

TOWN OF HEBRON
SELECT BOARD MEETING TO REVIEW 2019/2020 BUDGETS
FEBRUARY 12, 2019

PRESENT: Pat Moriarty, John Dunklee, Paul Hazelton, and Town Administrator, Karen Corliss

OTHERS PRESENT: Alison York (Administrative Assistant), Arthur Cummings (EMT), Carol Bears (Tax Collector), Ron Collins (Historic District Commission Chair), Tony Albert (Deputy Fire Chief), Travis Austin (Police Chief), Audrey Johnson (Treasurer and Supervisor of the Checklist), Bill Powers, Donna Luti and Bill York (Library Trustees), Cindy Newton (Beach Committee Chair), Jan Collins and Marion Webber (Trustees of Trust Funds)

- 1:00 P.M. **HISTORIC DISTRICT COMMISSION 2019/2020 BUDGET:** Ron Collins approached the Select Board to present the 2019/2020 Historic District Commission Budget. Mr. Collins noted that the addition to the budget was for Historic District Commission members to attend three required courses where the town is a Certified Local Government. There is also money budgeted for signage that will be located as you are entering the Historic District. Mr. Collins informed the Board that he had already obtained permission from the State of NH Department of Transportation to install the signs. Chair Moriarty asked Mr. Collins to look at the current signage for the town offices and obtain an estimate so the signage would be consistent in the Hebron Village. Chair Moriarty informed Mr. Collins that Conneston Construction Inc. found a teacher's desk and student desk in the attic of the Academy Building from the era of the original academy. Alison York asked Mr. Collins what portion was allocated for mileage to the trainings-? Mr. Collins replied \$225 for the trainings and \$75 for mileage.
- 1:10 P.M. **TAX COLLECTOR 2019/2020 BUDGET:** Carol Bears approached the Select Board to present the 2019/2020 Tax Collector Budget. Mrs. Bears informed the Select Board that the budget had not changed significantly as she had not been in the position that long. A discussion was held about bank fees for insufficient funds on ACH payments.
- 1:15 P.M. **ZONING BOARD OF ADJUSTMENT 2019/2020 BUDGET:** Carol Bears (Zoning Board of Adjustment Secretary) approached the Select Board to present the 2019/2020 Zoning Board of Adjustment Budget. Mrs. Bears informed the Board that the only increase to the budget was to accommodate for the increased rate in postage.
- 1:18 P.M. **SUPERVISORS OF THE CHECKLIST 2019/2020 BUDGET:** Audrey Johnson approached the Select Board to present the 2019/2020 Supervisors of the Checklist Budget. Ms. Johnson informed the Board that the budget was prepared for an estimated six elections to be held in this timeframe.
- 1:21 P.M. **TREASURER'S 2019/2020 BUDGET:** Audrey Johnson approached the Select Board to present the 2019/2020 Treasurer's Budget. Ms. Johnson informed the Board that the budget had no increases due to the amount of time in the position.
- 1:22 P.M. **POLICE DEPARTMENT 2019/2020 BUDGET:** Travis Austin approached the Select Board to present the 2019/2020 Police Department Budget. Chief Austin reviewed the budget in detail outlining the increases and noted that the dispatching figure was accurate since the 2017 fees had been paid in advance.
- 1:28 P.M. **FIRE DEPARTMENT 2019/2020 BUDGET:** Tony Albert approached the Select Board to present the 2019/2020 Fire Department Budget. Mr. Albert informed the Board that the figures had not changed since the review during the Town of Groton Ambulance and Fire Agreement meeting. The increase to the budget was to payroll so more per diem employees would be available for covering the station during the

day. Chair Moriarty asked if there had been any further discussion on the proposal with the Town of Groton for the proposed Ambulance and Fire Agreement. Mr. Albert reported that the figure had been added to the Town of Groton budget and would be voted on at their March Town Meeting. Mrs. Corliss asked Mr. Albert about any new equipment purchases proposed. Mr. Albert replied that there had been no discussion for this year.

1:38 P.M. **ANY OTHER BUSINESS:**

- Mrs. Corliss reviewed with the Board the list of **proposed warrant articles for the 2019/2020 Warrant** as follows:
 - Add \$3,000 to the Police Capital Reserve Fund from the sale of the 2010 Ford Crown Victoria
 - All Veterans' Tax Credit
 - Highway Department – security alarm
 - \$12,319 take from the General Fund and add to the Emergency Road Repairs Capital Reserve Fund
 - Establish a George Road Relocation – Capital Reserve Fund
- The Select Board discussed **forming a committee** to review the Town Clerk/Tax Collector Building, the Library, and the Old Fire Station (currently used for storage) the long term uses of the buildings and suggestions for moving forward.
- The Select Board signed the **accounting manifest**.
- Vice-Chair Dunklee moved to sign the **title for the 2010 Ford Crown Victoria**, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board asked Mrs. Corliss to **schedule the Town Auditors** to present the recommendations of the review of the town financials for the fiscal year ending December 31, 2017 on Thursday, February 21, 2019 at 6:45 p.m.

1:55 P.M. **LIBRARY 2019/2020 BUDGET:** Bill York, Bill Powers, and Donna Luti approached the Select Board to present the 2019/2020 Library Budget. Bill York look asked the Board if the \$1,500 for the computer and software maintenance contract would be included under the Select Board section of the budget. Mrs. Corliss replied that it would be under the Select Board IT budget. Bill Powers asked the Board if the Library should budget for a new computer or if the computer would be covered elsewhere. Vice-Chair Dunklee replied that the town purchases the equipment, but it would be in the Library Budget. Bill York reviewed the increases in the Library Budget – dues and fees for hosting cost of Library website, Librarian salary – increased hours of operation. Vice-Chair Dunklee noted a \$5,000 increase over the 2018 budget. Chair Moriarty informed the Library Trustees that the Select Board received the structural assessment of the Town Clerk/Tax Collector Building and the Library and based on the report, the recommendation was not to expand into the Town Clerk/Tax Collector's Building due to weight restrictions.

2:15 P.M. **BEACH COMMITTEE 2019/2020 BUDGET:** Cindy Newton approached the Select Board to present the 2019/2020 Beach Committee Budget. Cindy Newton informed the Board that the committee were reviewing various swing sets for the beach. Mrs. Newton informed the Board that a weed trimmer had been purchased to help keep the small amount of grass trimmed and addition signs will be purchased to deter non-residents from using the beach. Mrs. Newton noted that the erosion issues at the beach may be addressed with the State of NH Department of Environmental Services lowering the lake levels. A town wide beach clean-up is planned as concerns were expressed last year that this had **not** happened. Mrs. Newton stated that the Beach Committee was requesting \$9,500 for their budget. Vice-Chair Dunklee asked Mrs. Newton if she felt this was enough. Mrs. Newton replied yes as this covers one season for the Beach Attendant wages.

2:24 P.M. **TRUSTEES OF TRUST FUNDS 2019/2020 BUDGET:** Jan Collins and Marion Webber approached the Board to present the 2019/2020 Trustees of Trust Funds Budget. Mrs. Collins explained to the Board

the reason for two proposed budgets was due to the time of the deposits into the various capital reserve and trust funds and the fees charged by Bearing Point (investment company). Vice-Chair Dunklee proposed using the higher budget as the deposits vary in amounts.

2:35 P.M. **NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to enter into non-public session pursuant to 91-A:3 (e), seconded by Selectman Hazelton. The vote was unanimous. Patrick Moriarty - yes John Dunklee - yes Paul Hazelton - yes

2:52 P.M. **OUT OF NON-PUBLIC SESSION:** Chair Moriarty moved to come out of non-public session, seconded by Selectman Hazelton. The vote was unanimous. Patrick Moriarty - yes John Dunklee - yes Paul Hazelton – yes Vice-Chair Dunklee moved to seal the minutes for five years, seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes

Selectman Hazelton moved to appoint Vice-Chair Dunklee as the signor and point of contact regarding the ADA issues, seconded Chair Moriarty. Chair Moriarty and Selectman Hazelton voted in favor of the motion, Vice-Chair Dunklee abstained. The motion passed.

2:54 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 2:54 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator