



TOWN OF THORNTON BOARD OF SELECTMEN

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

Approved on: 11/26/19
BOS Initial: pm m
Rec'd by Town Clerk on: 11/26/19
Town Clerk Initials: dgn

Board of Selectmen Meeting Minutes November 6, 2019

4:10 P.M. Chairman Benton opened the Thornton Board of Selectmen meeting work session with the Pledge of Allegiance.

ROLL CALL: Chairman Brad Benton, Vice-Chairman Roy Sabourn, Selectwoman Marianne Peabody, Selectman Jack Gaites and Selectman Joseph Monti.

STAFF PRESENT: TA Debra Shepard, Town Administrator

4:36 p.m. MOTION: "To enter into non-public session pursuant to RSA 91-A:3, II, (I)"

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

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

Motion Passes: 5 – Yes, 0 – No

5:08 p.m. MOTION: "To come out of non-public session."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Minutes

MOTION: "To approve Board of Selectmen public meeting minutes of October 23, 2019 as amended."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 4 – Yes, 0 – No

Abstained: B. Benton

MOTION: "To approve Board of Selectmen nonpublic meeting minutes part 1 and part 2 of October 23, 2019 as written."

Motion: M. Peabody

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 4 – Yes, 0 – No Abstained: B. Benton

MOTION: "To approve Board of Selectmen nonpublic meeting minutes of November 4, 2019 as written."

Motion: M. Peabody

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the payroll manifest dated 11/8/2019 in the amount of \$27,061.80."

Motion: J. Gaites

Seconded: J. Monti

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody and R. Sabourn

MOTION: "To approve the vendor manifest dated 11/8/2019 in the amount of \$229,220.48."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None

Motion Passes: 3 – Yes, 0 – No Abstained: J. Gaites and R. Sabourn

MOTION: "To approve the welfare manifest dated 11/9/2019 in the amount of \$300.00."

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

Motion Passes: 3 – Yes, 0 – No Abstained: M. Peabody and J. Gaites

ZCA Review

MOTION: "To approve ZCA #2019-54 for PID #15/4-11B, 20 Blake Mountain Road, Owner Lorraine Lebel, to build a 30x10 porch with roof."

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve ZCA #2019-55 for PID #17/4-18, 13 Sugar Run, owner Emily Eynon, to build a roof top solar array."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

After the Fact - ZCA #2019-56 for PID #6/2-21

R. Sabourn explained that a report was received that construction was underway prior to receiving an approved ZCA. R. Sabourn stated that an application had been submitted a few days prior, but had not been approved. R. Sabourn visited the site. R. Sabourn directed Mr. Monagle to stop construction until a ZCA was approved. Mr. Monagle visited the Town office shortly after and explained that the project needed to be complete by a certain date in order for him to receive a tax credit. R. Sabourn informed Mr. Monagle at that time that the Thornton Zoning Ordinance and State of NH RSA allows for a fine of \$275 per day for constructing without a permit. Mr. Monagle decided that he would rather receive the fee imposed by the Town than stop construction and lose the \$7,000 tax credit.

A stop work order was processed in the town office and delivered by the Police Department as the town policy indicates. The project did continue unpermitted as Mr. Monagle indicated while at the town office. The stop order that was delivered to Mr. Monagle clearly stated that expected fine amount if the stop order was not followed. The fine owed according to town policy and State RSA is \$275 per day, which amounts to \$1,925.00.

MOTION: "To conditionally approve ZCA #2019-56 for PID #6/2-21, 3261 US Route 3, owner Joseph & Jean Monagle to build a 24x20 shed with solar panels (after the fact permit) once the fine of \$1,925.00 is received."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve ZCA #2019-57 for PID #15/1-40, 107 Banjo Road, owner William & Kelly Bryer to reshingle a roof."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 3 – Yes, 0 – No

Abstained: M. Peabody and J. Monti

The Board discussed ZCA #2019-58 for owner RJS Consulting LLC, Rick Smith member, for property at 2632 NH Route 175 to renovate and convert to 2 units.

