

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JUNE 1, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief), John Black, Attorney Brian Ray, Kim (Secretary for Attorney Ray) Ivan Quinchia, Mark Coulson

6:30 P.M. **GREY ROCKS TRUST – LAKE SHORE ROAD:** Attorney Brian Ray and Kim approached the Board with the deeds to be signed to relinquish the Kimball “Passway”, to give Speranza easement over the Hebron Memorial Beach property, from Hebron to Grey Rocks to give an easement over the Hebron Memorial Beach property and for future installation of underground utilities. The Board signed the necessary deeds, the CD-57-S Real Estate Transfer Tax Declaration of Consideration forms, and the PA-34 Inventory of Property Transfer forms for the deeds signed. Attorney Ray informed the Board that it may take a few weeks to obtain the remaining signatures before the deeds would get recorded.

6:45 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Member Lonske moved to sign the **Bill Of Sale with Nortrax and the Customer Purchase Order** for the Highway Department backhoe, seconded by Chair Moriarty. The vote was unanimous.

6:50 P.M. **TOWN CLERK/TAX COLLECTOR OFFICE BUILDING FURNACE:** Ivan Quinchia approached the Select Board to present a solution to the furnace issue. Mr. Quinchia informed the Board that he had a rinnai heater/a/c unit for the building. Member Lonske commented that the unit may be too large for the space. Chair Moriarty noted that there is a duct under the building, in the crawl space area, to heat under the bathroom to prevent the pipes from freezing. Member Lonske was concerned that if the furnace was too small for the space and there was a power outage; the building would cool down very fast with little insulation in the building.

Mr. Quinchia discussed a/c units with the Board for the Library and the Town Clerk/Tax Collector buildings and recommended a couple from Home Depot. Vice-Chair Dunklee moved to **purchase two a/c units** for approximately \$300.00 each, seconded by Chair Moriarty. The vote was unanimous.

7:00 P.M. **ACTION ITEMS (CONTINUED):**

- The Select Board signed the **Public Gathering Permit** for the Union Congregational Church for the Annual Church Fair held on July 29, 2017.
- The Select Board signed the **Raffle Permit Application** for the Union Congregational Church for July 29, 2017.
- The Board reviewed the **letter drafted to the NH Department of Environmental Services** supporting the replacement of the culvert on Berea Road. Vice-Chair Dunklee did not support signing the letter as written since town equipment and labor should not be used for a private project. Chair Moriarty agreed. Member Lonske expressed concerns with not taking advantage of this opportunity to replace a culvert that has many past issues with heavy rain. Martha Twombly suggested that the town act as the agent for this grant in order to get this culvert replaced. Member Lonske noted that the Newfound Lake Region Association already was the fiscal agent. Chair Moriarty agreed to review the wording with Town Counsel to discuss potential changes so the town would not be put in the middle.
- Member Lonske relayed to the Board that the Hebron Academy Advisory Committee had prepared a **Clerk of the Works job description** and recommended that Joe Hogan be considered for the position. Vice-Chair Dunklee felt that the project should be put on hold until there was clear title to the Hebron Town Common property. Member Lonske moved to hire Joe Hogan to be the Clerk of the Works of the Hebron Academy Building project as outlined in the scope of work, seconded by Chair Moriarty. Chair Moriarty and Member Lonske voted in favor of the motion. Vice-Chair Dunklee voted against the motion.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

7:11 P.M.

PERMISSION TO ACCESS PROPERTY THROUGH HEBRON TOWN FOREST: Theresa Martel and Mike Mayo approached the Select Board to request **access through the Hebron Town Forest** by tractor. Mr. Mayo informed the Board that some trees are damaged around the cottage (owned by Ms. Martel) located on Spectacle Pond that he would like to be able to cut up and float across the pond to take home to saw into lumber. Mr. Mayo relayed to the Board that the snowmobile trail comes close to his grandmother's (Theresa Martel) property (Tax Map 24 Lot 012). Member Lonske suggested meeting with the Conservation Commission to discuss this matter. Martha Twombly informed Mr. Mayo that the Conservation Commission meets the fourth Wednesday of the month, but took his information to schedule a site visit. Mr. Mayo and Ms. Martel thanked the Board for meeting with them.

7:23 P.M.

ACTION ITEMS (CONTINUED):

- Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the **Hold Harmless Agreement with the Hebron Historical Society**, seconded by Member Lonske. The vote was unanimous.
- The Select Board signed the **Supplemental Warrant for the Yield Tax**.
- The Select Board reviewed the **abatement applications for Judith Lyttle and Kristen Nordstrom** for 132 South Mayhew Turnpike Unit 1 (Tax Map 7 Lot 024.001) and the recommendations submitted by Avitar Associates of New England, Inc. Chair Moriarty moved to follow the recommendation of Avitar Associates of New England, Inc. to deny the abatement application for Judith Lyttle and Kristen Nordstrom, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss relayed to the Board that the Conservation Commission voted unanimously at their May 24, 2017 meeting to request that the Select Board **appoint William Luti as an alternate member to the Conservation Commission**. Member Lonske moved to appoint William Luti as an alternate member to the Conservation Commission for a three year term, seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Select Board signed the **Notice of Intent to Cut Wood for Diane Tessier** to perform a timber harvesting operation on property located off Bear Mountain Road (Tax Map 19 Lot 003).
- Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the **IT Equipment Maintenance Agreement with Certified Computer Solutions for 2017**, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss relayed to the Board the inquiry from the Library Trustees regarding getting **the new computers on the maintenance agreement with Certified Computer Solutions**. The Board asked Mrs. Corliss to invite in the Library Trustees since the Board had questions regarding the purchases and how the computers will be utilized in the Library.

7:37 P.M.

DISCUSSION:

- Member Lonske requested that the Board consider **changing the date of the July 20, 2017 Select Board Meeting to Wednesday, July 19, 2017** since she had a previous commitment. Vice-Chair Dunklee did not think that changing the meeting date was a good idea since everything in the office was processed for the Thursday date and would have to be prepared sooner. Chair Moriarty moved to change the July 20, 2017 Select Board Meeting date to Wednesday, July 19, 2017, seconded by Member Lonske. Chair Moriarty and Member Lonske voted in favor of the motion. Vice-Chair Dunklee voted against the motion. The motion was approved.
- Member Lonske relayed to the Board a conversation that she had with John Fischer (Fire Chief) about **using the Public Safety Building for future town meetings in March**. Member Lonske noted that this past year was very unusual with two helicopters landing a couple of hours before the meeting was to start making it difficult to set up for the meeting. Member Lonske suggested considering a May Town Meeting where there would be less of a hassle to use the Public Safety Building, more residents would be around to vote on town issues, and there would be less of a chance for weather to affect the elections. Vice-Chair Dunklee felt that many of the larger cities have a May town meeting, but would be interested in finding out what would be involved in changing the fiscal year to July 1st.
- The Board reviewed the **write-off policy** for ambulance services drafted by Chair Moriarty to address outstanding ambulance bills. Chair Moriarty explained to the Board that the outstanding bills for the Hebron/Groton taxpayers and residents would be written off based on the Comstar Report and others would be given three consecutive billing cycles before sending the outstanding

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balance to a collection agency. Vice-Chair Dunklee moved to adopt the Write-Off Policy for Ambulance Services as written, seconded by Member Lonske. The vote was unanimous.

- Mrs. Corliss relayed to the Board that Kathleen Kearns and David Green of 225 Groton Road (Tax Map 23 Lot 005) sent a letter stating **concerns with the pine trees and dead branches along the edge of Pratt Cemetery (owned by the town)**. Ms. Kearns and Mr. Green's property abuts the town property. The Board asked Mrs. Corliss to have Doug Merrill (Cemetery Sexton) look at the trees and give a recommendation to the Board.
- Mrs. Corliss informed the Board that the Conservation Commission sent a letter outlining issues with the **Hebron Town Forest Bridge** that were noted in the inspection report by the State of New Hampshire Department of Transportation. The Conservation Commission requested that the bridge be painted and the timbers that are deteriorating be replaced. The Select Board asked Mrs. Corliss to give a copy of the request to Casey Kuplin, Highway Supervisor, to see that they are addressed.
- Member Lonske discussed with the Board **creating a Hebron Town Common Advisory Committee, an ad hoc committee**, to review the landscape architect report outlining suggestions for future tree replacement, signage placement, and a future home for the swing set and jungle gym. Chair Moriarty saw no issues with this type of committee. Vice-Chair Dunklee felt that it would be a good way to get suggestions for the future of the Hebron Common. Member Lonske moved to establish the Hebron Town Common Advisory Committee with the members as follows: Mavis Brittelli, Alison York, Ron Collins, Cynthia Hilson, Doug Merrill, and Ellie Lonske as the Select Board Representative along with the attached charge, seconded by Chair Moriarty. The vote was unanimous.
- The Board discussed the recommendation from George Daniels (Water Tech NH) regarding **the well on the common, a sanitary hydrant, and two curb stops**. Vice-Chair Dunklee felt that the outside spigots should be relayed to the architect to be placed on the outside of the building. Member Lonske suggested that the Hebron Town Common Advisory Committee review the recommendations.
- Member Lonske noted that a brief mention of the **vacant Household Hazardous Waste Coordinator** for Hebron was in the town newsletter, but no interest had been expressed.
- Mrs. Corliss relayed to the Board that an email from Bryan Connelly with the Governor's Commission on Disability was looking for information on the **American Disabilities Act Coordinator for the Town of Hebron**. Since the Town of Hebron employs 50 or more persons one employee needs to be appointed as the ADA Coordinator to manage the efforts to comply with the Americans with Disabilities Act.
- The Board discussed with **David Brittelli (Chair for the Historic District Commission) the appointment of the vacant seat on the commission**. Mr. Brittelli expressed to the Board that he thought it was clear at the meeting the members to be appointed. Chair Moriarty read an email from Ron Collins (Co-Chair of the Historic District Commission requested that Howard Oedel be appointed to the Commission. Vice-Chair Dunklee moved to appoint Howard Oedel as a regular member to the Historic District Commission for 3 years, seconded by Chair Moriarty. The vote was unanimous.
- Member Lonske discussed with **David Brittelli the vacancy for Household Hazardous Waste Coordinator** and briefly explained what is involved in this position. Member Lonske moved to appoint David Brittelli as the Household Hazardous Waste Coordinator, seconded by Vice-Chair Dunklee. The vote was unanimous.

8:07 P.M.

CORRESPONDENCE:

- Letter from State of New Hampshire Department of Resources and Economic Development Division of Forests and Lands approving the **reappointment of William Robertie, Jr. as Forest Fire Warden**.
- **Invitation to the Annual Meeting of the Lakes Region Planning Commission** on June 26, 2017.

8:09 P.M.

ANY OTHER BUSINESS:

- Chair Moriarty stated that the Board should move forward with the **renovations and addition to the Academy Building** since he is confident that both parties would be able to reach a solution on the boundary line issue.

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- Vice-Chair Dunklee updated the Board on the **Crescent Lane drainage project** completed by the Highway Department. The easements obtained by the Town of Hebron from the landowners in the area will enable the town to perform future drainage maintenance if necessary.
- Member Lonske inquired about the status of the **North Shore Road dry hydrant**. Vice-Chair Dunklee replied that the draft plans have been completed and should be reviewed by the Fire Chief, Fire Warden, and Highway Supervisor.

8:20 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Public Hearing minutes of May 9, 2017. Member Lonske moved to approve the Select Board Public Hearing minutes of May 9, 2017 as written, seconded by Chair Moriarty. Chair Moriarty and Member Lonske voted in favor of the motion. Vice-Chair Dunklee abstained from the motion since he was not present at the meeting.

The Select Board reviewed the Select Board Meeting minutes of May 18, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of May 18, 2017 as written, seconded by Chair Moriarty. The vote was unanimous. Chair Moriarty and Vice-Chair Dunklee voted in favor of the motion. Member Lonske abstained from the motion since she was not present at the meeting.

8:23 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:23 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

Charge to Hebron Town Common Advisory Committee

The Committee will explore various options for short-term and long-term improvements to the Hebron Town Common, to include but not be limited to the following, and make recommendations to the Select Board.

- replacement and location of playground equipment
- improved and updated signage
- modifications to Common well to provide water source for irrigating new plantings, and for human consumption
- location of picnic tables and park benches
- memorial stones and monuments
- landscaping of area to west of Academy addition

Members of the Committee

Alison York, Friends of the Hebron Library

Ron Collins, Historic District Commission & Hebron Historical Society

Mavis Brittelli, Landscaping and Hebron Historical Society

Cindy Hilson, Landscaping

Doug Merrill, Cemetery Sexton

Peter Carey, Zoning Board of Adjustment Chair

Ivan Quinchia, Planning Board Member

Ellie Lonske, Select Board

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JUNE 15, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief), Mitch Manseau and Phyllis Rockwell (113 Hunt Road), Donna Luti (Library Trustee)

7:00 P.M. **LIBRARY – COMPUTER PURCHASES:** Donna Luti approached the Select Board to address questions regarding the recent computer purchase. Mrs. Luti informed the Board that two computers were purchased from Tech Soup to be utilized in the Library for accessing the internet. The computers were purchased for significantly less than through Certified Computer Solutions, Inc. (CCSI). Member Lonske explained to Mrs. Luti that the town hired an outside computer firm in order to standardize the computers and software installed to be completely compatible among the town departments. Chair Moriarty informed Mrs. Luti that this purchase was made without permission from the Select Board as an inquiry from Bill Powers (Library Trustee Alternate) came to the Board in May about purchasing computers from a company other than CCSI. The Board declined this request for the reason of keeping the town computers standardized. Chair Moriarty informed Mrs. Luti that the town has an obligation to protect the Library patrons from what is viewed by others and CCSI has a specific software used for this that is installed on all of the Library computers accessed by the public. Chair Moriarty informed Mrs. Luti that purchases of this kind are presented to the Board during the budget process which none were presented during the 2017 Budget process. Vice-Chair Dunklee felt that CCSI should review the computers purchased to see if they are compatible with the necessary software. Mrs. Luti stated that she thought the computers were purchased using the Friends of the Library Fund. The Board thanked Mrs. Luti for meeting with them.

