

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
November 5, 2020

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

OTHERS PRESENT: Don Musial (Compliance Officer), Katie Lavelle (Certified Computer Services, Inc.)

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

7:00 P.M. **INFORMATION TECHNOLOGY REVIEW AND RECOMMENDATIONS:** Katie Lavelle approached the Select Board to present options for consolidating information technology based on use by each department and to make recommendations regarding phone and internet communications. Ms. Lavelle reviewed with the Board the 5 year maintenance contract, additional costs for security software, and new router at the Public Safety Building. Ms. Lavelle reviewed with the Board results to evaluation of the Information Technology in each of the town buildings with regards to reducing replicated service connections, alternative solutions for accessing the internet, alternative phone systems, and software solutions that would allow the departments to utilize cloud based storage of files which would be backed up and stored in the cloud. Ms. Lavelle reviewed the costs involved with each option and noted that some of the expenses involved would be changeover costs and pointed out that some would have an annual fee attached. The Board thanked Ms. Lavelle for the numerous packages prepared and options given, but requested time to review each of the options and the benefits to the departments based on the current services utilized in the town. Ms. Lavelle informed the Board that a list of phone lines and providers for each of the lines would be helpful to assess moving all phones to ~~Consolidated Communications or all of the phones to Atlantic Broadband providers~~ a VOIP provider like Go To Connect. The Board informed Ms. Lavelle that they would be in contact once the information had been reviewed thoroughly.

7:34 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Veteran's Tax Credit application** as recommended for approval by Avitar Associates of New England, Inc.

7:35 P.M. **DISCUSSION ITEMS:**

- The Select Board reviewed a **letter from Arthur David Jaques** (8 George Road, Tax Map 7 Lot 046.004A) requesting that the Select Board follow through with removing trees that were damaged in the process of preparing the ditches before paving George Road. Mr. Jaques included a copy of the Planning Board May 1, 2019 Public Hearing minutes where approval to remove the trees was given as George Road is a Scenic Road. Chair Hazelton suggested obtaining quotes from private tree service removal companies due to the location of the trees. The trees are marked with orange ribbon so Ben Hall, Highway Supervisor, would be able to meet with the tree removal companies to review the location and be able to submit an accurate quote. Chair Hazelton moved to obtain quotes from tree service companies for the removal of the trees, seconded by Selectman James. The vote was unanimous.
- The Select Board reviewed the **estimate from Merrills' Property Maintenance, LLC** to repair the gazebo on the Hebron Common, scraping and painting the front steps and railing of the Memorial Hall and the Library. Chair Hazelton suggested accepting the quote and depending on the weather complete the work could be done this fall and finish in the spring. Vice-Chair Moriarty moved to accept the estimate

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from Merrills' Property Maintenance, LLC with prioritizing the work to the Library, seconded by Selectman James. The vote was unanimous.

- Chair Hazelton discussed with the Board moving forward with the **removal of debris from the Cockermouth River**. The Board ~~felt that the~~ gave the Trustees of Trust Funds an opportunity to comment on ~~response from the Trustees of Trust Funds was unclear to~~ the purpose of the Emergency Contingency Fund. The Select Board is the agents of the Emergency Contingency Fund. Chair Hazelton reported to the Board on the meeting with Ben Hall, Highway Supervisor, at the log jam located off the Alexander property in the Cockermouth River and noted that Mr. Hall felt the log jam may be causing the continuous flooding over the Braley Road Bridge. The Board discussed the amount of properties flooded as a result of the log jam and that during the flooding the jam could not be removed due to the wet conditions on the properties abutting the river. Chair Hazelton moved to authorize the funds limited to \$7,200 to remove the log jam accessing through Reed Alexander's property (Tax Map 17 Lot 030) abutting the Cockermouth River, and at the next Select Board Meeting authorize these funds to be withdrawn from fund at public hearing, seconded by Vice-Chair Moriarty. The vote was unanimous.

8:00 P.M. **CORRESPONDENCE:**

- State of NH Department of Revenue Administration – **Education Tax Warrant** for the Tax Year 2021 \$572,472. Ms. Sanborn noted that this is part of the information needed to set the 2020 Tax Rate. The Board inquired the status of setting the tax rate. Ms. Sanborn replied that the signature page for the Bridgewater-Hebron Village District needed to be submitted to NH Department of Revenue Administration. The Board asked Ms. Sanborn to contact Terry Murphy (Bridgewater-Hebron Village District Commissioner) regarding this matter.

8:02 P.M. **NON-PUBLIC SESSION:** Selectman James moved to enter into non-public session pursuant to NH RSA 91-A:3(c) , seconded by Vice-Chair Moriarty. Paul Hazelton yes
Patrick Moriarty yes Richard James yes

8:15 P.M. **OUT OF NON-PUBLIC SESSION:** Selectman James moved to come out of non-public session, seconded by Vice-Chair Moriarty. Paul Hazelton yes Patrick Moriarty yes
Richard James yes Selectman James moved to seal the minutes for five years, seconded by Vice-Chair Moriarty. Paul Hazelton yes Patrick Moriarty yes Richard James yes

8:16 P.M. **ANY OTHER BUSINESS:**

- Vice-Chair Moriarty reported to the Select Board on the **Conservation Commission Meeting** where issues that happened with trespassers this past summer at the Charles Bean Sanctuary were discussed. Vice-Chair Moriarty felt that the earlier the Conservation Commission educates the public next year may be the best tool and more signage. Vice-Chair Moriarty suggested that the Board could ask State of NH Marine Patrol to be more visible in this area. The Conservation Commission also discussed the beaver dam situation at the end of Cooper Road.
- Vice-Chair Moriarty updated the Board on the **Planning Board meeting** where discussion continued on updating the Hebron Zoning Ordinance to address solar arrays in the Lake District. Mr. Musial noted that he had a solar array building permit request on Pike Hill come in for review and the permit was reviewed with Mr. Quinchia along with a site walk of the property. Selectman James felt that reflection issues and water run off issues should be addressed as well with regards to the solar arrays.
- Selectman James asked Ms. Sanborn about the **status of the generator to be installed at the Town Office Building**. Ms. Sanborn replied that Maynard Young had been in contact with the company that would be installing the generator and was informed that they were running behind

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with scheduling. Selectman James asked Ms. Sanborn to discuss with Mr. Young possible installing the propane tanks or doing some preparation work before the generator is ready to be installed.

- Selectman James noted the **buried oil tank located at the Old Fire Station** should be researched to determine if there was oil left in the tank before it can be removed. Chair Hazelton commented that this would be determined before the removal process started. Vice-Chair Moriarty suggested talking to Chief Fischer about oil being removed from the tank.
- Chair Hazelton informed the Board that he emailed Lakes Region Planning Commission and Bob Bertie (owner of FORECO, Inc.) about assistance with **locating an engineer firm to help Hebron with the necessary permits for removing brush growth from Tannery Brook**. A suggestion was made to look into HEB Engineering or Jeff Brown in New Hampton, NH. Vice-Chair Moriarty suggested contacting Mr. Brown due to the proximity to Hebron. Chair Hazelton noted that Susan Slack (LRPC) suggested getting as many people involved on the project as possible. Chair Hazelton was going to discuss with Chief Fischer possible Federal Emergency Management Agency (FEMA) funds as this impacts flooding the Public Safety Building.
- Selectman James discussed with the Board purchasing a **laptop with camera for the ZOOM meetings** for the land use boards using COVID funds. Ms. Sanborn noted that she would find out what funds are available.
- Selectman James informed the Board that the **Historic District Commission recommended appointing Anne Bryan** as a member. Selectman James moved to appoint Anne Bryan to the Historic District Commission (term and replacing position), seconded by Vice-Chair Moriarty. The vote was unanimous.

8:45 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of October 15, 2020 and made the following corrections: page 2, second bullet under *Any Other Business*, - change last sentence to read “Chair Hazelton commented that the letter may be submitted to the Town of Hebron monthly newsletter from the committee.”, page 2, third bullet under *Any Other Business*, second sentence – change “restrict” to “regulate” and “from” to “in”, page 2, third bullet, under *Any Other Business*, sixth sentence – remove “when”, page 2, third bullet, under *Any Other Business*, seventh sentence – change deregulation to decommission, and page 2, third bullet, under *Any Other Business*, eighth sentence – remove “for future interpretation.”. Vice-Chair Moriarty moved to accept the Select Board Meeting minutes of October 15, 2020 as amended, seconded by Selectman James. The vote was unanimous.

8:55 P.M. **MEETING ADJOURNED:** Vice-Chair Moriarty moved to adjourn the meeting at 8:55 P.M., seconded by Selectman James. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

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