

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES

MAY 5, 2022

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

OTHERS PRESENT: Travis Austin

2:30 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifests**.
- The Select Board signed the **letter to Bill Luti** affirming the appointment to the Study Committee formed to investigate and consider a change in how the Newfound Area School District is funded.
- Vice-Chair James moved to **authorize Chair Moriarty to sign the Avitar Associates of New England, Inc. Software Agreement** for the Avitar Clerk/My Invoice Cloud Online Presentment and Payment Integration, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board signed the **Memorandum of Agreement** between the Town of Hebron and Jamie Moulton as the part-time Fire Chief.

2:36 P.M.

DISCUSSION:

- The Select Board reviewed the updated Beach Attendant Job Description. Vice-Chair James moved to authorize Chair Moriarty to **sign the Beach Attendant Job Description**, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board **approved for signature the job descriptions** as edited for the following positions: Fire Chief, Highway Road Agent, Administrative Assistant, and Town Administrator.
- The Select Board reviewed the **Audit Issues indicated by the Town Auditors**, Donald Franklin and Bill Powers for the optional fiscal year ending June 30, 2021.
- The Board reviewed the **request to meet from the Conservation Commission** on various topics regarding conservation properties in Hebron and environmental protection for the Cockermouth River. The Board asked Ms. Sanborn to schedule the Conservation for the first meeting in June.

3:45 P.M.

CORRESPONDENCE:

- **Invitation to the Communities for Alcohol -And Drug-Free Youth Prevention Summit 2022**
- **Abutter Notice** – P. Andrews McLane – North Shore Road – dock relocation request to NH DES – Dredge & Fill Application
- **Notice from Hebron Zoning Board of Adjustment** – Hearing – May 24, 2022

3:37 P.M.

ANY OTHER BUSINESS:

- Chair Moriarty reported to the Board on the **Planning Board Meeting** that reviewed driveway access to a property on Skyline Drive.
- Vice-Chair James discussed with the Board **increasing the internet speed at the Town Office Building** for better connections for the GoToMeet.
- Ms. Sanborn reported to the Board that Chief Fischer would like to have a **celebration for the EMT's that will be receiving their certification** soon and

spoke to the Fire Warden, Bill Robertie about having a small bonfire on the Public Safety Building property. Ms. Sanborn stated that Mr. Robertie requested Select Board permission as this fire will be on town property. The Select Board approved of the small bonfire, permitting property weather conditions.

- Ms. Sanborn relayed to the Board that there has been a **request for a porta-potty in the Hebron Common** area this year and inquired about a location. The Board replied near the propane tanks at the Town Office Building.
- Ms. Sanborn looked for direction from the Board on the **expense account to use for the recent repairs made to the microphone** that is used for the Gazebo Programs and town meetings. The Select Board agreed to expense the ~~Gazebo Programs warrant article~~ cost of the repair to the Select Board's Budget.
- Ms. Sanborn reminded the Board of the **upcoming inspection of town buildings** by Inspector Murcott with the NH Department of Labor on May 12, 2022 at 1:00 p.m. The Board asked Ms. Sanborn to have each department head to have an employee at each of the buildings to address any questions from the inspector.
- Ms. Sanborn informed the Board that Audrey Johnson (member of the Space Needs Committee) inquired about **displaying the architectural drawings** of the proposed Library/Community Center in the main lobby of the Town Office Building for Town Meeting. The Board stated that the architectural drawings could be on display from now to Town Meeting day.
- Ms. Sanborn noted that the town should be **reviewing High Cliffs Circle, Skyline Drive, and Kill Mountain Road in order to make a decision about accepting the roads as town roads.** Selectman Hazelton agreed to contact Ben Hall, Highway Supervisor and William Luti (Hebron Country Estates Association Chair) to review the roads to address any concerns with the condition of the roads before the town accepts them as Class V roads.
- Ms. Sanborn reported to the Select Board on the **reply from Primex (town's property/liability insurance company) regarding allowing the Library Trustees to use the old Town Clerk/Tax Collector's building** for some events. The insurance status will not change as the building would not be occupied by employees on a regular basis.
- Ms. Sanborn followed up with the Board regarding **inquiring to Primex (town's property/liability insurance company) about permitting a private organization to sell alcohol at an event that would be taking place on town property.** Primex recommended that the private organization provide a certificate of coverage to the town and if alcohol was permitted, the event director would have to work with the Police Chief and NH Liquor Enforcement.

4:05 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of April 21, 2022 and made the following corrections: page 2, fifth bullet under Any Other Business, replace the last sentence with "The Board felt that the current easements were adequate.", and page 2, seventh bullet under Any Other Business, next to the last sentence – replace "put off" with "delay" and insert "the merits and implications" after "discuss". Vice-Chair James moved to accept the Select Board Meeting minutes of April 21, 2022 as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of April 21, 2022. Vice-Chair James moved to accept the Select Board Non-Public Session minutes of April 21, 2022 as presented. The vote as unanimous.

4:17 P.M. **MEETING ADJOURNED:** Selectman Hazelton moved to adjourn the meeting at 4:17 p.m., seconded by Vice-Chair James. The vote as unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator