

TOWN OF HEBRON
SELECT BOARD MEETING 2024 BUDGET PRESENTATIONS MINUTES
FEBRUARY 21, 2024

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

OTHERS PRESENT: Audrey Johnson and Robbie Flynn (Supervisors of the Checklist), Kathleen Tawa (Treasurer), Travis Austin (Police Chief), Jamie Moulton (Fire Chief), Gerry Flynn (Library Trustee), Mark Coulson (Trustee of Trust Funds)

2:00 P.M. **MEETING COMMENCED:** Chair Hazelton commenced the meeting.

2:05 P.M. **SUPERVISORS OF THE CHECKLIST:** Audrey Johnson and Robbie Flynn approached the Select Board to present the 2024 Budget for the Supervisors of the Checklist. Ms. Johnson informed the Board that the 2024 Budget is slightly less than the 2023 Budget. Ms. Johnson added that there is enough for a special meeting, if necessary. Mrs. Flynn informed the Board that the State of New Hampshire Secretary of State's Office has upgraded the software to work with the Microsoft Edge browser and there will be training during the upcoming year.

2:10 P.M. **TREASURER:** Kathleen Tawa approached the Select Board to present the 2024 Treasurer Budget. Mrs. Tawa informed the Board that the budget is less than 2023 due to the salary being reduced by almost half reflecting a salary for one person. Last year the position went from an elected position to an appointed position. Vice-Chair Moriarty asked about any issues with the position. Mrs. Tawa replied that she is still learning about the various accounts.

2:15 P.M. **POLICE DEPARTMENT:** Chief Austin approached the Select Board to present the Police Department 2024 Budget. Vice-Chair Moriarty questioned the significant decrease in the dispatch agreement. Chief Austin replied that he reduced some of the items that are reported to the dispatch service. Chief Austin noted that the department receives good service from Plymouth Dispatch. Chief Austin informed the Board of the reason behind the salary increases was to retain trained, knowledgeable part time police officers that work well within the town. Chief Austin noted that his salary increase was based on the salaries of Police Chief's in the surrounding towns and 20 years' experience in Hebron. Vice-Chair Moriarty inquired about any capital items. Chief Austin replied that there were none planned for this year and added that the increase to \$9,000 to be placed annually into the Police Capital Reserve Fund is sufficient.

2:24 P.M. **FIRE DEPARTMENT:** Chief Moulton approached the Select Board to present the 2024 Budget for the Fire Department. Chief Moulton discussed with the Board addressing physicals, drug testing, and background checks in the upcoming budget that are not currently being performed in the department. Vice-Chair Moriarty asked Chief Austin how this was addressed in the Police Department. Chief Austin stated that each officer must pass a physical examination every three years which is signed off by their physician. Selectman James inquired about the increase to clothing account line. Chief Moulton replied that this was to upgrade firefighter protective clothing and gear if it becomes damaged. Selectman James asked Ms. Sanborn about the capital reserve fund created in 2023 for protective gear. Ms. Sanborn reviewed the wording of the warrant article and felt this would address clothing as well as SCBA masks. Chair Hazelton suggested to Chief Moulton meeting with the Administrative Assistant to determine what each account in the Fire Department Budget covers. Selectman James noted that the wages were not increased. Chief Moulton wants to keep the budget down due to the purchase of the new ambulance. Chair Hazelton asked Chief Moulton if the invoice

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for the ambulance was submitted for the price discussed. Chief Moulton informed the Board that the invoice is for a couple thousand over the \$360,000. The Board asked Chief Moulton to contact the sales representative and obtain an invoice for the agreed upon amount of \$360,000. Vice-Chair Moriarty discussed the current amounts being added annually to the EMS Capital Reserve Fund and the Fire Capital Reserve Fund and if it was adequate with today's rate of inflation in vehicles. The EMS CRF was increased to \$33,000 and the Fire CRF was increased to \$75,000. Selectman James discussed with Chief Moulton getting a dumpster in the spring to clean out the old fire station and to remove personal vehicles from being stored on town property. Chief Moulton agreed to this. Chief Moulton reviewed the issues with the fire alarm system at the Public Safety Building and explained the estimate from Mango Security that will solve the current issues. Ms. Sanborn noted that there is a capital reserve fund established for town building Security Systems and this could be unitized. Vice-Chair Moriarty asked Chief Moulton for a monetary figure for upgrading the lights in the Public Safety Building bays as it may need to be a warrant article. Selectman James recommended a professional carpet cleaning as opposed to replacing the carpet in the training room in the Public Safety Building. Chief Moulton discussed purchasing a stair chair for the department employees as many are older and unable to lift as much and the lift would prevent back injuries and time lost. Chief Moulton relayed to the Board that the Hebron Fire Improvement Fund commission agreed to pay for half of the purchase but has ~~M-~~ since backed out. Vice-Chair Moriarty clarified with Chief Moulton that he was looking to take the expense from the proposed budget. Chief Moulton stated yes.

3:10 P.M. **LIBRARY:** Gerry Flynn approached the Select Board to present the 2024 Budget for the Library. Mr. Flynn informed the Board that the proposed 2024 Library Budget increased to \$39,504 from \$32,804. Mr. Flynn noted that the proposed increases included salary increases and \$6,000 towards an architect for the review of the Library and Old Town Clerk and Tax Collector buildings. Mr. Flynn informed the Board that there is anticipation for additional funding through grants to pay for North Country Architects for their services. Mr. Flynn informed the Board that the library is hopeful of getting grants for renovations to the building. Vice-Chair Moriarty commented to Mr. Flynn that hopefully there are reimbursements to the town for funds being expended at this time. Chair Hazelton stated that the Select Board and the Community Center/Library Committee tried very hard to provide the library with a new building but this was voted down -considerably. Vice-Chair Moriarty noted that the town does not own part of the land that the buildings currently sit on.

3:25 P.M. **TRUSTEES OF TRUST FUNDS:** Mark Coulson approached the Select Board to present the 2024 Budget for the Trustees of Trust Funds. Mr. Coulson informed the Select Board that the proposed budget is \$5,875 which covers the management fees to manage the Trust Funds and Capital Reserve Funds. The average fund balance is \$1,175,157 which represents a 5% increase over the December 31, 2023 fund balance.

3:40 P.M. **ANY OTHER BUSINESS:**

- Selectman James moved to authorize Chair Hazelton to sign the request to **transfer funds through ACH to Hub66**, seconded by Vice-Chair Moriarty. The vote was unanimous.

3:42 P.M. **NON-PUBLIC SESSION:** Selectman James moved to enter into non-public session pursuant to RSA 91-A:3,II(a), seconded by Vice-Chair Moriarty. The vote was unanimous.

3:50 P.M. **OUT OF NON-PUBLIC SESSION:** Selectman James moved to come out of non-public session, seconded by Vice-Chair Moriarty. Paul Hazelton - yes Pat Moriarty - yes Rich James - yes Selectman James moved to seal the non-public session minutes for five years,

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seconded by Vice-Chair Moriarty. Paul Hazelton - yes Pat Moriarty - yes Rich James - yes

3:51 P.M.

ANY OTHER BUSINESS:

- Ms. Sanborn reviewed **the 2024 Budget account lines that have contracts** which end during the upcoming fiscal year, and she was waiting for additional information as some of the contracts have not increased in the past five (5) years. Ms. Sanborn suggested an additional meeting to finalize the budget.
- The Board agreed to investigate **signage for the parking lot beside the Hebron Village Store** about liability concerns as this location is not clearly marked.
- Ms. Sanborn asked the Board to review the cap that was placed on the **Health Insurance Plan in 2011** as there have been increases since that time.

4:25 P.M.

MEETING ADJOURNED: Selectman James moved to adjourn the meeting at 4:25 p.m., seconded by Vice-Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator