

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
MAY 23, 2019

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

OTHERS PRESENT: Donna Luti and Bill York (Library Trustees)

7:00 P.M. **ELECT CHAIR AND VICE-CHAIR:** Selectman Hazelton nominated John Dunklee as Chair of the Select Board, seconded by Pat Moriarty. The vote was unanimous.

John Dunklee nominated Paul Hazelton as Vice-Chair of the Select Board, seconded by Pat Moriarty. The vote was unanimous.

7:03 P.M. **USE OF VACANT TOWN CLERK/TAX COLLECTOR STORAGE SPACE:** Bill York and Donna Luti approached the Select Board to discuss using the front storage of the Town Clerk and Tax Collector Office Building. This storage space could be used for library books and seasonal items. Selectman Moriarty looked to Mr. York for clarification on the room. Mr. York replied that the room was used as the Police Chief's Office before the Public Safety Building was built. Chair Dunklee noted that the floor of the building was rated for 20 lbs. / square foot. Mrs. Luti noted that it would be for seasonal items and items used by the Friends of the Library for various functions. Mr. York inquired about using the old Town Clerk's Office and Tax Collector's Office space for Library functions as a public room (ex. Book Club meetings, story tellers, etc...). Chair Dunklee commented that careful consideration should be given to the amount of weight on the floor. Mr. York stated the gatherings would be open to the public which have been small. Selectman Moriarty reminded Mr. York that the Select Board would like to form a committee to decide on the future of the town buildings and the buildings may not be the Library's in the future. Selectman Moriarty stated that the Select Board is already dealing with handicapped accessibility to the buildings. Selectman Moriarty encouraged Mr. York or Mrs. Luti to be a part of the committee. Mrs. Luti informed the Board that the Library Trustees recommended Kathy Abbene and Janet Wisniewski as alternate Library Trustee Members. Vice-Chair Hazelton moved to appoint Kathleen Abbene and Janet Wisniewski as alternate Library Trustees for a term of one year, seconded by Selectman Moriarty. The vote was unanimous.

7:11 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Selectman Hazelton moved to authorize Chair Dunklee to sign the **Hold Harmless Agreement with the Hebron Historical Society** on behalf of the Board, seconded by Selectman Moriarty. The vote was unanimous.
- Vice-Chair Hazelton moved to authorize Chair Dunklee to sign the **Contribution Assurance Program (CAP) for the FY 2021 on the Workers' Compensation Program with Primex**, seconded by Selectman Moriarty. The vote was unanimous.
- Chair Dunklee moved that the Town of Hebron authorized LRPC to issue a RFP on our behalf to take part in a **regional propane and/or oil joint purchasing initiative**. We understand this means jointly issuing an RFP to purchase oil and/or propane at a group rate. We agree not to shop around during the joint bidding process so that our group will have a stable purchasing volume for bidders to base their bid price on. We further understand that we are under no obligation to except the joint bid price if it is not competitive for our town to do so, seconded by Vice-Chair Hazelton. The vote was unanimous.
- Mrs. Corliss informed the Board that the State of NH Department of Transportation **approved the seasonal speed limit on NH Route 3-A**. The town is responsible for posting the proper

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signage. Selectman Hazelton moved to purchase the necessary signage for the seasonal speed limit positing on Route 3-A, seconded by Selectman Moriarty. The vote was unanimous.

- Chair Dunklee moved to appoint **John Fischer as Fire Chief and Emergency Management Director** for one year, seconded by Vice-Chair Hazelton. The vote was unanimous.
- Chair Dunklee moved to appoint **Travis Austin as the Deputy Emergency Management Director** for one year, seconded by Vice-Chair Hazelton. The vote was unanimous.
- Chair Dunklee moved to appoint **Ivan Quinchia as a regular Planning Board Member** to complete the term of Roger Larochelle until May 2021, seconded by Vice-Chair Hazelton. The vote was unanimous.
- Chair Dunklee moved to appoint **Roger Larochelle as an alternate Planning Board Member** to complete the term of Ivan Quinchia until May 2021, seconded by Vice-Chair Hazelton. The vote was unanimous.
- Patrick Moriarty volunteered to be the **Selectmen's Representative to the Planning Board** and John Dunklee volunteered to be the **Selectmen's First Alternate with the Planning Board**.
- Chair Dunklee moved to **reappoint Alison York as a regular member to the Zoning Board of Adjustment** for a three year term, seconded by Vice-Chair Hazelton. The vote was unanimous.
- Chair Dunklee moved to **reappoint Martha Twombly and Suzanne Smith as regular members of the Conservation Commission** for a three year term, seconded by Vice-Chair Hazelton. The vote was unanimous.
- The Board made a note to ask Ivan Quinchia if he would be interested in serving as the **Ex-Officio Planning Board representative on the Historic District Commission**.
- **Selectman Moriarty would be the Selectmen's First Alternate to the Historic District Commission and Vice-Chair Hazelton would be the Selectmen's Representative to the Historic District Commission.**
- Selectman Moriarty agreed to continue as the **Selectmen's Representative to the Hazard Mitigation Committee**.
- The Board discussed the **vacant Deputy Tax Collector position** and suggested advertising in the upcoming Hebron town newsletter and in the column of the Newfound Landing written by Robert Brooks.
- Mrs. Corliss relayed to the Select Board the **issue brought to Ben Hall's (Highway Supervisor) attention regarding damage done to a newly paved driveway by winter plowing**. Chair Dunklee moved to repair the damage to the driveway funded by the surplus in the Snowplow account, seconded by Vice-Chair Hazelton. The vote was unanimous.

7:42 P.M. **DISCUSSION:**

- The Board reviewed the email from **Attorney Roman regarding the proposed easement with Hugh and Nancy Sycamore** for land around the Town Clerk and Tax Collector Office Building and the Hebron Library Building. Selectman Moriarty would like to discuss with Mr. Sycamore before sending the document. Chair Moriarty moved to send the proposed easement to the Planning Board and Conservation Commission pursuant to RSA 41:14-a, asking each board for a written recommendation on the Town acquiring this small easement, seconded by Vice-Chair Hazelton. The vote was unanimous. Chair Dunklee noted that the question was still there regarding the Olive Branch Grange land and settling the ownership. The Board asked Mrs. Corliss to contact Roy Sabourn about the property in question.
- Mrs. Corliss informed the Board that **Alan Baker (Beach Committee Member) suggested offering four beach parking permits (by drawing names) for residents that help with the spring clean-up** at the Hebron Memorial Beach. Selectman Moriarty did not think this was needed as many volunteer because they want to help out. Vice-Chair Hazelton thought that it

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may encourage more people to help with the spring beach clean-up. Chair Dunklee suggested that the Beach Committee discuss further and bring back to the Board for next year.

- The Select Board agreed to **reschedule the first regular Select Board Meeting in July** to Tuesday, July 2nd as the fourth falls on Thursday.
- Mrs. Corliss informed the Board that **Angel Ekstrom (Central NH Public Health Network) was looking for a 12'x12' temperature controlled accessible storage space**. The Board felt they would have to decline any additional space in the basement of the Town Office Building as the Select Board Office records were not stored in a locked area.
- The Board reviewed the **letter from Andrea Goldthwaite** regarding new signage for the Town Office Building. Vice-Chair Hazelton commented that the Historic District Commission had budgeted for new signs in the 2019/2020 Budget.
- Mrs. Corliss reviewed with the **draft letter prepared by Attorney Roman** to the architect of the Academy Building project.

7:58 P.M. **CORRESPONDENCE:**

- **Invitation to the Newfound Lake Region Association to annual celebration** on July 12, 2019.

7:59 P.M. **ANY OTHER BUSINESS:**

- The Board asked Mrs. Corliss to **invite the contractors to meet with them and discuss projects approved at the May Town Meeting**. The Board discussed moving forward early with warrant articles that were passed.
- Vice-Chair Hazelton discussed with the Board the **cost to the town to relocate the intersection of George Road onto North Shore Road**. Chair Dunklee replied that the cost would be between \$250,000 and \$300,000 with constructing the road, engineering costs, and purchasing the land.

8:15 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of May 2, 2019 and made the following corrections: page 1, eighth sentence under *2019 Town Meeting Preparation*, start a new paragraph with "Chair Moriarty informed Mr. Larochelle there was a proposal..." and page 1, under *Discussion*, third bullet – change the sentence to read "Mrs. Corliss informed the Board that the additional information for the preparation of a warrant article for the town to take over High Cliff's Circle and Skyline Drive had not been received from Larry Goodman's attorney ." Chair Dunklee moved to accept the Select Board Meeting minutes of May 2, 2019 as amended, seconded by Selectman Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of May 8, 2019. Chair Dunklee moved to accept the Select Board Meeting minutes of May 8, 2019 as written, seconded by Vice-Chair Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of May 10, 2019. Vice-Chair Hazelton moved to accept the Select Board Meeting minutes of May 10, 2019 as written, seconded by Selectman Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of May 15, 2019. Chair Dunklee moved to accept the Select Board Meeting minutes of May 15 as written, seconded by Vice-Chair Hazelton. The vote was unanimous.

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The Select Board reviewed the Select Board Non-Public Session minutes of May 8, 2019. Vice-Chair Hazelton moved to accept the Select Board Non-Public Session minutes of May 8, 2019 as written, seconded by Selectman Moriarty. The vote was unanimous.

The Select Board discussed the **drain pipes to be added to the back roof of the Academy Building** as proposed by Quality Insulation. The need for a leaf guard over the drain pipes was discussed as well as the additional maintenance in the fall and who would be performing the maintenance.

8:32 P.M. **MEETING ADJOURNED:** Vice-Chair Hazelton moved to adjourn the meeting at 8:32 p.m., seconded by Selectman Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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