has not had their public hearing yet.

TA Shepard confirmed that the \$10,000.00 in funds for municipal buildings is for the Thornton Fire Substation. Discussion continued. TA Shepard commented that the lights in the storage area of the Fire Station Substation do need to be addressed.

TA Shepard stated the total for the proposed 2022 budget \$3,830,782.00; the 2021 budget came in at \$3,691,000.00.

R. Sabourn stated he and TA Shepard reviewed the Police Department budget again and adjusted it based on the hiring timeline of new officers; Chief Gilman reviewed the adjustments and understood the rationale of the changes and agreed to them. TA Shepard will go over the Police Department budget again with Chief Gilman.

TA Shepard invited members of the Board to review the numbers to see if any other adjustments can be made.

Non-public pursuant to RSA 91-A: 3, II (b and c)

MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (b and c) at 11:13 a.m."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None

Roll Call: R. Sabourn – Yes, M. Peabody – Yes, B. Benton – Yes,

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

MOTION: "To exit the non-public session pursuant to RSA 91-A: 3, II (b and c) at 11:40 a.m."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None

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

MOTION: "To adjourn at 11:40 p.m."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None

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

Respectfully submitted,

Kerrin Randall
Board Secretary