

TOWN OF HEBRON, NH
SELECT BOARD MEETING MINUTES
APRIL 15, 2021

PRESENT: Richard James; Patrick Moriarty; John Dunklee, Acting Town Administrator; Tracey Steenbergen, Recording Clerk pro tempore

ABSENT: Paul Hazelton

OTHERS PRESENT: Vicky Ayer and Philip Bodwell from the NH Department of Revenue Administration

Vice-Chair Moriarty opened the meeting at 7:00 PM

1. **NH DEPARTMENT OF REVENUE ADMINISTRATION – 2021 ASSESSMENT UPDATE:** Vicky Ayer and Philip Bodwell from the NH Department of Revenue Administration (DRA) met with the board to review the process and DRA's involvement with the town's 2021 revaluation/assessment update. The town's assessor, Avitar Associates of New England, will conduct the revaluation with oversight by DRA. Avitar Associates will use 2020 property sales and possibly some sales from the latter part of 2019 if there not enough 2020 qualified property sales to use in the revaluation sample. DRA will perform site checks by visiting properties within Hebron to verify the accuracy of Avitar's analysis/revaluation procedure. Notice will be provided to the Town Office and to the property owners whose properties were chosen for review. Town Office personnel should notify the police department when DRA personnel are scheduled to view properties. Ms. Ayer and Mr. Bodwell reviewed the project timeline and the COVID-19 protocols to be used when viewing properties. Avitar Associates will be responsible for valuing any utilities in town including solar. In the future, the town may want to consider a solar exemption as a substantial portion of NH towns have a 100 percent exemption. The appraisal process should be completed by early 2022. DRA personnel will interview town office staff about procedures and how information is accessed by the public along with reviewing the town's files for the required documentation for Current Use, veteran's credits, elderly exemptions, and for charitable status.

Ms. Ayer and Mr. Bodwell emphasized the importance of communicating with the public about the revaluation process. The board thanked Ms. Ayer and Mr. Bodwell for meeting with them.

2. ACTION ITEMS:

- Signed the accounting manifest
- Signed a letter to Bruce Barnard thanking him for his service to the Conservation Commission
- A letter to the Department of Transportation in support of tree removal at the beginning of Hemlock Lane to increase site distance
- Memorandum to the Administrative Assistant approving the town's annual appropriations of \$300 each to Dartmouth Hitchcock Hospital, Lakes Region General Hospital, and Speare Memorial Hospital

3. DISCUSSION ITEMS:

- The State of New Hampshire's mandatory mask mandate will expire on April 16. The board decided the town will follow state guidelines with mask wearing encouraged.

Note: Any changes or corrections made to the minutes will be reflected in the next set of minutes

- The board authorized the town's Administrative Assistant to arrange for a repair person to fasten the signs around the Common with brackets to the 4"x4" posts replacing the current fastening system.
- Selectman Moriarty will contact the owner of Tax Map 17-17 to discuss the trees located on the common boundary line with town property.
- Selectman James discussed the issues with the Mango Security System
- Mrs. Steenbergen reviewed with the board that no candidate had filed for the positions of library trustee and town auditor for the May 11, 2021 town election. Mrs. Steenbergen mentioned her communication with Orville Fitch, Elections Legal Counsel with the NH Secretary of State's office that the town may publicize/educate the public that no one filed for these positions but no particular candidate may be endorsed.
- Selectman Moriarty will provide the Administrative Assistant with a write-up for the next newsletter concerning the opening/summer operations of the area youth camps in town.
- The board reviewed the beach attendant's job description and made recommendations.
- The board discussed the various construction related issues with the town office building. The board will invite a CCI representative to meet with the board.

4. OTHER BUSINESS:

- Selectman Moriarty provided an update of the April 7, 2021 Planning Board meeting. The Planning Board conditionally approved a lot merger for Camp Onaway upon receipt of the fees and a signed application.
- The board briefly discussed the concerns with a town solar ordinance. Adoption of a solar tax exemption may be of benefit to town residents.
- John Dunklee provided an update on the recent reformation of the Historic District Commission. Mr. Dunklee was elected chair person. There is a hearing scheduled for May 3 to review the Union Congregational Church's application.
- Selectman James will participate in the school coalition meeting scheduled for next week.

5. APPROVAL OF MINUTES:

- The board reviewed the minutes of the March 30, 2021 public hearing relating to the town budget and warrant articles for the July 1, 2021 through June 30, 2022 fiscal year and made the following correction: under *ANY OTHER BUSINESS* 2nd paragraph next to last line replace "no" with "poor." Selectman James moved and Selectman Moriarty seconded the motion to approve the minutes as amended.
- The board reviewed the minutes of the April 1, 2021 board meeting. Selectman James moved and Selectman Moriarty seconded the motion to approve the minutes as written.

6. ADJOURNMENT:

- Selectman James moved and Selectman Moriarty seconded the motion the adjourn the meeting at 8:35 PM.

Respectfully submitted,

Tracey Steenbergen,
Recording Clerk pro tempore

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