MOTION: "To not approve ZCA #2019-58 for PID #16/13-1-08, 2632 NH Route 175, owner RJS Consulting to convert a single dwelling to 2 dwelling units."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: R. Sabourn stated that an energy code has not been received for the second dwelling unit. The septic plan and density needs review. The engineer's letter contradicts the permit granted by the State of NH. More information is needed for approval regarding the qualifying acres for the 2 units. R. Sabourn recommended postponing the approval of the ZCA until more information can be received.

Motion Passes: 5 – Yes, 0 – No

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

5:30 Cemetery Trustees – Peter Laufenberg

Peter Laufenberg, Cemetery Trustee informed the Board that the Trustees recently had a meeting. During this meeting, Phyllis Holbrook informed the Trustees that she plans to resign/retire from her Trustee position. Cemetery plots have been purchased from P. Holbrook's house as needed in the past. P. Laufenberg stated that the Trustees would like cemetery plots to be purchased out of the town office rather than from a trustee's home. He explained that they would like town hall staff to work with customers and sell the cemetery plots instead of the Cemetery Trustees. Mr. Laufenberg requested that the Board of Selectmen appoint a town hall employee to assume these responsibilities. He explained that he has a process as to how the plots are sold. The Trustees would like these responsibilities transferred to town staff by November 30, when P. Holbrook retires.

M. Peabody asked if the town hall has the staff to be able to accommodate this request. P. Laufenberg stated that last year, the trustees sold 6 or 7 lots and the average sales is 5 – 10 per year. He also stated that the Town of Campton sells cemetery lots from the town office as well.

TA Shepard explained that she did discuss this with staff after speaking with Mr. Laufenberg earlier. Staff is not opposed, but they are concerned with the sensitivity of the process. Discussion continued as to the process. J. Monti does not believe that the 5 – 10 lots sold per year will add too much to the workload for staff. TA Shepard reiterated that the workload is not a concern for staff, but more making sure that the process is clear so that mistakes are not made. R. Sabourn suggested that the Trustees meet with the Town Administrator to review the process and answer questions.

MOTION: "That the Board of Selectmen entertain the proposal put forth by the Cemetery Trustees to develop the procedure so that the front end of the Cemetery Trustees business be completed at town hall by staff."

Motion: J. Monti

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Motion: J. Monti

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Phyllis Holbrook asked if a Trustee of Trust Fund can also be a Cemetery Trustee. The Board was not aware of any reason as to why a person can not hold both positions. P. Holbrook mentioned discussing the Cemetery Trustee position with Richard Baker. P. Holbrook submitted her letter of resignation effective November 30, 2019. The Selectboard thanked Phyllis for her many years of service.

5:45 CIP Update – Bill DeLeo

Bill DeLeo met with the Board to update them on the CIP. He has requested that the department heads submit any changes or additions to the CIP prior to November 1, 2019. No new information has been received. Mr. DeLeo provided a list of all the projects included in the updated CIP that includes inflation for purchases throughout the years. He explained the spreadsheets and the new process involved. He has plans to update the manual to include the new complexities of the excel spreadsheets. This will assist new CIP members in the future.

B. DeLeo stated that he has attended the last two school board meetings where the discussion of the multi-million-dollar renovations took place. Mr. DeLeo stated that the school board was looking for input from the residents regarding the renovations. The town had put a link to the school renovation information on the town website as discussed during a joint meeting between the town and the school board. During a school board meeting, some residents asked why the town removed the link from the town website. Mr. DeLeo explained that he was questioned from the residents and school board as to why the link was removed. He requested that the information be put back on the town website.

M. Peabody explained that the impression of the link on the town website at first glance, indicated advertising for the proposed renovation. She explained that since her request to remove the link, she has learned that having a link to the information is not advertising for the project and would like the link put back on the town website to allow residents to access information. B. DeLeo explained that a disclaimer could be included, but that the School Board is truly looking for feedback on the project and having a link to the information would be very helpful.

