

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
MARCH 3, 2022

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

OTHERS PRESENT: Cindy Newton and Jim Whiteaker (Beach Committee members), Don Musial (Compliance Officer)

2:30 P.M. **BEACH COMMITTEE – BUDGET PREPARATION:** Cindy Newton and Jim Whiteaker approached the Board to discuss some concerns by the committee that were brought up at their meeting. Mr. Whiteaker relayed to the Board the issue of an employee reporting to a committee and the issues that arise as a result. A suggestion was made for the Beach Attendant to report to the Police Chief. Selectman Hazelton commented that the Police Chief may not be the person as there were two separate issues to address one for parking permit issues and the other for supplies. A discussion was held regarding the proper department to respond to various issues that arise with the Beach Attendant in order to give better direction for the employee.

Jetty issue at the Hebron Memorial Beach: Mr. Whiteaker discussed the issue with the jetty in the water last year and if this would be an issue this year. Mr. Whiteaker informed the Board that Alan Baker (Beach Committee Member) requested that the Select Board meet at the beach to look at the flow of water along the shoreline as this is the cause of leaves piling up in the edge of the water. The jetty installed was to help reduce the build-up. The Beach Committee is concerned with the amount of clean-up that is happening every spring and fall. Mr. Whiteaker inquired about issues with the installation of the swim line as noted in the same complaint as the jetty issue. Chair Moriarty stated that the water does not belong to anyone and there should be no issues.

Selectman Hazelton informed Mr. Whiteaker and Mrs. Newton that he had been working with a company on obtaining a permit to dredge the mouth of the Cockermouth River to help with changing the flow of water into Newfound Lake. Selectman Hazelton noted that this would be a two-part process one to obtain the permit and then hire the contractor to perform the dredging once the permit was obtained. Mr. Whiteaker inquired about the State of NH helping with some of the funds as the marine patrol boat utilizes that canal to access the lake as well. Selectman Hazelton would explore this with the state.

2:55 P.M. **COMPLIANCE OFFICER – ENFORCEMENT OF VIOLATIONS:** Vice-Chair James discussed with Don Musial the Board's concerns with enforcing NH Department of Environmental Services violations in town and how the Board could help out Mr. Musial with enforcement issue. Mr. Musial commented that the town has a right to enforce the laws like the state and issue fines. Unfortunately, if the issue ends up in court the legal bills could cost the town more than the fines.

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Selectman Hazelton commented that sometimes going to court results in people taking you seriously. Vice-Chair James informed Mr. Musial that the Board received reports of local building permit requirements not being followed. Mr. Musial informed the Board of the procedure followed when he receives complaints or concerns with building permit issues. Mr. Musial stated that once the building permit had been received in the office, the property site is visited if there are issues or concerns with the plan submitted or proposed project before issuing the permit. Chair Moriarty stated that there had been issues with enforcement in town. Mr. Musial commented that he had issues with the two violations reported to the NH Department of Environmental Services. Selectman Hazelton suggested sending a letter with general complaints to the Executive Counselor and Senator about lack of enforcement or follow-up by NH Department of Environmental Services. Chair Moriarty questioned to Mr. Musial on how the town addressed permits issued on private roads. Mr. Musial stated that the same setbacks need to be followed as on town roads.

3:38 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifests**.
- Vice-Chair James moved to authorize Chair Moriarty to **sign the Invoice Cloud Price and Service Fee Change Request** as part of the process for the Town Clerk to accept credit cards, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board signed the **Ambulance and Fire Services Agreement with the Town of Groton and the Addendum to the agreement**.
- Selectman Hazelton mentioned that the **proposed Library and Community Hall would be open to a wider range of funding opportunities** if the Town of Groton was part of the Hebron Library.
- The Select Board signed the **updated town policies** as follows: *Select Board Rules of Procedure, Fuel Credit Card Policy, and Credit Card Policy*.

3:45 P.M. **DISCUSSION ITEMS:**

- Ms. Sanborn reviewed with the Select Board possible dates for scheduling the **public hearing on the 2023 Budget and Warrant Articles**. The Board agreed to hold the first public hearing on Tuesday, March 29, 2022 in the basement of the Hebron Union Congregational Church. This will leave enough time, if necessary, for a second public hearing.
- The Select Board discussed proceeding with **further correspondence with Total Climate Control** as there has not been a reply to the letter from the Select Board Office.

3:55 P.M. **CORRESPONDENCE:**

- **Letter from NH Department of Transportation** giving an exemption to Casella Waste to travel down North Shore Road to Cooper Road while the restricted weight limits are posted on the state roads.
- The Board reviewed the **proposal from Baker Valley Floors** to replace the carpet in the conference room, copy room, EMS room, Fire Chief's office,

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Police Chief's office, and the Emergency Management room. The proposal totaled \$9,306.36. The Board discussed cleaning the rugs first before moving forward with replacing the carpet.

4:03 P.M.

ANY OTHER BUSINESS:

- Selectman Hazelton discussed with the Board the **proposed dredging of the Hebron Memorial Beach proposed project**. Selectman Hazelton inquired about the funding information needed for a warrant article at the upcoming town meeting. Would the Board look for enough funds to obtain the dredging permit or look for enough funds to perform the dredging as well. The Board agreed to prepare the warrant article with enough funds for the dredging permit and to perform the dredging.
- Chair Moriarty reported that he provided **the information to the Sycamore's regarding town easements** to access behind 8 and 10 Church Lane for maintenance purposes only. Chair Moriarty stated he had not heard back from the Sycamore's.
- Vice-Chair James reported on the **Town Space Needs Committee costs for the architect** to prepare plans for the Library/Community Hall was \$5,000. A discussion was held regarding a warrant article for upcoming Town Meeting and the funds to be requested.
- Vice-Chair James reported to the Board on the **revision of the proposed Solar Ordinance** and that the product being put forward was much better.
- Vice-Chair James discussed with the Board adding the **GoToMeeting login information on the website**, as this does not change for any of the town meetings being held just in case an agenda did not get posted on the town website.
- Vice-Chair James discussed with the Board **purchasing a laptop for Ms. Sanborn** to be able to utilize in the back office and could be utilized for GoTo meetings when necessary in the upstairs meeting room. The Board approved contacting Certified Computer Solutions, Inc. (IT provider).
- The Select Board signed the **letter to Ivan Quinchia, Hebron Planning Board Chair** regarding reorganizing the Capital Improvements Program Committee and encouraging the Planning Board to update the Hebron Master Plan.
- Ms. Sanborn informed the Board that in the latest town newsletter under *Library Happenings* an article was placed regarding a large tv that had been donated to the Library and was placed in the **old Town Clerk/Tax Collector Office for events put on by the Library**. Ms. Sanborn referred to the Select Board Meeting minutes of February 12, 2019 where it states *Chair Moriarty informed the Library Trustees that the select Board received the structural assessment of the Town Clerk/Tax Collector Building and the Library and based on the report, the recommendation was not to expand into the Town Clerk/Tax Collector's Building due to weight restrictions*. Selectman Hazelton was concerned that the Library did not approach the Select Board about utilizing this building before advertising programs to be held in the building.

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The Board asked Ms. Sanborn to invite the Library Trustees to the next Select Board Meeting.

4:25 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of February 17, 2022 and made the following corrections: page 1, under *Public Hearing*, second sentence – insert “limited automobiles available for” after “with” and delete to the period, page 1, second bullet under *Action Items*, third sentence – insert “available” after “funds”, page 2, under *Discussion*, in the motion – insert “once” before “reaching”, page 2, under *Correspondence*, second sentence – change the sentence to read “The Select Board reviewed engineering firms to hire and recommend regarding the preliminary plans submitted to the Planning Board.”, page 2, under *Any Other Business*, second bullet, second sentence – change “if” to “of”, page 3, sixth bullet, last sentence – correct “changing” to “change” and page 3, eighth bullet, second sentence, - change the last part to read “...voters to be mailed the reports.” Vice-Chair James moved to approve the Select Board Meeting minutes of February 17, 2022 as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of February 17, 2022 and made the following corrections: page 1, first paragraph, last sentence – replace “Fire Chief” with “fireman” and page 1, third paragraph, first sentence – replace “Chief Fischer” with “John Poulos”. Vice-Chair James moved to accept the Select Board Non-Public Session minutes of February 17, 2022 as amended, seconded by Selectman Hazelton. The vote was unanimous.

4:35 P.M. **MEETING ADJOURNED:** Vice-Chair James moved to adjourn the meeting at 4:35 P.M., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully Submitted,

Karen Sanborn
Town Administrator

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