

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
APRIL 6, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief)

7:00 P.M. **ELECT SELECT BOARD CHAIR:** Member Lonske moved to nominate Pat Moriarty as Select Board Chair. Pat Moriarty asked John Dunklee if he felt or would like to Chair the Board this year. John Dunklee seconded the motion. The vote was unanimous.

Chair Moriarty discussed with the Board the construction project of the renovations and addition to the Hebron Academy Building and recommended that the Board, as a whole, make decisions on the project. Chair Moriarty agreed to keep the Hebron Academy Committee working on the project, but more in an advisory capacity. Selectman Dunklee agreed that all decisions on the project should be discussed at the Select Board Meetings. Member Lonske noted that Roger Larochelle felt the position of the committee should work in an advisory capacity. Selectman Dunklee would like the Board to have someone overseeing the project and reporting back to the Board. Member Lonske noted that a clerk of the works would be capable of making any construction decisions. Member Lonske noted that Roger Larochelle had spoken to Joe Hogan about being a clerk of the works for the project. Chair Moriarty felt the charge of the committee should be changed to more of an advisory committee. Member Lonske read the draft charge and listed the members to be appointed on the committee. Chair Moriarty suggested that the committee work on locating temporary office space for the Selectmen's Office employees. The Board discussed the position that Norman Larson (architect with Christopher P. Williams Architects) should hold moving forward with the project. Selectman Dunklee suggested that Mr. Larson meet with the Board to make a presentation on the scope of his services and his role in the project moving forward.

Mrs. Corliss updated the Board on the recent verbal notice from NH Department of Revenue Administration regarding the technical defect which the town would be receiving a letter noting the defect as the improper posting of the budget and warrant articles before the March 2017 Town Meeting. The Board agreed to send the letter to town counsel for advice.

7:30 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board **tabled signing the purchase order with Nortrax** for the Highway Department backhoe until all issues had been addressed with NH DRA.
- The Select Board asked Mrs. Corliss to post a **Select Board Meeting for April 10, 2017** at 10:00 a.m. to discuss the letter from NH DRA and how to proceed.
- The Board discussed the **Gathering Permit application** submitted by Cindy and Stan Newton to hold a wedding in the barn at their property on 252 Hobart Hill Road. The Board agreed that the property owner should let the Police Department and Fire Department know about the gatherings, but as long as the gatherings are private a Gathering Permit was not required. Member Lonske asked Mrs. Corliss to write an article for the town website homepage and she would also include it in the May town newsletter.
- The Select Board signed the **letter to Northway Bank** inform them of the newly elected Treasurer and reelected Select Board member.
- The Select Board signed the **letter to Dennis Dodge, Trustee of Trust Funds**, to close the "Charrette Fund" as voted at the March 2016 Town Meeting.
- The Select Board signed the **MS-636 form Budget of the Town of Hebron for 2017**.
- The Select Board signed **the MS-232 form the Report of Appropriations Actually Voted for 2017**.
- The Select Board signed the **updated Security System Key Card Policy**. Mrs. Corliss noted the updated sections on the policy.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- Selectman Dunklee moved to **reappoint Mitch Manseau for 3 years to the Planning Board** as a regular member, seconded by Member Lonske. The vote was unanimous.
- Member Lonske moved to reappoint **Derry Riddle and Ileana Saros to the Zoning Board of Adjustment** as regular members for 3 years and to reappoint **Phil Kriss to the Zoning Board of Adjustment as an alternate** member for 3 years, seconded by Chair Moriarty. The vote was unanimous.
- Chair Moriarty inquired about Mavis Brittelli resigning from the Conservation Commission and relayed to Mrs. Corliss that Martha Twombly and Suzanne Smith agreed to be co-chairs of the Conservation Commission. Selectman Dunklee moved to reappoint **Bruce Barnard to the Conservation Commission** as a regular member for 3 years, seconded by Chair Moriarty. The vote was unanimous.
- Selectman Dunklee moved to reappoint **John Black** for 3 years as a regular member to the **Historic District Commission** and to appoint **Ron Collins and Roger Larochelle** for 3 years as a regular member to the **Historic District Commission** and to appoint **Paul Hazelton as an alternate member to the Historic District Commission** for 3 years, seconded by Member Lonske. The vote was unanimous.
- Selectman Dunklee moved to **reappoint Alan Baker for 3 years to the Hebron Beach Committee**, seconded by Member Lonske. The vote was unanimous.
- Member Lonske moved to approve the appointment of **Sandra Cummings as Deputy Treasurer** for 3 years, seconded by Chair Moriarty. The vote was unanimous.
- Selectman Dunklee moved to reappoint **John Fischer as Fire Chief and Emergency Management Director** for one year, seconded by Member Lonske. The vote was unanimous.
- Selectman Dunklee moved to reappoint **Travis Austin as the Deputy Emergency Management Director** for one year, seconded by Member Lonske. The vote was unanimous.
- Selectman Dunklee moved to reappoint **Bill Powers and Gail Howell as Library Trustee alternates** for one year, seconded by Chair Moriarty. The vote was unanimous.
- Member Lonske moved to appoint **Marion Weber as Trustee of Trust Funds until 2018** to complete the term of Carol Bears, seconded by Chair Moriarty. The vote was unanimous.
- Selectman Dunklee moved to appoint the **Hebron Academy Advisory Committee Members as follows: Roger Larochelle, Paul Hazelton, Mark Coulson, Ivan Quinchia, Madeleine MacDougall, Ron Collins, and Eleanor Lonske as the Select Board representative**, seconded by Chair Moriarty. The vote was unanimous.

8:10 P.M.

DISCUSSION:

- Mrs. Corliss asked the Board for **clarification on pay increases** that were included by the department heads in the budgets and approved at March Town Meeting. Does the pay increase go back to the beginning of the year or become effective the first pay period after town meeting? The Board agreed that the pay increases would be retroactive back to January.
- The Board reviewed the **memorandum for record from John Fischer, Emergency Management Director**, regarding the road access to Crystal Springs Road due to the narrow and number of trees growing along the road. The Board agreed to draft a letter to be sent to the property owners along with the memorandum.

8:15 P.M.

CORRESPONDENCE:

- **Email from Pete Kavanaugh (partner with Hilltop Public Solutions)** announcing the new electrical transmission project known as the Granite State Power Link proposed by National Grid.

8:18 P.M.

ANY OTHER BUSINESS:

- Member Lonske informed the Board that Chief Fischer, Ron Collins, and she would be attending an upcoming **event for the NH Preservation Alliance**.

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8:20 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of March 16, 2017. Selectman Dunklee moved to approve the Select Board Meeting minutes of March 16, 2017 as written, seconded by Member Lonske. The vote was unanimous.

8:22 P.M. **BOUNDARY LINE DISPUTE HEBRON COMMON:** Chair Moriarty informed the Board that Bruce Platts contacted him regarding the agreement between the Select Board, Mr. Platts, and Ms. Foster. Chair Moriarty reported that Mr. Platts and Ms. Foster have now changed their minds from the meeting with the Board before March Town Meeting. Chair Moriarty relayed to the Board that Mr. Platts and Ms. Foster have hired an attorney that protects citizens from municipalities. Chair Moriarty stated that Mr. Platts would like the town to cover legal fees to settle the boundary line issue. The Board agreed that they would not pay the Mr. Platts and Ms. Foster's legal costs. Member Lonske suggested sending Mr. Platts and Ms. Foster the Boundary Line Agreement, a copy of the survey prepared by Alan Barnard (Barnard Survey Associates, Inc.), and a letter looking for signature on the agreement.

8:32 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:32 p.m., seconded by Selectman Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator