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**TOWN OF THORNTON
PLANNING BOARD**

**Planning Board Meeting Minutes
Thursday, September 21, 2023**

Approved on: 10/19/23
PB Initials: JH
Rec'd by Town Clerk on: 10/26/23
Town Clerk Initials: ACR

CALL TO ORDER – PLEDGE OF ALLEGIANCE:

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

ROLL CALL:

Members Present at Town Hall: Nancy Decoteau, Chairman; Donna O'Donnell, Vice Chairman; Steven Babin, Ex-Officio; Frank Freeman; Cynthia Schofield; Jack Gaites, Alternate; David Levin; Matt Peltier, Alternate (via Zoom); Kerrin Randall, Board Assistant

Members Absent: None

Others present via call-in (partial names are as they appeared via Zoom): Kevin McKenna

Others present at Town Hall: Gary Lemay, Shawn Magoon, Myrtle Lewis, Keith Adamyk

COMMUNICATIONS:

Resignation of David Rivers

Ms. Decoteau reviewed that a resignation letter from David Rivers was received and stated that past practice of the Planning Board has been to appoint an alternate member to the vacated member position. She asked Mr. Gaites and Mr. Peltier to submit a letter of interest if they would like to be considered for the position.

Ms. Decoteau sat Mr. Gaites as a voting member for this meeting.

Email from Keach

Ms. Decoteau stated an email from Mr. Keach was received regarding the North Lake project at Owl's Nest that clarifies that State Subdivision Approval must be obtained for individual units, rather than the project as a whole. She stated that Attorney Hastings and Mr. Burnell have been notified and been advised that no Zoning Compliance Applications can be submitted unless State Subdivision approval for the units desired are delivered to the Planning Department.

APPROVAL OF MINUTES:

MOTION: "To accept and approve the Minutes of the Thursday, August 17, 2023 public meeting as presented."

Motion: F. Freeman

Second: C. Schofield

Discussion: None

6 – YES; 0 – NO; 1 – ABSTAIN

Motion passes.

MOTION: "To accept and approve the Minutes of the Thursday, September 7, 2023 work session as amended."

Motion: F. Freeman

Second: C. Schofield

Discussion: None

6 – YES; 0 – NO; 1 – ABSTAIN

Motion passes.

54 **OLD BUSINESS:**

55 **Master Plan Review for Public Hearing**

56 The Board reviewed the draft Master Plan and Ms. Schofield commented that editorial changes have
57 been made and agreed that the document is ready for a public hearing for review and possible
58 acceptance. Ms. O'Donnell agreed and stated that the Master Plan Committee has completed their
59 portion of the process, and the document is now in the Planning Board's hands.

60 **MOTION: "To schedule a public hearing on October 19, 2023 for review and approval of the**
61 **Master Plan."**

62 **Motion:** D. O'Donnell

63 **Second:** C. Schofield

64 **Discussion:** None

65 **7 – YES; 0 – NO; 0 – ABSTAIN**

66 **Motion passes.**

67
68 **Land Use Administrator Job Posting**

69 The Board reviewed an updated job posting for the Land Use Administrator position that is currently
70 being advertised.

71
72 **HEARINGS:**

73 **APPLICATION: DETERMINATION OF COMPLETENESS** – Site Plan Review; Gary Lemay as agent
74 for New Hampshire Electric Co-op; US Route 3 [Map 240, Lot 128]. Construct a structure (cabinet) for
75 fiberoptic cable utility services.

76
77 Mr. Lemay, Director of Facilities for New Hampshire Electric Co-op, shared his site plan application,
78 and gave a brief overview of the project and the Board reviewed the information provided.

79
80 **MOTION: "To accept the application as complete, and to schedule a public hearing on October**
81 **19, 2023."**

82 **Motion:** F. Freeman

83 **Second:** J. Gaites

84 **Discussion:** None

85 **7 – YES; 0 – NO; 0 – ABSTAIN**

86 **Motion passes.**

87
88 **OTHER BUSINESS:**

89 **Voluntary Merger;** Deborah Leigh Sheridan; 1117 NH Route 49 [Map 234-39 and Map 234-40]

90 The Board reviewed the information provided for the voluntary merger.

91 **MOTION: "To approve the voluntary merger for Deborah Leigh Sheridan; Map 234-39 and Map**
92 **234-40."**

93 **Motion:** S. Babin

94 **Second:** F. Freeman

95 **Discussion:** None

96 **7 – YES; 0 – NO; 0 – ABSTAIN**

97 **Motion passes.**

98
99 **Preliminary Consultation;** Keith Adamyk, Compass Point Road

100 Mr. Adamyk stated that he owns nine (9) parcels on Compass Point Road, including the road itself. He
101 stated he would like to build small, private cabins on the parcels that would be used as short-term
102 rentals and wanted to know his options for doing so.

103
104 Ms. Decoteau reviewed that the total acreage of all parcels is approximately 21 acres, and the Board
105 discussed various options based on the acreage.

Mr. Adamyk reviewed that he would also be interested in rehabbing the Pioneer Hotel on US Route 3 and wanted to see if this would be allowed. Ms. O'Donnell reviewed that hotels and motels are allowed uses for the zone the property is in.

Mr. Adamyk thanked the Board for their time and exited the meeting.

Invoice Authorization

Ms. Decoteau reviewed that she would like the Board to designate Ms. Randall to review and authorize payment for Planning Board expenses, as there is no Planning Director at this time. She stated it is understood that any questionable requests for payment(s) will be brought before the Board for approval, and this designation is specific to Ms. Randall, not the position of Planning Board Assistant.

MOTION: "To designate Ms. Randall to review and authorize payment for Planning Board expenses until such time as a Land Use Administrator is hired."

Motion: D. Levin

Second: C. Schofield

Discussion: None

7 – YES; 0 – NO; 0 – ABSTAIN

Motion passes.

2024 Budget

Ms. Decoteau stated that proposed budgets need to be submitted by November 11, 2023, and the Board reviewed the current budget. Ms. Decoteau asked the Board if they would like to order iPads for meeting use, as were budgeted for purchase for 2023. Ms. Randall reviewed that six (6) iPads could be purchased in 2023, with three (3) additional iPads being budgeted in 2024 if that was the Board's decision.

MOTION: "To order six (6) iPads before year end, and to budget \$1,200.00 towards three (3) additional iPads in 2024."

Motion: F. Freeman

Second: D. O'Donnell

Discussion: None

7 – YES; 0 – NO; 0 – ABSTAIN

Motion passes.

Zoning Amendment Timeline

The Board reviewed the 2024 Zoning Amendment timeline from the State.

Scenic Road Work Application

Ms. Decoteau stated that RSA 231:158, Scenic Roads, requires that written consent to do work on a scenic road from the Planning Board must be obtained before work can begin. She reviewed that staff drafted a form for scenic road work that was used in the past, but never formally adopted.

The Board reviewed the draft application and discussed the fees and process proposed. Mr. Babin stated he does not believe in assessing fees to property owners who live on designated scenic roads for routine work that is done on other roads without charge or the need for a public hearing. He commented that there are only four (4) designated scenic roads in Thornton, and residents on those roads should not be penalized for the road designation.

Ms. Decoteau stated that she disagreed with waiving all application fees for people who live on scenic roads. Discussion on charging fees for a scenic road work application continued.

MOTION: "To approve the Scenic Road Work application, removing the public notice and abutters fees; public and abutter notices to be distributed by the town in a similar manner to other public hearing notifications."

Motion: S. Babin

Second: F. Freeman

Discussion: None

161 **6 – YES; 0 – NO; 1 – ABSTAIN**

162 **Motion passes.**

163
164 **ADJOURNMENT**

165 **MOTION: "To adjourn the meeting at 7:29 p.m."**

166 **Motion:** J. Gaites

167 **Seconded:** S. Babin

168 **Discussion:** None

169 **Motion Passes: 7 – Yes, 0 – No, 0 – Abstained**

170
171 **Respectfully Submitted,**

172 **Kerrin Randall, Board Assistant**