

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
FEBRUARY 21, 2019

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

OTHERS PRESENT: Travis Austin (Police Chief), John Black, Don Franklin and Bill Powers (Town Auditors)

6:45 P.M. **TOWN AUDITORS – RECOMMENDATIONS AS A RESULT OF THE AUDIT PERFORMED FOR THE FISCAL YEAR ENDING DECEMBER 31, 2017:** Don Franklin and Bill Powers approached the Select Board to review the 2017 Audit Issues. Mr. Franklin informed the Board that the issues had been addressed with the employee or department head at the time of discovery. The Town Auditors discussed the audit for the 18 month transition period to the Optional Fiscal Year. Chair Moriarty expressed appreciation to Mr. Franklin and Mr. Powers for the diligent review of the town financials.

7:20 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Mrs. Corliss relayed to the Board the discussion with the Town of Bristol Town Administrator, Nik Coates, about commercial businesses taking large items for Hebron residents to the Bristol Transfer Station to be disposed of which the Bristol Select Board replied “no”. The Town of Bristol does not allow residents with commercial businesses transport large items to the transfer station either. This was not allowed by the Town of Bristol residents with commercial businesses either. Vice-Chair Dunklee moved to approve the **Memorandum of Understanding with the Town of Bristol for use of the Bristol Transfer Station**, seconded by Selectman Hazelton. The vote was unanimous. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the MOU with the Town of Bristol, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board reviewed the **request to withdraw funds from the Police Special Detail Account** to reimburse the General Fund. Vice-Chair Dunklee moved to approve the withdrawal of funds from the Police Special Detail Account, seconded by Selectman Hazelton. The vote was unanimous.

7:24 P.M. **DISCUSSION ITEMS:**

- The Select Board discussed a meeting date to **finalize the 2019/2020 Budget** and asked Mrs. Corliss for a date when the draft warrant articles and budget would be completed. The Board agreed to schedule the budget meeting for Monday, March 4, 2019 at 10:00 a.m.
- Mrs. Corliss informed the Board that it was brought to her attention that if a town **approves two sessions for the annual town meeting and the election of town officials**; they must be held on different days. The Select Board reviewed NH RSA 39:2-a Optional Provisions. Chair Moriarty informed the Board that Roger Laroche (Moderator) had brought this to his attention. The Board agreed that the election of town officials would be on Tuesday, May 14 and that Town Meeting would be held on Thursday, May 16 at 7:00 p.m.

7:36 P.M. **CORRESPONDENCE:**

- **Letter from DrummondWoodsum** outlining bond counsel services offered by the firm.

7:37 P.M. **ANY OTHER BUSINESS:**

- Vice-Chair Dunklee asked Mrs. Corliss to forward the updated **ADA report** to Attorney Roman and a copy of the Hebron Common Survey that was prepared by Barnard Survey Inc.
- Vice-Chair Dunklee asked Mrs. Corliss to obtain from Tom Lamb (engineer with TFMoran) **the sq. ft. prices for current construction on the Town Clerk/Tax Collector and Library Buildings.**
- Selectman Hazelton relayed to the Board that the Lakes Region Commission Transportation Advisory Committee was enthusiastic about potentially have a **demonstration site for utilizing crushed glass as a base under culvert pipes.**

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

- Vice-Chair Dunklee updated Chair Moriarty on the **Academy Building meeting** held on Wednesday, February 20, 2019.

7:44 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of February 7, 2019 and made the following changes – page 1, under *Any Other Business*, last sentence – insert “house lot” before “drainage”. Selectman Hazelton moved to accept the Select Board Meeting minutes of February 7, 2019 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Meeting to Review 2019/2020 Budgets minutes of February 12, 2019 and made the following changes: page 1, next to the last sentence under the *Historic District Commission* – add after “Mr. Collins” “what portion was allocated for mileage?” and page 2, under *Beach Committee*, fifth sentence – insert “not” between “had happened”. Selectman Hazelton moved to accept the Select Board Meeting to Review 2019/2020 Budgets minutes of February 12, 2019 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of February 13, 2019 (a.m.) and made the following changes: page 1, all “Lula” change to “LULA” and page 1, last sentence under *Update on Academy Building Construction* – remove – “the” after “moving”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of February 13, 2019 as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting to Review 2019/2020 Budgets minutes of February 13, 2019 and made the following changes: page 1, under *Others Present* –remove- “Cindy Newton (Beach Committee Chair), page 1, under *Highway Department Budget* – seventh sentence –insert- “culverts” after “couple”, and page 1, under *Highway Department Budget*, eighth sentence – insert – “about” after “towns”. Vice-Chair Dunklee moved to accept the Select Board Meeting to Review 2019/2020 Budgets minutes of February 13, 2019 as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of February 20, 2019. Selectman Hazelton moved to accept the Select Board Meeting minutes of February 20, 2019 as written, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of February 12, 2019. Selectman Hazelton moved to accept the Select Board Non-Public Session minutes of February 12, 2019 as written, seconded by Vice-Chair Dunklee. The vote was unanimous.

7:58 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 7:58 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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