

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
FEBRUARY 19, 2020

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

OTHERS PRESENT:

ABSENT: John Dunklee

7:00 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **letters to the contractors** that submitted proposals on the installation of a new furnace at the Highway Garage.

7:06 P.M. **DISCUSSION ITEMS:**

- Ms. Sanborn informed the Board that Alison York, Administrative Assistant, discovered a **sample form for the General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMSCA) Drug and Alcohol Clearinghouse** for town employees to sign. The Board reviewed the form. Ms. Sanborn asked the Board if a single query should be performed on the employee annually or multiple queries throughout the year. Selectman Moriarty moved to perform a single query annually on July 1st per individual and also to perform a query on any new employee at the time of hire, seconded by Vice-Chair Hazelton. The vote was unanimous.
- The Board reviewed the **Proposal from FORECO, LLC for updating the Hebron Town Forest Stewardship Plan**. Ms. Sanborn inquired about sending the proposal to the Hebron Conservation Commission to review. The Board agreed to this, but wanted to hold off on any decisions to accept the proposal until Chair John Dunklee was present.
- Ms. Sanborn informed the Board the **individual that cleans the town buildings would be away for three weeks in April** and discussed the proposal for coverage during this timeframe. The Board did not see any issues with the proposal.
- The Board reviewed the **warrant article from 2008 for the town to accept Cilley Brook Lane** as a town road. The Board agreed the wording could be applied to the warrant article for Kill Mountain Road, Skyline Drive, and High Cliffs Circle.
- Ms. Sanborn handed the Board information regarding **health insurance provided to full-time employees** with the history back to 2004, a copy of Select Board Meeting minutes from November 2012 placing a cap on the health insurance cost to the town, and a copy of Section 10.3.1 from the Personnel Policy. The Board agreed to discuss any changes with health insurance when Chair Dunklee could be present.
- Ms. Sanborn discussed with the Board the **repairs made to the door on the Old Fire Station** (closest to the Hebron Village Store) that was hit by the snow groomer. If there are any concerns with the door, the Hardy Country Snowmobile Club will replace the door. The Board was satisfied with the repairs to the door.
- Ms. Sanborn relayed to the Board that Alan Baker (Beach Committee Member) inquired about the decision to **install barriers at the shore of the Hebron Memorial Beach** to prevent erosion when the ice melts. Mr. Baker suggested installing the barriers the week of February 24 – 28 as the temperatures will be above 40 degrees. The Board would like to meet with Mr. Baker before installing the barriers at this time of year.

7:35 P.M. **CORRESPONDENCE:**

- **Invitation** to Lakes Region Housing & Economy Snapshot

7:40 P.M. **ANY OTHER BUSINESS:**

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

- Vice-Chair Hazelton asked Ms. Sanborn about further information on the **permits required to clean debris out of the Cockermouth River**. Ms. Sanborn replied that John Fischer, Fire Chief, was going to get the information from Paul Hatch (Homeland Security & Emergency Management Director). Selectman Moriarty asked Ms. Sanborn if she had spoken with Casey Kuplin (Kuplin Land Services) about a time frame to work on the project. Ms. Sanborn replied that she had not.

8:00 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of February 4, 2020 and made the following change: page 1, under *Supervisors of the Checklist*, second sentence – add a space in “time frame”. The Select Board reviewed the Select Board Meeting minutes of February 5, 2020 and made the following change: page 2, under *Highway Department 2020/2021 Budget*, next to the last sentence – remove “which”. Selectman Moriarty moved to approve the Select Board Meeting minutes of February 4, 2020 and February 5, 2020 as amended, seconded by Vice-Chair Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of February 6, 2020 and made the following changes: page 2, second bullet at the top of the page, second sentence – add “town collection day” after “same”, and page 2, first paragraph at the top of the page – remove the last sentence. Selectman Moriarty moved to approve the Select Board Meeting minutes of February 6, 2020 as amended, seconded by Vice-Chair Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session Meeting minutes of February 6, 2020. Selectman Moriarty moved to approve the Select Board Non-Public Session Meeting minutes of February 6, 2020 as submitted, seconded by Vice-Chair Hazelton. The vote was unanimous.

8:00 P.M. **MEETING ADJOURNED:** Selectman Moriarty moved to adjourn the meeting at 8:00 P.M., seconded by Vice-Chair Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

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