

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
BUDGET PRESENTATIONS FOR FISCAL YEAR 2020/2021  
FEBRUARY 4, 2020

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

OTHERS PRESENT: Alison York (Administrative Assistant), Ron Collins (Historic District Commission, Chair), Carol Bears (Tax Collector), Everett Begor and John LaCarte (Gazebo Committee Members), Judy Dodge (Supervisors of the Checklist), Travis Austin (Police Chief), John Fischer (Fire Chief), Donna Luti and Bill Powers (Library Trustees), Cindy Newton (Beach Committee), Jan Collins (Trustees of Trust Funds), Ivan Quinchia (Planning Board, Chair)

- 1:05 P.M.    **HISTORIC DISTRICT COMMISSION:** Ron Collins approached the Select Board to present the 2020/2021 Budget for the Historic District Commission. Mr. Collins noted that the Historic District signs were purchased last year and still need to be installed around the borders of the district. Selectman Moriarty questioned the basis for the Historic District Commission meetings. Mr. Collins replied that the Commission meets only when initiated by an application for changes to a property located in the Historic District. Mr. Collins informed the Board that the Historic District Commission is in need of members.
- 1:08 P.M.    **TAX COLLECTOR:** Carol Bears approached the Select Board to present the 2020/2021 Tax Collector Budget. Mrs. Bears informed the Board that the only increase to the budget was to the account line for the phone as the price had increased since the move from the temporary office trailer to the Town Office Building. Selectman Moriarty asked Mrs. Bears how the Deputy Tax Collector was working out. Mrs. Bears replied that she is working out great and is ready to learn the more detailed aspects of the job.
- 1:16 P.M.    **GAZEBO PROGRAMS:** Everett Begor and John LaCarte approached the Board to present the 2020/2021 Gazebo Program-Budget. Mr. Begor reviewed the budget expenditures for 2019, the proposed program scheduling for 2020 and 2021 (since the programs go from the end of June to the end of August), and reviewed the 2020/2021 Budget without including any funds to carry forward as the programs start when the fiscal year ends. A discussion was held regarding the timing of the end of the year, preparing the warrant article for the Gazebo Programs for 2020/2021, and if the amount of fund balance can be determined in preparation for 2020/2021 Budget to carry forward.
- 1:33 P.M.    **SUPERVISOR'S OF THE CHECKLIST:** Judy Dodge approached the Select Board to present the 2020/2021 Budget. Mrs. Dodge informed the Board that there will be four elections during this time frame which requires more meetings by the Supervisors and increased posting of notices in the newspapers.
- 1:40 P.M.    **POLICE DEPARTMENT:** Chief Travis Austin approached the Select Board to present the 2020/2021 Budget. Chief Austin reviewed with the Board the schedule for replacing the police cruiser and the current bid proposals for police cruisers at this time. Chief Austin proposed to the Board increasing the annual appropriation to the Police Capital Reserve Fund to \$7,500 for the next two years in preparation for this purchase. Funds will be utilized from the Police Special Detail Fund as well. Chief Austin reviewed with the Board the Police Department 2020/2021 Budget.
- 1:54 P.M.    **FIRE DEPARTMENT:** Chief John Fischer approached the Select Board to present the 2020/2021 Budget. Chief Fischer reviewed the budget with the Board and noted the increase to wages was due to an increase in retirements from the department. Vice-Chair Hazelton inquired about training personnel

that work in other departments in the town. Chief Fischer did not feel that would address the issue and was proposing an increase in the hourly pay rates. Chair Dunklee suggested \$15/hour for certified firefighter, \$17/hour for a captain, \$17/hour for deputy chief, and \$20/hour for chief. Selectman Moriarty asked Chief Fischer about matching grants and if he had a specific grant in mind. Chief Fischer replied that he did not have a grant in mind at this time.

- 2:15 P.M. **LIBRARY BUDGET:** Donna Luti and Bill Powers approached the Select Board to present the 2020/2021 budget. Mrs. Luti reviewed the proposed budget with the Board and noted that there was an increase to the Librarian wages in anticipation of hiring a new Librarian. Alison York relayed to Mrs. Luti information on performing background checks for volunteers working with children. A suggestion was made to add an account line in the Library Budget for NH State Fees to cover the costs of background checks.
- 2:26 P.M. **BEACH COMMITTEE BUDGET:** Cindy Newton approached the Select Board to present the 2020/2021 Budget. Mrs. Newton informed the Board that the Beach Committee would like to utilize the balance of the beach budget 2019/2020 for mulch and installation of the swing set at the Hebron Memorial Beach. Mrs. Newton requested that the Select Board draft the wording for the signage for the swing set area to protect against any liabilities. Mrs. Newton discussed with the Board the proposal to have four toters at the beach vs. the 2-yard dumpster. Mrs. Newton felt that the bears would be more of an issue as the toters could be easily accessed by the bears. The Board asked Mrs. Corliss to discuss the concerns of the Beach Committee with Casella Waste and propose to continue using the dumpster.
- 2:45 P.M. **TRUSTEES OF THE TRUST FUNDS:** Jan Collins approached the Select Board to present the 2020/2021 Budget. Mrs. Collins informed the Board that the budget presented should be accurate as the annual appropriations had been deposited into the various capital reserve funds and the fees charged were based on the monies in the funds. Ms. Sanborn asked Mrs. Collins about changing the quarterly billing for the fees charged for the capital reserve fund accounts to withdrawing the fees for each fund as opposed to billing for the fees. Mrs. Collins stated that the town would have to present a warrant article to the voters for this change. Chair Dunklee felt that invoicing for the fees was best. Selectman Moriarty informed Mrs. Collins that he spoke to Representative Suzanne Smith about towns being able to utilize perpetual care funds from Cemetery Trusts to help cover the costs for maintaining the cemeteries. Vice-Chair Hazelton stated that he had done so as well.
- 2:52 P.M. **PLANNING BOARD:** Ivan Quinchia approached the Select Board to present the 2020/2021 Budget. Mr. Quinchia informed the Board that the Planning Board will be reviewing the existing districts within the town and working on updating the Master Plan Vision Statement. Mr. Quinchia reviewed the budget with the Board and adjusted the account line items accordingly.
- 3:12 P.M. **MEETING ADJOURNED:** Selectman Moriarty moved to adjourn the meeting at 3:12 p.m., seconded by Vice-Chair Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Sanborn  
Town Administrator