

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
NOVEMBER 3, 2016

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

OTHERS PRESENT: Travis Austin (Police Chief), Bruce Barnard, Everett Begor, Bob Brooks, and John LaCarte (Gazebo Committee Members), Maynard Young, Mark Coulson, Paul Hazelton

6:30 P.M. **GAZEBO COMMITTEE 2017 BUDGET:** Everett Begor, Bob Brooks, and John LaCarte approached the Select Board to present the Gazebo Committee 2017 Budget. Mr. Begor reviewed the 2016 Gazebo Budget and the amount remaining to be carried forward. Mr. Begor relayed to the Board that the Merrill's would donate their time and equipment to clean up after the fireworks. Mr. Begor noted that one of the performers wanted to donate their stipend to the Friends of the Library. Mr. Begor reviewed the 2017 proposed Gazebo Committee Budget and Mr. Brooks reviewed the tentative schedule for performers. Member Lonske relayed to the committee that the Friends of the Library plan on holding a "Cow Patty Bingo" fundraiser and noted that the Family Fun Day would be great for holding the event.

7:06 P.M. **PUBLIC HEARING TO EXPEND FUNDS FROM A CAPITAL RESERVE FUND AND TWO TRUST FUNDS:** Chair Moriarty opened the public hearing to expend funds from the following capital reserve fund and trust funds: "Communications Capital Reserve Fund" for the purchase of band radios for the Highway Department, "Cemetery General Maintenance Trust Fund" for the landscape plan and stump grinding in the Hebron Village Cemetery, and "Town Common – Franklin Fogg – Trust Fund" for tree work on the Hebron Common. Chair Moriarty noted that the notice posted stated that funds from the "Cemetery General Maintenance Trust Fund" was for a landscape plan and stump grinding in the Hebron Village Cemetery not the Hebron Common. Vice-Chair Dunklee discussed with Maynard Young that the contractors would prefer portable radios. Mr. Young noted that the contractors should be made financially responsible and the last payment of the season to the contractor should be held until the radio had been returned to the town. Vice-Chair Dunklee felt that the Highway Department should have a way to contact the Fire Department and Police Department if necessary. Member Lonske stated that if the contractors are not interested in utilizing the radios then the town should not be spending money on purchasing the radios. Chair Moriarty would like to discourage the use of cell phones while driving since it is against the law. Bruce Barnard relayed to the Board an example of an emergency call that came over the 2 way radio while he was out plowing that he responded to and was able to sand the driveway before the ambulance arrived to the scene. Member Lonske asked Chief Austin for input on the subject. Chief Austin replied that if the contractors are not in favor of 2-way radios in their vehicles, then they would rely on cell-phones and not bother with making sure the portable 2-way radio was charged for emergencies. Chief Austin suggested upgrading the Fire Department and Police Department radios and sharing the old radios with the Highway Department. This matter will be discussed further at the Department Head Meeting on November 15, 2016. Vice-Chair Dunklee moved to close the public hearing, seconded by Member Lonske. The vote was unanimous. Vice-Chair Dunklee moved to remove the funds from the Communications Capital Reserve Fund, remove funds from the Cemetery General Maintenance Trust Fund, and to remove funds from the Town Common – Franklin Fogg-Trust Fund, seconded by Member Lonske. The vote was unanimous.

7:18 P.M. **PRIVATE DRIVEWAY SNOW PLOW ACCOUNT:** Mark Coulson approached the Select Board to discuss the balance in the private driveway snow plow account. Mr. Coulson asked the Board for clarification as to what vehicles plow the private driveways. Chair Moriarty replied that only the private contractors plow the driveways and only the town trucks plow the town roads. Mr. Coulson noted that at the end of December in 2015 there was a balance in the account of \$100,000 and about \$30,000 is added to the account each year. Mr. Coulson suggested that the Board meet with Casey Kuplin, Highway Supervisor, to determine an amount which should be reserved in the Snow Plow Account to be used for the additional plowing of driveways in years where unusually large amounts of snowfall. Mr. Coulson suggested setting the reserve amount at \$40,000 since it is around the amount billed for one year. Mr. Coulson suggested reducing the amount of surplus in the account by refunding a percentage of the annual snow plow fee to the customer or by reducing the amount collected for the snow plow fee. This would be reviewed on an annual basis. Member Lonske felt that once the snow plow fees were reduced that it would be difficult to increase the price again. Chair Moriarty agreed to review the snow plow checking account and fees charged in 2017.

7:32 P.M. **TRANSPORTATION ADVISORY COMMITTEE – UPDATE:** Paul Hazelton (Hebron's representative to the Transportation Advisory Committee (TAC) approached the Select Board to give an update on road projects proposed by the State of NH Department of Transportation. Mr. Hazelton reported to the Board that the committee met with NH

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Department of Transportation to discuss upcoming projects in the area. Paving West Shore Road was scheduled for 2017. Mr. Hazelton informed the Board that the committee members in the Newfound Area strongly supported repairing the bridge over Newfound River in the Town of Bristol since it was a red listed bridge. Mr. Hazelton noted that the committee felt that this project would benefit all in the Newfound area. The Board asked Mr. Hazelton to prepare the letter for the Board to sign. Member Lonske asked Mr. Hazelton if there was any pushback to the State of NH Department of Transportation for the installation of the rumble strips in Plymouth, NH and then repaving over them. Mr. Hazelton replied that there was no discussion on this amongst the committee.

7:37 P.M. **157 COOPER ROAD – CONSERVATION UPDATE:** Kate Barrett approached the Select Board to give them an update on the work being performed by the Natural Resources Conservation Service (NRCS) on 157 Cooper Road (Tax Map 8 Lot 006) as the result of a conservation easement held by the organization. Ms. Barrett reported to the Board that the NRCS was working with the Army Corp of Engineers, NH Department of Environmental Services, and a hydrologist to bring the property back to the same landscape characteristics as in the early 1980's. Ms. Barrett handed the Board aerial photos of the property from 1981 along with a recent aerial photo. Ms. Barrett noted that the stream located on the property used to flow in a Northerly direction which now flows in a Southerly direction. Ms. Barrett looked to the Board for support in any restoration work done to the property. Ms. Barrett commented on the flooding at the end of Cooper Road (town culvert) was due to the size of the culvert and would like to have a larger culvert installed as part of the project, with the town's assistance. Vice-Chair Dunklee relayed to Ms. Barrett that he did not see any problem with the town supporting the culvert replacement or other work proposed for the property. A discussion was held regarding the continuing beaver issue on private property which must be handled by the landowners. Ms. Barrett informed the Board that her goal with the property was to reduce as much silt ending up in the lake from her property as much as possible. Ms. Barrett thanked the Board of their time and support.

7:51 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Mrs. Corliss read to the Board the **email request from Roger Larochelle, Hebron Academy Committee Chair**, requesting that the Select Board establish a fund entitled *Hebron Academy Rehabilitation and Town Offices Project* to allow for the town to pool private donations. Member Lonske clarified with the Board that the request was not from the committee, but from Roger Larochelle and Martha Twombly to be able to raise funds for the proposed project. Member Lonske noted that if the Select Board establishes the fund the money donated would be tax deductible. Vice-Chair Dunklee felt that there was already a fund established for this project known as the Town Offices Expansion and Refurbishment Capital Reserve Fund. Member Lonske relayed to the Board that the grant the town applied for through Land and Community Heritage Investment Program (LCHIP) requires some fundraising to happen for the project outside of the monies contributed through tax dollars. Vice-Chair Dunklee asked Member Lonske what would happen with the funds if the project was not approved by the voters. Member Lonske replied that the funds would be returned to the donors. Member Lonske moved to establish a fund that would accept tax deductible donations to the Town of Hebron for the Hebron Academy Rehabilitation and Town Offices Project, seconded by Chair Moriarty. Chair Moriarty felt that any additional funds for the project would reduce the tax burden and is required as part of the grant proposal for funding for the project. Chair Moriarty and Member Lonske voted in favor of the motion. Vice-Chair Dunklee voted against the motion.
- The Board reviewed the **amendments to the Regulations regarding the Hebron Town Cemeteries**. Member Lonske relayed to the Board that the Cemetery Committee felt the amendments needed to be added for clarification purposes. Member Lonske moved to adopt the amendments to the Regulations regarding the Hebron Town Cemeteries, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss relayed to the Board that **Mark Stetson with Avitar Associates of New England, Inc, had completed the 2016 Sales to Assessment Ratio Analysis Report** for 13 qualified sales in Hebron. The preliminary analysis indicates a median sales to assessment ratio of 98.85%. The Board signed the 2016 Equalization Municipal Assessment Data Certificate.
- Mrs. Corliss informed the Board that a **request had been submitted by Eleanor Lonske** for the Board to establish a trust funds in her husband's memory entitled "Planting and Care of trees & Shrubs in the Hebron Village Cemetery: in Loving Memory of Quinten Lonske". Member Lonske relayed to the Board that through discussions with Carol Bears, Trustee of Trust Funds, the Select Board needs to accept the fund and should be the named agents of the fund. Vice-Chair Dunklee moved to establish a trust fund entitled "Planting and Care of trees & Shrubs in the Hebron Village Cemetery: in Loving Memory of Quinten Lonske" naming the Select Board as the agent of the fund, seconded by Chair Moriarty. The vote was unanimous.

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- Mrs. Corliss handed the Board the **order to Pontem Software** as submitted by Tracey Steenbergen, Town Clerk, to purchase the CM Data Manager software for tracking burials in the Hebron cemeteries. Mrs. Corliss reported to the Board that Mrs. Steenbergen was able to get the question answered on deleting inaccurate entries. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the order with Pontem Software as proposed, seconded by Member Lonske. The vote was unanimous. Member Lonske relayed to the Board that three copies of the cemetery blotter had been printed so there would be more than one copy in town.
- Mrs. Corliss asked the Board if there would be any **changes moving forward with the 2017 Unemployment Compensation Program Renewal**. The Board saw no changes in the renewal.
- Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the **Medical and Dental Coverage and Rates** as proposed for 2017 with HealthTrust, seconded by Member Lonske. The vote was unanimous.

8:11 P.M. **DISCUSSION ITEMS:**

- Member Lonske suggested to the Board discussing the recent information on the **Hebron Common boundary line discrepancy with Town Counsel**. The Board gave Mrs. Corliss dates and times of meeting with Town Counsel.
- Member Lonske reported to the Board that an **arborist would be reviewing the trees on the Hebron Common** on Monday, November 7 referencing Erik Buck's (landscape architect) report.
- Mrs. Corliss relayed to the Board the **request from the Library Trustees to add \$1,000 to the Library Budget** for air conditioners for the Library. The Board agreed that this expense should be covered under General Government Buildings.
- Mrs. Corliss relayed to the Board that **Chief Austin had asked several Police Departments about carrying AED units in the police cruisers**. Chief Austin received replies from several departments stating that AED units were in the cruisers. The Select Board authorized Chief Austin to purchase AED units for the cruisers.

8:19 P.M. **CORRESPONDENCE:**

- **Letter from MetroCast** regarding rate changes and service enhancements that will go into effect in January 2017.
- **Invitation to Mid-State Health Center's 2016 Annual Meeting**.
- **Letter from Primex** thanking the Board for continuing coverage for property-liability and workers' compensation insurance with the company.
- **Notice from New Hampshire Municipal Association Annual Meeting**.
- **R.C. Brayshaw & Company looking for Hebron to utilize their business for the 2016 Annual Report**. The Board agreed to continue to use Town & Country Reprographics for printing the annual report and decided to increase the size of the report to 8 1/2" x 11".
- **Invitation to 2016 Local Energy Solutions Conference**.
- **Letter from the Upper Valley Humane Society** with information on services that would be provided to municipalities in the agreements for the upcoming year.

8:22 P.M. **ANY OTHER BUSINESS:**

- Vice-Chair Dunklee reported to the Board on the **Planning Board Meeting**. Vice-Chair Dunklee noted that the Planning Board would be submitting a warrant article for a change to the zoning ordinance for the number of housing units allowed on one lot based on new legislation. The increased units would be allowed by Special Exception.
- Member Lonske noted that the **change in the member size of the Historic District Commission** may also be a ballot vote.
- Chair Moriarty followed up with the Board on the **guard rails that need to be installed on Kill Mountain Road**. Chair Moriarty reported that another financial institution may have bought out Radius Realty (currently listed as the owner responsible for installing the guard rails). The bank holding the letter of credit stated that it was still in place. Chair Moriarty informed the Board that he was still waiting to hear back from Radius Realty.
- Chair Moriarty relayed to the Board **his conversation with David Jaques regarding obtaining an easement over some of his land** in order for the Highway Supervisor to make improvements to George Road. Chair Moriarty reported that Casey Kuplin, Highway Supervisor, was going to meet with Mr. Jaques to go discuss the plans for the George Road improvements.
- Chair Moriarty reported to the Board that he spoke with **Terry Murphy, Bridgewater-Hebron Village District Commissioner, about filing the necessary reports late which are used to finalize each town's tax rates**. Chair Moriarty stated that Mr. Murphy said it was due to the audit of the district.

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- Vice-Chair Dunklee informed the Board that **Carol Bears was interested in being the Planning Board and Zoning Board of Adjustment secretary.**
- The Board discussed **the Compliance Officer position** with the current Compliance Officer, Al DeFeo, having injured his ankle. Vice-Chair Dunklee moved to appoint Dan Merritt as the Assistant Compliance Officer to help Al DeFeo out while he was unable to work, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss relayed to the Board that **Stan Newton purchased a battery for the Highway Department backhoe** and another Highway Department employee did the same. The batter purchased by Mr. Newton was not installed in the backhoe, since the other battery was installed. Mrs. Corliss informed the Board that Mr. Newton was interested in purchasing the battery back from the town that he purchased. The Board agreed to let Mr. Newton purchase the battery from the town.
- Mrs. Corliss informed the Board that she had sent out **updated 2017 Budgets** as proposed by the department heads, committees, and commissions to be reviewed.

8:30 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of October 18, 2016 and made the following change: page 1, under *Treasurer 2017 Budget*, third sentence – change “their absence” to “her absence”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of October 18, 2016 as amended, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of October 19, 2016 and made the following change: page 2, fourth bullet under *Correspondence* – change “name” to “fund”. Vice Chair Dunklee moved to accept the Select Board Meeting minutes of October 19, 2016 as amended, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of October 20, 2016 and made the following change: page 1 under *7:00 p.m.* third sentence – change “had a poor response with” to “showed”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of October 20, 2016 as amended, seconded by Member Lonske. The vote was unanimous.

Maynard Young requested that the Board **send out the meeting agendas via the public email notices** to make sure the public is kept abreast of what is happening in town. The Board felt that it was reasonable to send out the public hearing notices via the public email, but not bi-monthly agendas. Mrs. Corliss noted that the public hearing notices were posted around town, on the town website, and in local newspapers.

8:40 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:40 p.m., Member Lonske seconded by. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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