



Approved on: 5/22/19  
BOS Initial: MP  
Rec'd by Town Clerk on: 6/3/19  
Town Clerk Initials: APM

## TOWN OF THORNTON BOARD OF SELECTMEN

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

### Board of Selectmen Meeting Minutes May 8, 2019

**ROLL CALL:** Chairman Brad Benton, Selectwoman Marianne Peabody, Selectman Jack Gaites, and Selectman Joseph Monti.

**ABSENT:** Vice-Chairman Roy Sabourn

**5:00 P.M. Chairman Benton opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance:**

**STAFF PRESENT:** Town Administrator (TA) Debra Shepard

**Action Folders:**

**MOTION: "To approve the payroll manifest for May 10, 2019 in the amount of \$24,839.96."**

Motion: M. Peabody

Seconded: J. Monti

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: M. Peabody**

**MOTION: "To approve the vendor manifest for May 10, 2019 in the amount of \$220,220.46."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: B. Benton**

**ZCA**

The Board reviewed the ZCA file.

**MOTION: "To approve ZCA #2019–10 for PID #16/7-19, owner Sanborn for a 28x28 garage on Route 175."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve ZCA #2019-11 for PID #13/10-2, Ivan Luptac on Judges Road for a 30x24 3 car garage."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve ZCA #2019-12 for PID #15/1-42, to construct an outbuilding/shed."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To accept Board of Selectmen public meeting minutes of April 24, 2019 as written."**

Motion: J. Gaites

Seconded: M. Peabody

Discussion: none.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: B. Benton**

**MOTION: "To accept non-public meeting minutes of April 24, 2019 as written."**

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No,**

**Abstained: B. Benton**

**MOTION: "To approve the welfare manifest for May 11, 2019 in the amount of \$265.76."**

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 3 – Yes, 0 – No**

**Abstained: M. Peabody**

#### **ACTION FOLDER:**

#### **TA PRESENTS:**

##### *Highway Department*

RA Kubik informed TA Shepard that the 2011 Ford F550 was brought to Meredith Ford for repairs. The estimated cost for repairs for the fuel system is \$8,170.30. RA Kubik stated that this vehicle is necessary for the department and he highly recommends the BOS approve the expenditure to repair this vehicle. With an additional staff member coming on board next week, the department needs this vehicle in the rotation. Selectmen Monti asked if the RA received three quotes for this repair. TA Shepard explained that the Board has the ability to waive the quote process if special circumstances exist. In this case, the vehicle would have to be towed to several shops in order to get the quotes and this would be extremely expensive. The BOS has the ability to waive the bid requirement in cases like this. TA Shepard also explained that some of the repair cost includes diagnostic costs that have been incurred already by Meredith Ford and if this vehicle was towed to additional garages for quotes, the town may receive additional diagnostic costs.

Selectman Monti stated that he feels it is important that all departments follow the procurement policy and submit three quotes. He wants to make sure the policy is followed consistently. Discussion followed relative to the additional costs which could be incurred in this particular

situation.. After discussion, the Board agreed to approve the expense and waive the bid requirement.

**MOTION: "To approve the repair expense received from Plymouth Ford for the 2011 Ford F550 in the amount of \$8,170.00."**

Motion: J. Gaites

Seconded: J. Monti

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

#### *Mowing Contract*

TA Shepard shared an email from RA Kubik regarding the 2019 Mowing Contract. RA Kubik attempted to get three quotes for the mowing contract. He contacted three companies but only received a quote from JJ Silvia. This is the same vendor the Town has contracted with over the past 10 years and JJ Silvia has always been the least expensive option. JJ Silvia quoted the same price as last year for the Memorial Field, the ball field and the town hall at \$2,131.00. M. Peabody confirmed that JJ Silvia does a good job throughout the summer.

**MOTION: "To approve the mowing contract with JJ Silvia in the amount of \$2,131.00 for the summer mowing of Memorial Field, the ball field and the Town Hall."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

#### *New Town Website*

TA Shepard informed the Board that staff is working on the new town website and should be active within the next month or so.

#### *Transfer Station Permit Policy*

TA Shepard met with Kevin McGuire and Steve Chiocca regarding the dump sticker enforcement issue and they all agree that this should be put on hold until they are back to full staff. TA Shepard was informed that another employee from the Transfer Station will be out due to a medical procedure scheduled at the end of May. The employee expects to be out of work for about 30 days following the procedure. TA Shepard informed the board that she is seeking legal counsel regarding absences of staff when they no longer have any paid time available for their use. She will follow up with the BOS at a later meeting on the findings.

TA Shepard shared with the board that Transfer Station Manager Kevin McGuire and Assistant Transfer Station Manager Steve Chiocca asked for permission to temporarily close the mall due to the shortage in staffing. TA Shepard agreed to allow the temporary closure until discussing it with the board in light of the staffing problems. While it is a disappointment, Kevin, Steve and Debra feel it's the only alternative because otherwise the Mall would be unsupervised and there is potential for things being left there that need to be disposed off and no fees would be collected. It could potentially become a huge liability and expense for the Town. The Board agreed that keeping the mall open would be desirable, and discussed the possibility of having volunteers work at the mall. TA Shepard will follow up to see if it is feasible to allow volunteers to man the Mall until the Transfer Station is back at full staff. TA Shepard will follow up for discussion at the next board meeting.

TA Shepard researched hiring temporary help but workers compensation rates would not allow for hiring temporary laborers. NH Department of Employment Security has agreed to post the town's vacancies on their job search site. The position will also be posted on the Plymouth State University job portal, NHMA employment search, town website, town Facebook page, at the Town of Campton and Ellsworth, the Transfer Station and at the Elementary School. An ad has also been placed in the PennySaver for 2 weeks. Chairman Benton suggested posting a flyer at local businesses as well.

TA Shepard informed the Board that a transfer station employee was hired in September 2015 for 16 hours per week, and then received an increase in hours to 30 hours per week in June 2017. At the time the hours were increased, the employee became eligible for vacation pay after one year. The Employee would have been eligible for vacation pay as of July 1, 2018 and said hours would be prorated for the remainder of 2018 at 5 hours per month for a total of 30 hours in 2018. Effective January 1, 2019 the employee would earn two weeks of vacation (60 hours). TA Shepard explained that since the employee was not aware he had accrued vacation time, he did not request permission to carry the vacation hours over into 2019. The BOS approved this request. This employee's accrual will be amended to reflect 90 hours of vacation time effective January 1, 2019. The Board also discussed amending the job posting for the current vacant position at the Transfer Station. The Board agreed to increase the hours of the position to 24 hours which they hope will make the position more appealing.

TA Shepard shared with the Board that due to staff shortages she expects that some Transfer Station employees may be seeking permission from the board to carry 2019 vacation time into 2020. TA Shepard has had discussions with Transfer Station staff on the importance of using their vacation time if possible but if they cannot due to staffing, there is a process in place to meet with the Selectmen.

**MOTION: "To allow Zach Simon to carry 30 hours of vacation time from 2018 to 2019."**

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**ACTION FOLDER:**

**MOTION: "To approve the withdrawal from the capital reserve fund in the amount of \$18,000 from the Fire Rescue Vehicle fund for Thornton's portion of the 2009 Ford F150 purchased through the CIP."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve an abatement request submitted by the Assessor for PID #16/1-8GS07 to change the assessed value from \$291,000 to \$252,700.00, resulting in an abatement amount of \$784.00 plus interest."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve a Timber Tax warrant for Jerel and Shirley Benton PID # 11/1-3 in the amount of \$5,622.30."**

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve a Timber Tax warrant for Bradley and Cecile Trott PID # 16/2-8 in the amount of \$1,343.97."**

Motion: J. Gaites  
Seconded: J. Monti  
Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To approve an Excavation Gravel Tax warrant for Lee Johnston in the amount of \$114.00."**

Motion: J. Gaites  
Seconded: J. Monti  
Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No**

**MOTION: "To sign denial of an abatement request for PID #16/7-81 as discussed during the previous Board meeting."**

Motion: J. Gaites  
Seconded: J. Monti  
Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No**

*Flag Installation*

TA Shepard informed the Board that the flags are scheduled for installation on Sunday, May 19, 2019. Cemetery Trustees will need to clearly mark the location for the pole installation with a stake. TA Shepard is waiting for a time of day for installation from the installation company. Chairman Benton will take the lead on this and will follow up with the Cemetery Trustees.

*Hubbard Brook Scholarship*

TA Shepard tallied the Board's evaluation and review of the scholarship applications. The results were as follows: 1.) Aubrey King, 2.) Milton Woolfenden, and 3.) Amber Dee. The Board reviewed the results. Selectman Monti suggested that a paragraph be included in the application process that references volunteer and community service since this is a deciding factor in awarding this particular scholarship. The Board agreed.

**MOTION: "To award the Hubbard Brook Scholarship to Aubrey King."**

Motion: J. Monti  
Seconded: M. Peabody  
Discussion: None.  
**Motion Passes: 4 – Yes, 0 – No**

**Forrester Follow-up**

TA Shepard presented a draft letter for the board's review to the US Forest Service regarding their concerns with the USDA Forest Timber Cut Project as discussed at the previous Board meeting. The letter outlines the Board's concerns as discussed during that meeting. The Board reviewed and discussed the letter.

The Board made amendments to the letter and signed the revised letter to be forwarded by TA Shepard before the 30-day deadline.

**6:15 p.m. MOTION: "To adjourn."**

Motion: J. Gaites

Seconded: J. Monti

Discussion: None.

**Motion Passes: 4 – Yes, 0 – No**

Respectfully submitted,

Jessi Fleury  
Board Secretary