

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 5, 2021

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

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

6:30 P.M. **OPENED MEETING:** Chair Moriarty commenced the meeting.

6:30 P.M. **GENERAL MAINTENACE POSITION - INTERVIEWS:** The Select Board met with two candidates for the General Maintenance position.

7:00 P.M. **CAPITAL IMPROVEMENT PROJECT COMMITTEE - REORGANIZATION:** Ivan Quinchia (Planning Board Chair) approached the Select Board to discuss the reorganization of the Capital Improvement Project Committee. Mr. Quinchia felt that there was misconception as to the function of the committee and that the committee should be active throughout the year not just at budget time. Chair Moriarty stated that he can understand the frustrations of the committee with the process, but their work needs to be viewed as a planning tool. Mr. Quinchia agreed and referred to the committee's role as developing a road map of future projects. The map does not always have to be followed. Vice-Chair James suggested an article in the town newsletter looking for volunteers to serve on the committee and explain their role as members.

7:10 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **letter to Kristine McLaughlin** (abutter of Hebron Memorial Beach) addressing the concerns of the misplaced stones at the beach.
- The Select Board signed the **Allonge for Attachment to Note** for the Hebron Town Forest Loan reducing the interest to 1.99%.
- Selectman Hazelton moved to **appoint Barbara ~~Kahout~~ Kohout until May 2023 and Deborah James until May 2024** as alternate members to the Conservation Commission, seconded by Vice-Chair James. Selectman Hazelton and Chair Moriarty voted in favor of the motion, Vice-Chair James abstained. The motion passed.
- The Select Board reviewed the **letter to .Gov Domain Registration**. Selectman Hazelton moved to authorize Chair Moriarty to sign the .Gov Domain Registration letter, seconded by Vice-Chair James. The vote was unanimous.
- The Select Board signed the **Timber Tax Warrant**. The Select Board signed the **Certification of Yield Taxes Assessed**.

7:20 P.M. **DISCUSSION:**

- Ms. Sanborn reported to the Board that **two private road signs are missing in town and inquired about replacement**. The Board discussed the need for emergency vehicles to be able to locate people easily and felt the signage should be the same throughout the town. The Board agreed the town would purchase the signage.
- The Board reviewed the **estimate from Merrills' Property Maintenance, LLC** for pressure washing the town buildings. Vice-Chair James moved to accept the estimate from Merrills' Property Maintenance, LLC, seconded by Selectman Hazelton. The vote was unanimous.

7:26 P.M. **CORRESPONDENCE:**

- **Grafton County Fiscal Year 2022 Budget Report**
- **Letter from Anne White and Richard Tucker** informing the Board that they would be filing a site plan with the Planning Board

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

7:30 P.M.

ANY OTHER BUSINESS:

- Selectman Hazelton reported to the Board that he contacted Kent Brown (Brown Engineering) to assist with the **Dredge and Fill application for the Hebron Memorial Beach**. Selectmen Hazelton noted that the firm advised him that they recently did the same for the Town of Ossipee. Selectman Hazelton informed the Board that he would be following up with the firm next week to speak with the individual that completed the form for the Town of Ossipee.
- Vice-Chair James informed ~~with~~ the Board that the **Historical Society would like to put a display case filled with historical items in the atrium of the Town Office Building**, but the display case would have to be affixed to the wall. Selectman Hazelton noted that the items placed on display would be appraised. Chair Moriarty asked that the Historical Society coordinate with Karen Sanborn, Town Administrator, to determine the location of the display case.
- Vice-Chair James asked the Board if there was an anticipated cost for constructing ~~the a~~ new Library, a time frame for the project, and an estimated cost to borrow. Selectman Hazelton commented that the committee is still in the early stages of determining a proposed location and the use of the building. **An estimate for a cost of the potential project** could not be determined at this time.
- Chair Moriarty reported on the **Planning Board Meeting**. The Planning Board will be addressing a Solar Ordinance to bring before the voters at the next Town Meeting.
- Chair Moriarty updated the Board on the **meeting with Total Climate Control** that is scheduled for Wednesday, August 11. Vice-Chair James asked if there had been a time set for the meeting. Ms. Sanborn replied the only time that was provided was for a technician from Total Climate Control to arrive at the Town Office Building between 8:00 a.m. and 10:00 a.m. Selectman Hazelton asked Ms. Sanborn to invite Ivan Quinchia to the meeting.

7:50 P.M.

NON-PUBLIC SESSION: Chair Moriarty moved to enter into non-public session pursuant to RSA 91-A:3, seconded by Vice-Chair James. Pat Moriarty - yes Rich James - yes Paul Hazelton - yes

8:11 P.M.

OUT OF NON-PUBLIC SESSION: Vice-Chair James moved to come out of non-public session, seconded by Selectman Hazelton. Pat Moriarty - yes Rich James - yes Paul Hazelton - yes The motion passed. Vice-Chair James moved to seal the minutes for five years, seconded by Selectman Hazelton. Pat Moriarty - yes Rich James - yes Paul Hazelton - yes The motion passed.

8:12 P.M.

ANY OTHER BUSINESS (continued):

- Ms. Sanborn discussed with Vice-Chair James the **type of phone connection in the Lula** due to the dialing changes where 10 digits need to be dialed instead of 7 digits. Vice-Chair James replied that currently the Lula emergency phone is a landline connection, but it will be changed over to an internet connection. Ms. Sanborn noted that the mandatory dialing change is effective October 24, 2021.
- Chair Moriarty relayed to the Board the recent conversation with Tim Greene (Roberts & Greene, PLLC) regarding the **depreciation schedule prepared on the town assets** and the issue that the schedule would not be accepted until the next audit. Mr. Greene informed Chair Moriarty that the acceptance of the document had no bearing on the financial position of the town, but was a required document by the Governmental Accounting Standards Board. Chair Moriarty informed the Board that the document will be left as is and reviewed when the next audit is performed by a certified public accountant.
- Ms. Sanborn asked the Board if Roberts and Greene, PLLC would be **completing the MS-535** for the town this year. Chair Moriarty replied yes to keep the continuity.

8:15 P.M.

APPROVAL OF MINUTES: The Select Board reviewed the Select Board Meeting minutes of July 15, 2021 and made the following corrections: page 1, under *Discussion*, first bullet, first sentence – change “break wall” to “breakwater”, and page 1, under *Discussion*, second bullet, second sentence – remove “looking”. Selectman Hazelton moved to accept the July 15, 2021 Select Board Meeting minutes as amended, seconded by Vice-Chair James. The vote was unanimous.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

The Select Board reviewed the Select Board Meeting with Department Heads minutes of July 29, 2021 and made the following corrections: page 2, under Update from Select Board, second paragraph, first sentence – change “work” to “working”, page 2 under Update from Select Board, fifth paragraph – insert “State” after “Plymouth”, and page 2, first paragraph, last sentence to read “The Board decided to wait until the next scheduled audit as it cost \$11,000.”. Vice-Chair James moved to accept the July 29, 2021 Select Board Meeting with Department Heads minutes as amended, seconded by Selectman Hazelton. The vote was unanimous.

8:23 P.M. **MEETING ADJOURNED:** Vice-Chair James moved to adjourn the meeting at 8:23 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator