

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JANUARY 16, 2020

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

OTHERS PRESENT: Richard James, John Fischer (Chief Fischer)

7:00 P.M. **SAMPLE HIGHWAY ROAD MAINTENANCE DOCUMENT:** Chief Fischer handed the Board a sample road maintenance spreadsheet. Chief Fischer reviewed the spreadsheet and noted that it did not take long to create and could easily be modified. Once a spreadsheet ~~was~~is created with all the pertinent information, the spreadsheet could easily be used for each road.

COMSTAR 2020 RATE CHANGE – AMBULANCE BILLING: Chief Fischer approached the Select Board to review the Comstar Ambulance Billing Service 2020 Rate Change Form. Chief Fischer reviewed the spreadsheet of Hebron's ambulance billing rates charged back to 2017 and the proposed rates ~~of 2020~~of with a 10% increase and with a 20% increase. Chief Fischer informed the Board that Comstar negotiates rates with private insurance companies for certain types of services provided. It does not matter what the original bill is as Medicare pays 80% of their allowable rate and the private insurance companies may have negotiated a lower rate. Selectman Moriarty commented that 10% increase to the current rates charged was reasonable. Chair Dunklee agreed. Selectman Moriarty moved to use the recommended increase by Chief Fischer of 10% to the current ambulance billing rates, seconded by Vice-Chair Hazelton. The vote was unanimous.

Chair Dunklee discussed with Chief Fischer when the next ambulance would be proposed. Chief Fischer stated that replacement was a couple years out, but a few towns have been asking to purchase the ambulance from Hebron. Chief Fischer commented that the ambulance held more value now than a few years down the road. Chair Dunklee asked Chief Fischer to start pricing a new ambulance.

7:20 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **five-year agreement with Casella Waste Management of Massachusetts, Inc.** for curbside trash collection.

7:22 P.M. **DISCUSSION ITEMS:**

- The Board reviewed the **proposal from Pemi River Fuels for replacing the furnace at the Highway Garage**. Ms. Sanborn informed the Board that Chair Dunklee would be meeting with two other companies that install propane furnaces for quotes.
- Ms. Sanborn informed the Board that there had been no other interest expressed in the **vacant Health Officer position** other than Jim Gickas. Chair Dunklee moved to appoint Jim Gickas as the Health Officer, seconded by Selectman Moriarty. The vote was unanimous.
- Ms. Sanborn reviewed with the Board the timeline for important dates leading up to the May Town Meeting and inquired about **dates to meet with the department heads to review 2020/2021 budgets**. Chair Dunklee noted he would be away from February 11, 2020 for a couple of weeks. The Board agreed to meet with the department heads on February 4 and February 5.
- Chair Dunklee informed the Board that he would be out of town the day of the February 11, 2020 election. State and Federal elections requires that all three Select Board Members be present otherwise a Selectman Pro-Tem would have to be appointed. Chair Dunklee asked Richard James if he would be interested in covering the polls in his place that day. Mr. James agreed. Chair Dunklee moved to **appoint Richard James as Selectman Pro-Tem** for February 11, 2020, seconded by Vice-Chair Hazelton. The vote was unanimous.

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- Ms. Sanborn informed the Board of a case against the City of Concord, NH dealing with the city **failing to provide an accessible ballot to a blind person** instead offering a paper ballot and assistance in completing the ballot. The individual felt their rights to privacy for voting were violated. Ms. Sanborn relayed to the Board that Tracey Steenbergen, Town Clerk, received a notice from the State of NH, House of Representatives with recommendations that every town have the necessary technology to provide for the accessible ballot. Ms. Sanborn informed the Board that the cost of a tablet loaded with the necessary software was \$2,500 and an annual maintenance fee of \$1,500. Each election the tablets would need to be sent out for programming for the correct ballot. The Board requested more information before purchasing the equipment.

7:40 P.M. **CORRESPONDENCE:**

- **Letter from Planning Board** – Paul Sughrue had repaired the driveway conditions for Tax Map 7 Lot 046-1-2 and 046-2-2.
- **Letter from State of NH Department of Revenue Administration** 2019 median ration 84.3%.

7:45 P.M. **ANY OTHER BUSINESS:**

- Selectman Moriarty updated the Board on the **Planning Board Meeting**. A proposal to subdivide off the end of Bear Mountain Road which is a Class VI Road. The Planning Board explained to the individuals of the additional expenses involved when subdividing on a Class VI Road. Selectman Moriarty stated that Peter Scerbo ~~(who is~~ interested in resubdividing) the lots to avoid constructing the roads due to the costs involved. The Planning Board noted that only two homes could utilize one driveway ~~is allowed to two homes~~ which may be difficult due to the location of the lots.
- Vice-Chair Hazelton updated the Board on the **Space Needs Committee**. The group submitted individual ideas for the future of the buildings. A comment in the discussion was to widen the access road to the Highway Garage if the town was going to continue trash collection at that location in the spring. Chair Dunklee noted that the road width may be limited due to the location of the old town dump. Vice-Chair Hazelton felt that the Committee still had a great deal of work to do regarding the town buildings. Chair Dunklee suggested that the committee stay active for the next five – six years as the discussions move forward the committee will move into planning out the design and use of the buildings.
- Selectman Moriarty informed Chair Dunklee that Vice-Chair Hazelton and ~~himself~~he went to the **meet and greet for the new Director of Newfound Lake Region Association**, Rebecca Hanson. Selectman Moriarty informed the Board that she was willing to meet with them.
- The Board discussed the latest **letter from Christopher P. Williams Architects, PLLC** regarding outstanding invoices. Chair Dunklee felt that the town was done utilizing C.P. Williams services as of December 31, 2018. Selectman Moriarty thought that when the town hired Joe Hogan as the Clerk of the Works for the project that Norman Larson ~~understood~~was told that there was no need for him to perform the same job. Chair Dunklee recalled meeting with Bryant Lehr and Dan Baggaley (Conneston Construction Inc.) to discuss the bills from the engineers and they did not recall the engineers visiting the jobsite. The Board asked Ms. Sanborn to draft a letter with a check for \$1,300 marked final payment in the memo ~~as Joe Hogan was hired in 2017 as the Clerk of the Works in~~light of the above facts.

8:16 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of January 2, 2020 and made the following changes: page 1, under 7:00 P.M., fifth sentence – change “was” to “were”, page 1, under *Emergency Management – Update*, first sentence - remove “regarding”, page 1, first sentence under *Annual Report – Financials* – add “department” after

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“submitting the” and at the end of the sentence – add – “, but the budget year ends June 30, 2020.”. Chair Dunklee moved to clarify that the 2019/2020 Town Report will cover financial reporting up to March 31, 2020, seconded by Selectman Moriarty. The vote was unanimous. Chair Dunklee moved to approve the Select Board Meeting minutes of January 2, 2020 as amended, seconded by Vice-Chair Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of January 2, 2020. Vice-Chair Hazelton moved to accept the Select Board Non-Public Session minutes of January 2, 2020 as written, seconded by Selectman Hazelton. The vote was unanimous.

8:26 P.M. **MEETING ADJOURNED:** Vice-Chair Hazelton moved to adjourn the meeting at 8:26 P.M., seconded by Selectman Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

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