

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
October 1, 2020

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

OTHERS PRESENT: John Black

7:04 P.M. **OPENED MEETING:** Chair Hazelton opened the meeting at 7:04 p.m.

7:04 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **follow-up letter to Governor Sununu** regarding notifying towns of plans prepared by universities in the state to house COVID-19 asymptomatic students.
- The Select Board signed the **notice of the upcoming vote on November 3, 2020** for President and Vice President of the United States, Governor, United States Senator, United States Representative, Executive Councilor, State Senator, State Representative, and County Officers.

7:06 P.M. **DISCUSSION ITEMS:**

- Ms. Sanborn reported to the Board that a **Standard Dredge & Fill permit was required in the past for clearing out tree growth from Tannery Brook**. Stoney Brook Environmental was contracted by the Select Board to file the necessary permit. Chair Hazelton spoke with a NH Department of Environmental Services representative about the permitting process and the length of time it took to receive permit approval. The representative stated that an engineering firm was required to be hired to complete the permit and there were limited firms to choose from. Vice-Chair Moriarty inquired about the Select Board filing the permit as it took over a year in the past to receive approval. Chair Hazelton explained to the Board that the permit would more than likely be approved if completed by an engineering firm. Vice-Chair Moriarty noted the process for replacing the culvert at Berea Road that failed during a heavy rain storm where a permit was not required. Ms. Sanborn informed the Board that Chief Fischer located pictures of the parking lot flooding at the Public Safety Building when Tannery Brook overflowed in the past. Chair Hazelton agreed to contact NH DES to discuss the situation further. Chair Hazelton stated that during emergency situations permits may be waived.
- Chair Hazelton reviewed with the Board what **debris can be removed from the Cockermouth River** and any stumps attached to the riverbank must be left intact.
- The Board reviewed the **proposal submitted by Merrills' Property Maintenance, LLC** to clean the exterior of the town buildings in the amount of \$2,148.00. Selectman James inquired about the additional spray to deter bugs and spiders from returning. Ms. Sanborn noted that mint essential oil solution was included in the proposal. Selectman James moved to accept the estimate from Merrills' Property Maintenance, LLC as submitted, seconded by Vice-Chair Moriarty. The vote was unanimous.
- Ms. Sanborn informed the Board that concerns had been expressed by the boards/committees/commissions about **opening the upstairs meeting room for use**, and the requirement to also provide ZOOM meeting access where the technology was not readily available. Chair Hazelton felt that a board/committee/commission member could utilize a personal laptop that had been done at previous meetings. Selectman James suggested that one member could set upstairs to ensure that ZOOM would work from the upstairs meeting room.

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- Ms. Sanborn relayed to the Board that **Wicosuta Real Estate Co, LLC was inquiring about a tax relief plan.** At this time the Board did not have a tax relief plan to offer.
- Ms. Sanborn discussed with the Board the **2020/2021 Snow Plow rates for the private driveways.** The Board discussed the amount of surplus in the Snow Plow account and the approximate overages paid out to private contractors in years past where there was more snow. Vice-Chair Moriarty stated that some of the surplus should be returned to the people that paid to utilize the service. Ms. Sanborn noted that the Snow Plow Account had been reduced by \$30,514 as a result of reducing the fees to the customers. –Selectman James moved to hold the 2020/2021 snow plow rates the same as last year, seconded by Chair Hazelton. The vote was unanimous. Chair Hazelton would like to review again in 2021/2022.
- Ms. Sanborn discussed with the Board the **town plowing Kill Mountain Road, Skyline Drive, and High Cliffs Circle.** Ms. Sanborn reviewed with the Board the concerns mentioned by the Highway Supervisor, Ben Hall as the roads are all still private. It was mentioned to one of the association members that the roads could be treated as private driveways until the town accepts the roads as Class V Roads. Chair Hazelton felt that the town should not take care of the roads until they become town roads. Selectman James moved to ask the association to contract plowing privately until such time as the town properly takes over the roads, seconded by Vice-Chair Moriarty. The vote was unanimous.
- Ms. Sanborn relayed to the Board that **Barrie Pendergast (Onaway Camp Trust) was inquiring about a street sign for Camp Onaway Drive** as many delivery trucks are trying to access the camp through Onaway Point Road that does not go to Camp Onaway. The Board agreed to purchase a street sign for Camp Onaway Drive as a private road.

7:35 P.M.

CORRESPONDENCE:

- **Abutter Notice – Town of Bristol Zoning Board** – increase of ridgeline to a structure that abuts the Town of Hebron.
- **Annual Financial Report** prepared by Plodzik & Sanderson for the Bridgewater-Hebron Village District for the fiscal year ending December 31, 2019.
- **2019 Annual Report** for Lakes Region Mutual Fire Aid
- Lakes Region Mutual Fire Aid Board of Directors – **3rd Quarter Meeting Report.**

7:37 P.M.

ANY OTHER BUSINESS:

- Ms. Sanborn updated the Board on the **generator installation for the Town Office Building** to begin the first or second week of October. Ms. Sanborn noted that the Highway Garage generator could not be repaired at the same time so Maynard Young scheduled maintenance to be performed on all the town generators early to reduce travel charges for the repair. This will not result in additional charges to the 2020/2021 Budget. Selectman James noted that the existing transfer switch should stay with the existing generator that is currently at the Town Office Building.
- Vice-Chair Moriarty noted that the Planning Board had not met this past Wednesday as the first Wednesday of the month will be next week. Vice-Chair Moriarty relayed to the Board his **understanding on the driveways permit application questions** brought up at the Zoning Board of Adjustment Meeting. Based on the current Hebron Zoning Ordinance under Article IV General Provisions, Section R. Building Permits “Specifically exempted from the building permit requirement in the Lake and Rural Districts are: #5. driveways, ground-level walkways, and in-ground stairways.” Vice-Chair Moriarty stated that the ordinance does not imply that a building permit would be required for at driveway in the Historic District. Selectman James

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suggested that clearing up the language for the Zoning Ordinance and Historic District Guidelines would be helpful in the future.

- Vice-Chair Moriarty reviewed with Ms. Sanborn the **status of documents submitted for preparing the 2020 Tax Rate**. Ms. Sanborn noted that all of the documents had been submitted by the Town of Hebron, but she would look into the documents for the Newfound Area School District and the Bridgewater-Hebron Village District.
- Selectman James informed the Board that the **temp sticks had been installed** in the front hallway of the Memorial Hall and the Library. Each temperature setting will send out notifications to email addresses when the temperature reaches 50 degrees. Also, a text message would be sent to the Town Administrator and Administrative Assistant.
- Chair Hazelton suggested to the Board sending the **election workers and especially Tracey Steenbergen, Town Clerk a letter for all of the additional work** that is required to prepare for every election during this COVID-19 pandemic. The Board agreed as there are numerous elections this year with frequent changes to the guidelines on how each election can operate.
- Ms. Sanborn updated the Board on the **roof leak on the porch of the Town Office Building**. Dan Baggaley (Project Supervisor with Conneston Construction, Inc.) met with the roofing contractors for the project and located an area on the porch roof that had separated leaving a gap between the layers of shingles. Ms. Sanborn commented that she would wait until a heavy rainstorm before reporting that the repair made had addressed the leak.

8:08 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of September 17, 2020 and made the following correction: page 1, under *Request to use Hebron Common*, second sentence – change “show” to “club”, page 1, under *Request to use Hebron Common*, third sentence –change “whom” to “who”, page 1 – add to the end of the paragraph under *Request to use Hebron Common* – “The Board noted that a Gathering Permit would not be required if less than 50 individuals attended.”, page 1, under *Proposed Donation of Land to Hebron Conservation Commission*, second sentence – remove “for \$75,000”, page 1, first sentence, under *Proposed Donation of Land to Hebron Conservation Commission*, change “by a property owner that owns land” to “by Dawn Lemieux and Parker Griffin about land”, page 2, second bullet, third sentence – remove “Vice”, page 3, sixth sentence from the top of the page – remove “about a payroll tax”, page 3, last sentence in the first paragraph, -change “brining” to “bringing” and add a comma after “future”, page 4, second bullet, - add “is sent” after “advanced notice”, and page 4, second bullet - change the fourth sentence to read “Selectman James noted that the individual was not able to receive email notice that had been sent on Friday, September 11 before the work was to be done on Monday, September 14.” Selectman James moved to accept the Select Board Meeting minutes of September 17, 2020 as amended, seconded by Vice-Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of September 17, 2020. Selectman James moved to approve the Select Board Non-Public Session minutes of September 17, 2020 as written, seconded by Vice-Chair Moriarty. The vote was unanimous.

8:10 P.M.

MEETING ADJOURNED: Vice-Chair Moriarty moved to adjourn the meeting at 8:10 P.M., seconded by Selectman James. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

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