

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 17, 2017

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

OTHERS PRESENT: John Black, William York, Donna Luti, Sue Jackson (Library Trustees), Bill Powers (alternate Library Trustee)

ABSENT: Patrick Moriarty

7:00 P.M. **PUBLIC HEARING – ACCEPT SENATE BILL 38 HIGHWAY AID FUNDS:** Vice-Chair Dunklee opened the public hearing to accept the additional funds approved for distribution to towns as a result of Senate Bill 38 to be spent on highway maintenance and bridge projects. Member Lonske noted that some of the projects suggested for the funds were to remove rocks protruding out of Hobart Hill Road, the bridge used to access the Hebron Town Forest, and additional work on George Road. Mrs. Corliss mentioned that Casey Kuplin, Highway Supervisor, commented that the funds could be used for Crescent Lane drainage. Member Lonske stated that the public hearing was to accept the additional funds and Mr. Kuplin would have to make the decision on expending the funds. With no further comments, Vice-Chair Dunklee moved to close the public hearing at 7:06 p.m., seconded by Member Lonske. The vote was unanimous. Vice Chair Dunklee moved to accept the additional highway aid funds, seconded by Member Lonske. The vote was unanimous.

NORTH SHORE ROAD REPAIRS – SLEEPY HOLLOW ASSOCIATION: Vice-Chair Dunklee reported that Steve Gunn (owner at Sleepy Hollow) had been informed that the permit had not been filed by the State of NH Department of Transportation with the State of NH Department of Environmental Services to perform the necessary road work to prevent the road from collapsing onto the Sleepy Hollow properties (on the lake side).

DISPOSAL OF TOWN PROPERTY: Member Lonske gave an update on disposing of town property that was being stored in the Old Fire Station (10 Groton Road). Member Lonske noted that the space is ready for some of the contents from the Selectmen's Building to be stored.

7:15 P.M. **LIBRARY – NEW HIRE:** Vice-Chair Dunklee acknowledged to the Library Trustees that pursuant to the NH RSA's the Librarian does have authority to recommend new hires, but the Board requests that the Library Trustees follow the proper town procedures. Vice-Chair Dunklee informed the Trustees that a background check needs to be performed before any employee starts work and also that the new hire paperwork needed to be filed with the Administrative Assistant in order to be covered on the town's insurance. Bill Powers inquired about a checklist to be followed before hiring an employee. Mrs. Corliss asked Mr. Powers to check with the Administrative Assistant for the checklist. Mrs. Luti informed the Board that the person hired by the Library Trustees was currently volunteering cataloging books and was not working directly with the public. The Board thanked the Library Trustees for meeting with them.

7:29 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**. Vice-Chair Dunklee did not sign the weekly accounts payables/payroll manifest as he was not approving a couple of the checks written. Member Lonske signed the accounts payable/payroll manifest.
- Member Lonske moved to authorize Vice-Chair Dunklee to sign the **State of NH Workers' Compensation Law poster**, seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Select Board discussed the **Resolution approving the transfer of the cable television franchise granted by the Town of Hebron**. MetroCast Cablevision of New Hampshire, LLC is selling to Atlantic Broadband (NH-ME). Vice-Chair Dunklee was not in favor of approving the Resolution. The Board agreed to table any decisions until the full Board was present.
- The Board reviewed the request from Alison York, Administrative Assistant, to **adjust a couple of line items in the Historic District Commission 2017 Budget** to properly accommodate some expenses. The bottom line of the budget does not change. Member Lonske moved to adjust two line items in the Historic District Commission 2017 Budget, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss informed the Board that a couple of property owners had requested a **911 Street Address for their vacant lots**. Mrs. Corliss noted that the 911 Street Address was assigned based on the location of the driveway, which the parties requesting the address already exists. Member Lonske asked about the laws for assigning the street address. Mrs. Corliss replied that it was at the Board's discretion. Vice-Chair Dunklee

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moved to assign 911 Street Addresses to the lots as requested, seconded by Member Lonske. The vote was unanimous.

- The Select Board signed the **2017 MS-1 form Summary Inventory of Valuation**.
- Mrs. Corliss informed the Board that the Administrative Assistant had **updated the Online Banking Policy** based on the procedure approvals for handling the Police Department Special Detail Account. The Board signed the policy as presented.
- The Select Board signed the request to the Trustees of Trust Funds to **close the “George Road Relocation” capital reserve fund** as voted at the March 8, 2016 Town Meeting.

7:45 P.M.

DISCUSSION:

- Mrs. Corliss informed the Board that the **complimentary membership with the NH Preservation Alliance** had expired and inquired about renewing the membership. Member Lonske moved to renew the NH Preservation Alliance membership, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss reported to the Board the findings by Paul Morrison (electrician) regarding the **electrical usage at the Highway Shed** that the town was being billed for double the estimated usage. Mrs. Corliss reported that Mr. Morrison recommended the town contact Eversource to have a metering device installed to determine the peak hours of usage and assist the electrician with locating the source. The Board agreed to getting this device installed as the electric had historically been high.
- Mrs. Corliss relayed to the Board that **Camp Berea was looking to send some free offers of camp to the adults in the town for the Women’s and Men’s retreat** by utilizing the public email list. Vice-Chair Dunklee did not think this was proper for the town to distribute. Member Lonske suggested an article in the town newsletter might be more appropriate.
- Mrs. Corliss asked the Board if they were interested in participating in the **2020 Census Local Update of Census Addresses Operation (LUCA)**. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the necessary paperwork for participating in the 2020 Census Local Update of Census Addresses Operation (LUCA), seconded by Member Lonske. The vote was unanimous.
- Vice-Chair Dunklee moved to sign the **Memorandum of Understand between the Lakes Region Planning Commission and the Town of Hebron** to seek a more competitive electricity supplier for the town, seconded by Member Lonske. The vote was unanimous. Member Lonske moved to authorized Vice-Chair Dunklee to sign the MOU, seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Board reviewed the document that is currently in the **U.S. District Court for the Southern District of New York – Barclays Bank/U.S. Dollar LIBOR-Based Instrument** from Attorney Ross Deachman. The Boards asked Mrs. Corliss to inform Attorney Deachman that this did not apply to the town.
- The Board reviewed the proposal from **Casella Waste Systems, Inc. regarding the reduction in costs to the town for not being able to provide curbside trash removal** during the times the State of NH had posted a weight limit on the roads. Member Lonske asked Mrs. Corliss if the NH Department of Transportation had replied to a letter written by the Board regarding providing an exemption for trash services during the times the roads were posted in the spring. Mrs. Corliss replied that there had been no response. Member Lonske asked Mrs. Corliss to follow-up on this letter. Vice-Chair Dunklee moved to accept the credit as proposed by Casella Waste Systems, Inc., seconded by Member Lonske. The vote was unanimous.
- The Board reviewed the **letter from FORECO regarding the denied Yield Tax Abatement for Tax Map 17 Lot 001-1** owned by Green Acre Woodlands, Inc. Vice Chair Dunklee felt that there was no further action required by the Board.

7:55 P.M.

CORRESPONDENCE:

- Invitation from **Genesis Behavior Health to the Annual Meeting**.
- Attorney Brian Ray, PLLC - Copies of the **deeds mailed to Grafton County Registry of Deeds** for recording with regards to Lake Shore Drive.
- Grafton County – **Fiscal Year 2018 Budget**
- Correspondence from NH Department of Environmental Services for a **Shoreland Program Permit Application**.
- **Public Hearing Schedule for 2019-2028 Ten Year Plan** – road maintenance- October 5, 2017 will be the hearing in Plymouth, NH
- **Proposal from Geddes Building Mover, Inc.** with regards the putting a foundation under the Academy Building (Selectmen’s Office Building).

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- **Estimate from R.J. Crowley Moving & Storage** – relocating the contents of the Academy Building (Selectmen’s Office Building) to prepare for renovations. Member Lonske had discussed hiring professional movers for the contents with Mrs. Corliss as the filing cabinets weigh 300 lbs. empty.

8:05 P.M.

ANY OTHER BUSINESS:

- Mrs. Corliss informed the Board that she had signed up for a **webinar “Demystifying the MS4 Permit”** as it will be required be filed in 2018.
- Member Lonske reported to Vice-Chair Dunklee the meeting with Craig Cadeau (ReVision Energy) and Ivan Quinchia at the Public Safety Building about **installing solar panels**. The electricity generated would supply the electricity to the Public Safety Building and any energy produced by the panels, but not used by the Public Safety Building could be applied to the other town owned buildings electric usage through net metering. Member Lonske noted that the cost to installing solar panels had decreased and the efficiency had increased since the town had first reviewed this option. Member Lonske informed Vice-Chair Dunklee that the purpose of this meeting was for fact gathering.

8:11 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of August 3, 2017. Member Lonske noted that she was working with the Merrill’s on a list of annual maintenance work for town properties. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of August 3, 2017 as written, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Meeting minutes of August 3, 2017. Vice Chair Dunklee moved to accept the Select Board Non-Public Meeting minutes of August 3, 2017 as written, seconded by Member Lonske. The vote was unanimous.

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