



**TOWN OF THORNTON  
BOARD OF SELECTMEN**

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

Approved on: 2/9/22  
BOS Initial: JS  
Rec'd by Town Clerk on: 2-10-2022  
Town Clerk Initials: pdw

**Board of Selectmen Meeting Minutes  
November 3, 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:** Kerrin Randall, Board Secretary

**STAFF PRESENT:** Debra Shepard, Town Administrator

**OTHERS PRESENT:** David Rivers, Marlene Rivers, Steven Babin, Kate Hadaway, Anita Ross, Diane Gravel, Judy Rolfe

**OTHERS PRESENT VIA ZOOM (names are as they appeared via Zoom):** Katie's iPhone

**Manifests**

**MOTION: "To approve the payroll manifest dated 11/5/2021 in the amount of \$27,982.74."**

Motion: M. Peabody

Seconded: J. Monti

Discussion: None

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

**MOTION: "To approve the vendor manifest dated 11/5/2021 in the amount of \$293,645.19."**

Motion: P. Laufenberg

Seconded: J. Monti

Discussion: None

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

**MOTION: "To approve the LCJ Holdings, LLC manifest dated 11/5/2021 in the amount of \$720.73."**

Motion: R. Sabourn

Seconded: P. Laufenberg

Discussion: None

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

**Consent Agenda**

1. ZCA 2021-91, Robert & Anna Deeks, PID 11-1-116, Brookwood Circle  
Description: 24X32 3-BR SF house

2. ZCA 2021-92, Thomas S. Mitchell, PID 12-1-7, Orris Road  
Description: 20X16 shed
3. ZCA 2021-93, Qais (Casey) Ajalat, PID12-5-12, Tree Line Road  
Description: 26X40 3-BR SF house
4. ZCA 2021-94, David Riccardi, PID10-1-3-02, Birch Bend Drive  
Description: 26X26 multi-level deck platform
5. ZCA 2021-95, Mark Invernizzi, PID 13-11-5 51, Amory Leland Road  
Description: 20X24 carport/pole barn
6. ZCA 2021-96, Robert Rodecker (Jessica POA), PID 10-9-35, 2831 US Route 3  
Description: 20X8 lean to attached to garage
7. ZCA 2021-97, LCJ Holdings (Owl's Nest), PID16-1-7, 1447 NH Route 175  
Description: 16X20 pumphouse
8. Notice of Intent to Cut, Kevin Dorsey, PID 15-4-11, Woods Road
9. Certificate of Appointment – Dan Gilman – Emergency Management Director
10. Certificate of Appointment – Jeannine Wood – Emergency Management Deputy Director

**MOTION: "To approve the Consent Agenda for November 3, 2021 as presented."**

Motion: J. Monti

Seconded: M. Peabody

Discussion: None

**Motion Passes: 3 – Yes, 0 – No, 2 – Abstained**

**Meeting Minutes**

**MOTION: "To approve the Board of Selectmen minutes of October 20, 2021 as amended."**

Motion: P. Laufenberg

Seconded: J. Monti

Discussion: None

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

**MOTION: "To approve the non-public meeting minutes of October 20, 2021, and two (2) sets of non-public meeting minutes of October 27, 2021."**

Motion: M. Peabody

Seconded: P. Laufenberg

Discussion: None

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

**TA Presents**

TA Shepard asked the Board to motion to approve the State of NH Timber Stumpage Value fee list at the median rate.

**MOTION: "To approve the stumpage value at the median rate."**

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None

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

TA Shepard stated a representation letter from Plodzik & Sanderson was received, indicating that the audit is complete. She stated the concern regarding FDIC has been removed from the letter as the issue was resolved.

**MOTION: "To accept the representation letter from Plodzik & Sanderson of the completed audit."**

Motion: P. Laufenberg

Seconded: B. Benton

Discussion: None

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

TA Shepard stated AA Mahurin pulled numbers for the Board to review regarding Tuesday evening hours being reinstated. She stated the numbers show that there is no need to reinstate Tuesday hours, and accommodations are made for residents that cannot make it in prior to normal business hours ending.

J. Monti stated the facts and data presented satisfy his request for information and agrees that adding Tuesday evening hours twice a month are not necessary. The Board agreed.

TA Shepard stated eviction paperwork has been prepared to start the process on one property and she asked the Board to sign six originals.

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

**Police Department**

M. Peabody swore in Dan Gilman as Police Chief of the Town of Thornton. R. Sabourn read the appointment letter given to Chief Gilman and the Board congratulated him.

The Board thanked Ken Miller for his years of service to the Town.

Chief Gilman asked the Board for permission to apply for the 'Walmart Grant' that will assist with purchasing tire deflation devices for cruisers.

**MOTION: "To grant permission to Chief Gilman to apply for the 'Walmart Grant.'"**

Motion: P. Laufenberg

Seconded: B. Benton

Discussion: None

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

TA Shepard asked the Board to review a press release she drafted relative to Chief Gilman's promotion to Chief.

**MOTION: "To approve press release announcing Chief Gilman's promotion to Chief."**

Motion: P. Laufenberg

Seconded: J. Monti

Discussion: P. Laufenberg provided a few suggested edits to the draft. TA Shepard will review and make the edits before finalizing.

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

TA Shepard submitted a professional services agreement to the Board for signature for Municipal Resources, Inc. (MRI) to provide Chief Gilman with administrative assistance for the next four to six weeks. Mike French will be the MRI staff member coming to assist Chief Gilman during his transition.

**MOTION: "To approve the professional services agreement between the Town and Municipal Resources, Inc. (MRI)."**

Motion: J. Monti

Seconded: M. Peabody

Discussion: None.

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

R. Sabourn stated Chief Gilman submitted a request to continue his part time positions with the Campton-Thornton Fire Department and Waterville Valley Department of Public Safety. Chief Gilman stated the part time positions will in no way interfere with his position as Police Chief for Thornton.

**MOTION: "To allow Dan Gilman to continue his part time positions with the Campton-Thornton Fire Department and Waterville Valley Department of Public Safety, provided that these part time positions do not impact his ability to perform the duties of Chief of Police for Thornton."**

Motion: R. Sabourn

Seconded: J. Monti

Discussion: None.

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

#### Zoning Compliance Officer (ZCO)

Shawn Magoon introduced himself to the Board. TA Shepard stated ZCO Magoon has jumped right in and having him on board is going to be very beneficial moving forward. ZCO Magoon stated the residents have been receptive to him, and he is happy to be on board. The Board welcomed ZCO Magoon.

#### Tax Rates

TA Shepard stated Waterville Estates Village District is holding up the setting of our tax rate. She will continue to work with the Department of Revenue and hopes to have a tax rate very soon.

Discussion continued regarding using the Fund Balance to offset the tax rate. R. Sabourn suggested a range between of \$200,000-\$300,000, as the Board has consistently done over the years. J. Monti stated he would like to see a calculation using \$750,000 and \$500,000.

R. Sabourn asked TA Shepard to email department heads to see what they estimate their surplus may be to assist in determining what funds may be remaining in our budget at year end. TA Shepard will also ask the department heads for any surplus purchase requests for next meeting.

TA Shepard reminded the Board that a joint meeting in Campton will be held on November 8, 2021 at 5:00 pm to discuss the Transfer Station, and another on December 13, 2021 at 5:30 pm to discuss the Fire Department and Transfer Station budgets.

#### Library and School Board

R. Sabourn stated he asked the School Board and Library Trustees attend this meeting for all three (3) boards to get on the same page regarding the future of the Town Library. He stated the Trustees expressed concern at the last Board meeting that they were being left out of the planning of the proposed new school building project.

R. Sabourn stated there was also concern that the School Board reportedly required the future Library Director hire to have a master's degree. He stated this requirement of the School Board was a concern for the Trustees, as the salary for the director would increase significantly.

Diane Gravel, Library Trustee, clarified a few items for the Board. She stated she thinks that the building committee is going to delay proposing the updates on the school for 2021, as they want to see if the library will need to be in the building. D. Gravel stated there are several "what if" scenarios that need to be explored.

D. Gravel stated should the Town and School libraries be separated, then the Town Director will not be required to have a master's degree. She further clarified that the school library needs to have a media specialist and/or director with a master's degree. K. Welch stated there is currently a staff member who satisfies the requirement of a media specialist for the school. D. Gravel indicated they have extended an offer for the Library Director position to someone with a master's degree. She stated they are in negotiations, and the salary increase will be minimal and able to be covered in this year's budget.

A lengthy discussion on the history of the Town and School libraries being combined continued.

Discussion regarding safety measures needed in a combined building continued.

Kyla Welch, resident and Superintendent of Schools, SAU 48 stated the Town and School libraries should be housed together in the school, as the plans for the proposed school remodel can easily accommodate a library with appropriate safety measures for the students and residents. She stated the Town and school need to work together, rather than against each other.

**MOTION: "To affirm the commitment of the Town of Thornton with Thornton Central School to continue using a joint library."**

Motion: J. Monti

Seconded: P. Laufenberg

Discussion: None.

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

R. Sabourn asked that the decision of the Board to continue to have a joint library be brought to the Building Committee. Mark Fischler, School Board Chair, stated he will bring the decision to the Committee

The Board thanked the Trustees and School Board members for coming.

#### Events Committee

B. Benton stated SESAC, a music licensing company for composer and artists, contacted him and indicated that the Events Committee needed a license to play published artists' music. B. Benton stated the licenses are required for any group that plays other artists' music, as this is how royalties are paid to the artist. Discussion continued.

B. Benton stated the event cannot continue without this license. Judy Rolfe, Events Committee stated they need to pay it in 2021 and will again need to pay in 2022. She is expecting a donation to help pay for the 2021 expense.

**MOTION: "To approve the SESAC license contract for the Events Committee."**

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None.

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

White Mountain National Forest – Thornton Gore Road Bridge

R. Sabourn stated the Forestry Service has confirmed that they cannot grant a 10-year agreement for the Town to use the temporary logging bridge. Discussion continued.

**MOTION: “To decline the offer of the US Forestry Service for the temporary logging bridge. The Town will not provide labor and/or equipment to install or remove the bridge unless a 10-year agreement is offered by the Forestry Service.”**

Motion: R. Sabourn

Seconded: M. Peabody

Discussion: None.

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

Intergovernmental Agreements – Fire Department and Transfer Station

TA Shepard gave the Board a draft of the Intergovernmental Agreement for review. Discussion of the percentage each town has for the Fire Department and Transfer Station continued.

Discussion regarding voting between the three towns in the Intergovernmental Agreement continued. J. Monti stated something needs to be clearly written explaining how votes are counted. P. Laufenberg stated he will draft language regarding the voting process and submit it to the Intergovernmental Agreement Committee.

P. Laufenberg stated all costs for the Transfer Station have been shared, but the main fire station was paid for by Campton, and individual sub-stations were paid for by the respective towns. He stated a proposed change to the agreement is any improvements to main fire station should be shared.

J. Monti questioned if the hiring or discipline of the Transfer Station Manager (TSM) is at Thornton's discretion, and the Fire Chief at Campton's. R. Sabourn clarified Transfer Station Manager and Fire Chief actions are handled jointly by all three (3) boards, and that employees at the respective facilities are handled by the individual towns.

Transfer Station

TA Shepard stated a letter of resignation from TSM Steve Chiocca was received.

**MOTION: “To accept the resignation of TSM Steve Chiocca, effective November 10, 2021.”**

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None.

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

TA Shepard stated the position has been posted. Discussion questioning the TSM position being hourly and not salary was held.

R. Sabourn clarified the TSM and Road Agent positions are paid hourly, as they act as working foremen, and don't have typical hours.

### Capital Improvements Plan (CIP)

J. Monti stepped off the Board at this time to represent the CIP Committee in place of Chairman Lewis. J. Monti stated he wanted to highlight what the CIP is proposing for the Fire Department and Transfer Station. He stated there is a discrepancy between Campton and Thornton with what type and when to purchase emergency vehicles. J. Monti stated Campton wants a new fire engine and Thornton wants a new ambulance purchased in the upcoming year. Discussion on the timeline and what type of vehicle to purchase continued.

P. Laufenberg stated the Fire Chief and TSM should not be the messengers between the Boards. He stated there needs to be a fluid way to communicate on shared entities.

R. Sabourn stated the Board received an email from A. Lewis last week with information that is vastly different than what is being presented by the CIP at this meeting. He stated he does not blame Campton for disagreeing with Thornton wanting to purchase an ambulance over a fire truck; Campton had planned for a fire truck and the request for an ambulance was unplanned.

P. Laufenberg suggested a joint meeting with both Boards and Chief Defosses to discuss the Fire Department purchases and timelines be held for everyone to get on the same page.

J. Monti stated the CIP is also investigating the possibility of a scale at the Transfer Station; this could be a revenue generator if construction and demolition debris are weighed and required to pay by the ton.

J. Monti stated the CIP is looking for direction on the money set aside for improvements to Mill Brook Road. He stated the CIP needs to know if more money needs to be added to that line item, as the project will not be completed in the timeline proposed.

P. Laufenberg stated the Fire Department CIP will need to be adjusted to cover the Town's portion to the maintenance of the main Fire Station, as is being proposed in the Intergovernmental Agreement. Discussion continued.

TA Shepard stated there is line in the CIP for Municipal Buildings that could possibly be used for the main Fire Station. She stated she will consult the DRA to see if those funds can be used under the Intergovernmental Agreement.

R. Sabourn stated a meeting with Campton, Ellsworth, and Chief Defosses needs to be had sooner than later, perhaps prior to the Campton Selectmen's Meeting on November 8, 2021. TA Shepard stated she will reach out to the Town Administrators to schedule a meeting. J. Monti rejoined the Board.

### Board of Selectmen Item Discussions

P. Laufenberg stated at the last public hearing for the Transfer Station Ordinance, S. Babin stated the amount of municipal solid waste was decreasing and there was no problem with trash at the Transfer Station. P. Laufenberg and TSM Chiocca reached out to Casella and NHDES to get actual data on how much municipal waste the Town generates

P. Laufenberg stated they discovered that the numbers being reported to NHDES between 2013-2018 were incorrect; the amounts reported to NHDES were higher than the number received by Casella. TA Shepard stated NHDES was contacted and indicated that they will

update the information for their records; there is no fine for incorrect information and is for historical purposes. Discussion continued.

R. Sabourn stated both sets of data, what was reported and the actual numbers, both show a steady increase in municipal waste.

**MOTION: "To submit amended tons of municipal trash to NHDES from 2013-2018."**

Motion: M. Peabody

Seconded: P. Laufenberg

Discussion: None.

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

**TA Presents continued...**

TA Shepard stated she and RA Kubik are trying to set up another site visit to the Hubbard property.

TA Shepard stated the Town has received the Cost-of-Living Adjustment (COLA) information. She submitted a history of what the Town has done compared to the Federal rates. TA Shepard stated a range of 3%-5.25% with the impact on the budget has been submitted for review.

R. Sabourn asked when a decision needs to be made and TA Shepard stated the sooner it is decided the sooner the wages can be determined for the budget.

P. Laufenberg suggested a 3% COLA be used to see if there is any room in the budget to increase the percentage or if the percentage needs to be decreased. J. Monti stated he cannot support a 3% COLA and suggested 2%. Discussion continued.

The Board agreed to calculate the COLA at 3% and when the proposed budget is presented, they may revisit the COLA at that time.

**Board of Selectmen Item Discussions continued...**

J. Monti asked for progress updates on fees, credit card usage, and the meeting with Mill Brook Road residents.

TA Shepard stated RA Kubik came back on Monday and the meeting date for Mill Brook Road is being determined.

R. Sabourn stated the fee schedule is done at the end of November.

TA Shepard stated the use of credit cards is a process and cannot be rushed, as it needs to be done properly to protect the Town. She stated she is setting up meetings with vendors, but it is a major change that needs to work for each department that will be utilizing it.

J. Monti stated the use of credit cards was only intended for the Transfer Station. TA Shepard stated if the Transfer Station is giving six (6) months to implement clear bags, then the Town should be given time to find a safe, accurate vendor to receive credit cards.



P. Laufenberg reiterated that the use of credit cards was only for the Transfer Station. TA Shepard stated it is illogical to have cards be accepted at one place and not others; getting all departments at the same time makes more sense.

TA Shepard asked for direction. Discussion continued. The majority of the Board stated they feel all departments should be set up to accept credits cards and TA Shepard was directed to continue to work on this process.

**MOTION: "To adjourn at 2:32 p.m."**

Motion: M. Peabody

Seconded: B. Benton

Discussion: None

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

Respectfully submitted,

Kerrin Randall  
Board Secretary