

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
SEPTEMBER 1, 2016

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

OTHERS PRESENT: Travis Austin (Police Chief), John Black, John Fischer (Chief Fischer)

7:00 P.M. **FIRE DEPARTMENT POLICIES AND PROCEDURES:** Chief Fischer approached the Board to review the Ambulance Billing Write-Off Policy that was approved in 2004 by the Select Board. Chief Fischer informed the Board that any bills that are not written-off Comstar sends the bills to a collection agency. Chief Fischer noted that some of the Write-Off Policy did not apply to current Comstar (ambulance billing service) procedures. Chief Fischer relayed to the Board that, in speaking with other towns that operate ambulance services, the towns do not write-off any bills. Chair Moriarty offered to rewrite the Ambulance Billing Write-Off Policy to conform to current practices. Chief Fischer handed the Board a copy of the monthly Fire Department payroll spreadsheet and noted that all mutual aid calls are now being tracked as they occur. Chair Moriarty discussed with Chief Fischer setting up the Hebron Fire Department Improvement Fund as a 501 (c)(3). Mrs. Corliss handed Chief Fischer a copy of NH RSA 154:1-b Firefighter Associations. Chair Moriarty relayed to Chief Fischer that the Town Auditors did not think that the fund should be used for purchases that were to be reimbursed by the Fire Department Budget. Chief Fischer noted that this practice had been addressed. The Board thanked Chief Fischer for meeting with them and offered to help in any way regarding filing the paperwork for the 501(c) (3).

7:28 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Veteran's Tax Credit application** as recommended for approval by Avitar Associates of New England, Inc.
- The Select Board signed the **Notice of Intent to Cut Wood or Timber form** for Javier and Janet Florez to remove timber from property at 52 North Mayhew Turnpike (Tax Map 2 Lot 015).
- The Board discussed the **signs on the Hebron Common that were recently installed by the NH Department of Transportation** which are located in the Historic District. Vice-Chair Dunklee moved to make a request to the State of NH Department of Transportation to remove the sign from the Hebron Common and to remove the sign that is located across from the Old Fire Station, seconded by Chair Moriarty. Chair Moriarty and Vice-Chair Dunklee voted in favor of the motion. Member Lonske abstained from the motion. Member Lonske felt that there should be some signage indicating the roads around the Hebron Common.
- The Board reviewed the **two-year agreements from Primex for property-liability insurance and workers' compensation insurance**. Member Lonske moved to authorize Chair Moriarty to review the documents with Primex and to sign the documents if satisfied with the terms, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss asked the Board if they would like to **deposit the amount approved at the 2016 Town Meeting of \$80,540** for the specific capital reserve funds outlined in the warrant article as opposed to depositing \$5,000 to the Cemetery Tombstones and Fence capital reserve fund. The Board authorized the deposit of the total amount approved at Town Meeting.
- Mrs. Corliss informed the Board that a money market account needed to be opened at the Northway Bank for the road bond posted. The Board signed the **Northway Bank signature cards** to be listed as the authorized signers of the account.

7:42 P.M. **DISCUSSION ITEMS:**

- The Board discussed the **sample Noise Ordinances** provided by Chief Travis Austin. Chief Austin informed the Board that since they were town ordinances they were able to be fined by the town. Chief Austin relayed to the Board that the ordinances could be adopted by the Select Board. The Board asked Mrs. Corliss to contact the NH Municipal Association the procedure in adopting a noise ordinance.
- Mrs. Corliss asked the Board if they would be sending a **voting delegate to the NH Municipal Association Legislative Policy Conference**. The Board members would not be attending due to prior commitments.
- The Select Board reviewed and approved the **MS-434 Revised Estimated Revenues for 2016** as prepared by the Town Administrator, Karen Corliss.

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

- Mrs. Corliss informed the Board that a **meeting was being scheduled for the beginning of October for the Hazard Mitigation Committee** to start work on the grant recently awarded to the town.
- Mrs. Corliss reminded the Board that the **Joint Loss Management Committee** was scheduled to meet on September 13, 2016.

7:54 P.M. **CORRESPONDENCE:**

- Letter from the North Country Public Safety Foundation looking for **nominations for the Public Safety Officer of the Year**.
- **Invitation from the Town of Bristol Select Board to a Newfound Area Regionalization Forum** on September 22, 2016.
- Letter from State of NH Department of Transportation outlining the **Highway Block Aid** anticipated to be available to the Town of Hebron during the Fiscal Year 2017 would be \$27,523.74.
- Notice from the Town of Plymouth regarding **the site plan review for the construction of a 100 foot cellular communications tower** at 583 Tenney Mountain Highway.

7:57 P.M. **ANY OTHER BUSINESS:**

- Member Lonske discussed with the Board moving forward with **discontinuing Berea Road at the upcoming 2017 Town Meeting** since there is no reasonable solution to resolve the current road repair issues. The Board asked Mrs. Corliss to order signage for all Class VI Roads in town notifying that the town is not responsible for maintaining the road.
- Vice-Chair Dunklee informed the Board that the **town needs an easement onto Stuart Thompson's (Tax Map 7 Lot HP.010) for the proposed dry hydrant installation** in order to be able to maintain the hydrant in the future. Vice-Chair Dunklee moved to contact town counsel to prepare an easement for the dry hydrant that will be located on Stuart Thompson's land, seconded by Member Lonske. The vote was unanimous.

8:08 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of August 18, 2016 and made the following changes: page 2, third bullet under Discussion Items – change “resurrecting” to “resurrecting” and page 2, fourth bullet under Discussion Items – change “Vice-Chair Dunklee asked Mrs. Corliss to purchase signage...” to “Chair Moriarty asked Mrs. Corliss to purchase signage...”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of August 18, 2016 as amended, seconded by Member Lonske. The vote was unanimous.

8:12 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:12 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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