



**TOWN OF THORNTON
BOARD OF SELECTMEN**

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

Approved on: 4/10/24
BOS Initial: ACB
Rec'd by Town Clerk on: 4/11/24
Town Clerk Initials: ACB

**Board of Selectmen Meeting Minutes
March 20, 2024**

4:00 p.m. Chairman Peter Laufenberg opened the Thornton Board of Selectmen meeting 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 Peter Laufenberg, Vice-Chair Marianne Peabody, Selectman Brad Benton, Selectman Steven Babin, Selectman Matt Peltier

ABSENT: None

STAFF PRESENT: Town Administrator Desiree Mahurin, Board Secretary Kerrin Randall

OTHERS PRESENT: Shawn Magoon, Road Agent Jon Kubik, Eversource Energy Representatives Connor Jennings and Sam Harris, Library Trustee Diane Gravel

OTHERS PRESENT VIA ZOOM (names are as they appeared via Zoom): Sally Davis, Eversource Energy Representatives Mary-Kate Daley and Jeremy Fennell

APPROVAL OF MINUTES:

MOTION: "To approve the public meeting minutes of March 6, 2024 as presented."

Motion: S. Babin

Seconded: M. Peltier

Discussion: None

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

TA Mahurin reviewed that the Board made a motion in the public meeting to seal the minutes of non-public session (1) and asked if the Board still felt the need to seal them. After a brief discussion, the Board agreed that the minutes did not need to be sealed and amended the public meeting minutes to reflect this.

MOTION: "To approve the amended public meeting minutes of March 6, 2024."

Motion: S. Babin

Seconded: M. Peltier

Discussion: None

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

MOTION: "To unseal the non-public session (1) meeting minutes of March 6, 2024."

Motion: S. Babin

Seconded: M. Peltier

Discussion: None

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

MOTION: "To approve the non-public session (1) minutes of March 6, 2024 as presented."

Motion: S. Babin

Seconded: M. Peltier

Discussion: None

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

MOTION: "To approve the non-public session (2) minutes of March 6, 2024 as presented."

Motion: S. Babin

Seconded: M. Peltier

Discussion: None

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

CONSENT AGENDA:

Manifests:

Payroll: \$ 40,374.62

Vendor: \$479,993.13

Welfare: \$ 800.00

Zoning Compliance Application(s):

1. 2024-06 White Mountain Escapes, LLC 227-2 Unit 9
US Rte 3
Description: 44X30 3-BR SF house w/attached 12X20 breezeway & 26X28 Garage
2. 2024-07 White Mountain Escapes, LLC 227-2 Unit 10
US Rte 3
Description: 44X30 3-BR SF house w/attached 12X20 breezeway & 26X28 Garage
3. 2024-08 White Mountain Escapes, LLC 227-2 Unit 12
US Rte 3
Description: 44X30 3-BR SF house w/attached 12X20 breezeway & 26X28 Garage
4. 2024-09 Prince, Pamela 237-49 1831
NH RT 175
Description: 16X32 inground pool & 18X12 3-sided shed

Notice of Intent to Cut

1. PID: 236-008
Property Location: Upper Mad River Rd
Owner: Uhlman, Leroy Parker II & Carolyn

Timber Yield Tax Warrants

1. PID: 236-010
Property Location: 129 Upper Mad River Rd
Owner: Uhlman, James & Marlene
Amount: \$600.94
2. PID: 236-008
Property Location: Upper Mad River Rd

Owner: Uhlman, Leroy Parker II & Carolyn
Amount: \$6,304.03

Abatelements

1. PID: 242-154
Property Location: 110 Snowood Drive
Owner: Sallaway, Scott
Amount: \$20.76 to be refunded
2. PID: 207-008
Property Location: 37 Roma Rd
Owner: Horton, Gabriel & Prescott, Emily
Amount: \$205.52 + interest

Veteran Credits

1. PID: 240-002
Owner: Anderson, Gary & Deborah
Amount: \$500.00
2. PID: 213-055
Owner: Benoit, Larry
Amount: \$500.00
3. PID: 213-028
Owner: Siner, Mark & Kim
Amount: \$500.00
4. PID: 238-018
Owner: Schroeder, Karl & Irene
Amount: \$500.00
5. PID: 241-126
Owner: Wallace, Michael
Amount: \$500.00

Service Connected Total Disability

1. PID: 238-018
Owner: Schroeder, Karl & Irene
Amount: \$4,000.00

Solar Energy Exemptions System

1. PID: 219-007
Owner: Audette, Paul
2. PID: 215-026
Owner: Buinicki, Steven & Jessica

MOTION: "To approve consent agenda as presented."

Motion: B. Benton

Seconded: M. Peabody

Discussion: M. Peabody stated that she will be abstaining from the Welfare Manifest vote.

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

COMMUNICATIONS & MAIL:

Concerned Citizen Correspondence (if applicable):

- Complaint from Richard Smith re: culvert work on Sunrise Hill (document sent to Road Agent for his comment & review)

TA Mahurin reviewed that R. Smith claims that a replaced culvert on Sunrise Hill Road has caused water to change course and run down his driveway.

Road Agent (RA) Kubik reviewed that a culvert was replaced on Sunrise Hill but was not near R. Smith's property, and the flow of water was not changed once the culvert was replaced. He commented that highway department staff visited the site and found no evidence of water flowing as described by R. Smith.

RA Kubik stated that without more information, there is nothing to be done at this time. After brief discussion, the Board asked TA Mahurin to respond to R. Smith, asking that he submit more information, i.e. where the water is coming from, photos of the site, etc.

Planning & Zoning Communication Folder

S. Babin reviewed that the Planning Board is holding a public hearing on March 21, 2024 to review a 7th Amendment to the Land Dedication Agreement with Owl's Nest. After brief discussion, the Board requested that the amendment be reviewed by Town counsel should it be accepted.

Mail/Correspondence for Miscellaneous Mail

- Trust Fund Trustee's Annual Invest Policy update (FYI no actions needed)
- Letter from Boy Scout Troop #58 requesting Town participation in event being held in August

MOTION: "To endorse the event and request an itemized list of actions Troop #58 is requesting of the BOS."

Motion: S. Babin

Seconded: M. Peabody

Discussion: None

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

NEW BUSINESS:

Board nominations: Chair, Vice Chair, PLBD Ex-Officio, Beautification Comm, Events Comm, Campton/Thornton/Ellsworth Fire Equipment Committee (2)

MOTION: "To nominate Peter Laufenberg for Chair of the BOS."

Motion: B. Benton

Seconded: M. Peabody

Discussion: None

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

MOTION: "To nominate Marianne Peabody for Vice Chair of the BOS."

Motion: B. Benton

Seconded: M. Peabody

200 **Discussion:** None

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

202
203 **MOTION: “To nominate Steven Babin for PLBD Ex-Officio.”**

204 **Motion:** B. Benton

205 **Seconded:** M. Peabody

206 **Discussion:** None

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

208
209 **MOTION: “To nominate Marianne Peabody as the Beautification Committee**
210 **Representative of the BOS.”**

211 **Motion:** B. Benton

212 **Seconded:** M. Peabody

213 **Discussion:** None

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

215
216 **MOTION: “To nominate Brad Benton as the Events Committee Representative of the**
217 **BOS.”**

218 **Motion:** B. Benton

219 **Seconded:** M. Peabody

220 **Discussion:** None

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

222
223 **MOTION: “To nominate Peter Laufenberg and Matt Peltier as the**
224 **Campton/Thornton/Ellsworth Fire Equipment Committee Representatives of the BOS.”**

225 **Motion:** B. Benton

226 **Seconded:** M. Peabody

227 **Discussion:** None

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

229
230 • Eversource re: Transmission Line Rebuild on Transfer Station property
231 P. Laufenberg welcomed Eversource representatives Connor Jennings, Sam Harris, Mary-Kate
232 Daley (via Zoom), and Jeremy Fennell (via Zoom).

233
234 P. Laufenberg reviewed that Eversource is replacing poles and updating lines in several towns,
235 including Thornton. He reviewed that a portion of the line goes through the transfer station and
236 includes replacing poles that are on the capped landfill. P. Laufenberg stated that at a site visit
237 with Eversource in the fall, it was asked that the poles be moved off of the capped landfill, and
238 representatives of Eversource were not very receptive.

239
240 C. Jennings reviewed the plans for the replacement of poles and the new types of wires that will
241 be run. He commented that the portion of work in Thornton is hoped to begin in the summer.
242 Lengthy discussion on the process of removing and replacing the poles on the capped landfill
243 occurred, as well as the effect of the potential disruption of the trash within the landfill occurred.

244
245 P. Laufenberg expressed his concern with the poles having to pierce the membrane of the
246 capped landfill, and again asked that consideration be given to moving the poles.

247
248 J. Fennell stated Eversource is actively working with NH DES to ensure that all environmental
249 concerns are addressed and resolved while the project occurs. P. Laufenberg stated that

Transfer Station Manager Jamin Levasseur needs to be kept informed and be involved in any and all activities with NH DES. J. Fennell stated that TSM Levasseur will be kept updated as the project gets underway.

B. Benton asked if the replacement poles were going to be higher than the current ones, and S. Harris stated yes, the new poles may be 5-10 feet taller than the existing poles.

The Board thanked the Eversource representatives for coming.

Town Meeting overview

TA Mahurin stated she felt that Town Meeting went well, and that RA Kubik will be going out to inspect the roads that were listed on the warrant, with a report to be given to the Board for review.

TA Mahurin stated that the Board will need to make a decision on the amendment made to the Library Operations line item that was made at the meeting.

MOTION: "To add \$2,258.00 to line 45500-40610 Library Operations, in the 2024 budget."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None

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

TA Mahurin reviewed that Petition Warrant Article 11, relevant to the responsibilities of the Cemetery Trustees being transferred to the Town, passed by a majority vote. She stated she will be reaching out to NHMA, legal counsel, and superintendents to ensure a smooth transition of duties.

P. Laufenberg asked who is currently overseeing the cemeteries, and TA Mahurin stated that the Trustees have 90 days after adoption to continue their duties. She suggested that a letter be drafted to the Trustees with their thoughts and timeline for the transition.

MOTION: "To reaffirm the support of Brad and Mike Benton as Superintendents of Cemeteries."

Motion: P. Laufenberg

Seconded: M. Peabody

Discussion: None

Motion Passes: 4 – Yes, 0 – No, 1 – Abstained (B. Benton)

P. Laufenberg stated the Board made a promise at Town Meeting last year that some form of memorial would be placed at Pine Grove Cemetery in recognition of the Holbrook family and asked that something be done within the next year.

S. Babin stated he felt that certain aspects of Town Election could have run smoother, as there were conflicts with who could participate in counting votes.

Conservation Commission Chairperson, Myrtle Lewis re: Transfer Station Ordinance & project with Plymouth State University students to help with finishing the Natural Resources Inventory

Conservation Commission (CC) Chair Myrtle Lewis reviewed that the CC has partnered with students at PSU in updating Thornton's Natural Resource Inventory (NRI), using their GIS

mapping programs. She reviewed that the students participating are looking into becoming consultants or working at engineering firms, and the CC is hoping to have these students give a presentation before the BOS. After a brief discussion, the Board agreed to have the students present their work at the May 1, 2024 meeting.

M. Lewis thanked the Board and asked what the status of the proposed Transfer Station Ordinance was, as she feels that it is still an important tool that can be utilized by staff at the transfer station. P. Laufenberg stated that nothing has been done with the proposed ordinance since it was last discussed, but it can be revisited at a future meeting for discussion.

Library Trustees re: credit card usage for Library personnel

Library Trustee D. Gravel reviewed that the library has been using a debit card for online purchases, and the Auditors have advised that a credit card be used. She commented that a card was attempted to be obtained, but because the library and Town share the same Tax ID, it has proven difficult.

D. Gravel stated that the Trustees and TA Mahurin have created a policy with controls established.

MOTION: "To adopt the following policy:

To allow the Library to hold a credit card in the Town of Thornton's name & Tax ID number contingent on the official adoption of a Credit Card Policy that shall include the following language:

1. All applications for a credit card shall be signed by the Town Administrator and approved by the Board of Selectmen. The credit card will be issued to the Thornton Public Library for their exclusive use. No changes to the credit card application or contract shall be made unless approved by the Town Administrator and the Board of Selectmen.
2. Copies of credit card contracts shall be filed with the Town Administrator.
3. Said credit card will be used only for business purposes. Personal purchases of any type are not allowed.

It shall also be required that:

- No change to the Library Trustees' Credit Card Policy shall be permitted without prior approval of the Board of Selectmen
- A personal guarantee shall be provided by all users."

Motion: M. Peabody

Seconded: B. Benton

Discussion: M. Peltier asked how purchases specific to the school are differentiated from those of the public library. D. Gravel stated specialized items, like a projector that only the school will use, the school will purchase them. She stated that no school items will be permitted to be purchased by the library credit card.

MOTION: "To amend the proposal to include that a personal guarantee shall be provided by all users."

Motion: S. Babin

Seconded: B. Benton

Discussion: None

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

351
352 **MOTION: “To adopt the following policy as amended:”**

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

354
355 P. Laufenberg asked D. Gravel if a pre-budget hearing was held by the Trustees prior to the
356 Town budget hearing. He stated that minutes from the January Trustees minutes stated that
357 one was to be held and no minutes of that meeting have been posted. D. Gravel stated she will
358 check and get back to the Board.

359
360 Sign letter to financial institution notifying them of new Treasurer, Angel Allison

361 **MOTION: “To sign the letter of notification.”**

362 **Motion:** M. Peabody

363 **Seconded:** S. Babin

364 **Discussion:** None

365 **Motion Passes: 4 – Yes, 0 – No, 1 – Abstained (M. Peltier)**

366
367 Review & Approve Annual Financial Policies

- 368 • 2024 Investment Policy

369 Motion to approve-peter, brad 5-0-0

370 **MOTION: “To approve and sign the 2024 Investment Policy.”**

371 **Motion:** P. Laufenberg

372 **Seconded:** B. Benton

373 **Discussion:** None

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

- 375
376 • 2024 Delegation of Deposit Authorities (10 to sign) under new Treasurer

377 **MOTION: “To approve and sign the 2024 Delegation of Deposit Authorities (10 to sign)**
378 **under new Treasurer.”**

379 **Motion:** B. Benton

380 **Seconded:** M. Peabody

381 **Discussion:** None

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

- 383
384 • 2024 Fund Balance Policy

385 **MOTION: “To approve and sign the 024 Fund Balance Policy.”**

386 **Motion:** B. Benton

387 **Seconded:** M. Peabody

388 **Discussion:** None

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

390
391 **MOTION: “To cancel the April 17, 2024 BOS Meeting.”**

392 **Motion:** P. Laufenberg

393 **Seconded:** M. Peltier

394 **Discussion:** S. Babin stated there is a workshop being held on April 17, 2024 on RSA
395 91-A that can be attended in person or via Zoom. TA Mahurin asked that anyone who
396 wished to attend let her know and she will sign them up.

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

398
399 Review & Approve Miscellaneous Policies

400 • Gifting & Appreciation Policy as amended
401 TA Mahurin reviewed that she amended the Gifting & Appreciation Policy based on conversation
402 had at the last meeting.

403 **MOTION: "To approve the amended policy."**

404 **Motion:** M. Peabody

405 **Seconded:** B. Benton

406 **Discussion:** None

407 **Motion Passes: 5 – Yes, 0 – No, 0 – Abstained**
408

409 • Longevity Appreciation Policy
410 TA Mahurin developed a new policy based on conversation had at the last meeting that allows
411 employees who have served the Town for 10 consecutive years, based on a favorable parting.

412 **MOTION: "To approve the policy."**

413 **Motion:** M. Peabody

414 **Seconded:** M. Peltier
415

416 **Discussion:** P. Laufenberg commented that part of doing this was for a particular
417 reason, and he feels that there should be a cap on the amount noted in the policy.
418

419 S. Babin stated the policy is a reward for staying and M. Peabody stated that if you have
420 a dedicated employee who stays long enough to qualify under this policy, they should be
421 rewarded in some way.
422

423 TA Mahurin stated that as it stands now, the only type of longevity that full-time
424 employees have is vacation time.

425 **Motion Passes: 3 – Yes, 2 – No, 0 – Abstained**
426

427 **NEW BUSINESS**

428 **Committee/Board Appointment Process**

429 TA Mahurin asked for clarification on the process of appointments and reappointments for
430 expiring terms on committees and boards. She stated that there was a process in place, but
431 then the Board asked to have all those interested in being appointed come before the BOS for
432 an interview. TA Mahurin stated there are current appointments that are expiring, and she is
433 seeking clarification on how to move forward, as there has been no clear direction on how to do
434 so.
435

436 Lengthy discussion on the responsibilities of the Board and those of the potential appointees
437 occurred. P. Laufenberg stated that the Board will not be sending notification of expiration, and
438 should someone wish to be reappointed, they need to reach out to TA Mahurin with a simple
439 letter of interest.
440

441 **Moderator Update**

442 TA Mahurin stated that the write-in candidate for Moderator has declined the nomination. She
443 reviewed that, per state law, the position is to be filled by the Supervisors of the Check List
444 (SOCL), and they have asked that letters of interest for the position be submitted to TA Mahurin
445 per their posted notice. TA Mahurin will forward letters of interest to the SOCL.
446

447 **NON-PUBLIC SESSION, PURSUANT TO RSA 91-A: 3, II (b)**

448 **Hiring of Assessing Clerk** 449

450 **MOTION: “To enter into non-public session, pursuant to RSA 91-A: 3, II: (b) at 6:46 p.m.”**
451 **Motion:** B. Benton
452 **Seconded:** M. Peabody
453 **Discussion:** None
454 **Motion Passes:** 5 – Yes, 0 – No, 0 – Abstained
455

456 *Please review the March 20, 2024 non-public meeting session minutes.*
457

458 **MOTION: “To exit non-public session (1), pursuant to RSA 91-A: 3, II: (b) at 7:06 p.m.”**
459 **Motion:** M. Peltier
460 **Seconded:** B. Benton
461 **Discussion:** None
462 **Motion Passes:** 5 – Yes, 0 – No, 0 – Abstained
463

464 **ADJOURNMENT:**

465 **MOTION: “To adjourn at 7:10 p.m.”**
466 **Motion:** B. Benton
467 **Seconded:** M. Peltier
468 **Discussion:** None
469 **Motion Passes:** 5 – Yes, 0 – No, 0 – Abstained
470

471 Respectfully submitted,
472 Kerrin Randall
473 Board Secretary