

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
NOVEMBER 2, 2017

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

OTHERS PRESENT: John Black, Mike Lavelle and Katie Lavelle (Certified Computer Solutions, Inc.), Travis Austin (Police Chief)

7:00 P.M. **IT TECHNOLOGY MAINTENANCE AGREEMENT 2018:** Mike Lavelle and Katie Lavelle approached the Select Board to review the proposal for the IT Maintenance Agreement for 2018. Mr. Lavelle discussed with the Board the computers to be replaced in 2018 which the schedule was to replace 3 computers per year. Chair Moriarty relayed to Mr. Lavelle that fiber optics would not be installed in town any time soon due to the cost to the town. Mr. Lavelle discussed alternative solutions to enabling communication between town buildings that would be better than the current vpn (virtual private network). Mr. Lavelle informed the Board that he included a packet filtering for the router that would filter out unwanted information from entering the email system. Chair Moriarty questioned the status of back-ups being performed on the town computers. Mr. Lavelle replied that the systems were backed-up every 15 minutes on the server. The backups are also transferred to Belmont and an offsite box. Chief Austin relayed to Mr. Lavelle that he was very satisfied with the new computer, but requested that a back-up be established for the computer. Mr. Lavelle stated that remote back-ups could be set up for \$25.00 - \$40 per month depending on the size of the files transferred. Mr. Lavelle addressed the recent conversations with the Library Trustees regarding the new computers purchased and getting them added to the contract. Mr. Lavelle informed the Board that CCSI would be installing the computers for the Library in the future. The Board thanked Mr. Lavelle for meeting with them.

7:25 P.M.

**ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **letter to the Trustees of Trust Funds** regarding depositing the \$15,000 appropriated to be deposited into the Capital Equipment-Highway Capital Reserve Fund as approved at March 2017 Town Meeting.
- The Select Board signed the **application for payment from the Trustees of Trust funds** to withdraw \$80,729.57 from the Town Offices Expansion and Refurbishment Capital Reserve Fund.
- The Select Board reviewed the letter prepared for the **promotion of Tony Albert to Deputy Fire Chief**. The Board asked that this letter come from Chief Fischer.

7:28 P.M.

**DISCUSSION:**

- The Board asked Mrs. Corliss to schedule a **department head meeting** for Tuesday, November 7, 2017 at 6:00 p.m.
- Member Lonske relayed to the Board that now Hebron was a **Certified Local Government** the Town would be open to more grant opportunities. Member Lonske discussed preparing a grant for an architectural and structural analysis to be done on the Town Clerk/Tax Collector Building and Library. Member Lonske noted that she had asked Norman Larson (Christopher P. Williams Architects) to prepare an estimate for an architect engineer to perform the analysis as required for the grant.
- Member Lonske discussed with the Board looking into a **grant to assist with the costs of getting phase III power to the Hebron Village**. The Board asked Mrs. Corliss to invite Donna Keeley (Eversource Community Relations Representative) to a Select Board Meeting.
- The Board reviewed the **letter drafted to Atlantic Broadband** stating their position with the resolution for MetroCast to transfer the franchise. Chair Moriarty asked Mrs. Corliss to add that the Select Board does not object to the sale of franchise.

7:39 P.M.

**CORRESPONDENCE:**

- Notice from MetroCast of rate changes that will go into effect in January 2018.

7:40 P.M.

**ANY OTHER BUSINESS:**

- Vice-Chair Dunklee updated the Board on the **Planning Board Meeting** of November 1, 2017 stating that there would not be any proposals to the wind tower section of the Zoning Ordinance for 2018.

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

- Chief Austin reported to the Board that the **Ford Explorer cruiser** was back in town in service and repaired with a new motor covered under warrantee.
- Chief Austin relayed to the Board that he applied for a **grant for training in New Mexico in 2018** which all associated costs were fully funded by the grant. Vice-Chair Dunklee congratulated Chief Austin.
- Mrs. Corliss relayed to the Board that she had requests by residents for **alternative cable** to be offered in town, other than MetroCast. Many people are very unhappy with their service and discouraged with the amount of time they are without phone service. Vice-Chair Dunklee replied that the customers utilizing the alternative service for the area are just as unhappy with their providers.
- The Board discussed considering getting **Stokes Road established as an emergency lane** based on the damage done to Pike Hill Road as a result of the culvert plugging on Stoke Road. The Board asked Mrs. Corliss to discuss this with Vincent Broderick (property owner on Stokes Road).
- Member Lonske looked to the Board for the status of the **North Shore Road dry hydrant** installation. Vice-Chair Dunklee noted that all of the permits had been approved for the installation and that Casey Kuplin, Highway Supervisor, was aware that it was ready to be installed.
- Member Lonske noted that **Camp Berea was very happy with the new culvert installation.**
- The Board asked Mrs. Corliss to invite Casey Kuplin, Highway Supervisor, to an upcoming meeting to present **the 2018 Highway Department Budget.**

7:52 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of October 19, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of October 19, 2017 as written, seconded by Chair Moriarty. The vote was unanimous.

7:53 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

8:04P.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 Ellie Lonske – 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 Ellie Lonske - yes

8:04 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:04 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator