

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
OCTOBER 20, 2022

PRESENT: Paul Hazelton, Pat Moriarty, and Karen Sanborn, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief), Colby Morrison (Police Officer), Dave Jeffers and Ryan (representatives from Lakes Region Planning Commission), Ben Hall (Highway Supervisor), Bill Luti (NASD Article 5 Committee member)

ABSENT: Rich James (previous engagement)

6:50 P.M. **COMMENCED MEETING:** Vice-Chair Hazelton commenced the meeting at 6:50 p.m.

6:50 P.M. **INTRODUCTION OF NEW PART-TIME POLICE OFFICER:** Chief Austin approached the Select Board to introduce the newly hired part-time police officer, Colby Morrison. Chief Austin informed the Board that Mr. Morrison is a Police Sergeant at the Town of Waterville Valley and is well qualified and suitable for the position of a part-time Police Office in Hebron. Mr. Morrison discussed with the Board his Police Department career, family life, and interest in working for the Town of Hebron.

6:52 P.M. **ROAD SURFACE MANAGEMENT SYSTEM ASSESSMENT AND FORCAST 2022 REPORT:** Dave Jeffers and Ryan Paterson approached the Board to review the draft report with the Board. The report is a review of all the town roads that forecasts out future maintenance with the projected costs for each year. Mr. Paterson reviewed with the Board three maps indicating the pavement condition index (PCI) of all the local paved roads in Hebron. The report then forecasts out a timeline of maintenance to each of the roads. Selectman Moriarty commented on the forecasting in the report of the maintenance to the roads and the projected costs conform to Hebron's current annual expenditures for maintenance. Mr. Paterson stated that this report is prepared to assist towns with maintaining the condition of their roads within the current budgetary parameters.

Selectman Moriarty inquired about the crack sealing process in pavement and would it be feasible for the town to purchase the equipment to do the crack sealing. Mr. Hall stated that crack sealing is not difficult to do with minimal equipment purchases.

Mr. Jeffers pointed out that Appendix C of the report list resources for education in different aspects of the Highway Department positions. Selectman Moriarty commented that town culverts were not listed in the report. Mr. Paterson noted that the Lakes Region Planning Commission has a separate report for culverts. Ms. Sanborn informed the Board, Mr. Jeffers, Mr. Paterson and Mr. Hall that the Newfound Lakes Region Association prepared a Culvert Assessment Report for the Town of Hebron in 2010.

Selectman Moriarty inquired about the estimated costs in the report if consideration was given and included in the calculations for inflation and an increase cost in materials. Mr. Jeffers replied that it was not and informed Selectman Moriarty that UNH T2 has a program for projection paving costs. Mr. Hall commented that the report looks good and will be helpful with maintenance.

7:15 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifests**.
- Selectman Moriarty moved to appoint **Suzanne Smith as an alternate Library Trustee**, seconded by Vice-Chair Hazelton. The vote was unanimous.

NOTE: Changes to the Select Board Meeting minutes will be reflected in the next set of minutes.

- Ben Hall reviewed with the Board the **bids submitted for the private plowing contractors**. One bid from B.A. Barnard was for \$63.00 per hour and the other bid from Chris Giguere was for \$65.00 per hour. Mr. Hall recommended to the Board \$65.00 per hour due to the increase in fuel costs. Mr. Hall proposed to the Board including an adjustment for significant increases to fuel during the snow plowing season as the costs of fuel fluctuates regularly. This would be similar to the State of NH Department of Transportation’s policy for private snowplow contractors. Mr. Hall stated that he would like to keep the private contractors throughout the season as they are hard to replace. Selectman Moriarty moved to accept the hourly rate of \$65.00 per hour for private driveway contractors with the proposed fuel adjustment, seconded by Vice-Chair Hazelton. The vote was unanimous.
- The Select Board signed the **MS-535 Financial Report of the Budget** as prepared by Roberts & Greene, PLLC.
- The Select Board signed the **notice for the upcoming Elections** that will take place on November 8, 2022.

7:27 P.M.

LIBRARY TRUSTEES – ADVERTISING FOR LIBRARIAN: Gerry Flynn approached the Select Board to discuss issues that the Library Trustees are having finding a Librarian. Mr. Flynn informed the Board that the Library Trustees were requesting if the Select Board would be willing to cover the cost of advertising as the ads may need to be placed for months not just a couple of weeks. Selectman Moriarty inquired about the costs involved. Mr. Flynn replied that placing an ad can cost from \$112 for two days to \$158 for a month (once a week four weeks). Mr. Flynn stated that the Library Trustees were looking for \$500.00 for advertising. Vice-Chair Hazelton asked Ms. Sanborn for the amount for advertising in the Select Board’s budget. Ms. Sanborn replied \$2,000.00 and \$80.00 has been expended, but we are only three months into the year. Ms. Sanborn noted that there was an increase to the Library Budget this year. Selectman Moriarty moved to follow the recommendation of \$500.00 for the Librarian advertising as requested by the Library Trustees, seconded by Vice-Chair Hazelton. The vote was unanimous. [The Library Trustees agree to return any surplus from the \\$500 borrowed to the General Fund.](#)

7:38 P.M.

DISCUSSION ITEMS:

- Ms. Sanborn informed the Board that she attended an “Open Office’ meeting through ZOOM regarding the proposed updated to the Flood Insurance Rate Map (FIRM) with Katie Nelson, State Floodplain Management Program Coordinator, Office of Planning and Development. Ms. Nelson reviewed the process for updating the Hebron Zoning Ordinance to address the proposed changes and the process for the Select Board to adopt the changes. Ms. Sanborn reported that the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) could take up to three years before the -updates are accepted. Ms. Sanborn informed the Board that this information has been given to Ivan Quinchia (Planning Board Chair). Selectman Moriarty asked Ms. Sanborn to put this in the town newsletter.

David Darlington approached the Select Board to discuss the Hebron Zoning Ordinance for the Floodplain District, Article VIII and [suggests](#) that the preliminary changes to the Flood Insurance Rate Maps should be considered when addressing building permits within the Floodplain District. Chair Hazelton explained that there is a process to go through to adopt the updated Flood Insurance Rate Maps. Mr. Darlington pointed out to the Board that if there is other data available, the data is to be taken into consideration with regards to buildings that are constructed using methods and practices that minimize flood damages. Selectman Moriarty stated that he would obtain clarification from Town Counsel.

NOTE: Changes to the Select Board Meeting minutes will be reflected in the next set of minutes.

- Ms. Sanborn discussed with the Board **scheduling the first meeting of the Hebron Common Landscape and Playground Committee** and to present the charge of the committee. Selectman Moriarty agreed to this.

7:50 P.M.

CORRESPONDENCE:

- **Letter from State of NH Department of Labor** – Safety Inspection dated May 12, 2022 – case has been closed.
- Hebron Zoning Board of Adjustment – **Notice of Hearing** – October 25, 2022
- Newfound Lake Region Association – **Watershed Meeting** – October 24, 2022 at the Bridgewater Town Hall

7:52 P.M.

ARTICLE 5 COMMITTEE (NEWFOUND AREA SCHOOL DISTRICT): Bill Luti approached the Select Board to give an update on the Article 5 Committee that has been reviewing the funding formula for the district. Mr. Luti informed the Board that the committee studied various proposed formulas and decided to submit a report for the public outlining the proposals discussed, but the committee did not vote on one specific funding formula change. Mr. Luti informed the Board that there will probably be another petitioned warrant article brought before the voters at the deliberative session in March with a proposed formula change. Mr. Luti recommended to the Board getting the word out to the voters and informing them about the implications of changing the formula. Mr. Luti handed the Board an analysis of the voter turnout for each of the seven towns. Vice-Chair Hazelton thought that an article in the town newsletter would get the attention needed by the residents and voters. The Board thanked Mr. Luti for the work done on the committee and the additional work in researching the cooperative districts.

8:37 P.M.

APPROVAL OF MINUTES: The Select Board reviewed the Select Board Meeting minutes of October 6, 2022 and made the following changes: page 1 under *Fire/EMS Department Update* – change the paragraph to bullets listing department happenings, page 2, first bullet under *Discussion Items*, next to the last sentence – replace “passed” with “the formula were changed.” and page 3, first bullet at the top of the page – change the last sentence to read “Ms. Sanborn replied that a quote had not been received for the crack sealing and that the Bear Mountain Road pavement would be round soon and repaved, but the scheduled date had not been provided.”. Selectman Moriarty moved to accept the Select Board Meeting minutes of October 6, 2022 as amended, seconded by Vice-Chair Hazelton. The vote was unanimous.

8:52 P.M.

MEETING ADJOURNED: Selectman Moriarty moved to adjourn the meeting at 8:52 p.m., seconded by Vice-Chair Hazelton. The vote was unanimous.

Respectfully Submitted,

Karen Sanborn
Town Administrator