

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
OCTOBER 19, 2016

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

OTHERS PRESENT: Alison York (Administrative Assistant), Doug Merrill (Cemetery Sexton), Ivan Quinchia, Dan Merritt, Ileana Saros, and George Andrews (Capital Improvement Projects Committee Members), Tracey Steenbergen (Town Clerk), Martha Twombly (Conservation Commission Chair), Casey Kuplin (Highway Supervisor), Carol Bears (Trustee of Trust Funds)

6:00 P.M. **HIGHWAY DEPARTMENT 2017 BUDGET:** Casey Kuplin approached the Select Board to present the 2017 Highway Department Budget. Mr. Kuplin informed the Board that the Highway Department budget would be the same as the 2016 budget. Mr. Kuplin reviewed with the Board the capital purchases and capital projects for 2017. The backhoe costs about \$105,900 (including the trade). Some of the financing would come from the Highway Equipment capital reserve fund and the Board suggested obtaining a proposal for a lease purchase. Mr. Kuplin estimated the life of the backhoe to be about 15 years. Mr. Kuplin reviewed the costs for paving Cross Road and compared it to the recent paving on Panorama Lane which was longer at 1,100' costing \$47,000. Mr. Kuplin reviewed with the Board the work to be done on George Road and sections that could become more costly than estimated if land could not be used by the town for certain segments. Ileana Saros inquired about the Indian Point Road project since it had been on the Capital Improvement Project list for a while. Mr. Kuplin replied that Indian Point Road was not as crucial as the other roads mentioned. The edges of Indian Point Road are breaking up due to the poor material used for paving the road and now needs to be torn up, regraded, and paved. The Board discussed with Mr. Kuplin the guardrails that were proposed to be installed on George Road. Mr. Kuplin replied that the company that was scheduled to install the guardrails were supposed to fit in with the guardrail installation on Kill Mountain Road.

6:45 P.M. **TOWN CLERK 2017 BUDGET:** Tracey Steenbergen approached the Board to present the 2017 Town Clerk Budget. Mrs. Steenbergen noted that the only increase was the \$500 to the Town Clerk's salary as approved in 2016. Mrs. Steenbergen reported that the motor vehicle transactions had increased by at least \$10,000 over the same timeframe as in 2016 increasing revenues. Mrs. Steenbergen discussed the upcoming election to be held on November 8, 2016 and noted that at least one Select Board member should be present to set up for voting.

Mrs. Steenbergen (town website webmaster) expressed to the Board converting the website to a Virtual Town & School development in 2017 that would cost \$4,000 with an annual maintenance fee of \$1,500. Mrs. Steenbergen thought that this would give the website a cleaner look. Mrs. Steenbergen stated that this recommendation is due to the fact that the current software used for the website is no longer supported.

Mrs. Steenbergen discussed purchasing software for maintaining the cemetery records. The software proposed costs \$1,500 with an annual maintenance of \$225. The Board agreed with purchasing the software now since the funds were in the 2016 Budget.

Member Lonske asked Mrs. Steenbergen to work with Mrs. Corliss to determine what needs to happen complete the merger of the Historic District Commission and the Heritage Commission and the process for increasing the number of members on the Historic District Commission.

7:15 P.M. **CONSERVATION COMMISSION 2017 BUDGET:** Martha Twombly approached the Select Board to present the 2017 Conservation Commission Budget. Mrs. Twombly presented a budget for the same amount as in 2016 with more funds allocated for trails and signage since the commission would like to expand the trails. Mrs. Twombly expressed to the Board that she would like the boundary with the Town of Groton around Spectacle Pond clearly marked when Barnard Associates

Surveying Inc. performs the perambulation on the Groton town line. Mrs. Twombly reported to the Board that a kiosk was installed at the entrance to the Hebron Town Forest and a picnic table was placed in the "Fox Field" overlooking the Cockermonth River. Member Lonske discussed with Mrs. Twombly logging in the Hebron Town Forest. Mrs. Twombly recommended contacting Jon Martin (Martin Forestry) and Rick Van de Poll (Ecosystem Management Consultants) to review the Forest Stewardship plan and address any changes. Mrs. Twombly suggested contacting FORECO, LLC to see if they had any concerns with the town continuing to use Mr. Martin since Mr. Martin worked for FORECO, LLC at the time the plan was done. Member Lonske suggested holding a joint Select Board/Conservation Commission meeting to start the process.

Mrs. Twombly asked the Board why the 2016-2017 Snow Plow fees were not reduced based on the balance in the Snow Plow Account. Member Lonske stated that there was about \$62,000 in the Snow Plow Account and the Board wanted to have some surplus in case of a bad winter. Chair Moriarty stated that fuel costs had increased along with costs increases to purchasing sand and salt. Member Lonske noted that the town was now allocating the additional costs for maintenance of the town vehicles and expensing administrative costs against the account. This had not been done in the past.

7:28 P.M. **CEMETERY 2017 BUDGET:** Doug Merrill approached the Select Board to present the 2017 Cemetery Budget. Mr. Merrill proposed the budget amount as \$7,150. Mr. Merrill reported to the Board that the fence at the Hebron Village Cemetery had been installed and the metal detector was purchased. Mr. Merrill informed the Board that there are many areas where the ground is sinking in the cemeteries over the gravesites that would be filled in each year as part of the annual maintenance. Mrs. Bears informed the Board that the income in the perpetual care cemetery trust accounts can be expensed out annually as long as the amount can clearly be accounted for in the maintenance of the individual grave sites.

7:43 P.M. **TRUSTEES OF TRUST FUNDS 2017 BUDGET:** Carol Bears approached the Board to present the 2017 Trustees of Trust Funds Budget. Mrs. Bears informed the Board that the management of the trust fund accounts and capital reserve fund accounts had increased due to the amount of money in the accounts. Mrs. Bears noted that the Trustees left the "Other" account line at \$700 just in case something unexpected came up during the year.

7:45 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 7:45 P.M., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator