

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
NOVEMBER 16, 2017

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

OTHERS PRESENT: Mark Coulson and Roger Larochelle (Hebron Academy Advisory Committee Members), Everett Begor, Bob Brooks, and John LaCarte (Gazebo Committee Members), Travis Austin (Police Chief)

7:00 P.M. **HEBRON ACADEMY ADVISORY COMMITTEE - UPDATE:** Roger Larochelle approached the Select Board to give an update and recommendations from the committee. The designs are 95% complete and Mr. Larochelle encouraged the Board to review the proposed plans before the project goes out to bid. Mr. Larochelle informed the Board that Mr. Larson expected the project to be sent out for bid by December 15, 2017 and that the bids would be returned by January 15, 2018. Mr. Larochelle felt that the construction work would start in early-~~summer~~ spring. Mr. Larochelle felt that the delays in getting the project was due to private schedules where people were not able to return information to Mr. Larson as expected. Mr. Larochelle asked the Board to send a letter to Mr. Larson formalizing the proposed schedule. Chair Moriarty asked Mr. Larochelle who needs to approve the plans. Mr. Larochelle replied that it would ultimately be the Select Board as they oversee the bidding process. Mr. Larochelle informed the Board that Mr. Larson has three companies to send the bid packages. Vice-Chair Dunklee asked about a specification book to go along with the architectural drawings as each aspect of the building would be detailed in the book. Chair Moriarty felt this information would be very helpful to have before the project goes to bid in the event there are changes. The Board asked Mrs. Corliss to invite Joe Hogan (Clerk of the Works) to the first Select Board Meeting in December. Mr. Larochelle expressed concerns with not executing the loan in 2017 and losing the interest rate quoted. Chair Moriarty stated that nothing could have been done differently to avoid the situation that was holding up construction on the building. Mr. Larochelle looked to the Board for a direction for the committee to move forward. Vice-Chair Dunklee suggested working on an alternative location for the annual gazebo programs. Chair Moriarty asked Mr. Larochelle to stay in touch with the project and to keep the project moving forward.

7:25 P.M. **GAZEBO COMMITTEE 2018 BUDGET:** Everett Begor, Bob Brooks, and John LaCarte approached the Board to present the proposed 2018 Gazebo Committee Budget. Mr. Begor reviewed the proposed budget and noted that the committee added \$100.00 for food for the performers and reduced a performer on Family Fun Day. Mr. Begor reviewed the proposed schedule and commented that the Gazebo Committee receives wonderful support from the Hebron Village Store and the Merrill's. Member Lonske asked Mr. Begor for an article for the town newsletter about donating to support the program. Chair Moriarty expressed to the Committee the great job done each year with the programs.

7:43P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**. Chair Moriarty expressed concerns to the Board that Casey Kuplin, Highway Supervisor, needs to take the time to review and sign the invoices before they are processed for payment. Vice-Chair Dunklee suggested that Mr. Kuplin authorize Tony Albert to review and sign the invoices.
- Chair Moriarty and Member Lonske signed the **letter to Atlantic Broadband** regarding the resolution to sell the cable franchise. Vice Chair Dunklee abstained from signing.
- Vice-Chair Dunklee moved to authorize **Chair Moriarty to sign the medical coverage and dental coverage renewal transmittal form** with HealthTrust, seconded by Member Lonske. The vote was unanimous.

7:50 P.M. **DISCUSSION:**

- The Board reviewed the proposal for a **keyless entry security system, fire detection, and intruder detection systems at the Highway Shed** prepared by Mango Security Systems, Inc. The Board asked Mrs. Corliss to hold on the project for now due to the cost of \$25,000.
- Mrs. Corliss informed the Board that there was a significant **washout by the Hebron Town Forest Bridge** and inquired about the Highway Department fixing it now or in the spring. The Board asked Mrs. Corliss to have Casey Kuplin, Highway Supervisor to fix the washout now.
- A discussion was held regarding **repairing the public sand shed roof** at the Highway Shed. Vice-Chair Dunklee suggested contacting Riess Construction or Construx about the repairs.
- Mrs. Corliss relayed to the Board that Staples (office supplies store) had done away with the current rewards program and asked the Board if they were interested in joining the **Staples Plus Program** for \$49.00 annually. The Board left the decision up to Mrs. Corliss as to her knowledge if the annual fee would be worth the savings.

8:00 P.M. **CORRESPONDENCE:**

- **Memo from Chief Fischer** promoting Tony Albert from Captain to Deputy Chief in the Fire Department.

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

- **Invitation from Mid-State Healthcare** to the 2017 Annual Meeting.
- **Letter from Camp Berea** informing the Board of programs offered by the camp at a discounted rate to Hebron residents and taxpayers.

8:01 P.M.

ANY OTHER BUSINESS:

- Vice-Chair Dunklee reported on the **Zoning Board of Adjustment meeting** approving the Van Schaik variance request.
- Mrs. Corliss updated the Board on the **status of setting the 2017 Tax Rate**. There were differences of opinions with calculating the apportionment of the Newfound Area School District rate to each of the seven towns between the NH Department of Education and the Finance Administrator at the NASD. This should be resolved soon.

8:03 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of October 24, 2017 and recommended the following changes: page 1, 2:00 p.m. – change “approach” to “approached”, page 1, change – “approach” to “approached”, page 2, third sentence, change- “2017” to “2016”, page 2, third sentence, change – “is” to “are”, page 2, tenth sentence, change- “cpa” to “CPA”, page 2, under 3:30 p.m., seventh sentence, change – “utilization of their library” to “their utilization of the Hebron Library.”, page 2, under 3:40 p.m., last sentence, change – “budget Committee” to “Beach Committee”, page 2, under 3:47 p.m., second sentence, change- “Mrs.” to “Ms.”, page 2, under 3:47 p.m., third sentence, change- “Kaplin” to “Kuplin”, and page 2, under 3:47 p.m., fifth sentence, remove “you”. Member Lonske moved to approve the Select Board Meeting minutes of October 24, 2017 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of October 25, 2017 and recommended the following change: page 1, after discussion about contribution to the Library Trustees – add “Member Lonske left the meeting due to a prior engagement.” Member Lonske discussed concerns she had with changes made to the Select Board Rules of Procedure after she left the meeting and would like to address the changes at a later date. Member Lonske moved to approve the Select Board Meeting minutes of October 25, 2017 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of November 2, 2017 and recommended some changes. Member Lonske moved to approve the Select Board Meeting minutes of November 2, 2017 as presented, seconded by Vice-Chair Dunklee. The vote was unanimous.

8:10 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

9:40 P.M.

OUT OF NON-PUBLIC SESSION: Member Lonske 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

9:42 P.M.

MEETING ADJOURNED: Member Lonske moved to adjourn the meeting at 9:42 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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