

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
OCTOBER 6, 2022

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

OTHERS PRESENT: Jamie Moulton (Fire Chief), Travis Austin (Police Chief), Bridget Barnard

2:30 P.M. **COMMENCED MEETING:** Chair James commenced the meeting at 2:30 p.m.

2:30 P.M. **PUBLIC HEARING – ACCEPT APPROPRIATIONS IN ACCORDANCE WITH NH RSA 31:95-b:** Chair James opened the public hearing to accept appropriations in accordance with NH RSA 31:95-b made available to the town from the State of NH based on the passage of Senate Bill 401. Ms. Sanborn explained that this is a one-time payment in accordance with Senate Bill 401 Payment for maintenance, construction and reconstruction of Class IV and V Highways. The amount received is based on the town’s population and the miles of town roads in the community. With no further comments or questions, Chair James closed the public hearing at 2:36 p.m. Selectman Moriarty moved to accept the additional Highway Payment in the amount of \$23,730.08, seconded by Chair James. The vote was unanimous.

2:37 P.M. **HEBRON PROPERTIES WITH HEALTH AND SAFETY CONCERNS:** Chair James discussed with Chief Moulton the concerns of the Board with the condition of some properties in town with an accumulation of “junk”. The Hebron Zoning Ordinance addresses unregistered vehicles, but not the condition of a house or property. The Board discussed with Chief Moulton reviewing the properties and respectfully working with the property owners. Chief Moulton informed the Board that if permission to inspect the property was denied there are other avenues that can be utilized to perform the inspection.

REVIEW OF FIRE CHIEF POSITION: Chair James commented to Chief Moulton that a six-month review of the position should be scheduled. Chief Moulton remarked that he is still learning the job.

FIRE/EMS DEPARTMENT UPDATE: Chief Moulton updated the Board on Fire/EMS Department ongoings:

- More education opportunities being offered to the EMT’s at the station.
- The Fire Department responded as mutual aid to two structure fires.
- A water supply drill is being organized for the area firefighters.
- A community event is being scheduled to familiarize the public with necessary equipment used by the department.
- Chief Moulton is looking into attending some training offered by Primex.
- Chief Moulton informed the Board that this year is the 75th Anniversary of the Hebron Fire Department and commented on a celebration for the department. Chief Moulton is looking for funding sources since the budget for the year has already been prepared. Chair James suggested the Hebron Fire Improvement Fund.
- Chief Moulton relayed to the Board that he is working on capital project/expenditures for the Capital Improvements Program Committee.
- Selectman Moriarty inquired about new members in the department. Chief Moulton stated that he is working with eight applicants for Fire and EMT positions. Selectman Moriarty asked Chief Moulton about the EMT’s that were obtaining their certificates. Chief Moulton stated that the department is working with them to complete their classes, finalize the necessary paperwork and take the exams to obtain the certificates.

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2:59 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifests**.
- Chair James reviewed **the Letter of Commitment** with the Board committing funds from Hebron towards the Fiber Optic Project. Chair James noted that the Town of Bristol is committing the same amount as Hebron to this project. Vice-Chair Hazelton moved to authorize Chair James to sign the commitment letter to Northern Borders Regional Commission, seconded by Selectman Moriarty. The vote was unanimous.
- Vice-Chair Hazelton moved to authorize Chair James to sign the **memo to the Administrative Assistant** to process the check for the annual appropriation to the various capital reserve funds, seconded by Selectman Moriarty. The vote was unanimous.
- The Select Board signed the **letter to the Trustees of Trust Funds** requesting depositing the check into the various capital reserve funds as approved at the May 2022 Town Meeting.

3:02 P.M.

DISCUSSION ITEMS:

- The Board discussed the **article prepared by Terry Murphy** (Town of Bridgewater Selectman) regarding suggested changes to the funding formula for the Newfound Area School District. Chair James stated the article was written more towards the impact to the Town of Bridgewater and their residents. Chair James suggested to the Board that Bill Luti (Newfound Area School District, Article 5 Committee, Hebron representative) write a brief article specific to the Town of Hebron residents and the impact to property taxes, if ~~passed~~the formula were changed. The Board agreed and Chair James stated he would speak to Mr. Luti about this.
- Ms. Sanborn informed the Board that Chief Moulton requested a credit card for the **Deputy Fire Chief** for instances where purchase would have to be made if he was not available. Chair James moved to approve the issuance of a credit card for the Deputy Fire Chief with the limit of \$500.00, seconded by Vice-Chair Hazelton. The vote was unanimous.
- Ms. Sanborn reported to the Board that there were a couple of **people that had expressed interest in the Treasurer position**. Chair James reviewed the candidates with the Board. The Board agreed to hold off on posting the position until after the follow-up at the November Select Board Meeting.

3:10 P.M.

CORRESPONDENCE:

- **Letter from the Library Trustees** regarding unexpended funds by the Library that were appropriated by the voters.
- Order from the State of NH Board of Tax and Land Appeals – **Bruce & Deborah Kuplin v. Town of Hebron Docket# 30532-21PT** – encourages informal disposition of this appeal. Ms. Sanborn informed the Board that this had been forwarded to Avitar Associates of New England, Inc. (assessing firm hired by the town).

3:12 P.M.

ANY OTHER BUSINESS:

- Selectman Moriarty informed the Board that he received a call from Terry Murphy (Town of Bridgewater Selectman) regarding a significant **proposal that will be brought before the voters regarding a new school building**.
- Chair James informed the Board that he spoke to Tracey Steenberg (Town Clerk) about the **locking cabinet** that needs to be purchased to ensure safe keeping of the ballots.
- Chair James updated the Board on the Planning Board meeting with discussion on **proposals to update the Hebron Zoning Ordinance**. Chair James reported that the Planning Board recommended appointing John Hilson as a Planning Board alternate

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member. Chair James moved to appoint John Hilson as an alternate member of the Planning Board, seconded by Vice-Chair Hazelton. The vote was unanimous.

- Chair James asked Ms. Sanborn if Ben Hall, Highway Supervisor had received any **quotes for sealing the cracks on George Road** or updates on when **Bear Mountain Road would be paved**. Ms. Sanborn replied that a quote had not been received for crack sealing and that Bear Mountain Road ~~would have the~~ pavement would be ground soon and repave, but ~~was not able to provide a date~~the scheduled date had not been provided.
- Selectman Moriarty inquired about obtaining an **estimate for addressing the Berea Road issues**. Ms. Sanborn will ask Mr. Hall to obtain a quote at the time Bear Mountain Road is being paved.
- Ms. Sanborn informed the Board that a **representative from Lakes Region Planning Commission would be at the October 20 Select Board Meeting** to review the draft Road Surface Management System report. Ms. Sanborn was asked to invite Ivan Quinchia (Planning Board Chair) and Ben Hall (Highway Supervisor) to the meeting.
- Ms. Sanborn updated the Board on the **light that is required for the elevator** to inform the public when the elevator is operating on generator power. The NH Department of Labor gave 30 days to correct the violation and Ms. Sanborn had requested an extension as this is light is not common.

3:30 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of September 15, 2022. Vice-Chair Hazelton moved to accept the Select Board Meeting minutes of September 15, 2022 as written, seconded by Selectman Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of September 27, 2022. Chair James moved to approve the Select Board Meeting minutes of September 27, 2022 as written, seconded by Vice-Chair Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session Minutes of September 15, 2022. Chair James moved to approve the Select Board Non-Public Session Minutes of September 15, 2022 as written, seconded by Vice-Chair Hazelton. The vote was unanimous.

3:35 P.M. **MEETING ADJOURNED:** Vice-Chair Hazelton moved to adjourn the meeting at 3:35 p.m., seconded by Selectman Moriarty. The vote was unanimous.

Respectfully Submitted,

Karen Sanborn
Town Administrator

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