

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
MAY 26, 2016

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

OTHERS PRESENT: Tracey Steenbergen (Town Clerk), Madeleine MacDougall (Tax Collector), John Fischer (Fire Chief), Ivan Quinchia (Capital Improvement Projects Committee Member), Mitch Manseau (Capital Improvement Projects Committee Member), Art Cummings (Town Auditor), Sandra Cummings (Town Treasurer), Alison York (Administrative Assistant), Dan Merritt (Capital Improvement Projects Committee Member), George Andrews (Capital Improvement Projects Committee Member)

7:00 P.M. **DEPARTMENT HEADS, CAPITAL IMPROVEMENT PROJECTS COMMITTEE MEMBERS, AND TOWN AUDITORS:** Vice-Chair Dunklee opened the meeting and informed the attendees that this meeting was to bring issues to the Board's attention or to another department's attention and to make others aware of upcoming projects in the department.

Madeleine MacDougall – Tax Collector: Mrs. MacDougall reported on the outstanding property taxes from 2014 to current. Mrs. MacDougall reported that the online tax payments were working well and that \$58,000 had already been paid through the online payments of the 2016 Spring Tax Bills. Mrs. MacDougall stated that she had contacted Avitar Associates of New England, Inc. regarding the notices generated by the company for paperless billing and the confusion the notice caused taxpayers wanting to pay online from the notice. Mrs. MacDougall suggested adding an Assessor's page to the town website, since her office receives many calls regarding property tax assessment questions.

Art Cummings – Town Auditor: Mr. Cummings reported on the status of the audit of the financial records for the fiscal year ending December 31, 2015. Mr. Cummings reported that the procedure and policies in each department had significantly improved and are actually in written form. The audit would be completed shortly.

John Fischer – Fire Chief: Chief Fischer reported that the department had 84 calls since the first of the year and 26 of the calls were to the Town of Groton. Chief Fischer reported that the Comstar (ambulance billing service) billing process had changed significantly since 2015. Chief Fischer relayed that much of the documentation would be transferred electronically unlike in the past where paper copies of the billable transports by the ambulance were mailed in paper form to the billing company. Chief Fischer reported that the Town Treasurer was now reconciling the Comstar account to ensure that all billable transports were reported for billing and to ensure that the town would be paid for billable ambulance calls. Chief Fischer noted that there was a written policy on ambulance billing write-off's. Chief Fischer reported on the new fire truck, the new fire department pick-up truck, the newly purchased defibrillator, and the use of the UTV at the forest fires. Chief Fischer noted that Lakes Region Mutual Aid Association had recently done a video to inform the public of the services offered to the member municipalities.

Bill Robertie – Fire Warden: Mr. Robertie reported on the recent forest fire activity and the drone footage of the forest fires. Mr. Robertie thanked the Select Board for getting some Class VI Roads designated as Emergency Lanes. Mr. Robertie noted that he works closely with the local snowmobile club to obtain federal funding through the Firewise Communities grants for improving snowmobile trails which make great fire breaks. Mr. Robertie recommended to the Board adding funding in future budgets for fighting forest fires since this year will definitely have an impact on the budget.

Tracey Steenbergen – Town Clerk: Mrs. Steenbergen noted that the income for vehicle registrations was up \$7,000 over 2015 income at this time. Mrs. Steenbergen stated that there are two more elections this year. Mrs. Steenbergen commented she received positive feedback from the part time residents regarding the public email notices and many have given positive feedback on the monthly town newsletter.

Sandra Cumming – Treasurer: Mrs. Cummings reported that she has two new accounts under the custody of Treasurer – the Comstar and the Police Special Detail. Mrs. Cummings is continuing to update the policies and procedures of the Treasurer.

Pat Moriarty – Select Board Chair: Chair Moriarty informed the group that the Board would be accepting a permanent easement deed for Lake Shore Road, but this would have to be voted on at the 2017 Town Meeting.

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

The Board thanked everyone for attending the meeting and relayed to the group that they were all doing a great job.

8:10 P.M. **ANY OTHER BUSINESS:** The Select Board discussed the Notice of Intent to Cut form submitted by Limited Editions Properties to harvest timber from a vacant lot located on West Shore Road (Tax Map 18 Lot 032). The Select Board discussed the reasons that the form could be held. Member Lonske reviewed with the Board the reasons the Planning Board had for denying the subdivision at this location. Vice-Chair Dunklee stated that there was the probability for damage to happen if this property were to be logged. Member Lonske recommended to discuss the Board's options for not signing the form with Town Counsel. Vice-Chair Dunklee moved to authorize Chair Moriarty to contact Mitchell Municipal Group to discuss the Notice of Intent to Cut form submitted, seconded by Member Lonske. The vote was unanimous.

8:20 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:20 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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