



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on:	9/8/21
BOS Initial:	RLS
Rec'd by Town Clerk on:	9-8-2021
Town Clerk Initials:	pdw

**Board of Selectmen Meeting Minutes
August 25, 2021**

3:00 p.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, and Selectman Peter Laufenberg

ABSENT: Selectman Brad Benton, Vice-Chairman Joseph Monti

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

OTHERS PRESENT: None

OTHERS PRESENT VIA ZOOM: Landon Gryczkowski, Sally Davis

Manifests

MOTION: "To approve the payroll manifest dated 8/27/2021 in the amount of \$33,759.39."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None

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

MOTION: "To approve the vendor manifest dated 8/27/2021 in the amount of \$540,204.17."

Motion: M. Peabody

Seconded: P. Laufenberg

Discussion: None

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

MOTION: "To approve the LCJ Holdings, LLC manifest dated 8/27/2021 in the amount of \$1,503.00."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None

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

Consent Agenda

1. ZCA 2021-72, Kevin and Laura Gildea, PID 12-1-4, Orris Road.
Description: 42x32 3 Bedroom SF Home.
2. ZCA 2021-73, Stephanie Morrison & Nicholas Geraci, PID 16-4-20A, 1494 NH Rte. 175
Description: 36x17 Shed/Outbuilding.

MOTION: "To approve the Consent Agenda for August 25, 2021 as presented."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: R. Sabourn thanked Alisa St. Amour for helping with the ZCAs while D. Mahurin was on vacation.

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

Meeting Minutes

MOTION: "To approve the Board of Selectmen minutes of July 11, 2021 as presented."

Motion: M. Peabody

Seconded: P. Laufenberg

Discussion: None

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

MOTION: "To approve the Board of Selectmen non-public minutes of July 11, 2021 as presented."

Motion: M. Peabody

Seconded: P. Laufenberg

Discussion: None

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

TA PRESENTS

TA Shepard stated there are 9 properties being submitted for deeding; one of which is waived each year due to hazardous conditions. She stated the next step in the process is to have two (2) selectmen view the properties as part of the deeding process. M. Peabody and R. Sabourn agreed to go and view the properties listed and have their recommendations back to the Board for the September 8, 2021 board meeting.

TA Shepard stated the joint public hearing for the Transfer Station Ordinance (TSO) is set for September 20, 2021 at 5:00 p.m. The notice will be printed in the paper, posted on the town websites, and copies will be available at the Campton, Thornton, and Ellsworth Town Offices and the Transfer Station. TA Shepard suggested the date of September 25, 2021 at 5:00 pm for the second public hearing to be held in Thornton and the Board agreed to that date.

P. Laufenberg inquired if the Transfer Station hours discussion was still going to take place on the September 8, 2021 Selectmen Agenda. R. Sabourn stated that with the upcoming public hearings regarding the transfer station ordinance, it was likely that feedback would be received then regarding hours of operation. The Board agreed to the movement of the hours of operation discussion to a date following the TSO public hearing.

P. Laufenberg asked how the joint public hearings were going to be facilitated. TA Shepard suggested P. Laufenberg act as moderator for all TSO public hearings as he is the Chair of the TSO Committee. P. Laufenberg agreed to serve as moderator if Campton and Ellsworth approve. TA Shepard stated she will check with Campton and Ellsworth.

TA Shepard stated a concerned citizen report was submitted claiming that the Ham family was running a campground on their property. M. Peabody stated she spoke with J. Ham about the concern, and he stated that all campers using his property are friends and relatives and he is not charging them to use the property.

R. Sabourn confirmed that J. Ham was not running a campground on his property, as he too had investigated this and spoke with a camper who said J. Ham was not charging for the use of the property; he refused money when offered by campers. The board took no action on this complaint.

TA Shepard stated a concerned citizen report was submitted regarding internet service in Thornton. She stated she spoke with the gentlemen at the time he came into Town Hall and explained that the Board of Selectmen have decided to utilize the ARPA funds to bring broadband to Thornton. The board thanked TA Shepard for speaking with the resident and felt her response was accurate.

TA Shepard shared with the board the postcard relative to the Grafton County Broadband Committee and their public meeting schedule. One meeting will be held at the Campton Town Offices and that one will also be available by ZOOM. She stated she will be attending the meeting on September 9, 2021 at the Campton Town Office and invited the Board members to attend as well. P. Laufenberg asked if the meeting was going to be recorded on ZOOM and able to be viewed following the meeting. TA Shepard stated she will follow up with the Campton Town Administrator, Carina Park and will let the board know that answer.

TA Shepard shared a reminder she received from the Planning Board relative to LCJ Holdings, LLC, and the cease-and-desist letter issued by the Board of Selectmen on May 10, 2021. The Planning Board wanted to inform the Board that no amended site plan has been submitted to complete the work. R. Sabourn stated the last time he was at Owl's Nest the construction on the property in question had been stopped with no evidence of continuing.

TA Shepard stated a follow-up should be done as the cease-and-desist is still in place with no resolution. Discussion continued.

The Board decided to leave the cease-and-desist in place for now and do periodic follow up visits until a ZCA is submitted to continue construction.

TA Shepard stated the truck for the Transfer Station is looking to be built in January, rather than December, with delivery in February; the price is fixed from the date of purchase.

