

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
FEBRUARY 16, 2023

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

OTHERS PRESENT: Travis Austin (Police Chief), John Fischer (Emergency Management Director), Scott Hyder (Hidden Battles Foundation), John Fischer (Emergency Management Director)

7:00 P.M. **COMMENCED MEETING:** Chair James commenced the meeting at 7:00 p.m.

7:00 P.M. **PUBLIC GATHERING PERMIT:** Scott Hyder approached the Select Board to discuss the Public Gathering Permit for an event scheduled for May 20, 2023 on the Hebron Common. Mr. Hyder informed the Board that he was looking to have the same event as last year which brought in 265 people. Chair James commented that there should be no parking at the Town Office Building as the office is open and has patrons that need to be able to access the building for business. Selectman Moriarty expressed concerns to Mr. Hyder that the last time the event took place an employee was made very uncomfortable just coming to work. Mr. Hyder informed Selectman Moriarty that he recalls the event and by the end of the day he felt an understanding was met between the individual and himself. Vice-Chair Hazelton informed Mr. Hyder that the operations for the town take precedence over private functions and the parking lot should be clear to do business. Chair James informed Mr. Hyder that this event is the reason the Board felt a policy had to be addressed. Chief Austin relayed to the Board that he had discussed this with Mr. Hyder and they felt better signage would help. Chair James asked Mr. Hyder to work with Chief Austin about having a police officer for the day for traffic control based on the policy. Mr. Hyder agreed to this. Vice-Chair Hazelton moved to approve the Public Gathering Permit for the Hidden Battles Foundation, seconded by Selectman Moriarty. The vote was unanimous.

7:10 P.M. **LOCAL EMERGENCY OPERATIONS PLAN – UPDATED:** John Fischer approached the Select Board to review the update on the Local Emergency Operations Plan, state the purpose of the LEOP and give examples of how it would be applied to various situations in town. Mr. Fischer noted that this was a basic plan with sixteen Emergency Support Functions (ESF). Vice-Chair Hazelton asked Mr. Fischer who was responsible for activating the plan. Mr. Fischer replied that the plan would be activated by the Emergency Management Director specific to each emergency. Mr. Fischer informed the Board that he would complete the plan update over the next couple months. Chair James asked Mr. Fischer for thoughts on succession planning for the EMD position. Mr. Fischer informed the Board that he did not have a particular individual in mind but would submit an article for a replacement in the upcoming town newsletter. Chair James expressed to Mr. Fischer that it would be beneficial if someone was in place for updating the plan and to work on the recent emergency declaration. It was noted that the individual hired would need to keep up to date with training offered through the Federal Emergency Management Agency and stay familiar with the LEOP. Mr. Fischer agreed to have an article ready for the March newsletter.

7:30 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifests**.
- Vice-Chair Hazelton moved to authorize Chair James to sign the **Household Hazardous Waste Day Commitment Letter** for summer of 2023, seconded by Selectman Moriarty. The vote was unanimous.
- The Select Board signed the **Health Officer Nomination** renewal form for James Gickas.

7:34 P.M.

DISCUSSION:

- Chair James discussed with the Board **contracting with Attorney Stephen Whitley (DrummondWoodsum)** regarding the bond warrant article. Selectman Moriarty asked Chair James if the Board had to sign a separate contract since the town already utilizes the services of DrummondWoodsum. Chair James replied yes as this would be for the bond warrant article preparation only. Selectman Moriarty moved to authorize Chair James to sign the bond paperwork with Attorney Stephen Whitley (DrummondWoodsum), seconded by Vice-Chair Hazelton. The vote was unanimous.
- The Board reviewed the letter from The Town of Gilford, NH LRPC Solid Waste Planner and Meghan Theriault, Gilford Public Works Director about considering purchasing a permanent **collection bin for Styrofoam Recycling** that would be delivered to the Town of Gilford recycling facility to be recycled. Chair James asked Ms. Sanborn to contact the Town of Bristol as the Bristol Transfer Station would be the ideal location.
- Selectman Moriarty discussed with the Board **exempting Cooper Road from the posted weight limit** for the Casella Waste truck to travel the road to the Highway Garage for trash collection. Chair James moved to approve the restricted weight limit exemption for Cooper Road, seconded by Vice-Chair Hazelton. The vote was unanimous.

7:45 P.M.

CORRESPONDENCE:

- **Letter from the Society for the Protection of NH Forests** looking for any easement administration and stewardship updates or changes as they hold a Conservation Easement on the Hebron Town Forest.
- **Coalition Communities 2.0** – Invoice was reviewed and approved for 2023 assessment for the Town of Hebron.
- **Notice from the State of NH Department of Labor** – civil penalty of \$100.00 for the indicator light to inform elevator passengers when the elevator is being operated on generator power. Ms. Sanborn informed the Board that Paul Morrison (Morrison Electric) had installed the light and the inspection is scheduled in a couple of weeks.
- Ms. Sanborn relayed to the Board information which section of **Favor Road** was Class V Road and the section that was discontinued. Ms. Sanborn reported that the Class V Road ended above Gordon's place at the Pasquaney theater. Ms. Sanborn noted that she would contact Vinnie Broderick regarding the exact location of the theater. Selectman Moriarty asked Ms. Sanborn to contact Tim Curry (Camp Pasquaney) about giving the town permission to access Wade Road through Favor Road if the road was completely discontinued.

7:55 P.M.

ANY OTHER BUSINESS:

- Chair James updated the Board on the progress of the **Fiber Optics Project**. The electrical work needs to be completed on Hubb 66's equipment in the mechanical room of the Town Office Building.
- Chair James asked Ms. Sanborn if the town's **electricity supplier had been changed over** to Direct Energy. Ms. Sanborn replied yes, Alison York (Administrative Assistant) performed the transfer on all five accounts. The bills would reflect this change in 6-8 weeks after the changeover.
- Vice-Chair Hazelton asked Ms. Sanborn if John Poulos (General Maintenance) had looked at the **timber on the Braley Road bridge** that was damaged from plowing. Ms. Sanborn replied that he was aware of the timber that was damages but does not know his plans for repairing.
- Ms. Sanborn relayed to the Board that Audrey Johnson, Treasurer, was informed that Comstar would only be carrying **outstanding ambulance billing balances** for 18-months.

Ms. Johnson prepared the amount to be written off for outstanding ambulance service balances for the Board. Selectman Moriarty asked Ms. Sanborn to have Ms. Johnson review this procedure with the Town Auditors and Roberts & Greene before the Select Board would approve the write-offs.

8:03 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of February 2, 2023 and made the following corrections: page 1, under *Newfound Area School District – Superintendent of Schools*, second paragraph, thirteenth sentence – change “as” to “is” and remove “is” after “the”, page 2, under *Road Class Status of Favor Road and Pasquaney Lane* – remove the fourth sentence and put it after the fifth sentence, page 2, under *Road Class Status of Favor Road and Pasquaney Lane*, fourth sentence – remove “the” after “portion of” – insert “Favor” after “portion of” and capitalize “Road”, and page 3, first bullet under *Correspondence* – change “Associated” to “Associates”. Vice-Chair Hazelton moved to approve the Select Board Meeting minutes of February 2, 2023, seconded by Selectman Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of February 8, 2023 and made the following corrections: page 1, under *Supervisors’ of the Checklist* – change “meetings” to “elections” in the second sentence, page 1, under *Library 2023 Budget*, third sentence – change “attractable” to “attractive”, page 2, under *Trustees of Trust Funds 2023 Budget*, second sentence – insert “a 10%” after “accommodate for”, after “increase in” – insert “the current funds” add a period, and new sentence – capitalize the “T” on “there” and insert “as well” at the end of the sentence, and page 2, under *Tax Collector 2023 Budget*, third sentence – change “report” to “reported”. Chair James moved to accept the Select Board Meeting minutes of February 8, 2023 as amended, seconded by Vice-Chair Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of February 9, 2023 and made the following correction: page 1, under Hebron Memorial Beach Committee 2023 Budget, second paragraph – change the second sentence to read “Vice-Chair Hazelton noted that by lowering the lake the erosion seems to be happening more as there is not enough current to prevent silt from building-up in the lake.” Vice-Chair Hazelton moved to approve the Select Board Meeting minutes of February 9, 2023 as amended, seconded by Selectman Moriarty. The vote was unanimous.

8:15 P.M. **MEETING ADJOURNED:** Selectman Moriarty moved to adjourn the meeting at 8:15 p.m., seconded by Chair James. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator