

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 20, 2020

PRESENT: Paul Hazelton, Patrick Moriarty, Richard James, and Karen Sanborn, Town Administrator

OTHERS PRESENT: John Black

7:00 P.M. – **OPENED MEETING:** Chair Hazelton opened the meeting at 7:00 p.m.

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

- The Select Board signed the **accounting manifest**.
- Vice-Chair Moriarty moved to **appoint Gerald Flynn as an alternate Library Trustee** until May 2021, seconded by Selectman James. The vote was unanimous.
- Vice-Chair Moriarty moved to **reappoint Everett Begor, John LaCarte, and Bob Brooks as Gazebo Committee members** until October 2021, seconded by Selectman James. The vote was unanimous.
- The Select Board signed the **letter to NH Marine Patrol** supporting enforcement of signage at the Charles Bean Sanctuary and encouraging Chief Austin to patrol with officers on the boat.
- Vice-Chair Moriarty moved to approve the suggested **Re-Opening Policy** as submitted by the Town Administrator, Karen Sanborn, seconded by Selectman James. The vote was unanimous.

7:10 P.M. **DISCUSSION ITEMS:**

- Ms. Sanborn informed the Board that Joe Hogan (local contractor) was going to try to **repair the two porticos over the side doors exiting the bay section of the Public Safety Building** before the September 8, 2020 election.

7:12 P.M. **ANY OTHER BUSINESS:**

- Chair Hazelton discussed with the Board preparing for **clearing the debris out the Cockermouth River** and inviting Ben Hall, Highway Supervisor in to the next Select Board Meeting on September 3, 2020 to discuss this further. The Board asked Ms. Sanborn to draft letters to the abutters of the Cockermouth River requesting permission for the town to access their property to remove debris from the river.
- Selectman James discussed with the Board **reaching out to the information technology providers for the town buildings** in order to obtain a better understanding of the necessary communications between departments and what is required to operate the department. Selectman James would like to see if there are savings advantages that the town could capitalize on. Chair Hazelton moved to authorize Selectman James to research information technologies within the town and make suggestions to the Board, seconded by Vice-Chair Moriarty. The vote was unanimous.
- Ms. Sanborn reported to the Board on **comments made by the public on the amount of bugs and spider webs that are collecting on the fronts of the town buildings** due to the exterior lighting. Selectman James commented that the Merrill's recently cleaned the front of the Hillside Condominiums building and had a spray to apply to the exterior of the buildings to deter the bugs. The Select Board asked Ms. Sanborn to contact the Merrill's for a price for cleaning the fronts of the buildings. Ms. Sanborn asked the Board if she should obtain a quote from the Merrill's to repair and paint the gazebo on the Hebron Common. The Board replied yes.
- Selectman James asked Ms. Sanborn about information being supplied from **the department heads to prepare a building maintenance schedule**. Ms. Sanborn replied yes from the

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Police Chief. Selectman James asked Ms. Sanborn to send the request again with a deadline of September 15, 2020.

- Ms. Sanborn discussed with the Board taking vacation the last week of August, but had concerns about preparing the MS-1 – Summary Inventory of Valuation on time as an **update had to be performed on the Avitar Assessing program** ~~before this could be completed~~. Ms. Sanborn was hopeful that the update could be completed tomorrow and the Board could sign the form while she was on vacation. Ms. Sanborn informed the Board that this document was due to the NH Department of Revenue Administration website by September 1, 2020. The Board authorized Ms. Sanborn to take vacation as they were confident the work would be done by the deadline.

7:35 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of August 6, 2020 and made the following corrections: page 1, under *Grafton County Fiscal Year 2021 Budget*, ninth sentence – change the sentence to read “Vice-Chair Moriarty explained to Ms. Morris that he understood that a large part of the expenditures relating to NH RSA 167:18-a that refers to a formula requiring the county and the State of NH to share expenses for Grafton County residents eligible for Medicaid that are treated at other licensed nursing care facilities.”, page 1, under *Charles Bean Sanctuary*, second sentence – add “some” before “people”, page 1, under *Charles Bean Sanctuary*, twelfth sentence – add at the end “and include Newfound Lake Region Association to assist with educating the public.”, page 2, second bullet under *Discussion Items* – insert “The Board asked Ms. Sanborn to have the Compliance Officer review the property to ensure proper waste disposal was practiced.” before the last sentence, page 2, fourth bullet under *Discussion Items*, first sentence – remove the “” in “roof’s”, page 2 under *Correspondence*, first bullet – change “in” to “for”, and page 3, second bullet - change the fifth sentence to read “Vice-Chair Moriarty noted that the committee did an excellent job, which the Select Board used as a guideline for planning by prioritizing projects when budgeting.”. Selectman James moved to approve the Select Board Meeting minutes of August 6, 2020 as amended, seconded by Vice-Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of August 18, 2020. Chair Hazelton moved to accept the Select Board Meeting minutes of August 18, 2020 as written, seconded by Vice-Chair Moriarty. The vote was unanimous.

Vice-Chair Moriarty discussed with the Board concerns with the old Town Clerk/Tax Collector and Library buildings freezing up this year due to the lack of use. In the past the building froze up frequently as employees were not in the office on a regular basis. Selectman James suggested devices used by Hillside Condominiums that monitor building temperature and report low temperature to your cell phone or computer. The Board agreed to purchase the devices.

7:50 P.M. **MEETING ADJOURNED:** Selectman James moved to adjourn the meeting at 7:50 P.M., seconded by Vice-Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

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