TA Shepard stated the meeting for the Intergovernmental Agreement will be August 31, 2021 from 1:00-3:00p.m. at the Campton Town Office.

P. Laufenberg shared that he is interested in a sign for the Gilcrest Hotel that is currently on Route 3 on the Ham property. He explained that Owl's Nest recently purchased the Gilcrest to accommodate staff, and it is no longer open to the public. P. Laufenberg stated his family once owned the hotel, and he would like the sign for sentimental reasons.

He stated Owl's Nest has told him he can have the sign, and he wants to make it clear that the sign is not being accepted as a gift from Owl's Nest to him. TA Shepard asked NH Municipal legal for an opinion relative to this proposal and they stated that since the sign has no monetary value, just sentimental value, they do not believe the acceptance of this gift would be a conflict of any kind. P. Laufenberg stated he wants to be transparent with the Board and residents relative to this sign.

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

R. Sabourn stated the Conservation Commission was on the agenda, but they are unable to be present and will be rescheduled to the next available agenda.

Cemetery Discussion

TA Shepard stated a funeral home director called her August 17, 2021 questioning the procedures of the Cemetery Trustees as she had been told different prices for a burial and who to send a check to; when she spoke to the Cemetery Superintendent, he indicated a price and asked that the check be made out to him personally. She then spoke to a Cemetery Trustee and was told a different amount and told to make the check out to the Cemetery Trustees. TA Shepard stated she called P. Laufenberg, Chair of the Cemetery Trustees, for clarification.

After discussion with Chair Laufenberg, TA Shepard reached out to the town's auditor, the NH Department of Justice, Charitable Division and NH Municipal legal who all advised her that all revenues and expense generated from the opening and closing of graves must go through the Town of Thornton. The Cemetery Trustees adopt a fee schedule, and that fee schedule must be followed. Discussion followed.

TA Shepard clarified that this discussion is relative to the opening and closing of graves only. Not the purchase of cemetery lots; that process is separate and handled through the Trustees of the Trust Funds. After discussion, the Board agreed that the process for the Cemetery Trustees going forward should be that all revenues are received by the Town of Thornton, they are deposited into a Cemetery Revenue line. and once the process has been completed and the Superintendent submits an invoice for the opening/closing of the grave, then the Town would issue a check through the A/P process to the Superintendent. This would be paid from a Cemetery Expense line. This will also generate a 1099 for the income received by the Superintendent at year end.

Discussion followed relative to how the Superintendent submits invoices for the maintenance of the cemeteries. TA Shepard suggested that those invoices be processed the same as all other department and committee invoices, wherein a supervisor reviews and signs off on the invoice before payment is made.

The Board suggested that this procedure should be used moving forward by the Cemetery Trustees

DRA 2021 MS 535, MS 434, MS 1, and MS 1V

TA Shepard presented copies of the 2021 MS 535, MS 1, MS 1V and MS 434 for the boards review. She explained that the MS 535 is the results of the 2020 audit.

MOTION: "To approve the 2021 MS 535."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None

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

TA Shepard stated the MS 434 is a more current snapshot of the revenues received for the first 8 months of 2021. She explained that when the budget was adopted in March of 2021, the revenues were estimated based on the year before. The MS 434 is an opportunity to update the revenues based on what has been received to date in 2021.

MOTION: "To accept the 2021 MS 434 as prepared by TA Shepard."

Motion: P. Laufenberg
Seconded: M. Peabody
Discussion: None
Motion Passes: 3 – Yes, 0 – No, Abstained: 0

TA Shepard stated the MS 1 is the beginning of the tax rate setting process using assessed values of town properties.

MOTION: “To accept the 2021 MS 1.”
Motion: P. Laufenberg
Seconded: M. Peabody
Discussion: None
Motion Passes: 3 – Yes, 0 – No, Abstained: 0

TA Shepard stated the MS 1V is the assessed values for Waterville estates.

MOTION: “To accept the 2021 MS 1V.”
Motion: P. Laufenberg
Seconded: R. Sabourn
Discussion: None
Motion Passes: 3 – Yes, 0 – No, Abstained: 0

Board of Selectmen Item Discussions

Health Officer Peabody stated she is looking at the COVID-19 numbers in the Town daily and will advise the Board of any changes in the numbers or concerns.

Non-public pursuant to RSA 91-A: 3, II (a) and (I)

MOTION: “To enter into non-public session pursuant to RSA 91-A:3, II, (a) and (I) at 4:04 p.m.”

Motion: R. Sabourn
Seconded: P. Laufenberg
Discussion: None.
Motion Passes: 3 – Yes, 0 – No, Abstained: 0

MOTION: “To exit the non-public session pursuant to RSA 91-A:3, II, (a) and (I) at 4:31 p.m.”

Motion: R. Sabourn
Seconded: P. Laufenberg
Discussion: None.
Motion Passes: 3 – Yes, 0 – No, Abstained: 0

MOTION: “To adjourn at 4:31 p.m.”
Motion: R. Sabourn
Seconded: M. Peabody
Discussion: None
Motion Passes: 3 – Yes, 0 – No, Abstained: 0

Respectfully submitted,

Kerrin Randall
Board Assistant