

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
JULY 16, 2020

PRESENT: Paul Hazelton, Patrick Moriarty, Richard James, and Karen Sanborn, Town Administrator

OTHERS PRESENT: Gerry Flynn, Alison York and Judy Dodge (Friends of the Hebron Library), John Fischer (Fire Chief), Maynard Young (Generator and Radio Coordinator)

7:00 P.M. – **OPENED MEETING:** Chair Hazelton opened the meeting at 7:00 p.m.

7:00 P.M. **BUILDING REPAIRS AT THE PUBLIC SAFETY BUILDING:** Chief Fischer approached the Select Board to discuss the portico over both exit/entrance side doors on the bay section of the Public Safety Building. Chief Fischer pointed out that the wood supports to the portico on the right side of the bay portion of the building have rotted and pulled away from the building. Chief Fischer stated that this area has been blocked off with tape and a picnic table as the conditions are hazardous. The Board reviewed the proposal submitted by Jim Waring (local contractor) and discussed amount of work for the project to be completed and ensure that the portico was properly secured to the building. Chief Fischer asked the Board to look at the issue next Tuesday, July 21, 2020 during the September Election walk-through and set up for the election officials.

**AMBULANCE REPLACEMENT:** Chief Fischer reported to the Select Board that he had met with a couple of ambulance salesman to obtain quotes for replacing the current ambulance. Chief Fischer did not feel comfortable with proceeding further as there are concerns with maintaining personnel to operate the Ambulance Service in the future. Chief Fischer discussed with the Board addressing hiring personnel to cover the Fire Station during the day on a regular basis in order to continue operating the ambulance service. Chief Fischer eluded to retiring in 2021/2022 and noted that the next budget cycle should have funds in for personnel to cover the station on a regular basis and a Fire Chief that will just be handling the administrative office function. Selectman James suggested to Chief Fischer recruiting a Fire Chief and personnel as well that is retiring with thoughts of moving to a small town like Hebron. Chief Fischer stated that most of the calls are to provide ambulance services which a position could be offered for 32 hours per week with no benefits. The Board thanked Chief Fischer for meeting with them.

7:15 P.M. **FRIENDS OF THE HEBRON LIBRARY:** Alison York and Judy Dodge (members of the Friends of the Hebron Library) informed the Board about proposing a concert on the Hebron Common to give back to the town. Mrs. York looked to the Board for permission to use the Hebron Common and noted that the Friends of the Hebron Library would be turning in a Gathering Permit for this purpose. Mrs. York informed the Board that they would be speaking with Everett Begor (Gazebo Committee Member) about use of the sound system. There would be no charge for the event which would require that people wear masks and social distance. Selectman James moved to approve the use of the Hebron Common for this purpose, seconded by Vice-Chair Moriarty. The vote was unanimous.

7:24 P.M. **BEACHWOOD ROAD POT HOLE – INTERSECTION OF WEST SHORE ROAD:** Gerry Flynn (resident of 32 Beachwood Road) approached the Select Board to discuss the pothole at the top of Beachwood Road at the intersection with West Shore Road. Mr. Flynn handed the Board pictures with a brief description of each picture. Mr. Flynn informed the Board that the Highway Department does fill the pothole in with sand which quickly gets beaten down by the cars. Mr. Flynn continued to review the pictures with the Board of the broken pavement and numerous cracks throughout the road. Mr. Flynn would like the town to consider repairing and repaving Beachwood Road in the near future. Vice-Chair Moriarty informed Mr. Flynn that it would have to be added to the warrant at the next town meeting. Vice-Chair Moriarty asked if the State of NH Department of Transportation paved the apron when West Shore Road was repaved. Mr. Flynn replied that they did not. Maynard Young

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suggested patching the top of Beachwood Road when the town paves Indian Point Road. The Board asked Ms. Sanborn to provide this information to Ben Hall, Highway Supervisor.

7:30 P.M. **GENERATOR APPROVED FOR THE TOWN OFFICE BUILDING:** Maynard Young approached the Board to discuss moving forward with the generator approved at town meeting for the Town Office Building. Mr. Young stated that he understood that the State of NH Department of Revenue Administration still needed to approve the minutes of the Town Meeting, but due to the COVID-19 pandemic the order and delivery times have been pushed out. Based on the amount of work that needs to happen, coordinating the various contractors, and connecting the generator to the town building, if everything was ordered now it still would ~~not~~ be fall ~~until~~ before the project starts. Selectman James asked if the existing 500 gallon propane tank is going to stay in place. Mr. Young replied yes. Vice-Chair Moriarty moved to prepare a letter to order the generator with the approval from town meeting once NH Department of Revenue has approved the town meeting minutes, seconded by Selectman James. The vote was unanimous.

**HIGHWAY DEPARTMENT GENERATOR:** Maynard Young discussed with the Board the repairs proposed for the Highway Department generator. Mr. Young reported that Power Up Generator Service Co. quoted a price for replacing the engine fuel solenoid valve of \$832.60. The Board asked Mr. Young if another company had looked at the generator. Mr. Young replied no. The Board asked Ms. Sanborn to contact Morin Electric for a quote.

7:42 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board agreed not to utilize the **PA-28 Inventory of Taxable Property Form** in 2021.
- The Board reviewed the **request from Barrie Pendergast, Director with Camp Onaway to perform work on camp building projects before the Site Plan had been reviewed and accepted by the Planning Board**. Ms. Sanborn stated at this time the town does not require a building permit for demolition, but an asbestos testing would have to be done due to the age of the building being demolished, before older buildings are demolished, and Aa permit is not required for site preparation. Vice-Chair Moriarty asked Ms. Sanborn to send the request to Ivan Quinchia (Planning Board Chair) to respond to the request by Camp Onaway.
- Chair Hazelton moved to **approve the following reappointments** to the specific board/committee/commission: Patrick Moriarty, Selectmen's Representative on the Planning Board, Richard James, Selectmen's First Alternate to the Planning Board, Paul Hazelton, Selectmen's Representative to the Historic District Commission, Pat Moriarty, Selectmen's First Alternate to the Historic District Commission, and Richard James, Selectmen's Representative to the Hazard Mitigation Committee, seconded by Vice-Chair Moriarty. The vote was unanimous.
- Chair Hazelton discussed with the Board the recent notice from the **Health Officer and Compliance Officer, Jim Gickas to resign**. The Board discussed a candidate and asked Ms. Sanborn to contact the individual.
- The Select Board signed the **Class V Summer Cottage Roads Agreement and Release form** with David and Erin Cialdia on Pike Hill Road.
- Selectman James moved to authorize Chair Hazelton to sign the **Best Septic Service Rental Agreement for the portable toilets** at the Hebron Memorial Beach, seconded by Vice-Chair Moriarty. The vote was unanimous.

8:07 P.M. **DISCUSSION ITEMS:**

- The Select Board discussed the **proposed survey to be sent out to town residents on the proposed kayak rack at the Hebron Memorial Beach**. Selectman James read his proposed additions to the survey. The Board felt that the Beach Committee should send out the survey

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and compile the responses. The Beach Committee should meet with the Board with the results for the Board to make a decision on moving forward.

- Selectman James proposed to the Board **preparing a maintenance schedule for the town buildings** to ensure that continued maintenance is kept up when necessary and does not fall behind.

8:18 P.M. **CORRESPONDENCE:**

- **Letter from Pemi-Baker Community Health and Newfound Area Nursing Association** informing the town that a Letter of Intent to integrate had been signed in June.
- **Marcia Morris, Grafton County Commissioner** will be attending the August 6, 2020 Select Board Meeting.
- **Spectacle Pond Association – invite to the 2020 Annual Meeting**
- **Letter from Avitar Associates of New England, Inc.** informing the town of Mark Stetson's (assessor) upcoming retirement.
- **Thank You letter from Newfound Lake Region Association** on continuing to support the organization.
- Ms. Sanborn reported to the Select Board that the **boundary line agreement with the Alexander Family Revocable Trust had been recorded at the Grafton County Registry** and the necessary markers have been set in place.

8:25 P.M. **ANY OTHER BUSINESS:**

- Ms. Sanborn discussed with the Board **changes to the Personnel Policy** to ensure that the recent guidelines addressing the COVID-19 pandemic were included in the policy.
- Ms. Sanborn informed the Board that the recent **Newfound Area School District bill did not have the correct information for calculating the monthly payments**. The invoice will be processed once the error has been corrected. Ms. Sanborn noted that the monthly payment increased over \$10,000.00 a month.

8:35 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of July 2, 2020 and made the following correction: page 1, under *Opened Meeting*– change “Chair Dunklee” to “Selectman Hazelton”, page 1, under *7:03 P.M.*, last sentence of the first paragraph – add “current year” after “funding”, page 2, first paragraph at the top of the page, next to the last sentence – change the sentence to read – “Marsha Morris commented that with town government it is usually not a yes or no answer, but more conversation needs to happen to find a resolution.”, and page 2, under *Discussion Items*, first bullet, last sentence – add “utilizing Survey Monkey.” to the end. Selectman James moved to approve the Select Board Meeting minutes of July 2, 2020 as amended, seconded by Vice-Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of July 8, 2020. Vice-Chair Moriarty moved to approve the Select Board Meeting minutes of July 8, 2020 as presented, seconded by Selectman James. The vote was unanimous.

8:39 P.M. **MEETING ADJOURNED:** Vice-Chair Moriarty moved to adjourn the meeting at 8:39 P.M., seconded by Selectman James. The vote was unanimous.

Respectfully submitted,

Karen Sanborn  
Town Administrator

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