

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
NOVEMBER 17, 2016

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

OTHERS PRESENT:

7:00 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Vice-Chair Dunklee moved to authorize Chair Moriarty to **sign the Plain Paper Copier Service Agreement with Twin Rivers Office Machines, Inc.** for the Town Clerk and Tax Collector copier, seconded by Member Lonske. The vote was unanimous. Chair Moriarty signed the agreement.
- Member Lonske noted that the Board should look into **installing a wall mounted heat pump unit in the Library and the Town Clerk and Tax Collector office** as opposed to purchasing window a/c units.
- Mrs. Corliss mentioned to the Board locating an **electrician who would be willing to do the minor electrical upkeep** in the town buildings now that Ed Gempka has retired.

7:07 P.M. **DISCUSSION ITEMS:**

- Mrs. Corliss reported to the Board that **Joe Santamaria looked at the roof on the Public Safety Building** and felt that the shingles should be in good shape for 4-5 years. Mrs. Corliss relayed to the Board that Dana Derochers will be around next week to look at the siding on the Public Safety Building and review reattaching the side roof over the door to the building.
- Mrs. Corliss informed the Board that the **large expenses to be paid out by mid-December** totaled \$824,271. Mrs. Corliss reported that the 2016 tax bills had been sent out and did not see any reason to apply for a tax anticipation note.
- Mrs. Corliss informed the Board that she had Certified Computer Solutions prepare a quote for **hosting email addresses for the town** since the current website hosting would be changed in 2017. The current emails and town website are hosted through the same company.
- Mrs. Corliss informed the Board that the **final Auditor's Report** for the fiscal year ending December 31, 2015 from the Town Auditors was delivered today.
- Mrs. Corliss informed the Board that **Primex had given Not-to-Exceed figures for Property & Liability Insurance and Workers' Compensation coverage.**

7:14 P.M. **CORRESPONDENCE:**

- **Wetlands and Non-Site Specific Permit 2016-02648** — Crescent Lane — Dry Hydrant — approval
- **UNH Extension** —workshop on Forest Laws for Municipal Officials
- **Invitation to HealthTrust Annual Meeting.**

7:15 P.M. **ANY OTHER BUSINESS:**

- Member Lonske discussed with the Board the **trees that should be removed from the Hebron Common** as recommended by the arborist, landscape architect, and Top Notch. Member Lonske noted that it was recommended that the white pine tree at the entrance to the Selectmen's Office road should have core boring done to determine the health of the tree. Member Lonske also mentioned looking into removed the trees that abut Elaine Crandall's property (34 North Shore Road Tax Map 17 Lot 017), but would like to have input from Ms. Crandall before making the decision. Chair Moriarty agreed that removing a few trees at a time was better, but removing as many as possible while the company was here would be more efficient. The Board agreed to remove the trees discussed and to remove the white pine if necessary. Vice-Chair Dunklee mentioned that Top Notch should look at the tree in front of Stuart Thompsons at 10 Crescent Lane (Tax Map 7 Lot HP.028) to be removed at the same time since it would interfere with the drainage project that the Highway Department has planned.
- Chair Moriarty updated the Board on the **letter of credit for Radius Realty held by the Bank of NH**. Chair Moriarty noted that the guardrails were to be installed in October 2016, but have not been done. Vice-Chair Dunklee stated that he was not in favor of extending the letter of credit unless no more building permits were issued until the guardrails were installed. Chair Moriarty noted that there are the outstanding tax bills on the

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properties owned by Radius Realty. The Board agreed that the letter of credit could be extended if the property taxes were paid to date and there would be no more building permits issued until the guardrails were in place.

- Vice-Chair Dunklee informed the Board that **Stuart Thompson (10 Crescent Lane) had reviewed the easement deed** for the drainage and dry hydrant proposed to be installed on his property, but would like any old easements to the Town of Hebron removed before adding this easement. Mrs. Corliss agreed to review the latest correspondence from Attorney Whitley to ensure that this was going to be addressed.
- Chair Moriarty informed the Board that a resident approached him on the day of the election to discuss **assistance with removing the neighbor's mailbox from the resident's property**. Chair Moriarty relayed that the mailbox was not being taken care of causing an eyesore on the property and that it interfered with the newly installed driveway. The Board asked Mrs. Corliss to look into this matter with the local post office.
- Mrs. Corliss asked the Board for **permission to take some time off work to be able to chaperone the ski/snowboarding program at the Bridgewater-Hebron Village School** in January and the first Thursday in February. Mrs. Corliss informed the Board that the time would be made up during the week. The Board authorized this request as long as the office would be covered.

7:42 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of November 3, 2016 and made the following changes: page 1, under *Gazebo Committee 2017 Budget*, third sentence — change "Merrill's" to "Merrills", page 1, under *Gazebo Committee 2017 Budget*, page 1, under *7:06 P.M.*, eighth sentence from the bottom - change "to the scene" to "at the scene", page 2, second sentence — change "was scheduled" to "is scheduled", page 2, under **Action Items**, fifth bullet, first sentence — change "funds" to "fund", page 2, under *Action Items*, fifth bullet — change "trees & Shrubs" to "Trees & Shrubs" in two places, page 3, first bullet, sixth sentence —change "blotter" to "diagram", page 3, under *Discussion Items*, fourth bullet — add "Automated External Defibrillator" after "AED", page 3, under *Correspondence*, fifth bullet— add a space between "81/2", page 3, under *Any Other Business*, fourth bullet, last sentence —remove "go", and page 4, third bullet, second sentence — change "batter" to "battery". Member Lonske moved to accept the Select Board Meeting minutes of November 3, 2016 as amended, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of November 10, 2016. Vice Chair Dunklee moved to accept the Select Board Meeting minutes of November 10, 2016 as written, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of November 15, 2016 and made the following changes: page 1 under *Madeleine MacDougall*, first sentence — add "s" in front of "10,000", and page 1, under *Sandra Cummings* third sentence — change "Patty" to "Patti". Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of November 15, 2016 as amended, seconded by Member Lonske. The vote was unanimous.

7:48 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 7:48 p.m., Member Lonske seconded by. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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