

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JULY 1, 2021

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

OTHERS PRESENT: Jim Whiteaker (Beach Committee), Travis Austin (Police Chief), Donna Bryant (Beach Attendant)

7:00 P.M. **OPENED MEETING:** Chair Moriarty commenced the meeting.

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

- The Select Board signed the **accounting manifest**.
- Selectman Hazelton moved to authorize **Chair Moriarty to sign the letters** on behalf of the Board to the non-profit organizations as written, seconded by Vice-Chair James. The vote was unanimous.
- Vice-Chair James moved to authorize Chair Moriarty to sign the **MS-60A Auditor Option and Schedule**, seconded by Selectman Hazelton. The vote was unanimous.
- Vice-Chair James moved to sign the **Renewal Account Application with Sanel**, seconded by Selectman Hazelton. The vote was unanimous.

7:06 P.M. **DISCUSSION:**

- The Select Board reviewed the **estimate from Watertech Pump & Filter** for a reverse osmosis system for the Public Safety Building. The Selectmen discussed the other option of digging a well to be used specifically for washing the Fire Department vehicles. The Board asked Ms. Sanborn to obtain a price from Ben Hall, Highway Supervisor for installing a dug well.
- Ms. Sanborn relayed to the Board information regarding a **class action lawsuit against Blue Cross Blue Shield Association**. Chair Moriarty reviewed the information provided by HealthTrust. Selectman Hazelton suggested reviewing this with Town Counsel to see if filing would be beneficial to the town.
- Ms. Sanborn informed the Board of the **options for ending the lease with LEAF for the Sharp MX-M266N copier/scanner/fax machine** in the Town Office Building. Selectman James wanted to research the options offered to the town before a decision was made. The Board agreed to table the item pending further information.
- The Select Board reviewed the **letter from Ann White and Richard Tucker** requesting a 30-day extension to clean up the firewood on the property. The Board discussed the request and the amount of wood to be cleaned up on the property. The Select Board agreed to the same amount of time offered an additional week for processing the wood at the last Select Board Meeting—one week to complete processing the wood between the hours of 9:00 a.m. and 5:00 p.m. weekdays.
- Ms. Sanborn informed the Board that **Total Climate Control was unable to repair two heat pump units** at the Town Office Building as the units are leaking refrigerant and need to be replaced. Ms. Sanborn noted that Total Climate Control had emailed all of the invoices back to the installation of the units. The latest invoice amount due was \$2,446. Chair Moriarty asked Ms. Sanborn to hold the invoice if it had not already been paid.

7:30 P.M.

BEACH ATTENDANT -DUTIES CLARIFICATION: Donna Bryant approached the Select Board looking for clarification of the Beach Attendant duties. Ms. Bryant outlined with the Board the recent changes to the Beach Attendant position and how this has changed the way she had performed the duties in the past. Ms. Bryant stated that in the past she worked from Memorial Day to Labor Day (planned income), she would not work in the rain, and had started at 8:00 a.m. in the morning to rake the beach before any beachgoers arrived for the day. At this time, Ms. Bryant is asked to start at 9:00 a.m., not begin the season working until July, and reserving tables would not be allowed. Jim Whiteaker informed the Board that the Beach Committee put some time and thoughts into the Beach Attendant position job description and explained the reasoning behind some of the changes. The Beach Committee did not see it necessary to work when the lake temperature was 45 – 50 degrees, the Beach Attendant should work until 5:00 p.m. as many use the beach later in the day than in the morning, and tables should not be saved for others as it would not be fair to the residents that do not have that option. The Board worked with Ms. Bryant and Mr. Whiteaker to arrive at some common ground as both (Ms. Bryant and the Beach Committee) are passionate about the work they do.

7:50 P.M.

ANY OTHER BUSINESS:

- Ms. Sanborn informed the Board she attended a webinar outlining the recent **legislative changes to RSA 128 Town Health Officers**. Within a year from the time the Health Officer has been appointed, the Health Officer shall attend three hours of training. Also, a Board of Health needs to be formed consisting of, at least, the Health Officer and the Select Board that needs to meet with minutes being published for the public to view. The training will be required when the next appointment is due for the Health Officer position.
- Vice-Chair James discussed meeting with the **department heads to review budgets** and discuss budgeting practices for the future. The Board asked Ms. Sanborn to set up a meeting with the department heads.
- Chair Moriarty asked Ms. Sanborn to **contact the Zoning Board of Adjustment** to see if an appointment had been made by Matt Hughes for a variance.
- Chair Moriarty reported to the Board that he discussed with town counsel the question about **requiring town driveway permit applications for driveways installed on state roads or private roads**. Chair Moriarty stated that the town does not have any authority over a right-of-way or private land to enforce such requirements.
- Chair Moriarty informed the Board that he contacted R.M. Piper, Inc. (company involved in Braley Road bridge replacement) regarding the **damage done to a timber on the bridge** from winter plowing. Chair Moriarty reported that a representative from R.M. Piper, Inc. visited the site the same day. The damage done to the timber was non-structural and no repairs were necessary.
- Chair Moriarty updated the Board on the **Town of Bristol upgrading to fiber optic cables** to improve the internet access to the area. The company doing the project was ISP – Hub 66.
- Chair Moriarty reported to the Board that **Municipal Resources, Inc. will be meeting with Chief Fischer** on July 12 to discuss hiring an additional person.
- Chair Moriarty reported to the Board on the progress made with **the depreciation schedule on the town assets**. Chair Moriarty stated the report had been completed and submitted to Roberts & Greene PLLC for final approval of the document.

- Ms. Sanborn informed the Board that a request was made to **use the Hebron Common for a memorial service reception**, but it falls on the same day as the Gazebo Program. The Board approved the use of the Hebron Common and recommended that the reception be cleaned up by 4:00 p.m.
- Ms. Sanborn informed the Board that the new owner's of **5 School Street inquired about putting a portable basketball hoop system** out for their kids to use. Chair Moriarty suggested bringing the request before the Historic District Commission.
- Ms. Sanborn reported to the Board that an inquiry came in regarding **playground equipment on the Hebron Common**. The Board stated that at this time playground equipment for the Hebron Common had not been addressed.
- The Select Board reviewed the **email from Kristine McLaughlin** (owner of Tax Map 17A Lot 013) Lakeshore Drive stating concerns with the recent placement on stones in the water near Ms. McLaughlin's boundary. Ms. McLaughlin had questions about the town obtaining the proper permits from NH Department of Environmental Service for this type of work. Chair Moriarty agreed to discuss this matter further with Ms. McLaughlin.

8:30 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of June 17, 2021 and made the following corrections: page 1, under *Highway Department – Operations*, after the end of the sixth sentence create a new paragraph, page 2, last sentence on the first bullet under *Discussion* – change “commenting” to “comment”, page 2, second bullet under *Discussion*, next to the last sentence – insert “allow” after “weekdays and”, page 3, fifth bullet under *Any Other Business*, second sentence – insert “he could obtain the” after “noted that”, and page 3, eighth bullet under *Any Other Business*, second sentence – change “IV or IVII” to “i5 and i7” and change “8 gb of ram and 500 gb” to “8 GB of ram and 500 GB”. Vice-Chair James moved to accept the Select Board Meeting minutes of June 17, 2021 as amended, seconded by Selectman Hazelton. The vote was unanimous.

8:31 P.M. **MEETING ADJOURNED:** Vice-Chair James moved to adjourn the meeting at 8:31 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator