

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JANUARY 3, 2019

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

OTHERS PRESENT: Travis Austin (Police Chief), John Fischer (Fire Chief)

7:00 P.M.

COMSTAR BILLING RATES – 2019: John Fischer approached the Select Board to review the current billing rates used by Comstar for billing for ambulance services provided and the 2019 proposed rates. Chief Fischer reviewed with the Board the spreadsheet prepared outlining the 2019 Medicare Rates, Comstar Rates for the top 50 highest rates used by other ambulance providers, 2018 Hebron Rates with proposed for 2019 columns listed with various percentage increases. Chief Fischer informed the Board that Medicare is responsible for paying 80% of the Medicare rates and the patient is responsible for the remaining 20%. Chief Fischer recommended to the Board increasing the Hebron rates charged in 2018 for ambulance service by 15%. Selectman Hazelton asked Chief Fischer if there was a goal to reach for income for the ambulance services provided or were the current rates income covering the costs. Chief Fischer replied the income for 2018 was \$47,000. Chair Moriarty replied that the income was used indirectly to offset the costs. Chief Fischer noted that annually at town meeting some of the income was put into the “Ambulance Capital Reserve Fund” which was sometimes increased by the voters over the proposal by the Select Board. Chief Fischer noted that if you are a Hebron or Groton resident and were unable to pay the ambulance bill, then the bill gets written off. Vice-Chair Dunklee suggested to Chief Fischer contacting the insurance commission to follow-up with issues about insurance companies refusing to pay bills or refusing to pay for certain services offered. Selectman Hazelton noted that the insurance commission may be able to assist with getting better information from the insurance companies. Vice-Chair Dunklee moved to increase the Comstar rates charged for service by 15% for 2019, seconded by Chair Moriarty. The vote was unanimous.

7:22 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifest**.
- Mrs. Corliss informed the Board that QuickBooks software usually gets updated every couple of years and that it was time for an upgrade. Vice-Chair Dunklee moved **to upgrade QuickBooks to the 2019 version**, seconded by Selectman Hazelton. The vote was unanimous.
- The Board reviewed the **Memorandum of Understanding (MOU) between Central NH Public Health Region and the Town of Hebron** for the resource mobile storage trailer. The Board discussed with Chief Fischer any changes to the MOU from the past. Vice-Chair Dunklee moved to authorize Karen Corliss, Town Administrator to sign the MOU, seconded by Chair Moriarty. The vote was unanimous.
- The Board signed the **signature cards with Union Bank** for the Operating Account.
- Vice-Chair Dunklee authorized Chair Moriarty to sign the **MS-60A Auditor Option and Schedule for 2018**, seconded by Selectman Hazelton. The vote was unanimous. Mrs. Corliss discussed with the Board obtaining a quote from Roberts & Greene to perform an audit of the town financials ending in June 30, 2020 as recommended by the Town Auditors. The Board agreed to request the quote.

7:35 P.M.

DISCUSSION ITEMS:

- The Select Board reviewed the **Memorandum of Understanding (MOU) between the Town of Bristol and the Town of Hebron** to utilize the Bristol Transfer Station. The Board discussed with Mrs. Corliss drafting a letter to the Town of Bristol that ~~certain vendors~~ ~~commercial vendors~~ with town resident's trash and larger items ~~who were transporting the items at no charge~~ would be allowed to dispose of the items at the transfer station.
- Mrs. Corliss informed the Board that the **Notice for Bids for the 2010 Ford Crown Victoria** had been edited by Chief Austin adding a minimum bid and the deadline for bids was changed to February 7, 2019. The notice was going to be placed around town, on the New Hampshire Municipal Association website, in the Newfound Landing newspaper, and on the town website.
- The Select Board reviewed the information on the **Traditional Annual Meeting (May) Timeline**. Chair Moriarty suggested putting the document in the Hebron Newsletter and on the town website.
- The Select Board discussed the email from Tom Burns (P.E. with TFMoran, Inc.) regarding performing a **structural and architectural analysis and to address ADA compliance issues on the Town Clerk/Tax Collector Office and the Library**. The Board asked Mrs. Corliss to contact Craig Lacroix from Berard-Martel, as suggested by TFMoran, about meeting with the Board to discuss performing the assessment on the buildings as it would be more in-depth.

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

7:55 P.M.

ANY OTHER BUSINESS:

- Vice-Chair Dunklee updated the Board on the **Planning Board Meeting** that was held on Wednesday, January 2, 2019. Vice-Chair Dunklee informed the Board that the Planning Board met with a representative from Lakes Region Planning Commission about updating two Master Plan chapters. Also discussion was held about creating a checklist to hand out to anyone interested in making changes to their property to ensure that the current regulations are followed and the property owners were aware of the necessary permits/applications to submit for the changes. Vice-Chair Dunklee noted that the work performed would be of no cost to the town as it would be covered by the Newfound Watershed Grant.

8:05 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of December 20, 2018 and made the following changes – page 1, under *Action Items*, ninth bullet – correct the spellings of “Recommittal”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of December 20, 2018 as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of January 2, 2019. Selectman Hazelton moved to accept the Select Board Meeting minutes of January 2, 2019 as written, seconded by Vice-Chair Dunklee. Selectman Hazelton and Vice-Chair Dunklee approved the motion. Chair Moriarty abstained as he was not present at the meeting. The motion passed.

8:15 P.M.

MEETING ADJOURNED: Vice-Chair Dunklee moved to adjourn the meeting at 8:15 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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