

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JULY 19, 2017

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

OTHERS PRESENT: Ivan Quinchia, Ron Collins, Madeleine MacDougall, Kate Barrett, Roger Larochelle, John Fischer, Maynard Young

7:00 P.M. **SISTER CITY-DECLARATION OF FRIENDSHIP:** Ron Collins approached the Select Board to discuss preparations by the Hebron Historical Society for the 225th Birthday Celebration planned for Hebron. Mr. Collins relayed to the Board that he contacted Cockermouth, UK, while working on a project in Scotland, about becoming a Sister City with Hebron since the Town of Hebron originated from Cockermouth. Cockermouth, UK was interested and a Declaration of Friendship was generated to be signed by the Select Board Chair and the Mayor of Cockermouth. Mr. Collins informed the Board that the signed Declaration of Friendship would be presented to the community at the Gazebo Program Family Fun Day. Mr. Collins informed the Board of a banner that the Historical Society had purchased for the 225th Celebration and inquired about the town covering half of the total cost. Member Lonske moved to sign the Sister City with Cockermouth, UK and to use the expense account entitled Patriotic Purposes to pay \$175.00 for half of the cost of the banner, seconded by Chair Moriarty. The vote was unanimous. Vice-Chair Dunklee moved to authorized Chair Moriarty to sign the Declaration of Friendship with Cockermouth, UK, seconded by Member Lonske. The vote was unanimous.

7:05 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifest**. Chair Moriarty inquired of Member Lonske the breakdown for the invoice from Christopher P. Williams. Member Lonske replied that due to the delay of the project because of the Special Town Meeting, the timeline for the project had been pushed back and the hope is that construction will start in the fall. Member Lonske stated that the bill was for the structural engineer and mechanical engineer to review the building that had been postponed in the spring. Ivan Quinchia reported to the Board that he attended both meetings with the structural engineer and the mechanical engineer. The meetings reviewed the options for the construction and the heating and a/c units were discussed. This was necessary for finalizing drawings in order to put the project out to bid. Mr. Quinchia reported that at the next meeting with Norman Larson, they would be opening the walls to inspect the insulation and interior construction of the building. Member Lonske relayed to the Board that once the structural engineer and mechanical engineer had completed the review of the building the project would go out to bid which would be due back by October 1st. Chair Moriarty felt that all invoices submitted to the Selectmen's Office should be reviewed by the Clerk of the Works, Joe Hogan, for approval and then submitted to the Board to approve for payment. Chair Moriarty requested that more detail of the work done be listed in the invoices from Christopher P. Williams.
- Chair Moriarty relayed to the Board that Karen Corliss, Town Administrator, was satisfied with the recent **service from Mango Security**. Mrs. Corliss updated the Board on the installation of the updated software to which operates the entry doors at the Public Safety Building and monitors the secure access of the doors. Mrs. Corliss stated that Steve Mango apologized for the amount of time that it had taken to install the update. Mrs. Corliss explained that the installation of the program can just be unplugged and plugged in to the temporary office space during construction without technical assistance from Mango Security.
- Chair Moriarty informed the Board that he had asked Mrs. Corliss to look into the **Casella invoice to make sure some adjustments were made for the days in the spring** that there was no curbside service provided to the town.
- Member Lonske relayed to the Board that Tracey Steenbergen, Town Clerk, was ready to **install the software to track available/ occupied gravesites in the town cemeteries**. Member Lonske explained that since the town offices will be moving in the fall, the computer that was available for data entry by a volunteer was the Welfare Computer and it was discussed that the computer be moved to the Town Clerk/Tax Collector Office Building. Member Lonske explained that the Welfare Office could meet with clients when the office was closed to ensure privacy. Mrs. Corliss informed the Board that she had heard back from the Welfare Officer and had concerns with her meeting with clients in a secluded location. Mrs. Corliss stated that she felt there should be another person in the office when the meeting took place. Chair Moriarty asked why the computer needed to be moved at this time if construction was not going to happen

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until the fall. Chair Moriarty felt that the data entry should be done by the fall. Member Lonske was going to let Mrs. Steenbergen know that the computer would be available to be used in the upstairs meeting room by the individual performing data entry.

- The Board reviewed the **comments from Shaun Lagueux (Forester) regarding the request for abatement of Timber Taxes by FORECO on the Green Acre Woodlands, Inc. yield tax bill.** Chair Moriarty noted that Mr. Lagueux agreed with FORECO on the access to the lot, but felt that the quality of the timber and the volumes per acre were indicative of the ratings. Vice-Chair Dunklee moved to deny the abatement request for Green Acre Woodlands, Inc. Yield Tax Bill, seconded by Chair Moriarty. The vote was unanimous.
- The Board signed the **approval for refund to Garry and Joyce Lahey** as a result of the approved abatement for the 2016 tax year.
- Member Lonske moved to **appoint Phil Kriss to the Hebron Town Common Advisory Committee,** seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Board reviewed the **list of items stored in the Old Fire Station left bay and connecting room.** Member Lonske informed the Board that pictures were emailed with the list if anyone felt the need to keep the items. Chair Moriarty moved to dispose of the list of town property as outlined in the attached list, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Member Lonske reported to the Board that during the review of the Hebron Common with the landscape architect, she noticed that the **Gazebo building was in need of replacing some shingles and needed painting.** Member Lonske noted that she had contacted the company that built the Gazebo and they did not have any shingles to purchase, but a couple people in town had some shingles to match the current shingles on the building to donate to the town. Once the building was repaired then it could be repainted. Member Lonske suggested that the work should be done after the Gazebo Programs.
- Member Lonske informed the Board that she had recently visited the **Pratt Cemetery located on Groton Road abutting Kathleen Kearns' property as a follow-up to Mrs. Kearns letter to the Select Board** regarding hazardous trees. Member Lonske asked the Board to consider hiring Top Notch to look at the trees and mark any hazardous trees. Member Lonske would like the town to address the issue before it becomes a problem. Chair Moriarty agreed that hiring Top Notch to review and mark the trees with issues would be best.
- Member Lonske reported to the Board that she had been working with the **Merrill's to plant smaller lilac trees to shield the end of the Hebron Village Cemetery** from looking at the back of the Hebron Village Store. Member Lonske noted that the Merrill's would not charge for planting the bushes.
- Member Lonske relayed to the Board that she had received a **quote from ServPro** to address any mold/mildew issues at the Old Fire Station in order to store some of the items from the Select Board Office during the construction. The quote was for \$5,000. Member Lonske did not recommend cleaning the building.
- Member Lonske discussed with the Board **disposing of the generator currently stored in the Old Fire Station** since Chief Travis Austin noted that there are grants for towns to assist with the purchase of new generators. Mr. Quinchia informed the Board that this was discussed at a recent Hazard Mitigation Meeting.

7:44 P.M.

157 COOPER ROAD – BEAVER TRAPPING: Kate Barrett approached the Board and inquired about who was hired to trap the beavers on her property at the end of Cooper Road. Member Lonske relayed to the Board the first she heard of the beaver trapping was from Suzanne Smith. Mrs. Barrett reminded the Board that she met with them in May 2017 to discuss the same matter, but then heavy equipment was used to take out the beaver dam. At that time, Mrs. Barrett was informed by the Board that the town Highway Department had not removed the dam. Mrs. Corliss relayed the information from Josiah Towne (NH Conservation Officer) regarding the town hiring a licensed trapper to address the beaver issue to stop the flooding of a town road. Mr. Towne stated that the town had the right to trap the beavers to protect a town road. Member Lonske asked Mrs. Corliss to obtain the wording of the NH RSA authorizing the town to trap beavers. Mrs. Barrett stated that only State of NH Department of Transportation had this authority for state roads not town roads. Mrs. Barrett expressed to the Board her

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continuous frustration with the property that she is trying to preserve, prevent silt and run-off from the property ending up into Newfound Lake, and create a clean environment for wildlife, but has dealt with nothing but trouble. Chair Moriarty stated that the authorization for the trapping did not come from him, but he could speak to Casey Kuplin, Highway Supervisor, about the trapping that happened on the property. Mrs. Barrett informed the Board that she needs to follow the Federal Guidelines when managing the property since they are helping her to reclaim the property and that the trapping of the beavers did not work because the road is still flooded. The Board informed Mrs. Barrett that they would look into the trapping and get back to her.

8:00 P.M.

PUBLIC SAFETY BUILDING – CONFERENCE ROOM: Chair Moriarty informed Chief Fischer that the Board was looking for his thoughts on utilizing the Conference Room in the Public Safety Building as temporary office space for the Selectmen's Office personnel during the addition and renovation project to the Academy Building. Chief Fischer informed the Board that he was against the offices moving in to the training room. Currently the room was being utilized by EMS employees for a training on Airway Management. Chief Fischer stated that he understood the situation, but if the training room were not available a hardship would be put on the Fire Department since a number of personnel attend the weekly trainings.

Member Lonske reviewed with Chief Fischer the reason behind the Select Board discussing using the Conference Room at the Public Safety Building and why the Advisory Committee decided against renting a portion of a house for \$3,000/month. Member Lonske informed Chief Fischer that the Library had offered their conference table for any meetings in the town, a resident had opened up his barn for storage of items currently in the Academy Building, and Chief Austin had offered up a desk for one of the office staff to use during this project.

Vice-Chair Dunklee stated that he was strongly against the staff utilizing the room as office space due to HIPPA regulations, medical supplies stored in the building, and hazardous for the firefighters/EMS personnel responding to emergency calls. Ivan Quinchia inquired about the Fire Department moving some of the training to another space in the building. Chief Fischer replied that if the building were opened up to the public during the day it would compromise security. Maynard Young suggested fixing up one bay at the Old Fire Station and utilizing a heat pump that could be used later in the Police Department. Member Lonske stated that the Old Fire Station does not have a working septic system, therefore, no restrooms.

Chair Moriarty stated that using the room would mean \$0 to the taxpayers and asked Chief Fischer if this room was essential to Fire Department/ EMS operations. Chief Fischer stated that the room was used on a regular basis, that the department could not be locked out of the room for 9 months, the departments job was to provide protection for life and property in the town. It had been posed to Chief Fischer by employees that if the town offices were to take over the room that employees would walk off the job. Chief Fisher stated that the town could not afford to lose trained personnel. Chief Fischer stated that he would fight for the Fire Department's best interest, but he realizes that the Select Board makes the final decision. Member Lonske inquired about setting a training room up in another location. Chief Fischer replied that it would not be possible.

Mr. Quinchia felt that if the employees and the Hebron Academy Advisory Committee (HAAC) put their heads together a workable solution could be utilizing the town buildings. Mr. Quinchia felt that the townspeople had been very generous with any request from the Fire Department and does not understand why employees would quit over this. Mrs. MacDougall informed the Board that the Town Clerk and Tax Collector's Office had dealt with no restroom, no heat, CO2 issues, animals in the ceiling, Police Department in the front hall and that the employees were very appreciative to have the taxpayers approve this new building and renovations so they could all work out of the same area. Mrs. MacDougall expressed to Chief Fischer that the HAAC was looking to come to a compromise on the matter not to work against each other. Member Lonske reiterated to Chief Fischer that the Board was looking for support and cooperation. Chair Moriarty stated that a decision would not be made at this evenings meeting but at the next Select Board Meeting. Chair Moriarty discussed with the Board asking the HAAC to review other options for the office staff during the months of construction. Roger Larochelle (HAAC Chair) explained to the Board that the committee had already approached two viable options for alternative office space, but both did not work out. Mr. Larochelle expressed the committee's thoughts on proposing to utilize the space at the Public Safety Building. Chair Moriarty expressed to Mr. Larochelle that the Fire Chief felt that this room is essential to daily Fire Department operations and asked that the committee continue to look for an alternative location for the office staff. Member Lonske stated that the committee was an advisory committee to the Select Board not a real estate agent. Mr. Larochelle replied that utilizing the conference room at the Public Safety Building was the best choice, but the Select Board directs the committee to perform specific tasks.

Vice-Chair Dunklee commented that the Board still had the option of reviewing office trailers and utilizing the Old Fire Station. Member Lonske remarked that renting a house would be thousands of dollars per month with the

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additional inconvenience of the file cabinets located in the basement due to the amount of weight. Mrs. MacDougall had already talked to local real estate brokers about houses to rent and the monthly price ranged from \$2,500 to \$3,200. Mr. Larochelle noted that the committee's duties are to focus on the design of the building, find location for the office staff, and pointed out that a large part of Hebron's services were volunteers.

Member Lonske felt that a decision did not have to be made tonight, but this would be fantastic if it could work. Mr. Larochelle stated that the committee would be glad to look at all of the options and give recommendations to the Board. Everyone has a responsibility for taxpayer dollars spent. The Board asked Mrs. Corliss to put this on the agenda for the first meeting in August to make a decision.

9:05 P.M.

DISCUSSION:

- Mrs. Corliss reported to the Board that Pete Kavanaugh (Hilltop Public Solutions) representing Granite State Power Link proposed another date for a **Community Meeting with the Town of Alexandria on July 24, 2017**. The Select Board requested that Mr. Kavanaugh schedule a meeting with the Hebron taxpayers and residents in the Town of Hebron as each town's concerns with the proposed Granite State Power differs from another.
- The Board reviewed the **memo to be sent to the Hebron Boards/Commissions/Committees** about reviewing the items that need to be accessed during the construction/renovations of the Academy Building. The Board liked the memo and requested that it be sent out soon to make sure everyone has had plenty of time to prepare for moving out of the Academy Building.

9:07 P.M.

CORRESPONDENCE:

- **Thank You from Hardy Country Snowmobile Club** for use of land for snowmobile trails.
- **Letter from FORECO** to Casey Kuplin, Highway Supervisor, regarding road improvements to Tenney Lane in preparation of logging operation.

9:09 P.M.

ANY OTHER BUSINESS:

- Mrs. Corliss asked the Board for permission to **contact legal services at the New Hampshire Municipal Association regarding drafting a letter to residents on a private road** about the necessity to fix up the road to make it passable for emergency services. The Board authorized Mrs. Corliss to contact legal services for this purpose.

9:12 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of July 6, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of July 6, 2017 as written, seconded by Chair Moriarty. Vice-Chair Dunklee and Chair Moriarty voted in favor of the motion. Member Lonske abstained as she was not present at the meeting. The vote passed.

9:15 P.M.

MEETING ADJOURNED: Member Lonske moved to adjourn the meeting at 9:15 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator