

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
AUGUST 4, 2016

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

OTHERS PRESENT: Travis Austin (Police Chief), Charlie Chandler and campaign manager, Art Cummings and Don Franklin (Town Auditors), Suzanne Smith (NH Representative)

ABSENT: Ellie Lonske – previous engagement

7:00 P.M. **SENATE DISTRICT 2 CANDIDATE – CHARLIE CHANDLER:** Charlie Chandler approached the Board, introduced himself, stated why he was running for the Senate District 2 seat, and gave a brief background of his experience working in State and Local government. Mr. Chandler informed the Board that he wanted the Board to be able to put a face with a name and that he did not want to take up a lot of time. Mr. Chandler thanked the Board for allowing him to stop by and introduce himself.

7:07 P.M. **NH MUNICIPAL ASSOCIATION – FLOOR POLICIES:** Representative Smith approached the Board to review the floor policies to be voted on at the Legislative Policy Conference. Vice-Chair Dunklee commented that the Planning Board would need to address the recent changes in legislation regarding in-law apartments. Vice-Chair Dunklee noted that the funds received by the State of NH as a result of the road tax policy should be designated for improving infrastructure not funding other departments in the State. Ms. Smith reviewed with the Board some of the policies and the background behind the legislation. The Board thanked Ms. Smith for her input.

7:31 P.M. **REPORT ON THE AUDIT OF THE TOWN FINANCIALS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2015:** Arthur Cummings and Don Franklin approached the Board to review the results of the audit performed on the town financials for the fiscal year ending December 31, 2015 and to make recommendations to the Board on department policies and procedures. Mr. Franklin and Mr. Cummings noted financials which should show on the Balance Sheet for the end of year reporting, reviewed policies that should be written, and recommended reviewing the written department policies and procedures annually to make sure they are current. Mr. Franklin made recommendations to the Board regarding written policies for write-off's regarding Comstar (ambulance billing) and making changes to the use of the Fire Department Improvement Fund along with updating the documentation of the fund type.

8:26 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Notice of Intent to Cut Wood forms** for the following:
  - Green Acre Woodlands, Inc. Tenney Hill Road – Tax Map 17 Lot 001
  - Green Acre Woodlands, Inc. Tenney Hill Road – Tax Map 17 Lot 001-1
  - Forrest Hicks, Off Hobart Hill Road – Tax Map 21 Lot 001
  - Virginia Barnard, Hobart Hill Road – Tax Map 17 Lot SM.001
- The Select Board signed the **letter to Ed Gempka** thanking him for the many years of service as the unofficial “Town Electrician”.

8:34 P.M. **DISCUSSION ITEMS:**

- The Board discussed the **portable toilet payment agreement with the Hebron Village Store**. The town agreed to pay for half of the year and the store would pay for half of the year. Due to increased usage, the portable toilet needed to be cleaned more than once a week which the store was not willing to pay for this additional service. Vice-Chair Dunklee felt that making the portable toilet available to the public was a service. The facility needs to be clean and this service should be sanitary. If the Hebron Village Store owner's were not willing to provide this level of service, the town would discontinue future agreements. Chair Moriarty agreed.
- Mrs. Corliss relayed to the Board that a **Society for the Protection of New Hampshire Forest Steward walked the Hebron Town Forest** recently and requested that the northwestern boundary around Spectacle Pond well blazed and marked around the private properties. The Board felt that when Barnard Survey Associates, Inc. performed the perambulation for the Town of Groton townline this would be done.

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

- The Board reviewed the **letter from FORECO** about a follow-up of the July 21, 2016 meeting with the Select Board regarding lowering the road bond posting for Tenney Hill Road. The Board recalled Mr. Berti offering to contact Casey Kuplin, Highway Supervisor, to renegotiate the road bond. The road bond will remain at \$15,000 as earlier determined by the Highway Supervisor.

8:42 P.M. **CORRESPONDENCE:**

- **Letter from Avitar Associates of New England, Inc.** regarding 2016 Utility Fee – Addendum to the Assessing Agreements. Mrs. Corliss relayed to the Board that this additional cost was already included in the 2016 Update Agreement.
- **Fiscal Year 2017 Grafton County Budget**
- **Letter from TFMoran** regarding the proposed dry hydrant installation on Crescent Lane.

8:46 P.M. **ANY OTHER BUSINESS:**

- Mrs. Corliss updated the Board on the status of the **2016 Update being performed by Avitar Associates of New England, Inc.** Mrs. Corliss reported that an extension would need to be filed with the NH Department of Revenue Administration for the MS-1 Form Summary Inventory Evaluation due to the estimated completion date of the update.
- Vice-Chair Dunklee updated the Board on the **proposed schedule to do the dry hydrant on Crescent Lane** would be October.

8:47 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of July 21, 2016 and made the following changes: page 2, second bullet, last sentence – change the sentence to read “Chair Moriarty felt that the Select Board did not have jurisdiction over state roads.”, page 2, fourth bullet, second sentence – replace “Mavis Brittelli and Patricia Karlsen” with “Cindy Hilson”, page 2, under *Hebron Common Boundary – Discrepancy* – change “23 North Shore Road” to “23 West Shore Road”, page 2, under *Hebron Common Boundary – Discrepancy*, fourth sentence – remove – “when he received the letter from Town Counsel.”. Chair Moriarty wanted it noted that the Selectmen’s Office did not receive the supporting documentation as mentioned under *Hebron Common Boundary – Discrepancy* regarding the Hebron Common Survey as mentioned by Curtis Mooney. Chair Moriarty moved to accept the Select Board Meeting minutes of July 21, 2016 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

8:55 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:55 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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