

TOWN OF HEBRON  
SELECT BOARD MEETING TO REVIEW 2018 BUDGETS  
OCTOBER 24, 2017

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

OTHERS PRESENT: Carol Bears (Treasurer), Ron Collins and David Brittelli (Historic District Commission Co-Chairs), Cindy Newton (Beach Committee Chair), Travis Austin (Police Chief), Martha Twombly (Conservation Commission), Madeleine MacDougall (Tax Collector), Ivan Quinchia, and Ileana Saros (Capital Improvement Projects Committee), Don Franklin and Bill Powers (Town Auditors), John Fischer (Fire Chief),

1:00 P.M.      **HISTORIC DISTRICT COMMISSION 2018 BUDGET:** David Brittelli and Ron Collins approached the Board to present the Historic District Commission 2018 Budget. Mr. Brittelli reviewed the changes to the Historic District Commission Budget. Mr. Brittelli informed the Board that since Hebron is now a Certified Local Government there are courses required by the state that the commission members must attend so \$125 for each member had been added for training at Concord.

1:14 P.M.      **TAX COLLECTOR'S 2018 BUDGET:** Madeleine MacDougall approached the Board to present the 2018 Tax Collector Budget. Mrs. McDougall reviewed with the Board the budget and noted that the only change was for a new purchase of a laser printer. Once the new addition is built the Town Clerk, Tax Collector, and Selectman's Office would be your utilizing the same laser printer/copier so this one will be for the Tax Collector's Office. Chair Moriarty discussed with Mrs. MacDougall if the Hebron Country Estates property taxes had been paid to date. Mrs. McDougall replied that they had not.

1:24 P.M.      **SUPERVISOR'S OF THE CHECKLIST 2018 BUDGET:** Audrey Johnson approached the Select Board to present the 2018 Supervisors of the Checklist Budget. Ms. Johnson informed the Board that there would be three elections in 2018 and the Supervisors would like to increase their hourly wage due to changes in the election laws complicating the work involved. The Board discussed increasing the wages to \$12 an hour with a total of \$3,925 for the budget. Member Lonske informed Ms. Johnson that the Board had discussed changing the town from a calendar year to a fiscal year in June. Member Lonske asked Ms. Johnson if that would have a large impact on them. Chair Moriarty felt that it wouldn't since elections would be held in May rather than March. Vice-Chair Dunklee moved to increase the Supervisors of the Checklist pay to \$12 per hour, seconded by Member Lonske. The vote was unanimous. Vice-Chair Dunklee moved to increase the Moderator, Assistant Moderator, and Ballot Clerk salary also to \$12 an hour, seconded by Member Lonske. The vote was unanimous.

2:00 P.M.      **TREASURER 2018 BUDGET:** Carol Bears approached the Select Board to present the 2018 Treasurer Budget. Mrs. Bears informed the Board that she had increased the Meetings and Workshops line to what was presented in 2017 and an increase to mileage as deposits are being made more frequently due to the cash deposits.

2:15 P.M.      **POLICE DEPARTMENT 2018 BUDGET:** Travis Austin approached the Select Board to present the 2018 Police Budget. Chief Austin reported to the Board that he did increase the amount of hours for the part-time offices to work to 20 hours per week. Chief Austin relayed to the Board that he had received the increase from the Plymouth Dispatch, but the information provided was not accurate he anticipated that the figure would be changing. Chief Austin requested that the Select Board increase the amount deposited into the Police Department Capital Reserve Fund each year from \$5,000 to \$7,000. Chief Austin reported to the Select Board that he is looking for a new cruiser in 2018 and would like to use the additional funds that are not in the capital reserve fund from the Special Detail Fund.

2:43 P.M.      **FIRE DEPARTMENT 2018 BUDGET:** John Fischer approached the Select Board to present the 2018 Fire Department Budget. Chief Fischer reported that at least three people would be training for

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the EMS part of the job in 2018. Chief Fischer reported that they currently had eight EMTs which with five of them are in the 70s. Chief Fischer informed the Select Board that if they were to contract the ambulance portion out it will cost the town about \$125,000 annually for the service for Hebron residents. Chief Fisher discussed with the Board increasing the hourly pay of the firefighters and EMT's also paying a per diem for coverage of the Fire Department. Member Lonske questioned the status of promoting Tony Albert to Deputy Fire Chief, as discussed in 2016, and if there is enough funds in the budget to cover the promotion. Fire Chief replied that funds are budgeted to cover the promotion of Tony Albert. Chair Moriarty discussed options for ensuring coverage of the Fire Department and possibly offering other incentives to new employees. Chief Fisher reported that the equipment is in good shape and training is ongoing. Ivan Quinchia questioned if personnel equipment was being replaced annually. Chief Fisher replied that upon review of personal equipment it was brought to their attention about the replacement for the air bottles and handed the Board a spreadsheet. Chief Fischer reported that new bottle purchases are \$1,200 each and over the next three years 20 bottles would need to be replaced. Mr. Quinchia suggested to Chief Fisher replacing the bottles in 2018 that are scheduled for 2018 and 2019 and finish replacing the bottles scheduled for 2020 in 2019 to be ahead of the game. Chief Fisher discussed with the Board and Mr. Quinchia the cost for replacing an ambulance and approximately when that would happen. Chair Moriarty discussed the status of the Hebron Fire Improvement Fund with Chief Fischer. Chief Fisher informed the Board that he had contacted a CPA (certified public accountant) to do the paperwork for the Hebron Fire Department Improvement Fund to be considered nonprofit. Vice-Chair Dunklee discussed with Chief Fisher working with the Highway Department to ensure that radios are installed in the vehicles to improve communication for the upcoming winter months.

3:30 P.M.

**LIBRARY 2018 BUDGET:** Bill Powers, Bill York, Donna Luti, and Sue Jackson approached the Select Board to review the 2018 Library Budget. Mr. Powers reviewed with the Board the increases to the Library Budget. Chair Moriarty discussed with the trustees whether the new computers purchased would be covered under Certified Computers Maintenance Agreement or if it would have to be added to the IT budget. Mr. Powers replied that the Library Trustees would like to have the computers covered with the town computers under the Certified Computers Maintenance Agreement. Mr. Powers informed the Board that the trustees would like to increase the Librarian's hourly rate of pay to \$15.00 per hour. Mr. York informed the Board that the Librarian would also be increasing her hours per month. Mr. York informed the Board that the Library Trustees are receiving \$2,000 per year from the Town of Groton for their utilization of the Hebron library. Member Lonske relayed to the Library Trustees that the Town of Hebron is now a Certified Local Government and would be able to apply for a grant for structural analysis of the Library and the Town Clerk/Tax Collector Building to assist with plans for the future.

3:40 P.M.

**BEACH COMMITTEE 2018 BUDGET:** Cindy Newton approached the Select Board to present the 2018 Beach Committee Budget. Mrs. Newton informed the Board that the committee had agreed to purchase new swim line and signage and also perform fall cleanup with the remainder of the 2017 budget. Mrs. Newton informed the Board that the 2018 Budget would be the same as the 2017. Mrs. Newton reported that Donna Bryant does an excellent job as a Beach Attendant and she is certified in CPR and safety. Chair Moriarty expressed to Mrs. Newton that he felt the Beach Committee was a very active committee.

3:47 P.M.

**CONSERVATION COMMISSION 2018 BUDGET:** Martha Twombly and Suzanne Smith approached the Select Board to present the 2018 Conservation Commission Budget. Ms. Twombly informed the Board that the commission had been working on marking new trails and working with John Martin to take care of hazard trees and remove invasive species. Mrs. Twombly requested that Casey Kuplin, Highway Supervisor keep the parking lot at the Hebron Forest open this winter. Suzanne Smith reported on the survey that was done by the Conservation Commission on usage of the Hebron Town Forest. Ms. Smith felt this survey was worthwhile and would hope that the townspeople would take advantage of the Hebron Town Forest for more recreational usage. Ms. Twombly informed the Board that the commission is open to ideas and suggestions for trails in the forest. Member Lonske

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mentioned that Mr. Kuplin still had planned on removing the debris in the Cockermonth River. Ms. Twombly relayed to the Board that they should possibly review the timber harvest report performed on the town forest, the management plan, and possibly have a public meeting with John Martin and Rick Vander Pol to discuss possibly harvesting timber from forest.

- 4:04 P.M.      **TRUSTEES OF TRUST FUNDS 2018 BUDGET:** Dennis Dodge approached the Select Board to present the 2018 Trustees of Trust Fund Budget. Mr. Dodge informed the Board that there was an increase of maintenance fees as the funds are building in size. Once the Select Board started utilizing some of the capital reserve funds, the maintenance fees will drop again. Mr. Dodge informed the Board that the Trustee of Trust Funds would be meeting with an investment representative if they would like to attend.
- 4:15 P.M.      **TOWN AUDITORS – COMMENTS ON THE AUDIT OF THE TOWN FINANCIALS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2016:** Don Franklin and Bill Powers approached the Select Board to review the comments resulting from the audit of the 2016 town financials. Member Lonske informed Don Franklin and Bill Powers that she thought they did a great job on the audit and were very thorough which was appreciated when reviewing such sensitive information. Mr. Franklin reviewed the comments for each department and discussed any concerns that he had with policies procedures in each department.
- 4:55 P.M.      **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 4:55 each P.M., seconded by Chair Moriarty. The motion was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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