

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES

JULY 6, 2023

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

OTHERS PRESENT: Ron Collins and David Brittelli (Hebron Historical Society Members), Cindy Newton, Edward Holbert, Stan Newton, Deborah Goodman, and Lynda Girard (Beach Committee Members), Malcolm Bliss (Senior Director of Power Markets for Kearsarge Energy)

2:30 P.M.      **HISTORICAL SOCIETY – OLD TOWN CLERK/TAX COLLECTOR BUILDING:** Ron Collins and David Brittelli approached the Select Board to discuss leasing the old Town Clerk/Tax Collector Building to the Hebron Historical Society. The Historical Society would like to have a place to display and catalog their items. Chair James noted that the Board would have to review this with their insurance company. Mr. Collins noted that there are grants available to the Historical Society to make improvements to the building. Mr. Collins commented that the Hebron Library would still be able to store old books in the old Police Department office in this building. Mr. Brittelli informed the Board that the Historical Society would like to have all the items in their possession located in one building and share the items with the public to enjoy. Chair James asked Mr. Brittelli and Mr. Collins to discuss this with the Library Trustees to review their proposal.

2:37 P.M.      **KEARSARGE ENERGY – NET METERING:** Malcolm Bliss approached the Select Board to discuss the benefits available to the town through net metering and potential solar projects that could be located on town property. Mr. Bliss reviewed with the Board the benefits of a solar panel system on town property that would be managed by Kearsarge Energy. Mr. Bliss discussed the Manchester NH Solar Facility with the Board which is overseen by Kearsarge Energy and the success of the project. Selectman Moriarty informed Mr. Bliss that the Town of Hebron had explored installing a ground mounted solar project on the Public Safety Building land but was unable to move forward since there was not 3 phase power into the Hebron Village. Mr. Bliss explained to the Board how a partnership may work in this instance where the facility could be installed on someone else's land and the town could benefit from net metering. Chair James inquired about end of life of for the solar project. Mr. Bliss informed Chair James that the reclamation decommissioning plan reserve fund is established at the time of the project approval. Mr. Bliss informed the Board that he would review the site at the Hebron Public Safety Building to see if there would be any possibilities in the future for a solar project. Mr. Bliss thanked the Board for their time.

2:56 P.M.      **HEBRON MEMORIAL BEACH COMMITTEE – CLARIFICATION ON RESPONSIBILITIES:** Cindy Newton introduced the newest member of the Hebron Memorial Beach Committee, Lynda Girard. Mrs. Newton looked to the Board for direction on the following:

- Spring/Fall clean-up of the beach
- Beach Attendants – payroll expenses
- Communication between the Select Board and Beach Committee with regards to budget expenditures
- Planning a maintenance schedule for annual clean-ups – committees responsible for what part of the maintenance.

Vice-Chair Hazelton reassured the Beach Committee that the Beach Attendant account line would be expended as budgeted by the Select Board. Chair James noted that the Police Chief would oversee the duties and responsibilities of the Beach Attendants. Vice-Chair Hazelton asked the Beach Committee to think of their responsibilities as the land portion of the property and the Select Board would handle the water conditions. Vice-Chair Hazelton reported to the Committee on the dredging project that was proposed for the outlet of the Cockermouth River to Newfound Lake. Vice-Chair Hazelton stated that the project entailed a significant amount more of sand that needs to be dredged and the town will be

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approaching NH Fish & Game and Newfound Lake Region Association for assistance with the project. The Select Board is exploring alternative ways for removing the leaf buildup at the beach. Selectman Moriarty relayed to the Committee that they should bring any issues to Karen Sanborn, Town Administrator for the Select Board to address. Mrs. Newton asked the Board to approve a co-chair for the committee. Vice-Chair Hazelton informed Mrs. Newton the co-chair position is at the discretion of the committee.

2:56 P.M.

**ACTION ITEMS:**

- The Select Board signed the **accounting manifests**.
- The Select Board agreed **not to utilize the PA-28 Inventory of Taxable Property Form** in 2024.
- Ms. Sanborn informed the Board that Kathleen Tawa, Hebron Treasurer requested the **appointment of Sandra Cummings as Deputy Treasurer**. Chair James moved to approve the appointment of Sandra Cummings as Deputy Treasurer, seconded by Selectman Moriarty. The vote was unanimous.
- The Select Board signed the account **agreement forms with Northway Bank**.
- Vice-Chair Hazelton moved to authorize Chair James to sign the **MS-60A Auditor option and Schedule form**, seconded by Selectman Moriarty. The vote was unanimous.
- The Select Board signed the **Notice of Intent to Cut form** for Green Acre Woodlands, Inc. to harvest timber from Tax Map 10 Lot 001.
- Ms. Sanborn relayed to the Board that the Town Auditors discovered that the **liability-payroll tax portion of the police officer's detail pay was not expensed to the Special Detail Account** but expensed to the General Fund. The Town Auditors recommend making a transfer from the Special Detail Account to the General Fund for past year's tax liabilities. Selectman Moriarty felt that the error has been discovered let's correct this moving forward and not to make the adjusting entry for past years as the years have been closed. After some discussion, Chair James recommended getting Chief Austin's input before any adjusting entries are made.

3:34 P.M.

**DISCUSSION:**

- Ms. Sanborn informed the Board that Sean Downey (Hilltop Public Solutions) inquired about the Select Board submitting a letter of support for the proposed **Twin States Clean Energy Project**. The Board has reviewed the letter in support of the project from the Town of Groton. The Board asked Ms. Sanborn to prepare a letter in support of the project for the Board to sign.
- Ms. Sanborn informed Vice-Chair Hazelton that a request came to the Select Board regarding **parking a school bus – Ford Transit Van beside the Hebron Village Store**. The Board felt an agreement should be signed as the vehicle will be parked on town property and the town should not be liable for any damage. The Board would like to meet with the individual that has made the request.
- The Board reviewed the Consent to and **Limited Waiver of Damages Associated with Release of Dedication of Public Way**. Ms. Sanborn inquired about changes to the document. The Board agreed the document could be sent to the individuals affected. The Board asked Ms. Sanborn to invite the individuals impacted to the next meeting.
- Ms. Sanborn informed the Board that John Poulos (General Maintenance) requested to **purchase a small pressure washer** to be utilized for cleaning the buildings and decking. Chair James moved to approve the requested purchase by John Poulos for the pressure washer, seconded by Selectman Moriarty. The vote was unanimous.

3:48 P.M.

**ELECT CHAIR AND VICE-CHAIR OF THE SELECT BOARD:** Rich James moved to nominate Paul Hazelton as Chair of the Select Board, seconded by Pat Moriarty. The vote was unanimous. Paul Hazelton moved to nominate Pat Moriarty as Vice-Chair of the Select Board, Rich James seconded the motion. The vote was unanimous.

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3:55 P.M. Vice-Chair Moriarty left the meeting to attend a previous engagement.

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

- **Thank You letter from Concord Hospital Trust** for the annual donation.

3:56 P.M. **ANY OTHER BUSINESS:**

- Ms. Sanborn informed the Board of the next **Federal Emergency Management Agency Meeting** on July 12, 2023 at 10:00 a.m. at the Public Safety Building. A list was given to the Board outlining supporting documentation needed to complete the FEMA reports. Ms. Sanborn noted that John Fischer requested that a Select Board member and the Highway Supervisor attend the meeting to determine if there is enough supporting documentation to proceed. Ms. Sanborn relayed to the Board that Mr. Fischer, Mrs. York and herself have provided all of the supporting documentation available regarding the timeframe for the declaration. Ms. Sanborn noted the information should be obtained from Ben Hall, Highway Supervisor. In order to collect pertinent information regarding the work performed by the Highway Department, Ms. Sanborn has designed a new timesheet for them that allows for more specific details for work performed on roads that would be submitted on a regular basis. The Board reviewed the timesheet and approved it for the Highway Department. The Select Board discussed an hourly rate of pay for Ben Hall, Highway Supervisor, to attend necessary meetings. Selectman James moved to authorize Ben Hall, Highway Supervisor, an hourly rate of \$75.00 for any administrative functions of the Highway Department, seconded by Chair Hazleton. The vote was unanimous.
- Ms. Sanborn relayed to the Board that **a credit was given from Fujitsu towards the HVAC unit that was replaced**. Selectman James asked Ms. Sanborn for an Annual Maintenance Agreement for the HVAC units at the Town Office Building from CP Mechanical.
- Ms. Sanborn reported to the Board that **Chief Moulton had completed the 2023 June Supervisors' Academy**.
- Ms. Sanborn informed the Board that Darren Becker contacted the office and stated that he would **not be able to do the roof work on the gazebo** located on the Hebron Common. Selectman James suggested two other contractors to try.
- The Board signed the appointment letters to the newest **Gazebo Committee members - Scott Hayes and Cindy Hilson** with the appointments until October 2023.
- The Board signed the **thank you letter to John LaCarte** for the many years he volunteered on the Hebron Gazebo Committee.

4:30 P.M. **APPROVAL OF MINUTES:** Selectman James reviewed the Select Board Meeting minutes of June 15, 2023. Selectman James noted that he had no changes to the minutes. The approval of the June 15, 2023 Select Board Meeting minutes was tabled since Chair Hazelton was not present at the meeting. Selectman James commented that he would not be at the next Select Board Meeting to approve the minutes. The Board agreed to hold on approving the minutes until the August 3, 2023 meeting.

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

Respectfully submitted,

Karen Sanborn  
Town Administrator

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