

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 18, 2016

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

OTHERS PRESENT: Travis Austin (Police Chief), Peter Carey, Robert Guida,

7:00 P.M. **SENATE DISTRICT 2 CANDIDATE – Robert Guida:** Robert Guida approached the Board, introduced himself, stated why he was running for the Senate District 2 seat, and briefly explained why he was interested in the position. Mr. Guida relayed to the Board some of the issues that needed attention were jobs for the younger generation, infrastructure, and poor internet connections throughout the area. Member Lonske relayed to Mr. Guida that Senator Forrester acted on the issues as they arose and that is what would be important in a candidate. Mr. Guida realized that and the experience he had in town government recognized that addressing the issues as they happened was very important. Mr. Guida thanked the Board taking the time to meet with him.

7:15 P.M. **FIRE DEPARTMENT – POLICIES AND PROCEDURES:** Vice-Chair Dunklee updated Member Lonske on the reason for the request to meet with the Fire Chief, John Fischer was to review the use and set-up of the Fire Department Improvement Fund, to review the policies, and to discuss the ambulance service write-off policy. Chief Fischer dropped off information regarding the Write-Off Policy and the property inventory, but was not able to stay for the meeting. Vice-Chair Dunklee informed Member Lonske that he spoke to Chief Fischer about applying for a 501 (c) (3) non-profit status to protect the Fire Department Improvement Fund.

7:18 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Mrs. Corliss reported to the Board that **an extension would need to be filed for the MS-1 Form** due to the 2016 Property Assessment Update. Vice-Chair Dunklee moved to file the MS-1 Extension Request Form requesting the extension until the end of October, 2016, seconded by Member Lonske. The vote was unanimous.
- The Select Board signed the **Notice of Intent to Cut Wood form** for Robert and Martha Marshall to remove timber from property on Hobart Hill Road (Tax Map 18 Lot MF.007).
- Mrs. Corliss presented the Board with a **letter to the Hebron Village Store regarding the additional charges to clean the portable toilet** on the Hebron Common. The Hebron Village Store and the town agreed to share the costs for making the facility available to the public year round. The Board discussed the original agreement with the Hebron Village Store owner's. Member Lonske stated that she understood why Mrs. Brooks chose to pay for the first six months, but the facility is used more frequently due to town functions during the summer months. The Board asked Mrs. Corliss to contact Mrs. Brooks to recommend that she pay the six months in the winter.

7:25 P.M. Chair Moriarty joined the Select Board Meeting.

- Vice-Chair Dunklee updated Chair Moriarty on the discussion he had with **Chief Fischer about getting the Fire Department Improvement Fund under the 501(c)(3) status**. Chair Moriarty would like to review the Write-Off Policy for ambulance service calls with Chief Fischer.
- Mrs. Corliss presented the Board with the **property-liability list of town properties, vehicles, and bonded officials as listed by Primex**. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the Primex insurance document, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss relayed to the Board that a new requirement by the NH Department of Revenue Administration was to sign the **MS-123 form (listing elected and appointed town officials)** prepared by the Town Clerk, Tracey Steenberg. The Board signed the 2016 MS-123 form.
- Member Lonske moved to **reappoint Everett Begor, Robert Brooks, and Kathleen Fleming as Gazebo Committee members** until August 31, 2017, seconded by Vice-Chair Dunklee. The vote was unanimous. The appointment letters were signed.

7:39 P.M. **VEHICLE SPEED THROUGH THE HEBRON CENTER:** Peter Carey approached the Select Board to discuss the vehicle speed through the center of Hebron and the use of jake brakes (compression release engine brakes on larger

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vehicles). Mr. Carey inquired about reducing the speed limit through town to 25 miles per hour. Chief Austin informed the Board that in order to get a lower speed limit a letter would need to be sent to the NH Department of Transportation since the road was a state road. Chief Austin offered to send an email to the Police Chief's Association looking for sample town ordinances regarding limiting engine braking in certain areas of town. Member Lonske informed Mr. Carey that Casey Kuplin, Highway Supervisor had recommended paving Cross Road in 2017 which may reduce the noise and dust of vehicles going faster than recommended across that road. Mr. Carey informed the Board that the large trucks hauling for Maxam explosives company has increased significantly and the trucks are working all hours of the day and night. The Board agreed to look into lowering the speed limit through town and to review other towns' ordinances regarding limiting the use of jake brakes.

7:50 P.M.

DISCUSSION ITEMS:

- Member Lonske discussed with the Board hiring **Floyd Wilkie with Top Notch Tree Service to look at the trees indicated in Eric Buck's (landscape architect) report that should be removed** because of the health of the tree. Vice-Chair Dunklee noted that the Gazebo located on the common needed to be repaired and funds should be budgeted for the repairs in 2017. Member Lonske discussed with the Board using the funds from the Franklin Fogg Trust Fund since the fund was set up to be used for "*fencing, improving and beautifying the common at Hebron Village.*" The Board agreed to hire Mr. Wilkie to review the condition of the trees and make recommendations.
- Mrs. Corliss informed the Board that she received a **quote from Doug Merrill (Cemetery Sexton) regarding the proposal from Superior Fence Company** to install fencing to close off the end of the Hebron Village Cemetery. Mrs. Corliss relayed to the Board that if the project was going to be completed this year the funds appropriated at the March 2016 Town Meeting would need to be deposited into the Cemetery Tombstones and Fence Capital Reserve Fund. Vice Chair Dunklee moved to deposit the funds appropriated in to the Cemetery Tombstones and Fence Capital Reserve Fund so the project could be completed this year, seconded by Chair Moriarty. The vote was unanimous.
- Member Lonske discussed with the Board **resurrecting the Cemetery Advisory Committee** since several circumstances have come up that should be addressed since the committee revised the Cemetery Rules and Regulations last year. Member Lonske noted that her family would like to set up a fund in honor of her late husband, Quinten Lonske, and would like the fund to be utilized for many years to come. Member Lonske would like to get direction from the committee on setting up the fund. Vice-Chair Dunklee moved to authorize Member Lonske to meet with the Cemetery Advisory Committee to discuss the rules and regulations, seconded by Chair Moriarty. The vote was unanimous.
- Mrs. Corliss asked the Board if they would like her to contact **Joe Hogan about moving forward with replacing the windows in the Hebron Library**. Member Lonske reported that Mr. Hogan was going to look at the windows in the Town Clerk/ Tax Collector Office building and give a quote for replacing the windows at the same time. The Board agreed to wait for a quote that encompassed windows in both buildings.
- The Board discussed the **washed out culvert on Berea Road**. Member Lonske asked Mrs. Corliss to inform the Board of her recommendation for the road. Mrs. Corliss suggested to the Board making the town portion of Berea Road an Emergency Lane so at least repairs could be made to the town portion if necessary. Vice-Chair Dunklee noted that the town portion does not include the culvert and that the people that needed access below the town portion of Berea Road would need to find the money to replace the culvert. Chair Moriarty asked Mrs. Corliss to purchase signage notifying people that the road was not maintained by the town and they should pass at their own risk. Member Lonske felt that maybe the best solution would be for the town to give up ownership of Berea Road. Vice-Chair Dunklee remarked that then the property would revert back to the landowners. The Board asked Mrs. Corliss to contact the attorney at the NH Municipal Association to find out what would happen to the existing road if the town relinquished ownership.

8:12 P.M.

ANY OTHER BUSINESS:

- Vice-Chair Dunklee informed the Board that he met with **Martha Twombly, Conservation Commission Chair, to address the concerns on the wetlands permits for the Crescent Lane dry hydrant**. Vice-Chair Dunklee reported that Ms. Twombly would sign the permits on Saturday and he would deliver the documents to Bedford, NH on Monday.
- Mrs. Corliss asked the Board for a **date to meet with Mike Lavelle (Certified Computer Solutions, Inc.)** regarding the balance of the maintenance contract and planning the budgeting for 2017 for

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servicing the town computer systems. The Board agreed to invite Mr. Lavelle to the September 1st Select Board Meeting.

- The Board scheduled the **meetings with the department heads to present their 2017 budgets** for October 18 and 19, 2016 in the afternoons.
- Member Lonske informed the Board that the Town of Hebron was **awarded \$10,000 through the Moose Plate Grant**. The project was for reshingling the roof and repairing the cupola. The Board congratulated Member Lonske. Member Lonske moved to accept the Moose Plate Grant as awarded by the NH Division of Historical Resources, seconded by Vice-Chair Dunklee. The vote was unanimous. Member Lonske moved to authorize Chair Patrick Moriarty to be the legal signer for the grant documents, seconded by Vice-Chair Dunklee. The vote was unanimous.

8:28 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of August 4, 2016. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of August 4, 2016 as written, seconded by Chair Moriarty. Vice-Chair Dunklee and Chair Moriarty voted in favor of the motion. Member Lonske abstained from the motion since she was not in attendance at the meeting.

8:30 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:30 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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