

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
DECEMBER 7, 2017

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

OTHERS PRESENT: Travis Austin (Police Chief), Anice Peterson

ABSENT: John Dunklee, previous engagement

7:00 P.M. **FRIENDS OF THE LIBRARY – SINGALONG EVENT:** Anice Peterson (member of the Hebron Friends of the Library) approached the Select Board to discuss a request regarding the upcoming scheduled Singalong Event. Ms. Peterson relayed to the Board that the Friends of the Library would like to have an outdoor fire pit for the people to stand around during the event. Member Lonske replied that it does not seem like an issue as long as there was fire extinguisher available. Ms. Peterson informed the Board that there would be hot cocoa and cider for drinks and other refreshments inside. Ms. Peterson hopes that this would be one of many events held by the Friends of the Library encouraging the community to get together.

7:08 P.M. **PROSECUTOR CONTRACT:** Chief Austin approached the Board to discuss signing a new contract for a prosecutor that will replace the current prosecutor, who is retiring. Chief Austin informed the Board that the new prosecutor worked for the Town of Plymouth, but was able to offer his services to Hebron as well. Member Lonske moved to authorize Chair Moriarty to sign the Agreement for Contract Lieutenant/Prosecutor Services as presented, seconded by Chair Moriarty. The vote was unanimous.

Chief Austin requested to **carry over one week of vacation**. The Select Board agreed to this request.

Member Lonske stated that it was time for **employee annual reviews**.

Chief Austin signed the **Animal Shelter Services Agreement** with the Upper Valley Humane Society for the upcoming year.

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

- The Select Board signed the **accounting manifest**.
- Mrs. Corliss informed the Board that a taxpayer submitted **the request to withdraw the recreational adjustment** from their properties that were under the Current Use Assessment.
- The Select Board signed the **2017 Tax Collector's Refunds** due to overpayment of the 2017 Second Issue Taxes.
- The Select Board reviewed the **2017 assessment to sales ratio analysis report** prepared by Avitar Associates of NE, Inc. The Board signed the 2017 Equalization Municipal Assessment Data Certificate.
- Member Lonske moved to authorize Chair Moriarty to sign the **Letter of Commitment for the 2018 Lakes Region Household Hazardous Product Collection Program**.
- Chair Moriarty signed the **John Deere Financial exemption of State and Local Sales Tax form** as part of the purchase of the new John Deere backhoe.
- The Select Board signed the **letter to Dennis Dodge, Trustee of Trust Funds** requesting that the annual appropriations approved at the 2017 Town Meeting be deposited into their respective capital reserve fund accounts. Also, requesting the change of name for the Common Tree Capital Reserve Fund to Common Landscape and Care Capital Reserve Fund.
- Member Lonske moved to sign the **application for payment from the Trustees of Trust Funds** to withdraw funds from the Town Offices Expansion and Refurbishment Capital Reserve Fund, seconded by Chair Moriarty. The vote was unanimous.
- Member Lonske moved to authorize Chair Moriarty to sign the **transfer of \$7,406 from the Union Snow Plow Account to the Union General Fund Account**, seconded by Chair Moriarty. The vote was unanimous.
- Member Lonske moved to **process the stipend to the Town Auditors** as outlined in the memorandum dated December 7, 2017, seconded by Chair Moriarty. The vote was unanimous.

7:26 P.M. **DISCUSSION:**

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

- Member Lonske relayed to Chair Moriarty that **the Hebron Academy Building project was on schedule** to go out to bid pursuant to a conversation with Norman Larson, architect with Christopher P. Williams.
- Mrs. Corliss relayed to the Board that **HB 170 amended NH RSA 91-A:2 regarding mandatory postings on municipal websites with regards to meeting notices and meeting minutes**. Mrs. Corliss informed the Board that, effective January 1, 2018, the Select Board needed to decide whether the notices for all meetings were going to be posted on the town website or if the notices would still be posted at the Hebron Selectmen’s Office and the Hebron Post Office. If notices were not going to be posted on the website, a notice would need to be on the website notifying the public of the location of the postings. Member Lonske supported all notices to be posted on the town website and felt that this would be less work by the employees than posting the paper notices. Mrs. Corliss felt that many residents rely on the paper notice postings as they do not have access to the internet or a computer. Member Lonske noted other ways of getting the information out to the public. Chair Moriarty noted that the law stated “either, or, but not both places”. The decision was tabled until all three members were present.
- Member Lonske reviewed with Chair Moriarty **projects proposed for 2018**, but not necessarily warrant articles as follows: 1. Well renovation on the Hebron Common, 2. Electrical work for lighting to be moved onto the flag pole on the Hebron Common, 3. Matching funds for structural/architectural analysis/ assessment of the Town Clerk/Tax Collector building, 4. Matching funds for structural/architectural analysis/assessment of the Library building, and 5. New signage for the Hebron Common.
- Mrs. Corliss reported to the Board that during the review of the **2017 Budget actual expenditures**, on overpayment was discovered to Voices Against Violence of \$80.00. The Board accepted the overpayment.

8:00 P.M.

CORRESPONDENCE:

- **2017-2018 Newfound Area School District payment schedule.**

8:01 P.M.

ANY OTHER BUSINESS:

- Mrs. Corliss reported on the **Right-to-Know Law Workshop** presented by the New Hampshire Municipal Association. Mrs. Corliss reported that the workshop was extremely informative and that it brought attention to what information should be made available to the public for all town boards/committees/commissions and sub-committees.
- Mrs. Corliss reported to the Board on **the town’s financial position**, at this time, since many of the large payments had been paid out this week. Mrs. Corliss expressed thanks to the Tax Collector, Madeleine MacDougall and Administrative Assistant, Alison York for the additional hours worked to ensure that a TAN (tax anticipation note) would not have to be utilized this year.
- The Board discussed **scheduling a meeting for December 18 or 19** to finalize the 2018 Budget and warrant articles. Chair Moriarty asked Mrs. Corliss to have a final figure from Casey Kuplin, Highway Supervisor, regarding any proposed road projects.
- The Board asked Mrs. Corliss to contact **Lynn Wheeler to review deeds** on town owned properties.
- Mrs. Corliss relayed to the Board that the **Conservation Commission had removed some invasive species plants** at the Hebron Town Forest and was looking to have the Hebron Fire Department burn the pile. Mrs. Corliss informed the Board that Bill Robertie, Fire Warden, stated that a letter would need to be given to the Fire Department from the Board giving permission for the burn. The Board agreed to send a letter.

8:37 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board/Department Head Meeting minutes of November 7, 2017 and recommended the following change: page 1, Tax Collector. – change “our” to “out”. Member Lonske moved to approve the Select Board/Department Meeting minutes of November 7, 2017 as amended, seconded by Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of November 16, 2017 and recommended the following change: page 1, Hebron Academy Advisory Committee- Update, fourth sentence – change “summer” to “spring”. Member Lonske moved to approve the Select Board Meeting minutes of November 16, 2017 as amended, seconded by Chair Moriarty. The vote was unanimous.

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

The Select Board reviewed the Select Board Non-Public Meeting minutes of November 16, 2017. Member Lonske moved to approve the Select Board Non-Public Meeting minutes of November 16, 2017 as presented, seconded by Chair Moriarty. The vote was unanimous.

The Select Board tabled approving the Select Board Meeting minutes of November 21, 2017 until Vice-Chair Dunklee could be present as Member Lonske was not present at the meeting.

Member Lonske moved to **approve the Sabourn & Tower Surveying and Septic Design, PLLC** contract for professional services, seconded by Chair Moriarty. The vote was unanimous.

8:47 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:47 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator