

TOWN OF HEBRON
SELECT BOARD MEETING TO REVIEW 2016 BUDGETS
OCTOBER 18, 2016

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

OTHERS PRESENT: David Brittelli (Historic District Commission), Ivan Quinchia, Tom Gump and Ileana Saros, Dan Merritt (Capital Improvement Projects Committee), John Fischer (Fire Chief), Madeleine MacDougall (Tax Collector), Sandra Cummings (Treasurer and Supervisor of the Checklist), Audrey Johnson (Supervisor of the Checklist), Paula Cummings, Bill York, Bill Powers (Library Trustees), Travis Austin (Police Chief)

- 1:00 P.M. **2017 HISTORIC DISTRICT COMMISSION BUDGET:** David Brittelli approached the Board to present the 2017 Historic District Commission Budget. Mr. Brittelli noted that if the Heritage Commission and the Historic District Commission were combined the Heritage Commission Budget would cease. Mr. Brittelli was requesting the same amount as the Historic District Commission Budget in 2016. Member Lonske noted that the Select Board's intention to merge the Historic District Commission and the Heritage Commission did not happen in 2016 as planned due to a technicality. The plan is to complete the merger this year and Member Lonske felt that as a result the Heritage Commission 2017 Budget would be merged with the Historic District Commission Budget. Chair Moriarty questioned the status of the Local Government application. Member Lonske stated that everything was put on hold due to the inability to merge the two commissions. The Board agreed to increase the Historic District Commission 2017 Budget by \$200.00 since the Secretary position would not increase due to the merging of the two commissions.
- 1:14 P.M. **2017 TAX COLLECTOR BUDGET:** Madeleine MacDougall approached the Board to present the 2017 Tax Collector Budget. Mrs. MacDougall informed the Board that the Deputy Tax Collector account line in the budget was increased by \$300.00 to compensate for the \$2.00 per hour pay increase given by the Select Board in 2016. Mrs. MacDougall informed the Board that the copier utilized by the Town Clerk and herself needs to be replaced in the near future due to the age of the unit and lack of available replacement parts. Mrs. MacDougall reported that there was some confusion with the 2016 Tax Bills that were emailed, but the issues had been addressed by Avitar Associates of New England, Inc. Mrs. MacDougall informed the Board that she now has access to the Union Bank information online, viewing only, which has been very helpful with viewing deposits for tax bills made online. Mrs. MacDougall reported to the Board on a case currently being heard in court regarding the lack of advising a taxpayer of their rights regarding exemptions. Mrs. MacDougall informed the Board that NH Department of Revenue Administration had recommended that the information be visible on the front of the bill, not just the back of the bill.
- 1:25 P.M. Member Lonske discussed with the Board the location of the 2017 March Town Meeting being held at the Public Safety Building, but later in the day.
- 1:30 P.M. **SUPERVISORS OF THE CHECKLIST 2017 BUDGET:** Sandra Cummings and Audrey Johnson approached the Select Board to present the 2017 Budget for the Supervisors of the Checklist. Mrs. Cummings and Ms. Johnson presented the budget adjusting accordingly based on fewer elections in 2017 with the total budget of \$2,625. The Select Board suggested leaving the amounts the same as the 2016 budget since there could be additional special meetings for the Newfound Area School District, the Bridgewater-Hebron Village District, or the town due to unknown variables at this time. Mrs. Cummings and Ms. Johnson agreed to \$3,025 for the 2017 budget.
- 1:35 P.M. **TREASURER 2017 BUDGET:** Sandra Cummings approached the Board to present the 2017 Treasurer Budget. Mrs. Cummings presented to the Board the same budget as 2016, but discussed with the Board possible adjusting the Deputy Treasurer salary to reflect the position. Mrs. Cummings noted that the Deputy Treasurer should be capable of performing the same duties as the Treasurer in their absence, therefore, the position should be compensated accordingly. Vice-Chair Dunklee felt that \$17.00 per hour would be available to the person who wants to know the job, but this should be left up to the discretion of the Treasurer. Mrs. Cummings reported that she had the policies for the position reviewed in depth this year and would have final policies for the Board to review and approve.
- 1:50 P.M. **POLICE DEPARTMENT 2017 BUDGET:** Travis Austin approached the Select Board to present the 2017 Police Department Budget. Chief Austin reviewed with the Board the increases to the Police Department Budget. Vice-Chair Dunklee asked Chief Austin about eliminating the grant line items. Chief Austin replied

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that the grants would not be available to Hebron in the future. Vice-Chair Dunklee asked Chief Austin about the increased expenditures to the cruiser line item. Chief Austin replied that a light bar was purchased recently since the old one belonged to the Town of Bristol. This light bar could be used in future cruisers. Chief Austin noted that he was requesting an increase for the part-time police officers from \$18.00 per hour to \$24.00 per hour since all of the part-time officers are trained and that he would like to retain the current staff. Chief Austin informed the Board that when he met with the Capital Improvement Projects Committee (C.I.P.) a request was put in for a new cruiser for 2018. Member Lonske informed Chief Austin that the voting for March 2017 would happen in the Hebron Community Hall and the meeting portion of the March 2017 Town Meeting would take place on the following Saturday at the Public Safety Building around 1:00 p.m. Member Lonske asked Chief Austin for his thoughts on the proposal. Chief Austin thought it was a good plan. Tom Gump asked Chief Austin about the figures on the expenditure request form made out and presented to the C.I.P. Chief Austin could not address the question since he had not utilized the form for submitting the request. Ivan Quinchia inquired about installing defibrillators in each of the cruisers. Chief Austin replied that he did not have the equipment in the cruisers due to the temperatures that the equipment had to be stored. Vice-Chair Dunklee asked Chief Austin to check with local departments to see if their cruisers carry the equipment.

2:18 P.M. **2017 FIRE DEPARTMENT BUDGET:** John Fischer approached the Board to present the 2017 Fire Department Budget. Chief Fischer reported to the Board that the largest increase was in wages. Chief Fischer relayed to the Board the issues many Fire Departments are having which was retaining certified, trained firefighters and EMT's. Chief Fischer pointed out that 7 of the EMS personnel are in their seventies. Chair Moriarty inquired about the expenses made to the repairs and maintenance account line. Chief Fischer noted that much of the repairs and maintenance account line are for contracts for annual testing on the equipment which are mandatory to keep the ambulance certified for operation. Chief Fischer reviewed with the Board some of the issues with the Public Safety Building regarding the exterior maintenance and interior lighting. Member Lonske asked Chief Fischer about long term capital expenses. Chief Fischer replied that the next fire truck would be purchased in 2025. Chief Fischer discussed with the Board replacing the self-contained breathing apparatus (SCBA) would be the next capital purchase which would be about \$136,000. Chief Fischer noted that the current SCBA was purchased through a grant. Ivan Quinchia asked Chief Fischer for the number of hours on the ambulance. Chief Fischer replied that, at this time, the department cannot track hours on the ambulance. Ivan Quinchia asked if any of the capital purchases of the fire department could be recovered from the Town of Groton. Chair Moriarty replied yes, through the Ambulance and Fire Agreement with the Town of Groton which is renewed every three years.

Member Lonske discussed with the Board a timber harvesting operation in the near future in the Hebron Town Forest which has been supported by the Conservation Commission and the benefits it may have to prevent future forest fires.

3:12 P.M. **LIBRARY 2017 BUDGET:** Paula Cummings, Bill York, and Bill Powers approached the Select Board to present the 2017 Library Budget. Bill Powers reviewed with the Board a detailed spreadsheet of income and expenses for the Library. Member Lonske asked Mr. Powers if the Library would be adding additional personnel this year. Mr. Powers replied not this year. Vice-Chair Dunklee informed the Library Trustees that Jane Ramsey would be interested in helping out if necessary. The Board and Library Trustees discussed reviewing the Librarian's hourly wage and how it compares to other part-time employees in Hebron. Mrs. Cummings relayed to the Board the idea that the Library Trustees have for a fundraiser – "Cow Patty Bingo" and if the Board would allow it to be held on the Hebron Common. Member Lonske relayed to Mrs. Cummings that a good day to hold the event would be on the same day as Family Fun Day presented by the Gazebo Committee. Mrs. Cummings informed the Board of how the fundraiser would operate and income generated by other non-profit organizations that held the event.

3:45 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 3:45 P.M., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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