

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
September 3, 2020

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

OTHERS PRESENT: Travis Austin (Police Chief), Don Musial (Compliance Officer), 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 **reappoint John Fischer as Fire Chief and Emergency Management Director**, seconded by Selectman James. The vote was unanimous. The Board discussed with Chief Austin continuing the position of Deputy Emergency Management Director for one year. Chief Austin felt that the position was better suited for a Highway Department employee based on the responsibilities of the position. Chief Austin agreed to fill the vacancy until another person could be appointed. Vice-Chair Moriarty moved to **reappoint Travis Austin as Deputy Emergency Management Director** for one year, seconded by Selectman James. The vote was unanimous.
- Selectman James moved to **reappoint Maynard Young as the Radio & Generator Coordinator** until May 2023, seconded by Vice-Chair Moriarty. The vote was unanimous.
- The Select Board reviewed the request from the Library Trustees regarding **repairs to the Library building**. Chair Hazelton commented that the town should not be putting a lot of money into the buildings. Selectman James moved to hire the Merrill's to repair the stair tread and address the issues with the stair railing, seconded by Vice-Chair Moriarty. The vote was unanimous.

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

- The Select Board reviewed the request from Newfound Lake Region Association looking for a **letter in support of continued prevention of water pollution to streams, ponds, and Newfound Lake**. The Board signed the letter of support.
- The Select Board reviewed an email expressing **concerns with the continued closure of the Town Office Building**. Due to the low transmissions of COVID-19 and no reported cases in Hebron, the concerned citizen requested the building come out of lockdown and institute a mask policy for people entering the building. The Select Board discussed opening the building at this time vs. just opening the upstairs meeting room. Vice-Chair Moriarty relayed a discussion with the Town Clerk, Tracey Steenbergen about opening up the office. Mrs. Steenbergen felt that she would keep the door locked as ~~she would be alone in the building and the hours worked she is alone in the building~~ this would eliminate overcrowding in the foyer. Ms. Sanborn informed the Board that she would like to hold off on opening the building as sneeze guards, hand sanitizers, and other sanitary supplies need to be purchased and arrangements need to be made regarding additional cleaning of the building. The Select Board discussed protocols for opening up the upstairs meeting room to board/commission/committee

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meetings. The Board felt that ZOOM access to the meetings still needed to be done for the public that was not comfortable with attending a meeting in person. The protocols the Board agreed to implement for using the upstairs meeting room are as follows: clean ~~down~~ the room with disinfecting wipes if another meeting is planned ~~or the room is reserved in the room~~ for the next day, masks will be required to be worn, the bathroom will be closed, the meeting room needs to be reserved one month in advance of the meeting, chairs must be arranged for social distancing, and ZOOM access to the meeting needs to be made available to the public. The Board asked Ms. Sanborn to prepare an outline of the protocols for using the upstairs meeting room and distribute to the board/commission/committee members.

7:16 P.M. **UPDATE ON VIOLATION AT 385 NORTH SHORE ROAD:** Don Musial approached the Select Board to give an update on the cease and desist letter issued to the property owners of 385 North Shore Road (Tax Map 8 Lot 008.006) for wetlands and erosion control issues. Mr. Musial reported that he was working with the State of NH Department of Environmental Services (DES) on the issues. The grade of the septic was changed after the approval of operation was issued, stumps were buried next to the well (not 75' away per state law), and there ~~were~~ wetland issues. Mr. Musial reported that work on the property had ceased and should not start up again until after an inspection with the State of NH DES. Mr. Musial informed the Board he would give updates as this progresses. Mr. Musial informed the Board that he would be discussing the brochure that the property owner referred to (prepared by NHDES) regarding work done on the property and it should have stated to check with your town for necessary permits required before starting work. Mr. Musial reported to the Board that he has also addressed several calls from people interested in purchasing land in Hebron. Chair Hazelton commented that he was glad the State of NH DES was involved with the violation.

7:27 P.M. **CORRESPONDENCE:**

- Ms. Sanborn handed the Board the **layout of the interior of the bays on the Public Safety Building for the election personnel for voting** on Tuesday, September 8, 2020. Ms. Sanborn informed the Board that Tracey Steenbergen (Town Clerk) had scheduled set-up for elections around 8:00 a.m. Chair Hazelton updated the Select Board on the election meeting that was held earlier this week and credited Mrs. Steenbergen for the additional work involved with the increased absentee ballot processing and the additional preparation involved in the elections due to guidelines to follow for elections because of the COVID -19 pandemic. Chair Hazelton noted that the Select Board may have to monitor stations this election to prevent an area from being unmanned.
- Ms. Sanborn informed the Board that **HealthTrust had calculated the FY2020 Surplus for dental and health insurance** to be \$944.51. Ms. Sanborn asked the Board if they would like a check processed for the surplus or to take the surplus as a contribution holiday (applied to the December 2020 invoice). The Board agreed to accept a contribution holiday for the surplus.
- Avitar Associates of New England, Inc. has **postponed completing the interior inspections for this year** to protect the public and their employees from concerns of spreading or contracting COVID-19. Hebron is due for a

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town wide update in 2021 and Avitar plans on completing the work at that time.

7:32 P.M.

ANY OTHER BUSINESS:

- Chair Hazelton discussed with the Board contacting town counsel **looking for relief and or judgement on a pending issue**. The Board asked Ms. Sanborn to contact town counsel regarding this matter.
- Vice-Chair Moriarty updated the Board on the **Planning Board Meeting**. The Planning Board approved a storage building for water tanks for Camp Pasquaney and gave a conditional approval to John and Valerie Flieger to subdivide a 75 acre lot.
- Ms. Sanborn updated the Board on the **water leaking inside onto the front porch from the roof above of the Town Office Building**. The leak happened in front window of the Welfare and Compliance Officer office. Ms. Sanborn informed the Board that an email had been sent to Bryant Lehr and Dan Baggaley (Conneston Construction Inc.), but she had not received a reply.
- Selectman James asked Ms. Sanborn about **purchasing the ~~temperature~~ temp stick to plug-be installed into the Old Town Clerk/Tax Collector Office building and the Library Building** to detect low temperatures in the buildings. Ms. Sanborn replied that she had not since there are no wireless devices in the town offices to send the low temp message. Selectman James informed that it could be sent to computers as well. The Board asked Ms. Sanborn to purchase the devices.
- Selectman James updated the Board on the **progress being made reviewing the Information Technology for the town departments**. Selectman James noted that he would be meeting with Chief Fischer next week and would be meeting with Katie Lavelle (Certified Computer Solutions, Inc.) on September 10, 2020.

7:35 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of August 20, 2020 and made the following correction: page 2, first bullet at the top of the page – remove “before this could be completed.”. Selectman James moved to approve the Select Board Meeting minutes of August 20, 2020 as amended, seconded by Vice-Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of August 31, 2020 and made the following correction: page 1, second sentence – change “the Selectman James” to “to Selectman James”. Vice-Chair Moriarty moved to accept the Select Board Meeting minutes of August 31, 2020 as amended, seconded by Selectman James. The vote was unanimous.

Chair Hazelton recommended inviting Ben Hall, Highway Supervisor to the next Select Board Meeting on September 17, 2020 to discuss moving forward with removing debris from the Cockermouth River.

7:45 P.M.

MEETING ADJOURNED: Selectman James moved to adjourn the meeting at 7:45 P.M., seconded by Vice-Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

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