

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
MAY 5, 2016

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

OTHERS PRESENT: Travis Austin (Police Chief), John Black, Brian Gallagher (candidate for Senate 2 seat), George Bolln, Martha Twombly, Jan Collins, Ivan Quinchia, Barbara Quinchia, Jeff Hillier

ABSENT: Patrick Moriarty

7:00 P.M. **BIDS ON 1978 ANTIQUE FORD F-800 FIRE ENGINE:** Vice-Chair Dunklee opened the one bid submitted by Dean H. Yeaton, Inc. for the fire engine. Vice-Chair Dunklee read the bid and stated the amount to be \$851.51. Member Lonske moved to accept the bid from Dean H. Yeaton, Inc. in the amount of \$851.51 for the fire engine, seconded by Vice-Chair Dunklee. The vote was unanimous.

7:03 P.M. **SENATE 2 DISTRICT SEAT:** Brian Gallagher approached the Select Board to inform that he would be running for the Senate 2 District Seat currently held by Jeannie Forrester. Mr. Gallagher informed the Board and the audience of his work experience relating to government financing. Martha Twombly inquired about his position on the Northern Pass. Mr. Gallagher replied that the communities affected by future energy projects should have input in the decision making process if their property would be effected. Vice-Chair Dunklee expressed to Mr. Gallagher that the State is known for its scenic beauty which attracts many visitors and should continue to attract many visitors. Member Lonske commented on the response to municipalities concerns by Senator Jeanie Forrester and would look for this in the future Senator. Mr. Gallagher was aware of the amount of time Senator Forrester spent following up on concerns and since he was retired he has the time to devote to the position. Vice-Chair Dunklee noted that the Hebron tax rate is \$8.16, but the next largest portion to make up the rate was the State School portion. Ivan Quinchia asked Mr. Gallaher for his thoughts on the Balsams project. Mr. Gallagher replied that he had not given much thought to the project. Mr. Gallagher thanked the Board for the meeting.

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

- The Select Board signed the **accounting manifest**.
- The Select Board tabled the **Lakes Region Planning Commission Transportation Advisory Committee reappointment** of Patrick Moriarty until Chair Moriarty would be present.
- Vice-Chair Dunklee moved to appoint **Ivan Quinchia and Tom Gump to the Capital Improvement Projects Committee**, seconded by Member Lonske. The vote was unanimous.
- Vice-Chair Dunklee moved to accept the **Comstar Agreement** as written, seconded by Member Lonske. The vote was unanimous. Vice-Chair Dunklee asked Mrs. Corliss to have Chair Moriarty sign the agreement.
- Vice-Chair Dunklee moved to **adopt the Select Board Rules of Procedure as written**, seconded by Member Lonske. The vote was unanimous.
- Vice-Chair Dunklee moved to **process a check** in the amount of \$13,875.87 for the 2015 Property Tax Lien as requested by the Tax Collector, Madeleine MacDougall, seconded by Member Lonske. The vote was unanimous.
- The Board signed the **letter to Camp Berea, Inc.** requesting reimbursement for expenses incurred by the Fire Department to extinguish the illegal fire.
- The Select Board signed the **letters to New England Forestry Foundation, Inc. and the Newfound Lake Region Association** regarding their eligibility status for the Charitable Organizations documents filed with the Town. Member Lonske signed the letter to Camp Berea, Inc. regarding their eligibility status for the Charitable Organization documents filed with the Town. Chair Moriarty needs to sign the letter.

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- Vice-Chair Dunklee moved to **confirm that Audubon Society of New Hampshire as a charitable organization** as recommended by Avitar Associates of New England, Inc., seconded by Member Lonske. The vote was unanimous.
- The Board **tabled the application for a Charitable Organization submitted by Holt-Elwell Memorial Foundation** for a full Board.
- The Board signed the **memorandum to the Hebron Planning Board regarding the status of the Merger of Lots application for Tax Map 2 Lots 019 and 021** granted in 2004 by the Planning Board and why the lots were not merged as a result.
- The Board signed the **letter to William Robertie, Jr.** looking for permission to access his property on North Shore in preparation for obtaining the necessary information to install a dry hydrant. Vice-Chair Dunklee moved to utilize the funds from the Dry Hydrant Capital Reserve Fund when the letter from the owner is returned giving the town authorization and after the Public Hearing, seconded by Member Lonske. The vote was unanimous. The Board asked Mrs. Corliss to schedule the public hearing for the May 19, 2016 Select Board Meeting.
- The Board signed the **approval to process the refund check** to John Cataldo as the result of an abatement that was granted.
- The Board reviewed the **Notice of Intent to Cut Wood or Timber** submitted by Limited Editions Properties for timber harvesting to be performed on property located on West Shore Road (Tax Map 18 Lot 032). Vice-Chair Dunklee moved to table signing the document until the next meeting, seconded by Member Lonske. The vote was unanimous. Martha Twombly noted that a Wetlands Minimum Impact Forestry Notification was filed and approved by the NH Department of Environmental Services. Ms. Twombly had questions regarding the locations of the wetlands crossings on the property and if the logger was aware of the buffer required by the municipality on the municipal designated wetlands located on the property. Ms. Twombly also noted that the maps submitted for the subdivision to the Planning Board designated a vernal pool on the property. Jan Collins informed the Board that the same loggers did a job on Route 3-A South and still have not done reclamation of the lot. Jeff Hillier informed the Board that he was concerned with the recent interest in timber harvesting on this property due to the logging operation done in the past which resulted in erosion of abutting properties that still had not been addressed. The concerns expressed were due to erosion, the steepness of the lot, wetlands issues, protecting the silt from ending up in Newfound Lake (across the street), and protecting the wells to the homes on Rogers Ledge. Chief Austin relayed to the audience that the NH Division of Forests and Lands would oversee the timber harvesting law violations. Member Lonske noted that the subdivision on this property was not approved due to the erosion control and the steep slopes on the lot.
- Member Lonske moved to authorize Vice-Chair Dunklee to sign the **applications with Primex**, seconded by Vice-Chair Dunklee. The vote was unanimous.

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

- The Board discussed holding **public hearings** on deeming Upper Range Road and Wade Road to Hunt Road as Emergency Lanes. Mrs. Corliss stated that she would need to obtain a definitive area in order to post the notice. Member Lonske discussed with Vice-Chair Dunklee adding Berea Road to the list of Emergency Lanes. Vice-Chair Dunklee did not see this road as a necessary Emergency Lane. Member Lonske moved for the Board to sign the letters to the abutters of the roads to be deemed as Emergency Lanes, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss relayed to the Board that Everett Begor (Gazebo Committee Member) was looking for permission from the Board to use the **property behind the Public Safety Building (37 Groton Road) to set off fireworks**. At the last Gazebo Program of the year the committee has hired a company to do this, but due to the new regulations a new location needed to be found. Mrs. Corliss reported to the Board that Mr. Begor had spoken with Chief Fischer about this location and Chief Fischer had no issues. The Board authorized Mr. Begor to use the requested location as long as the field was mowed before the event.
- Mrs. Corliss inquired about moving forward with the **purchase of QuickBooks 2016** software program. Vice-Chair moved to expend funds to purchase QuickBooks 2016 software, seconded by Member

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Lonske. The vote was unanimous. Mrs. Corliss added that Certified Computer Solutions. LLC would be performing the installation since three users would be accessing the main file.

