

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
NOVEMBER 21, 2019

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

OTHERS PRESENT: John Black, Travis Austin (Police Chief), Kelton Austin, David Allen and Peter Burnham (representatives from Casella Waste), Richard James, John Fischer (Fire Chief/ Emergency Management Director)

7:00 P.M. **CASELLA WASTE – CONTRACT RENEWAL:** David Allen and Peter Burnham approached the Select Board to discuss renewing the contract for curbside trash collection for the next three years. Mr. Allen reported to the Board on the current status of the recycling market since China has stopped purchasing recyclables from the United States. Mr. Allen proposed to the Board a 10% increase to ~~this over~~ last year's bill ~~for paid in~~ 2019 and 5% increase over each of the next two years. Mr. Allen stated that the proposed increase was based on the increase of disposal costs. Mr. Allen noted that if there was a significant increase to disposal costs during the timeframe of the contract, they would ask to meet with the Board again to review the contract. Selectman Moriarty inquired about reducing disposal costs. Mr. Allen replied that educating the residents on what items are recyclable. Many items that ~~are~~ have a "Recycle" triangle on the label are not always recyclable. Ms. Sanborn asked Mr. Allen if the 2 yard dumpster utilized for the Hebron Memorial Beach could be added to the contract. Mr. Allen replied that it could be included. Vice-Chair Hazelton asked Mr. Allen that if there was a dramatic positive change to recycling would Casella come back to the Board to review the contract. Mr. Allen replied yes. Selectman Moriarty asked Mr. Allen if the town did not sort for recycling would the costs be lower. Mr. Allen replied yes, but the disposal demand would be harder to come by. A discussion was held regarding the continuous changes to the trash and recycling industry and the limited locations to dispose of trash. Vice-Chair Hazelton moved to go with the 5-year contract with 10% increase the first year and 5% each year after with floor and ceiling provisions included in the contract, seconded by Selectman Moriarty. Peter Burnham informed the Board that the contract would be reduced by \$500 per day when the curbside trash collection service could not be performed and that the contract would be reduced by \$125 for each day that a truck and driver was sent to the Hebron Highway Garage for trash collection. The Board thanked Mr. Allen and Mr. Burnham for meeting with them.

7:34 P.M. **MEDICARE AUDIT:** Chief Fischer approached the Board to discuss the recent notification by Comstar (ambulance billing service) that the Hebron Fire Department – ~~Ambulance Service~~ was chosen to participate in an audit performed by Medicare. Chief Fischer explained to the Board the process for the audit and that Hebron was part of the 25% ground ambulance services chosen nationwide. Selectman Moriarty asked Chief Fischer what the compensation was for the audit. Chief Fischer replied none. Chief Fischer stated that Comstar was willing to help provide information that would be needed for the audit. Vice-Chair Hazelton asked Chief Fischer would like help inputting the data once it was gathered. Chief Fischer replied that it would be beneficial. Selectman Moriarty asked Chief Fischer for the timeframe to complete the project. Chief Fischer replied 5 months after the date for the end of the period chosen for the audit.

**FEDERAL EMERGENCY MANAGEMENT AGENCY – DISASTER DECLARATION**

**UPDATE:** Chief Fischer informed the Board that a representative from the Federal Emergency Management Agency would be at the Public Safety Building again on Tuesday, November 26 at 1:00 p.m. for a repeat site inspection. Chief Fischer informed the Board that he was going to contact Merle Lyons (Highway Department employee) about time worked at each location. The Board thanked Chief Fischer for the update.

7:58 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.

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

- The Board reviewed the request for a **general journal entry to correct the deposit of funds** into the incorrect bank account. Chair Dunklee moved to perform a general journal entry of \$203 from the property taxes collected account to the Snow Plow Fund, seconded by Vice-Chair Hazelton. The vote was unanimous.
- The Board authorized **disbursement of funds to Dartmouth Hitchcock Hospital, Lakes Region General Hospital, and Speare Memorial Hospital** as appropriated at the May Town Meeting. Selectman Moriarty moved to disperse the appropriation of funds to the listed hospitals, seconded by Vice-Chair Hazelton. The vote was unanimous.
- The Board signed the **letter to William Lambert, P.E. NH Department of Transportation**, requesting the “Seasonal 40 MPH” speed limit on Route 3-A from the Bridgewater town line to 65 North Mayhew Turnpike. Ms. Sanborn informed the Board that she spoke to Mr. Lambert about a 40 MPH speed limit year round and Mr. Lambert stated that the traffic study did not support this reduction. The Board asked Ms. Sanborn to inform let the residents know of the decision by the NH DOT that made this request requested a year round reduced limit. Mr. James informed the Board that he could pass this information along to some of the residents.
- The Board signed the **letter to New Hampshire Division of Historical Resources** to close out the grant that was awarded to the town to repair the belfry on the Hebron Academy Building.
- The Select Board signed the **Oath for the Certification of the 2019 Tax Rate.**
- Ms. Sanborn informed the Board that the **Conservation Commission recommended appointing Don Musial as a regular member.** Selectman Moriarty moved to appoint Don Musial as a regular member of the Conservation Commission filling the term of Edward Van Dorn, seconded by Vice-Chair Hazelton. The vote was unanimous.

8:07 P.M. **DISCUSSION ITEMS:**

- The Board reviewed the **proposed hiring policy.** Ms. Sanborn informed the Board that over the years the necessary paperwork completed in the hiring process had not always been submitted to the office before the new employee started working for the town. This policy will assist department heads in the hiring process. Chair Dunklee felt that employees could be hired pending the NH Motor Vehicles Records and the NH Criminal Records Check, unless the employee would be working with children. Chair Dunklee moved to implement the hiring procedures as presented, seconded by Vice-Chair Hazelton. The vote was unanimous.
- Ms. Sanborn presented the Board with the **option of utilizing automated clearing house (ACH) for payments to the New Hampshire Retirement System monthly payments.** Chair Dunklee stated that he still preferred the check payment process.
- Ms. Sanborn relayed to the Board that Tracey Steenbergen, Town Clerk, looked for clarification through the New Hampshire Municipal Association legal services on the **requirements of Oaths of Office for members on committees created by the Select Board.** The reply from legal services was that oaths of office would be required if the Select Board had voted to do so. The Board did not feel that oath’s would be necessary.

8:15 P.M. **ANY OTHER BUSINESS:**

- Selectman Moriarty informed the Board that he received the **Newfound Lake Region Association newsletter and noted that one the article on timber cutting of the articles concerned him.** The article did not state misstated the facts about the Select Board’s role in approving Notice of Intent to Cut Wood forms for timber harvesting operations. Selectman Moriarty stated that he sent a letter to the new director of NLRA requesting clarification on the errors in the article. The director agreed to clarify the errors in the next newsletter. Selectman Moriarty informed the Board that the new director would like to meet with the Board soon.

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

- Selectman Moriarty stated that **an explanation about the 2019 tax rate increase** should be sent out to the taxpayers as the town portion is based on an 18 month budget. The Board agreed.
- Selectman Moriarty updated the Board on a call he received from Terry Murphy, Hebron-Bridgewater Refuse Facility Commissioner. Mr. Murphy was concerned with the Hebron Select Board inquiring through NH Department of Environmental Services **about posting a bond for remediation costs** for the closed ash pit in Bridgewater Transfer Station. The Board asked Ms. Sanborn to follow through with Attorney Roman on the bonding inquiry.

8:27 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of November 7, 2019 and made the following changes: page 1, under *Certified Computer Services, LLC – Contract Renewal*, eleventh sentence – change “covert” to “convert” and capitalize the “o” in “office”, next to the last sentence (same section) – change “units” to “workstations”, page 2, under *Boundary Line Discrepancy*, second sentence – change “40” to “30”, page 2, under *Any Other Business*, first bullet, first sentence – change “bathhouse” to “bathroom”, page 2, first bullet, start a new bullet at the second sentence, page 2, under *Any Other Business* – note that Selectman Moriarty was reporting on the Planning Board Meeting, page 2, under *Any Other Business* – clarify the second sentence to read “Selectman Moriarty reported to the Board that Chuck Beno (Planning Board Vice-Chair) mentioned to Mr. Barnard the new driveway permit application that needed to be submitted by Mr. Sughrue for the driveway that was already installed.”, page 2, third bullet under *Any Other Business* – add “members of the committee felt” after “Vice-Chair Hazelton stated that”. Chair Dunklee moved to approve the Select Board Meeting minutes of November 7, 2019 as amended, seconded by Vice-Chair Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of November 18, 2019. Chair Dunklee moved to approve the Select Board Meeting minutes of November 18, 2019 as written, seconded by Selectman Moriarty. Chair Dunklee and Selectman Moriarty voted in favor of the motion. Vice-Chair Hazelton abstained as he was not at the meeting. The motion passed.

The Select Board reviewed the Select Board Non-Public Session minutes of November 17, 2019 and made the following correction: page 1, second paragraph, 1<sup>st</sup> sentence – change “Primes” to “Primex”. Chair Dunklee moved to approve the Select Board Non-Public Session minutes of November 17, 2019 as amended, seconded by Vice-Chair Hazelton. The vote was unanimous.

8:37 P.M. **MEETING ADJOURNED:** Vice-Chair Hazelton moved to adjourn the meeting at 8:37P.M., seconded by Selectman Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Sanborn  
Town Administrator

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