

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
OCTOBER 19, 2017

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

OTHERS PRESENT: John Black, David Allen and Rick Moriarty (Casella Waste representatives), Ed Merrill (MetroCast General Manager)

7:00 P.M. **CASELLA – SPRING CURBSIDE TRASH COLLECTION:** David Allen and Rick Moriarty approached the Select Board to discuss a solution for the trash collection when the state roads are posted with restrictive weight limits. Member Lonske member noted that both roads into town are state roads which makes it hard to offer curbside trash collection when the trucks are unable to get into town. Mr. Moriarty stated that Casella would rather pick up weekly. Mr. Allen commented that some towns allow early travel during this road posting or allow Casella to put out open containers. Vice-Chair Dunklee mentioned that open containers should be monitored as others are tempted to utilize the containers from other towns. Member Lonske suggested putting a container at the Public Safety Building on 37 Groton Road. Mr. Allen informed the Board that he would propose this to Mark Avery with the New Hampshire Department of Transportation and negotiate emptying the containers on a weekly basis. Mr. Allen reported to the Board on an issue that was recently brought to their attention with regards to disposing of secondary fiber. Mr. Allen reported that China has officially banned the importation of mixed paper resulting in less of a market for repurposing this material. Chair Moriarty relayed to Mr. Allen and Mr. Moriarty that when the Select Board met with the owners of Bestway they had agreed to have a day once a year to pick up heavy items. Mr. Allen agreed to look into this as it is done in other communities that they serve. Mr. Allen discussed with the Board a solution to control the amount of heavy items to be disposed of on that day and to limit additional items from being put out by others that day. Mr. Allen informed the Board that the company would have to enforce recyclable items put out by the residents in order to stay within their guidelines on disposing of the items. Tickets would be left by the drivers picking up the trash if certain items could not be recycled. Member Lonske relayed to Mr. Allen that she could put an article in the monthly newsletter about items that should not be included in the recyclable containers. The Board thanked Mr. Allen and Mr. Moriarty for meeting with them.

7:25 P.M. **METROCAST CONSENT TO ASSIGNMENT OR TRANSFER OF CONTROL OF CABLE TELEVISION FRANCHISE:** Ed Merrill approached the Select Board to discuss the recent request for MetroCast to transfer its cable franchise to Atlantic Broadband. Mr. Merrill informed the Board that there are 33 franchises in New Hampshire and Maine which need approval of each franchising authority for transferring to Atlantic Broadband. Mr. Merrill was meeting with the Board tonight to make sure that all agreements currently with MetroCast have been upheld. Chair Moriarty questioned what the Board could do to ensure that all residents in town would be able to access MetroCast. Mr. Merrill noted that the franchise agreement states that there has to be 10 houses per mile in order to install a line on that road giving cable access. Mr. Merrill informed the Board that 90% of Hebron was covered by MetroCast. Mr. Merrill pointed out to the Board that they have the option to use the fees charged to customers to build out the cable television system. Chair Moriarty informed Mr. Merrill that the Select Board has been trying to tie the buildings together in order to provide secure communications amongst town departments. Member Lonske informed Mr. Merrill that the town was looking for fiber optic connection. Mr. Merrill replied that that was not in the agreement and it will cost \$10,000. Vice-Chair Dunklee informed Mr. Merrill that the Board had requested this in the past. Mr. Merrill replied that there was no communications on file and that the town already has two more email accounts than authorized based on the agreement and the Internet speed had been increased significantly. Member Lonske stated that the service we have for MetroCast is very poor. Vice chair Dunklee informed Mr. Merrill that the Board agreed not to sign the resolution but to send a letter explaining the reason why. Mr. Merrill reaffirmed that the Select Board has not changed their mind about approving the resolution. The Board replied yes. Chair Moriarty thanked Mr. Merrill for meeting with them.

7:45 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Application for Payment from the Trustee of Trust Funds** requesting \$62,000 be withdrawn from the Capital Equipment-Highway capital reserve fund and the Application for Payment from the Trustee of Trust Funds for the withdrawal of \$409.70 from the Planting and Care of Trees and Shrubs in the Hebron Village Cemetery trust fund.

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

- The Select Board authorized Karen Corliss, Town Administrator, to complete the **New Hampshire Association of Assessing Officials 2018 Election Ballot**.
- The Select Board agreed to wait until Casey Kuplin, Highway Supervisor was present to discuss the snowplow bids received.
- Mrs. Corliss handed the Board the **Intent to Sign Electricity Supply Contract** that was prepared by Lakes Region Planning Commission aggregation. The Select Board reviewed the document and decided not to sign as the savings to the town was minimal.
- The Select Board signed the **Gathering Permit** for Stan and Cindy Newton for an event on October 21, 2017.

8:00 P.M.

DISCUSSION:

- Mrs. Corliss relayed to the Board that Tracy Steenbergen, Town Clerk, had been working in the new cemetery software program and noticed that there was a place to upload a form for cemetery lots that had been reserved. The Board reviewed the **draft cemetery lot reservation form**. Vice-Chair Dunklee moved to approve the form that was created by Tracy Steenbergen, seconded Member Lonske. The vote was unanimous.
- The Board reviewed the **proposed leases for Sharp copiers** to replace the copier in the Selectmen's Office. Chair Moriarty asked Mrs. Corliss to contact the two suppliers with different quotes for the same machine to determine the better deal.
- Mrs. Corliss discussed with the Board the public hearing that was held at the October 5 Select Board Meeting to withdraw funds from capital reserve accounts but a motion was not made to withdraw funds from the **Town Offices Expansion and Refurbishment Capital Reserve Fund**. Member Lonske moved to withdraw the funds from the Town Offices Expansion and Refurbishment Capital Reserve Fund as proposed, seconded by Chair Moriarty. Chair Moriarty and Member Lonske voted in favor of the motion. Vice-Chair Dunklee voted against the motion. The motion passed.
- Mrs. Corliss informed the Board that Primex had submitted a **2018 Unemployment Compensation Program renewal form**. Mrs. Corliss reported that the cost was \$500 annually. Mrs. Corliss informed the Board if they did not choose to utilize the Unemployment Compensation Program, Primex was to be notified by November 17, 2017. Vice-Chair Dunklee moved to continue with the Unemployment Compensation Program with Primex, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss reported to the Board that she had emailed the **draft 2016 Audit Issues** that were noted by the Town Auditors, Don Franklin and Bill Powers. Mrs. Corliss informed the Board that the Town Auditors would be reviewing the audit issues on Tuesday at the end of the meeting reviewing budgets with department heads.
- Mrs. Corliss asked the Board if they would like to **meet with Michael Lavelle of Certified Computer Solutions** to review the proposal for the 2018 IT maintenance agreement. The Board agreed at the beginning of the next Select Board Meeting on November 3, 2017 would be fine.

8:12 P.M.

ANY OTHER BUSINESS:

- Vice-Chair Dunklee informed the Select Board that he met with a representative from **Mango Security at the Highway Shed to review installing a keyless access system to operate the doors and a heat monitor system**. Vice-Chair Dunklee relayed to the Board that this system would have to operate off the Internet as there is not a phone line located at the Highway Shed. Vice-Chair Dunklee informed the Board that he was given a ballpark estimate of \$15,000 to install the key card access system.
- Vice-Chair Dunklee informed the Board that he was **meeting tomorrow with a representative from Eversource at the Highway Shed** to determine if the meter had any defects or if they could determine why the electric bills are so high.
- Member Lonske informed the Board that the **Town of Hebron is now a Certified Local Government** and would be eligible to apply for more grants. Member Lonske felt that the first grant that the town should apply for would be for structural and architectural engineer survey of the Library and Town Clerk/Tax Collector Office Building.
- Chair Moriarty updated the Board on the **Beach Committee meeting**. Chair Moriarty stated that he would love to give the Beach Committee credit because they are actively work together to accomplish tasks at the beach.

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

8:20 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of October 5, 2017 and made the following change: page 1 under 7:00 p.m., last sentence – change “passed” to “voted no”. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of October 5, 2017 as altered, seconded by Chair Moriarty. Vice-Chair Dunklee and Chair Moriarty voted in favor of the motion, Member Lonske abstained from the motion. The motion passed.

The Select Board reviewed the Select Board Non-Public Session Meeting minutes of October 5, 2017 and made the following change: add Steven Whitley to the fourth sentence. Chair Moriarty moved to accept the Select Board Non-Public Session Meeting minutes of October 5, 2017 as amended, seconded by Vice-Chair Dunklee. Chair Moriarty and Vice-Chair Dunklee voted in favor of the motion, Member Lonske abstained. The motion passed.

8:23 P.M. **NON-PUBLIC SESSION:** Member Lonske moved to go into non-public session pursuant to NH RSA 91-A:3, II(I) to discuss advice from legal counsel, seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee – yes Ellie Lonske - yes

8:46 P.M. **OUT OF NON-PUBLIC SESSION:** Chair Moriarty moved to come out of non-public session seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee – yes Vice-Chair Dunklee moved to seal the minutes pursuant to NH RSA 91-A:, III for five years, seconded by Chair Moriarty. Pat Moriarty - yes John Dunklee – yes

8:46 P.M. **ANY OTHER BUSINESS:** Mrs. Corliss informed the Board that one of **the annual appropriations to the local hospital** still had a check outstanding from December 2016. Mrs. Corliss informed the Board that the Administrative Assistant was going to void the check and reissue, but the account line in the budget would be shown over the amount budgeted since the check would now be issued in 2017.

Mrs. Corliss updated the Board on the **furnace installation in the Town Clerk/Tax Collector Building**. Mrs. Corliss reported that the Eastern Propane technician found several installation issues where he would not be able to changeover the furnace from natural gas to propane. Mrs. Corliss informed the Board that she was going to see if Ivan Quinchia (installer) would be able to meet with the Eastern Propane technician to address the issues. The Board felt that it would be a good idea.

8:55 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:55 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator