

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
OCTOBER 21, 2021

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

OTHERS PRESENT:

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

7:00 P.M.        **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Chair Moriarty moved to approve the **appointment of Deborah James as an alternate Library Trustee**, seconded by Selectman Hazelton. Chair Moriarty and Selectman Hazelton voted in favor of the motion. Vice -Chair James abstained from the motion. The motion passed.
- The Select Board signed the **Public Gathering Permit** for the Hebron Historical Society for the annual Veterans' Day Program.
- Vice-Chair James moved to **authorize Chair Moriarty to sign the Health Trust medical and dental coverage renewal** for January 2022, seconded by Chair Moriarty. The vote was unanimous. Ms. Sanborn informed the Board that the amount of return of surplus from HealthTrust was \$1,751.79.
- The Select Board reviewed the **Assessor's Agreement with Avitar Associates of New England, Inc.** Ms. Sanborn noted that this agreement is for 5-1/2 years in order to match up with the optional fiscal year budget for the town. The last 5-year agreement signed with Avitar Associates of New England, Inc. that was for 2017-2021 in the amount of \$108,492. The proposed agreement for 2022-2027 in the amount of \$132,588. Ms. Sanborn noted that this includes the additional six months. Vice-Chair James moved to accept the agreement as offered with Avitar Associates of New England, Inc., second by Selectman Hazelton. The vote was unanimous.
- The Board authorized Karen Sanborn, Town Administrator to **complete the 2022 Election Ballot for the New Hampshire Association of Assessing Officials**.
- Vice-Chair James agreed to attend the **Grafton Regional Development Annual Meeting**.
- Ms. Sanborn reported to the Board that Tracey Steenbergen, Town Clerk, had received the **Invoice Cloud Agreement for accepting credit cards**. Mrs. Steenbergen noted some errors in the document and wanted a chance to correct the errors before the Select Board Chair e-signs the document. Selectman Hazelton moved to authorize Chair Moriarty to e-sign the Invoice Cloud Agreement once corrected, seconded by Vice-Chair James. The vote was unanimous.

7:22 P.M.        **DISCUSSION:**

- Ms. Sanborn reported to the Board on **concerns being brought to the office from the taxpayers/residents** and the time taken by department heads to respond. Ms. Sanborn explained that a resident brought an issue to the Select Board's Office which was then passed along to the department head to address. A couple of weeks late the same resident dropped a letter off noting that the concern was still not addressed and the individual would like to be contacted. This went on until the taxpayer contacted a Select Board Member about the issue. Selectman Hazelton felt that the concerns brought to the town's attention should be addressed within a reasonable amount of time. At least the individual deserves to be called about the matter within a couple of days. The Board agreed to send a letter to the department heads expressing the importance of responding to taxpayer/resident concerns within 24 hours but not later than 48 hours as people need to be acknowledged.
- The Board discussed the recent **e-mail from Kristine McLaughlin** (property owner of Tax Map 17A Lot 013) which abuts the Hebron Memorial Beach regarding the break wall installed. Chair Moriarty discussed the points made in the e-mail and noted in the phone call with Ms. McLaughlin after the first e-mail that the town made a mistake and would remove the stones when the lake level has been lowered. Selectman Hazelton suggested speaking to Jim Whiteaker (Beach Committee member) about removing the stones sooner than the spring.

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

- Chair Moriarty reported on the **Conservation Commission Meeting** that was held on October 20, 2021. The Conservation Commission ~~did discuss~~discussed the 15'x30' parcel of land that the Town of Hebron was trying to acquire due to an error in a deed transfer. The land ~~not being transferred with the rest of the parcel of land~~ is located partially under the Library building extending to the Sycamore's boundary, which the Library sits.

7:39 P.M.

**CORRESPONDENCE:**

- **NH Public Risk Management Exchange (Primex)** – FY 2022/2023 Workers' Compensation Program – 10% increase, Property & Liability Program FY2022/2023 – 13.7% increase, and Unemployment Compensation – January 1, 2022-December 31, 2022 – 9.8% increase.

7:45 P.M.

**ANY OTHER BUSINESS:**

- Vice-Chair James updated Selectman Hazelton on the **GoToRoom project** for the upstairs meeting room in order to provide the ability to committees/boards/commissions for virtual meetings and to allow board members/commission members/committee member to participate in meetings while away during the winter months.
- Chair Moriarty informed the Board that he met with Nik Coates (Bristol Town Administrator) and the Fiber Optics engineer on the **project of installing fiber optics internet** in the Town of Hebron.
- Ms. Sanborn reported to the Board that since David Jeffers (Lakes Region Planning Commission) was now overseeing the **RSMS Project** that no further action has been taken on project since the information was provided on forecasting road maintenance and repairs. Selectman Hazelton informed the Board that he would follow-up with Mr. Jeffers.
- The Board reviewed **Chief Austin's request to hire a replacement part-time police officer**. Vice-Chair James moved to give Chief Austin the authority to hire the part-time Police Officer, seconded by Selectman Hazelton. The vote was unanimous.

7:54 P.M.

**APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of October 6, 2021 and made the following corrections: page 1, under Newfound Lake Region Association, sixth sentence – change “fair” to “token”, and page 1, under Beach Committee Winter Beach Pass Enforcement, third paragraph – change “beach” to “mouth of the Cockermouth River, Sanborn Channel”. Vice-Chair James moved to accept the October 6, 2021 Select Board Meeting minutes as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of October 7, 2021 (2 sets) and October 14, 2021. Selectman James moved to approve the Select Board Non-Public Session minutes of October 7, 2021 (2 sets) and October 14, 2021 minutes as written, seconded by Selectman Hazelton. The vote was unanimous.

**PRIVATE PLOW CONTRACTORS – PLOW PROPOSALS:** The Select Board reviewed the private contractor plow proposals for the 2021-2022 Season. Ms. Sanborn informed the Board that Ben Hall, Highway Supervisor, recommended increasing the hourly rate for a ¾ ton truck with a 9-foot plow to \$63.00 per hour and a one-ton with a 9 foot plow and sander to \$70 per hour. Vice-Chair James moved to approve the recommended increases per the Highway Supervisor for private plow contractors, seconded by Selectman Hazelton. The vote was unanimous.

8:10 P.M.

**MEETING ADJOURNED:** Selectman Hazelton moved to adjourn the meeting at 8:10 p.m., seconded by Vice-Chair James. The vote was unanimous.

Respectfully submitted,

Karen Sanborn  
Town Administrator

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