



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on:	12/1/21
BOS Initial:	BS
Rec'd by Town Clerk on:	12-6-2021
Town Clerk Initials:	pdw

Amended **Board of Selectmen Meeting Minutes
October 20, 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, Vice-Chairman Joseph Monti, Selectwoman Marianne Peabody, Selectman Brad Benton, Selectman Peter Laufenberg

ABSENT: None

STAFF PRESENT: Debra Shepard, Town Administrator

OTHERS PRESENT: Steve Babin, Kali, TSM Steve Chiocca, Library Trustee Katie Hadaway, Library Trustee Diane Gravel, Library Trustee Anita Ross

OTHERS PRESENT VIA ZOOM: Kerrin Randall, Board Secretary

Manifests

MOTION: "To approve the payroll manifest dated 10/22/2021 in the amount of \$ 28626.38."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None

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

MOTION: "To approve the vendor manifest dated 10/22/2021 in the amount of \$526,560.78."

Motion: M. Peabody

Seconded: B. Benton

Discussion: None

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

MOTION: "To approve the LCJ Holdings, LLC manifest dated 10/22/2021 in the amount of \$720.00."

Motion: P. Laufenberg

Seconded: R. Sabourn

Discussion: None

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

Consent Agenda

1. ZCA 2021-74, Jeffrey Richard, PID 17-1-3-14, Fondue Avenue
Description: 56x28 3-BR SF Home and 24x24 Garage.

2. ZCA 2021-88, Michael & Julie Alissi, PID 18-4-2-2, 263 Sandwich Notch Rd.
Description: demo 8x11 deck and replace with 10x31 deck
3. ZCA 2021-89, Gary & Karen Wallace, PID 16-1-07GL22, Edgewater Lane
Description: 36x72 4-BR SF Home w/attached 33x22 Garage.
4. ZCA 2021-90, Fraser Meadows Inv. LLC, PID 15-4-11-13, Fraser Road
Description: 71x49 3-BR SF Home with attached 23x22 Garage.

MOTION: "To approve the Consent Agenda for October 20, 2021 as presented."

Motion: J. Monti

Seconded: P. Laufenberg

Discussion: None

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

Meeting Minutes

MOTION: "To approve the Board of Selectmen minutes of October 6, 2021 as amended."

Motion: J. Monti

Seconded: P. Laufenberg

Discussion: None

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

MOTION: "To approve the two (2) sessions of the Board of Selectmen non-public minutes of October 6, 2021 as presented."

Motion: J. Monti

Seconded: P. Laufenberg

Discussion: None

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

TA Presents

TA Shepard stated the joint meeting for the Transfer Station Ordinance (TSO) is on November 8, 2021 at 5:00 p.m. in Campton.

TA Shepard stated the updated numbers for Health Trust Insurance have been received and she provided copies to the Board. She stated the numbers presented are subject to change in March 2022.

TA Shepard stated the joint meeting for the Intergovernmental Agreement is on November 3, 2021.

TA Shepard provided an updated budget report, and department heads will be inputting their 2022 budget beginning in November.

TA Shepard stated the Zoning Compliance Officer (ZCO), Shawn Magoon, started on Tuesday, October 19, 2021. TA Shepard stated ZCO Magoon will be attending the Board meeting on November 3, 2021.

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

Private Road Street Signs

R. Sabourn stated the missing sign for Shepherd Lane will be replaced by the Town, as it connects to a town road (Upper Mad River Road) and is a life safety concern that needed to be addressed. R. Sabourn stated the replacement of signs on private roads, moving forward, should be discussed.

Discussion continued regarding replacing private roads that meet a town or state road, versus private roads that meet other private roads.

R. Sabourn asked S. Babin, as Chair of the Planning Board, if a subdivision is comprised of private roads and a sign is missing, who replaces the sign. S. Babin stated within a subdivision, usually the HOA replaces private road signs. S. Babin suggested the Fire Department be consulted, as they assign 911 numbers and have sign requirements for subdivisions.

TA Shepard stated most private road signs are intact, and the only difference physically between a town road sign and private road sign are small placards that read 'private' on top of the existing sign. Discussion continued...

MOTION: "To replace lost or missing street signs on private roads only if the private road intersects a Town or State Road."

Motion: J. Monti

Seconded: P. Laufenberg

Discussion:

P. Laufenberg asked if existing private road signs without a 'private' placard could have one affixed. R. Sabourn stated if placards can be added without changing the existing sign, he would be in favor of adding them.

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

P. Laufenberg asked if RA Kubik had an inventory of private roads and signs. TA Shepard stated she will follow up with RA Kubik.

Transfer Station Proposed Ordinance (TSO)

J. Monti stated the Transfer Station Advisory Committee was asked to recommend ways to make the Transfer Station run more efficiently and ways to increase productivity. He stated the Town failed to do their homework before forming the Committee, as there were facts and data that were not looked at prior to the proposed ordinance being developed.

J. Monti stated the Public Hearings made it clear that the biggest concern with residents is the hours of operation. He stated the proposed ordinance is setting up different classes of citizens based on who can use the Transfer Station and when. J. Monti stated he was against Sunday hours at first, but based on comments from residents, he would like at least some Sunday hours again.

P. Laufenberg stated, as Chair of the Transfer Station Advisory Committee, the process began over a year ago and perhaps the recommendations of the Committee were too much too soon. He stated there are good items in the TSO that will increase recycling and reduce the amount of trash flowing through the Transfer Station. Discussion continued...

TSM Chiocca stated there is a capacity concern, and that was why Sunday hours were eliminated. He stated closing early on a Sunday without notice because there is no room in the dumpsters is far worse than closing completely on Sundays. He stated the TSO was developed to reduce trash and increase recycling. TSM Chiocca stated there needs to be something written for staff to enforce mandatory recycling. Discussion continued...

R. Sabourn stated the TSO will be discussed further at the Joint Public Hearing on November 8, 2021. TSM Chiocca thanked the Board and exited at 4:03 p.m.

Town Report Bids 2022

TA Shepard stated K. Randall will be handling the 2021 Town Report and she sent out 11 bids to printers; four (4) companies responded. TA Shepard stated she asked for recommendations from other towns for printers, and RC Brayshaw was the most recommended and costs were comparable to others submitted. TA Shepard stated she and K. Randall are recommending RC Brayshaw for the printing of the 2021 Town Report.

MOTION: "To accept the bid from RC Brayshaw for the printing of the 2021 Town Report."

Motion: P. Laufenberg

Seconded: J. Monti

Discussion: None.

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

Budget Meeting Schedule 2022

P. Laufenberg asked if once department heads enter their budget in the module the estimated budget would be complete. TA Shepard clarified that numbers are entered into the module without salaries listed; she enters those after meeting with the department heads.

P. Laufenberg stated there must be a more efficient way to hold budget hearings, as they last several hours. J. Monti agreed with P. Laufenberg and stated he would like to see a booklet of the proposed budgets to determine what departments need to come before the Board for discussion. P. Laufenberg reiterated there must be a better way to move the budgeting process along, rather than meeting for hours going over each line item of every budget.

M. Peabody stated face time with each department is very important and gives everyone the chance to examine budgets in detail. P. Laufenberg agreed that face time with each department is important but questioned if there was a more efficient way to get through budgeting. Discussion continued...

P. Laufenberg suggested that the hearings be spread out, rather than trying to visit each budget in two (2) meetings. He suggested the Highway Department, Transfer Station, Fire Department, and Police Department budgets be discussed first.

R. Sabourn agreed with spreading the meetings out, and asked TA Shepard if budgets for the Highway Department, Transfer Station, Fire Department, and Police Department could be put together for the November 17, 2021 meeting. TA Shepard stated yes.

R. Sabourn stated if those departments are discussed on November 17, 2021, they can come back for the December 1, 2021 meeting for a final determined budget.

P. Laufenberg asked if the Board could get a brief narrative from each department with the proposed budgets as a read ahead. TA Shepard stated yes and clarified the narratives may be better discussed in person; she will request written narratives with proposed budgets.

Discussion on the Cost-of-Living Adjustment (COLA) for 2022 was had. TA Shepard stated she will compile COLA data from past years to aid in determining the adjustment for 2022.

Holiday Schedule 2022

TA Shepard submitted the Holiday Schedule for review. J. Monti asked if Juneteenth will be added to the schedule as it is now a Federal Holiday. Discussion continued.

MOTION: "To add June 19, Juneteenth, to the paid holiday schedule."

Motion: M. Peabody

Seconded: J. Monti

Discussion: The Board agreed to a roll call vote.

Roll Call: Marianne Peabody – yes, Joseph Monti – yes, Roy Sabourn – no,

Brad Benton – abstained, Peter Laufenberg – yes.

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

BOS Meeting Schedule 2022

TA Shepard submitted the BOS meeting Schedule for review; meeting times are 3:00 p.m. and 10:00 a.m. in alternating weeks. TA Shepard stated meetings in December and January are scheduled for 4:00 p.m. to allow for Public Hearings at 6:00 p.m.

MOTION: "To accept the 2022 BOS meeting schedule."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion:

P. Laufenberg asked that a disclosure stating that meeting times are subject to change.

The Board agreed to have the disclosure on meeting times added to the schedule.

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

Non-public pursuant to RSA 91-A: 3, II (b, c, I)

MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (b, c, I) at 4:30 p.m."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

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

MOTION: "To exit the non-public session pursuant to RSA 91-A: 3, II (b, c, I) at 5:09 p.m."

Motion: P. Laufenberg

Seconded: B. Benton

Discussion: None.

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

MOTION: "To grant a 60-day extension for tax buyback of PID 10-07-07."

Motion: J. Monti

Seconded: P. Laufenberg

Discussion: None.

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

MOTION: "To extend the option to buy back two (2) properties to the former owners, valid until November 30, 2021, for PID 08-09-08 and PID 08-09-09."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

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

MOTION: "To grant TA Shepard permission to contact legal counsel to begin the eviction process for PID 11-02-02."

Motion: J. Monti

Seconded: P. Laufenberg

Discussion: None.

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

Library Trustees – Library Agreement

J. Monti stated the School Building Committee has indicated that they are focusing on everything except the library. K. Hadaway stated RSA 202: A;18 states if there is an established library funded by the Town, it cannot be moved away without a Town vote.

K. Hadaway stated the Library Trustees are being tossed around from one group to another with no clarification. She stated they were told to add the library into the school due to the failing building conditions and when they approached the School Board, they directed them to the Town. K. Hadaway stated they are not getting any clear direction.

P. Laufenberg asked why the school directed the Library Trustees to the Board. D. Gravel stated Mark Fishler, Chair of the Thornton School Board, told them to go to the Board to get the Town's 'vision' for the library.

R. Sabourn asked board members if they feel the Public Library should be within the school or in a separate building.

R. Sabourn: within the school

M. Peabody: no response

J. Monti: separate building

B. Benton: separate building, but not financially feasible to do so

P. Laufenberg: within the school

J. Monti stated until safety issues with adults going into the building while students are present are addressed, he is not in favor of including the library in the school.

D. Gravel asked what safety issues are present. J. Monti stated the Building Committee is collecting facts and data and focused on the needs versus wants within the school. He stated it is the Library Trustees responsibility to come up with a plan for the library that indicates what is needed and why.

D. Gravel stated the Trustees have a plan with needs that has been distributed to the Board. J. Monti stated one of the schools the Building Committee visited, Campton Elementary, is looking to pull the public library out of the school for safety of the students.

P. Laufenberg stated the Campton Public Library was forced into the space they are currently in at the school, and they have safety measures in place for students and the public. He stated if the Thornton Public Library was being added into the school, they would be starting from scratch in designing the space to ensure safety for students and residents.

D. Gravel stated there is another factor the Trustees need to consider; a new Library Director is needed. She stated the Trustees worked with M. Fischler to determine what the needs of the school library are when the hiring process began, and the School Board changed the education requirements for candidates.

D. Gravel stated the School Board is requiring the Library Director to have a Master's Degree in Library Science or Education. She stated the School Board was asked if they will support funding the salary of the Director with the new requirements; the salary would be nearly double

the amount of the previous Director, who did not have the advanced degrees that are now being required.

D. Gravel stated M. Fischler verbally confirmed they would support funding the salary; she has asked for written confirmation from the School Board with no response.

D. Gravel stated they have the ideal candidate selected and would like to make an offer, but they do not want to hire someone when they don't know if the salary needed is going to be supported. Discussion on education requirements for a Library Director continued.

R. Sabourn stated a meeting with the Board, School Board, and Library Trustees needs to be had to determine how to move forward with the library and Library Director. Discussion continued.

P. Laufenberg stated the School Board should have approached the Board prior to making the decision to change the educational requirements of the Library Director.

A. Ross stated she thought the Board had already met with the School Board to discuss the requirements, and she is ashamed of the School Board for not consulting with the Town.

R. Sabourn reiterated that a meeting with the Board, School Board, and Library Trustees needs to be had. Discussion continued.

The Board reviewed the proposed changes to the Library Agreement:

G. *Term-This agreement is made for three (3) years. from _____ to _____ OR until such time as construction of a new facility requires that the terms be redefined; whichever comes first. All parties agree to review and enter into a new agreement by such time. This will allow all parties the opportunity to modify operations or budgets prior to school district or town meetings. If unforeseen circumstances result in a delay in executing a new contract, then, with the consent of all parties, this contract shall remain in full force and effect until such time as a new contract is signed.*

H. ***Upon commencement of construction of a new library facility, all parties agree to enter into new contract negotiations immediately.***

TA Shepard stated she will send an invitation to the School Board to attend the November 3, 2021 Board meeting with the Library Trustees present.

The Trustees thanked the Board and exited at 6:08 p.m.

Board of Selectmen Item Discussions

R. Sabourn asked P. Laufenberg, as Ex-Officio on the Planning Board, to bring the subject of Short Term Rental regulations to the Planning Board. He stated the Board sent the Planning Board a letter requesting regulations or suggestions for Short Term Rentals and no response has been given. P. Laufenberg stated he will bring the topic to the Planning Board meeting on October 21, 2021.

B. Benton stated it has been discovered that the Events Committee will need to obtain a Music License or Special events license for their Family Concert Series in the future.

J. Monti asked when the Fee Schedule meeting will be, and TA Shepard stated a date is being determined.

J. Monti asked what the status of the credit card acceptance was, and TA Shepard stated the Town met with a vendor that will not provide what the Town requires for credit card transactions. TA Shepard stated another vendor is being contacted to meet.

J. Monti asked when Tuesday evening hours will resume for Town Hall. TA Shepard stated the Municipal Agents don't feel that there is enough volume and traffic to warrant being open after normal business hours. TA Shepard stated it is the Board's decision ultimately, but staff has expressed they don't think it is needed and there have been no complaints about the late hours being eliminated. J. Monti asked that facts and data be provided to justify the elimination of Tuesday evening hours.

J. Monti stated the light pole in front of Town hall has not been fixed in two (2) years, and TA Shepard clarified that the light pole in question has been repaired and is in working order.

MOTION: "To adjourn at 6:32 p.m."

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None

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

Respectfully submitted,

Kerrin Randall
Board Secretary