

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
January 17, 2019

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

OTHERS PRESENT: Craig Lacroix, Nick, and Lee Berard (engineers from Berard-Martel) via phone

10:00 A.M. **ADA ASSESSMENT – TOWN CLERK/TAX COLLECTOR BUILDING AND LIBRARY:** The Board met with Craig Lacroix and Lee Berard, via phone, to discuss performing an ADA compliance assessment on the Town Clerk and Tax Collector and Library buildings. Mr. Lacroix informed the Board that performing the assessment would be addressed in four categories: approach, signage, inside access to amenities and access to all areas necessary, and access to the restrooms, drinking fountain, and public phones. Vice-Chair Dunklee explained the layout of the two buildings and the connector between. Vice-Chair Dunklee noted that the two buildings are historical buildings – one was constructed as a church and the other building was a grange hall. Chair Moriarty relayed to Mr. Lacroix that the report should outline bringing the building into compliance with ADA, list what is feasible, but did not have to be as in depth as the report for the City of Manchester, NH. Mr. Berard informed the Board that with historical buildings ADA compliance exemptions can be allowed for compliance waivers. Mr. Berard asked the Board if Hebron had a Building Inspector. Chair Moriarty replied that Hebron has a Compliance Officer enforcing the Hebron Zoning Ordinance. Mr. Lacroix informed ~~the informed~~ the Board that he could prepare a letter to comply with the ramp after the site visit and then provide a full report. The Board and Mr. Lacroix set up a meeting for Thursday, January 24, 2019 at 10:00 a.m. to review the buildings. Mr. Lacroix informed the Board that it would be done in a two-step process – first the Letter to Comply and then the detailed report with at cost estimate of \$2,500. Vice-Chair Dunklee moved to hire Berard-Martel to perform the ADA compliance assessment of the Town Clerk and Tax Collector building and the Library building, seconded by Selectman Hazelton. The vote was unanimous.

11:00 A.M. **ANY OTHER BUSINESS:**

- The Select Board met with Karen Corliss, Town Administrator, to complete the annual performance review. Vice-Chair Dunklee moved to **increase the Town Administrator ~~wages~~ salary to \$65,000**, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board signed the **accounting manifest**.
- The Board agreed to complete the **annual performance review on Travis Austin**, Police Chief, after the noon meeting on January 30, 2019.

11:36 A.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 11:36 a.m., seconded by Selectman Hazelton. 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.