

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
DECEMBER 15, 2016

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

OTHERS PRESENT:

ABSENT: Ellie Lonske

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

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Extinguishment of Easement deed** between the Town of Hebron and Stuart and Jane Anne Thompson for their property on Crescent Lane.
- The Select Board signed the **Permanent Easement Deed** between the Stuart and Jane Anne Thompson and the Town of Hebron to perform future maintenance on the dry hydrant on the Thompson's property on Crescent Lane.
- The Select Board signed two **2016 Tax Collector's Refunds** for overpayments made on the 2016 tax bills.

7:05 P.M. **DISCUSSION ITEMS:**

- Mrs. Corliss discussed with the Board contracting with **Roberts & Greene to prepare the MS-5 financial form** or if the Board wanted to utilize another certified public accounting firm. Vice-Chair Dunklee moved to contract with Roberts & Greene to prepare the MS-5 Financial Form for the Town of Hebron, seconded by Chair Moriarty. The motion passed.

7:07 P.M. **CORRESPONDENCE:**

- **Invitation to a Farwell Gathering** –honoring Commissioner Michael Cryans and Commissioner Martha Richards.
- **Letter from the New Hampshire Retirement System** – results of the audit performed on the employee and police accounts enrolled in the program.
- **Letter from Senator Jeanie Forrester, District 2** – expressing the honor to serve in this capacity and accomplishments.
- **Letter from NH Department of Transportation** – response to West Shore Road improvements to widen the road and address bridge maintenance.
- **Report from NH Department of Transportation** – biennial inspection of municipally owned bridges. Vice-Chair Dunklee noted that the bridge leading to the Hebron Town Forest property should be painted in 2017.

7:12 P.M. **ANY OTHER BUSINESS:**

- Chair Moriarty updated the Board on **contacting the Town of Bridgewater regarding a Compliance Officer** to assist the town while Al DeFeo is out on medical leave. Chair Moriarty relayed to the Board that Jim Gickas was willing to help out. Vice-Chair Dunklee agreed to approach Mr. Gickas about working with the town.
- Chair Moriarty relayed to the Board his recent **conversation with the Bank of NH (holds the letter of credit for Kill Mountain Road)** regarding foreclosing on the owners of the property. Vice-Chair Dunklee moved to foreclose on the Letter of Credit with the Bank of NH on the Kill Mountain Road by the end of the year, seconded by Chair Moriarty. The vote was unanimous.
- The Board scheduled a **budget workshop meeting** for Tuesday, December 20, 2016 at 1:00 p.m. This meeting will include the annual reviews for the two full-time employees.
- The Board scheduled the **Public Hearing on the 2017 Budget and Warrant Articles for Thursday, January 26, 2017** which will be held in the basement of the Hebron Union Congregational Church.
- Mrs. Corliss relayed to the Board that the **cease and desist letter to Charles and Loraine Rayno (owners of 162 North Mayhew Turnpike) had been received**, but a building permit application was not returned for expanding the living space of the building. Vice-Chair Dunklee moved to give Mr. and Mrs. Rayno up to 30 days since the delivery of the letter to submit a building permit and if the permit is not received; the structure addition must be removed, seconded by Chair Moriarty. The vote was unanimous.

7:24P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of November 17, 2016 and made the following changes: page 1, second bullet under Any Other Business – change “to remove the

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

white pine if necessary.” to read “not to pay over \$300.00 for a core boring, but rather just to have the white pine removed.” Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of November 17, 2016 as amended, seconded by Chair Moriarty. The vote was unanimous.

The Select Board agreed to table the Select Board Meeting minutes of December 1, 2016 until Member Lonske was present.

**POLICE DEPARTMENT:** Chief Austin requested to carry over one week’s vacation to be used in February 2017. Vice-Chair Dunklee moved to approve the request from Travis Austin to carry over a week’s vacation until February 2017, seconded by Chair Moriarty. The vote was unanimous.

Chief Austin inquired about increasing the part-time police officers hourly rate in January 2017 or would the increase take place in March. Vice-Chair Dunklee replied that the increase should wait until after the March Town Meeting.

7:40 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 7:40 p.m., Chair Moriarty seconded by. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator