

TOWN OF HEBRON
SELECT BOARD/DEPARTMENT HEAD MEETING MINUTES
NOVEMBER 7, 2017

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

OTHERS PRESENT: Tracey Steenbergen (Town Clerk), Don Franklin (Town Auditor), Casey Kuplin (Highway Supervisor), Carol Bears (Treasurer), Madeleine MacDougall (Tax Collector), Bill Robertie (Fire Warden), Tony Albert (Firefighter/EMT), John Fischer (Fire Chief), Travis Austin (Police Chief)

6:00 P.M. **DEPARTMENT HEAD MEETING WITH THE SELECT BOARD:** Chair Moriarty opened the meeting and asked department heads to give an update on their budget, department concerns, or ask questions of others.

Treasurer, Carol Bears: Everything is going well in the Treasurer's department. Comstar has been balanced. Write-offs for ambulance services should be processed more frequently. John Fischer, Carol Bears, and Don Franklin discussed areas that need to be tightened up with regards to ensuring that all billable ambulance services are billed and that all uncollectable ambulance services are properly handled. Chair Moriarty asked that the three of them organize a separate meeting to close any gaps in the process and procedures.

Tax Collector, Madeleine MacDougall: The paperless billing for the tax bills is being used by many as well as receiving property tax bills via email. \$20,000 is still owed in taxes ~~out~~ out of a \$1.2 million spring tax warrant. Chair Moriarty explained to the group that if the tax bills go out late, the town may have to take out a TAN (Tax Anticipation Note) borrowing in anticipation of taxes. The bill to the County is quite large and due in December.

Fire Warden, Bill Robertie: Forestry training has been happening with area departments and new equipment has been purchased specifically for fighting forest fires. Mr. Robertie gave an overview of the training held in Plymouth on Tenney Mountain. Mr. Robertie explained how fire lanes were kept open in the past to try and keep the burden off the Highway Department budget. Casey Kuplin reported that Stokes Road (Class VI Road) caused damage to a Class V Summer Cottage Road (Pike Hill Road) during this past storm as a result of the road not being maintained. Tony Albert noted that the road would require minor maintenance as it was not a heavily traveled road. A discussion was held about obtaining keys to the roads that are gated to be able to access the area in an emergency.

Police Department, Chief Travis Austin: Recently working with the Bridgewater-Hebron Village School on developing and updating safety plans. Chair Moriarty asked Chief Austin about reducing the speed limit through the Hebron Village to 25 m.p.h. Chief Austin recommended bringing it to March Town Meeting bringing it to a vote.

Highway Department, Casey Kuplin: Hebron roads fared well during the October 30, 2017 rain storm. Stokes Road, Butternut Ridge Road had some issues. Chair Moriarty asked Mr. Kuplin about George Road. Mr. Kuplin replied that the road held up well during the storm and the top coat 3/8" pavement would be done in the spring of 2018. Mr. Kuplin reported that the guardrails would be installed in the spring of 2018 as the company that installs the guardrails does not have any openings to do the work this year. Mr. Kuplin reported that the very sharp corner on George Road was 16' wide, but now is 24' wide which will be very helpful when maneuvering the corner in storms. A goal for the Highway Department is to reduce the number of dirt roads in town each year. Some of the road issues that need to be addressed are Stoney Brook Road, Crescent Lane, and Indian Point Road. Vice-Chair Dunklee asked Mr. Kuplin about a timeframe for the dry hydrant installation on North Shore Road. Mr. Kuplin replied that he had all of the piping for the installation and wanted to make sure that all of the wetlands permits had been approved. Chair Moriarty asked Mr. Kuplin about the overage in the Highway Department Budget for

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plowing. Mr. Kuplin replied that there was a lot of ice and additional plowing due to the amount of snow. Member Lonske asked if the sand would be made available to the public this year. Mr. Kuplin replied yes.

Fire Department, Chief John Fischer: reported that Maynard Young could reprogram the town radios for the Highway Department. There has been 173 calls this year which is up from 2016. Pay increases are proposed for the fire department/ EMS employees since the last increases were given in 2011. An update was given on breathing apparatus. The “I Am Responding” app utilized by the firefighters/EMS personnel has proven to be very helpful when responding to calls. An annual schedule will need to be developed for checking the existing dry hydrants in town in order to stay on top of maintenance. The dry hydrant located on the Hillside Condominiums property on South Mayhew Turnpike will need to be checked more often during the winter months to ensure that it can be accessed by fire trucks without snow in the way. The Fire Department Budget is in good standing. The sale and installation of the red 911 street address signs has proven to be very helpful when responding to calls in the night. Kudos to Audrey Johnson for spearheading the project. This year the Crystal Spring residents cooperated in removing trees and rocks from the narrow road into the properties to ensure that fire trucks and ambulance vehicles could access the houses on the road. New to the department - performing fire inspections at the six summer camps in town. The new fire department pick-up truck has come in very handy with many people traveling for training since more than one can go at a time and trainings are usually in Concord or beyond.

Select Board, Chair Patrick Moriarty: The addition and renovations to the Academy Building is behind schedule. Member Lonske continued to explain beginning with the State of NH Department of Revenue Administration held up starting the project by two months due to a technical defect and the need to hold another town meeting to ratify the votes at the first meeting in March. Member Lonske noted that the town is now a Certified Local Government which opens up the doors to more federal and state grants. Member Lonske noted that the next project in town would be to perform a structural and architectural analysis of the Library and Town Clerk/Tax Collector buildings to eventually upgrade the buildings. Member Lonske commented on removing the unsightly concrete well from the Hebron Common and replacing it with a more discrete fixture that will allow access to water on the Hebron Common. The Hebron Gazebo is getting a much needed facelift being painted and repairing the missing shingles on the roof. Member Lonske discussed replacing the signs around the Hebron Common and removing the “Dead End Not a Turnaround” sign ~~with “Not a Thru Road”~~. Member Lonske wanted the department heads to keep planning out for the future.

The Board thanked everyone for attending the meeting.

7:35 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 7:35 P.M., seconded by Member Lonske. The meeting was adjourned.

Respectfully submitted,

Karen Corliss
Town Administrator

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