

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 3, 2017

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

OTHERS PRESENT: Ivan Quinchia, Mark Coulson

7:00 P.M. **TOWN CLERK AND TAX COLLECTOR BUILDING - FURNACE:** Ivan Quinchia approached the Board to give an update on replacing the furnace in the Town Clerk and Tax Collector Office Building. Mr. Quinchia reported to the Board that he located a 2 stage furnace, 60,000 BTU to install in the Town Clerk and Tax Collector Office Building. The cost of the unit is \$1,300. Mr. Quinchia offered to install the unit at no cost to the town. The town would have to pay for the change over from natural gas to propane and any additional duct work required for heating the building. Vice-Chair Dunklee moved to authorize Ivan Quinchia to purchase the proposed furnace and perform the installation, seconded by Member Lonske. The vote was unanimous.

7:05 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifest**.
- Mrs. Corliss relayed the request from the Planning Board Chair, Roger Larochele, to **appoint Dennis Dodge as a Planning Board Alternate**. Vice-Chair Dunklee moved to appoint Dennis Dodge as a Planning Board Alternate for three years, seconded by Member Lonske. The vote was unanimous.
- Chair Moriarty read the **letter drafted to the residents/taxpayers of Crystal Springs Road** regarding the concerns by the Fire Department with safely getting vehicles down the road due to the conditions of the road. Vice-Chair Dunklee moved to send the letter to the Crystal Springs Road residents/taxpayers, seconded by Member Lonske. The vote was unanimous. The Board signed the letter.
- Member Lonske clarified with the Board the emails with Carol Bears (Trustee of Trust Funds) regarding **withdrawing funds from the Cemetery General Care trust fund** for the landscape architect's work on the plan for the Hebron Village Cemetery. Carol Bears is no longer a Trustee of Trust Fund so there was some misunderstanding regarding the earlier request for withdrawal. Vice-Chair Dunklee moved to sign the application for payment from the Trustees of Trust Funds to withdraw \$2,500 from the Cemetery – General Care Trust Fund, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss handed the Board the application for payment from the Trustee of Trust Funds to **withdraw funds from the "Security Alarm" capital reserve fund** as previously approved. Vice-Chair Dunklee moved to sign the application for payment from the Trustee of Trust Funds to withdraw \$1,513 from the capital reserve fund entitled "Security Alarm", seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss reported to the Board that Howard Oedel was appointed to the Historic District Commission as a three year term, but no more than three people on the Historic District Commission can be reappointed in one year. Three people on the commission are to be reappointed in 2020. Member Lonske moved to **change the term of Howard Oedel on the Historic District Commission to a two-year term**, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss reported to the Board that, as a result of the audit of the town financials, the Town Auditors discovered that the **liabilities for the Police Officer's pay** had not been withdrawn from the Police Department Special Detail account in which the Police Officers paychecks are processed. The Administrative Assistant was making a request of the Board that the transfer of funds from the Police Department Special Detail account to the Union Bank General Fund Account happen twice a year to reimburse payroll liabilities paid out of the Union Bank General Fund Account. Vice-Chair Dunklee moved to follow the recommendation of the Town Auditors to transfer the liabilities incurred from the Police Department Special Detail account twice a year, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss relayed to the Board that a discussion with the Administrative Assistant brought up the expenses incurred by the town for the **additional clerical work performed by her in order to manage the Police Department Special Detail Account**. The Administrative Assistant calculated that a 5% transfer for the annual income to the Police Department Special Detail Account to the Union Bank General Fund would cover the additional work for managing the account. Vice-Chair Dunklee moved to authorize the withdrawal of 5% of the annual income deposited into the Police Department Special Detail Account as of December to cover clerical expenses to the Union Bank Account, seconded by Member Lonske. The vote was unanimous.

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

7:18 P.M.

DISCUSSION:

- Mrs. Corliss reviewed the **quote from Top Notch to remove four large pines from the Pratt Cemetery** located on Groton Road at \$750.00 for each tree. The condition was to utilize the neighbor's driveway to access the trees in the cemetery. Vice-Chair Dunklee moved to accept the quote from Top Notch to remove the hazard trees from the Pratt Cemetery pending approval from the neighbor, seconded by Member Lonske. The vote was unanimous.
- Member Lonske gave the Board an update on the **Hebron Beach erosion issue** and the plan to move forward by Doug McLane utilizing local resources to support addressing the issue. Member Lonske noted that she asked Mr. McLane to write an article for the town newsletter to bring awareness to the public. Member Lonske reported to the Board on her discussion with Mr. McLane on the elm trees that he was offering to plant on the Hebron Common. Mrs. Lonske met with Mr. McLane after he had met with the Select Board as she was not present at the meeting, but was interested in hearing his concerns.
- Mrs. Corliss relayed to the Board that **Nick Robbins, Director of Camp Mowglis, was interested in putting on a barbeque in the fall for the residents and town employees** to thank them for their support of Camp Mowglis. Mrs. Corliss noted that Mr. Robbins was looking at holding the even on September 17, 2017. The Board thought it would be a great idea.
- Mrs. Corliss reported to the Board on a discussion she had with the Town of Campton, NH Town Clerk/Tax Collector, regarding the **office trailer used by the Selectmen's Office staff** during construction of their new office building. Mrs. Corliss stated that the Town of Campton rented the classroom trailer from William Scotsman located in Pelham, NH, there were concerns with a high electric bill due to the electric heat, the office trailer was rented for three years, and it served the office staff well including handling the weight of the filing cabinets. Mrs. Corliss noted that Mrs. Joyce highly recommended having the office trailer skirted for additional insulation. Mrs. Corliss relayed to the Board that the Hebron Academy Building Advisory Committee supported the "Big Room" trailer to house the office staff during the renovations and addition to the Academy Building. Member Lonske reported on the meeting with the representative from Triumph (office trailer company) and stated that the trailer should be delivered one month in advance of move in to make sure all of the electric, cable, and utility connections had been made and is operable. Member Lonske moved to have the temporary office trailer delivered one month before the start of construction and approve the quote presented by Triumph for the "Big Room", seconded by Chair Moriarty. Chair Moriarty and Member Lonske voted in favor of the motion. Vice-Chair Dunklee abstained.
- Mrs. Corliss informed the Board that as a **result of SB 38 the town received an additional appropriation of Highway Block Grant Funds** from the State of NH and was required to hold a public hearing to accept the funds. The Select Board asked Mrs. Corliss to schedule the Public Hearing for August 17, 2017 at 7:00 p.m.
- Mrs. Corliss reported to the Board that Everett Begor (Gazebo Committee Member) had inquired about **trading gazebo program equipment** - a pop-up tent (\$290.00) for the tent that needs to be assembled each time it is used (\$160.00) with no monies exchanged. Vice-Chair Dunklee moved to authorize Everett Begor to exchange tents used by the Gazebo Committee, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss relayed to the Board that Alison York, Administrative Assistant, had checked with Chief Fischer and William Robertie about **returning the State of NH surplus property** – the forestry truck since the town had purchased a new pick-up to replace this vehicle. The Board agreed to proceed with returning the truck.
- The Board discussed the **Fire Department boat** that was not put in the water this year to be utilized for assisting in water rescue. Vice-Chair Dunklee commented that the Fire Department puts the boat in at Wellington State Park when needed, but the boat is too small to hold the necessary personnel for rescues.

7:45 P.M.

CORRESPONDENCE:

- **Letter from the State of NH Police Standards & Training** – Chief Austin needs to be recertified as a Firearms Instructor. Mrs. Corliss informed the Board that Chief Austin would be attending the class in September 2017.
- **Letter from Avitar Associates of New England, Inc.** regarding the telephone pole assessment law.
- **Thank You from the Day Away program** for the 2017 donation.
- Mrs. Corliss relayed to the Board that the **website domain name** would expire in October and there was discussion about changing the website. The Board asked Mrs. Corliss to renew the current domain name with pair as the changeover of the website would not happen this year.

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- Mrs. Corliss reported to the Board that as a **result of the New Hampshire Retirement System audit** of the town employees a check was received in the amount of \$18,173.49 due to improper calculations of the health insurance buyout and on call pay.
- **Newfound Area School District 2017-2018 projected payment schedule.**

7:50 P.M.

ANY OTHER BUSINESS:

- Member Lonske discussed **contracting with the Merrill's for property grounds maintenance.** Vice-Chair Dunklee felt that if the town would start a contract for property grounds maintenance, the work should be put out to bid as there are several other local contractors that are in business for the same type of work. Chair Moriarty did not see this as necessary as the Merrill's already performing the work asked by the town.
- Vice-Chair Dunklee spoke with Casey Kuplin, Highway Supervisor, regarding **trapping the beavers** and it was done because the town road was under water.
- Mrs. Corliss reported to the Board that she had contacted **Casella Waste regarding a reduction in the contract payment** due to the times which they did not perform curbside service to the town in the spring. She was still awaiting a reply.

8:00 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of July 19, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of July 19, 2017 as written, seconded by Member Lonske. The vote was unanimous.

8:04 P.M.

MONETARY TIMELINE FOR ACADEMY BUILDING PROJECT: Mark Coulson suggested that the Select Board have a person helping the Treasurer **track expenses for the Hebron Academy Building** renovation/addition project to assure that the funds would be available throughout the year. Chair Moriarty felt that the Treasurer was capable of handling the request. Mr. Coulson suggested that a spreadsheet be developed laying out the timeline and what funds have to be available.

8:07 P.M.

NON-PUBLIC SESSION: Member Lonske moved to go into non-public session pursuant to NH RSA 91-A:3, II(e) pending litigation, seconded by Vice-Chair Dunklee. Chair Moriarty – yes Vice-Chair Dunklee – yes Member Lonske – yes

8:17 P.M.

OUT OF NON-PUBLIC SESSION: Vice-Chair Dunklee moved to come out of non-public session at 8:17 p.m., seconded by Member Lonske. Chair Moriarty – yes Vice-Chair Dunklee – yes Member Lonske – yes Vice-Chair Dunklee moved to seal the minutes for five years, seconded by Member Lonske. Chair Moriarty – yes Vice-Chair Dunklee – yes Member Lonske – yes

8:18 P.M.

MEETING ADJOURNED: Member Lonske moved to adjourn the meeting at 8:18 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator