

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
DECEMBER 1, 2016

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

OTHERS PRESENT:

ABSENT: John Dunklee (previous engagement)

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

- The Select Board signed the **accounting manifest**.
- The Select Board reviewed and signed four **2016 Tax Collector's Refund forms** for overpayment of the 2016 property taxes. Mrs. Corliss noted that Alison York, Administrative Assistant would process the refund checks next week and the Board would need to stop by the office to sign the manifest.
- Mrs. Corliss reported to the Board that **Joe Hogan (Hogan & Company Builders) had miscounted the number of windows** in the Town Clerk and Tax Collector's Office Building and would need to purchase an additional window. Member Lonske moved to pay for the additional window for the Town Clerk and Tax Collector's Office Building, seconded by Chair Moriarty. The vote was unanimous.
- The Select Board reviewed the **Application for Payment From the Trustees of Trust Funds to withdraw funds from the Government Building Repairs Capital Reserve Fund**. Member Lonske moved to approve the withdrawal of funds from the Government Building Repairs Capital Reserve Fund as requested, seconded by Chair Moriarty. The vote was unanimous. The Board signed the form.
- The Select Board reviewed the **Application for Payment From the Trustees of Trust Funds to withdraw funds from the Dry Hydrant Repairs Capital Reserve Fund**. Member Lonske asked Mrs. Corliss to communicate with Casey Kuplin, Highway Department Supervisor, to make sure that the expenses charged to the Dry Hydrant are directly related to the project, not part of the drainage improvements being made in the same area on Crescent Lane. Member Lonske moved to approve the transfer of funds from the Dry Hydrant Capital Reserve Fund as requested, seconded by Chair Moriarty. The vote was unanimous. The Board signed the form.
- The Select Board reviewed the **Application for Payment From the Trustees of Trust Funds to withdraw funds from the Cemetery Tombstones and Fence Capital Reserve Fund**. Member Lonske moved to approve the transfer of funds from the Cemetery Tombstones and Fence Capital Reserve Fund to cover the expenditures to Superior Fence for the installation of a fence in the Hebron Village Cemetery, seconded by Chair Moriarty. The vote was unanimous. The Board signed the form.
- Chair Moriarty moved to process the check in the amount **\$150,000 to be deposited into the Town Offices Expansion and Refurbishment Capital Reserve Fund** as approved at March 2016 Town Meeting, seconded by Member Lonske. The vote was unanimous. The Board signed the letter to the Trustees of Trust Funds.
- The Select Board reviewed and approved the **refund for Tax Map 2 Lot 019** since the first issue 2016 tax bill was greater than the total bill.
- Mrs. Corliss relayed to the Board that Chief Fischer requested issuing a **secure access key card for the Public Safety Building** to Carl Berridge. The Board approved the issuance of the card.

7:17 P.M. **DISCUSSION ITEMS:**

- Member Lonske discussed with Chair Moriarty the **overage incurred with the architectural study project** on the Hebron Academy Building. Member Lonske stated that the Hebron Academy Committee would like to be able to bring to the voters an accurate figure for the addition/renovation project. Member Lonske noted that Mark Coulson (prior Town Treasurer) commented on two projects that were warrant articles where the projects exceeded the amount approved at Town Meeting. Mr. Coulson remarked that the funds which exceeded the project figure were paid from another part of the Annual Town Budget. Member Lonske expressed concerns with not paying the vendor until 2017 after the March Annual Town Meeting. The amount of the overage is about \$8,000.00. The Board reviewed the 2016 Budget to determine the proper account to charge the expenses. Mrs. Corliss pointed out the *Subcontractors account* under *General Government Buildings*. Member Lonske moved to pay the overage out of outside contractors under *General Government Buildings*, seconded by Chair Moriarty. The vote was unanimous. Member Lonske moved to ask Hebron Academy Building Committee to determine an estimated figure that will exceed the \$50,000, seconded by Chair Moriarty. The vote was

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unanimous. Chair Moriarty noted that the Hebron Academy Committee voted unanimously at the meeting to pay the invoice.

- The Select Board asked Mrs. Corliss to schedule the **workshop 2017 Budget Meeting for December 20, 2016** during the day and to work the performance reviews for the two full-time employees for the same day.
- Member Lonske discussed with Mrs. Corliss the **server that was recently installed in the Selectmen' Office Building**. Mrs. Corliss informed the Board that the new server covers only the Selectmen's Office Building, but anyone in the building could access the software on the server from any of the four computers. Member Lonske asked Mrs. Corliss to discuss with Tracey Steenberg, Town Clerk, getting the cemetery plotting software installed on the server, so Linda Walsh (volunteer) would be able to start entering the information on the three cemeteries in town and burial site locations.
- Mrs. Corliss reported to the Board that Dan Merritt (**Assistant Compliance Officer**) wanted the Board to **be prepared if he was unable to continue in this capacity**. The Board asked Mrs. Corliss to obtain an update from Al DeFeo (Compliance Officer) on his recent injury. The Board asked Mrs. Corliss to contact the Town of Bridgewater for a reference of the person who acts in this capacity and to contact other area towns.
- The Board reviewed the **email from Attorney Steven Whitely** regarding the NH Revised Statute Annotate to reference for the Select Board to accept Lake Shore Road and roads in the future.

7:42 P.M. **CORRESPONDENCE:**

- **Letter from NH Department of Transportation** replying to the request for improvements to the bridge on the red-list located on West Shore Road.

7:44 P.M. **ANY OTHER BUSINESS:**

- Chair Moriarty reported to the Board on his recent discussion with **Rick Alpers (Primex Workers' Compensation) regarding the workers' compensation case discussed at the Joint Loss Management Committee Meeting** about coverage for firefighters who are self-employed and if they were to be injured performing their duties as a firefighter. Chair Moriarty noted that there was misleading information passed around because Primex would cover a firefighter (fulltime or on call) at the rate of the average pay for a firefighter in the State. Chair Moriarty noted that Mr. Alpers discussed a case of a firefighter fighting a forest fire which falls under the State of NH worker's compensation.
- Chair Moriarty relayed to the Board the discussion with Casey Kuplin, Highway Supervisor, regarding **obtaining an easement from David Jaques** (8 George Road) in order to straighten the corner closer to the George Road/ North Shore Road intersection. Chair Moriarty noted that Mr. Jaques seemed willing to work with Mr. Kuplin if the Town would release the easements on the Paul Sughrue side. Member Lonske wanted to discuss the current easements on file with Vice-Chair Dunklee for his opinion why it would be important to keep the easements.
- Chair Moriarty followed up with the Board on the **Letter of Credit held by Radius Realty** and the information received from TD Bank (who holds the Letter of Credit). Chair Moriarty commented that there has been rumors of another company taking over ownership of the properties owned by Radius Realty, but did not have any further information. Chair Moriarty felt that the new financial company would request an extension on the Letter of Credit. Member Lonske asked what the options were for the town. Chair Moriarty replied that the Town could call in the Letter of Credit and perform the work or could grant the extension. Chair Moriarty agreed to contact TD Bank to discuss the options to the town.

7:58 P.M. **APPROVAL OF THE MINUTES:** The Select Board agreed to table approving the Select Board Meeting minutes until the December 15, 2016 Select Board Meeting.

7:59 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 7:59 p.m., Chair Moriarty seconded by. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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