

TOWN OF HEBRON  
SELECT BOARD MEETING TO REVIEW 2019/2020 BUDGETS  
FEBRUARY 5, 2020

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

OTHERS PRESENT: Alison York (Administrative Assistant), Curtis Mooney (Zoning Board of Adjustment), Ben Hall (Highway Supervisor), Tracey Steenbergen (Town Clerk), Martha Twombly (Conservation Commission Co-Chair), Doug Merrill (Cemetery Sexton)

6:00 P.M. **ZONING BOARD OF ADJUSTMENT 2020/2021 BUDGET:** Curtis Mooney approached the Select Board to present the 2020/2021 Zoning Board of Adjustment Budget. Mr. Mooney presented a budget similar to the 2018 Zoning Board of Adjustment budget as the ZBA meets only when a request comes to them as they do not hold regular monthly meetings.

6:15 P.M. **2020/2021 TOWN CLERK BUDGET:** Tracey Steenbergen approached the Select Board to present the 2020/2021 Town Clerk Budget. Mrs. Steenbergen noted that the only increase to the Town Clerk Budget was an additional \$100 to the telephone account line as costs have increased since moving into the Town Office Building. Selectman Moriarty asked Mrs. Steenbergen about the \$8,500 for the Town Clerk Program – software purchase? Mrs. Steenbergen replied that the \$8,500 would be to purchase software that would be utilized for all Town Clerk functions. Chair Dunklee asked Mrs. Steenbergen if this would incorporate utilizing credit cards. Mrs. Steenbergen replied not necessarily, but she has had many requests if she accepts credit cards. Mrs. Steenbergen informed the Board that she would discuss offering the option of cards to customers with Carol Bears, Tax Collector, and a representative from Union Bank. Selectman Moriarty suggested that the Town Clerk software should be a warrant article for 2020/2021. Mrs. Steenbergen requested that the Board consider adding \$5,000 to the Town Records Preservation capital reserve fund to be able to continue with the preservation of the old town records. Mrs. Steenbergen noted on the budget to include the annual maintenance/support fee for the town website and to budget for the cemetery software annual maintenance/support.

**MODERATOR/ELECTIONS 2020/2021 BUDGET:** Mrs. Steenbergen informed the Board that Ms. Sanborn requested that she prepare the Moderator/Elections 2020/2021 Budget. Mrs. Steenbergen informed the Board that the budget includes four election and one extra election as to prepare for the possibility of a Special Town Meeting – for the school or town, if needed. Mrs. Steenbergen informed the Board that she incorporated the set-up and take-down for town elections under the account line for subcontractors to give a better picture of the actual costs involved with elections. Selectman Moriarty asked Mrs. Steenbergen about holding the Annual Town Meeting on the same day as the town elections. Mrs. Steenbergen replied that since the town had approved voting on one day and elections to be held on another day, the Annual Town Meeting would have to be held on a separate day.

Mrs. Steenbergen relayed to the Board the discussions she has had with Roger Larochelle (Town Moderator) regarding the town meeting process.

6:40 P.M. **CEMETERY 2020/2021 BUDGET:** Doug Merrill approached the Select Board to present the 2020/2021 Cemetery Budget. Mr. Merrill informed the Board that the subcontractor labor is slightly increased due to additional work that needs to be done to some of the graves by adding loam as the ground is sinking. Mr. Merrill informed the Board that he added materials for replacing the damaged fence pieces due to the snow and ice.

6:42 P.M. **HIGHWAY DEPARTMENT 2020/2021 BUDGET:** Ben Hall approached the Select Board to present the Highway Department 2020/2021 Budget. Mr. Hall informed the Board that the Highway Department proposed budget was increased over the past. Mr. Hall reported that the Highway Wage account was increased due to the increased hourly wages and that there is a lot of hand work that needs to be done on the roads around town. Selectman Moriarty asked Mr. Hall about any proposed warrant articles for road repairs. Mr. Hall replied Indian Point Road and Point Drive to redo the pavement and address drainage issues. Selectman Moriarty asked Mr. Hall for a financial figure. Mr. Hall replied \$128,000 based on his rough estimate. Selectman Moriarty asked Mr. Hall to get Ms. Sanborn an accurate figure before the budget presentation. Mr. Hall discussed with the Board replacing the plow on the International Terrastar as the trip edge is weak ~~which~~ and relayed to the Board that the new plow would cost about \$5,000. Chair Dunklee informed Mr. Hall that the purchase could be made now, if necessary, by utilizing the Highway Equipment Capital Reserve Fund.

7:00 P.M. **MEETING ADJOURNED:** Chair Dunklee moved to adjourn the meeting at 7:00 p.m., seconded by Vice-Chair Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Sanborn  
Town Administrator