7:12 P.M. **WADE ROAD AND HUNT ROAD ANNUAL MAINTENANCE:** Mitch Manseau and Phyllis Rockwell approached the Select Board to discuss the conditions of Wade Road and Hunt Road. Mr. Manseau commented that since the Select Board designated Wade Road as an Emergency Lane, he asked if the signage could be installed warning people utilizing the road that it was “Pass at your own risk” with implications if caught damaging the road and gates at both ends. Mr. Manseau informed the Board that many people go “Four-Wheeling” down the road to see how much mud they can get on their vehicle. Chair Moriarty relayed to Mr. Manseau that the residents around Wade Road preferred that the town does not fix the road up to keep the vehicular traffic off the road. The residents and taxpayers felt gates would help deter people from travelling down the road, but wanted the gates locked. Chair Moriarty stated the gates could not be locked. Mr. Manseau discussed with the Board the conditions of Hunt Road after the recent grading and compacting of the road. Mr. Manseau praised the Town of Bridgewater for the road grading up to John Black’s driveway (tenth of one mile into Hebron), but reviewed the work that still needed to be done beyond that point since Morrison Construction had recently done the grading. Mr. Manseau inquired about an agreement that the town had with the Town of Bridgewater regarding trading off services for grading the Hebron town roads. Member Lonske stated that she felt Casey Kuplin, Highway Supervisor, had an agreement with the Town of Bridgewater and asked Mrs. Corliss to check with Mr. Kuplin. Mr. Manseau noted that the upper south side ditch needed to be addressed as water does not drain from the road. Chair Moriarty informed Mr. Manseau and Ms. Rockwell that Mrs. Corliss would follow-up once she had more information from Mr. Kuplin. Mr. Manseau and Ms. Rockwell thanked the Board for meeting with them.

7:31 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Ambulance Service Write-Off Policy** as approved at the June 1, 2017 Select Board Meeting.
- The Select Board signed the **2017 MS-535 Financial Report of the Town Budget** for the fiscal year ending December 31, 2017 as prepared by Roberts & Green, PLLC.
- Member Lonske moved to authorize Chair Moriarty to sign the **Credit Application with Nortrax** as part of the backhoe purchase, seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Select Board signed the **Promissory Note for the loan for the addition and renovations to the Academy Building** in the amount of \$800,000 with Union Bank. This was approved at the March 18, 2017 Town Meeting and ratified at the May 16, 2017 Special Town Meeting.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

7:37 P.M.

DISCUSSION:

- The Select Board reviewed the revised letter to the **NH Department of Environmental Services (NH DES) in support of replacing the culvert located on Berea Road**. Chair Moriarty stated that this culvert has been a problem for the past few years and this is a good solution with no funds spent by the town. The Board agreed this was a way to repair the troublesome culvert. Chair Moriarty read to the Board changes made to the NH DES letter. Vice-Chair Dunklee moved to approve the changes to the NH DES letter, seconded by Member Lonske. The vote was unanimous.
- The Select Board reviewed the **email from Bob Dillon (resident of 247 Hobart Hill Road) regarding two rocks** on Hobart Hill Road causing the pavement to protrude up making for hazardous driving conditions. Member Lonske agreed that the rocks are in a location that the vehicle avoiding the hazards enter into the opposing traffic lane. Chief Austin agreed that the rocks protrude out enough vehicles have to go into the other lane to keep from bottoming out a vehicle. The Board asked Mrs. Corliss to discuss this with Casey Kuplin, Highway Supervisor, to repair the two road issues.
- The Board reviewed the request from **FORECO on a recent yield tax bill to Green Acre Woodlands, Inc.** to reconsider the timber tax rating assessed due to the amount of work that was put into upgrading Tenney Hill Road by FORECO to access the wood lot to be harvested. Mrs. Corliss informed the Board that the difference in the yield tax was \$52.00. Vice-Chair Dunklee moved to abate the Green Acre Woodlands, Inc. yield tax bill by \$52.00, seconded by Member Lonske. The vote was unanimous.
- The Select Board reviewed the request from **FORECO to make improvements to Tenney Lane (Class VI Road)** for the purpose of logging Green Acre Woodlands, Inc. property. The Board approved this request in February of 2012, but due to weather conditions this operation was not ever started. Vice-Chair Dunklee moved to give permission to FORECO to upgrade Tenney Lane, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss relayed to the Board that the **Union Congregational Church was requesting that a couple of crafters were looking to leave their trailers on the Hebron Common overnight** before the Hebron Church Fair on Saturday, July 29, 2017. Mrs. Corliss reported to the Board that Phil and Linda Kriss (Vendor Chairpersons) were willing to meet with the Board if there were any questions. Member Lonske moved to authorize the crafter to leave their trailers on the Hebron Common overnight for the Hebron Church Fair, seconded by Chair Moriarty. The vote was unanimous.

7:50 P.M.

CORRESPONDENCE:

- Letter from **Lakes Region Planning Commission looking for a second representative from the Town of Hebron** too the Lakes Region Planning Commission. Vice-Chair Dunklee moved for Patrick Moriarty to represent Hebron on the commission, seconded by Member Lonske. The vote was unanimous.
- **Letter from Newfound Lake Region Association** thanking the Town of Hebron for the donation of \$2,000 and outlining what the gift goes toward in protecting Newfound Lake.
- **Invitation from the Newfound Lake Region Association** to the leadership giving celebration.

7:55 P.M.

ANY OTHER BUSINESS:

- Member Lonske discussed with the Board the information found on the **aspects of changing from a March Town Meeting to a May Town Meeting**. Chair Moriarty and Vice-Chair Dunklee would review the financial aspects involved with the first year's budget for the town portion would be for 18 months.
- Member Lonske discussed with the Board contacting **Casella Waste about the options of utilizing a smaller truck during the spring** when the NH Department of Transportation posts the state roads with restricted weight limits. Member Lonske would like to avoid the weekly emails to notify taxpayers whether or not to anticipate trash collection. Member Lonske noted that if Casella Waste was not willing to do this, then a letter should be sent to NH DOT about trash collection trucks being exempt from the weight limit. Vice-Chair Dunklee commented that many other towns deal with the same issue each year.

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- Mrs. Corliss relayed to the Board that an email was received regarding **concerns with a Confederate flag and a United States of America flag posted on the side of a building**. The Board agreed that they had no authority over this matter.
- Mrs. Corliss updated the Board on a recent **discussion with Casey Kuplin, Highway Supervisor** on the following: Cooper Road culvert and water over the road, George Road and Cross Road paving, and charges to the Crescent Lane dry hydrant.
- Mrs. Corliss relayed to the Board that Frank (technician with Certified Computer Solutions) **replaced the wireless router due to malfunction and access issues** in the Selectmen's Office Building. Mrs. Corliss informed the Board that Frank noticed the proposed addition and renovation plans to the Academy Building (Selectmen's Office Building) and offered to meet with the architects, if necessary, to review the networking and computer hardware needs for the offices. Vice-Chair Dunklee felt that the architects would have an electrical engineer involved in this part of the plans which he would be reviewing carefully. Mrs. Corliss discussed with the Board an alternative solution location for the Selectmen's Office staff during the construction of the addition and renovations to the Academy Building as the meeting room in the Public Safety Building. Mrs. Corliss informed the Board that the office personnel are willing to make it work utilizing the least amount of office furniture to perform the necessary day to day operations. Vice-Chair Dunklee had reservations about taking over the Fire Department training room as it was used one evening every week. Mrs. Corliss expressed to the Board that the town already heats the building, pays for electricity each month, and the room may already have the necessary internet/network wiring. The Board agreed that this was worth exploring as an option for the office relocation. Chair Moriarty agreed to discuss this with Chief Fischer.

8:27 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of June 1, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of June 1, 2017 as submitted, seconded by Chair Moriarty. The vote was unanimous.

8:33 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:33 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JULY 19, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske and Karen Corliss, Town Administrator

OTHERS PRESENT: Ivan Quinchia, Ron Collins, Madeleine MacDougall, Kate Barrett, Roger Larochelle, John Fischer, Maynard Young

7:00 P.M. **SISTER CITY-DECLARATION OF FRIENDSHIP:** Ron Collins approached the Select Board to discuss preparations by the Hebron Historical Society for the 225th Birthday Celebration planned for Hebron. Mr. Collins relayed to the Board that he contacted Cockermouth, UK, while working on a project in Scotland, about becoming a Sister City with Hebron since the Town of Hebron originated from Cockermouth. Cockermouth, UK was interested and a Declaration of Friendship was generated to be signed by the Select Board Chair and the Mayor of Cockermouth. Mr. Collins informed the Board that the signed Declaration of Friendship would be presented to the community at the Gazebo Program Family Fun Day. Mr. Collins informed the Board of a banner that the Historical Society had purchased for the 225th Celebration and inquired about the town covering half of the total cost. Member Lonske moved to sign the Sister City with Cockermouth, UK and to use the expense account entitled Patriotic Purposes to pay \$175.00 for half of the cost of the banner, seconded by Chair Moriarty. The vote was unanimous. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the Declaration of Friendship with Cockermouth, UK, seconded by Member Lonske. The vote was unanimous.

7:05 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**. Chair Moriarty inquired of Member Lonske the breakdown for the invoice from Christopher P. Williams. Member Lonske replied that due to the delay of the project because of the Special Town Meeting, the timeline for the project had been pushed back and the hope is that construction will start in the fall. Member Lonske stated that the bill was for the structural engineer and mechanical engineer to review the building that had been postponed in the spring. Ivan Quinchia reported to the Board that he attended both meetings with the structural engineer and the mechanical engineer. The meetings reviewed the options for the construction and the heating and a/c units were discussed. This was necessary for finalizing drawings in order to put the project out to bid. Mr. Quinchia reported that at the next meeting with Norman Larson, they would be opening the walls to inspect the insulation and interior construction of the building. Member Lonske relayed to the Board that once the structural engineer and mechanical engineer had completed the review of the building the project would go out to bid which would be due back by October 1st. Chair Moriarty felt that all invoices submitted to the Selectmen's Office should be reviewed by the Clerk of the Works, Joe Hogan, for approval and then submitted to the Board to approve for payment. Chair Moriarty requested that more detail of the work done be listed in the invoices from Christopher P. Williams.
- Chair Moriarty relayed to the Board that Karen Corliss, Town Administrator, was satisfied with the recent **service from Mango Security**. Mrs. Corliss updated the Board on the installation of the updated software to which operates the entry doors at the Public Safety Building and monitors the secure access of the doors. Mrs. Corliss stated that Steve Mango apologized for the amount of time that it had taken to install the update. Mrs. Corliss explained that the installation of the program can just be unplugged and plugged in to the temporary office space during construction without technical assistance from Mango Security.
- Chair Moriarty informed the Board that he had asked Mrs. Corliss to look into the **Casella invoice to make sure some adjustments were made for the days in the spring** that there was no curbside service provided to the town.
- Member Lonske relayed to the Board that Tracey Steenberg, Town Clerk, was ready to **install the software to track available/ occupied gravesites in the town cemeteries**. Member Lonske explained that since the town offices will be moving in the fall, the computer that was available for data entry by a volunteer was the Welfare Computer and it was discussed that the computer be moved to the Town Clerk/Tax Collector Office Building. Member Lonske explained that the Welfare Office could meet with clients when the office was closed to ensure privacy. Mrs. Corliss informed the Board that she had heard back from the Welfare Officer and had concerns with her meeting with clients in a secluded location. Mrs. Corliss stated that she felt there should be another person in the office when the meeting took place. Chair Moriarty asked why the computer needed to be moved at this time if construction was not going to happen

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until the fall. Chair Moriarty felt that the data entry should be done by the fall. Member Lonske was going to let Mrs. Steenbergen know that the computer would be available to be used in the upstairs meeting room by the individual performing data entry.

- The Board reviewed the **comments from Shaun Lagueux (Forester) regarding the request for abatement of Timber Taxes by FORECO on the Green Acre Woodlands, Inc. yield tax bill.** Chair Moriarty noted that Mr. Lagueux agreed with FORECO on the access to the lot, but felt that the quality of the timber and the volumes per acre were indicative of the ratings. Vice-Chair Dunklee moved to deny the abatement request for Green Acre Woodlands, Inc. Yield Tax Bill, seconded by Chair Moriarty. The vote was unanimous.
- The Board signed the **approval for refund to Garry and Joyce Lahey** as a result of the approved abatement for the 2016 tax year.
- Member Lonske moved to **appoint Phil Kriss to the Hebron Town Common Advisory Committee,** seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Board reviewed the **list of items stored in the Old Fire Station left bay and connecting room.** Member Lonske informed the Board that pictures were emailed with the list if anyone felt the need to keep the items. Chair Moriarty moved to dispose of the list of town property as outlined in the attached list, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Member Lonske reported to the Board that during the review of the Hebron Common with the landscape architect, she noticed that the **Gazebo building was in need of replacing some shingles and needed painting.** Member Lonske noted that she had contacted the company that built the Gazebo and they did not have any shingles to purchase, but a couple people in town had some shingles to match the current shingles on the building to donate to the town. Once the building was repaired then it could be repainted. Member Lonske suggested that the work should be done after the Gazebo Programs.
- Member Lonske informed the Board that she had recently visited the **Pratt Cemetery located on Groton Road abutting Kathleen Kearns' property as a follow-up to Mrs. Kearns letter to the Select Board** regarding hazardous trees. Member Lonske asked the Board to consider hiring Top Notch to look at the trees and mark any hazardous trees. Member Lonske would like the town to address the issue before it becomes a problem. Chair Moriarty agreed that hiring Top Notch to review and mark the trees with issues would be best.
- Member Lonske reported to the Board that she had been working with the **Merrill's to plant smaller lilac trees to shield the end of the Hebron Village Cemetery** from looking at the back of the Hebron Village Store. Member Lonske noted that the Merrill's would not charge for planting the bushes.
- Member Lonske relayed to the Board that she had received a **quote from ServPro** to address any mold/mildew issues at the Old Fire Station in order to store some of the items from the Select Board Office during the construction. The quote was for \$5,000. Member Lonske did not recommend cleaning the building.
- Member Lonske discussed with the Board **disposing of the generator currently stored in the Old Fire Station** since Chief Travis Austin noted that there are grants for towns to assist with the purchase of new generators. Mr. Quinchia informed the Board that this was discussed at a recent Hazard Mitigation Meeting.

7:44 P.M.

157 COOPER ROAD – BEAVER TRAPPING: Kate Barrett approached the Board and inquired about who was hired to trap the beavers on her property at the end of Cooper Road. Member Lonske relayed to the Board the first she heard of the beaver trapping was from Suzanne Smith. Mrs. Barrett reminded the Board that she met with them in May 2017 to discuss the same matter, but then heavy equipment was used to take out the beaver dam. At that time, Mrs. Barrett was informed by the Board that the town Highway Department had not removed the dam. Mrs. Corliss relayed the information from Josiah Towne (NH Conservation Officer) regarding the town hiring a licensed trapper to address the beaver issue to stop the flooding of a town road. Mr. Towne stated that the town had the right to trap the beavers to protect a town road. Member Lonske asked Mrs. Corliss to obtain the wording of the NH RSA authorizing the town to trap beavers. Mrs. Barrett stated that only State of NH Department of Transportation had this authority for state roads not town roads. Mrs. Barrett expressed to the Board her

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continuous frustration with the property that she is trying to preserve, prevent silt and run-off from the property ending up into Newfound Lake, and create a clean environment for wildlife, but has dealt with nothing but trouble. Chair Moriarty stated that the authorization for the trapping did not come from him, but he could speak to Casey Kuplin, Highway Supervisor, about the trapping that happened on the property. Mrs. Barrett informed the Board that she needs to follow the Federal Guidelines when managing the property since they are helping her to reclaim the property and that the trapping of the beavers did not work because the road is still flooded. The Board informed Mrs. Barrett that they would look into the trapping and get back to her.

8:00 P.M.

PUBLIC SAFETY BUILDING – CONFERENCE ROOM: Chair Moriarty informed Chief Fischer that the Board was looking for his thoughts on utilizing the Conference Room in the Public Safety Building as temporary office space for the Selectmen's Office personnel during the addition and renovation project to the Academy Building. Chief Fischer informed the Board that he was against the offices moving in to the training room. Currently the room was being utilized by EMS employees for a training on Airway Management. Chief Fischer stated that he understood the situation, but if the training room were not available a hardship would be put on the Fire Department since a number of personnel attend the weekly trainings.

Member Lonske reviewed with Chief Fischer the reason behind the Select Board discussing using the Conference Room at the Public Safety Building and why the Advisory Committee decided against renting a portion of a house for \$3,000/month. Member Lonske informed Chief Fischer that the Library had offered their conference table for any meetings in the town, a resident had opened up his barn for storage of items currently in the Academy Building, and Chief Austin had offered up a desk for one of the office staff to use during this project.

Vice-Chair Dunklee stated that he was strongly against the staff utilizing the room as office space due to HIPPA regulations, medical supplies stored in the building, and hazardous for the firefighters/EMS personnel responding to emergency calls. Ivan Quinchia inquired about the Fire Department moving some of the training to another space in the building. Chief Fischer replied that if the building were opened up to the public during the day it would compromise security. Maynard Young suggested fixing up one bay at the Old Fire Station and utilizing a heat pump that could be used later in the Police Department. Member Lonske stated that the Old Fire Station does not have a working septic system, therefore, no restrooms.

Chair Moriarty stated that using the room would mean \$0 to the taxpayers and asked Chief Fischer if this room was essential to Fire Department/ EMS operations. Chief Fischer stated that the room was used on a regular basis, that the department could not be locked out of the room for 9 months, the departments job was to provide protection for life and property in the town. It had been posed to Chief Fischer by employees that if the town offices were to take over the room that employees would walk off the job. Chief Fisher stated that the town could not afford to lose trained personnel. Chief Fischer stated that he would fight for the Fire Department's best interest, but he realizes that the Select Board makes the final decision. Member Lonske inquired about setting a training room up in another location. Chief Fischer replied that it would not be possible.

Mr. Quinchia felt that if the employees and the Hebron Academy Advisory Committee (HAAC) put their heads together a workable solution could be utilizing the town buildings. Mr. Quinchia felt that the townspeople had been very generous with any request from the Fire Department and does not understand why employees would quit over this. Mrs. MacDougall informed the Board that the Town Clerk and Tax Collector's Office had dealt with no restroom, no heat, CO2 issues, animals in the ceiling, Police Department in the front hall and that the employees were very appreciative to have the taxpayers approve this new building and renovations so they could all work out of the same area. Mrs. MacDougall expressed to Chief Fischer that the HAAC was looking to come to a compromise on the matter not to work against each other. Member Lonske reiterated to Chief Fischer that the Board was looking for support and cooperation. Chair Moriarty stated that a decision would not be made at this evenings meeting but at the next Select Board Meeting. Chair Moriarty discussed with the Board asking the HAAC to review other options for the office staff during the months of construction. Roger Larochelle (HAAC Chair) explained to the Board that the committee had already approached two viable options for alternative office space, but both did not work out. Mr. Larochelle expressed the committee's thoughts on proposing to utilize the space at the Public Safety Building. Chair Moriarty expressed to Mr. Larochelle that the Fire Chief felt that this room is essential to daily Fire Department operations and asked that the committee continue to look for an alternative location for the office staff. Member Lonske stated that the committee was an advisory committee to the Select Board not a real estate agent. Mr. Larochelle replied that utilizing the conference room at the Public Safety Building was the best choice, but the Select Board directs the committee to perform specific tasks.

Vice-Chair Dunklee commented that the Board still had the option of reviewing office trailers and utilizing the Old Fire Station. Member Lonske remarked that renting a house would be thousands of dollars per month with the

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additional inconvenience of the file cabinets located in the basement due to the amount of weight. Mrs. MacDougall had already talked to local real estate brokers about houses to rent and the monthly price ranged from \$2,500 to \$3,200. Mr. Larochelle noted that the committee's duties are to focus on the design of the building, find location for the office staff, and pointed out that a large part of Hebron's services were volunteers.

Member Lonske felt that a decision did not have to be made tonight, but this would be fantastic if it could work. Mr. Larochelle stated that the committee would be glad to look at all of the options and give recommendations to the Board. Everyone has a responsibility for taxpayer dollars spent. The Board asked Mrs. Corliss to put this on the agenda for the first meeting in August to make a decision.

9:05 P.M.

DISCUSSION:

- Mrs. Corliss reported to the Board that Pete Kavanaugh (Hilltop Public Solutions) representing Granite State Power Link proposed another date for a **Community Meeting with the Town of Alexandria on July 24, 2017**. The Select Board requested that Mr. Kavanaugh schedule a meeting with the Hebron taxpayers and residents in the Town of Hebron as each town's concerns with the proposed Granite State Power differs from another.
- The Board reviewed the **memo to be sent to the Hebron Boards/Commissions/Committees** about reviewing the items that need to be accessed during the construction/renovations of the Academy Building. The Board liked the memo and requested that it be sent out soon to make sure everyone has had plenty of time to prepare for moving out of the Academy Building.

9:07 P.M.

CORRESPONDENCE:

- **Thank You from Hardy Country Snowmobile Club** for use of land for snowmobile trails.
- **Letter from FORECO** to Casey Kuplin, Highway Supervisor, regarding road improvements to Tenney Lane in preparation of logging operation.

9:09 P.M.

ANY OTHER BUSINESS:

- Mrs. Corliss asked the Board for permission to **contact legal services at the New Hampshire Municipal Association regarding drafting a letter to residents on a private road** about the necessity to fix up the road to make it passable for emergency services. The Board authorized Mrs. Corliss to contact legal services for this purpose.

9:12 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of July 6, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of July 6, 2017 as written, seconded by Chair Moriarty. Vice-Chair Dunklee and Chair Moriarty voted in favor of the motion. Member Lonske abstained as she was not present at the meeting. The vote passed.

9:15 P.M.

MEETING ADJOURNED: Member Lonske moved to adjourn the meeting at 9:15 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

List of items in left bay and connecting room in old fire station for disposal or relocation:

Hebron Historical Society items:

- Two tall display cabinets - Habitat for Humanity? If not, HHS should remove and dispose as Ron Collins says they are "junk"
- "Daniel Webster" large table and glassed display top (HHS property) Library is considering for use in TCTC building after Academy construction. If the Library does not want the item, the item, the HHS should remove.

Hebron Church items:

- large copier-printer - John Fischer agreed to remove

Town-owned items:

- Fire Department: Gurney with dummy - John Fischer said that he would move to right double-bay
- Police Department: signs - should be moved to right double-bay
- Select Board:
 1. old desk - Habitat?
 2. A/C from TCTC, old TV, other old electronics - Bristol Dump?
 3. old heavy folding tables - Habitat? Dump?

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JULY 6, 2017

PRESENT: Patrick Moriarty, John Dunklee, and Karen Corliss, Town Administrator

OTHERS PRESENT: Doug McLane & wife, John Black

ABSENT: Ellie Lonske – prior commitment

7:00 P.M. **HEBRON MEMORIAL BEACH – EROSION:** Doug McLane approached the Select Board to discuss concerns with the erosion of the Hebron Memorial Beach. Mr. McLane reported that he had a chance to walk the beach with some of the Hebron Beach Committee Members and Select Board Chair Pat Moriarty to review the areas with major erosion issues. Mr. McLane noted that the most noticeable erosion areas are in front of the red cottage near the Fire Department boat dock. Mr. McLane reported that he met with three wetlands engineers to review the site, determine the cause for the erosion, and to discuss possible solutions. Mr. McLane reported that the long term solution would be to contact the State of NH Department of Environmental Services to request that Newfound Lake be lowered during the months of April and May. The short term solution would be to place something along the edge of the shoreline where the boat dock is located to prevent the breakwater from pounding into the shore of the beach. Mr. McLane noted that he would be meeting with Rick Van de Poll (biologist) next week to review the site. Vice-Chair Dunklee noted that the shoreline of Newfound Lake has changed significantly over the years.

CONSIDERATION TO PLANT ELM TREES ON THE HEBRON COMMON: Doug McLane discussed with the Board planting elm trees on the Hebron Common. Mr. McLane offered to purchase and plant the trees. Chair Moriarty relayed to Mr. McLane that the Select Board had hired a landscape architect which would be given this information. When the town is in a place to add trees to the Hebron Common, the Board agreed to contact Mr. McLane to be involved.

7:29 P.M. **GAZEBO COMMITTEE – FIREWORKS PERMIT:** Everett Begor approached the Select Board to obtain their signatures on the Fireworks Permit application with the State of NH Department of Safety. Mr. Begor informed the Board that the State of NH now required two insurance policies and that Peter Carey (property owner from where fireworks will be set off) had submitted a letter giving the Gazebo Committee permission to use his property to set off the fireworks. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the Fireworks Permit application for the display of fireworks in August, seconded by Chair Moriarty. The vote was unanimous.

7:35 P.M. **HEBRON CHURCH FAIR VENDOR CO-CHAIRS:** Phil and Linda Kriss approached the Select Board to discuss the recently formed Hebron Town Common Advisory Committee and their interest in being involved with the committee. Mr. Kriss informed the Board that he and his wife oversee the placement of the vendors for the Hebron Church Fair and would be interested in seeing a plan of the proposed plantings of the trees on the Hebron Common. Chair Moriarty noted that a plan had not been generated. Mrs. Kriss informed the Board that once a plan was generated, they would like have a copy for their records in order to help assist with placement of the vendors on the Hebron Common. Mr. Kriss volunteered to serve on the Hebron Town Common Advisory Committee to be able to give input during the process of developing a plan.

7:40 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board reviewed the **abatement application submitted by Gary and Joyce Lahey** for 160 West Shore Road (Tax Map 18 Lot 010) and the recommendations from Mark Stetson, CNHA Assessor Supervisor with Avitar Associates of New England, Inc. Vice-Chair Dunklee moved to approve the abatement application as submitted for Gary and Joyce Lahey based on Avitar Associates of New England, Inc. recommendations, seconded by Chair Moriarty. The vote was unanimous.
- The Select Board reviewed the inquiry from **State of NH Department of Revenue Administration regarding utilizing the PA-28 Inventory of Taxable Property Form for 2016**. Vice Chair Dunklee moved not to utilize the PA-28 forms, seconded by Chair Moriarty. The vote was unanimous.

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- The Select Board signed the **Public Gathering Permit** for Newfound Lake Region Association for an environmental exposition to be held on July 22, 2017.
- The Board reviewed the **request for payment from the Trustees of Trust Funds** to withdraw \$2,500 from the Cemetery General Maintenance Fund. Vice-Chair Dunklee moved to withdraw \$2,500 from the Cemetery General Maintenance Fund as approved at the public hearing on November 3, 2016, seconded by Chair Moriarty. The vote was unanimous.
- The Board reviewed the **letter to Michael Sharp Enterprises, LLC** regarding the letter of credit posted for a logging operation on Wade Road. Vice-Chair Dunklee moved to sign the letter to Michael Sharp Enterprises, LLC releasing the letter of credit, seconded by Chair Moriarty. The vote was unanimous.
- The Board reviewed the **letter to Bruce Barnard** regarding the balance on the utility pole replacement at the Public Safety Building. Vice-Chair Dunklee moved to sign the letter to Bruce Barnard requesting the balance on the damage done to the utility pole, seconded by Chair Moriarty. The vote was unanimous.
- Mrs. Corliss informed the Board that she had made an error in presenting the request for an **abatement on timber taxes from FORECO on the Green Acre Woodlands, Inc.** property. FORECO did not feel that the amount of work put into the road to access the timber harvesting location was taken into consideration when calculating the matrix. The amount of the refund requested is around \$913.00 not the \$52.00 as presented. The Board asked Mrs. Corliss to have Shaun Lagueux (forester) review the request from FORECO.
- The Board reviewed the **letter to the NH Department of Transportation Commissioner** regarding concerns with the weight limit posting on state roads in the spring and not considering solid waste removal a necessity to utilize the roads with an exemption from the restricted weight limit. Vice-Chair Dunklee moved to sign the letter, seconded by Chair Moriarty. The vote was unanimous.

7:57 P.M.

DISCUSSION:

- The Board reviewed the **email from Jeff Hayes** with the Lakes Region Planning Commission looking to see if Hebron was interested in joining the regional electricity purchasing aggregation to reduce electricity costs to the town. The Board asked Mrs. Corliss to send the information prepared by Alison York, Administrative Assistant, regarding the past year's utility usage by the town to Mr. Hayes.
- The Board reviewed the **email from Pete Kavanaugh, Hilltop Public Solutions**, looking to schedule a Community Meeting in the Town of Groton for the Towns of Groton, Alexandria, Hebron and Rumney on Wednesday, July 19, 2017. Chair Moriarty stated that the date was not good since the Select Board had rescheduled their regular meeting for the same date. Vice-Chair Dunklee would like Hilltop Public Solutions to schedule a meeting for just the Hebron residents. Chair Moriarty asked Mrs. Corliss to contact Hilltop Public Solutions to schedule another meeting and request that the residents and taxpayers have, at least two weeks' notice in advance.

8:04 P.M.

CORRESPONDENCE:

- **Letter from NH Department of Revenue Administration, Philip Bodwell, CNHH** regarding the 2016 Cyclical Review of the Assessing Contract provided by Avitar Associates of New England, Inc. The contract met all of the requirements.

8:07 P.M.

ANY OTHER BUSINESS:

- Vice-Chair Dunklee informed the Board that the **Selectmen's Office staff utilizing the meeting room in the Public Safety Building during the renovations and addition to the Academy Building would not be possible since the EMS train in the room one night every week.** Mrs. Corliss inquired about the EMS training in the Library or the basement of the Hebron Union Congregational Church. Vice-Chair Dunklee relayed to the Board that the Fire Chief is getting negative feedback from the employees and a couple would quit the department if the offices were moved to the PSB. Vice-Chair Dunklee informed the Board that Tracey Steenberg, Town Clerk, had suggested contacting Elaine Crandall (owner of 34 North Shore Road) about renting her house. Chair Moriarty asked Mrs. Corliss to pass the information along to Roger Laroche (Chair of the Hebron Academy Advisory Committee).
- Chair Moriarty informed the Board that the **guardrails had been installed per the requirements of the Hebron Country Estates subdivision.** Chair Moriarty noted that the Bank of NH was going to hold off on the final coat of paving based on the completion date in the letter of credit with the town.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

Mrs. Corliss informed the Board that a copy of the email from the Bank of NH was given to the Planning Board for their files.

8:10 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of June 15, 2017 and made the following correction: page 1, under Library – Computer Purchases, second to the last sentence – remove the sentence. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of June 15, 2017 as amended, seconded by Chair Moriarty. The vote was unanimous.

Vice-Chair Dunklee updated the Board on the combined Planning Board/Zoning Board of Adjustment meeting and the discussion concerning several properties in town that are not in compliance with the Hebron Zoning Ordinance. Vice-Chair Dunklee noted that Jim Gickas (Compliance Officer) attended the meeting and was going to follow-up on some of the properties discussed.

8:16 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:16 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 3, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske and Karen Corliss, Town Administrator

OTHERS PRESENT: Ivan Quinchia, Mark Coulson

7:00 P.M. **TOWN CLERK AND TAX COLLECTOR BUILDING - FURNACE:** Ivan Quinchia approached the Board to give an update on replacing the furnace in the Town Clerk and Tax Collector Office Building. Mr. Quinchia reported to the Board that he located a 2 stage furnace, 60,000 BTU to install in the Town Clerk and Tax Collector Office Building. The cost of the unit is \$1,300. Mr. Quinchia offered to install the unit at no cost to the town. The town would have to pay for the change over from natural gas to propane and any additional duct work required for heating the building. Vice-Chair Dunklee moved to authorize Ivan Quinchia to purchase the proposed furnace and perform the installation, seconded by Member Lonske. The vote was unanimous.

7:05 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifest**.
- Mrs. Corliss relayed the request from the Planning Board Chair, Roger Larochele, to **appoint Dennis Dodge as a Planning Board Alternate**. Vice-Chair Dunklee moved to appoint Dennis Dodge as a Planning Board Alternate for three years, seconded by Member Lonske. The vote was unanimous.
- Chair Moriarty read the **letter drafted to the residents/taxpayers of Crystal Springs Road** regarding the concerns by the Fire Department with safely getting vehicles down the road due to the conditions of the road. Vice-Chair Dunklee moved to send the letter to the Crystal Springs Road residents/taxpayers, seconded by Member Lonske. The vote was unanimous. The Board signed the letter.
- Member Lonske clarified with the Board the emails with Carol Bears (Trustee of Trust Funds) regarding **withdrawing funds from the Cemetery General Care trust fund** for the landscape architect's work on the plan for the Hebron Village Cemetery. Carol Bears is no longer a Trustee of Trust Fund so there was some misunderstanding regarding the earlier request for withdrawal. Vice-Chair Dunklee moved to sign the application for payment from the Trustees of Trust Funds to withdraw \$2,500 from the Cemetery – General Care Trust Fund, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss handed the Board the application for payment from the Trustee of Trust Funds to **withdraw funds from the "Security Alarm" capital reserve fund** as previously approved. Vice-Chair Dunklee moved to sign the application for payment from the Trustee of Trust Funds to withdraw \$1,513 from the capital reserve fund entitled "Security Alarm", seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss reported to the Board that Howard Oedel was appointed to the Historic District Commission as a three year term, but no more than three people on the Historic District Commission can be reappointed in one year. Three people on the commission are to be reappointed in 2020. Member Lonske moved to **change the term of Howard Oedel on the Historic District Commission to a two-year term**, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss reported to the Board that, as a result of the audit of the town financials, the Town Auditors discovered that the **liabilities for the Police Officer's pay** had not been withdrawn from the Police Department Special Detail account in which the Police Officers paychecks are processed. The Administrative Assistant was making a request of the Board that the transfer of funds from the Police Department Special Detail account to the Union Bank General Fund Account happen twice a year to reimburse payroll liabilities paid out of the Union Bank General Fund Account. Vice-Chair Dunklee moved to follow the recommendation of the Town Auditors to transfer the liabilities incurred from the Police Department Special Detail account twice a year, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss relayed to the Board that a discussion with the Administrative Assistant brought up the expenses incurred by the town for the **additional clerical work performed by her in order to manage the Police Department Special Detail Account**. The Administrative Assistant calculated that a 5% transfer for the annual income to the Police Department Special Detail Account to the Union Bank General Fund would cover the additional work for managing the account. Vice-Chair Dunklee moved to authorize the withdrawal of 5% of the annual income deposited into the Police Department Special Detail Account as of December to cover clerical expenses to the Union Bank Account, seconded by Member Lonske. The vote was unanimous.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

7:18 P.M.

DISCUSSION:

- Mrs. Corliss reviewed the **quote from Top Notch to remove four large pines from the Pratt Cemetery** located on Groton Road at \$750.00 for each tree. The condition was to utilize the neighbor's driveway to access the trees in the cemetery. Vice-Chair Dunklee moved to accept the quote from Top Notch to remove the hazard trees from the Pratt Cemetery pending approval from the neighbor, seconded by Member Lonske. The vote was unanimous.
- Member Lonske gave the Board an update on the **Hebron Beach erosion issue** and the plan to move forward by Doug McLane utilizing local resources to support addressing the issue. Member Lonske noted that she asked Mr. McLane to write an article for the town newsletter to bring awareness to the public. Member Lonske reported to the Board on her discussion with Mr. McLane on the elm trees that he was offering to plant on the Hebron Common. Mrs. Lonske met with Mr. McLane after he had met with the Select Board as she was not present at the meeting, but was interested in hearing his concerns.
- Mrs. Corliss relayed to the Board that **Nick Robbins, Director of Camp Mowglis, was interested in putting on a barbeque in the fall for the residents and town employees** to thank them for their support of Camp Mowglis. Mrs. Corliss noted that Mr. Robbins was looking at holding the event on September 17, 2017. The Board thought it would be a great idea.
- Mrs. Corliss reported to the Board on a discussion she had with the Town of Campton, NH Town Clerk/Tax Collector, regarding the **office trailer used by the Selectmen's Office staff** during construction of their new office building. Mrs. Corliss stated that the Town of Campton rented the classroom trailer from William Scotsman located in Pelham, NH, there were concerns with a high electric bill due to the electric heat, the office trailer was rented for three years, and it served the office staff well including handling the weight of the filing cabinets. Mrs. Corliss noted that Mrs. Joyce highly recommended having the office trailer skirted for additional insulation. Mrs. Corliss relayed to the Board that the Hebron Academy Building Advisory Committee supported the "Big Room" trailer to house the office staff during the renovations and addition to the Academy Building. Member Lonske reported on the meeting with the representative from Triumph (office trailer company) and stated that the trailer should be delivered one month in advance of move in to make sure all of the electric, cable, and utility connections had been made and is operable. Member Lonske moved to have the temporary office trailer delivered one month before the start of construction and approve the quote presented by Triumph for the "Big Room", seconded by Chair Moriarty. Chair Moriarty and Member Lonske voted in favor of the motion. Vice-Chair Dunklee abstained.
- Mrs. Corliss informed the Board that as a **result of SB 38 the town received an additional appropriation of Highway Block Grant Funds** from the State of NH and was required to hold a public hearing to accept the funds. The Select Board asked Mrs. Corliss to schedule the Public Hearing for August 17, 2017 at 7:00 p.m.
- Mrs. Corliss reported to the Board that Everett Begor (Gazebo Committee Member) had inquired about **trading gazebo program equipment** - a pop-up tent (\$290.00) for the tent that needs to be assembled each time it is used (\$160.00) with no monies exchanged. Vice-Chair Dunklee moved to authorize Everett Begor to exchange tents used by the Gazebo Committee, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss relayed to the Board that Alison York, Administrative Assistant, had checked with Chief Fischer and William Robertie about **returning the State of NH surplus property** – the forestry truck since the town had purchased a new pick-up to replace this vehicle. The Board agreed to proceed with returning the truck.
- The Board discussed the **Fire Department boat** that was not put in the water this year to be utilized for assisting in water rescue. Vice-Chair Dunklee commented that the Fire Department puts the boat in at Wellington State Park when needed, but the boat is too small to hold the necessary personnel for rescues.

7:45 P.M.

CORRESPONDENCE:

- **Letter from the State of NH Police Standards & Training** – Chief Austin needs to be recertified as a Firearms Instructor. Mrs. Corliss informed the Board that Chief Austin would be attending the class in September 2017.
- **Letter from Avitar Associates of New England, Inc.** regarding the telephone pole assessment law.
- **Thank You from the Day Away program** for the 2017 donation.
- Mrs. Corliss relayed to the Board that the **website domain name** would expire in October and there was discussion about changing the website. The Board asked Mrs. Corliss to renew the current domain name with pair as the changeover of the website would not happen this year.

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- Mrs. Corliss reported to the Board that as a **result of the New Hampshire Retirement System audit** of the town employees a check was received in the amount of \$18,173.49 due to improper calculations of the health insurance buyout and on call pay.
- **Newfound Area School District 2017-2018 projected payment schedule.**

7:50 P.M.

ANY OTHER BUSINESS:

- Member Lonske discussed **contracting with the Merrill's for property grounds maintenance.** Vice-Chair Dunklee felt that if the town would start a contract for property grounds maintenance, the work should be put out to bid as there are several other local contractors that are in business for the same type of work. Chair Moriarty did not see this as necessary as the Merrill's already performing the work asked by the town.
- Vice-Chair Dunklee spoke with Casey Kuplin, Highway Supervisor, regarding **trapping the beavers** and it was done because the town road was under water.
- Mrs. Corliss reported to the Board that she had contacted **Casella Waste regarding a reduction in the contract payment** due to the times which they did not perform curbside service to the town in the spring. She was still awaiting a reply.

8:00 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of July 19, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of July 19, 2017 as written, seconded by Member Lonske. The vote was unanimous.

8:04 P.M.

MONETARY TIMELINE FOR ACADEMY BUILDING PROJECT: Mark Coulson suggested that the Select Board have a person helping the Treasurer **track expenses for the Hebron Academy Building** renovation/addition project to assure that the funds would be available throughout the year. Chair Moriarty felt that the Treasurer was capable of handling the request. Mr. Coulson suggested that a spreadsheet be developed laying out the timeline and what funds have to be available.

8:07 P.M.

NON-PUBLIC SESSION: Member Lonske moved to go into non-public session pursuant to NH RSA 91-A:3, II(e) pending litigation, seconded by Vice-Chair Dunklee. Chair Moriarty – yes Vice-Chair Dunklee – yes Member Lonske – yes

8:17 P.M.

OUT OF NON-PUBLIC SESSION: Vice-Chair Dunklee moved to come out of non-public session at 8:17 p.m., seconded by Member Lonske. Chair Moriarty – yes Vice-Chair Dunklee – yes Member Lonske – yes Vice-Chair Dunklee moved to seal the minutes for five years, seconded by Member Lonske. Chair Moriarty – yes Vice-Chair Dunklee – yes Member Lonske – yes

8:18 P.M.

MEETING ADJOURNED: Member Lonske moved to adjourn the meeting at 8:18 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 17, 2017

PRESENT: John Dunklee, Ellie Lonske and Karen Corliss, Town Administrator

OTHERS PRESENT: John Black, William York, Donna Luti, Sue Jackson (Library Trustees), Bill Powers (alternate Library Trustee)

ABSENT: Patrick Moriarty

7:00 P.M. **PUBLIC HEARING – ACCEPT SENATE BILL 38 HIGHWAY AID FUNDS:** Vice-Chair Dunklee opened the public hearing to accept the additional funds approved for distribution to towns as a result of Senate Bill 38 to be spent on highway maintenance and bridge projects. Member Lonske noted that some of the projects suggested for the funds were to remove rocks protruding out of Hobart Hill Road, the bridge used to access the Hebron Town Forest, and additional work on George Road. Mrs. Corliss mentioned that Casey Kuplin, Highway Supervisor, commented that the funds could be used for Crescent Lane drainage. Member Lonske stated that the public hearing was to accept the additional funds and Mr. Kuplin would have to make the decision on expending the funds. With no further comments, Vice-Chair Dunklee moved to close the public hearing at 7:06 p.m., seconded by Member Lonske. The vote was unanimous. Vice Chair Dunklee moved to accept the additional highway aid funds, seconded by Member Lonske. The vote was unanimous.

NORTH SHORE ROAD REPAIRS – SLEEPY HOLLOW ASSOCIATION: Vice-Chair Dunklee reported that Steve Gunn (owner at Sleepy Hollow) had been informed that the permit had not been filed by the State of NH Department of Transportation with the State of NH Department of Environmental Services to perform the necessary road work to prevent the road from collapsing onto the Sleepy Hollow properties (on the lake side).

DISPOSAL OF TOWN PROPERTY: Member Lonske gave an update on disposing of town property that was being stored in the Old Fire Station (10 Groton Road). Member Lonske noted that the space is ready for some of the contents from the Selectmen's Building to be stored.

7:15 P.M. **LIBRARY – NEW HIRE:** Vice-Chair Dunklee acknowledged to the Library Trustees that pursuant to the NH RSA's the Librarian does have authority to recommend new hires, but the Board requests that the Library Trustees follow the proper town procedures. Vice-Chair Dunklee informed the Trustees that a background check needs to be performed before any employee starts work and also that the new hire paperwork needed to be filed with the Administrative Assistant in order to be covered on the town's insurance. Bill Powers inquired about a checklist to be followed before hiring an employee. Mrs. Corliss asked Mr. Powers to check with the Administrative Assistant for the checklist. Mrs. Luti informed the Board that the person hired by the Library Trustees was currently volunteering cataloging books and was not working directly with the public. The Board thanked the Library Trustees for meeting with them.

7:29 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**. Vice-Chair Dunklee did not sign the weekly accounts payables/payroll manifest as he was not approving a couple of the checks written. Member Lonske signed the accounts payable/payroll manifest.
- Member Lonske moved to authorize Vice-Chair Dunklee to sign the **State of NH Workers' Compensation Law poster**, seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Select Board discussed the **Resolution approving the transfer of the cable television franchise granted by the Town of Hebron**. MetroCast Cablevision of New Hampshire, LLC is selling to Atlantic Broadband (NH-ME). Vice-Chair Dunklee was not in favor of approving the Resolution. The Board agreed to table any decisions until the full Board was present.
- The Board reviewed the request from Alison York, Administrative Assistant, to **adjust a couple of line items in the Historic District Commission 2017 Budget** to properly accommodate some expenses. The bottom line of the budget does not change. Member Lonske moved to adjust two line items in the Historic District Commission 2017 Budget, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss informed the Board that a couple of property owners had requested a **911 Street Address for their vacant lots**. Mrs. Corliss noted that the 911 Street Address was assigned based on the location of the driveway, which the parties requesting the address already exists. Member Lonske asked about the laws for assigning the street address. Mrs. Corliss replied that it was at the Board's discretion. Vice-Chair Dunklee

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

moved to assign 911 Street Addresses to the lots as requested, seconded by Member Lonske. The vote was unanimous.

- The Select Board signed the **2017 MS-1 form Summary Inventory of Valuation**.
- Mrs. Corliss informed the Board that the Administrative Assistant had **updated the Online Banking Policy** based on the procedure approvals for handling the Police Department Special Detail Account. The Board signed the policy as presented.
- The Select Board signed the request to the Trustees of Trust Funds to **close the “George Road Relocation” capital reserve fund** as voted at the March 8, 2016 Town Meeting.

7:45 P.M.

DISCUSSION:

- Mrs. Corliss informed the Board that the **complimentary membership with the NH Preservation Alliance** had expired and inquired about renewing the membership. Member Lonske moved to renew the NH Preservation Alliance membership, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss reported to the Board the findings by Paul Morrison (electrician) regarding the **electrical usage at the Highway Shed** that the town was being billed for double the estimated usage. Mrs. Corliss reported that Mr. Morrison recommended the town contact Eversource to have a metering device installed to determine the peak hours of usage and assist the electrician with locating the source. The Board agreed to getting this device installed as the electric had historically been high.
- Mrs. Corliss relayed to the Board that **Camp Berea was looking to send some free offers of camp to the adults in the town for the Women’s and Men’s retreat** by utilizing the public email list. Vice-Chair Dunklee did not think this was proper for the town to distribute. Member Lonske suggested an article in the town newsletter might be more appropriate.
- Mrs. Corliss asked the Board if they were interested in participating in the **2020 Census Local Update of Census Addresses Operation (LUCA)**. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the necessary paperwork for participating in the 2020 Census Local Update of Census Addresses Operation (LUCA), seconded by Member Lonske. The vote was unanimous.
- Vice-Chair Dunklee moved to sign the **Memorandum of Understand between the Lakes Region Planning Commission and the Town of Hebron** to seek a more competitive electricity supplier for the town, seconded by Member Lonske. The vote was unanimous. Member Lonske moved to authorized Vice-Chair Dunklee to sign the MOU, seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Board reviewed the document that is currently in the **U.S. District Court for the Southern District of New York – Barclays Bank/U.S. Dollar LIBOR-Based Instrument** from Attorney Ross Deachman. The Boards asked Mrs. Corliss to inform Attorney Deachman that this did not apply to the town.
- The Board reviewed the proposal from **Casella Waste Systems, Inc. regarding the reduction in costs to the town for not being able to provide curbside trash removal** during the times the State of NH had posted a weight limit on the roads. Member Lonske asked Mrs. Corliss if the NH Department of Transportation had replied to a letter written by the Board regarding providing an exemption for trash services during the times the roads were posted in the spring. Mrs. Corliss replied that there had been no response. Member Lonske asked Mrs. Corliss to follow-up on this letter. Vice-Chair Dunklee moved to accept the credit as proposed by Casella Waste Systems, Inc., seconded by Member Lonske. The vote was unanimous.
- The Board reviewed the **letter from FORECO regarding the denied Yield Tax Abatement for Tax Map 17 Lot 001-1** owned by Green Acre Woodlands, Inc. Vice Chair Dunklee felt that there was no further action required by the Board.

7:55 P.M.

CORRESPONDENCE:

- Invitation from **Genesis Behavior Health to the Annual Meeting**.
- Attorney Brian Ray, PLLC - Copies of the **deeds mailed to Grafton County Registry of Deeds** for recording with regards to Lake Shore Drive.
- Grafton County – **Fiscal Year 2018 Budget**
- Correspondence from NH Department of Environmental Services for a **Shoreland Program Permit Application**.
- **Public Hearing Schedule for 2019-2028 Ten Year Plan** – road maintenance- October 5, 2017 will be the hearing in Plymouth, NH
- **Proposal from Geddes Building Mover, Inc.** with regards the putting a foundation under the Academy Building (Selectmen’s Office Building).

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- **Estimate from R.J. Crowley Moving & Storage** – relocating the contents of the Academy Building (Selectmen’s Office Building) to prepare for renovations. Member Lonske had discussed hiring professional movers for the contents with Mrs. Corliss as the filing cabinets weigh 300 lbs. empty.

8:05 P.M.

ANY OTHER BUSINESS:

- Mrs. Corliss informed the Board that she had signed up for a **webinar “Demystifying the MS4 Permit”** as it will be required be filed in 2018.
- Member Lonske reported to Vice-Chair Dunklee the meeting with Craig Cadeau (ReVision Energy) and Ivan Quinchia at the Public Safety Building about **installing solar panels**. The electricity generated would supply the electricity to the Public Safety Building and any energy produced by the panels, but not used by the Public Safety Building could be applied to the other town owned buildings electric usage through net metering. Member Lonske noted that the cost to installing solar panels had decreased and the efficiency had increased since the town had first reviewed this option. Member Lonske informed Vice-Chair Dunklee that the purpose of this meeting was for fact gathering.

8:11 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of August 3, 2017. Member Lonske noted that she was working with the Merrill’s on a list of annual maintenance work for town properties. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of August 3, 2017 as written, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Meeting minutes of August 3, 2017. Vice Chair Dunklee moved to accept the Select Board Non-Public Meeting minutes of August 3, 2017 as written, seconded by Member Lonske. The vote was unanimous.

8:18 P.M.

MEETING ADJOURNED: Member Lonske moved to adjourn the meeting at 8:18 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
SEPTEMBER 7, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske and Karen Corliss, Town Administrator

OTHERS PRESENT: Scott MacKay, Travis Austin (Police Chief)

7:00 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifest**. Chair Moriarty noted that the check to Newfound Maintenance was held out until the department head initials for payment due to the large sum.
- The Board discussed the **Resolution approving the transfer of the cable television franchise from MetroCast to Atlantic Broadband**. Vice-Chair Dunklee moved not to approve the resolution approving the transfer from MetroCast to Atlantic Broadband. Member Lonske looked for clarification from the Board – not sign the resolution or send a letter outlining the reasons for not signing the resolution. Chair Moriarty felt that sending a letter would give the Board's position on why the resolution was not approved. Vice-Chair Dunklee amended the earlier motion by moving not to sign the resolution and to send a letter in its place, seconded by Member Lonske. The vote was unanimous.
- Member Lonske moved to reappoint **Everett Begor, Bob Brooks, and John LaCarte as Gazebo Committee members**, seconded by Vice-Chair Dunklee. The vote was unanimous. The Board signed the appointment letters.
- Member Lonske moved to **defer the Triumph office trailer contract** until later in the meeting, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Member Lonske moved to appoint **Douglas McQuilkin as a Zoning Board of Adjustment Member** to complete the term of William Lucarelli (March 2018), seconded by Vice-Chair Dunklee. The vote was unanimous.
- Vice-Chair Dunklee moved to appoint **William Lucarelli as an alternate Zoning Board of Adjustment Member with emeritus status**, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss relayed to the Board that the Administrative Assistant, Alison York, was requesting permission to **add an Assistant Library wage account line to the Library Budget** without changing the amount of the bottom line and reducing the Librarian Wages account line. Vice-Chair Dunklee moved to add the Assistant Librarian account line to the 2017 Library Budget, seconded by Member Lonske. The vote was unanimous.
- The Select Board approved the **Veteran's Credit** as recommended by Avitar Associates of New England, Inc.
- Member Lonske moved to reappoint **Paul Hazelton as Hebron's representative to the Lakes Region Transportation Technical Advisory Committee** until September 2019, seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Select Board signed the **Notice of Intent to Cut Wood or Timber form** for Martha Marshall Revocable Trust to perform a timber harvesting operation on property at 316 Hobart Hill Road (Tax Map 18 Lot MF.007).

7:15 P.M.

DISCUSSION:

- Mrs. Corliss asked the Board if they would like to **continue the membership** with National Association of State Agencies for Surplus Property with an annual fee rate of \$39.00. The Select Board agreed to continue the membership.
- Scott MacKay spoke with the Board regarding a letter sent to them on August 20, 2017 requesting at an **abandoned motor vehicle be removed from the side of Groton Road**. Mr. MacKay expressed to the Board that the car that is being stored the goes against two state laws. Chief Austin relayed the conversation that he had with the owner of the vehicle to Mr. MacKay and the car was going to be picked up and donated for scrap. The Board agreed to pursue the matter further if the abandoned vehicle was not removed by the next Select Board Meeting on September 21, 2017 (two weeks). Chair Moriarty thanked Mr. MacKay for bringing this to the Board's attention.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- Vice-Chair Dunklee asked Mrs. Corliss to schedule a meeting with **Mango Security to review the Highway Shed** about submitting a proposal for installing a secure key card access system.
- Member Lonske discussed with the Board the thoughts of the meeting with Nathan (Powers Generator), Paul Morrison (local electrician), and Ivan Quinchia regarding the **generators at the Selectmen's Office Building and at the Old Fire Station**. Member Lonske commented that the generator located at the Selectmen's Office Building may be donated to the Hebron Union Congregational Church and dispose of the old Korean War generator. Member Lonske noted that the grant could be applied for the Selectmen's Office Building. A discussion was held regarding moving the underground propane tank to the left of the Selectmen's Office Building on the land between the Hardy's garage. Maynard Young felt that there was not enough room on that narrow strip of land for the propane tank and the generator due to setback requirements. Member Lonske thanked Mr. Young for the information.
- Mrs. Corliss informed the Board that Paul Hazelton (135 Braley Road, Tax Map 16 Lot 001) needed to **dig across Braley Road in order to connect the newly installed solar panels to the electric**. Mrs. Corliss stated that Mr. Hazelton had already met with Casey Kuplin, Highway Supervisor, and that Mr. Kuplin had no concerns. Vice-Chair Dunklee moved to allow Paul Hazelton to dig in Braley Road in order to connect with the power, but the road must be returned to the present condition, seconded by Member Lonske. The vote was unanimous.

7:35 P.M.

CORRESPONDENCE:

- **Letter from State of NH Department of Transportation** replying to the Town of Hebron letter requesting an exemption from the spring State Road Weight Restrictions in order for Casella Waste to perform the curbside trash removal service. Chair Moriarty asked Mrs. Corliss to invite a representative from Casella Waste to a Select Board Meeting.
- **Letter from State of NH Department of Environmental Services** regarding a follow-up on a violation performed by a homeowner on Oak Lane.
- **Letter from Avitar Associates of New England, Inc.** regarding a change in the public right-of-way and that more hearings on test cases will be heard in Superior Court in November 2017.
- **Proposal from Certified Computer Solutions, Inc.** for the 2018 Budget.

7:40 P.M.

ANY OTHER BUSINESS:

- The Board agreed that Roger Larochelle (Planning Board Chair) addressed the concerns from Robert Bauchiero and Arja Torni regarding the proposal of **constructing a house on a Class VI Road** and had nothing further to add.
- Mrs. Corliss informed the Board that the New Hampshire Municipal Association would be holding their annual **Budget & Finance Workshop** at the end of the month and she was interested in attending. The Board approved the request to attend.

7:41 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of August 17, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of August 17, 2017 as written, seconded by Member Lonske. The vote was unanimous.

7:42 P.M.

PLANNING BOARD MEETING UPDATE: Vice-Chair Dunklee relayed to the Board that the Planning Board was looking to **update the wind tower addition in the Zoning Ordinance** due to a new application for towers in the Town of Canaan, NH. Member Lonske commented that small turbine was all that could be addressed by towns as larger structures were preempted by State of NH regulations.

7:46 P.M.

NON-PUBLIC SESSION: Member Lonske moved to go into non-public session pursuant to NH RSA 91-A:3, II(I) to discuss advice from legal counsel, seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes

8:16 P.M.

OUT OF NON-PUBLIC SESSION: Member Lonske moved to come out of non-public session seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes Member Lonske moved to seal the minutes pursuant to NH RSA 91-A:, III for five years, seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- 8:17 P.M. **TRIUMPH (OFFICE TRAILER) CONTRACT:** Member Lonske moved to sign the contract with Triumph to secure the “Big Room” trailer. Vice-Chair Dunklee stated that he would not sign anything to do with the building project until there was clear title to the property. Member Lonske would like to talk with the trailer company and would rather pay for a couple of months if the project were to be brought to a halt. Chair Moriarty agreed to review the contract to see the options before contacting the company.
- 8:35 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:35 p.m., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
SEPTEMBER 18, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske and Karen Corliss, Town Administrator

1:00 P.M. **NON-PUBLIC SESSION:** Member Lonske moved to go into non-public session pursuant to NH RSA 91-A:3, II(I) to discuss advice from legal counsel, seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee – yes Ellie Lonske - yes

1:55 P.M. **OUT OF NON-PUBLIC SESSION:** Member Lonske moved to come out of non-public session seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee – yes Ellie Lonske - yes Member Lonske moved to seal the minutes pursuant to NH RSA 91-A:, III for five years, seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee – yes Ellie Lonske - yes

1:55 P.M. **ANY OTHER BUSINESS:**

- The Board discussed the **office trailer rental agreement** with Triumph. Vice-Chair Dunklee stated that he was not comfortable spending tax dollars on the project until the boundary line was settled. Member Lonske felt that there was no risk to the town since the Board could pull out before delivery with little to no cost to the town. Member Lonske moved to sign the contract with Triumph once Chair Moriarty received confirmation that the town could stop delivery if the project was going to be held up further, seconded by Chair Moriarty. Chair Moriarty and Member Lonske voted in favor of the motion, Vice-Chair Dunklee voted against the motion. The motion passed.
- The Select Board signed the **cease and desist letter to Judy Rogers** on property at 67 Groton Road.
- The Board signed the **letter to Atlantic Broadband** outlining reasons for not approving the resolution to transfer the franchise agreement.
- The Board signed the **letter to William Lucarelli** appointing him as a Zoning Board of Adjustment Alternate Member with emeritus status.
- Mrs. Corliss asked the Board if they had objections to **Everett Begor mowing the Town Forest** by September 15, 2017. The Board asked Mrs. Corliss to check with the Conservation Commission.

2:09 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 2:09 p.m., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
SEPTEMBER 21, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske and Karen Corliss, Town Administrator

OTHERS PRESENT:

7:00 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**. Vice-Chair Dunklee abstained from signing the manifest.

7:03 P.M. **DISCUSSION:**

- The Select Board had previously reviewed the **Report of Locally Elected Auditor(s)** and commented that the report looks great. Chair Moriarty asked Mrs. Corliss to schedule a meeting with the Town Auditors to review the report.
- Mrs. Corliss discussed with the Board scheduling the **2018 Budget meetings with the department heads/commission chairs/board chairs**. The Board agreed on October 24th and 25th.
- The Board discussed the **2017-2018 Snow Plow fees** to be charged to the residents/taxpayers for the season of plowing driveways. The Select Board reviewed the balance in the snow plow account and reviewed the expenditures to date in the Highway Department 2017 Budget. Chair Moriarty questioned the reason for the 2017 Highway Department – snow plowing other was expended three times the amount budgeted. Vice-Chair Dunklee replied that this could be asked of Casey Kuplin, Highway Department Supervisor during the budget process. Vice-Chair Dunklee moved to reduce the 2017-2018 Snow Plow fees by 10% from the 2016-2017 Snow Plow fees, seconded by Member Lonske. The vote was unanimous.
- The Board reviewed the **Certification Agreement for the Certified Local Government Program** for New Hampshire and the Town of Hebron, NH. Vice Chair Dunklee moved to appoint Chair Moriarty to sign the Certification Agreement, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss relayed to the Board that both the Treasurer, Carol Bears, and the Deputy Treasurer, Sandra Cummings, would **not be available to sign checks on October 6, 2017** and inquired if the Select Board would be willing to sign the checks. Chair Moriarty and Vice-Chair Dunklee agreed to sign the checks for the week ending October 6, 2017.
- Mrs. Corliss reported to the Board that **Standard Power was interested in offering to the Town of Hebron to join the group net metering hydro program**. If the town joined, the rate offered would be retroactive to January 2017 and a check would be made out to the town for the amount over the offered rate paid to Eversource. The Select Board did not express interest in this offer.
- Mrs. Corliss informed the Board that **Eversource Energy submitted a Petition and Pole License form**, but not the form adopted by the Hebron Select Board in 2015. The Select Board asked Mrs. Corliss to hold the form until Eversource submits the correct form for processing.

7:24 P.M. **CORRESPONDENCE:**

- **Thank you from New Hampshire Preservation Alliance** for the continued membership.
- **Public Hearing Notice** from HealthTrust on rate setting and surplus returns for HealthTrust coverage.
- **Hebron Planning Board** – Notice of Hearing.
- **HealthTrust** – invitation to the Annual Meeting and Board Elections.

7:25 P.M. **ANY OTHER BUSINESS:**

- Chair Moriarty inquired about following up with **Atlantic Broadband and the Resolution for MetroCast to sell the franchise**. Mrs. Corliss informed the Board that the letter outlining the reasons for the Board not approving the Resolution was mailed and emailed to Atlantic Broadband. The representative from Atlantic Broadband was going to forward a copy of the letter to MetroCast to see if something could be done to address the Board's concerns.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- Member Lonske requested that when a **representative from Casella** was invited to meet with the Select Board that a copy of the letter from the NH Department of Transportation could be sent to them for review. Member Lonske wanted Casella to be aware of what the Board is faced with in the spring when trash collection is up in the air.

- 7:29 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of September 7, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of September 7, 2017 as written, seconded by Member Lonske. The vote was unanimous.
- 7:30 P.M. **NON-PUBLIC SESSION:** Member Lonske moved to go into non-public session pursuant to NH RSA 91-A:3, II(I) to discuss advice from legal counsel, seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee – yes Ellie Lonske - yes
- 7:40 P.M. **OUT OF NON-PUBLIC SESSION:** Member Lonske moved to come out of non-public session seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee – yes Ellie Lonske - yes Member Lonske moved to seal the minutes pursuant to NH RSA 91-A:, III for five years, seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee – yes Ellie Lonske - yes
- 7:41 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 7:41 p.m., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
OCTOBER 5, 2017

PRESENT: Patrick Moriarty, John Dunklee, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief), Alison York (Friends of the Library), David Brittelli, Debra Hart

ABSENT: Ellie Lonske – previous engagement

7:00 P.M. **PUBLIC HEARING – WITHDRAW FUNDS FROM TRUST FUND AND CAPITAL RESERVE FUNDS:**
Chair Moriarty opened the public hearing to discuss expending funds from the capital reserve fund entitled “Capital Equipment – Highway” for the purchase of the new backhoe, the capital reserve fund entitled “Town Offices Expansion and Refurbishment” for the renovations and the addition to the Hebron Academy Building and to withdraw funds from the trust fund entitled “Planting and Care of Trees & Shrubs in the Hebron Village Cemetery” for the planting of lilacs in the Hebron Village Cemetery. Chair Moriarty looked to the audience for comments. With no comments to be made, Chair Moriarty moved to close the public hearing at 7:04 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Chair Moriarty moved to withdraw funds from the Capital Equipment-Highway capital reserve fund towards the lease/purchase of the backhoe, seconded by Vice-Chair Dunklee. The vote was unanimous.

Chair Moriarty moved to withdraw funds from the Planting and Care of Trees & Shrubs in the Hebron Village Cemetery Trust Fund, seconded by Vice-Chair Moriarty. The vote was unanimous.

Chair Moriarty moved to withdraw funds from the Town Offices Expansion and Refurbishment capital reserve fund. Vice-Chair Dunklee voted no.

7:06 P.M. **FRIENDS OF THE HEBRON LIBRARY:** Alison York approached the Select Board to present a request from the Friends of the Hebron Library. Mrs. York relayed to the Board that Eversource (public utilities company) offers a grant to non-profit organizations and the Friends of the Hebron Library was interested in applying. The Librarian would like to have better lighting in the children’s section. Mrs. York asked the Board for the process for the group to follow. Vice-Chair Dunklee informed Mrs. York that the electrical panel for the Library was in the hallway section behind the Town Clerk/Tax Collector building which should be checked by an electrician to ensure it could handle the additional load. Vice-Chair Dunklee suggested contacting Ed Smith (electrical engineer) to prepare a plan for proper placement of the lights and then obtain bids from electricians on the project. Mrs. York questioned who would be responsible for the cost. Vice-Chair Dunklee suggested that the Friends of the Library could cover the costs of the engineered plan.

7:15 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the **Proxy Statement for Grafton Regional Development Cooperation’s Annual Meeting**, seconded by Chair Moriarty. The vote was unanimous.
- The Select Board reviewed the letter from the Conservation Commission requesting the **appointment of Edward Van Dorn as an alternate Conservation Commission Member** to fill the term of Curtis Mooney who has moved. Vice-Chair Dunklee moved to appoint Edward Van Dorn as Conservation Commission Alternate Member until March 2018, seconded by Chair Moriarty. The vote was unanimous.
- The Select Board signed the **letter to the Trustees of Trust Funds** requesting that a donation be deposited into the “Planting and Care of Trees & Shrubs in the Hebron Village Cemetery” Trust Fund.

7:20 P.M. **DISCUSSION:**

- The Select Board reviewed the **reply to the Board’s letter from MetroCast attorney’s, Davis Wright Tremaine, LLP**, regarding the letter dated September 13, 2017 stating the reasons for not approving the Resolution to transfer the franchise. Chair Moriarty asked Mrs. Corliss to invite Ed Merrill, General Manager for MetroCast, to the next Select Board Meeting to discuss this issue further.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- Mrs. Corliss reviewed with the Board **proposals from three copier sales representatives** regarding the replacement of the copier in the Select Board Office. Mrs. Corliss relayed to the Board that she requested input from the Town Clerk and Tax Collector as this will be the shared copier once all of the offices are in one location. Vice-Chair Dunklee suggested contacting the owner of TAV Electronics regarding the Sharp copiers. The Board asked Mrs. Corliss to obtain references on the copiers, obtain the amount in the Communications Capital Reserve Fund, and to check the limits on the lease options.

7:32 P.M.

CORRESPONDENCE:

- **Invitation from Genesis Behavioral Health** to the Annual Meeting

7:34 P.M.

ANY OTHER BUSINESS:

- Vice-Chair Dunklee updated the Board on the **Planning Board Meeting**. Vice-Chair Dunklee informed the Board that the Planning Board would be working on updating their application forms.
- Mrs. Corliss relayed to the Board that the Administrative Assistant, Alison York, had not included the amount of **#2 fuel in the pre-buy with Pemi Fuels to heat the Selectmen's Office Building** as the renovation and addition project was to be underway by the late fall. Since the project has not started, Mrs. Corliss asked the Board if Mrs. York should contact Pemi Fuels for a price for the #2 Fuel. The Board suggested waiting until November 1st which would allow time to determine if the project would be started in 2017.
- Mrs. Corliss relayed to the Board that Chief Austin was looking for authorization to **dispose of the computer that was recently replaced in the Police Department**. The Select Board authorized Chief Austin to dispose of the computer.

7:37 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Non-Public Meeting minutes of September 7, 2017, September 18, 2017, and September 21, 2017. Vice-Chair Dunklee moved to approve the Select Board Non-Public Meeting minutes of September 7, 2017, September 18, 2017, and September 21, 2017 as written, seconded by Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Meeting minutes of September 18, 2017. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of September 18, 2017 as written, seconded by Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Meeting minutes of September 21, 2017. Chair Moriarty moved to accept the Select Board Meeting minutes of September 21, 2017 as written, seconded by Vice-Chair Dunklee. The vote was unanimous.

7:40 P.M.

NON-PUBLIC SESSION: Vice-Chair Dunklee moved to go into non-public session pursuant to NH RSA 91-A:3, II(I) to discuss advice from legal counsel, seconded by Chair Moriarty. Pat Moriarty - yes John Dunklee - yes

7:51 P.M.

OUT OF NON-PUBLIC SESSION: Vice-Chair Dunklee moved to come out of non-public session seconded by Chair Moriarty. Pat Moriarty - yes John Dunklee - yes Vice-Chair Dunklee moved to seal the minutes pursuant to NH RSA 91-A:, III for five years, seconded by Chair Moriarty. Pat Moriarty - yes John Dunklee - yes

7:52 P.M.

MEETING ADJOURNED: Chair Moriarty moved to adjourn the meeting at 7:52 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
OCTOBER 19, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: John Black, David Allen and Rick Moriarty (Casella Waste representatives), Ed Merrill (MetroCast General Manager)

7:00 P.M.

CASELLA – SPRING CURBSIDE TRASH COLLECTION: David Allen and Rick Moriarty approached the Select Board to discuss a solution for the trash collection when the state roads are posted with restrictive weight limits. Member Lonske member noted that both roads into town are state roads which makes it hard to offer curbside trash collection when the trucks are unable to get into town. Mr. Moriarty stated that Casella would rather pick up weekly. Mr. Allen commented that some towns allow early travel during this road posting or allow Casella to put out open containers. Vice-Chair Dunklee mentioned that open containers should be monitored as others are tempted to utilize the containers from other towns. Member Lonske suggested putting a container at the Public Safety Building on 37 Groton Road. Mr. Allen informed the Board that he would propose this to Mark Avery with the New Hampshire Department of Transportation and negotiate emptying the containers on a weekly basis. Mr. Allen reported to the Board on an issue that was recently brought to their attention with regards to disposing of secondary fiber. Mr. Allen reported that China has officially banned the importation of mixed paper resulting in less of a market for repurposing this material. Chair Moriarty relayed to Mr. Allen and Mr. Moriarty that when the Select Board met with the owners of Bestway they had agreed to have a day once a year to pick up heavy items. Mr. Allen agreed to look into this as it is done in other communities that they serve. Mr. Allen discussed with the Board a solution to control the amount of heavy items to be disposed of on that day and to limit additional items from being put out by others that day. Mr. Allen informed the Board that the company would have to enforce recyclable items put out by the residents in order to stay within their guidelines on disposing of the items. Tickets would be left by the drivers picking up the trash if certain items could not be recycled. Member Lonske relayed to Mr. Allen that she could put an article in the monthly newsletter about items that should not be included in the recyclable containers. The Board thanked Mr. Allen and Mr. Moriarty for meeting with them.

7:25 P.M.

METROCAST CONSENT TO ASSIGNMENT OR TRANSFER OF CONTROL OF CABLE TELEVISION FRANCHISE: Ed Merrill approached the Select Board to discuss the recent request for MetroCast to transfer its cable franchise to Atlantic Broadband. Mr. Merrill informed the Board that there are 33 franchises in New Hampshire and Maine which need approval of each franchising authority for transferring to Atlantic Broadband. Mr. Merrill was meeting with the Board tonight to make sure that all agreements currently with MetroCast have been upheld. Chair Moriarty questioned what the Board could do to ensure that all residents in town would be able to access MetroCast. Mr. Merrill noted that the franchise agreement states that there has to be 10 houses per mile in order to install a line on that road giving cable access. Mr. Merrill informed the Board that 90% of Hebron was covered by MetroCast. Mr. Merrill pointed out to the Board that they have the option to use the fees charged to customers to build out the cable television system. Chair Moriarty informed Mr. Merrill that the Select Board has been trying to tie the buildings together in order to provide secure communications amongst town departments. Member Lonske informed Mr. Merrill that the town was looking for fiber optic connection. Mr. Merrill replied that that was not in the agreement and it will cost \$10,000. Vice-Chair Dunklee informed Mr. Merrill that the Board had requested this in the past. Mr. Merrill replied that there was no communications on file and that the town already has two more email accounts than authorized based on the agreement and the Internet speed had been increased significantly. Member Lonske stated that the service we have for MetroCast is very poor. Vice chair Dunklee informed Mr. Merrill that the Board agreed not to sign the resolution but to send a letter explaining the reason why. Mr. Merrill reaffirmed that the Select Board has not changed their mind about approving the resolution. The Board replied yes. Chair Moriarty thanked Mr. Merrill for meeting with them.

7:45 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Application for Payment from the Trustee of Trust Funds** requesting \$62,000 be withdrawn from the Capital Equipment-Highway capital reserve fund and the Application for Payment from the Trustee of Trust Funds for the withdrawal of \$409.70 from the Planting and Care of Trees and Shrubs in the Hebron Village Cemetery trust fund.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- The Select Board authorized Karen Corliss, Town Administrator, to complete the **New Hampshire Association of Assessing Officials 2018 Election Ballot**.
- The Select Board agreed to wait until Casey Kuplin, Highway Supervisor was present to discuss the snowplow bids received.
- Mrs. Corliss handed the Board the **Intent to Sign Electricity Supply Contract** that was prepared by Lakes Region Planning Commission aggregation. The Select Board reviewed the document and decided not to sign as the savings to the town was minimal.
- The Select Board signed the **Gathering Permit** for Stan and Cindy Newton for an event on October 21, 2017.

8:00 P.M.

DISCUSSION:

- Mrs. Corliss relayed to the Board that Tracy Steenbergen, Town Clerk, had been working in the new cemetery software program and noticed that there was a place to upload a form for cemetery lots that had been reserved. The Board reviewed the **draft cemetery lot reservation form**. Vice-Chair Dunklee moved to approve the form that was created by Tracy Steenbergen, seconded Member Lonske. The vote was unanimous.
- The Board reviewed the **proposed leases for Sharp copiers** to replace the copier in the Selectmen's Office. Chair Moriarty asked Mrs. Corliss to contact the two suppliers with different quotes for the same machine to determine the better deal.
- Mrs. Corliss discussed with the Board the public hearing that was held at the October 5 Select Board Meeting to withdraw funds from capital reserve accounts but a motion was not made to withdraw funds from the **Town Offices Expansion and Refurbishment Capital Reserve Fund**. Member Lonske moved to withdraw the funds from the Town Offices Expansion and Refurbishment Capital Reserve Fund as proposed, seconded by Chair Moriarty. Chair Moriarty and Member Lonske voted in favor of the motion. Vice-Chair Dunklee voted against the motion. The motion passed.
- Mrs. Corliss informed the Board that Primex had submitted a **2018 Unemployment Compensation Program renewal form**. Mrs. Corliss reported that the cost was \$500 annually. Mrs. Corliss informed the Board if they did not choose to utilize the Unemployment Compensation Program, Primex was to be notified by November 17, 2017. Vice-Chair Dunklee moved to continue with the Unemployment Compensation Program with Primex, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss reported to the Board that she had emailed the **draft 2016 Audit Issues** that were noted by the Town Auditors, Don Franklin and Bill Powers. Mrs. Corliss informed the Board that the Town Auditors would be reviewing the audit issues on Tuesday at the end of the meeting reviewing budgets with department heads.
- Mrs. Corliss asked the Board if they would like to **meet with Michael Lavelle of Certified Computer Solutions** to review the proposal for the 2018 IT maintenance agreement. The Board agreed at the beginning of the next Select Board Meeting on November 3, 2017 would be fine.

8:12 P.M.

ANY OTHER BUSINESS:

- Vice-Chair Dunklee informed the Select Board that he met with a representative from **Mango Security at the Highway Shed to review installing a keyless access system to operate the doors and a heat monitor system**. Vice-Chair Dunklee relayed to the Board that this system would have to operate off the Internet as there is not a phone line located at the Highway Shed. Vice-Chair Dunklee informed the Board that he was given a ballpark estimate of \$15,000 to install the key card access system.
- Vice-Chair Dunklee informed the Board that he was **meeting tomorrow with a representative from Eversource at the Highway Shed** to determine if the meter had any defects or if they could determine why the electric bills are so high.
- Member Lonske informed the Board that the **Town of Hebron is now a Certified Local Government** and would be eligible to apply for more grants. Member Lonske felt that the first grant that the town should apply for would be for structural and architectural engineer survey of the Library and Town Clerk/Tax Collector Office Building.
- Chair Moriarty updated the Board on the **Beach Committee meeting**. Chair Moriarty stated that he would love to give the Beach Committee credit because they are actively work together to accomplish tasks at the beach.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- 8:20 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of October 5, 2017 and made the following change: page 1 under 7:00 p.m., last sentence – change “passed” to “voted no”. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of October 5, 2017 as altered, seconded by Chair Moriarty. Vice-Chair Dunklee and Chair Moriarty voted in favor of the motion, Member Lonske abstained from the motion. The motion passed.
- The Select Board reviewed the Select Board Non-Public Session Meeting minutes of October 5, 2017 and made the following change: add Steven Whitley to the fourth sentence. Chair Moriarty moved to accept the Select Board Non-Public Session Meeting minutes of October 5, 2017 as amended, seconded by Vice-Chair Dunklee. Chair Moriarty and Vice-Chair Dunklee voted in favor of the motion, Member Lonske abstained. The motion passed.
- 8:23 P.M. **NON-PUBLIC SESSION:** Member Lonske moved to go into non-public session pursuant to NH RSA 91-A:3, II(I) to discuss advice from legal counsel, seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee – yes Ellie Lonske - yes
- 8:46 P.M. **OUT OF NON-PUBLIC SESSION:** Chair Moriarty moved to come out of non-public session seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee – yes Vice-Chair Dunklee moved to seal the minutes pursuant to NH RSA 91-A:, III for five years, seconded by Chair Moriarty. Pat Moriarty - yes John Dunklee – yes
- 8:46 P.M. **ANY OTHER BUSINESS:** Mrs. Corliss informed the Board that one of **the annual appropriations to the local hospital** still had a check outstanding from December 2016. Mrs. Corliss informed the Board that the Administrative Assistant was going to void the check and reissue, but the account line in the budget would be shown over the amount budgeted since the check would now be issued in 2017.
- Mrs. Corliss updated the Board on the **furnace installation in the Town Clerk/Tax Collector Building**. Mrs. Corliss reported that the Eastern Propane technician found several installation issues where he would not be able to changeover the furnace from natural gas to propane. Mrs. Corliss informed the Board that she was going to see if Ivan Quinchia (installer) would be able to meet with the Eastern Propane technician to address the issues. The Board felt that it would be a good idea.
- 8:55 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:55 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING TO REVIEW 2018 BUDGETS
OCTOBER 24, 2017

PRESENT: Pat Moriarty, John Dunklee, Ellie Lonske, and Town Administrator, Karen Corliss

OTHERS PRESENT: Carol Bears (Treasurer), Ron Collins and David Brittelli (Historic District Commission Co-Chairs), Cindy Newton (Beach Committee Chair), Travis Austin (Police Chief), Martha Twombly (Conservation Commission), Madeleine MacDougall (Tax Collector), Ivan Quinchia, and Ileana Saros (Capital Improvement Projects Committee), Don Franklin and Bill Powers (Town Auditors), John Fischer (Fire Chief),

- 1:00 P.M. **HISTORIC DISTRICT COMMISSION 2018 BUDGET:** David Brittelli and Ron Collins approached the Board to present the Historic District Commission 2018 Budget. Mr. Brittelli reviewed the changes to the Historic District Commission Budget. Mr. Brittelli informed the Board that since Hebron is now a Certified Local Government there are courses required by the state that the commission members must attend so \$125 for each member had been added for training at Concord.
- 1:14 P.M. **TAX COLLECTOR'S 2018 BUDGET:** Madeleine MacDougall approached the Board to present the 2018 Tax Collector Budget. Mrs. McDougall reviewed with the Board the budget and noted that the only change was for a new purchase of a laser printer. Once the new addition is built the Town Clerk, Tax Collector, and Selectman's Office would be your utilizing the same laser printer/copier so this one will be for the Tax Collector's Office. Chair Moriarty discussed with Mrs. MacDougall if the Hebron Country Estates property taxes had been paid to date. Mrs. McDougall replied that they had not.
- 1:24 P.M. **SUPERVISOR'S OF THE CHECKLIST 2018 BUDGET:** Audrey Johnson approached the Select Board to present the 2018 Supervisors of the Checklist Budget. Ms. Johnson informed the Board that there would be three elections in 2018 and the Supervisors would like to increase their hourly wage due to changes in the election laws complicating the work involved. The Board discussed increasing the wages to \$12 an hour with a total of \$3,925 for the budget. Member Lonske informed Ms. Johnson that the Board had discussed changing the town from a calendar year to a fiscal year in June. Member Lonske asked Ms. Johnson if that would have a large impact on them. Chair Moriarty felt that it wouldn't since elections would be held in May rather than March. Vice-Chair Dunklee moved to increase the Supervisors of the Checklist pay to \$12 per hour, seconded by Member Lonske. The vote was unanimous. Vice-Chair Dunklee moved to increase the Moderator, Assistant Moderator, and Ballot Clerk salary also to \$12 an hour, seconded by Member Lonske. The vote was unanimous.
- 2:00 P.M. **TREASURER 2018 BUDGET:** Carol Bears approached the Select Board to present the 2018 Treasurer Budget. Mrs. Bears informed the Board that she had increased the Meetings and Workshops line to what was presented in 2017 and an increase to mileage as deposits are being made more frequently due to the cash deposits.
- 2:15 P.M. **POLICE DEPARTMENT 2018 BUDGET:** Travis Austin approached the Select Board to present the 2018 Police Budget. Chief Austin reported to the Board that he did increase the amount of hours for the part-time offices to work to 20 hours per week. Chief Austin relayed to the Board that he had received the increase from the Plymouth Dispatch, but the information provided was not accurate he anticipated that the figure would be changing. Chief Austin requested that the Select Board increase the amount deposited into the Police Department Capital Reserve Fund each year from \$5,000 to \$7,000. Chief Austin reported to the Select Board that he is looking for a new cruiser in 2018 and would like to use the additional funds that are not in the capital reserve fund from the Special Detail Fund.
- 2:43 P.M. **FIRE DEPARTMENT 2018 BUDGET:** John Fischer approached the Select Board to present the 2018 Fire Department Budget. Chief Fischer reported that at least three people would be training for

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the EMS part of the job in 2018. Chief Fischer reported that they currently had eight EMTs which with five of them are in the 70s. Chief Fischer informed the Select Board that if they were to contract the ambulance portion out it will cost the town about \$125,000 annually for the service for Hebron residents. Chief Fisher discussed with the Board increasing the hourly pay of the firefighters and EMT's also paying a per diem for coverage of the Fire Department. Member Lonske questioned the status of promoting Tony Albert to Deputy Fire Chief, as discussed in 2016, and if there is enough funds in the budget to cover the promotion. Fire Chief replied that funds are budgeted to cover the promotion of Tony Albert. Chair Moriarty discussed options for ensuring coverage of the Fire Department and possibly offering other incentives to new employees. Chief Fisher reported that the equipment is in good shape and training is ongoing. Ivan Quinchia questioned if personnel equipment was being replaced annually. Chief Fisher replied that upon review of personal equipment it was brought to their attention about the replacement for the air bottles and handed the Board a spreadsheet. Chief Fischer reported that new bottle purchases are \$1,200 each and over the next three years 20 bottles would need to be replaced. Mr. Quinchia suggested to Chief Fisher replacing the bottles in 2018 that are scheduled for 2018 and 2019 and finish replacing the bottles scheduled for 2020 in 2019 to be ahead of the game. Chief Fisher discussed with the Board and Mr. Quinchia the cost for replacing an ambulance and approximately when that would happen. Chair Moriarty discussed the status of the Hebron Fire Improvement Fund with Chief Fischer. Chief Fisher informed the Board that he had contacted a CPA (certified public accountant) to do the paperwork for the Hebron Fire Department Improvement Fund to be considered nonprofit. Vice-Chair Dunklee discussed with Chief Fisher working with the Highway Department to ensure that radios are installed in the vehicles to improve communication for the upcoming winter months.

3:30 P.M.

LIBRARY 2018 BUDGET: Bill Powers, Bill York, Donna Luti, and Sue Jackson approached the Select Board to review the 2018 Library Budget. Mr. Powers reviewed with the Board the increases to the Library Budget. Chair Moriarty discussed with the trustees whether the new computers purchased would be covered under Certified Computers Maintenance Agreement or if it would have to be added to the IT budget. Mr. Powers replied that the Library Trustees would like to have the computers covered with the town computers under the Certified Computers Maintenance Agreement. Mr. Powers informed the Board that the trustees would like to increase the Librarian's hourly rate of pay to \$15.00 per hour. Mr. York informed the Board that the Librarian would also be increasing her hours per month. Mr. York informed the Board that the Library Trustees are receiving \$2,000 per year from the Town of Groton for their utilization of the Hebron library. Member Lonske relayed to the Library Trustees that the Town of Hebron is now a Certified Local Government and would be able to apply for a grant for structural analysis of the Library and the Town Clerk/Tax Collector Building to assist with plans for the future.

3:40 P.M.

BEACH COMMITTEE 2018 BUDGET: Cindy Newton approached the Select Board to present the 2018 Beach Committee Budget. Mrs. Newton informed the Board that the committee had agreed to purchase new swim line and signage and also perform fall cleanup with the remainder of the 2017 budget. Mrs. Newton informed the Board that the 2018 Budget would be the same as the 2017. Mrs. Newton reported that Donna Bryant does an excellent job as a Beach Attendant and she is certified in CPR and safety. Chair Moriarty expressed to Mrs. Newton that he felt the Beach Committee was a very active committee.

3:47 P.M.

CONSERVATION COMMISSION 2018 BUDGET: Martha Twombly and Suzanne Smith approached the Select Board to present the 2018 Conservation Commission Budget. Ms. Twombly informed the Board that the commission had been working on marking new trails and working with John Martin to take care of hazard trees and remove invasive species. Mrs. Twombly requested that Casey Kuplin, Highway Supervisor keep the parking lot at the Hebron Forest open this winter. Suzanne Smith reported on the survey that was done by the Conservation Commission on usage of the Hebron Town Forest. Ms. Smith felt this survey was worthwhile and would hope that the townspeople would take advantage of the Hebron Town Forest for more recreational usage. Ms. Twombly informed the Board that the commission is open to ideas and suggestions for trails in the forest. Member Lonske

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mentioned that Mr. Kuplin still had planned on removing the debris in the Cockermouth River. Ms. Twombly relayed to the Board that they should possibly review the timber harvest report performed on the town forest, the management plan, and possibly have a public meeting with John Martin and Rick Vander Pol to discuss possibly harvesting timber from forest.

- 4:04 P.M. **TRUSTEES OF TRUST FUNDS 2018 BUDGET:** Dennis Dodge approached the Select Board to present the 2018 Trustees of Trust Fund Budget. Mr. Dodge informed the Board that there was an increase of maintenance fees as the funds are building in size. Once the Select Board started utilizing some of the capital reserve funds, the maintenance fees will drop again. Mr. Dodge informed the Board that the Trustee of Trust Funds would be meeting with an investment representative if they would like to attend.
- 4:15 P.M. **TOWN AUDITORS – COMMENTS ON THE AUDIT OF THE TOWN FINANCIALS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2016:** Don Franklin and Bill Powers approached the Select Board to review the comments resulting from the audit of the 2016 town financials. Member Lonske informed Don Franklin and Bill Powers that she thought they did a great job on the audit and were very thorough which was appreciated when reviewing such sensitive information. Mr. Franklin reviewed the comments for each department and discussed any concerns that he had with policies procedures in each department.
- 4:55 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 4:55 each P.M., seconded by Chair Moriarty. The motion was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

Note: Any changes or additions to the minutes will be reflected in the next Selectmen's Meeting minutes.

TOWN OF HEBRON
SELECT BOARD MEETING TO REVIEW 2018 BUDGETS
OCTOBER 25, 2017

PRESENT: Pat Moriarty, John Dunklee, Ellie Lonske, and Town Administrator, Karen Corliss

OTHERS PRESENT: Tracey Steenbergen (Town Clerk), Alison York (Administrative Assistant), Doug Merrill (Cemetery Sexton)

6:00 P.M. **TOWN CLERK 2018 BUDGET:** Tracey Steenbergen approached the Select Board to review the 2018 Town Clerk budget. Mrs. Steenbergen informed the Board that there would be no increase to the Town Clerk budget in 2018.

Mrs. Steenbergen informed the Select Board that she had created a town meeting page on the town website to place all of the town meeting documents for people to review.

6:15 P.M. **CEMETERY 2018 BUDGET:** Doug Merrill approached the Select Board to present the 2018 Cemetery Budget. Mr. Merrill informed the Board that the 2018 budget would remain the same as the 2017 Cemetery budget. Mr. Merrill discussed with the Board a solution for marking the rows in the Hebron Village Cemetery. Mr. Merrill reported to the Board that now people are reserving burial plots in the cemetery we would like to have a way to distinguish what area of the cemetery people would like to be buried. Mr. Merrill informed the Select Board that a lot has been done in the Hebron Village Cemetery and it's more a maintenance issue. Mr. Merrill discussed with the Board how to designate people that are not buried in the cemetery, but would like to be recognized. Mr. Merrill informed the Board that he and Mrs. Steenbergen had discussed a Wall of Remembrance which would list the names.

6:40 p.m. **ANY OTHER BUSINESS:** Mrs. Corliss informed the Board that Casey Kuplin, Highway Supervisor, had reviewed the **proposals from the private contractors** for the 2017 2018 plowing a private driveways. Mrs. Corliss relayed to the Board that Mr. Kuplin was recommending \$57 per hour for three-quarter ton truck with a 9 foot plow and \$62 per hour for a 1 ton truck with a 9 foot plow and a 3 yard sander. Vice-Chair Dunklee moved to pay the private contractors as recommended by the Highway Supervisor, Casey Kuplin, seconded by Chair Moriarty. The vote was unanimous.

Mrs. Corliss discussed with the Board a question that she had regarding **\$2,000 being contributed to the Library Trustees** for use the Hebron Library. Mrs. Corliss reviewed with the Board New Hampshire RSA 202 – a: 11 Powers and Duties under Public Libraries. Vice-Chair Dunklee asked Mrs. Corliss to contact Terry Knowles, Assistant Director - Charitable Trusts Unit, with her questions.

Member Lonske left the meeting due to a prior engagement.

Alison York asked the Board if the **air-conditioning units would be removed** from the windows at the Town Clerk/Tax Collector's Building and the Library or if there would be covers purchased for the winter. Vice-Chair Dunklee felt that the Merrill's could be hired to move them to the Old Fire Station.

Alison York asked the Select Board if they would like to create **another line in the Planning Board Budget for recordings plans and lot mergers**. Mrs. York mentioned that this is being brought up because the Planning Board had a charge to that line last year, but did not budget for this year. The following changes were made to the Planning Board budget Deeds and Recordings account \$50, Books and Periodicals account \$100.00.

Vice-Chair Dunklee discussed with Chair Moriarty concerns with **regarding correspondence to Town Counsel** by an individual Select Board member as opposed to the Chair discussing what the Select Board had agreed upon with Town Counsel. Vice-Chair Dunklee felt that the whole Board should have input on an issue and then the Chair relay any discussion to Town Counsel. All replies from Town Counsel should be directed to the Chair with one response. Chair Moriarty agreed with this as the information being given to the Town Counsel may not be the feeling of the Board. Vice-Chair Dunklee moved that Chair Moriarty be the contact for all communications with the attorney and architect on legal matters and that Town Counsel only reply to the Chair, seconded Chair Moriarty. The vote was unanimous.

7:05P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 7:05 P.M., seconded by Chair Moriarty. The motion was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

Note: Any changes or additions to the minutes will be reflected in the next Selectmen's Meeting minutes.