

**TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
THURSDAY, DECEMBER 21, 2017**

**MEMBERS PRESENT:** Patrick Moriarty; Eleanor Lonske; John Dunklee; and Tracey Steenbergen, recording secretary, pro tem

**OTHERS PRESENT:** Travis Austin (Hebron Police Chief)

Patrick Moriarty called the meeting to order at 7:00 p.m.

**HEBRON POLICE DEPARTMENT – NEW HIRE:** Police Chief Travis Austin approached the Select Board to discuss a potential new part-time hire for the Hebron Police Department. Christopher Corey, a part-time Hebron officer, has accepted a position with another police department and will be relocating, leaving a vacancy in the department. Chief Austin has received three unsolicited inquiries about working part-time with the Hebron Police Department. All three inquiries are from qualified, certified police officers. Based on the order of the inquiries, Chief Austin asked the Select Board to consider offering part-time employment to Nick Raymond. **John Dunklee moved and Eleanor Lonske seconded the motion to conditionally offer Nick Raymond part-time employment, pending a background check – motion passed unanimously.**

**ACTION ITEMS** - The Select Board signed the following action items:

- Accounting manifest
- Memorandum to the town's bookkeeper authorizing the transfer of \$333.42 from the Police Department Special Detail Account to the general fund for reimbursement of payroll tax liability payments relating to special duty pay incurred in the 2<sup>nd</sup> half of 2017.
- Memorandum to the town's bookkeeper authorizing the transfer of \$459.37 from the Police Department Special Detail Account to the general fund for reimbursement of clerical hours and expenses for 2017.
- **John Dunklee moved and Eleanor Lonske seconded the motion authorizing Patrick Moriarty to sign the memorandum to the town's bookkeeper to pay the annual appropriations of \$300 each to Dartmouth Hitchcock Hospital, Lakes Region General Hospital, and Speare Memorial Hospital – motion passed unanimously.**
- Petition for License of Utility Poles/Underground Conduit for Public Service Company of New Hampshire dba Eversource Energy. Pole is located on South Mayhew Turnpike and numbered as 8/181. The Select Board requested the Town Clerk, after recording of said license, inform the petitioner that all future petitions must be submitted on the Town of Hebron's *Petition for License Utility Poles/Underground Conduit* form.
- **John Dunklee moved and Eleanor Lonske seconded the motion for the Select Board to sign the Tax Collector's 2017 Refund form for Tax Map 24, Lot 24 and Tax Map 24, Lot 24-1 – motion passed unanimously.**
- **John Dunklee moved and Eleanor Lonske seconded the motion authorizing Patrick Moriarty to sign the memorandum to the town's bookkeeper for the transfer of funds from the Private Driveway Plowing Account to the general fund for reimbursement of clerical hours and expenses incurred in 2017 – motion passed unanimously.**

**DISCUSSION ITEMS** – The Select Board discussed and acted on the following items:

- Letter of December 1, 2017 from Primex, the town’s property and liability insurance carrier. Primex is offering the town the option of participating in the Contribution Assurance Program (CAP) for three coverage period years (Fiscal years 2020-2022) at a maximum of a 9 percent increase over each previous year’s contribution. After discussion, the Select Board decided to table discussion on Primex’s offer until the next Select Board meeting when the Town Administrator, Karen Corliss, has returned from vacation.
- The amendment to RSA 91-A:2, effective January 1, 2018 requiring a public body that maintains an internet website to determine where meeting agendas, notices, and minutes are made available to the public. **John Dunklee moved and Patrick Moriarty seconded the motion to post town boards’ and committees’ meeting notices and agendas on the bulletin boards located at the Hebron Post Office and the Select Board’s office and to make meeting minutes for the town boards and committees available on the town’s website and the Select Board office – motion passed unanimously.** A notice will be added to the town’s website stating where notices, agendas, and minutes are available to the public.
- The Board discussed an invoice submitted to the town related to the replacement of the culvert on Berea Road. The Board did not approve the invoice as costs associated with the culvert replacement are to be paid through a grant administered by the Newfound Lakes Region Association (NLRA). The vendor will be asked to resubmit the bill to the NLRA for payment. The Board signed a letter to the NLRA outlining the costs associated with the Berea Road culvert.
- Monies requested by various town departments to carry forward from the 2017 budget into 2018. **Patrick Moriarty moved and John Dunklee seconded the motion to carry forward the monies as requested by the various town departments from 2017 into 2018 – motion passed unanimously.**

**PRIOR MEETING MINUTES:**

The Board reviewed the minutes from the December 7, 2017 and December 19, 2017 meetings.

- **Eleanor Lonske moved and Patrick Moriarty seconded the motion to approve the minutes of December 7, 2017 as presented – motion passed unanimously.**
- **Patrick Moriarty moved and John Dunklee seconded the motion to accept the minutes of December 19, 2017 as presented – motion passed unanimously.**

**OTHER BUSINESS:**

Eleanor Lonske reviewed with the other Board members the pros and cons of the town pursuing a May town meeting (July 1 – June 30 fiscal year). Member Lonske suggested the town might want to consider creating a capital reserve account to hold monies to be used in an initial 18-month fiscal year and to lessen the burden to taxpayers with an 18-month tax bill.

Peter Carey has offered the use of his “Red Barn” at Meadow Winds Bed and Breakfast as an alternative venue for the Gazebo Programs during inclement weather and during the construction phase of the addition to the Academy Building.

The Board briefly discussed the proposed 2018 operating budget of \$1,208,000. The proposed 2018 warrant articles total less than the 2017 warrant articles.

Eleanor Lonske reviewed with the other board members the bid process for the addition to the Academy Building.

Being no further business, **Patrick Moriarty moved and John Dunklee seconded the motion to adjourn the meeting at 7:55 p.m. – motion passed unanimously.**

Respectfully submitted,

Tracey Steenbergen  
Secretary, pro tem