

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES

JULY 7, 2022

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

OTHERS PRESENT: Audrey Johnson (event planner)

2:30 P.M. **COMMENCED MEETING:** Chair James commenced the meeting at 7:00 p.m.

2:30 P.M. **UPDATE ON TOWN WIDE DINNER/DANCE:** Audrey Johnson approached the Select Board to give an update on the Town Wide Dinner/Dance scheduled in August 2022. Ms. Johnson informed the Board that 60 sponsor letters had been mailed, regular ticket sales would open July 25, 2022, the liquor license has been obtained and Granite State distributors would be supplying the alcohol. Ms. Johnson noted that music for the evening is still being negotiated. Ms. Johnson reported that the Hebron Fire Association has agreed to cover the event. Selectman James asked Ms. Johnson about the total capacity for the event. Ms. Johnson replied 200. Ms. Johnson informed the Board that she would keep them updated as things progressed.

2:33 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Selectman Moriarty moved to **reappoint Anne Bryan and Roger Larochelle to the Historic District Commission** for a term of three years, and to **reappoint Maynard Young as the Town Generators and Radio Coordinator** for a term of three years, seconded by Vice-Chair Hazelton. The vote was unanimous.
- Vice-Chair Hazelton moved to **appoint Chief Jamie Moulton as a Director representing Hebron with the Lakes Region Mutual Fire Aid**, seconded by Selectman Moriarty. The vote was unanimous.
- Selectman Moriarty moved to authorize Chair James to sign the **Stewart Associates Architects, LLC Agreement** as recommended by the Community/Library Committee, seconded by Vice-Chair Hazelton. The vote was unanimous. Selectman Moriarty ~~has now had~~ read both reports and agrees to utilizing the companies proposed on the project. **HESS Engineering and Construction Consultants were recommended by the Committee to work on the project.**
- Selectman Moriarty moved to authorize Chair James to sign the **letter to the State of NH Department of Safety-Division of Motor Vehicles** regarding release of motor vehicle records, seconded by Vice-Chair Hazelton. The vote was unanimous.
- The Select Board agreed that the **PA-28 Inventory of Taxable Property forms** would not be used this year. The Board signed the annual request form.
- Chair James and Vice-Chair Hazelton signed the **Business Account Maintenance form** for the Fire Chief's credit card.
- The Select Board signed the **Forest Protection Bureau Federal Excess Property Co-Operative Agreements** with the State of New Hampshire Department of Natural and Cultural Resources Division of Forest and Lands for a 1977 Dodge Truck and a 1952 Trailer. The truck and trailer are utilized by the Fire Warden for forest fires. Ms. Sanborn reported to the Board that Mr. Robertie is interested in searching the Federal Surplus Program for newer equipment for the town. The Select Board authorized Mr. Robertie to look around.
- The Select Board signed the **letter authorizing Everett Begor and John LaCarte, Gazebo Committee Members, to negotiate the purchase of a utility trailer** for the Gazebo Program equipment.

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- The Select Board signed the updated **Returned Check or Automated Clearing House (ACH) Policy**.
- The Select Board signed the **forms for the pay increases** as approved at the May 2022 Annual Town Meeting.

2:55 P.M.

DISCUSSION ITEMS:

- Ms. Sanborn discussed with the Board **addressing the flooding over the end of Cooper Road caused by beaver dams** as potential buyers of the property have inquired about the condition of the town road. The Board discussed removing the beavers from the property and working with the property owners with this process. Chair James felt, once the beavers were removed, the beaver deceiver that was installed could be assessed to ensure that it is working properly or a new one could be installed. Chair James moved to hire a beaver trapper once that landowner's had been notified and to explore the condition of the existing beaver deceiver, seconded by Selectman Moriarty. The vote was unanimous.
- The Select Board reviewed the **draft policy for the use of the Gazebo and the Hebron Common by a Private Organization**. The Board made some changes to ~~the police requiring~~ **police presence for traffic control** and would finalize at the next Select Board Meeting.
- The Select Board reviewed the request from Alyssa Papantonakis (student at Saint Anslem College) looking to obtain downloadable **GIS shapefiles of Hebron for a New Hampshire Zoning Atlas project**. The Select Board would like more information on the project and information from a state agency.
- Ms. Sanborn discussed with the Board **purchasing chairs for the upstairs meeting room** to replace the chairs lost during the Academy Building Project. Ms. Sanborn reported that the cost would be between \$800.00 to \$1,000.00. Chair James moved to order 25 chairs for the upstairs meeting room, seconded by Vice-Chair Hazelton. The vote was unanimous.

3:15 P.M.

CORRESPONDENCE:

- **Notice from the Hebron Zoning Board of Adjustment** – hearing on July 12, 2022 at 6:00 p.m.
- **Notice from the Town of Dorchester Zoning Board of Adjustment** – hearing on July 8, 2022 – variance request by Vertex Towers, LLC

3:20 P.M.

TOWNWIDE DINNER/DANCE: The Select Board discussed the **letter regarding the upcoming Community Dinner/Dance** looking for the Select Board to reserve a table for the event. Vice-Chair Hazelton moved for the Select Board to spend \$450.00 for going away event in honor of Fire Chief, seconded by Selectman Moriarty. The vote was unanimous. The Board asked Ms. Sanborn to provide the Board with a list of interested attendees.

3:30 P.M.

ANY OTHER BUSINESS:

- Vice-Chair Hazelton asked Ms. Sanborn if Dave Jeffers (Lakes Region Planning Commission) had been in contact with the office to **finalize the road project**. Ms. Sanborn replied no. Vice-Chair Hazelton commented that he would contact Mr. Jeffers and express concerns with the amount of time to complete this project.
- The Select Board discussed **damage to a timber on the Braley Road Bridge**. Vice-Chair Hazelton felt that John Poulos (General Maintenance) could secure the timber with another board. Selectman Moriarty informed the Board that he would contact R.M. Piper to discuss securing the timber ~~or does if~~ **it needs** to be replaced.
- Chair James inquired about **process for approving the Capital Improvement Projects (CIP) Committee members**. Ms. Sanborn stated that the Planning Board submits a list of recommended members for the CIP Committee and the Select Board appoints the members.

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- Vice-Chair Hazelton reported to the Board on the information he has received with connecting with outside sources for funding to assist with the **Community Center/Library Project**.
- Chair James expressed concerns to the Select Board that the **Highway Supervisor plays an intricate part in the Hazard Mitigation Plan update** and should be participating.
- Chair James inquired about expenses in the 2021 Highway Department Budget due to percentages of overages in some of the accounts. The Board asked Ms. Sanborn to discuss with Mrs. York (Administrative Assistant) **sending out end of year budgets to departments/committees/commissions/and boards**. This may assist with preparing a more accurate budget in the next year.
- Ms. Sanborn updated the Board on the **final report submitted to the State of NH Department of Labor regarding the recent town buildings inspection**. Ms. Sanborn informed the Board that John Poulos (General Maintenance) spent the afternoon with her on Tuesday reviewing, taking pictures of violations that had been addressed, and noting some of the repairs that need to be addressed. Mr. Poulos mentioned during the review of the buildings possible setting up an area in the Highway Shed in order to have a workspace for some of the building repair projects. The Select Board agreed and asked Ms. Sanborn to review with Ben Hall, Highway Supervisor.
- The Select Board reviewed the **estimate from Andy & Sons Plumbing & Heating** for the replacement of the expansion tank and repair the boiler relief valves in the Public Safety Building for \$1,167.12. The Select Board agreed to the estimate submitted and asked Ms. Sanborn to schedule the repairs.
- Ms. Sanborn informed the Board about the frequent requests for a playground on the Hebron Common again. Ms. Sanborn suggested **forming a committee that would incorporate landscaping and plan a designated play area** on the Hebron Common. Ms. Sanborn noted that something could be placed in the upcoming town newsletter looking for committee members. The Board agreed to search for committee members.

4:04 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of June 16, 2022 and made the following corrections: page 2, last sentence at the top of the page – replace “place” with “point”, page 2, under Discussion Items, first bullet – change “Charing” to “Sharing”, page 2, second bullet, first sentence – change “demoed” to “denied”, and page 3, second bullet from the top of the page, first sentence – insert “new” before “ambulance”. Selectman Moriarty moved to accept the Select Board Meeting minutes of June 16, 2022 as amended, seconded by Vice-Chair Hazelton. The vote was unanimous.

4:09 P.M. **MEETING ADJOURNED:** Selectman Moriarty moved to adjourn the meeting at 4:09 p.m., seconded by Vice-Chair Hazelton. The vote was unanimous.

Respectfully Submitted,

Karen Sanborn
Town Administrator

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