J. Monti stated that the information was removed because it was more than just a link. He stated that there were volumes of information. He explained that numerous residents approached him directly assuming that the Board of Selectmen were in favor of the multi-million-dollar addition to the school. After a lengthy discussion, it was agreed that the information itself should not be on the town website, but should include a link to the school board website where information can be accessed. The Board

agreed to place the link back on their website for informational purposes only and does not constitute an endorsement.

6:00 Tax Warrant Review and Signature

MOTION: "To accept and sign the Tax Warrant as presented and approved by NHDRA."

Motion: J. Monti

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Town Administrator Presents

Holiday Schedule

TA Shepard presented an amended 2020 Holiday Schedule to the Board, that includes the New Year's Day holiday for the Transfer Station.

Retirement Party - Melanson

Chief Miller is planning a retirement party for Bill Melanson, on Thursday November 14, 2019, 7 – 9p.m. at the Woodstock Inn.

Highway Department Update

RA Kubik asked TA Shepard to inform the Board that he has three options for the hoist relative to the dump body on the new F550 in accordance with the procurement policy:

Option 1: Rugby Body supplied by HP Fairfield for \$2,285,

Option 2: Harsh Host supplied by Donovan Springs for \$3347

Option 3: Iroquis Dump Body/Hoist from Donovan Springs for \$6,650

RA Kubik recommends approving option 1 with HP Fairfield. He plans to begin working on the body options next, and may request to build their own body like they did for the 2011 F550.

MOTION: "To approve the purchase from HP Fairfield for the Hoist in the amount of \$2,285.00."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To request the withdrawal of funds from the Trustee of Trust Funds from the Property Tax Map capital reserve account in the amount of \$5,500."

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve a certificate of appointment for Joyce Jardon as a Library Trustee Alternate for one year."

Motion: J. Monti

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Tax Abatement/Refunds

TA Shepard informed the Board that the abatements and refund list was created during the new tax bill process. TA Shepard explained the abatement process to Selectman Monti.

MOTION: "To approve the total abatement amount \$688.00 for seven property abatements."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None

Motion Passes: 5 – Yes, 0 – No

MOTION: "To approve the total property tax refund amount \$3,974.00 for 33 property owners."

Motion: B. Benton

Seconded: J. Monti

Discussion: None

Motion Passes: 5 – Yes, 0 – No

Tax Deeded Property Deeds

MOTION: "To sign and approve two deeds for tax deeded properties that were repurchased for PID #16/4-5 and PID# 17/7-48."

Motion: B. Benton

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

TA Shepard informed the Board that a tax payer had asked if the town was interested in purchasing his property for future town needs. The Board had agreed that they were not interested in purchasing this property. The property owner contacted Brian Regan with the same request, and provided reasons why this would be a beneficial purchase for the town. The Board agreed to review the information and meet with Brian Regan at the next board meeting to discuss further.

6:33 p.m. MOTION: "To enter into non-public session pursuant to RSA 91-A:3, II, (c)"

6:38 p.m. MOTION: "To come out of non-public session."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

MOTION: "To reject the offer of settlement presented to the Board from a pre-existing contact."

Motion: R. Sabourn

Seconded: J. Gaites

Discussion: None.

Motion Passes: 5 – Yes, 0 – No

Selectmen Comments

B. Benton informed the Board that Brad C. Benton will not be plowing for the town this year. TA Shepard stated that this discussion will be on the agenda for the next meeting with the Road Agent.

M. Peabody requested that the letter of resignation/card from Phyllis Holbrook be read out loud. The Board agreed to send a Thanksgiving centerpiece to Ms. Holbrook in recognition of her many years of service to the town.

6:45 p.m. MOTION: "To adjourn."

Motion: B. Benton

Seconded: J. Monti

Discussion: None.

Motion Passes: 5-0

Respectfully submitted,

Jessi Fleury
Board Secretary