

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JANUARY 12, 2023

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

OTHERS PRESENT: Travis Austin (Police Chief), Audrey Johnson (Treasurer), Tracey Steenbergen (Town Clerk), Don Franklin (Town Auditor), Alison York (Administrative Assistant), Carol Bears (Tax Collector)

6:32 P.M. **COMMENCED MEETING:** Chair James commenced the meeting at 6:32 P.M.

6:32 P.M. **DEPARTMENT HEAD REPORTS:** Chair James asked the department to share any issues that have arisen within their department. Chair James informed the department heads that the town dodged a warrant article this year to change the formula to the Newfound Area School District.

Police Department: Chief Austin reported that the Police Department is in good shape. The accounts for ammo and part-time police officers would be over expended, but the bottom line should be fine. Chief Austin reported that the Dodge Charger (police cruiser) has new decals (as the result of an accident) and the Dodge pick-up (new police cruiser) is scheduled to have the decals installed along with other required equipment. The new radar signs will be put up in the spring with the help of the Highway Department. The Police Department will utilize a laptop computer to compile the information collected from the signage.

Treasurer: Audrey Johnson reported that the town income accounts has a healthy balance and that the new Fiber Optics Project has been all set up. Audrey noted that the property taxes are coming in at a steady pace and the Snow Plow account has a balance of \$84,000.

Town Clerk: Tracey Steenbergen reported that the office is operating smoothly and noted that she is gearing up for the Newfound Area School District elections. Audrey Johnson suggested putting an article in the upcoming town newsletter about the upcoming election.

Town Auditor: Don Franklin reported that they are finished with the audit and noted that the only issue discovered was the lack of proper signatures on the invoices. The department heads need to ensure that the proper expenses are being charged the correct account line and the expenses are actually town expenses. Don noted that the reports in the Annual Report should state the timeframe for which they are reporting. Don reported that they are reviewing the policies and procedures and noted suggestions.

Tax Collector: Carol Bears reported that the property tax bills were due on January 10th and that at this time 93 taxpayers have not paid their taxes with just over \$100,000 outstanding. She plans on sending out lien notices in March. Postage is increasing again

which this may result in an overexpenditure of the postage account in the budget. Vice-Chair Hazelton inquired about individuals not paying property taxes due to personal financial struggles. Ms. Bears replied that she has no knowledge of this but anticipates she probably would not.

Planning & Zoning – Secretary: Carol reported that the Zoning Board of Adjustment legal account is overexpended due to the legal cases. The postage will be affected in both the Planning Board and Zoning Board of Adjustment budgets due to the increase in the cost of postage and the legal cases. Ms. Sanborn asked Ms. Bears if the Planning Board and Zoning Board of Adjustment had adjusted their fees for the applications to account for the increased postage. Ms. Bears replied that this would be reviewed by the boards.

Select Board Office: Alison York reported that the W-2's and 1099's have been mailed. The quarterly's are done. Alison expressed to everyone that Wednesday's was the most important day for department heads to sign off on invoices before the manifest was signed by the Select Board. Alison noted that, at this time, there was not an account for the Emergency Management Director to have a salary and inquired where to pay this from. Chair James felt that it should be done through the Fire Department.

Karen Sanborn informed the group to start thinking about next year's budget as presentations would be done in February as well as submitting necessary reports for the Annual Report.

Select Board: Chair James asked the department heads to take time to think about the current budgets and possible changes to the budget for the upcoming year. The budgets should accurately reflect actual expenses (as close as can be anticipated) and projects. Chair James informed the group that the Capital Improvement Projects Committee has been reactivated and to expect to meet with the committee in the upcoming months. Chair James thanked the group for taking the time to attend the meeting.

7:07 P.M. **MEETING ADJOURNED:** Selectman Moriarty moved to adjourn the meeting at 7:07 p.m., seconded by Vice-Chair Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

