

TOWN OF HEBRON, NH
SELECT BOARD MEETING MINUTES
JUNE 3, 2021

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

OTHERS PRESENT: Travis Austin, Police Chief; Martha Twombly and Suzanne Smith of the Hebron Conservation Commission

Chair Moriarty opened the meeting at 7:00 PM

1. ACTION ITEMS

- Signed the accounting manifest
- Signed Notice of Intent to Cut Wood or Timber for Tax Map 10, Lot 1
- The board reviewed the beach attendant job description. After discussion, the board decided the beach attendant should start duties in June and to make funds available to the Beach Committee if there are insufficient monies remaining in the committee's budget to pay for the position. **Selectman James moved and Selectman Hazelton seconded the motion to make funds available to pay for an attendant during the month of June 2021 – motion passed.**
- **Selectman Hazelton moved and Selectman James seconded the motion to authorize Chair Moriarty to sign the Beach Attendant job description document – motion passed.** Chair Moriarty signed the Beach Attendant job description document.
- Selectman James agreed to be the alternate selectmen's representative to the Planning Board, the alternate selectmen's representative to the Town Space Needs Committee, and the selectmen's Representative to the Historic District Commission.
- **Selectman James moved and Selectman Hazelton seconded the motion to accept the appointment of Martha Twombly as the Deputy Tax Collector until May 2024 as recommended by Carol Bears, Tax Collector – motion passed.**
- **Selectman James moved and Selectman Hazelton seconded the motion to accept the appointment of Alison York as Deputy Town Clerk until May 2024 as recommended by Tracey Steenbergen, Town Clerk – motion passed.**
- **Selectman James moved and Chair Moriarty seconded the motion to appoint Selectman Hazelton as the representative to the Lakes Region Planning Commission with Chair Moriarty as the alternate representative – motion passed.**
- The board agreed to order a port-a-potty to be placed in the parking lot by the Hebron Store for the period of July 1 – Labor Day.
- The board reviewed the property tax abatement applications for Tax Map 7, Lot HP-3 and Tax Map 8, Lot 16-6 as recommended by Avitar Associates. **Selectman Hazelton moved and Selectman James seconded the motion to approve the abatements based on Avitar's recommendations – motion passed.**
- **Selectman James moved and Selectman Hazelton seconded the motion to appoint Mark Coulson and David Hardy as alternates to the Zoning Board of Adjustment – motion passed.**

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- Suzanne Smith discussed with the board the Hebron Conservation Commission's membership requirements and the function of the commission as being advisory only.
2. **CONSERVATION COMMISSION – CHARLES L.D. BEAN SANCTUARY:** Suzanne Smith and Martha Twombly from the Hebron Conservation Commission asked to meet with the board to discuss the best approach for discouraging boaters from landing and accessing the Charles L.D. Bean Sanctuary. No Trespassing signs were installed previously, but there has been an increase in activity on the property from people remaining on the property for extended periods of time and dogs running through the property disturbing wildlife. Chair Moriarty stated the deed from Mr. Bean to the town requires the town to monitor and to enforce the restrictions stipulated in the deed. Police Chief Austin mentioned one of the issues with enforcement at the sanctuary is jurisdiction. The New Hampshire Marine Patrol has jurisdiction in the water not the Hebron Police Department. Chief Austin suggested educating boaters and allowing the area to become overgrown and placing brush on the beach areas should help to discourage boaters from landing at the site. Educating the public could include installing interpretive signs on site stating the area is a wildlife sanctuary, and for the Conservation Commission to hold a work and public education day on site.
3. **CORRESPONDENCE**
- The board reviewed a letter from the Union Congregational Church of Hebron concerning the annual Hebron Church Fair and the condition of the grass on the common. The board will take under advisement the condition of the grass.
4. **DISCUSSION ITEMS**
- The board approved the request of B.A. Barnard Enterprises, Inc. asking the board to write a letter confirming Tax Map 18A, Lot IP-14 has historically been taxed as a four-bedroom house by the town. This request was discussed at the May 20, 2021 meeting but was not approved at that meeting pending clarification by the NH Department of Environmental Services.
 - **Selectman James moved and Selectman Hazelton seconded the motion to allow Camp Berea to perform maintenance on Berea Road – motion passed.**
 - The Braley Road bridge requires some repairs. The board will contact R.M. Piper, the installer of the bridge, to view and provide recommendations and an estimate for repairing the bridge.
 - The board discussed issuing photo identification for all employees. The board will review the cost for purchasing a photo ID badge printer to issue the IDs versus outsourcing the project.
5. **OTHER BUSINESS**
- The board acknowledged the library volunteer policy as informational only. The library trustees will be responsible for implementation.
 - Chair Moriarty provided to the other board members an update of the June 2, 2021 Planning Board meeting. The majority of the Planning Board meeting was spent discussing a noise ordinance. Chief Austin and the board briefly discussed what constitutes a good noise ordinance policy. ~~If the police department has to address a~~

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~~noise-related complaint, then a noise ordinance can be listed as the reason if the town has enacted such an ordinance.~~

- Selectman Hazelton stated at the last Lakes Region Planning Commission meeting it was mentioned funds are available to install charging stations for electric vehicles.
- The board discussed hiring someone to perform repairs and identify maintenance needed on town buildings. Vice-Chair James offered to prepare a job description.
- Chair Moriarty will draft a letter for review by the board at the next board meeting to send to tax-exempt organizations in town that do not participate in a PILOT program payment.
- Selectman James provided an update on the conversion to the new phone system and mentioned the new system has numerous options and flexibility to meet the town's needs.
- Chair Moriarty discussed enacting a town asset capitalization and depreciation policy with the other board members. Tim Greene of Roberts and Greene, PLLC (the town's external auditors) offered to generate the depreciation schedule from information provided by the town. **Selectman Hazelton moved and Selectman James seconded the motion to create a town policy to capitalize town assets with an original purchase of more than \$10,000 with a life span of five years or greater – motion passed.**

6. MEETING MINUTES

- The board reviewed the minutes of the May 20, 2021 public and non-public meetings. **Selectman James moved and Selectman Hazelton seconded the motion to accept the May 20, 2021 public and non-public meetings as presented – motion passed.**

7. MEETING ADJOURNED

- **Selectman Hazelton moved and Selectman James seconded the motion to adjourn the meeting at 8:45 PM – motion passed.**

Respectfully submitted,

Tracey Steenbergen,
Recording Clerk pro tempore

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