

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES

APRIL 6, 2023

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

OTHERS PRESENT: Mavis Brittelli, Barbara Kohout, Fred Kohout (members of the Hebron Common and Landscape Committee), Jan Collins, John Fischer, Travis Austin (Police Chief), Martha Twombly and Suzanne Smith (Conservation Commission members), Rebecca Hanson (Executive Director of the Newfound Lake Region Association)

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

2:30 P.M. **OPEN PUBLIC HEARING:** Chair James opened the Public Hearing at 2:30 P.M. to approve to expend funds from the Common Landscape and Care Capital Reserve Fund. Fred Kohout informed the Board that the Committee had prepared a plan to remove three dead trees, plant nine shade trees and plant new ornamental shrubs around the Hebron Common. Jan Collins asked the Board about annual maintenance of the trees and the shrubs once they were planted. Chair James replied that this would be budgeted annually. Mr. Kohout informed the Board that the trees would be planted in the fall. The funds being requested would enable the committee to do the beautification of the Hebron Common and the planting of trees. Chair James asked for any further questions or objections. Hearing none, Chair James closed the Public Hearing at 2:37 p.m. The Board thanked the Committee for the work done on the project.

2:37 P.M. **BOCCE COURT AND GAZEBO ON THE HEBRON COMMON:** Mr. Kohout informed the Select Board that the Committee discussed relocating the bocce court. The current bocce court is in front of the Old Town Clerk/Tax Collector building and the Committee discussed moving it to the other side of the Hebron Common (beside the Town Office Building) in front of the septic system dry well to prevent vehicles from driving over the system. Mr. Kohout informed the Board that the Committee discussed this with the “Bocce Boys” and they saw no issues. Vice-Chair Hazelton recommended displaying the plan for the public to review the proposal. Chair James suggested getting an article to Alison York, Administrative Assistant, with a map of the proposed plan. The Board and Committee discussed the current condition of the Hebron Gazebo and future replacement. Mrs. Brittelli informed the Board that she and her husband were willing to donate the shingles for the roof of the Gazebo.

2:45 P.M. **LOCAL EMERGENCY OPERATIONS PLAN:** John Fischer approached the Select Board to give an update on the Local Emergency Operations Plan (LEOP). Mr. Fischer reported that he is currently rewriting the duties of each department and coordinating the sections of the document with department responsibilities to ensure they correspond with each other.

DISASTER DECLARATION: Mr. Fischer informed the Board that the Federal Emergency Management Agency has acknowledged a disaster declaration for NH for the storm December 22 through December 24, 2023. Mr. Fischer informed the Board that the preliminary report needs to be submitted by April 12, 2023. Mr. Fischer listed information that would be needed for this report and that Ben Hall, Highway Supervisor would be the individual providing most of the information as there was road damage. Mr. Fischer informed the Board that FEMA is looking for specific information from the generators operating to provide electricity to town buildings to the employees working on repairs, tools used, equipment used, rented equipment or town equipment, the material used for the repairs (stockpile or purchased) etc... Chair James informed Mr. Fischer that he would discuss this with Mr. Hall and the importance of providing the information.

2:55 P.M. **NEWFOUND LAKE REGION ASSOCIATION – UPCOMING PROJECTS:** Rebecca Hanson approached the Select Board to discuss water quality testing in Newfound Lake. Mrs. Hanson informed the Board that the NLRA is moving forward with the [plans for a](#) building at Grey Rocks Conservation Area that will be used for education, the main office, and exhibits for the public. Mrs. Hanson informed the Board that the NLRA is applying for Federal Funds to assist towns around Newfound Lake with replacing culverts and projects that would deter silt from stormwater from entering the lake. Selectman Moriarty informed Mrs. Hanson that Ivan Quinchia (Planning Board Chair) is working with the Lakes Region Planning Commission on a culvert assessment in Hebron. Mrs. Hanson noted that the State of NH Department of Environmental Services had done away with water quality testing at the town beaches. Mrs. Hanson informed the Board that NLRA is willing to work with the towns to ensure that the town beaches are tested as well as other shallow areas on Newfound Lake. The Board and Conservation Commission expressed support in water quality testing of the beach. Jan Collins asked Mrs. Hanson if this testing would be offered to the condominiums around the lake. Mrs. Hanson replied no and suggested that the condominium associations consider testing their beaches.

- 3:10 P.M. **ACTION ITEMS:**
- The Select Board signed the **accounting manifests**.
 - The Select Board **signed the refund** to be processed that was the result of a corrected property assessment.
 - The Select Board signed the **letters to New England Hydro and New England Power** requesting a detailed asset report for all transmission and/or generation assets located in the municipality.
 - The Select Board signed the **agreement with Culligan Central of New Hampshire** Carefree Water Treatment Delivery Plan for the Public Safety Building.
 - The Select Board signed the **updated Treasurer Job Description**.

- 3:14 P.M. **DISCUSSION:**
- Ms. Sanborn relayed to the Board that Martha Twombly (Conservation Commission member) suggested **contacting Eversource to remove dead standing trees** along the Charles Bean Sanctuary Area along North Shore Road and the same on Indian Point Road.
 - Ms. Sanborn asked the Board if there were any changes to the **Budget and Warrant Articles proposed for 2023**. The Board agreed there were no changes. Ms. Sanborn informed the Board she would prepare the necessary documents for their signature.
 - Ms. Sanborn relayed to the Board that Certified Computer Solutions (IT provider) had recommended enabling a **second form of authentication for accessing town email's** which requires an app on smartphones. Ms. Sanborn noted that town employees are not issued town smartphones. CCS suggested purchasing tokens for everyone which served the same purpose as the app. Each token costs around \$75/each. Chair James felt that employees accessing their email through Microsoft Outlook should be secure as the access is through the town's network. The employees need to be informed that the town email should be accessed through the network for security reasons.

- 3:23 P.M. **CORRESPONDENCE:**
- **Letter from Grafton County Commissioners** and Executive Committee – available American Rescue Plan Act (ARPA) funds to be allocated to Grafton County municipalities with eligible projects.

- 3:25 P.M. **ANY OTHER BUSINESS:**
- Vice-Chair Hazelton informed the Board that the **Hebron representatives to the Lakes Region Planning Commission need to be renominated**. Chair James moved to reappoint Paul Hazelton as Hebron's representative to the Lakes Region Planning Commission and

to appoint Pat Moriarty as Hebron’s alternate representative to Lakes Region Planning Commission, seconded by Selectman Moriarty. The vote was unanimous.

- Vice-Chair Hazelton informed the Board that the issue with the **leaves at the Hebron Memorial Beach** was just as bad this year and should be addressed soon. The Board authorized Vice-Chair Hazelton to discuss this with Ben Hall, Highway Supervisor addressing this matter.
- Vice-Chair Hazelton informed the Board that he contacted **William Greenwell (North Shore Road) to discuss the possibility of relocating the George Road entrance** through their property onto North Shore Road. Vice-Chair Hazelton had not heard back from Mr. Greenwell.
- Vice-Chair Hazelton emphasized the importance of the Hebron Common Landscape and **Playground Committee keeping the Historic District Commission apprised of the plans** for the Hebron Common. The Board asked Ms. Sanborn to set up a meeting with the Hebron Common Landscape and Playground Committee and Historic District Commission.
- Vice-Chair Hazelton asked Ms. Sanborn if John Poulos, General Maintenance, had looked at the **Braley Road Bridge and repaired the damaged timber on the bridge**. Ms. Sanborn commented that Mr. Poulos had looked at the bridge and she would contact him about making the repairs.
- Chair James commented to the Board on the **electric bills at the Town Office Building** and that he was disappointed as there does not appear to be any savings. Vice-Chair Hazelton agreed as the HVAC system is not that energy efficient.

3:35 P.M.

APPROVAL OF MINUTES: The Select Board reviewed the Select Board Meeting minutes of March 16, 2023 and made the following changes: page 2, fifth sentence – change “expand” to “expend”, page 2, under *Update on HB 349*, second sentence, first paragraph – replace “signed into law” with “passed by the House.”, page 2, second bullet under *Discussion*, third sentence – insert “to increase” after “\$35,000 and”, and page 3, top of the page – add “d” to “move”. Chair James discussed with the Board the leak in the porch roof, the possible cause, and the water damage between the porch ceiling and the roof. Selectman Moriarty asked Ms. Sanborn to contact Bryant Lehr (Conneston Construction, Inc.) about getting it repaired. Vice-Chair Hazelton moved to approve the Select Board Meeting minutes of March 16, 2023 as amended, seconded by Selectman Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of March 20, 2023 and made the following correction: page 1, under *Community Center/Library Building Bond Agreement* – insert after the motion “The paperwork is nonbinding if article does not pass.” Vice-Chair Hazelton moved to accept the Select Board Meeting minutes of March 20, 2023 as amended, seconded by Selectman Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of March 20, 2023. Vice-Chair Hazelton moved to approve the Select Board Non-Public Session minutes of March 20, 2023 as written, seconded by Selectman Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Public Hearing minutes of March 21, 2023 and made the following comment: page 1, last sentence under Warrant Article #7 – Selectman Moriarty noted that the sentence “The culvert is in the wrong location as the culvert is too high for water to drain through it regularly.” was misspoken as the culvert is in the wrong location. Vice-Chair Hazelton moved to accept the Select Board Public Hearing minutes of March 21, 2023 as written, seconded by Selectman Moriarty. The vote was unanimous.

- 3:45 P.M. **NON-PUBLIC SESSION:** Chair James moved to enter into non-public session pursuant to RSA 91-A:3,II(a) and RSA 91-A:3,II(e), seconded by Vice-Chair Hazelton. Rich James - yes Paul Hazelton - yes Pat Moriarty
- 4:50 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Hazelton moved to come out of non-public session, seconded by Selectman Moriarty. Rich James - yes Paul Hazelton - yes Pat Moriarty - yes Vice-Chair Hazelton moved to seal the minutes for five years, seconded by Selectman Moriarty. Rich James - yes Paul Hazelton - yes Pat Moriarty - yes
- 4:50 P.M. **MEETING ADJOURNED:** Selectman Moriarty moved to adjourn the meeting at 4:50 p.m., seconded by Vice-Chair Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator