

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
OCTOBER 3, 2018

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

OTHERS PRESENT: Bryant Lehr (Vice-President Conneston Construction, Inc.),

ABSENT: Paul Hazelton, Dan Baggaley (Supervisor with Conneston Construction, Inc.), Joe Hogan (Clerk of the Works)

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. Mr. Lehr noted that the concrete foundation would be poured at the beginning of next week due to the rain this week. Mrs. Corliss informed Mr. Lehr that regular key access to the storage space would be sufficient. A discussion was held regarding other door access types and different secure access type levels. Mrs. Corliss gave an update on the costs for the rigging company to remove the safe from the Town Clerk's Office. Mr. Lehr noted that this should still be moved around the second week of October.

12:11 P.M. Bryant Lehr left the meeting.

12:11 P.M. **ANY OTHER BUSINESS:**

- Mrs. Corliss discussed with the Board the 2018-2019 Snow Plow fees. The Board tabled until regular Select Board Meeting on Thursday, October 4, 2018.
- The Select Board signed the Gazebo Committee appointment letters.
- Mrs. Corliss discussed with the Board scheduling a meeting with the attorney appointed by Primex to discuss Civil Case no 1:18-cv-00794 Jonathan Karlsen, Gordon Matthews, Patricia Karlsen, and Frank Kniskern vs. Town of Hebron. The Board tabled until the Thursday regular Select Board Meeting on October 4, 2018.

12:32 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 12:32 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
OCTOBER 4, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief), Chris Laux

7:00 P.M.      **HISTORIC DISTRICT COMMISSION NOMINEE:** Chris Laux introduced himself to the Select Board and provided them with a brief background on himself. Vice-Chair Dunklee informed Mr. Laux that the Historic District Commission has guidelines which shall be followed by the commission as they were voted in by the voters at the annual meeting. Chair Moriarty thanked Mr. Laux for meeting with the Board.

7:11 P.M.      **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **letter to Patricia Karlsen** asking that the signage on the house be removed within 15 days from the date of the letter.
- Mrs. Corliss reviewed the **CivicCMS License and Service Agreement** for a new town website. Vice-Chair Dunklee moved to accept the CivicCMS License and Service Agreement and to authorize Chair Moriarty to sign the agreement, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board discussed the request to **reduce the speed limit on Route 3-A**. Chair Moriarty asked Chief Austin for his opinion on reducing the speed limit. Chief Austin stated that he would support the decision either way. Selectman Hazelton asked Chief Austin about truckers traveling over the speed limit more often than not. Chief Austin replied that the laws for operating with a CDL license are very strict and ~~speeding gets reported to the owner of the vehicle~~ **the operator would end up in court**. Chief Austin suggested requesting a speed study to be performed by the NH Department of Transportation. The Board asked Mrs. Corliss to prepare a letter to be sent to NH Department of Transportation requesting a speed test on Route 3-A.
- Mrs. Corliss informed the Board that the Library Trustees recommend **Kathleen Abbene to be appointed as an Alternate Library Trustee**. Selectman Hazelton moved to appoint Kathleen Abbene as an alternate Library Trustee, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Vice-Chair Dunklee moved to appoint **Chris Laux as a member of the Historic District Commission**, seconded by Selectman Hazelton. The vote was unanimous.

7:31 P.M.      **DISCUSSION:**

- Mrs. Corliss informed the Board that Kate Barrett (Little Bog, LLC) sent a letter requesting that the Board consider to **stop plowing Cooper Road at the intersection of Town Shed Road** as there are no houses beyond that point. The Board recommended that the new Highway Supervisor, Ben Hall, review the request.

7:32 P.M.      **CORRESPONDENCE:**

Invitation to the **52<sup>nd</sup> Annual Meeting for Lakes Region Mental Health Center**.

7:33 P.M.      **ANY OTHER BUSINESS:**

- Chair Moriarty updated the Select Board on the **second lawsuit filed against the town** which the temporary restraining order was denied by the judge. Mrs. Corliss informed the Board that the attorney hired by Primex (town's liability insurance company) would like to meet on Friday, October 12. The Board scheduled a time to meet.
- Selectman Hazelton informed the Board that an **individual in town would like to expand** ~~have~~ **an elderly housing development in town**.
- The Select Board discussed the **2018-2019 Private Driveway Plowing fees**. The Board reviewed the current balance of the Private Driveway Snow Plow account, the status of the 2018 Highway Department budget, and the proposed amount to be collected for the upcoming season. The Board agreed to keep the fees the same as the 2017-2018 season.
- Selectman Hazelton informed the Board that he would be working with Miles Sinclair (resident in the Town of Groton) to **perform the perambulation of the Town of Groton/ Town of Hebron townline** in the beginning of November.

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

8:02 P.M.      **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of September 20, 2018. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of September 20, 2018 as written, seconded by Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of September 26, 2018. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of September 26, 2018 as written, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of October 3, 2018. Chair Moriarty moved to accept the Select Board Meeting minutes of October 3, 2018 as submitted, seconded by Vice-Chair Dunklee. The vote was unanimous.

8:05 P.M.      **MEETING ADJOURNED:** Chair Moriarty moved to adjourn the meeting at 8:05 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
OCTOBER 10, 2018

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

OTHERS PRESENT: Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.), Joe Hogan (Clerk of the Works)

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. Mr. Lehr reported to the Board that due to the rain the pouring of the slab and foundation walls had been moved out on the schedule. The foundation should be poured on Monday, October 15 and the slab should be poured October 29. A discussion was held on the bell wheel removal and Norman Larson suggested that it may have to be left in place due to the layout of the timbers. Mr. Lehr stated that the elevator inspector could return to place the out of service sticker on the lift as the building can now be accessed, but to let Dan Baggaley know ahead of time. Chair Moriarty gave an update on the latest lawsuit. Mr. Lehr noted that he still needed to discuss with J.P. Morrison about the lower perimeter drain. A discussion was held regarding door locks vs. door strikes. It was determined that there would be no changes, but to follow the original plans.

12:37 P.M. Bryant Lehr and Dan Baggaley left the meeting.

12:37 P.M. **ANY OTHER BUSINESS:**

- Norman Larson discussed with the Board one of the issues with the most recent lawsuit regarding the Historic District and the Historic District Commission. Vice-Chair Dunklee informed Mr. Larson that the Board requested meetings with the Zoning Board of Adjustment and Historic District Commission, but was informed that the town was relieved from going before the ZBA and HDC. Mr. Larson suggested to send to town counsel any information given to the Board regarding conversations with the ZBA and HDC.

12:48 P.M. Norman Larson left the meeting.

- Chair Moriarty signed the invoice from Conneston Construction, Inc.

1:00 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 1:00 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
OCTOBER 17, 2018

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

OTHERS PRESENT: Bryant Lehr (Vice-President Conneston Construction, Inc.), John McAuliffe (Supervisor with Conneston Construction, Inc.), Joe Hogan (Clerk of the Works)

ABSENT: Dan Baggaley (Supervisor with Conneston Construction, Inc.)

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. Mr. Lehr reported to the Board that the weather delays have pushed the construction start date out to the beginning of November. Mr. Lehr discussed with the Board having the lighting and mechanical packages reviewed by Norman Larson (architect with Christopher P. Williams) and that there would be additional charges to the town. Mr. Lehr noted that a security system was not part of the original project, but the plans called for secure key card access. The Board reviewed the Communications Capital Reserve Fund and felt that the secure key card access could be funded.

12:18 P.M. Bryant Lehr and Dan Baggaley left the meeting.

12:18 P.M. **ANY OTHER BUSINESS:**

- Joe Hogan inquired about construction on a nonconforming lot, but was an approved subdivision. Vice-Chair Dunklee informed Mr. Hogan that the lot is still buildable, but needed to meet the setbacks. If the setbacks are unable to be met the individuals would need to get a variance from the Zoning Board of Adjustment.
- Selectman Hazelton discussed with the Board the requirements in town for farm animals. There are some concerns with a property in town regarding the number of farm animals and the size of the lot.

12:36 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 12:36 p.m., seconded by Selectman Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
OCTOBER 18, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief), John Black, Bill York

7:00 P.M.      **HEBRON CHURCH FAIR – HELICOPTER RIDES:** Bill York approached the Select Board to discuss the proposal of offering helicopter rides the day of the Hebron Church Fair and requesting the use of the helicopter pad at the Public Safety Building located at 37 Groton Road. Mr. York informed the Select Board that the rides would be 10 minutes long, people would sign up ahead of time, and they would operate from 10:00 a.m. until 3:00 p.m. Mr. York informed the Board that he spoke with the property abutters and there were no concerns expressed. The area would be blocked off with snow fence to keep vehicles and foot traffic away from any hazardous areas. Mr. York noted that the helicopter would be left overnight due to fog in the a.m. Mr. York informed the Board that he already spoke to Chief Austin and Chief Fischer which there were no concerns on their part. Vice-Chair Dunklee inquired about the noise from the helicopter. Mr. York replied that the helicopter was very quiet. Chair Moriarty asked Mr. York about an emergency where DHART would have to utilize the helicopter pad. Mr. York replied that emergencies take precedence and the rides would be stopped. Chair Moriarty added that the sand from the parking lot would need to be cleaned up before the event. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the New Hampshire Temporary Heliport Application, seconded by Selectman Hazelton. The vote was unanimous.

7:10 P.M.

**ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Mrs. Corliss relayed to the Select Board the conversation with William Lambert, NH Department of Transportation, regarding **performing a traffic study on Route 3-A South** since one had been done very recently. Chair Moriarty stated that he would be willing to make the request to reduce the speed limit on a portion of Route 3-A. Vice-Chair Dunklee was not in support of reducing the speed limit even seasonally. Selectman Hazelton would support a seasonal reduced speed limit for one year to see if there was any feedback from the residents. Selectman Hazelton moved to request a 1 year trial the same speed limit of 40 mph from the Bridgewater townline to 65 North Mayhew Turnpike, seconded by Chair Moriarty. Vice Chair Dunklee voted against the motion; Chair Moriarty and Selectman Hazelton voted in favor of the motion. The motion passed.
- The Board signed the **Notice of Intent to Cut Wood** for William Robie, Sr. to perform timber harvesting on Tax Map 20 Lot 006 and remove timber through the Town of Alexandria.
- Chair Moriarty signed the **State of NH Workers' Compensation Law Notice of Compliance poster**.
- The Board signed the **warrant for the State elections** to be held on November 6, 2018 in the Hebron Community Hall at 16 Church Lane.
- The Select Board signed the **letter to Richard Jensen** about concerns with the condition of a shed on the property located on Loon Island Lane (Tax Map 7 Lot HP.029).

7:21 P.M.

**DISCUSSION:**

- The Board reviewed the **findings of the Superior Court case regarding NNETC appeals** as it relates to the valuation of Public Right of Way (PRW) from Avitar Associates of New England, Inc. with a proposal to settle. Vice-Chair Dunklee moved to have Avitar Associates of New England, Inc. settle the amount proposed, seconded by Chair Moriarty. Chair Moriarty and Vice-Chair Dunklee voted in favor of the motion. Selectman Hazelton voted against the motion. The motion passed.

7:26 P.M.

**CORRESPONDENCE:**

- **Primex renewal** information for Property & Liability, Workers' Compensation, and Unemployment Compensation.

7:31 P.M.

**HIGHWAY DEPARTMENT – PRIVATE PLOWING CONTRACTORS:** Ben Hall approached the Select Board to discuss the bids received for private plowing. Mr. Hall proposed that the private contractors be hired at \$58.00 per hour for a ¾ ton pick-up and 9' plow and that the town offer \$62.00 per hour for 1-ton trucks with plow and sander. The Board discussed at length with Mr. Hall that the bid would not be accepted by one of the private contractors due to liability issues caused in the past. The Board asked Mr. Hall to discuss this with the contractor.

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

7:43 P.M.

**ANY OTHER BUSINESS:**

- Vice-Chair Dunklee informed the Board that the **circulator pump installed on the Public Safety Building furnace** was of the same capacity but 1/3 the size. Also, the Pemi-Fuels technician repaired some leaks on the furnace.
- Chair Moriarty discussed with the Board that since the **recent lawsuit against the town had been withdrawn by the petitioners**, does the Board want to pursue recovery of legal fees expended by the town on this lawsuit. The Board agreed to discuss this with Town Counsel and ask to file with the court.
- Chair Moriarty informed the Board that the **Historic District Commission recommended appointing Mavis Brittlelli** as a member. Chair Moriarty stated his concerns with a husband and wife on the same commission and the recent comments with regards to John Black as a member. The Board discussed with Mr. Black returning as a member to the Historic District Commission. Mr. Black replied that he would attend every meeting that he was invited to as he did in the past.
- Chief Austin informed the Board that **an intern had been working in the Police Department** as an extended learning program performing ride-alongs and assisting in the office.
- Vice-Chair Dunklee informed the Board that he had **forwarded a letter written to Peter Carey in the past about operating a bed and breakfast at 41 North Shore Road**, but that the purchasers were looking for a letter on town letterhead regarding the same. Vice-Chair Dunklee read the letter. Vice-Chair Dunklee moved to send Peter Carey a letter that states there were no changes to the existing property approvals for usage, seconded by Chair Moriarty. The vote was unanimous.

8:02 P.M.

**APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of October 4, 2018 and made the following changes – page 1, fourth bullet, fifth sentence, remove- “speeding gets reported to the owner of the vehicle.” replace with – “go to court.”, and page 1, second bullet under *Any Other Business*, change – “expand an” to “have an”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of October 4, 2018 as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of October 10, 2018. Selectman Hazelton moved to accept the Select Board Meeting minutes of October 10, 2018 as written, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of October 17, 2018. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of October 17, 2018 as submitted, seconded by Selectman Hazelton. The vote was unanimous.

8:06 P.M.

**MEETING ADJOURNED:** Chair Moriarty moved to adjourn the meeting at 8:06 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
OCTOBER 24, 2018

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

OTHERS PRESENT: William White and Derry Riddle (Hebron representatives to the Bridgewater-Hebron Village School), Terry Murphy (Bridgewater representative to the Bridgewater-Hebron Village School)

9:00 A.M. **NEWFOUND AREA SCHOOL DISTRICT 2018-2019 BUDGET:** Terry Murphy handed the Select Board a copy of the current lease with the Newfound Area School District to bring them up to date on the process. Mr. Murphy reviewed with the Select Board recent discussions amongst the Newfound Area School District School Board and the possible impact to the Bridgewater-Hebron Village School. Mr. Murphy reviewed the Bridgewater-Hebron Village School costs associated with the Bridgewater-Hebron Village District tax rate. Derry Riddle informed the Select Board that Jason Robert (Hebron Representative on the Newfound Area School District Board) met with the Bridgewater-Hebron Village School Commissioners and felt that more communication between the towns and commissioners would be helpful with his representation on the NASD Board. Mr. Murphy suggested meeting with Mr. Robert as a group just to connect would be helpful.

10 40 A.M. **ANY OTHER BUSINESS:**

- The Select Board signed **the MS-535** due to changes recommended by NH Department of Revenue Administration.
- The Select Board signed the **letter to the private contractor** regarding the recent bid proposal for the 2018-2019 Snow Plow Season.
- The Select Board signed the **letter to Peter Carey** (41 North Shore Road) regarding the approval from the Hebron Planning Board for the bed and breakfast site plan.
- The Select Board signed the **Health Officer nomination** form for Kelly LaCasse.

10:52 A.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 10:52 a.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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



TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
OCTOBER 31, 2018

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

OTHERS PRESENT: Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.), Joe Hogan (Clerk of the Works), John Black

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. Dan Baggaley asked that the safes be scheduled to be moved early next week. Framing will be starting as soon as Monday. The State of NH Elevator inspector put the necessary sticker on the lift while it is out of service. Mr. Lehr noted that the legal issue delayed construction by 2 ½ weeks. Mr. Lehr informed the Board that Norman Larson (architect with Christopher P. Williams) had the lighting package and Mr. Lehr was awaiting the load rating for the building. Mango Security is working on a proposal for the secure key card access system. Mr. Lehr discussed with the Board the type and color of shingle to be on the building. Mr. Baggaley asked that Pemi-Fuels be contacted about burying the propane tank to be connected to the generator and used for heat during construction. Mr. Lehr informed the Board that there were 5 layers of different material between the first floor ceiling and the upper floor and that once the beams were put into place the upstairs floor may not be too level. A discussion was held regarding potential issues as a result of installing the beams. Vice-Chair Dunklee noted that a warrant article may need to be voted on for interior finish work.

12:21 P.M. Bryant Lehr, Dan Baggaley, and Joe Hogan left the meeting.

12:21 P.M. **ANY OTHER BUSINESS:**

- The Select Board signed the **letter to Meadow Wind LLC and 41 North Shore Road, LLC** regarding approved operations of the bed and breakfast and event venues at 41 North Shore Road.
- Chair Moriarty signed the request for **payment to Conneston Construction, Inc.**
- Vice-Chair noted that the **sheetrock should be tested in the interior for asbestos** before the wall is demolished.
- Chair Moriarty asked Mrs. Corliss to **invite Jason Robert (Newfound Area School District Board Member) to the November 15 Select Board Meeting.**

12:38 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 12:38 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
NOVEMBER 1, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief), John Black, Ron Collins and David Brittelli (Historic District Commission members)

7:00 P.M.

**HISTORIC DISTRICT COMMISSION – GRANT REQUEST:** Ron Collins and David Brittelli approached the Select Board to discuss grant opportunities open to Historic District Commissions that are under the Certified Local Government towns. Mr. Brittelli expressed concerns with the Board regarding the recent vote to not stay a part of the Certified Local Government and wondered when the Historic District Commission members were going to be notified. Chair Moriarty relayed to Mr. Collins and Mr. Brittelli that Vice-Chair Dunklee has been against becoming a Certified Local Government from the beginning. The Board agreed ~~not to stay to end the relationship with the~~ a Certified Local Government after the recent lawsuit filed against ~~the town.~~ ~~which e~~Comments made by an employee with the NH Division of Historical Resources (named in the lawsuit) made comments ~~that leading to the a legal~~ filing which cost the taxpayers unnecessary expenditure of funds. Mr. Collins expressed to the Board that he felt the employee was doing their job in informing the individual that the Academy Building may not meet the qualifications to remain on the National Historic Register once the addition is completed. Chair Moriarty stated that it would have been nice to ~~have~~ been informed of questions being asked about renovations to a historical building. Selectman Hazelton commented that this individual answered a leading question starting the lawsuit.

Mr. Collins informed the Board that more grants are available to towns that become Certified Local Governments. Chair Moriarty discussed with Mr. Collins a recent grant received by the town to perform a structural and architectural analysis for \$9,000 with 50/50 matching, but the application costs \$9,000. Chair Moriarty commented that there was no such thing as free money. Mr. Collins asked the Board to reconsider their motion to withdraw from the Certified Local Government. Vice-Chair Dunklee moved to reconsider the vote to remove the town from the Certified Local Government, seconded by Selectman Hazelton. The vote was unanimous.

Chair Moriarty asked Mr. Collins if John Black could continue to be a member of the Historic District Commission. Mr. Collins replied that the Certified Local Government required that Historic District Commission members to be educated in historical preservation with a minimum of a bachelor's degree in history. Chair Moriarty felt that John Black should be included on the Historic District Commission as a regular member. David Brittelli informed Mr. Black that in his tenure of chair of the Historic District Commission, Mr. Black only showed up to a couple of meetings. Selectman Hazelton stated that he never ~~saw seen~~ an individual treated so ~~unfairly rudely in public over a~~ ~~regiment that did not exist.~~

7:29 P.M.

**ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board reviewed the **health insurance and dental insurance 2019 rates**. Mrs. Corliss informed the Board that health insurance increased 10.5%. Selectman Hazelton inquired about looking at other providers. Vice-Chair Dunklee stated that health insurance all around had increased for the upcoming year. Vice-Chair Dunklee moved to approve the health insurance and dental insurance for the upcoming year, seconded by Chair Moriarty. The vote was unanimous. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the Medical Coverage and Rates with Healthtrust agreement, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board reviewed the updated **proposal for plowing private driveways for the 2018-2019 season** and accepted the proposal with the driver listed.
- The Select Board reviewed the **inquiry from Attorney Steven Whitley regarding the George Road relocation**. Vice-Chair Dunklee stated that the town's plans to relocate the intersection of George Road and North Shore Road had not changed and suggested that a capital reserve fund be established in the 2019 Budget.

7:37 P.M.

**CORRESPONDENCE:**

- **Notice of Annual Meeting for the New Hampshire Municipal Association.**
- **Notice of the 2018 Annual Meeting for Mid-State Healthcenter**

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

- **Biennial Inspection Reports on Municipally owned bridges** performed by the State of NH Department of Transportation.

7:39 P.M.

**ANY OTHER BUSINESS:**

- Chair Moriarty informed the Board that the **Conservation Commission had purchased a small tool shed to put on the Hebron Town Forest** property to store shovels and rakes.
- Mrs. Corliss asked the Board if the **Town Clerk's/Tax Collector's Building was going to be insulated under the bathroom and in the furnace room area** as recommended to prevent a freeze-up. Vice-Chair ~~Dunklee~~ Dunklee suggested contacting Ray Wisner (local contractor).

7:46 P.M.

**APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of October 24, 2018. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of October 24, 2018 as written, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of October 31, 2018. Selectman Hazelton moved to accept the Select Board Meeting minutes of October 31, 2018 as submitted, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of October 18, 2018 and made the following changes – page 1, next to the last sentence under, Highway Department – Private Plowing Contractors, add - “to.” Between “due liability.”, and page 2, last bullet, next to the last sentence, under *Any Other Business*, insert– “stated” between “that there”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of October 18, 2018 as amended, seconded by Selectman Hazelton. The vote was unanimous.

7:58 P.M.

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

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
NOVEMBER 7, 2018

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

OTHERS PRESENT: Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.), Joe Hogan (Clerk of the Works), John Black, Chief John Fischer (Fire Chief)

ABSENT: Paul Hazelton (previous engagement)

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. The large safe and a small safe from the Town Clerk's Office will be moved into the Academy Building on Friday, November 9, 2018. Framing will start next week. Pemi Fuels will be installing the propane tank on November 21, 2018. Mr. Lehr informed the Board that Norman Larson (architect with Christopher P. Williams) revised the lighting package and made some rejections on the wattage of the lights. Mr. Lehr informed the Board that he received the electrical load calculations. Vice-Chair Dunklee requested a copy to review. Mr. Lehr discussed with Chief Fischer if he would prefer a knox box at the Academy Building. Chief Fischer felt that the secure key card access would be sufficient. Mr. Lehr informed Chief Fischer that he would be sending over the fire alarm submittals for the Academy Building. Joe Hogan discussed with Mrs. Corliss obtaining a key to remove the interior door at the Town Clerk/Tax Collector Office in order to be able to remove the safe.

12:30 P.M. Bryant Lehr, Dan Baggaley, and Joe Hogan left the meeting.

12:30 P.M. **ANY OTHER BUSINESS:**

- Vice-Chair Dunklee authorized Chair Moriarty to sign the **invoice from Conneston Construction, Inc.**
- The Select Board reviewed the proposed **2018 Tax Rate prepared by NH Department of Revenue Administration.** The Select Board was happy to see the overall decrease of \$.57. Vice-Chair Dunklee moved to not alter the 2018 Tax Rate as proposed by NH DRA, seconded by Chair Moriarty. The vote was unanimous.

12:43 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 12:43 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
NOVEMBER 14, 2018

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

OTHERS PRESENT: Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.), Joe Hogan (Clerk of the Works)

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. Mr. Lehr noted that the first floor had been installed, the second floor walls were to be delivered today and the roof trusses would be delivered Friday. Mr. Lehr informed the Board that Norman Larson (architect with C.P. Williams) had reviewed the lighting fixtures package. A discussion was held regarding the type of emergency lighting for the back of the building and the type of switch required for power outages. Dan Baggaley updated the Board on the meeting with Consolidated Communications and the recommendation to install an additional utility pole on West Shore Road to bring the electrical the Hebron Academy Building. Eversource is working with Consolidated Communications on the pole installation. Pemi Fuels will be installing the propane tank on November 21. Mr. Baggaley would be meeting with the electrician on Thursday to discuss a solution for getting power to the gazebo. Mr. Lehr gave Joe Hogan a copy of the door specifications packet. Mr. Lehr reported that in order to properly support the tower and perform the necessary repairs on the tower the existing chair lift would have to be removed. The Select Board discussed removing the existing lift in order to properly support the second floor and the tower and possible ways of funding this expense. Vice-Chair Dunklee felt the funds could come from fund balance through a warrant article at the 2019 Town Meeting. Selectman Hazelton noted that if it was a warrant article it would require a majority vote to pass. Joe Hogan recommended following the engineered plans to properly support the tower. Mr. Baggaley reviewed with the Board the location of the electric going into the building and the location of the sewer pump control. Mr. Baggaley stated that he appreciated the plowing and sanding by the town.

12:38 P.M. Bryant Lehr, Dan Baggaley, and Joe Hogan left the meeting.

12:38 P.M. **ANY OTHER BUSINESS:**

- The Select Board signed the **2018 Fall Tax Warrant**.
- Selectman Hazelton gave an update on the **Historic District Commission meeting** and discussed the main reason for the concerns of staying a Certified Local Government. The Hebron Historical Society is interested in utilizing the Town Clerk/ Tax Collector Office Building for a museum. By remaining a Certified Local Government more grants would be available to renovate the space. Vice-Chair Dunklee commented that there is no land around the building owned by the town, so securing an easement or obtaining more land should come first before renovations to the building. Vice-Chair Dunklee would like to see a new Library with community room as the Library has become more active and could broaden what was offered with more space. Chair Moriarty would be in favor of a new building for the Library.
- Selectman Hazelton updated the Board on the **perambulation of the Town of Groton/Town of Hebron town line**. Selectman Hazelton felt that walking the line may be put off until next spring, but discussed the survey research that had been done on the town line. A suggestion was made of utilizing gps units for mapping the line. Vice-Chair Dunklee suggested contacting the New Hampshire Municipal Association to obtain information on towns that may have already utilized gps units for perambulating their town lines.
- Mrs. Corliss informed the Board that **Newfound Area School Board Member, Hebron's representative, Jason Robert was not able to meet with the Board** on November 15, but would be able to the first meeting in December. Mrs. Corliss asked the Board about also scheduling the Groton Select Board for the same meeting. The Board agreed to this.

1:00 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 1:00 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
NOVEMBER 15, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief)

- 6:45 P.M.      **PUBLIC HEARING-EXPEND FROM CAPITAL RESERVE FUNDS:** Chair Moriarty opened the Public Hearing to expend from the following capital reserve fund accounts: “Communications”, “Dry Hydrants” and “Emergency Road Repairs”. Mrs. Corliss noted the expenditures from each capital reserve fund:
- Communications – computer for the Library, printer and computer for the Supervisors of the Checklist, down payment for designing new town website.
  - Dry Hydrant – North Shore Road dry hydrant – materials, engineering, and subcontractor equipment and labor.
  - Emergency Road Repairs – Braley Road repairs – material and labor for repairing the road as a result of the October 30 & 31, 2017 storm, and drainage repairs to Crescent Lane.

- 6:52 P.M.      **ACTION ITEMS:**
- The Select Board signed the **accounting manifest**.
  - Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the **Secure Member Portal for Authorized Users Certification with HealthTrust**, seconded by Selectman Hazelton. The vote was unanimous.
  - The Select Board signed the **signature card with Northway Bank** for the road bond posted for a timber harvesting operation on Tenney Lane Road.
  - Mrs. Corliss reviewed the **Terra-Map Mapping Services Agreement** with the Board and recommended the Three Year Limited package. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the Terra-Map Mapping Services Agreement, seconded by Selectman Hazelton. The vote was unanimous.
  - Mrs. Corliss relayed to the Board the recommendations from the Highway Supervisor, Ben Hall, regarding the **request to not plow to the end of Cooper Road**. Mr. Hall had agreed with the request due to the condition of the road and the potential damage to town equipment. Vice-Chair Dunklee moved not to plow Cooper Road from Town Shed Road to the end of Cooper Road, seconded by Selectman Hazelton. The vote was unanimous. Vice-Chair Dunklee moved to give Karen Corliss, Town Administrator, permission to negotiate with Kate Barrett (Little Bog LLC) turning the road into a Class VI Road subject to gates and bars, seconded by Selectman Hazelton. The vote was unanimous.

- 7:05 P.M.      **CLOSE PUBLIC HEARING:** Vice-Chair Dunklee moved to close the public hearing at 7:05 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous. Vice-Chair Dunklee moved to withdraw the funds discussed from the Communications Capital Reserve Fund, the Dry Hydrant Capital Reserve Fund, and the Emergency Road Repairs Capital Reserve Fund, seconded by Selectman Hazelton. The vote was unanimous.

- 7:07 P.M.      **DISCUSSION:**
- The Board reviewed the **resignation from the Chair position on the Zoning Board of Adjustment from Doug McQuilkin**. Vice-Chair Dunklee suggested contacting Curtis Mooney about becoming a member on the Zoning Board of Adjustment. Chair Moriarty suggested that an article in the town newsletter looking for members to serve on the Zoning Board of Adjustment may bring in some volunteers.
  - The Board reviewed **the Berkley Insurance Company General Status Inquiry** on the Historic Hebron Academy – renovation and addition project and addressed Mrs. Corliss’ questions.
  - The Board reviewed the **IKO survey regarding the shingles on the Public Safety Building** and addressed Mrs. Corliss’s questions. Vice-Chair Dunklee suggested contacting Jake Manseau (Black Diamond Builders of NH) for the specific information the company requested on the paperwork.
  - The Select Board revisited the discussion on continuing as a member of the **Certified Local Government**. After reading more information on the program, Vice-Chair Dunklee felt that it would benefit some of the private residences in town with grants for repairs. Selectman Hazelton discussed with the Board sending a letter to the Certified Local Government regarding a personnel issue. Vice-Chair Dunklee moved to remain in the Certified Local Government program and to rescind the motion from the September 6, 2018 Select

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

Board Meeting to withdraw from the Certified Local Government, seconded by Selectman Hazelton. The vote was unanimous.

7:27 P.M.

**ANY OTHER BUSINESS:**

- Mrs. Corliss updated the Select Board on the **Trustee of Trust Funds plans for closing out the year** since a trustee has some health issues.
- Mrs. Corliss updated the Select Board on the status of **insulating the connector between the Library and the Town Clerk/Tax Collector's Office**. The contractors have concerns with insulating the connector due to the poor condition of the building and the amount of water that can seep in behind any insulation. There are concerns with the only access to below the bathroom area being a small crawl space opening on the exterior. A suggestion was made to install an access through the floor of the bathroom. Vice-Chair Dunklee gave Mrs. Corliss the name of another contractor to contact.

7:37 P.M.

**APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of November 1, 2018 and made the following changes – page 1, fourth sentence under *Historic District Commission-Grant Request*, replace- “not to stay” with “end the relationship with the Certified Local Government.” and to end the sentence with “town” then start a new sentence that reads “Comments made by an employee with the NH Division of Historical Resources (named in the lawsuit) made comments that led to a legal filing which cost the taxpayers unnecessary expenditure of funds.”, and page 1, next to the last sentence in the same paragraph as above – add- “have” after “have been nice to”, page 1, third paragraph, last sentence to read as follows Selectman Hazelton stated that he had never seen an individual treated so rudely in public over a requirement that did not exist.”, and page 2, second bullet under Any Other Business – complete the last sentence with “suggested contacting Ray Wisner (local contractor).”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of November 1, 2018 as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of November 7, 2018. Selectman Hazelton moved to accept the Select Board Meeting minutes of November 7, 2018 as submitted, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of November 14, 2018. Selectman Hazelton moved to accept the Select Board Meeting minutes of November 14, 2018 as submitted, seconded by Chair Moriarty. The vote was unanimous.

7:50 P.M.

**POLICE DEPARTMENT UPDATE:** Chief Austin informed the Board that he recently organized an active shooter training with Camp Berea which a local Fish & Game Officer was the instructor. The new cruiser would be in soon. Chief Austin was awarded a grant for training in New Mexico which is the second part of the grant awarded last year.

7:52 P.M.

**MEETING ADJOURNED:** Selectman Hazelton moved to adjourn the meeting at 7:52 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
NOVEMBER 21, 2018

PRESENT: Patrick Moriarty, John Dunklee, Paul Hazelton, and Alison York, Administrative Assistant

OTHERS PRESENT: Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.), Joe Hogan (Clerk of the Works)

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. Mr. Lehr informed the Board that the floor decks and sheeting would be delivered Monday. The electrical subcontractor package was reviewed by Norman Larson (architect with Christopher P. Williams) and concerns were noted. Vice-Chair Dunklee felt that the electrical work should be kept simple and not overdone. Mr. Lehr was still looking to contact Mango Security regarding the card reader installation. The propane tank had been set. Mr. Lehr would like a decision on the door colors, stair treads, base wall molding, and tile by the next meeting.

12:30 P.M. Bryant Lehr, Dan Baggaley, and Joe Hogan left the meeting.

12:30 P.M. **ANY OTHER BUSINESS:**

- Vice-Chair Dunklee informed Mrs. York that Jim Waring could be contacted about small carpentry jobs for the town.
- The Board asked Mrs. York to notify the Merrills' to make sure that shoveling for the temporary office trailer and other town buildings would be done by 8:00 a.m.
- A discussion was held regarding the town truck getting stuck plowing Hunt Road. Vice-Chair Dunklee noted that the town does not perform winter maintenance on Hunt Road and to inform the Highway Supervisor.

12:35 P.M. **MEETING ADJOURNED:** Chair Moriarty moved to adjourn the meeting at 12:35 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Alison York  
Secretary, pro-tem

AY/kc

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



TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
NOVEMBER 28, 2018

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

OTHERS PRESENT: Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.), Joe Hogan (Clerk of the Works), John Fischer (Fire Chief)

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. Dan Baggaley informed the Board that the plywood was being installed on the roof, the mason was finishing up work in the basement, the plumbers are working in the basement installing the necessary plumbing to connect to the septic, and the propane tank could be filled in two weeks once the installation was completed. Bryant Lehr noted that the lighting package had been released with Norman Larsen's (architect with Christopher P. Williams) recommendations. Mr. Lehr noted that he still needed to contact Mango for the security system and the fire alarm system submittals still have not been received. Vice-Chair Dunklee highly recommended using square D electrical boxes as parts would be available in the future. Mrs. Corliss handed Mr. Lehr the color choices for the interior flooring.

12:30 P.M. Bryant Lehr, Dan Baggaley, and Joe Hogan left the meeting.

12:30 P.M. **NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to enter into non-public session pursuant to NH RSA 91-A:3 (a), seconded by Selectman Hazelton. The vote was unanimous.

12:42 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to come out of non-public session at 12:42 p.m., seconded by Selectman Hazelton. The vote was unanimous. Vice-Chair Dunklee moved to seal the non-public session minutes for five years, seconded by Chair Moriarty. The vote was unanimous.

12:43 P.M. **AMBULANCE AND FIRE AGREEMENT WITH THE TOWN OF GROTON 2019 RENEWAL:** Chief Fischer approached the Select Board to discuss the proposed Ambulance and Fire Agreement with the Town of Groton. Chief Fischer handed the Board the proposed 2019 Fire Department budget. Chief Fischer informed the Board that the major increase was to payroll as his proposal was to have more personnel available during the day for coverage. Chief Fischer explained to Selectman Hazelton the current agreement that the Town of Hebron has with the Town of Groton and noted the section of town covered by other departments due to its geographic location. Chair Moriarty asked Chief Fischer about the current call statistics for each town. Chief Fischer replied that currently the calls are 50/50 for each town. Selectman Hazelton commented that the Town of Groton should share in the increases to the operating budget of the fire/ems department as Hebron does. Chair Moriarty asked Chief Fischer if there were any costs in the Fire Department Budget that the Town of Groton already pays. Chief Fischer replied that the Town of Groton was a member of Lakes Region Dispatch which they are directly billed by Lakes Region. Mrs. Corliss asked Chief Fischer if the town pays for the fire/ems training. Chief Fischer replied that the town covers the cost of the tuition and transportation to the training. Vice-Chair Dunklee informed Chief Fischer that the employees' hourly rate for the day of training should be paid to ensure that workers' compensation would cover the employee. Chief Fischer informed the Board that the hourly pay rates for the fire/ems department was based on the State of NH Forest Fire Warden rate schedule. Chair Moriarty asked Chief Fischer to prepare other costs associated with the fire/ems department for the Board before the December 6 Select Board Meeting.

1:23 P.M. **ANY OTHER BUSINESS:**

- Chair Moriarty asked Mrs. Corliss to invite Robin Orr (Librarian) to meet with the Board.

1:25 P.M. **MEETING ADJOURNED:** Chair Moriarty moved to adjourn the meeting at 1:25 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
December 4, 2018

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

OTHERS PRESENT: Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.), Joe Hogan (Clerk of the Works)

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. The septic tanks had been installed and the plumbing was roughed in. Mr. Lehr informed the Board that the roof edge details were not included in the final drawings and he had contacted Norman Larson (architect with C.P. Williams). Mr. Lehr contact Mango Security Systems regarding fire alarm and ~~jugular~~burglar-systems. Mr. Lehr informed the Board of a change order for \$8,400 for Consolidated Communications to install the additional utility pole required for the electric to be connected to the Academy Building. A discussion was held regarding the front entry door to the building as being half glass vs. full glass. Mr. Lehr asked Mrs. Corliss to review the town records for a Septic System Approval for Construction and an Approval for Operation to the Academy Building. Mrs. Corliss reviewed with Mr. Lehr and Mr. Baggaley the Tax Collector's drop box for tax payments that needed to be installed to be accessed from the outside of the building, but the Tax Collector could also access from the interior of the office.

12:45 P.M. Bryant Lehr, Dan Baggaley, and Joe Hogan left the meeting.

12:45 P.M. **ANY OTHER BUSINESS:**

- Vice-Chair Dunklee relayed to the Board that he contacted **Tom Burns with TFMoran regarding performing a structural analysis and an ADA compliance review of the Town Clerk/Tax Collector Building and Library**. There was some misunderstanding by Mr. Burns as he thought that the NH Preservation Alliance turned down the bid and not to continue with the request.
- Mrs. Corliss asked that a member of the Select Board contact the **Bridgewater-Hebron Village School regarding a shortage in the ski program** offered to the students.
- The Board asked Mrs. Corliss to review the NH RSA's regarding **elected officials since the town is changing from a calendar year to a fiscal year** to make sure the elected officials terms that expire in 2019 continue until the next town meeting in May.
- The Board asked Mrs. Corliss to check with the New Hampshire Municipal Association legal counsel regarding a **potential conflict with two elected positions**.

1:30 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 1:30 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
DECEMBER 6, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief), Ben Hall (Highway Supervisor), John Resango, Kyle Andrew, Ron Maden (Groton Select Board), Sara Smith (Groton Administrative Assistant), John Fischer (Fire Chief), Bill Luti, Maynard Young, Ed Bailey, Jason Robert (NASD Board Member)

6:45 P.M.      **HIGHWAY DEPARTMENT:** The Select Board ~~discussed-met~~ with Ben Hall, Highway Supervisor, ~~to get an update on the department, how transitioning into the position was going since being hired in October.~~ Due to the earlier than expected snowstorms there have been complaints about the conditions of the roads. Mr. Hall noted that the first few months on the job had been challenging, but anticipated things to start going smoother as the drivers are becoming more familiar with their routes. Chair Moriarty informed Mr. Hall that getting out sooner to clear the roads earlier in the season would be the best approach. The more the residents see town vehicles out, the better they feel about roads being cleared. The Board asked Mr. Hall to communicate with the Selectmen's Office more as any calls from the public are directed to the office first. The Board informed Mr. Hall that the town equipment was to be treated with care and that maintenance and repairs should be performed in a manner to prolong the life of the equipment and protect the employees of the town. The Board reminded Mr. Hall that the office staff and the Board was there to help out with any issues that arose and to reach out sooner when the need arose. The Board thanked Mr. Hall for meeting with the Board.

7:05 P.M.      **AMBULANCE AND FIRE AGREEMENT WITH THE TOWN OF GROTON:** The Select Board met with Chief Fischer and the Groton Select Board to discuss the renewal of the Ambulance and Fire Agreement. Chief Fischer handed the Board's copies of the proposed 2019 Fire Department Budget. Chief Fischer reviewed the current statistics of fire and ambulance calls, the current rate of pay for firefighters and emt's and the reason for the \$10,000 increase to the salary line in order to be able to provide 24 hour coverage to both towns. Chief Fischer explained the billing process as the residents of each town are not responsible for ambulance bills if they are unable to pay because they do not have health insurance or Medicare to cover the costs.

Chair Moriarty informed the Groton Select Board that the annual fees to dispatch would not be included in the calculation as each town is billed directly from Lakes Region Dispatch. Chief Fischer noted that the Fire Department Budget does not include utilities for the Public Safety Building. Chair Moriarty informed the Groton Select Board that the agreement would be increasing as it would be 50% of the Fire Department Budget and 50% of the cost of the new fire truck (based on a 20 year life span) which comes out to \$25,000 annually split by each town. Joe Resango inquired about the Town of Groton getting input towards future purchases. Chair Moriarty replied yes as the Select Board Meetings are open to the public. Selectman Hazleton noted that it is a logical scenario to keep department coverage locally vs. going to other towns for coverage where the response time would be much longer due to the location of the towns. Kyle Andrews commented that a 40% increase is significant. Ron Marden noted that the Town of Groton also is responsible for another contract with the Town of Rumney for part of the town. Chief Fischer invited the Groton Select Board to come to the station for a more in depth tour and outline of the responsibilities. The Hebron Select Board thanked the Groton Select Board for taking the time to meet.

7:45 P.M.      **CONSERVATION COMMISSION TOWN FOREST BRIDGE REQUEST:** Martha Twombly approached the Select Board to discuss adding a railing to the Town Forest Bridge. Ms. Twombly informed the Board that upon review of the bridge inspection report provided to the town by the State of NH Department of Transportation (NH DOT) and discussion with the NH DOT the bridge railings are substandard (which is common for NH towns) but adding a railing would make it safer for visitors. Ms. Twombly informed the Board that the Conservation Commission was willing to pay \$1,400 from their budget for the railing. Ms. Twombly handed the Board a copy of the quote from Stan Newton. The Select Board authorized the repairs.

The Select Board discussed with Ms. Twombly updating the forestry plan in the Town Forest. Ms. Twombly noted that the Conservation Commission sent a letter to the Select Board recommending this and suggested Jon Martin. Unfortunately Mr. Martin was in an accident and would be unable to perform the update. Vice-Chair Dunklee informed Ms. Twombly that the Board agreed to utilize FORECO as Mr. Martin worked for them at the time the plan was created. Ms. Twombly recommended involving Rick Van De Pol in the process and encouraged public meetings to involve the residents in the process.

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

7:50 P.M.

**NEWFOUND AREA SCHOOL BOARD (NASD) – HEBRON REPRESENTATIVE:** Jason Robert introduced himself to the Board. Chair Moriarty informed Mr. Robert that there had been rumors about the NASD changing the apportionment of the billing to each towns in the district. Mr. Robert replied that there had not been discussion on that, but the school board had been dealing with removing items from the budget due to cuts made in various areas, negotiating contracts with the teachers, and working on preparing the upcoming budget. Mr. Robert explained the default budget and the process of developing the budget. Bill Luti inquired about the additional \$800,000 added to the budget a few years back to repair a roof and now the \$800,000 was part of the annual budget. Mr. Robert explained that the \$800,000 was added to the budget from the floor at a deliberative session which became part of the budget when the voters approved the amount on the ballot as voted by the seven towns in the district.

Chair Moriarty discussed with Mr. Robert the Bridgewater-Hebron Village School and that Bridgewater and Hebron made the right decision to build the school as it benefits four of the seven towns. The NASD gets a great deal to utilize the school for \$1.00 annually while Bridgewater and Hebron pay for the maintenance costs to the building. Chair Moriarty noted that he recently was asked to contact the Principal, Dana Andrews about a shortage in the ski program which parents of the children participating in the program are asked to pay but not the whole cost if they are unable to afford it. Mr. Andrews informed Chair Moriarty that he was short \$1,200 for the program. Vice-Chair Dunklee moved to donate \$600.00 to the Bridgewater-Hebron Village School towards the ski program, seconded by Selectman Hazelton. The vote was unanimous.

8:00 P.M.

**ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the two **Tax Collector Refund requests** for overpayment of property taxes.
- The Select Board signed a **letter to the NH Department of Transportation** requesting a “Seasonal Speed Limit” reduction on Route 3-A from 65 North Mayhew Turnpike to the Bridgewater town line.
- The Select Board signed the **Application for Payment from the Trustees of Trust Funds** for the following:
  - Town Offices Expansion and Refurbishment Capital Reserve Fund - \$387,515.84
  - Road Emergency Repairs Capital Reserve Funds - \$12,451
  - Dry Hydrant Capital Reserve Fund - \$4,894.49
  - Communications Capital Reserve Fund - \$6,315.34
- The Select Board signed the **authorization to pay the Town Auditors** for completing the audit for the fiscal year ending December 31, 2017.
- The Select Board signed the **request to the Town Treasurer**, Carol Bears, to withdraw \$8,134.91 from the Police Special Detail Revolving Fund for the balance of the purchase of the new police cruiser as voted at the March 17, 2018 Town Meeting.
- Vice-Chair Dunklee moved to authorize Chair Moriarty to sign on behalf of the Board the **annual appropriation to the local hospitals**, seconded by Selectman Hazelton. The vote was unanimous.

8:18 pm.

**DISCUSSION ITEMS:**

- The Select Board reviewed list of people expressing interest in **volunteering to serve on the Zoning Board of Adjustment**. Vice-~~Chair~~ Chair Dunklee noted to also contact Curtis Mooney.
- The Select Board reviewed the **proposal submitted by Paul Morrison Electric, LLC to install LED High Bay Fixtures in the Highway Department Town Shed**. Vice-Chair Dunklee moved to accept the proposal from Paul Morrison Electric, LLC to perform the work outlined in the proposal, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board signed the **2018 Equalization Municipal Assessment Data Certificate** as prepared by Avitar Associates of N.E. Inc.
- Mrs. Corliss informed the Board that she received an email from the Town Clerk about the **roof leaking in the connector between the Town Clerk/Tax Collector Building and the Library**. Vice-Chair Dunklee would have Jim Ramsey look into it as he was insulating the connector to protect the furnace.

8:26 P.M.

**CORRESPONDENCE:**

- **Letter from the Hebron Library Trustees** – supporting future Library expansion into the Town Clerk/Tax Collector’s Office once it is vacated.
- **Town of Plymouth Planning Board Meeting and Public Hearing** minutes – Market Basket Project
- **Plymouth Area Community Closet** – solicitation for donations

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

- **Invitation from the Federal Emergency Management Agency to an upcoming Risk Mapping, Assessment and Planning Discovery Meeting** for the Pemigewasset Watershed on December 11, 2018.

8:31 P.M.

**ANY OTHER BUSINESS:**

- Mrs. Corliss informed the Board that Selectman Hazelton and herself had been in communication with the Lakes Region Planning Commission and representatives with the NH Department of Transportation regarding grants available to assist with **addressing the issues at the intersection of North Shore Road and Route 3-A**. Selectman Hazelton informed the Board that he had a conversation with Susan Slack (Lakes Region Planning Commission) at the Transportation Advisory Committee meeting regarding available funds and this project appears to be applicable if we could obtain some of the engineering work performed by the NH Department of Transportation. Unfortunately, the form is quite lengthy and needed to be submitted by early next week which is not enough time to complete the grant. Selectman Hazelton noted that he would try and obtain as much information from NH DOT in the meantime to be prepared for future funding that may become available.
- Vice-Chair Dunklee updated the Board on the **Planning Board Meeting** held which the status of Meadow Wind Bed & Breakfast operations was questioned by an abutter as to the proper approvals through the town. Vice-Chair Dunklee informed that the Planning Board would provide the Select Board with the files on all the hearings where the Select Board would have to hold a public hearing determining the status of the approved operations. Selectman Hazelton felt that they would be grandfathered as it had been operating with wedding types of functions for many years. The abutters would be invited to this meeting as well as the Planning Board and Historic District Commission.
- Mrs. Corliss informed the Board that the **MS-60 Report of Locally Elected Auditors for the fiscal year ending December 31, 2017** had been completed and emailed for their comments.

8:52 P.M.

**APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of November 15, 2018 and made the following changes – page 2, under *Approval of the Minutes* correct the spelling of “led”, page 2 – correct the sentence to read “Selectman Hazelton stated that he had never seen an individual treated so rudely in public over a requirement that did not exist.”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of November 15, 2018 as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of November 21 2018. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of November 21, 2018 as submitted, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of November 28, 2018. Selectman Hazelton moved to accept the Select Board Meeting minutes of November 28, 2018 as submitted, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of November 28, 2018. Vice-Chair Dunklee moved to accept the Select Board Non-Public Session minutes of November 28, 2018 as written, seconded by Selectman Hazelton. The vote was unanimous.

8:55 P.M.

**MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:55 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
December 12, 2018

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

OTHERS PRESENT: Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.), Joe Hogan (Clerk of the Works)

ABSENT: Patrick Moriarty, Paul Hazelton

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. The roof is tight to the weather, insulation has been completed on exterior of basement, and the windows are being installed. Dan Baggaley reported that the interior petitions will be worked on next week along with electrical rough-in, and the shingles will be installed. The window trim will also be done. A discussion was held on removing the bell wheel from the attic. Mr. Lehr inquired about leaving the insulation that is in the attic and blow in insulation over the existing or to remove the old and replace with all new. Vice-Chair Dunklee replied that removing the old would be best and replace the insulation with all new. Mr. Lehr discussed the details regarding the type of doors to be used on all the entry/exits. Joe Hogan suggested using a fiberglass door for the front entry as it would hold up to the weather. Mr. Lehr noted that the fire alarm submittal has been emailed to the Fire Chief and he was waiting for comments. A discussion was held regarding the roof edge detail. Mr. Baggaley informed Vice-Chair Dunklee and Mrs. Corliss that the Consolidated Communications invoice should be paid as soon as possible in order to get the new electrical poles to get electricity connected to the building. Discussion was held regarding the color of the deck and ceiling on the front porch and the type and style of pass through windows for each office. Vice-Chair Dunklee suggested that Mrs. Corliss contact the State of NH Department of Labor, as this was a requirement enforced by their department.

12:45 P.M. Bryant Lehr, Dan Baggaley, and Joe Hogan left the meeting.

12:45 P.M. **NON-PUBLIC SESSION:** Vice-Chair Dunklee noted that this portion of the meeting was non-public session pursuant to NH RSA 91-A:III (c) to discuss a personnel matter.

1:38 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Dunklee came out of non-public session at 1:38 p.m.

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

- Mrs. Corliss informed Vice-Chair Dunklee that she would be scheduling a meeting for Friday, December 14, 2018 to sign the manifest for the invoice from Consolidated Communications to start the process for setting the additional pole in order to get electricity to the Selectmen's Office Building at 7 School Street.

1:40 P.M. **MEETING ADJOURNED:** The meeting was adjourned at 1:40 p.m.

Respectfully submitted,

Karen Corliss  
Town Administrator

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

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
December 14, 2018

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

OTHERS PRESENT:

ABSENT: Paul Hazelton

10:00 A.M. **LIBRARY HANDICAPPED ACCESS:** Vice-Chair Dunklee updated Chair Moriarty on the meeting with Robin Orr (Librarian) discussing the access that would be necessary to the Library for Mrs. Orr to return to work. Vice-Chair Dunklee informed Chair Moriarty that Patricia Karlsen at 2 Church Lane (Tax Map 17 Lot 022) offered to Mrs. Orr using her property in order to install a handicapped access ramp. The Board agreed to consider this proposal with Ms. Karlsen, but an easement would need to be given to the town and there would need to be enough of an area for Mrs. Orr to park at the end of the ramp. Vice-Chair Dunklee informed Chair Moriarty that the swing on the front door would need to be changed. Mrs. Corliss discussed with the Board contacting the abutters (behind and beside the Town Clerk/Tax Collector Building and the Library) about a boundary line adjustment in order for the building to be completely located on town property. The Board asked Mrs. Corliss to draft a letter to be signed.

**INSULATION IN TOWN CLERK/TAX COLLECTOR BUILDING:** Vice-Chair Dunklee reported to Chair Moriarty the insulation work that had been done in the Town Clerk/Tax Collector Building connector around the furnace area to prevent a possible freeze-up. Vice-Chair Dunklee informed Chair Moriarty that the contractor was unable to access below the bathroom area, but ducts had been installed to blow warm air below the building to prevent a bathroom freeze-up. Also, the screens in the crawl space had been insulated with plywood and foam insulation which should keep the wind from blowing beneath the building to freeze the water pipes.

**TAX – COLLECTOR RESIGNATION:** Vice-Chair Dunklee moved to accept Madeleine MacDougall's resignation as Tax Collector, seconded by Chair Moriarty. The vote was unanimous.

Vice-Chair Dunklee moved to appoint Carol Bears as interim Tax Collector until town elections in May, 2019, seconded by Chair Moriarty. The vote was unanimous.

**ACADEMY BUILDING –LOAN EXTENSION:** The Board signed the Allonge for Attachment to Note with Union Bank with the loan ending December 2023.

**MANGO SECURITY SYSTEMS, INC. –ACADEMY BUILDING PROPOSAL:** The Select Board reviewed the proposal submitted by Mango Security Systems, Inc. for the necessary access panels, fire alarm, and ~~burglar~~ **burglar** alarm to be installed at the Academy Building. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the proposal for the security system in the town building, seconded by Chair Moriarty. The vote was unanimous.

**REVIEW FOR SITE PLAN APPROVAL-MEADOW WIND BED AND BREAKFAST (TAX MAP 17 LOT 023):** Mrs. Corliss relayed to the Board that a letter was received from Normandin, Cheney & O'Neil, PLLC noting that the complaint/request for additional site plan review had been withdrawn at this time. Vice-Chair Dunklee moved that no action would be taken on the letter from Patricia Karlsen's complaint against Meadow Wind Bed and Breakfast as a withdrawal letter had been received, but the town would continue to monitor the activities, seconded by Chair Moriarty. The vote was unanimous.

**BRISTOL TRANSFER STATION – MEMORANDUM OF UNDERSTANDING:** Mrs. Corliss informed the Board that she had been in contact with Nicholas Coates, Town Administrator with the Town

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of Bristol, regarding renewing the Memorandum of Understanding for Hebron residents to utilize the Bristol Transfer Station. Mr. Coates did not anticipate any increase, but Mr. Coates would be discussing this with the Bristol Select Board.

**HIGHWAY DEPARTMENT – SECURITY SYSTEM:** The Select Board discussed revisiting the installation of a security/fire alarm system in the Highway Department town shed as a warrant article for May 2019.

**CAPITAL RESERVE FUND – CORRECTION:** Mrs. Corliss informed the Board that an invoice was counted twice in error and the Application for Payment from the Trustees of Trust Funds to withdraw funds from the Dry Hydrant Capital Reserve Fund needed to be corrected. The Select Board signed the corrected Application for Payment from the Trustees of Trust Funds from the Dry Hydrant Capital Reserve Fund in the amount of \$4,798.93. The Board signed the letter to the Trustees of Trust Funds requesting that \$88,603 be deposited into the respective capital reserve funds as voted at the March 2018 Town Meeting.

10:45 ~~PA~~.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 10:45 a.m., seconded by Chair Moriarty. The vote was unanimous. The meeting was adjourned at 10:45 ~~ap~~.m.

Respectfully submitted,

Karen Corliss  
Town Administrator

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TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
December 19, 2018

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

OTHERS PRESENT: Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.), Joe Hogan (Clerk of the Works), John Fischer (Fire Chief)

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. The roof is tight to the weather, electrical and plumbing rough in has been done. The mechanical specifications came back with significant changes from Kohler & Lewis and Mr. Lehr was concerned with the changes as there were no explanations provided. Chair Moriarty and Mr. Lehr tried contacting Norman Larson (architect with Christopher P. Williams), but Mr. Larson will be away on vacation for the next couple of weeks. Mr. Lehr invited the Board for a walk through to review the status of the project. Mr. Baggaley and Joe Hogan worked together on a roof edge trim mock up. Chief Fischer informed Mr. Lehr and Mr. Baggaley that the alarm system plans met his approval and basically standard for any commercial building. Chief Fischer noted that he would like to review closer a couple of locations of the smoke vs. heat detectors. A discussion was held regarding the windows to wait on the customers as the type of rating for the glass and the type of windows to install. The type of window used would also depend on the reason for the window such as privacy vs. security. The Board asked Mrs. Corliss to contact the NH Department of Labor for their specifications. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the statement to update the septic system approval for the Academy Building, seconded by Selectman Hazelton. The vote was unanimous. Mr. Baggaley discussed the decking color with the Board and also if they would like to price out trex decking as it would last longer than pressure treated. Mr. Lehr noted that it will cost \$2,300 to remove the existing insulation in the attic and \$930 to install new insulation in the attic. The Board approved this. Joe Hogan discussed with Mr. Lehr and Mr. Baggaley the concerns with the ceiling height in the basement. Mr. Baggaley noted that the timbers in the basement are all different sizes and some hang below the new construction which would significantly lower the ceiling height in the basement as it would require dropped ceilings. The ceiling will not be finished in the basement below the Academy Building. Mr. Hogan questioned the additional charges to the project. Mr. Lehr noted that the additional charges were for the delay in the project due to the legal issues. Mr. Hogan asked about the additional winter maintenance. Mr. Baggaley noted that it would be for the heater rental and chipping ice in the basement. Mr. Lehr would have the figures for the next meeting.

12:34 P.M. Bryant Lehr, Dan Baggaley, and Joe Hogan left the meeting.

12:42 P.M. **ANY OTHER BUSINESS:**

- Chair Moriarty signed the **Conneston Construction, Inc. invoice.**
- Chair Moriarty moved to **appoint Audrey Johnson as interim Treasurer** until May 2019 Elections, seconded by Selectman Hazelton. Chair Moriarty and Selectman Hazelton voted in favor of the motion. Vice-Chair Dunklee abstained from the motion. The motion passed.
- Chair Moriarty noted that the Board should **wait for results from the engineers and Ms. Karlsen before the next step in making decisions about changes to the structure of the Library.**

12:54 P.M. **MEETING ADJOURNED:** Selectman Hazelton moved to adjourn the meeting at 12:54 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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