

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JANUARY 2, 2020

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

OTHERS PRESENT: Richard James, Don Franklin and Bill Powers (Town Auditors), John Fischer (Fire Chief and Emergency Management Director), Larry Goodman

7:00 P.M. **REVIEW OF TOWN FINANCIALS FOR THE YEAR ENDING DECEMBER 31, 2018:** Don Franklin and Bill Powers approached the Select Board to review the issues or concerns discovered during the audit of the town financials for the year ending December 31, 2018. Mr. Franklin informed the Board that during the review process, as deficiencies were detected, the department head was notified and the issues were addressed at that time. Mr. Franklin reviewed the issues and explained to the Board how they had been addressed. Mr. Franklin noted that the annual requests for maintenance of the town cemeteries was not requested again this year. A discussion was held regarding the amount that could be requested from perpetual care funds vs. the amount to request from general care funds. Mr. Franklin commented that the fees for managing the capital reserve funds ~~was-were~~ not reported on the MS-9 and MS-10 reports in the annual report. Mr. Franklin informed the Board that the Town Auditors had volunteered their services to the Friends of the Hebron Library, but had been declined. A comment was made about the Highway Department reluctance to produce an inventory of property at the Highway Garage. Selectman Moriarty looked for clarification whether the inventory should be of all assets or just capital equipment. Mr. Franklin replied that the other departments had done a detailed inventory down to computers and printers. Mr. Franklin asked the Board if they would like the auditors to perform a detailed audit of the Hebron Academy Building project. The Board felt that it was not necessary. The Board thanked the Town Auditors for the amount of time and effort put into the audit each year.

7:52 P.M. **EMERGENCY MANAGEMENT – UPDATE:** Chief Fischer approached the Board to give an update on the July 11/12, 2019 storm ~~regarding~~ providing the supporting documents for the road work performed as a result of the storm. Chief Fischer reported that a preliminary review of the documents had been performed by a FEMA representative. Comments were made by the FEMA representative that the documents provided do not support the work performed. Chief Fischer gave an example to the Board that the timesheets provided do not have dates for the days worked. Chief Fischer noted that the work performed will not be able to be reported if the supporting documentation is not available.

CMS (Centers for Medicaid and Medicare Service) Mandatory Data Collection– UPDATE: Chief Fischer presented to the Board the spreadsheet designed to track the necessary information needed for the CMS audit. Chief Fischer noted the detail of the spreadsheet since every call needs to be broken out into ambulance calls, fire calls, transport, and non-transport.

Annual Report – Financials: Chief Fischer asked the Board about submitting the ~~department~~ reports for the Annual Report now that the Annual Town Meeting is in May, ~~but the year ends on June 30, 2020~~. Chair Dunklee replied that the reports should be dated for the date requested and noted on the report.

8:12 P.M. **PROCEDURE FOR TOWNS TAKING OVER PRIVATE ROADS:** Larry Goodman (resident in Hebron Country Estates development) approached the Select Board to discuss the requirements for submitting a petition for the town to take over Kill Mountain Road, Skyline Drive, and High Cliffs Circle. Chair Dunklee informed Mr. Goodman that the owner would come to the town to take over the road and that the owner is the only individual that could provide the town with a deed to the road. Once this happens, the town would accept the road after a freeze/thaw cycle based on inspection of the road by the Highway Supervisor. Mr. Goodman relayed to the Board that the owner was willing to

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supply the deed to the town. Mr. Goodman inquired about providing as-builts to the Planning Board. Chair Dunklee informed Mr. Goodman that as-builts would not be necessary if the roads were constructed as on the original subdivision plans to the Planning Board. Chair Dunklee moved to allow Attorney Jack McCormick to contact town counsel, Attorney Keriann Roman on matters to do with Kill Mountain Road and High Cliffs Circle, seconded by Selectman Moriarty. The vote was unanimous.

8:20 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **applications for payment from the Trustees of Trust Funds** for \$4,000 to be withdrawn from the Communications Capital Reserve Fund and for \$17,450 to be withdrawn from the General Government Building Capital Reserve Fund.
- Vice-Chair Hazelton moved to authorize Chair Dunklee to sign the **Animal Shelter Services Agreement with The Upper Valley Humane Society**, seconded by Selectman Moriarty. The vote was unanimous.
- The Select Board signed the two **Veteran's Tax Credit applications** recommended for approval by a representative from Avitar Associates of New England, Inc.

8:25 P.M. **DISCUSSION ITEMS:**

- Ms. Sanborn relayed to the Board the **purpose of the Emergency Contingency Fund** was for help in case of any natural or man-made disaster. This fund would not be able to be used for the furnace at the Highway Garage.

8:26 P.M. **CORRESPONDENCE:**

- **State of NH – Police Standards & Training** – request granted

8:27 P.M. **ANY OTHER BUSINESS:**

- Vice-Chair Hazelton discussed with the Board the potential of **monies being available for further architectural and structural analysis of the Town Clerk/Tax Collector and Library buildings**. Chair Dunklee stated that the funds had lapsed and were no longer available.

8:31 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of December 19, 2019 and made the following change: page 1, third bullet under 7:00 P.M. – change “from” to “for”. Chair Dunklee moved to approve the Select Board Meeting minutes of December 19, 2019 as amended, seconded by Vice-Chair Hazelton. Chair Dunklee and Vice-Chair Hazelton voted in favor of the motion. Selectman Moriarty abstained from the motion as he was not at the meeting. The motion passed.

8:34 P.M. **NON-PUBLIC SESSION:** Chair Dunklee moved to go into non-public session pursuant to NH RSA 91-A:3, seconded by Selectman Moriarty. The vote was unanimous.

8:50 P.M. **OUT OF NON-PUBLIC SESSION:** Chair Dunklee moved to come out of non-public session at 8:50 p.m., seconded by Vice-Chair Hazelton. The vote was unanimous.

8:50 P.M. **MEETING ADJOURNED:** Chair Dunklee moved to adjourn the meeting at 8:50 P.M., seconded by Selectman Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

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