- Mrs. Corliss informed the Board that the town had a **balance of \$2,359.81 at Yeaton Oil Company from prepaying for #2 Fuel Oil** and would the Board prefer a refund of the credit or apply towards next year's fuel oil. A discussion was held regarding the current service from the company. Vice-Chair Dunklee moved to continue with Yeaton Oil Company and to put the credit towards next year's purchase, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss reviewed with the Board the notes regarding **pay increases for 2016** as discussed at the 2016 Budget preparation meetings. Vice-Chair Dunklee moved to pay the Deputy Town Clerk, the Deputy Tax Collector, the Administrative Assistant, and the Custodian positions each at \$17.00 per hour retroactive to January 1, 2016, seconded by Member Lonske. The vote was unanimous.
- Member Lonske asked Mrs. Corliss to **schedule Ron Collins** for the May 19, 2016 Select Board Meeting to discuss the Sandy Grant.
- The Board reviewed earlier the **recommendations from Avitar Associates of New England, Inc. regarding the proposed changes by NH Department of Revenue Administration and the NH Assessing Standards Board to the USPAP Standards for Tax Assessment Purposes.** Vice-Chair Dunklee moved to sign the request from Avitar Associates of New England, Inc. regarding the proposed changes on the USPAP Standards, seconded by Member Lonske.
- The Board discussed changing the **Select Board Meeting from July 7, 2016 to June 30, 2016** since there was an additional Thursday in the month of June. Mrs. Corliss noted that this would be easier for the Administrative Assistant for preparing the checks to be processed since July 4, 2016 was on a Monday. Vice-Chair Dunklee moved to hold the July 7, 2016 meeting on June 30, 2016, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss informed the Board that the term dates for **some of the Zoning Board of Adjustment members were not recorded correctly** and recommended changing the term end date for Peter Carey and William Lucarelli be changed to 2018. Vice-Chair Dunklee moved to amend the term dates for Peter Carey and William Lucarelli as Zoning Board of Adjustment Members to 2018, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss noted that the **Planning Board/ Zoning Board of Adjustment Secretary had resigned.** The Board asked Mrs. Corliss to draft a letter for the Board to sign thanking her for the work done as Secretary for the two boards.
- Mrs. Corliss informed the Board that she would be working with the Tax Collector next week to prepare the **2016 Spring Tax Warrant** and requested that the Board stop by to sign the document.

8:22 P.M. **CORRESPONDENCE:**

- Mrs. Corliss informed the Board that **Camp Pasquaney donated \$5,000** to help pay down the Hebron Town Forest loan. Vice-Chair Dunklee moved to accept the gift towards the Hebron Town Forest to be held in the General Fund, seconded by Member Lonske. The vote was unanimous. The Board asked Mrs. Corliss to draft a thank you letter to Camp Pasquaney.
- Mrs. Corliss relayed to the Board that the **New Hampshire Municipal Association was holding a presentation on Avoiding the Road to Liability** – based on A Hard Road to Travel publication. Mrs. Corliss informed the Board that she would like to attend.
- Mrs. Corliss relayed to the Board the information from NH Department of Revenue Administration about the **2015 Total Equalized Valuation.**
- An **invitation from the Board of Directors of Communities for Alcohol and Drug-free Youth** to the Sixteenth Annual Regional Prevention Summit.
- The **Fiscal Year 2017 Proposed Budget report from the Grafton County Commissioners.**

8:30 P.M. **ANY OTHER BUSINESS:**

- **POLICE DEPARTMENT UPDATES:**
 - Chief Austin approached the Board to report that he would be on vacation from May 21 until May 29, 2016 chaperoning the New Hampton Destination Imagination group.

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- Chief Austin reported that the Hebron Police Department received 50.2 lbs. of unused medications as a result of the Drug Take Back day.
- Chief Austin discussed with the Board replacing the 2009 Crown Victoria if the Town of Bristol purchases the vehicle for their proposed K-9 unit. Chief Austin reviewed with the Board the proposed replacement vehicle and the estimated cost of the vehicle.
- Chief Austin reported to the Board that a bill from Grafton County for a transcriptionist may be seen due to the recent arrests of the individuals found with stolen property. The reason for hiring a transcriptionist is that the interview and arrest information had to be distributed to several departments within a certain timeframe. The Board congratulated Chief Austin on the recent arrests and discovery of stolen property.

8:41 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of April 21, 2016 and made the following correction: page 1, under Illegal Outside Fire, second sentence – add “a” after “there was not”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of April 21, 2016 as amended, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of May 2, 2016 and made the following correction: page 1, under Any Other Business, second bullet – change “right-of-way” to “permanent easement”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of May 2, 2016 as amended, seconded by Member Lonske. The vote was unanimous.

8:45 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:45 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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