

**TOWN OF THORNTON  
PLANNING BOARD**

Approved on: 10/20/22  
PB Initials: MF  
Rec'd by Town Clerk on: \_\_\_\_\_  
Town Clerk Initials: \_\_\_\_\_

**Planning Board Meeting Minutes  
Thursday, September 15, 2022**

**CALL TO ORDER – PLEDGE OF ALLEGIANCE:**

Chairman Nancy Decoteau called the meeting to order at 6:00 p.m.

**ROLL CALL:**

**Members present at Town Hall:** Nancy Decoteau, Chairman; Frank Freeman; Peter Laufenberg; Karen Waters; David Rivers; Kathy Menici, Planning Director; Kerrin Randall, Board Assistant

**Members present via Zoom:** Steven Babin, Vice-Chairman

**Members not present:** Donna O'Donnell

**Alternates present at Town Hall:** Cynthia Schofield, Jack Gaites

**Others present via call-in (partial names are as they appeared via Zoom):** 16032546722, 16174389514, Edward Noseworthy, Family, John Harris, Max Lash, Max's iPhone 11 pro, Participant, Scott, Tim White FMCSA-NH

**Others present at Town Hall:** Shawn Magoon, Christina Guilbert, Bob Gallagher, Diane Gallagher, Brad Trott, Cecile Trott, Michael Riley, Philip Hastings, Jon Warzocha, Cheryl Wallace, John Wallace, Judy Faran, Sherrill Howard, Karen Farrenkopf, Dennis Farrenkopf, Kevin McKenna, Kristin Franklin, Deb McKenna, Mahlynn Warren, Gerald Warren, Tom Duffield

Ms. Decoteau sat Ms. Schofield as a voting member in place of Ms. O'Donnell

**APPROVAL OF MINUTES:**

Upon distribution and review of the meeting minutes of August 18, 2022, the members took the following action:

**MOTION: "To accept and approve the Minutes of the Thursday, August 18, 2022 meeting as amended."**

**Motion:** K. Waters

**Second:** P. Laufenberg

**Discussion:** None

**Vote:** 5 YES - 0 NO - 2 ABSTAIN

**Motion passes.**

Upon distribution and review of the meeting minutes of the Monday, September 12, 2022 site visit to the Pemi River Campground, the members took the following action:

**MOTION: "To accept and approve the Minutes of the Monday, September 12, 2022 site visit to the Pemi River Campground as presented."**

**Motion:** D. Rivers

**Second:** F. Freeman

**Discussion:** Ms. Randall thanked Mr. Babin for his field notes from the visit.

**Vote:** 6 YES - 0 NO - 1 ABSTAIN

**Motion passes.**

**MOTION: "To amend the order of the agenda."**

**Motion:** N. Decoteau

**Second:** F. Freeman

**Discussion:** None

**Vote:** 7 YES - 0 NO - 0 ABSTAIN

**Motion passes.**

**HEARINGS:**

Ms. Decoteau stated that there was a public notice error for the following hearings, and they will need to be rescheduled to a date and time certain at this meeting:

1. APPLICATION/PUBLIC HEARING – Scenic Road Hearing; Mill Brook Road [Map 213, Lot 11, Map 213, Lot 12, and Map 213, Lot 13] John Kubik as agent for Town of Thornton Highway Department. *Improvements proposed on a Scenic Road to include tree removal and ditching.*
2. APPLICATION/PUBLIC HEARING – Boundary Line Adjustment and Subdivision; Kevin French as agent for Douglas and Kristen Franklin, Trustees of Robert Franklin Living Trust. [Map 235, Lot 144 and Map 235, Lot 145]. *Annex land from Map 235, Lot 145 to Map 235, Lot 144, then subdivide the remainder of Map 235 Lot 145, into 2-Lots.*

Ms. Decoteau asked the Board for their preference in having a separate meeting to hear these two (2) applications or continue them to the regularly scheduled October, 20, 2022 meeting and discussion occurred.

**MOTION: “To continue the APPLICATION/PUBLIC HEARING – Scenic Road Hearing; Mill Brook Road [Map 213, Lot 11, Map 213, Lot 12, and Map 213, Lot 13] John Kubik as agent for Town of Thornton Highway Department. *Improvements proposed on a Scenic Road to include tree removal and ditching to October 20, 2022, beginning at 6:00 p.m.*”**

**Motion:** K. Waters

**Second:** P. Laufenberg

**Discussion:** None

**Vote:** 7 YES - 0 NO - 0 ABSTAIN

**Motion passes.**

**MOTION: “To continue the APPLICATION/PUBLIC HEARING – Boundary Line Adjustment and Subdivision; Kevin French as agent for Douglas and Kristen Franklin, Trustees of Robert Franklin Living Trust. [Map 235, Lot 144 and Map 235, Lot 145]. *Annex land from Map 235, Lot 145 to Map 235, Lot 144, then subdivide the remainder of Map 235 Lot 145, into 2-Lots to October 20, 2022, beginning at 6:00 p.m.*”**

**Motion:** F. Freeman

**Second:** P. Laufenberg

**Discussion:** Kristin Franklin, applicant questioned why the application could not be heard at an earlier date, and Ms. Decoteau advised that there was not a common date that could be scheduled for a separate meeting and apologized for the required rescheduling due to the public notice error.

**Vote:** 7 YES - 0 NO - 0 ABSTAIN

**Motion passes.**

3. CONTINUED APPLICATION/PUBLIC HEARING – Site Plan Review; Tom Duffield as agent for Pemi River Campground. [Map 240 Lot 129]. *Adding 38 campsites.*

Ms. Decoteau asked Mr. Duffield if he had seen Planner Menici’s review and Mr. Duffield stated yes, and that he will address some of her concerns in his presentation as the parcel is in the flood zone.

Mr. Duffield thanked those who attended the site visit on September 12, 2022 and reviewed that the waiver to store vehicles on site over the winter has been withdrawn. He reviewed that he found out that FEMA is in the process of updating their maps, and the site is still listed as ‘Zone A’ in the flood zone; this includes the railroad tracks. Mr. Duffield stated he will not be submitting a LOMA, as the maps may be updated.

Ms. Decoteau clarified that Mr. Duffield is moving forward with the application with the entire parcel in the floodplain and Mr. Duffield stated yes. Ms. Decoteau advised that the application must adhere to the Town of Thornton Floodplain Development Ordinance.

Mr. Duffield reviewed his submission of a hazard mitigation plan that was requested. After review and a lengthy discussion, the Board agreed that the plan submitted was not adequate for a Hazard Mitigation plan, as it did not provide a map, clear exit paths, direction for guests, etc.

Mr. Duffield commented that campers get a map when they check in, and Ms. Decoteau stated that was what the Board was looking for and Ms. Waters reiterated that there needs to be clear and concise plans laid out, so campers have clear understanding of how to get out.

Mr. Laufenberg asked if the campground had permission from NHDOT to go over the railroad tracks and Mr. Duffield stated there is an agreement that needs to be notarized and they have the 'ok' to cross the tracks. Mr. Laufenberg clarified that the agreement was still in process and Mr. Duffield stated yes. Mr. Duffield stated the state subdivision application is in the queue for review.

Ms. Decoteau asked if the septic designs met the requirements of the floodplain ordinance and Mr. Duffield stated the septic have not been designed yet. Ms. Decoteau asked if the third-party review had been done and Mr. Duffield stated he assumed that a copy of the submitted plans to staff had been sent to the third-party for review.

Ms. Decoteau clarified that the third-party review is being requested to ensure that the town's ordinances are in compliance with the plans. Mr. Duffield asked what the timeframe for the third-party review was, and Planner Menici commented that it depends on his workload at the time of submission. Ms. Decoteau commented that there is a timeframe in place for the Board to render a decision on the application, and the 65<sup>th</sup> day will occur before the next meeting.

Mr. Duffield stated his client would like to continue moving forward with the application, and if an extension needs to be requested, they will submit one. Planner Menici reviewed all materials submitted and stated that there was no submission from NHDOT regarding the railroad crossing. Mr. Babin commented that there is information from NHDOT in the applicant's submission from 2021.

Mr. Babin questioned why the applicant was being asked for a third-party review for the septic and water systems, as this is not typical of applicant. Planner Menici clarified that the additional review is being asked for to ensure compliance with the town ordinances now that the parcel has been identified in the floodplain.

Ms. Decoteau reviewed the three (3) possible options that fall in line with the 65-day rule:

1. The applicant can request to continue the application to the next meeting
2. The Board denies the application without prejudice
3. The application can be withdrawn by the applicant.

She commented that at this time, she feels there is not enough information before the Board to make an informed decision. Mr. Duffield commented that his client has the legal right to ask for a continuance.

Mr. Babin commented that the Board asked the applicant to have a third-party review and asked if the Board sent that information to the third-party. Ms. Decoteau stated no, as there was no information to send. Mr. Babin stated that third-party review is not traditionally a request of the Board, and the applicant has indicated that he will get all information requested and yet the Board is changing their procedures requiring them to get an additional review. Mr. Babin stated the obligation on the Board is to render a decision within 65 days of the initial hearing. The applicant came in today and was told that they need more information that they were not aware of, and consideration needs to be given to them to meet the requests of the Board.

Planner Menici clarified that, in relation to the alleged change in process, the State recently pass HB-1661 regarding the 65-day rule, as well as the need for Boards to provide findings of fact when a decision is rendered. The board will be doing things a little differently because of state legislature and the Board is not arbitrarily making changes.

Ms. Waters asked if the findings of fact were needed for continuances, and Planner Menici stated findings of fact are only needed for decisions rendered, not continuances.

**MOTION: “To grant the request to continue the APPLICATION/PUBLIC HEARING – Site Plan Review; Tom Duffield as agent for Pemi River Campground. [Map 240 Lot 129]. Adding 38 campsites to October 20, 2022, beginning at 6:00 p.m.”**

**Motion:** F. Freeman

**Second:** S. Babin

**Discussion:** Ms. Schofield asked if the third-party review for the septic and water was being requested because the parcel is in the floodplain and Ms. Decoteau stated yes. Ms. Schofield asked if this was a new procedure and Planner Menici stated no.

Ms. Decoteau commented that, in her opinion, the Board needs to look harder at applications before accepting them as substantially complete. This application was accepted as 51% complete in order to open the hearing as a courtesy to the public gathered without having enough information to render a decision. Ms. Decoteau commented that now the application still lacks necessary information to render a decision.

Ms. Decoteau opened the public hearing at 6:45 p.m.

John Wallace stated he is stunned that the Board has let this application go on as long as it has with obvious gaps, errors, and intentional inaccuracies. The applicant knew the parcel was completely in floodplain and are acting as if they just discovered that. Mr. Wallace cited the ‘Albert Pike Disaster’ where a flash flood at a campground killed 20 people because the water rose too fast. He commented that the National Forest Service changed their rules to prohibit campsites in floodplain and this Board needs to do that too.

Bob Gallagher commented that this is the first hearing where Mr. Duffield has acknowledged that the parcel is in floodplain. He commented that the plan submitted to the town shows five (5) septic systems, but at the site visit on September 12, 2022 Mr. Duffield indicated there were only three (3). Mr. Gallagher stated that Mr. Duffield was asked by Mr. Babin to provide a color-coded map to show what sites would have three-way hookups at a previous meeting and that has not been provided. He told the Board of a meeting he had with Fire Chief Defosses who was not aware the Town of Thornton had campground regulations, or a floodplain ordinance that required a hazard mitigation plan. Mr. Gallagher reviewed that a special town permit is required to develop anything in the floodplain and Mr. Duffield has made no effort to complete this application.

Sherryl Howard of PRLAC commented she went to the site visit and was struck by the hazard mitigation plan that Mr. Duffield explained with pedestrians going over the railroad tracks. She is concerned that the tracks may be under water when evacuation is needed, and she is very concerned that there is nothing in place for evacuating those with disabilities. Ms. Howard stated hazard mitigation is not only for flooding and something needs to be planned for other events and the plan submitted is woefully incomplete. She also commented that there is nothing noted for what happens to trailers and campers’ materials that could get into the Pemi when they flood.

Gerald Warren, applicant, stated he has spoken with the Fire Chief many times and he’s had no concern with evacuation plans and the Pemi Campground has never lost anyone. He stated the National Forest changed their regulations because they don’t have enough staff to assist if there is a flood; he has several employees that will help. Mr. Warren stated he takes pride in taking care of campers and the campground. He commented when he purchased the land there appeared to be parts of it out of the floodplain and he was not aware the whole parcel was in floodplain, and they cannot get an accurate elevation map because FEMA is redoing them all

Ms. Decoteau asked Mr. Warren if he has given any thought to holding off on the expansion until the new FEMA maps are completed and Mr. Warren commented it will take years before they are completed. Ms. Decoteau stated that if the application moves forward, it will be treated as the whole parcel being in the floodplain and Mr. Warren stated that is fine.

Cheryl Wallace commented that this is the third month that the application has been before the Board, and she feels that Mr. Duffield is promising information that is not being delivered and she is upset that the Board’s time and the residents’ time is being taken advantage of.

Judy Faran, Chair of PRLAC commented that permission to cross the railroad tracks needs to come from the railroad, not NHDOT and her main concern is the flood risk, and there is not an adequate mitigation plan in place.

219 She reviewed that, depending on acreage involved, 16 acres can generate an additional shoreland permit, besides  
220 permit of notification. An AOT may need to be obtained from the NHDES if there is dredging along service  
221 waters. Ms. Faran commented that natural runoff into the Pemi cannot be impeded, and if it does, and AOT will  
222 be needed. She commented that besides the public safety concerns, there is an issue of debris in the river, natural  
223 of not.

224  
225 Ms. Faran stated the Planning Board could initiate an application for regional impact, as neighboring towns could  
226 be affected by disturbances in the river, and they would be treated as abutters. She reviewed that she submitted a  
227 letter of opposition to the expansion and that time is being wasted on this.

228  
229 Ms. Decoteau commented that the Board could meet the applicant halfway, in waiving the application fee should  
230 the application be denied without prejudice. Ms. Decoteau asked for more comment and as there was none, the  
231 public hearing was closed at 7:20 p.m.

232  
233 A lengthy discussion regarding the timeline for obtaining information to pass on to the third-party review, and  
234 when that review would be received occurred.

235  
236 Planner Menici stated that this is an issue when an application is accepted as partially complete when it has  
237 clearly been submitted prematurely. She reviewed that she noted in her planner report at the beginning of this  
238 application process that there was nowhere near enough information submitted, but as a courtesy to the applicant  
239 and public, it was moved forward.

240  
241 Mr. Duffield called the motion to question.

242 **Roll Call Vote:** Nancy Decoteau – no; Steven Babin – yes; Frank Freeman – yes; Peter Laufenberg – yes;  
243 Karen Waters – no; David Rivers – no; Cindy Schofield – no

244 **3 YES - 4 NO - 0 ABSTAIN**

245 **Motion does not pass.**

246  
247 **MOTION: “To deny the Site Plan Review; Tom Duffield as agent for Pemi River Campground. [Map 240**  
248 **Lot 129] to add 38 campsites without prejudice.**

249 **Motion:** K. Waters

250 **Second:** D. Rivers

251 **Discussion:** Mr. Babin asked for the findings of fact for the denial. Planner Menici stated that the  
252 findings of fact could speak in terms of the Zoning Ordinance regarding permitted uses, dimensional  
253 requirements, etc. In this case, it would be related to non-compliance with the Floodplain Ordinance,  
254 Campground Regulations, or lack thereof. She stated those are items that can be addressed as part of the motion.

255  
256 Ms. Waters asked for clarification; the Board is in the position to render a decision based on the 65-day rule and if  
257 there are no findings of fact to support the decision, what then? Planner Menici commented that if there is not  
258 enough information for the Board to make an informed decision, that is a finding of fact. Planner Menici  
259 explained to the public in attendance that this is the first meeting where the Board needs to address HB-1661 in  
260 determining finds of fact.

261  
262 Mr. Babin commented that the findings of fact being discussed are not facts but are theoretical. He commented  
263 that there is nothing prohibiting a campground in the floodplain from being established. Discussion continued on  
264 the lack of a hazard mitigation plan and Mr. Babin stated items being discussed as finding of facts can be added as  
265 conditions of approval. He commented that there is nothing that says a hazard mitigation plan needs to be  
266 submitted.

267  
268 Mr. Rivers commented that if the application is denied without prejudice, he would like to see the applicant work  
269 with Planner Menici to determine what information is needed and provide them with some direction in order to  
270 move forward. Ms. Decoteau agreed with Mr. Rivers and encouraged the applicants to meet with Planner Menici  
271 should the application be denied without prejudice.

Planner Menici reviewed the Town of Thornton Campground Regulations where it states:

**III. Special Conditions:**

- F. A Campground that has campsites located in the Flood Plain shall provide a detailed Hazard Mitigation Plan.

Mr. Babin stated the fact is that the plan submitted is not detailed enough, but there was one submitted. Ms. Waters reviewed that the ordinance is clear that the plan be detailed and the one submitted is not. Mr. Babin cautioned the Board needs to be careful when denying the applicant's land rights. He stated if the Board denies the applicant their right to use their land, their next step is to go to superior court to see if the Board's finding of fact are adequate. Mr. Babin commented that he finds the findings of facts discussed to be opinions.

Mr. Warren stated they will do everything they can to accommodate all the concerns from the Board, and the hazard mitigation plan submitted was adequate according to the Fire Chief. Ms. Decoteau suggested that if the applicant withdraws the application at their own choice finding of fact will not need to be discussed, and the application will not continue. If this is done, the applicant can meet with Planner Menici to work on having a completed plan to submit to the Board when ready. Mr. Warren asked that he have time to speak with Mr. Duffield privately, and Ms. Decoteau called a recess at 8:00 p.m.

Ms. Decoteau called the meeting back to attention at 8:05 p.m. Mr. Duffield stated that the applicant would like to withdraw their application and will provide this in writing to the Board.

Ms. Waters retracted her motion to deny without prejudice, and Mr. Rivers retracted his seconding the motion.

**MOTION: "When the application is ready to submit, the application fee will be waived. The applicant will pay public notice and abutters fees at the time of submission."**

**Motion:** P. Laufenberg

**Second:** K. Waters

**Discussion:** None

**Vote: 7 YES - 0 NO - 0 ABSTAIN**

**Motion passes.**

Ms. Franklin asked if the agenda could be amended to review the short-term rental discussion as several people are in attendance for that topic and have been waiting over two (2) hours for an item that was originally listed at the top of the agenda. Ms. Decoteau asked Attorney Hastings if he would allow the discussion to occur prior to his client's hearing and he agreed.

**PRELIMINARY BUSINESS:**

**2. Short Term Rental Regulations: Update**

The Board reviewed draft copies of proposed regulations and an application for property owners to complete. Ms. Decoteau asked Mr. Rivers if he felt the drafts were ready for public hearing and he stated yes.

Mr. Babin called for a point of order and asked if his question on RSA 43 had been answered, as the public hearing scheduling was put on hold to find out if all residents would be notified that their property rights were being taken away. Planner Menici stated that legal counsel confirmed that the RSA in question is not applicable to the Planning Board and is for the BOS. She stated any requirements for notification for the Planning Board are contained in RSA 674:83.

Mr. Babin stated that legal counsel's opinion is that the Planning Board doesn't need to take into deliberation the context of all RSAs and that the Board can pick and choose which ones to enforce. Ms. Decoteau repeated that the RSA Mr. Babin referenced applies to the BOS, not the Planning Board. Mr. Babin requested that legal counsel draft a document stating that the Board can pick and choose what parts of the oath they took as Board members and that they can pick what RSAs to use.

Mr. Laufenberg commented that the Board has been moving hearings to the top of the agenda at the beginning of meetings and asked if hearings could be scheduled to a time specific. After discussion the Board agreed to schedule hearings to specific times, with the first beginning at 6:15 p.m.

**MOTION: "To schedule a public hearing for October 20, 2022 at 7:00 p.m. for the discussion of proposed Short Term Rental Regulations."**

**Motion:** N. Decoteau

**Second:** F. Freeman

**Discussion:** Ms. Decoteau commented that the draft documents will be posted on the website for the public to review. These documents are not final and are being used to begin discussion on the topic.

**Vote: 6 YES - 0 NO - 1 ABSTAIN**

**Motion passes.**

4. CONTINUED APPLICATION/PUBLIC HEARING – Site Plan Review; Marc Burnell as agent for LCJ Holdings, LLC. [Map 240 Lot 109]. *'Country Store' with food services and Tesla charging stations.*

Attorney Hastings reviewed the updated plan with comments from Planner Menici and Keach-Nordstrom addressed and commented that he has reviewed the proposed conditions of approval. One concern that his client has is the condition that monumentation be set prior to a ZCA being issued.

Attorney Hastings stated that setting the monumentation could become a hazard to the work area, as there are other projects occurring in that area. He asked that the monumentation be done following construction; the locations of the monumentation will be noted and they will be placed accordingly. After a brief discussion, the Board agreed that the applicant will be given 365 days from the beginning of construction to have monumentation set and Planner Menici stated she will amend the conditions of approval to reflect this.

Ms. Decoteau opened the public hearing at 8:29 p.m. and asked for public comment. Mr. Magoon commented that GPS coordinates for the monumentation could be noted to ensure that the permanent monumentation is correct. Ms. Decoteau asked for other public comment and there was none. The public hearing was closed at 8:34 p.m.

Ms. Schofield asked how many charging stations were proposed, and Ms. Waters reviewed that there are six (6) Tesla charging stations and four (4) non-specific electric charging stations on the plan. Ms. Schofield asked if there were any plans to add more charging stations around Owl's Nest and Mr. Warzocha stated that there are no plans right now for additional charging sites, but it is a possibility.

Ms. Decoteau asked if these charging stations would be plugged into the power grid at Owl's Nest, and Ed Noseworthy, Tesla representative, reviewed that the charging stations will have their own independent service through NHEC. Ms. Waters asked what the average time to charge a vehicle would be with these stations, and Mr. Noseworthy stated it takes an average of 30 minutes to charge.

**MOTION: "To approve the Site Plan for LCJ Holdings, LLC. [Map 240 Lot 109], 'Country Store' with food services and Tesla charging stations."**

**The Planning Board finds that the site plan meets all town ordinances, zoning regulations, site plan regulations, and subdivision regulations. Adequate materials were submitted to make an informed decision on the application with the following conditions:**

Prior to the issuance of a Zoning Compliance Certificate, the following conditions must be satisfied:

- A copy of any necessary Federal, State, and/or local permits shall be received by the Planning Department and the permit numbers shall be added in a note on the plat prior to plan signing.
- NH-DES Alteration of Terrain Permit # AoT-1445 to be amended to depict the construction approved in this application.
- NH-DES State Subdivision approval to be amended to reflect the reduced lot area of the parcel identified as Map 240 Lot 52.

- All permit numbers, including amended permits, to be added as a note to the plan.
- Final plan set to be stamped and signed by each licensed professional whose work is included in the plan set.

**Subsequent to:**

- Compliance with all requirements set forth by the Campton-Thornton Fire Chief.
- Monumentation to be set in the field within 365 days of this approval. A letter certifying that the monumentation has been installed is to be submitted to the planning board upon completion. The letter must be signed and stamped by the NH-licensed surveyor responsible for setting the monuments.

**Motion:** N. Decoteau

**Second:** K. Waters

**Discussion:** None

**Vote:** 7 YES - 0 NO - 0 ABSTAIN

**Motion passes.**

**PRELIMINARY BUSINESS continued:**

3. Discussion Regarding Proposed Zoning Amendments

Planner Menici reviewed her memo on proposed amendments to consider. Ms. Decoteau commented that the Telecommunications Ordinance and definition of dwelling units are a priority. Legal counsel has also suggested that definitions be looked at to ensure that they are clear to all.

Planner Menici provided the Board with definitions that need more clarification and asked that any definitions that are not clear be identified for comment. Any changes in definition would be put on a single warrant article for Town Meeting, rather than having an article for each proposed clarification.

4. Master Plan Committee: Update

Mr. Freeman commended the Master Plan Committee on their work on the town wide survey that has been distributed. Ms. Schofield acknowledged Ms. Randall for her help with the survey and stated the Committee will be meeting to discuss sections of the Master Plan to update.

5. HB 1661 – Findings of Fact

Planner Menici reviewed a memo regarding the findings of fact requirement for decisions rendered and acknowledged the Board for their discussions on this during the hearings. She commented that she cannot provide findings of fact ahead of time for the Board but can talk it out and give specific notes during a hearing.

6. InvestNH Housing Opportunity Planning Grants – FYI

Ms. Decoteau asked that Board members review the information provided and contact Ms. Menici if there is something that could be pursued using these grants.

7. 2022 Land Use Law Virtual Conference

Planner Menici asked that anyone who wished to attend the conference email her, as enrollment and fees will be paid by the Town out of the Planning Board budget.

**COMMUNICATIONS:**

1. ZCO Correspondence – FYI

Ms. Decoteau shared that these letters are for informational purposes only and no action was taken.

**OTHER BUSINESS:**

1. Voluntary Merger – Jeffrey Goodrich and Katherine Doble, Covered Bridge Road [Map 220, Lot 95 and Map 220, Lot 96]

Upon distribution and review of the Voluntary Merger for Jeffrey Goodrich and Katherine Doble on Covered Bridge Road [Map 220, Lot 95 and Map 220, Lot 96], the members took the following action:

**MOTION: "To approve the voluntary merger, finding that all necessary information was provided to make an informed decision."**

**Motion:** P. Laufenberg

**Second:** F. Freeman

**Discussion:** None

**Vote:** 7 YES - 0 NO - 0 ABSTAIN

**Motion passes.**

Planner Menici commented that the state zoning amendment calendar has been published with the dates required to be met for inclusion at Town Meeting.

Ms. Decoteau recognized Ms. Randall. Ms. Randall stated the public notice error that prevented hearings this evening was her error, as the agenda was not posted in the required time frame. She stated that this is not the first time an error had occurred due to her failure to post meeting items in a timely manner, and she apologized for causing inconvenience to the Board, applicants, and the public. Ms. Randall commented that any disciplinary actions taken by the Board will be accepted without question and that she will be utilizing every tool available to ensure this does not happen again.

Ms. Decoteau thanked Ms. Randall for her comments and discussion continued on what actions could be taken by the Board. Mr. Babin commented that he is surprised that errors like this doesn't happen more often, as Town Hall is short staffed, and extra responsibilities put on Ms. Randall by the BOS are too much to keep up with and are hindering her.

Ms. Randall clarified that she voluntarily took on additional responsibilities to assist town staff and those are in no way related to her error in not posting a document to the website. Ms. Decoteau suggested something be written to acknowledge that Ms. Randall made a second error and Mr. Laufenberg agreed that something in writing be added to her personnel file. Discussion continued and no further action was taken.

#### **ADJOURNMENT:**

**MOTION: "To adjourn at 9:09 p.m."**

**Motion:** K. Waters

**Second:** C. Schofield

**Discussion:** None

**Vote:** 6 YES - 0 NO - 0 ABSTAIN

**Motion passes.**

Respectfully Submitted,

Kerrin Randall, Board Assistant