

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
MARCH 17, 2022

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

OTHERS PRESENT: David and Stacey Darlington, Everett Begor and Bob Brooks (Gazebo Committee Members), Jen Larochelle and Gerry Flynn (Library Trustees)

7:00 P.M. **2023 GAZEBO PROGRAM BUDGET:** Everett Begor and Bob Brooks approached the Select Board to present the proposed 2023 Gazebo Program Budget. Mr. Begor reviewed with the Board the 2021 Gazebo Program Budget as unexpended funds would be utilized in the upcoming year's budget. Mr. Begor reviewed the proposed 2023 Gazebo Program Budget. Mr. Begor informed the Board that he attended a Town Space Needs Committee meeting about the proposed Library on the Old Fire Station building lot. Mr. Begor noted that the sound equipment is stored in the Old Fire Station as it is easier for the committee members to move the equipment around for the programs as it is on one level. Storing the equipment in the basement of the Town Office Building would be difficult to move around as each piece of the equipment would have to be carried upstairs and downstairs for each program. Mr. Begor proposed purchasing a tow behind trailer to store the sound equipment in that could be parked at the Highway Garage when not in use. The Select Board suggested proposing two separate articles – one for the Gazebo Programs and one for the trailer. Mr. Begor noted that the committee agreed not to hold any programs in the Public Safety Building this year as the programs are not well attended.

7:30 P.M. **USE OF OLD TOWN CLERK AND TAX COLLECTOR OFFICE BUILDING:** Gerry Flynn and Jen Larochelle approached the Select Board looking for permission to use the Old Town Clerk and Tax Collector Office Building for programs offered by the Library. Ms. Sanborn informed the Board and Library Trustees that, at this time, the building was not insured as a regularly occupied building. Selectman Hazelton stated that holding the programs upstairs in the Town Office Building would be preferred as the building is structurally sound. Mr. Flynn informed the Board that the Librarian had scheduled alternative locations for three of the four programs offered. Mrs. Larochelle informed the Board that the Library Trustees would not take advantage of the use of the building, but would like to use this space for some of the smaller venues. The Board asked Ms. Sanborn to contact the town's insurance provider about the costs involved with changing the use of the building. The Board agreed to inform the Library Trustees if the building would be able to be used for Library oriented programs.

7:37 P.M. **PROPOSED RV PARK IN THE FLOODPLAIN:** David and Stacey Darlington approached the Select Board to discuss their concerns with the proposed RV Park to be located in a designated floodplain area. Mr. Darlington spoke to the letter they had addressed to the Hebron Select Board regarding information found in the *National Flood Insurance Program (NFIP) Floodplain Management Requirements* that states under *Recreational Vehicles* "These facilities should not be permitted in flash flood areas since there may be loss of life if flooding occurs as well as loss of recreational vehicles.". Chair Moriarty asked Mr. Darlington if this information had been passed along to the Planning Board Chair, Ivan Quinchia. Mr. Darlington replied that the Hebron Planning Board had been carbon copied on this letter. Mrs. Darlington had concerns that if the RV

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Park was to be allowed at this location that it could jeopardize the town's participation in the NFIP. The Board thanked Mr. and Mrs. Darlington for this information.

7:46 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifests**.
- Ms. Sanborn relayed to the Board that the Town of Bristol Select Board was signing the **Memorandum of Understanding** for the Town of Hebron to use their Transfer Station at their meeting. Nik Coates, Town of Bristol Town Administrator, stated that amount had not changed.

7:48 P.M. **DISCUSSION ITEMS:**

- Ms. Sanborn relayed to the Board that in reviewing **RSA 231:22-a Reclassifying a Class VI Highway requires a town meeting vote and a public hearing on changing** the classification of a road 90 days before such a vote. The Select Board reviewed the letter from Camp Berea and Camp Wicosuta supporting a warrant article to reclassify Berea Road. Ms. Sanborn asked the Board to obtain clarification from town counsel regarding reclassification of Berea Road.
- Ms. Sanborn informed the Board that the support and all payroll services for the QuickBooks 2019 software is ending in May 2022. Ms. Sanborn informed the Board that she looked into the monthly subscription for QuickBooks which ended up over \$3,000 annually based on the number of employees. The Select Board authorized Ms. Sanborn to **purchase the latest desktop QuickBooks software** program.
- Chair Moriarty asked Ms. Sanborn to place the **review of the MS-60 Report of the Locally Elected Auditor (s)** on the next Select Board Meeting Agenda.
- Ms. Sanborn handed the Select Board copies of the **updated 2022 Budget and Warrant Articles**. The Board agreed to meet on Tuesday, March 22, 2022 at 1:30 p.m. to finalized the budget and warrant articles.

8:10 P.M. **CORRESPONDENCE:**

- **2021 Tapply-Thompson Community Center Annual Report**
- **Letter from Camp Pasquaney** – cancelled 125th Reunion Celebration – event will happen in 2024

8:11 P.M. **NON-PUBLIC SESSION:** Vice-Chair James moved to enter into non-public session pursuant to RSA 91-A:3(c), seconded by Selectman Hazelton. Pat Moriarty - yes Rich James - yes Paul Hazelton - yes

8:21 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair James moved to come out of non-public session, seconded by Selectman Hazelton. Pat Moriarty - yes Rich James - yes Paul Hazelton - yes Vice-Chair James moved to seal the minutes for five years, seconded by Selectman Hazelton. Pat Moriarty - yes Rich James - yes Paul Hazelton - yes

8:21 P.M. **ANY OTHER BUSINESS:**

- Selectman Hazelton reported to the Board on the **Historic District Commission Meeting**. Comments were made about the awnings installed over the HVAC units on the back of the Town Office Building; the commission felt the roofs should have been constructed of wood.

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The commission discussed the color green used on Phyllis Rockwell's door (Tax Map 17 Lot 015) as the house is located in the Historic District.

- Selectman Hazelton informed the Board that Ben Hall, Highway Supervisor, had **removed the trees located on Lake Shore Road**.
- Chair Moriarty reported on the **follow-up letter from town counsel** looking to recoup expenses on the HVAC units.
- Chair Moriarty relayed to the Board that **the Sycamore's (Tax Map 17 Lot 025) were not satisfied with town counsel's current easement agreements** on file regarding accessing behind the Old Town Clerk and Tax Collector's Office Building and the Hebron Library (Tax Map 17 Lot 026). Chair Moriarty asked Ms. Sanborn to send the Sycamore's the survey from Roy Sabourn (Sabourn and Tower) that was done on Tax Map 17 Lot 026.
- Chair Moriarty reported to the Board that an agreement ~~that~~ was reached regarding partial matching funds for the fiber optics project.
- Ms. Sanborn informed the Board that the Historic District Commission recommended **Aaron Mason to be appointed as a member**. The Board asked Ms. Sanborn to request a biography from Mr. Mason for the town records as the town is a Certified Local Government.
- Ms. Sanborn informed the Board that the Treasurer, Audrey Johnson, discussed with her, the need for funds to be added to the **Heritage Commission Fund** in order to avoid monthly fees from being withdrawn from the account at the bank. Ms. Sanborn stated that she was not sure if the Historic District Commission could utilize the funds. The Board asked Ms. Sanborn to review with town counsel.
- Ms. Sanborn reviewed with the Board a **Memorandum of Lease that had been recorded in Grafton County Registry of Deeds**. Ms. Sanborn stated that this lease could constitute a subdivision based on the Hebron Zoning Ordinance. The Board asked Ms. Sanborn to review with town counsel.

8:37 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of March 3, 2022 and made the following corrections: page 2, next to the last sentence in the paragraph at the top of the page— insert "on" before "how", and page 3, fifth bullet under *Any Other Business*, first sentence – change "and" to "an". Chair Moriarty moved to approve the Select Board Meeting minutes of March 3, 2022 as amended, seconded by Vice-Chair James. The vote was unanimous.

The Select Board reviewed the Select Board Budget Meeting minutes of March 9, 2022 and made the following correction: page 2, under *Cemetery Committee 2023 Budget*, last sentence – change "should" to "could". Chair Moriarty moved to approve the Select Board Budget Meeting minutes of March 9, 2022 as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Budget Meeting minutes of March 10, 2022 and made the following corrections: page 1, under *Treasurer's 2023 Budget*, second sentence – change "accept" to "except", page 1, under *Treasure's 2023 Budget*, last sentence – insert "to" between "\$9,000 and \$11,000", page 1, under *Police Department 2023 Budget*, last complete sentence on page – change "112.21%" to "12.21%", page 2, top of the page – change "commented that" to "asked if", page 2, top of the page – insert after "\$1,000" "in the account", page 2, under *Fire Department 2023 Budget*, fourth sentence – change "for" to "four" and change "EMS" to "EMT/", page 2, under *Fire Department 2023 Budget*, third to the last sentence in the first paragraph – insert

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“be a” after “still”, page 2, under *Fire Department 2023 Budget*, third paragraph, next to the last sentence – insert “or” before “on call” and last sentence in the same paragraph – remove “the review” and insert “position with” after “part-time”, page 2, under *Library 2023 Budget*, second sentence – insert “asking” after “Trustees were”, page 3, first paragraph, last sentence – change it to read “Vice-Chair James commented to the Library Trustees that in the future the Library will probably need to be open more hours, therefore; the Library Budget should reflect this.”, page 3, under *Conservation Commission 2023 Budget*, second sentence – change “is” to “are”, page 3, under *Conservation Commission 2023 Budget*, sixth sentence – insert “group” after “Hebron Town Forest”, page 4, paragraph at the top of the page, third sentence – change “remark” to “re-mark”, page 4, under *Trustees of the Trust Funds 2023 Budget*, second sentence – change “each as it is” to “when”, page 4, under *Planning Board 2023 Budget*, third sentence – insert a comma after “ago”, and page 4, under *Planning Board 2023 Budget*, last sentence – insert “style” after “LEEDS”. Vice-Chair James moved to approve the Select Board Budget Meeting minutes of March 10, 2022 as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of March 7, 2022. Vice-Chair James moved to accept the Select Board Non-Public Session minutes of March 7, 2022 as presented, seconded by Selectman Hazelton. The vote was unanimous.

9:00 P.M. **MEETING ADJOURNED:** Vice-Chair James moved to adjourn the meeting at 9:00 P.M., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully Submitted,

Karen Sanborn
Town Administrator

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