

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JULY 15, 2021

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

OTHERS PRESENT: Travis Austin (Police Chief), John Fischer (Fire Chief)

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

7:00 P.M. **FIRE DEPARTMENT -PROPOSED PAY INCREASE:** Chief Fischer approached the Select Board to discuss the current pay scale for the Fire Department and EMS employees. Chief Fischer reviewed with the Board recommendations from Municipal Resources, Inc. to increase the pay as part of the retention plan. Vice-Chair James commented that this recommendation of a pay increase would reflect appreciation of the current employees as well as retain them. The Board discussed with Chief Fischer if the proposed increases were enough to retain current employees as well as an incentive for new employees. The Board suggested to Chief Fischer reviewing the proposed increases with MRI and supported more of an increase if necessary.

Chair Moriarty discussed with Chief Fischer purchasing a new ambulance. Chief Fischer did not see purchasing a new ambulance, at this time, but agreed that the current ambulance had more equity due to the low mileage and condition of the vehicle. Selectman Hazelton stated that it makes sense to purchase a new ambulance now since delivery of the vehicle was two year out. Chief Fischer agreed to start working on the specifications for a new ambulance.

7:20 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Vice-Chair James reported to the Board that **purchasing the copier** was the best option for the town as we would have to pay to return the copier. Selectman Hazelton moved to purchase the Sharp MX-M266N copier/scanner/fax machine, seconded by Vice-Chair James. The vote was unanimous.
- The Select Board signed a **Public Gathering Permit** for John Hession for a reception at 61 West Shore Road.
- The Select Board signed a **Public Gathering Permit** for the Hebron Historical Society for a program to be held at 16 Church Lane.

7:23 P.M. **DISCUSSION:**

- Chair Moriarty reviewed with the Board follow-up discussion with Kristine McLaughlin (Lakeshore Drive) regarding the **break wall-water that was placed in the lake at the Hebron Memorial Beach**. Chair Moriarty felt that the Board should address this issue with a letter. Vice-Chair James suggested Town Counsel reviewing the letter to Ms. McLaughlin. Vice-Chair James moved to authorize Chair Moriarty to review this matter with Town Counsel and to reply with a letter based on the discussion, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board discussed the status of the Dredge & Fill application to the State of NH Department of Environmental Services for **dredging the Hebron Memorial Beach**. Ms. Sanborn relayed to the Board that Alan Baker (Beach Committee member) was **looking** researching companies that offer this service. Selectman Hazelton offered to contact the engineer in New Hampton, NH to assist with completing the Dredge & Fill application.

7:25 P.M. **CORRESPONDENCE:**

- Ms. Sanborn relayed to the Board that Ben Hall, Highway Supervisor, had completed **Hebron Road survey** for Lakes Region Planning Commission.

7:33 P.M.

ANY OTHER BUSINESS:

- The Select Board reviewed the **letters to John Dunklee and Tracey Steenbergen** thanking them for the work performed to cover the Select Board Office. Selectman Hazelton moved to offer \$2,500 to Tracey Steenbergen as compensation, seconded by Vice-Chair James. The vote was unanimous.
- Vice-Chair James discussed with the Board **purchasing a radar sign** to help address the speeding issue on Route 3-A in Hebron. Vice-Chair James noted the cost would be \$3,500. Chair Moriarty asked Chief Austin for the best location for the sign. Chief Austin replied either direction (North or South) on Route 3-A would help out. Chair Moriarty felt that this purchase should be placed on the Town Warrant for a vote by the townspeople. Chair Moriarty inquired about grant monies to assist with the purchase. Chair Austin would look grants available.
- Vice-Chair James discussed with the Board **a .gov extension on the Hebron, NH web address** vs. .org. Chair Moriarty felt that it would be worth looking into.
- Vice-Chair James updated the Select Board on the most **recent Coalition 2.0 (education funding) meeting**. At this time, nothing had been addressed to change the education funding formula.
- Vice-Chair James discussed the **location of the porta toilet across the Hebron Common** behind the Governor Barry historical sign. The Board asked Ms. Sanborn to see if the potty could be moved to another location when it was cleaned.
- Selectman Hazelton informed the Board that when the Historic District Commission was reviewing the site of the propane tank domes beside the Town Office Building they discovered **a birch tree that was dead hanging over the tank location**. Ms. Sanborn agreed to discuss the removal of this tree with the abutter. Selectman Hazelton informed the Board that the Historic District Commission agreed to plant lilac trees around the propane domes.
- Selectman Hazelton informed the Board that the **Historical Society will get the items appraised** that they would like to display in the Town Office Building and indemnify the town from any damages.
- Vice-Chair James reported to the Board that he attended the **Space Needs Committee meeting** and felt there was good information shared amongst the committee regarding a new building for the Library. Selectman Hazelton stated that there were two generic structures drawn for discussion – one in the location of the Old Fire Station and one on the same property as the Public Safety Building. Chair Moriarty noted that a good place to display the options would be during elections and town meetings.
- Chair Moriarty updated the Select Board on the recent **Planning Board Meeting** where a proposal for a campground on Matthews Lane was heard by the board. This was just an informational meeting, not a hearing on an application.
- Chair Moriarty informed the Board that **attempts have been made to contact Total Climate Control regarding the current issue with the heat pump units** leaking refrigerant and not working. At this time, he was awaiting a call from Craig Michalewicz at Total Climate Control (the company responsible for installing the units). Chair Moriarty stated that he did speak with Bryant Lehr (Conneston Construction Inc.) and Mr. Lehr had the same type of response – no returned phone calls. Ms. Sanborn suggested discussing with Town Counsel for assistance drafting a letter to TCC to prompt a response. Vice-Chair James suggested a carbon copy of the letter to the State of NH Attorney General's Office.
- Chair Moriarty reported to the Board on the **completion of the town assets depreciation schedule** and the reluctance to accept the report from Roberts and Greene, PLLC. Chair Moriarty informed the Board that the report would be accepted during the next audit and the Auditor's Representation Letter opinion would not be changed to reflect the report until the next audit. An audit could happen now, but would cost the town \$11,000. The Board agreed to wait for the document to be accepted as part of the next audit by a certified public accountant.
- Chair Moriarty discussed with the Select Board the request to the Planning Board to **organize a Capital Improvement Program Committee**, but this has not been done as it is required by the

Hebron Zoning Ordinance. The Board agreed to invite Ivan Quinchia, Planning Board Chair, to the next Select Board Meeting to discuss the importance of reorganizing this committee.

- The Board asked Ms. Sanborn to **invite the Library Trustees to the next Select Board Meeting** looking for an update the Librarian position.
- Chair Moriarty commented to Vice-Chair James on the **article written for the town newsletter regarding the recent mailing to the taxpayers of their preliminary property valuations**. The article should be written more to educate the public. Ms. Sanborn commented on including wording to encourage the public to view the property information online to ensure the information on record was accurate.
- Ms. Sanborn informed the Board that the Union Congregational Church Hebron Fair Committee members had a **request for a vendor to leave a trailer (vendor sales items) on the Hebron Common overnight**. This would be for storage only. The Select Board agreed to parking the trailer overnight.
- Ms. Sanborn reported to the Select Board on the **cost to install a dug well** on the Public Safety Building property (37 Groton Road). Ben Hall, Highway Supervisor would utilize the town back hoe to dig the well. The cost would be between \$4,500 - \$5,500. The Board agreed this should be a warrant article for 2023.

8:20 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of July 1, 2021 and made the following corrections: page 1, under *Discussion*, fourth bullet, third sentence – change the sentence to read “The Select Board agreed to the same amount of time offered – an additional week for processing the wood between the hours of 9:00 a.m. and 5:00 p.m. weekdays.”, page 2, under *Beach Attendant – Duties Clarification*, fifth sentence – add an “s”, and page 2, under *Beach Attendant – Duties Clarification*, sixth sentence, - add “in the” after “in the day”. Selectman Hazelton moved to accept the July 1, 2021 Select Board Meeting minutes as amended, seconded by Vice-Chair James. The vote was unanimous.

8:24 P.M. **MEETING ADJOURNED:** Selectman Hazelton moved to adjourn the meeting at 8:24 p.m., seconded by Vice-Chair James. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator