

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JUNE 1, 2017

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

OTHERS PRESENT: Travis Austin (Police Chief), John Black, Attorney Brian Ray, Kim (Secretary for Attorney Ray) Ivan Quinchia, Mark Coulson

6:30 P.M. **GREY ROCKS TRUST – LAKE SHORE ROAD:** Attorney Brian Ray and Kim approached the Board with the deeds to be signed to relinquish the Kimball “Passway”, to give Speranza easement over the Hebron Memorial Beach property, from Hebron to Grey Rocks to give an easement over the Hebron Memorial Beach property and for future installation of underground utilities. The Board signed the necessary deeds, the CD-57-S Real Estate Transfer Tax Declaration of Consideration forms, and the PA-34 Inventory of Property Transfer forms for the deeds signed. Attorney Ray informed the Board that it may take a few weeks to obtain the remaining signatures before the deeds would get recorded.

6:45 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Member Lonske moved to sign the **Bill Of Sale with Nortrax and the Customer Purchase Order** for the Highway Department backhoe, seconded by Chair Moriarty. The vote was unanimous.

6:50 P.M. **TOWN CLERK/TAX COLLECTOR OFFICE BUILDING FURNACE:** Ivan Quinchia approached the Select Board to present a solution to the furnace issue. Mr. Quinchia informed the Board that he had a rinnai heater/a/c unit for the building. Member Lonske commented that the unit may be too large for the space. Chair Moriarty noted that there is a duct under the building, in the crawl space area, to heat under the bathroom to prevent the pipes from freezing. Member Lonske was concerned that if the furnace was too small for the space and there was a power outage; the building would cool down very fast with little insulation in the building.

Mr. Quinchia discussed a/c units with the Board for the Library and the Town Clerk/Tax Collector buildings and recommended a couple from Home Depot. Vice-Chair Dunklee moved to **purchase two a/c units** for approximately \$300.00 each, seconded by Chair Moriarty. The vote was unanimous.

7:00 P.M. **ACTION ITEMS (CONTINUED):**

- The Select Board signed the **Public Gathering Permit** for the Union Congregational Church for the Annual Church Fair held on July 29, 2017.
- The Select Board signed the **Raffle Permit Application** for the Union Congregational Church for July 29, 2017.
- The Board reviewed the **letter drafted to the NH Department of Environmental Services** supporting the replacement of the culvert on Berea Road. Vice-Chair Dunklee did not support signing the letter as written since town equipment and labor should not be used for a private project. Chair Moriarty agreed. Member Lonske expressed concerns with not taking advantage of this opportunity to replace a culvert that has many past issues with heavy rain. Martha Twombly suggested that the town act as the agent for this grant in order to get this culvert replaced. Member Lonske noted that the Newfound Lake Region Association already was the fiscal agent. Chair Moriarty agreed to review the wording with Town Counsel to discuss potential changes so the town would not be put in the middle.
- Member Lonske relayed to the Board that the Hebron Academy Advisory Committee had prepared a **Clerk of the Works job description** and recommended that Joe Hogan be considered for the position. Vice-Chair Dunklee felt that the project should be put on hold until there was clear title to the Hebron Town Common property. Member Lonske moved to hire Joe Hogan to be the Clerk of the Works of the Hebron Academy Building project as outlined in the scope of work, seconded by Chair Moriarty. Chair Moriarty and Member Lonske voted in favor of the motion. Vice-Chair Dunklee voted against the motion.

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7:11 P.M.

PERMISSION TO ACCESS PROPERTY THROUGH HEBRON TOWN FOREST: Theresa Martel and Mike Mayo approached the Select Board to request **access through the Hebron Town Forest** by tractor. Mr. Mayo informed the Board that some trees are damaged around the cottage (owned by Ms. Martel) located on Spectacle Pond that he would like to be able to cut up and float across the pond to take home to saw into lumber. Mr. Mayo relayed to the Board that the snowmobile trail comes close to his grandmother's (Theresa Martel) property (Tax Map 24 Lot 012). Member Lonske suggested meeting with the Conservation Commission to discuss this matter. Martha Twombly informed Mr. Mayo that the Conservation Commission meets the fourth Wednesday of the month, but took his information to schedule a site visit. Mr. Mayo and Ms. Martel thanked the Board for meeting with them.

7:23 P.M.

ACTION ITEMS (CONTINUED):

- Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the **Hold Harmless Agreement with the Hebron Historical Society**, seconded by Member Lonske. The vote was unanimous.
- The Select Board signed the **Supplemental Warrant for the Yield Tax**.
- The Select Board reviewed the **abatement applications for Judith Lyttle and Kristen Nordstrom** for 132 South Mayhew Turnpike Unit 1 (Tax Map 7 Lot 024.001) and the recommendations submitted by Avitar Associates of New England, Inc. Chair Moriarty moved to follow the recommendation of Avitar Associates of New England, Inc. to deny the abatement application for Judith Lyttle and Kristen Nordstrom, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss relayed to the Board that the Conservation Commission voted unanimously at their May 24, 2017 meeting to request that the Select Board **appoint William Luti as an alternate member to the Conservation Commission**. Member Lonske moved to appoint William Luti as an alternate member to the Conservation Commission for a three year term, seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Select Board signed the **Notice of Intent to Cut Wood for Diane Tessier** to perform a timber harvesting operation on property located off Bear Mountain Road (Tax Map 19 Lot 003).
- Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the **IT Equipment Maintenance Agreement with Certified Computer Solutions for 2017**, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss relayed to the Board the inquiry from the Library Trustees regarding getting **the new computers on the maintenance agreement with Certified Computer Solutions**. The Board asked Mrs. Corliss to invite in the Library Trustees since the Board had questions regarding the purchases and how the computers will be utilized in the Library.

7:37 P.M.

DISCUSSION:

- Member Lonske requested that the Board consider **changing the date of the July 20, 2017 Select Board Meeting to Wednesday, July 19, 2017** since she had a previous commitment. Vice-Chair Dunklee did not think that changing the meeting date was a good idea since everything in the office was processed for the Thursday date and would have to be prepared sooner. Chair Moriarty moved to change the July 20, 2017 Select Board Meeting date to Wednesday, July 19, 2017, seconded by Member Lonske. Chair Moriarty and Member Lonske voted in favor of the motion. Vice-Chair Dunklee voted against the motion. The motion was approved.
- Member Lonske relayed to the Board a conversation that she had with John Fischer (Fire Chief) about **using the Public Safety Building for future town meetings in March**. Member Lonske noted that this past year was very unusual with two helicopters landing a couple of hours before the meeting was to start making it difficult to set up for the meeting. Member Lonske suggested considering a May Town Meeting where there would be less of a hassle to use the Public Safety Building, more residents would be around to vote on town issues, and there would be less of a chance for weather to affect the elections. Vice-Chair Dunklee felt that many of the larger cities have a May town meeting, but would be interested in finding out what would be involved in changing the fiscal year to July 1st.
- The Board reviewed the **write-off policy** for ambulance services drafted by Chair Moriarty to address outstanding ambulance bills. Chair Moriarty explained to the Board that the outstanding bills for the Hebron/Groton taxpayers and residents would be written off based on the Comstar Report and others would be given three consecutive billing cycles before sending the outstanding

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balance to a collection agency. Vice-Chair Dunklee moved to adopt the Write-Off Policy for Ambulance Services as written, seconded by Member Lonske. The vote was unanimous.

- Mrs. Corliss relayed to the Board that Kathleen Kearns and David Green of 225 Groton Road (Tax Map 23 Lot 005) sent a letter stating **concerns with the pine trees and dead branches along the edge of Pratt Cemetery (owned by the town)**. Ms. Kearns and Mr. Green's property abuts the town property. The Board asked Mrs. Corliss to have Doug Merrill (Cemetery Sexton) look at the trees and give a recommendation to the Board.
- Mrs. Corliss informed the Board that the Conservation Commission sent a letter outlining issues with the **Hebron Town Forest Bridge** that were noted in the inspection report by the State of New Hampshire Department of Transportation. The Conservation Commission requested that the bridge be painted and the timbers that are deteriorating be replaced. The Select Board asked Mrs. Corliss to give a copy of the request to Casey Kuplin, Highway Supervisor, to see that they are addressed.
- Member Lonske discussed with the Board **creating a Hebron Town Common Advisory Committee, an ad hoc committee**, to review the landscape architect report outlining suggestions for future tree replacement, signage placement, and a future home for the swing set and jungle gym. Chair Moriarty saw no issues with this type of committee. Vice-Chair Dunklee felt that it would be a good way to get suggestions for the future of the Hebron Common. Member Lonske moved to establish the Hebron Town Common Advisory Committee with the members as follows: Mavis Brittelli, Alison York, Ron Collins, Cynthia Hilson, Doug Merrill, and Ellie Lonske as the Select Board Representative along with the attached charge, seconded by Chair Moriarty. The vote was unanimous.
- The Board discussed the recommendation from George Daniels (Water Tech NH) regarding **the well on the common, a sanitary hydrant, and two curb stops**. Vice-Chair Dunklee felt that the outside spigots should be relayed to the architect to be placed on the outside of the building. Member Lonske suggested that the Hebron Town Common Advisory Committee review the recommendations.
- Member Lonske noted that a brief mention of the **vacant Household Hazardous Waste Coordinator** for Hebron was in the town newsletter, but no interest had been expressed.
- Mrs. Corliss relayed to the Board that an email from Bryan Connelly with the Governor's Commission on Disability was looking for information on the **American Disabilities Act Coordinator for the Town of Hebron**. Since the Town of Hebron employs 50 or more persons one employee needs to be appointed as the ADA Coordinator to manage the efforts to comply with the Americans with Disabilities Act.
- The Board discussed with **David Brittelli (Chair for the Historic District Commission) the appointment of the vacant seat on the commission**. Mr. Brittelli expressed to the Board that he thought it was clear at the meeting the members to be appointed. Chair Moriarty read an email from Ron Collins (Co-Chair of the Historic District Commission) requested that Howard Oedel be appointed to the Commission. Vice-Chair Dunklee moved to appoint Howard Oedel as a regular member to the Historic District Commission for 3 years, seconded by Chair Moriarty. The vote was unanimous.
- Member Lonske discussed with **David Brittelli the vacancy for Household Hazardous Waste Coordinator** and briefly explained what is involved in this position. Member Lonske moved to appoint David Brittelli as the Household Hazardous Waste Coordinator, seconded by Vice-Chair Dunklee. The vote was unanimous.

8:07 P.M.

CORRESPONDENCE:

- Letter from State of New Hampshire Department of Resources and Economic Development Division of Forests and Lands approving the **reappointment of William Robertie, Jr. as Forest Fire Warden**.
- **Invitation to the Annual Meeting of the Lakes Region Planning Commission** on June 26, 2017.

8:09 P.M.

ANY OTHER BUSINESS:

- Chair Moriarty stated that the Board should move forward with the **renovations and addition to the Academy Building** since he is confident that both parties would be able to reach a solution on the boundary line issue.

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- Vice-Chair Dunklee updated the Board on the **Crescent Lane drainage project** completed by the Highway Department. The easements obtained by the Town of Hebron from the landowners in the area will enable the town to perform future drainage maintenance if necessary.
- Member Lonske inquired about the status of the **North Shore Road dry hydrant**. Vice-Chair Dunklee replied that the draft plans have been completed and should be reviewed by the Fire Chief, Fire Warden, and Highway Supervisor.

8:20 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Public Hearing minutes of May 9, 2017. Member Lonske moved to approve the Select Board Public Hearing minutes of May 9, 2017 as written, seconded by Chair Moriarty. Chair Moriarty and Member Lonske voted in favor of the motion. Vice-Chair Dunklee abstained from the motion since he was not present at the meeting.

The Select Board reviewed the Select Board Meeting minutes of May 18, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of May 18, 2017 as written, seconded by Chair Moriarty. The vote was unanimous. Chair Moriarty and Vice-Chair Dunklee voted in favor of the motion. Member Lonske abstained from the motion since she was not present at the meeting.

8:23 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:23 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

Charge to Hebron Town Common Advisory Committee

The Committee will explore various options for short-term and long-term improvements to the Hebron Town Common, to include but not be limited to the following, and make recommendations to the Select Board.

- replacement and location of playground equipment
- improved and updated signage
- modifications to Common well to provide water source for irrigating new plantings, and for human consumption
- location of picnic tables and park benches
- memorial stones and monuments
- landscaping of area to west of Academy addition

Members of the Committee

Alison York, Friends of the Hebron Library

Ron Collins, Historic District Commission & Hebron Historical Society

Mavis Brittelli, Landscaping and Hebron Historical Society

Cindy Hilson, Landscaping

Doug Merrill, Cemetery Sexton

Peter Carey, Zoning Board of Adjustment Chair

Ivan Quinchia, Planning Board Member

Ellie Lonske, Select Board