



TOWN OF THORNTON BOARD OF SELECTMEN

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Approved on:	11 Aug 2021
BOS Initial:	JMM
Rec'd by Town Clerk on:	8-12-21
Town Clerk Initials:	pdw

Board of Selectmen Meeting Minutes July 28, 2021

4:00 p.m. Vice-Chairman Joe Monti 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: Vice-Chairman Joseph Monti, Selectwoman Marianne Peabody, Selectman Brad Benton, and Selectman Peter Laufenberg

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

OTHERS PRESENT: TSM Steve Chiocca, State Senator Erin Hennessey, Candy Andrews

OTHERS PRESENT VIA ZOOM: Bill Deleo

Manifests

MOTION: "To approve the payroll manifest dated 7/30/2021 in the amount of \$30,597.12."

Motion: P. Laufenberg

Seconded: B. Benton

Discussion: None

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Joseph Monti – yes, Peter Laufenberg – yes.

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

MOTION: "To approve the vendor manifest dated 7/30/2021 in the amount of \$187,481.73."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Joseph Monti – yes, Peter Laufenberg – yes.

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

Consent Agenda

J. Monti asked that ZCA 2021-68 and ZCA 2021-69 be pulled for further discussion.

1. ZCA 2021-65, Michael and Norman Reilly, PID 16-1-17, 22 Notchway Road.
Description: 18x18 patio, 8x8 concrete slab, 8x20 deck expansion and stairs.
2. ZCA 2021-66, Batholomew Dutto, Jr., PID 17-7-62A, 440 Upper Mad River Road.
Description: 12x24 Porch.

3. ZCA 2021-67, Lance & Tania Keene, PID 12-1-9, 342 Orris Road.
Description: 83x82 5 Bedroom SF Home (Castle).
4. ~~ZCA 2021-68, Michael & Kelli McGrath, PID 16-6-20, 78 Mad River Road.~~
~~Description: 11x8 Deck.~~
5. ~~ZCA 2021-69, Michael & Kelli McGrath, PID 16-6-20, 78 Mad River Road.~~
~~Description: 15x14 Addition.~~

MOTION: "To approve the consent agenda as amended."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Joseph Monti – yes, Peter Laufenberg - yes.

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

J. Monti stated that he requested the two ZCAs be pulled from the Consent Agenda because they are for the same address; one for an attached deck and one for an addition and remodel. He stated it was his understanding that they were submitted on two (2) different dates and asked why that occurred.

TA Shepard stated that two ZCA's were received from the same residents several days apart. That was how the residents chose to submit their Zoning Compliance Applications.

J. Monti stated he believes the Board had previously decided that separate applications have to be filed for each project with one fee charged at the time of filing.

P. Laufenberg clarified the Board decided that applicants may list more than one (1) project on a single ZCA, but still need to pay the fees for each individual project. He stated the fee amounts are the same, regardless of when the applications are submitted. TA Shepard confirmed that was the discussion and decision made by the board at a previous meeting.

MOTION: "To approve ZCA 2021-68 and ZCA 2021-69."

Motion: M. Peabody

Seconded: P. Laufenberg

Discussion: None

Roll Call: Marianne Peabody – yes, Brad Benton – abstain, Joseph Monti – yes, Peter Laufenberg - yes.

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

MOTION: "To approve the Board of Selectmen minutes of July 14, 2021 as amended."

Motion: M. Peabody

Seconded: P. Laufenberg

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

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Joseph Monti – yes; Peter Laufenberg – yes.

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

MOTION: “To approve the Board of Selectmen non-public minutes of July 14, 2021 as presented.”

Motion: M. Peabody

Seconded: P. Laufenberg

Discussion: None

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Joseph Monti – yes, Peter Laufenberg – yes.

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

TA PRESENTS

TA Shepard shared a spreadsheet with board members showing the fee schedules of other comparable towns for informational purposes. TA Shepard is giving this to board members to review before the board discusses updating the fee schedule and clarifying the Zoning Compliance Application process at a future meeting. Based on this research, TA Shepard shared with the board that many towns charge an application fee as well as additional fees based on the square footage of the project. TA Shepard informed the board that she is still collecting data relative to ZCA's and what projects/improvements/renovations require a permit.

TA Shepard provided board members with a copy of an ARPA handout of frequently asked question (FAQ) relative to Broadband.

TA Shepard informed the board that a repayment plan of a previous employee has been paid off in full. She presented board members with a letter and asked that they authorize Chairman Sabourn to sign the letter on their behalf thanking the former employee for following through on his obligation to the Town of Thornton.

MOTION: “To authorize R. Sabourn to sign a letter acknowledging the repayment plan payoff.”

Motion: B. Benton

Seconded: P. Laufenberg

Discussion: None

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Joseph Monti – yes, Peter Laufenberg – yes.

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

TA Shepard asked the Board to motion to approve the State of NH Timber Stump Value fee list at the medium rate going forward.

MOTION: “To approve the stump value fee as ‘medium’.”

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Joseph Monti – yes, Peter Laufenberg – yes.

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

M. Peabody stated four (4) concerned citizen forms came in for the same property reporting a camper on Anderson Hill Road that appears to have a family of three (3) living in it. As Health Officer, she went out to the property.

M. Peabody stated there is trash all over the yard and she has been told that camper has been there for at least two (2) months. She stated she could not determine if the camper had running water or septic, and that was a health hazard. M. Peabody stated there is electricity running to the camper from a house on the property.

M. Peabody stated the occupants of the camper have created their own "driveway" access off Anderson Hill Road. She stated she spoke with RA Kubik and there is no driveway permit in place, and he made her aware that the highway department does have plans on ditching in that area shortly.

M. Peabody stated that she has sent a letter as the Health Officer to the property owner, and she is hopeful the concerns will be addressed and resolved quickly.

TA Shepard stated that she is preparing an order for shirts and sweatshirts for the Transfer Station and Highway Department staff as part of their uniform budget. She is taking orders for any staff or board members who would like to purchase their own Town of Thornton sweatshirt as well.

Cable TV Franchise Agreement Extension

J. Monti stated the Cable/Internet Committee met with Comcast/Spectrum, and as a result of that meeting, a six-month extension has been received for the Cable TV Franchise Agreement.

MOTION: "To extend the Cable TV Franchise Agreement for six (6) months."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Joseph Monti – yes, Peter

Laufenberg – yes.

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

NHEC - Letter of Support – Broadband

TA Shepard stated New Hampshire Electric Cooperative (NHEC) has an initiative that they are working on to bring broadband to Thornton and they are looking for support; the letter is not a financial commitment, but a letter of support.

MOTION: "To authorize R. Sabourn to sign the letter of support on behalf of the Board for the NHEC Broadband Initiative."

Motion: M. Peabody

Seconded: P. Laufenberg

Discussion: None

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Joseph Monti – yes, Peter

Laufenberg – yes.

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

Grafton County Broadband Committee – Letter of Support

TA Shepard stated the Grafton County Broadband Committee has an initiative that they are working on to bring broadband to Thornton and they are looking for support; the letter is not a financial commitment, but a letter of support.

MOTION: "To authorize R. Sabourn to sign the letter of support on behalf of the Board for the Grafton County Broadband Committee."

Motion: P. Laufenberg

Seconded: B. Benton

Discussion: None

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Joseph Monti – yes, Peter Laufenberg – yes.

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

Erin Hennessey, State Senator, District 1

State Senator Erin Hennessey stated she is travelling around to her constituents to check in. She stated she likes to attend Board meetings in the towns she represents in order to see what issues are concerning to the citizens.

Discussion continued about the need for broadband services to the area and the uses of ARPA funds and additional State of NH funds to achieve this.

Senator Hennessey reviewed changes to the State Budget. She stated she will forward a summary packet to TA Shepard for distribution to the Board.

R. Sabourn entered the meeting at 4:39 p.m. Vice-Chairman Monti stepped down as chair at this time.

Senator Hennessey asked the Board for any further questions or comments; there was none.

The Board thanked Senator Hennessey for coming and she thanked the Board for their time.

Transfer Station Proposed Ordinance Amendments

TA Shepard submitted the most recent version of the proposed Transfer Station Ordinance (TSO) dated July 14, 2021. She stated J. Monti submitted additional comments for review at the last BOS meeting.

J. Monti stated his comments were for clarity in the wordings of a 'policy' in some parts of the document that should be written as 'ordinance' as well as some grammatical corrections.

TA Shepard stated she will review the document for grammatical clarity and send the draft to the Campton and Ellsworth Boards for review. She stated once the Boards have reviewed the document and are satisfied with the draft, a joint public hearing could be scheduled.

MOTION: "To accept the TSO draft dated July 14, 2021 with a final review to be conducted prior to sending copies to Campton and Ellsworth."

