

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
NOVEMBER 15, 2016

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

OTHERS PRESENT: Madeleine MacDougall (Tax Collector), Mitch Manseau (Capital Improvement Projects Committee Member), Art Cummings (Town Auditor), Sandra Cummings (Town Treasurer), Bill Robertie (Fire Warden), Travis Austin (Police Chief), Tony Albert (Fire Captain)

ABSENT: Tracey Steenbergen (Town Clerk), John Fischer (Fire Chief), Casey Kuplin (Highway Supervisor), Ellie Lonske – previous engagements

7:00 P.M. **DEPARTMENT HEADS, CAPITAL IMPROVEMENT PROJECTS COMMITTEE MEMBERS, AND TOWN AUDITORS:** Chair Moriarty opened the meeting,

Travis Austin – Police Department: Mr. Austin reported that the Police Department is fully staffed with six part-timers and that the Police Department Budget was good as well. Mr. Austin reported that Ivan Quinchia (HVAC specialist) had reviewed the heat and air conditioning system at the Public Safety Building. Mr. Austin reported that the recommendations from Mr. Quinchia were passed along to Chief Fischer and Maynard Young.

Madeleine MacDougall – Tax Collector: Mrs. MacDougall reported on the outstanding property taxes for 2014 at \$508, 2015 at \$6,500 and 2016 at \$11,500 with 10,000 owed on Yield Taxes. Mrs. MacDougall noted that the outstanding taxes owed are mostly the same three taxpayers. Chair Moriarty informed Mrs. MacDougall that there may be new owners for the Radius Realty properties. Mrs. MacDougall reported that the 2016 Tax Warrant was processed for \$1,123,131 to be collected.

Sandra Cummings – Treasurer: Mrs. Cummings on the progress made with overseeing the Comstar account. Mrs. Cummings noted that any income from ambulance services would be directly deposited into the General Fund account as opposed to a separate checking account. Mrs. Cummings reported that the NH Temsis reports are being submitted more frequently so Comstar would be able to bill more often and the income would be generated sooner. Tony Albert noted that he had worked with Patty Oakley on the NH Temsis reporting and felt that there was a learning curve that needed to be worked on in the department with submitting the final reports.

Art Cummings – Town Auditor: Mr. Cummings commented on the NH Temsis reporting and felt that more training needed to happen for everyone entering the reports. Mr. Cummings informed the Board that the Auditor's final report would be submitted soon. Mr. Cummings felt that the major concerns noted by the Auditors in the report was the write-off policy in the Fire Department and building inventories in a majority of the departments. Any department looking for a sample inventory should review the Police Department. Chair Moriarty reported to Mr. Cummings that he was working on rewording the current write-off policy.

Tony Albert – Fire Captain: Mr. Albert informed the Board that the department has hired some new members that bring with them experience in the Fire Department. The department has recently had more mutual aid calls than usual and in the month of July over 40 calls were answered. Mr. Albert reported that expenses for the department were slowed down due to budget concerns and Chief Fischer wanted to make sure that personnel salaries would be paid. Mr. Albert reported that sending new employees in for training would happen later in the employment vs. in the beginning to make sure the employees are interested in staying with the department. Mr. Albert noted that even though the department is one of the smaller ones in the area, the response time to calls has been great.

Vice-Chair Dunklee reported that TFMoran (engineer firm) would be up this week to survey the North Shore Road property for the dry hydrant and that the wetlands permit should be ready soon to be able to install the Crescent Lane dry hydrant.

Bill Robertie – Fire Warden: Mr. Robertie reported that the department saw more forestry calls this year. Mr. Robertie requested that forestry have a separate line item in the budget to be able to purchase forestry equipment so it would be available when fires occur. Now when a fire starts much of the equipment comes from Concord, NH. It would be nice to have the equipment available when the personnel arrive to the scene. Mr. Robertie reported that he would be able to

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borrow pressure testing equipment from the Franklin, NH Fire Department to test the hoses, but the equipment tested would not be certified.

Pat Moriarty – Select Board Chair: Chair Moriarty informed the group that the Highway Department was requesting a backhoe, paving a large section of George Road, and paving Cross Road in 2017. Chair Moriarty informed the group that Casey Kuplin, Highway Supervisor, was talking with a landowner on George Road about getting an easement to improve the corner on the North Shore Road/George Road intersection side. Chair Moriarty noted that Mr. Kuplin is also looking to install guardrails on George Road, but would like the project to happen with the Kill Mountain Road guardrail project.

Chair Moriarty reported to the group that the Select Board set the 2016 Tax Rate at \$8.57 and the Board used \$150,000 of fund balance to bring the town portion closer to the 2015 rate.

Mitch Manseau asked the Board when Hunt Road would be graded. Vice-Chair Dunklee replied that Mr. Kuplin would have to work something out with the Town of Bridgewater since the town trades services with them. Mr. Manseau noted that he spoke to “Buck” Cate, Town of Bridgewater Highway Supervisor, about the grading and Mr. Cate replied that Mr. Kuplin had not talked with him about the grading. Mr. Manseau would like to see the grading happen before the ground freezes.

The Board thanked everyone for attending the meeting and relayed to the group that they were all doing a great job.

7:35 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 7:35 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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