

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
April 7, 2016

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

OTHERS PRESENT: Travis Austin (Police Chief), John Black, Bruce and Jinny Barnard, Paula Cummings, John Cataldo, Art Cummings, Tony Albert, Maynard Young, Audrey Johnson, Alan Barnard, Phil and Betsy Twombly, John Fischer (Fire Chief), Dick Cowern

7:00 P.M. **PUBLIC HEARING TO EXPEND FROM CAPITAL RESERVE FUNDS:** Chair Moriarty opened the public hearing funds from the following capital reserve funds: Fire Capital Expenditure, EMS, and Common Tree.

Fire Capital Expenditure Capital Reserve Fund – Chief Fischer informed the audience that the Fire Department is looking to purchase a 4x4 quad cab pick-up truck as a support vehicle. Chief Fischer noted that this had been scheduled in the Capital Improvement Projects plan to be purchased in 2017. The current pick-up used by the Fire Department is a 1978 Dodge which is owned by the State of NH and loaned to the town from surplus equipment. Chief Fischer reported to the audience that the quote was received from the dealership, Irwin Motors, who received the State of NH bid in the amount of \$35,153. This figure did not include the trailer hitch, lighting, or outfitting the vehicle with the necessary equipment. Chair Moriarty asked Chief Fischer if this vehicle was suited for the Fire Department. Chief Fischer replied that the vehicle would serve the department's needs as equipped. John Cataldo asked Chief Fischer why this purchase was not discussed at town meeting or mentioned in the 2015 Annual Report and what the annual mileage would be on the vehicle. Chief Fischer replied that this vehicle was in the plan to be purchased from the Fire Capital Expenditure Capital Reserve Fund which the Select Board have the authority to expend the funds. Chief Fischer estimated the annual mileage at about 2,000 miles and noted that the vehicle would be stored in the Public Safety Building. Chair Moriarty relayed to the audience that this vehicle was discussed at the public hearing and at other Select Board Meetings which are open to the public and minutes are posted on the town website. Member Lonske addressed the question about the funds left in the Fire Capital Expenditure Capital Reserve Fund after the new fire truck purchase in 2015 to be \$152,355. Member Lonske reported to the audience that all of the funds were not used from the Fire Capital Expenditure Capital Reserve Fund for the purchase of the new fire truck, as recommended to the Board by Municipal Resources, Inc., since other purchases may arise or necessary repairs made to the current fleet. Member Lonske noted that the interest on the new fire truck for 2016 was \$8,600. Alan Barnard asked the Board how the fund was established. Mrs. Corliss handed Mr. Barnard a copy of the original warrant article from March 11, 1980 that read as follows: *“To see if the Town will vote to create a capital reserve fund for the purpose of defraying capital expenditures of the Fire Department and to appoint the Selectmen to carry out the administration of this fund and to make expenditures from it.”* Chair Moriarty moved to expend the funds from the Fire Capital Expenditure Capital Reserve Fund to purchase a new quad cab pick-up truck for the Fire Department, seconded by Member Lonske. The vote was unanimous.

EMS Capital Reserve Fund – Chief Fischer informed the audience that the defibrillator with monitor used on the ambulance needed to be replaced since it has failed to operate properly on a couple of calls and would not be supported in the fall. The defibrillator is 12 years old. A new unit costs \$27,632. Chief Fischer reported that the defibrillator was a required piece of equipment in order to operate an ambulance service in New Hampshire. Phil Twombly asked if the money was in the EMS fund to purchase the equipment. Chair Moriarty replied yes. Member Lonske informed the audience that when the Select Board and Chief Fischer renegotiated the Ambulance and Fire Agreement with the Town of Groton part of the increase of \$12,500 was for the capital equipment purchase of the new fire truck. Future contracts would also include capital purchases for the fire department. Chief Fischer noted that the Lifepak 12 (current defibrillator) cost new \$24,000 twelve years ago. Bruce Barnard relayed to the Board that it was nice to see the current Select Board work with the Fire Department to continue to utilize the capital reserve funds for the purpose they were originally established.

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Member Lonske moved to release the funds from the EMS Capital Reserve Fund for the purchase of a new defibrillator with monitor for the Fire Department, seconded by Chair Moriarty. The vote was unanimous.

Common Tree Capital Reserve Fund: Member Lonske informed the audience that the Select Board had been spending thousands of dollars annually to remove or trim trees on the Hebron Common. One of the tree expenses was a tree going through a roof of the house abutting the common. The Select Board was looking for the retainer for a landscape architect to develop a plan for future planting of trees on the common and to recommend trees which could be viable for the type of soil on the common. Member Lonske noted that any of the funds for the Hebron Village Cemetery would be paid from the Cemetery budget. Bruce Barnard read the original warrant article from 1970 for replacing maple trees on the Hebron Common. Mr. Barnard informed the Board that the Select Board, at the time, enrolled in the services of the Grafton County forester to perform a similar survey on the common and determined that the trees best suited for the soils on the common were pin oaks. Mr. Barnard stated that the Common Tree Capital Reserve Fund was established for tree care and that another warrant article should have been proposed for developing an architectural plan of the common. Member Lonske thanked Mr. Barnard for the comments and noted the purpose of the plan was to determine the type of trees to be placed on the common that would last many years. Mr. Barnard suggested utilizing sources that provide this service for free and not to spend taxpayers money. Bruce Barnard suggested utilizing local landscapers like Emma's Perennials (Hill, NH) and Mark Braley (Hebron, NH). Alan Barnard commented that the wording of the advertising should read replacing trees not for landscape architectural services. Alan Barnard recommended to the Board to spend the funds only for the purpose of the capital reserve fund which should be enforced by the Trustees of Trust Funds or NH Department of Administration. Member Lonske commented that if a fund was established for a building that the monies could cover an architect for professional services. Dick Cowern stated that he disagreed and felt that landscape design or permaculture were not included in the original intent of the capital reserve fund. Audrey Johnson commented that a separate fund should be created specifically for architectural design. Chair Moriarty informed the audience that he would vote in favor of this expenditure since trees need to be planted on the common that would have a longer life expectancy. The money would be well spent. Member Lonske suggested to Chair Moriarty expending funds from the Selectmen subcontractor line in the budget. Bruce Barnard noted that the Selectmen work for the people and there had not been adequate input from the public on this matter. Chair Moriarty relayed to Mr. Barnard that this had been discussed by the Board for the past six months in public meetings. Alan Barnard agreed with Member Lonske that a professional should be hired to ensure that the future trees on the common would be planted to last, but the money should come from another fund. Member Lonske noted that the Board would use the subcontractor line item to pay the retainer for the landscape architect. Chair Moriarty closed the public hearing at 7:47 p.m.

7:47 P.M. **HEBRON COMMON SURVEY - INCONSISTENCIES:** Member Lonske discussed with Alan Barnard the final Hebron Common survey, as provided to the Board by Mr. Barnard, that may have a property boundary in dispute that was not noted on the final survey plan. Member Lonske relayed to Mr. Barnard that Ron Collins brought to her attention a boundary line in question with Bruce Platts property (Tax Map 17 Lot 018) at 23 West Shore Road which was not designated on the survey indicating any discrepancies with the boundary line. Member Lonske relayed that the survey did note discrepancies between the Lee Alexander property (Tax Map 17 Lot 030) at 6 Braley Road and Hugh and Nancy Sycamore's property (Tax Map 17 Lot 025) at 14 Church Lane. Alan Barnard relayed to Member Lonske that the discrepancy was brought up at a Select Board Meeting, but it was not mentioned in the minutes of the meeting. Mr. Barnard noted that Curtis Mooney (Select Board Member at the time) was meeting with the owners of the properties which had property line discrepancies before he resigned from the Board. Alan Barnard informed the Board that Mr. Settele passed away before he had a chance to meet with the Board to discuss this matter. Alan Barnard informed the Board that he would need additional compensation to deliver a stamped survey to the Board. Member Lonske felt that the Board should hire Town Counsel to perform a deed check on the property. Alan Barnard stated that an attorney cannot sign off on deed boundaries, but can only check for wording. Alan Barnard recommended that the Board meet with Mr. Platts to determine the line location. Member Lonske questioned the approximate location of the boundary. Alan Barnard replied approximately the middle of the swing set.

7:55 P.M. **ACTION ITEMS:**

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- The Select Board signed the **accounting manifest**.
- Member Lonske moved to nominate **John Dunklee as Vice-Chair of the Select Board**, seconded by Chair Moriarty. The vote was unanimous.
- Member Lonske moved to appoint **Ron Collins as an alternate to the Historic District Commission** for three years, seconded by Chair Moriarty. The vote was unanimous.
- The Board reviewed the email from Peter Carey (Zoning Board of Adjustment Chair) regarding **appointments needed this year for the Zoning Board of Adjustment**. Mr. Carey commented that the Zoning Board of Adjustment Board was all set with no new appoints needed.
- Chair Moriarty signed the Culligan Central of New Hampshire **Carefree Water Treatment Service Plan** for the Public Safety Building.
- Chair Moriarty signed the application **Certification and Agreement form for Federal Surplus Property** through the Department of Administrative Services Surplus Distribution Section.
- The Select Board signed the **letter to the NH Department of Transportation Commissioners** requesting that after the 3/4" paver shim was applied onto Groton Road that the lane width be painted at 10 feet with 1 foot shoulders.

8:02 P.M. **DISCUSSION ITEMS:**

- Mrs. Corliss informed the Board that it was brought to her attention that a **lot merger had been approved for Tax Map 2 Lot 019 and Tax Map 2 Lot 021 by Peter and Shirley Fortescue** in November of 2004 by the Hebron Planning Board, but was not recorded. The assessing records reflected this lot merger, but the document of the lot merger was never recorded in Grafton County Registry of Deeds. Mrs. Corliss relayed to the Board that all of the deed transfers since the approved lot merger did not refer to the lot merger and lists the parcels as separate tracts. Alan Barnard noted that the property had been foreclosed and the foreclosure deed reflected two tracts. Mr. Barnard did not recommend recording the merger at this time due to legal issues. Any future buyer would be able to merge the lots together. Member Lonske moved to instruct Avitar Associates of New England, Inc. to correct the tax records to reflect the recorded deeds, seconded by Chair Moriarty. The vote was unanimous.
- The Select Board reviewed the **Notice of Bid prepared for the sale of the 1978 Ford F-800 Fire Engine**. The Board did not make any changes to the proposed Notice of Bid.

8:09 P.M. **CORRESPONDENCE:**

- Notice that **U.S. Senator Kelly Ayotte will be holding Office Hours** on Thursday, April 21, 2016 from noon to 1:00 p.m. in the upstairs meeting room of the Selectmen's Office Building.

8:10 P.M. **ANY OTHER BUSINESS:**

- Mrs. Corliss relayed to the Board that the polled area towns use **Primex for property-liability insurance and workers' compensation**. Mrs. Corliss informed the Board that she would invite a representative from Primex to the next Select Board Meeting to discuss services offered to towns.
- Member Lonske discussed with the Board the information needed to hold the **Public Hearing for Emergency Lanes**. Since the description for Lakeshore Drive is the existing road and the public hearing should be held before the Hebron Memorial Beach is utilized more, the Board agreed to hold the Public Hearing on just Lakeshore Drive on April 21, 2016. Chair Moriarty agreed to sign the abutter letters on Friday, April 8, 2016 to ensure that the property owners are notified according to NH RSA 231:59-a. Alan Barnard asked the Board if they had reviewed the deed easements with Grey Rocks Land Trust. Chair Moriarty informed Mr. Barnard that the Board sent the documents back to Town Counsel due to some restrictions in the deeds. Mr. Barnard noted that the restrictions had been addressed by Grey Rocks Land Trust and would make sure that Town Counsel had the amendments to the easement deeds.
- The Board discussed **the pros and cons and cost associated with hiring a street sweeper** to clean up the sand spread on the town roads over the winter months. Bruce Barnard gave the Board the name of a company, as a possible source for a quote, in Woodstock, NH that owned a street sweeper vehicle.

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8:20 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of March 17, 2016. Member Lonske moved to accept the Select Board Meeting minutes of March 17, 2016 as read, seconded by Chair Moriarty. The vote was unanimous.

8:21 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:21 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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