



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on: 12/15/21
BOS Initial: RS
Rec'd by Town Clerk on: 12-20-2021
Town Clerk Initials: pelus

**Board of Selectmen Meeting Minutes
December 1, 2021**

10:00 a.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; Kerrin Randall, Board Secretary

OTHERS PRESENT: Chief Dan Gilman, Mike French, Widge Merrill

OTHERS PRESENT VIA ZOOM (names are as they appeared via Zoom): Carter Harrison

Manifests

MOTION: "To approve the payroll manifest dated 12/3/2021 in the amount of \$24,875.58."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None

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

MOTION: "To approve the vendor manifest dated 12/3/2021 in the amount of \$987,972.39."

Motion: J. Monti

Seconded: P. Laufenberg

Discussion: None

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

MOTION: "To approve the LCJ Holdings, LLC manifest dated 12/3/2021 in the amount of \$82.00."

Motion: P. Laufenberg

Seconded: J. Monti

Discussion: None

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

Consent Agenda

1. ZCA 2021-103, Marc Sheehan and Meghan White, PID 15-4-11-11, Fraser Rd.
Description: 64X32 3-BR SF Home
2. ZCA 2021-104, Genevieve Lebel, PID 17-1-5, 289 Upper Mad River Rd.
Description: Interior Bathroom and Kitchen Renovation

3. ZCA 2019-61 EXT, Richard and Brenna Provost, Jeannine Chasse, PID 18-3-1, 1031 NH Route 49
Description: 40X40 3-BR SF Home
4. ZCA 2021-105, Robert Larochele Trust, PID 15-4-28, 14 Laundromat Rd. Description: Removing Mobile Home from Property

MOTION: "To approve the Consent Agenda for December 1, 2021 as presented."

Motion: M. Peabody

Seconded: P. Laufenberg

Discussion: None

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

Meeting Minutes

MOTION: "To approve the Board of Selectmen minutes of November 17, 2021 as amended."

Motion: J. Monti

Seconded: P. Laufenberg

Discussion: None

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

MOTION: "To approve the non-public meeting minutes of November 17, 2021 as presented."

Motion: J. Monti

Seconded: M. Peabody

Discussion: None

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

TA Shepard submitted edits from the Library Trustees from the October 20, 2021 minutes, as people were misidentified, and they request the minutes be corrected to reflect who said what.

MOTION: "To approve the amended Board of Selectmen minutes of October 20, 2021 to reflect the corrected comment identification of Library Trustees."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: J. Monti clarified that no comments or content were changed, just the names of those who spoke. TA Shepard confirmed that no content was changed.

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

TA Presents

TA Shepard submitted an updated budget to date for review.

TA Shepard passed out a flyer for the Police Department "Stuff a Cruiser" event.

TA Shepard shared with the board that two former employees had recently passed away. She will share the details for services once she receives the information.

TA Shepard shared with the board an updated tax rate history for the past ten years including the 2021 recently released tax rate.

TA Shepard stated the application period for the Transfer Station Manager (TSM) position has closed and five (5) applications were received. She stated Campton and Ellsworth have agreed that a committee comprised of one (1) member from each Town will conduct interviews.

TA Shepard stated Selectwoman Davis, Campton, has offered to take the applications and input the candidates' qualifications into a rating chart to aid the Interview Committee; ratings will be determined based on the experience, education, etc. This rating sheet will assist the interview committee with determining who should be interviewed.

R. Sabourn volunteered to be Thornton's representative on the Interview Committee for the TSM. J. Monti stated he would like to see the applicants who applied. TA Shepard stated anyone on the Board can view the applications, but she will not make copies for distribution as the information is confidential in nature. Discussion continued.

P. Laufenberg stated the expectations for the TSM need to be in line for all towns involved, as there appear to be different thoughts on what each town is looking for in a manager. Discussion continued.

The Board agreed that the TSM needs to have good people skills, be able to be hands on at the facility, as well as handle the administrative needs of the Transfer Station. The TSM should also be able to look logistically at the facility and see where improvements can be made. J. Monti stated, while not a requirement, he feels having a local person in that position would help with the public relations at the Transfer Station. R. Sabourn thanked everyone for their input on this position and the interview committee will move forward and schedule interviews in the near future.

Police Department Updates

Chief Gilman stated Thanksgiving meals were delivered around Town. Chief Gilman stated he would like to be able to have all officers attend the holiday party this year. He stated he has been in contact with the Grafton County Sheriff's Department to get coverage in town from 4:00 p.m. until midnight; Chief Gilman will be on call beginning at midnight. He stated there is money in the budget to cover the cost of the Sheriff Department coverage.

Chief Gilman wanted to bring this to the attention of the Board, and the Board agreed that it is a great idea if he can get coverage.

TA Presents continued...

TA Shepard reviewed several Concerned Citizen Issue forms submitted regarding the same property on Covered Bridge Road, having unsanitary conditions, trash in the yard, and unregistered vehicles. TA Shepard shared with the board that ZCO Magoon has been out to the property and believes it is now vacant.

TA Shepard stated the owner met with ZCO Magoon last month and he began the process of filling out a Zoning Compliance Application. R. Sabourn stated the owner is heading in the right direction, but if the residents on Covered Bridge Road feel that this property is affecting other properties, they need to take it up within their HOA, as there are covenants in place.

P. Laufenberg stated the Board does not enforce covenants and can only enforce Zoning Compliance violations. ZCO Magoon entered the meeting and stated the only possible zoning violation that he can see at this time is the number of unregistered vehicles on the property.

A lengthy discussion continued. R. Sabourn suggested that a letter should be sent to the property owner with the concerns of the Board. He asked ZCO Magoon to follow up with the property owner to get a current mailing address; Town Counsel will review the letter prior to being sent.

TA Shepard stated she will respond to the Concerned Citizen submissions by informing them that the Board is exploring the concerns and are seeking an appropriate answer.

TA Shepard stated the Holiday Hours at the Transfer Station came into question, as Christmas and New Year's Day both fall on Saturdays, meaning that the Transfer Station would be closed two (2) Saturdays in a row. She stated this Holiday Schedule has been posted since October 2020. However, in order to give residents notice of these limited hours due to the upcoming holidays, she suggested that an ad be placed in the newspaper for two weeks, notices be placed on the town's website and Facebook page, notices be placed at Town Hall and at the School, as well as additional signage at the Transfer Station. TA Shepard also noted she would encourage Campton and Ellsworth to share this information at their town offices and on their town websites as well. Hopefully this will give residents advanced notice of the limited hours. Discussion followed. The Board agreed this would be an appropriate course of action.

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

M. Peabody stepped off the Board at 10:48 a.m.

Health Department Budget

Health Officer Peabody presented the proposed Health Department Budget; all items were level funded apart from the increase in the COLA.

The Board reviewed the budget presented. Discussion continued, and no changes were proposed. The Board thanked Health Officer Peabody.

Welfare Department Budget

Welfare Officer Peabody presented the proposed Welfare Department Budget; \$1,000.00 was removed from the Direct Assistance line. Discussion continued about the previous year assistance programs, as demographics in town are changing and there has been less need for assistance.

P. Laufenberg asked if the Assistance line could be put into a revolving fund with a cap set. Discussion continued. TA Shepard stated said she will see if a revolving fund is possible and will follow up with the Board. The Board agreed to leave the proposed budget as presented.

The Board thanked Welfare Officer Peabody.

M. Peabody rejoined the Board at 11:05 a.m.

J. Monti stepped off the Board at 11:09 a.m.

CIP Committee Budget

J. Monti presented the proposed CIP; emergency vehicle purchase dates are now in line with the Campton CIP. The Board reviewed the CIP charts presented.

TA Shepard stated there is a column that got left off in printing for a grader; the dollar amount is the same, but some information was moved on the form.

R. Sabourn questioned the addition of a scale for the Transfer Station. He stated the previous TSM was not in favor of a scale and asked why it was listed. R. Sabourn stated a scale will need to be agreed on by Campton and Ellsworth.

J. Monti stated the scale was a recommendation by the Transfer Station Advisory committee, and it is a good idea. R. Sabourn stated the proposal of a scale is premature without the input of the TSM or the other Towns involved. He stated a scale is not a good or a bad thing, but more information needs to be gathered before the decision to add it to the CIP is made.

J. Monti stated there is time set aside at the joint budget meeting on December 13, 2021 to discuss the CIP with Campton. He stated there is a disconnect between Thornton and Campton regarding the CIP and that Ellsworth is just along for the ride. J. Monti stated the addition of a scale in the CIP will get the conversation started. Discussion continued.

P. Laufenberg stated the scale should be listed in the CIP as a conversation starter. He stated the new Transfer Station Manager should also weigh in on this. P. Laufenberg stressed that having the scale in the CIP does not guarantee that it is a done deal. Discussion continued.

The Board agreed that the proposed Transfer Station Scale will be moved from 2023 as suggested by the CIP Committee to 2025. TA Shepard reminded the CIP Committee that they still need to schedule and hold a public hearing.

The Board thanked J. Monti.

J. Monti rejoined the Board at 11:44 a.m.

Town Clerk Budget

Interim Town Clerk (ITC) White presented the proposed Town Clerk Budget. She stated organization dues and general supplies increased slightly; every two (2) years pre-stamped envelopes are purchased, and this is a year to order them. The Board reviewed the budget presented.

P. Laufenberg asked if the envelopes could be purchased using funds from the current budget and ITC White stated they can be purchased this year.

Discussion continued. The Board thanked ITC White.

Elections Budget

ITC White presented the proposed Elections Budget. ITC White stated her budget is based on elections from 2018 as there were two elections during that year similar to the upcoming schedule for 2022. This budget also takes into account the recent increase in wages for Ballot Clerks and the Moderator as well.

The Board reviewed the budget presented. P. Laufenberg questioned the amount for operating expenses and ITC White explained that postage is taken from that line and the amounts differ from standard postage rates.

The Board thanked ITC White.

Tax Collector Budget

Tax Collector (TC) Mahurin presented the proposed Tax Collector Budget. She stated some numbers went down, as the Deputy Tax Collector hours were altered to accommodate the ITC position.

R. Sabourn asked about the general supply line, which was over expended this year. TC Mahurin stated a folding machine had to be purchased since the old one finally died. She needed this machine to process and mail out the recent tax bills. The Board thanked TC Mahurin.

Municipal Agent Budget

Municipal Agent (MA) Mahurin presented the proposed Municipal Agent Budget. She stated, similar to the Tax Collector budget, there was a reallocation of hours, and most other items were level funded.

P. Laufenberg questioned the surplus in general supplies for this year and asked if anything could be purchased for next year with that. MA Mahurin stated that the surplus is due to money she had in the budget to purchase a printer. She explained that last year the State of NH informed towns that they would no longer be responsible to replace or provide printers for municipalities. The current printer is about ten years old, and she is expecting to have to replace it in the near future. J. Monti questioned why a new printer cannot be purchased now, eliminating the surplus. MA Mahurin said she does not feel comfortable buying a new printer until the old one is no longer working.

MA Mahurin stated that if the money for a new printer is not spent, the money will be returned to the general fund. She further explained that she recently purchased new toner for the current printer and that would be wasted if she purchased a new printer. MA Mahurin stated there is also no room to store another printer, as it is not a small machine. J. Monti stated that he believes carrying emergency funds in her budget is not appropriate as there is an emergency fund for that.

A lengthy discussion continued. MA Mahurin stated it is ultimately up to the Board to decide what they would like to do with the line item, and she will go with what they decide.

J. Monti questioned the amount listed in the professional services and mileage line, as less than \$100.00 has been spent out of that line; he recommended that line item be removed. MA Mahurin stated if a new staff member needs to be hired, funds need to be available for training. She stated this line covers technical support and funding for outside agencies (example: MRI) if they need to be brought in.

Discussion continued. No other changes were made to the budget as presented. The Board thanked MA Mahurin.

Zoning Compliance Budget

ZCO Magoon presented the proposed Zoning Compliance Budget. He stated he is placing money in the budget for approximately 100 miles per week at the federal mileage reimbursement rate as he will be visiting properties as ZCAs are filed. Except for salary, all other lines are level funded.

TA Shepard stated the wages presented are based on an average of 20 hours a week. J. Monti stated he believed the position of ZCO was set up with 16 hours and TA Shepard reviewed the warrant article for the position that was approved in 2021; there were no hours listed, just wages as a part time position beginning after June 1, 2021.

M. Peabody stated the numbers submitted show that the ZCO has enough work to warrant the average 20 hours per week. She stated some weeks he may work 20 hours, and others 10

hours. ZCO Magoon stated he is getting things in place now for checks and balances to help streamline the process and better determine his time.

P. Laufenberg stated he believes the increase from \$16,000.00 per year to the proposed \$26,000.00 per year is going to be hard pill to swallow for taxpayers. J. Monti stated common sense dictates that if the ZCO was paid \$8,000.00 for 6 months, then he should be paid \$16,000.00 for 12 months, not \$26,000.00.

TA Shepard calculated that \$16,000.00 equates to 12 hours a week. She stated when the Board advertised for the Zoning Compliance Officer position, they approved it for up to 20 hours per week and that is what Mr. Magoon was hired for. She further stated that it was her recollection that the board indicated they would revisit the needs of this position once the ZCO was hired to review the hours and workload for the future. J. Monti stated TA Shepard is not from Thornton and doesn't understand how people will respond to the increase. M. Peabody stated J. Monti's comments were uncalled for.

TA Shepard stated the need for the position of ZCO is greater than initially anticipated and Mr. Magoon has been doing a great job so far and is enthusiastic and very professional. P. Laufenberg stated that we have found a very competent person in ZCO Magoon, but he is concerned by the increase in the wages and feels people will not be happy. Discussion followed.

R. Sabourn stated he hears both sides of this argument, but he supports the increase to \$26,000.00 per year. He stated, as the former acting unpaid ZCO, having ZCO Magoon going out and doing site visits alone has prevented several violations from happening. ZCO Magoon has also found things that have not been on the radar before, and he can justify the increase.

P. Laufenberg stated the other part of the conversation regarding the ZCO position was the fee schedule being updated to help offset the cost of the position.

TA Shepard stated that she is working with ZCO Magoon, and MA Mahurin to prepare a revised fee schedule to present to the BOS for review in the near future.

P. Laufenberg stepped out of the meeting at 12:34 p.m.

B. Benton stated he could justify the increase in wages if the fee schedule was revised.

J. Monti stated he cannot justify the increase without a new fee schedule in place. He stated ZCO Magoon is doing a great job, but he cannot support the increase in wages.

TA Shepard stated the fee schedule public hearing is usually held in November but was delayed this year due to several other issues like the TS Ordinance which has fee schedule items in that as well as the Planning Board looking at updating their fee schedule. TA Shepard reminded the Board that she presented them with a spreadsheet with information relative to zoning compliance application fee structures back in July for their review.

ZCO Magoon stated a year from now, he will have a better idea of what the position will need. He stated there has been a steady increase in ZCAs resulting in a bigger workload for this position.

J. Monti stated taxpayers are never shown the revenue side of the Town and that is an issue. R. Sabourn disagreed and informed J. Monti that all revenues are listed in the Town Report.

J. Monti stated he can support the increase in wages for the ZCO, but he wants a commitment that the fee schedule will be done before Town meeting. TA Shepard assured the board that they would be receiving an amended fee schedule for ZCAs in the near future.

TA Magoon thanked the Board and exited at 12:45 p.m.

Transfer Station Surplus Request

The Board reviewed the Transfer Station surplus request. R. Sabourn stated there was concern with the request for a toolbox. He stated he went and spoke with Transfer Station Staff, and saw that they do need a new toolbox, though not as large as was proposed.

P. Laufenberg returned to the meeting at 12:48 p.m.

MOTION: "To approve the Transfer Station Surplus request from the 2021 budget for the following:

\$270.00	Electric Pump for Waste Oil
\$658.00	Spill Containment Pallett
\$800.00 (up to)	Toolbox"

Motion: J. Monti

Seconded: M. Peabody

Discussion: None

Motion Passes: 4 – Yes, 0 – No, 1 – Abstained

Mill Brook Road Improvements

R. Sabourn stated he requested this be put on the agenda to figure out what the next steps in this process are. He stated he got the impression that the Board and residents in attendance at the last meeting are not on the same page and a decision needs to be made one way or another. R. Sabourn stated improvements are needed for safety reasons, but some residents do not want to change anything on the road. He asked if it would make sense for a member of the BOS and RA Kubik to speak to the homeowners who will be affected at the four (4) proposed sites from RA Kubik.

A lengthy discussion continued regarding the need for drainage improvements, rather than road widening. R. Sabourn suggested that B. Benton talk to the residents that will be affected first to get their thoughts on the suggested improvements. He asked that this be added to a future agenda, once budgeting is completed, to determine if the improvements are something the property owners of the sites want. R. Sabourn stated any public hearings would be held by the Planning Board with support of the BOS should the process get to that point.

Board of Selectmen Item Discussions

R. Sabourn updated the Board relative to a recorded "proposed easement" plan for the property on Chickenboro Road that was not approved by the BOS. He stated legal counsel advised that the easement never happened and the plan should not have been recorded by Registry of Deeds personnel.

R. Sabourn stated there is a trip hazard at the Transfer Station on the concrete pad by the recycling building. TA Shepard stated she will speak with RA Kubik about adding ledge-pack to that area, as was discussed previously.

P. Laufenberg stated a concerned citizen form was submitted regarding the Campton BOS meeting on November 8, 2021 not being noticed in Thornton, as the Thornton BOS was present to discuss the Transfer Station Ordinance.

P. Laufenberg stated the citizen complaint alleged that actions taken at that meeting may be considered null and void, as the meeting was not noticed correctly. He stated legal counsel confirmed that actions voted on by the Thornton BOS could potentially be challenged due to the notice not being posted,

P. Laufenberg stated counsel advised that the Selectboard affirm the action taken at the November 8, 2021 meeting at this BOS meeting.

The Board reviewed the minutes from the November 8, 2021 Campton BOS meeting. R. Sabourn stated he felt the meeting minutes provided by the Town of Campton are not an accurate reflection of the motions made during that meeting relative to the Transfer Station. TA Shepard will reach out to Campton and ask them to review their minutes for accuracy.

MOTION: "To affirm the decision made at the November 8, 2021 Campton Selectboard Meeting by the Thornton Selectboard to create a committee to streamline the proposed Transfer Station Ordinance. This committee will be comprised of one (1) member from each Selectboard and two (2) members of the Transfer Station Advisory Committee."

Motion: P. Laufenberg

Seconded: J. Monti

Discussion: None

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

Public Forum

No comments were made.

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

MOTION: "To enter into non-public session pursuant to RSA 91-A: 3, II (a, c, I) at 1:31 p.m."

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None

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

MOTION: "To exit the non-public session pursuant to RSA 91-A: 3, II (a, c, I) at 2:02 p.m."

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None

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

MOTION: "To compensate Transfer Station Assistant Manager, Zach Simon, at the rate of pay of \$22 per hour retroactive to November 10, 2021 until such time as a new Transfer Station Manager is hired. At that time, Z. Simon will no longer receive the additional compensation per hour but will receive a step increase."

Motion: P. Laufenberg

Seconded: R. Sabourn

Discussion: None

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

MOTION: “To adjourn at 2:03 p.m.”

Motion: P. Laufenberg

Seconded: B. Benton

Discussion: None

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

Respectfully submitted,

Kerrin Randall
Board Secretary