Motion: P. Laufenberg

Seconded: B. Benton

Discussion: TA Shepard stated she will send the final draft to Campton and Ellsworth following the final review.

R. Sabourn stated that he would like to see the draft TSO posted on all three town websites and available at all three town halls at least a month before the first public hearing. The proposed fee schedule and hours would be shared with the ordinance for informational purposes but would not be part of the ordinance.

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Joseph Monti – yes, Peter

Laufenberg – yes.

Motion Passes: 5 – Yes, 0 – No, Abstained: 0

Board of Selectmen Item Discussions

Letter from LCJ Holdings, LLC

R. Sabourn stated town counsel was approached by LCJ Holdings attorney, Phil Hastings, about the possibility of the Town wanting to purchase an easement through LCJ Holdings' property in exchange for the fines accessed to Owl's Nest. R. Sabourn stated the fines (\$29,425) have been paid in full.

MOTION: "To decline the offer received from LCJ Holdings, LLC."

Motion: P. Laufenberg

Seconded: J. Monti

Discussion: None

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

Motion Passes: 5 – Yes, 0 – No, Abstained: 0

R. Sabourn stated P. Hastings also offered to work with the town to help fund a "Building Inspector" position. R. Sabourn stated that he does not think it is in the Town's best interest to accept this offer at this time. The Board agreed.

Discussion continued regarding impact fees.

P. Laufenberg stated the Planning Board is looking at how to implement impact fees. Discussion followed relative to ongoing construction at the Owl's Nest property. P. Laufenberg also informed the Board that the Planning Board is continuing to work on the Land Dedication Agreement with the same property. R. Sabourn stated he is comfortable with the Planning Board handling this topic and encouraged them to continue to move forward on both of these items.

NHDOT Bridge List

R. Sabourn stated he is going to contact the NHDOT Planner regarding the Thornton Gore bridge, as the bridge may be eligible to get on the State Bridge Aid list for bridges to be replaced.

Personnel Policy Committee

R. Sabourn stated that at the last meeting, P. Laufenberg suggested a subcommittee be formed to review the current Personnel Policy. R. Sabourn shared that he thought this was a great idea. P. Laufenberg said he would serve on this subcommittee and M. Peabody asked that she be assigned to this subcommittee as well. Discussion followed. This subcommittee will consist of two board members, the TA and each department head. The subcommittee will move forward with a goal of bringing this to the BOS for review at their September 8, 2021 meeting.

Fire Truck Discussion

R. Sabourn stated the discussion of a new fire truck was brought up at the Campton BOS meeting that the Board attended and asked if anyone feels a statement or position can be made.

Discussion continued regarding the purchase of a new truck and sub-stations. R. Sabourn stated he cannot support purchasing a brand-new fire truck to put into either of the two sub-stations due to the lack of response from either of those stations.

J. Monti stated he called his homeowners' insurance company to see if his rates would be increased if the Thornton fire station was closed; he reported that his insurance company stated rates are based on the proximity of a water source and not proximity to a fire station.

P. Laufenberg stated that this discussion should be had when Chief Defosses is present at the BOS meeting scheduled for August 11, 2021. The Board agreed.

J. Monti exited at 5:35 p.m.

White Mountain National Forest Bridge

R. Sabourn stated he reviewed the sample paperwork from WMNF about the temporary bridge. He stated he reviewed the response to the liability concern and believes that any work done by the Federal Government is their responsibility. He stated the liability question will be posed to town counsel and Primex Insurance for further clarification.

Events Committee Family Concert

B. Benton stated the Events Committee will hold their first family concert on Sunday, August 1, 2021 at 5pm at Benton Field.

Transfer Station Hours

P. Laufenberg asked when the Board was going to discuss the hours of the transfer station, as the change in hours was proposed with the understanding that the new hours would be reviewed in 90 days.

Discussion continued on the pros and cons of having the transfer station hours changed.

Candy Andrews stated she would like to have Sunday hours back, as Saturdays are used for recreation activities in the area and Sunday is when most part-time residents need to go to the transfer station.

R. Sabourn asked that the transfer station hours discussion be added to September 8, 2021 agenda for discussion.

MOTION: "To adjourn at 5:57 p.m."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None

Roll Call: Marianne Peabody – yes, Brad Benton – yes, Roy Sabourn – yes, Peter

Laufenberg - yes.

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

Respectfully submitted,

Kerrin Randall
Board Assistant