



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 7/31/19
BOS Initial: MS
Rec'd by Town Clerk on: 8/5/19
Town Clerk Initials: dpr

Board of Selectmen Meeting Minutes July 18, 2019

12:00 P.M. Vice-Chairman Roy Sabourn opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

ROLL CALL: Vice-Chairman Roy Sabourn, Marianne Peabody, Selectman John Gaites

ABSENT: Chairman Brad Benton and Selectman Joseph Monti

STAFF PRESENT: TA Debra Shepard

MOTION: "To approve the payroll manifest dated 7/19/2019 in the amount of \$27,771.68."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve the vendor manifest dated 7/19/2019 in the amount of \$664,957.06"

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Minutes

MOTION: "To approve Board of Selectmen public meeting minutes of July 1, 2019 as submitted."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

ZCA Review

MOTION: "To approve ZCA #2019-26 for PID #18/1-3 for a 10'x10' mudroom."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

TOWN ADMINSTRATOR REPORT

TA Shepard presented a letter of appreciation for Zach Simon for the Board's signature thanking him for his willingness to take on additional hours and duties at the Transfer Station in a time of need.

MOTION: "To sign and send a letter of appreciation to Zach Simon."

Motion: J. Gaites
Seconded: M. Peabody
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve a capital reserve fund request to the Trustee of Trust Funds in the amount of \$48,989.33 from the Police Cruiser and Equipment capital reserve account for the purchase of a new cruiser."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

MOTION: "To approve a capital reserve fund request to the Trustee of Trust Funds in the amount of \$6,100.00 from the Property Tax Map capital reserve account for CAI Technologies."

Motion: J. Gaites
Seconded: M. Peabody
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

TA Shepard presented a Certificate of Final Completion of Work for the Covered Bridge Road bridge/berm project. HEB and Daniels have completed this project. The Board agreed to sign the certificate of completion. TA Shepard informed the Board that the final invoice from Daniels is \$35,105.00. The total expended amount on the bridge project including all vendors and State permitting is \$733,294.98. Chris Fournier from HEB has submitted all paperwork to NHDOT. TA Shepard reported that she will work with Mary Conn in the Finance Officer to create and submit a final request for reimbursement to the State NHDOT.

R. Sabourn stated that there is an outstanding siltation issue running onto the bridge deck. He recommended that the Road Agent address the issue and suggested discussing this with the Road Agent later this evening.

MOTION: "To approve and sign the Certificate of Final Completion of Work for the Covered Bridge Road bridge/berm project and approve the final invoice of \$35,105.00 for Daniels."

Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None.

Motion Passes: 3 – Yes, 0 – No

TA Shepard informed the Board that Warren Bahr, Trustee of Trust Funds, has informed her that he has moved from Thornton and can no longer serve as a Trustee. TA Shepard stated that the BOS will need to appoint someone to fill this position until the 2020 March Town Elections.. The Board discussed potential residents that could be approached for interest in the vacant position. TA Shepard will follow up with suggested residents.

PA 28 Form

TA Shepard presented a form from NHDRA confirming that the Town of Thornton does not use the PA 28 Inventory of Taxable Property Form.

MOTION: "To sign the form from NHDRA confirming that the Town of Thornton does not use the PA 28 Form."

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Events Committee

TA Shepard received an email from Debbie Duffy, Events Committee addressing the Selectmen's concerns regarding the date of the town-wide yard sale being scheduled at the same time as a Special Event in town. The Events Committee agreed to change the date to Saturday, September 7, 2019 which is the same date as the Town of Plymouth's town-wide yard sale. The Board agreed with this date.

The Events Committee also recommended appointing Toni Stuart to the Committee and she has agreed to fill the secretary duties for the committee.

MOTION: "To appoint Toni Stuart to the Events Committee."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

The Events Committee asked if the Board would allow the Committee to have \$100 petty cash. M. Peabody stated that in the past, it has been the Board's practice to not allow petty cash accounts. After discussion, the Board agreed to continue to follow this practice and not approve a petty cash account for the Events Committee. The Committee will need to keep receipts and submit for reimbursement.

Trailer Demotion Request

TA Shepard shared with the Board the information RA Kubik supplied to her regarding the proposed demolition of the trailer owned by the Town located in Sleepy Hollow. The Board agreed to discuss this later in the meeting when RA Agent is present at meeting.

Primex

TA Shepard informed the Board that she received noticed from Primex for a premium holiday in the amount of \$1,040 in the Town's Property-Liability insurance premium.

Transfer Station Recycling

TA Shepard shared a request she received from Steve Choicca and Kevin McGuire of the Transfer Station relative to charging a small fee (\$5) for non-recyclable plastic (child toys, garbage cans, patio furniture). There is no fee for these types of items on the fee schedule at this time. Steve and Kevin have reported an increase in the amounts of these types of items they are taking in and because these items are too big to put in the hopper, they are required to cut them up into smaller pieces to process them. They would like the board to allow them to charge \$5 per item. The Board discussed this request and asked TA Shepard to research with other recycling facilities what they charge for this type of plastic for further discussion at a later date.

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

1:00 Chief Defosses – Fire Department

Present: Chief Defosses, Ian Halm, and Bill DeLeo

Chief Defosses presented packets regarding the remount of the red ambulance box onto a new chassis and a quote to purchase a stock unit. The quote for the remount project was \$160,000 three years ago. The new quotes for a basic remount are more than the \$160,000 anticipated. Chief presented quotes for stock units instead of the remount option. All the stock units quoted include a used box on a new van chassis. The stock unit does not have four-wheel drive but chains can be installed during the winter. The Board discussed the options. Chief discussed the options with the Town of Campton and Campton approved the Arrow stock unit with the power load. Bill DeLeo stated that the funds are available in the CIP for the suggested purchase. The Board agreed to approve the Arrow purchase with the power load as recommended by Chief Defosses and as approved by the Town of Campton.

Trustee of Trust Funds

R. Sabourn discussed the vacant position on the Trustee of Trust Funds with Bill DeLeo. TA Shepard explained the duties of the Trust Funds. Bill DeLeo will consider the vacant position and meet with TA Shepard and Finance Assistant Mary Conn to discuss further.

1:15 Road Agent Kubik – Road Paving Plan

RA Kubik discussed the road paving plan from the Fall. The Board discussed the present plan. TA Shepard requested a copy of the current Paving Plan and the Amended Paving Plan as a result of this meeting. RA Kubik will get the Paving Plans to TA Shepard.

R. Sabourn brought up the siltation issue at the Covered Bridge Road Bridge for discussion with RA Kubik. Discussion followed regarding ways to address this and the possible need for ditching. RA Kubik agreed to take care of this issue in the near future.

The Board asked RA Kubik to review with them the proposed trailer demolition project. He explained that he feels the work could be completed in one day with one or two dumpsters. Discussion followed. The Board would like to go forward with this project this summer. TA Shepard will have a conversation with the landowner relative to what will need to be done for this project to proceed. TA Shepard will let RA Kubik know when the project is ready to proceed.

CIP Discussion

TA Shepard informed the BOS of the upcoming CIP Schedule. Department Heads will meet with the BOS at their regular meeting on August 28th and the CIP Committee will meet with the BOS on September 25th.

TA Shepard informed the Board that Chief Miller expressed an interest in keeping the 2013 Taurus sedan cruiser and the 2015 explorer that was recently replaced with the new 2019 Ford Utility Cruiser as back up vehicles. Discussion followed.

These two vehicles would be used as a back-up vehicle, for training and special details. These two vehicles would not be part of the CIP.

B. DeLeo stated that any back-up vehicle requests should go through the CIP first and then be forwarded to the Board so that the equipment list is not inadvertently including replacements for back-up cruisers as administration changes.

Discussion followed relative to which vehicles are part of the Police Department CIP and the additional costs associated with keeping surplus vehicles and the cost of equipment for these vehicles.

B. DeLeo stated that he created an equipment list that can be used to prevent back-up cars being replaced in the CIP.

The Board agreed to discuss this request when Chief Miller comes before the Board for his CIP presentation in August.

TA Shepard asked the BOS if they had any CIP items for the Selectboard or Town Hall. Discussion followed. TA Shepard stated that one item she would like to research further is efficiency and lighting upgrades and improvements resulting from the recent energy audit completed at Town Hall. This improvement could cost between \$25,000 to \$30,000 to replace lights, installing insulation around windows and weather proofing the doors to save on energy costs.

TA Shepard also suggested the installation of a fob lock system for the doors to allow ease of access through department doors in place of a keylock. R. Sabourn stated that he does not object to this request.

TOWN ADMINSTRATOR REPORT

Transfer Station Renovations

TA Shepard informed the Board that the Towns of Campton and Ellsworth will be attending the Thornton Board meeting on July 31, 2019 to discuss the renovation project at the Transfer Station. TA Shepard asked for clarification from the Board on what additional information they are looking for from Mr. Dumont. R. Sabourn stated that a cost for construction and an approximate differential if the town does not renovate the manager's office would be helpful. He also discussed the option for two phases of the project. The Board agreed that they felt a fair price was provided by Mr. Dumont and these renovations need to be completed this year as planned and then complete the paving at a later date. TA Shepard will reach out to Mr. Dumont to get this additional information before the meeting on July 31st.

TA Shepard presented the MS-535 as completed by the Auditor for Board signature. TA Shepard will upload this form to the DRA web portal once it has been approved and signed by the board.

MOTION: "To approve and sign the MS535 as prepared by the auditor, Plodzik & Sanderson."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

1:30 Tax Deeding Review and Inspection Schedule

TA Shepard stated than an updated list has been received from the Tax Collector. M. Peabody and J. Gaites will visit the properties and provide their feedback relative to any waivers the board may want to create. They will have this information for the next board meeting. M. Peabody and J. Gaites agreed to return their recommendations to TA Shepard by Monday, July 29, 2019.

Safety Committee Concern

TA Shepard followed up with Chief Defosses relative to an inquiry regarding exit doors at Town Hall. He informed TA Shepard that the town hall does not require push bars for exit doors since the meeting room does not meet the 100-person capacity which would require that type of exit. The doors cannot require more than two actions to open and the current doors only require one action.

Right to Know Request

TA Shepard informed the Board that a Right to Know request was received from Deachman & Cowie regarding the grant received for police radios. She has taken care of this request.

Compensation Request

Chief Miller asked TA Shepard to bring up for discussion with the board the possibility of adopting a Comp Time Policy. Currently only contracted staff is eligible to accrue comp time and Chief Miller's request would be for the Board to consider extending this to all staff members. He indicated to TA Shepard that this would be helpful when there are community events and his staff wants to attend. They wouldn't need to be paid but would receive comp hours instead. Discussion followed. The Board was unanimously opposed to this request for a comp time policy. No further action taken.

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

2:56 p.m. MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (I-legal)."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Roll Call: Selectwoman Peabody – yes, Selectman Gaites – yes, Selectman Sabourn – yes

Motion Passes: 5 – Yes, 0 – No

3:11 p.m.: MOTION "To come out of non-public session."

Motion: J. Gaits

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

3:12 p.m. MOTION: "To adjourn."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3– Yes, 0 – No

Respectfully submitted,



Jessi Fleury
Board Secretary