

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
March 18, 2021

PRESENT: Paul Hazelton, Pat Moriarty, Rich James, and Town Administrator, Karen Sanborn

OTHERS PRESENT:

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

- The Select Board signed the **accounting manifest**.
- The Select Board had reviewed the **Audit Report for the eighteen - month period ending June 30, 2020 as prepared by Roberts & Greene, PLLC**. Selectman James asked Ms. Sanborn about the comment on Section 1.B.3. Ms. Sanborn replied that the comment referred to the town not depreciating assets on an annual basis. The Board commented on the Highway Department performing an inventory on the town property at the Highway Garage. Selectman James moved to accept the Audit Report for the eighteen-month period ending June 30, 2020 as prepared, seconded by Vice-Chair Moriarty. The vote was unanimous. The Board signed the representation letter for the audit.
- Ms. Sanborn informed the Board that she spoke with a representative with the State of NH Department of Environmental Services regarding **dredging at the Hebron Memorial Beach** and information would be forthcoming.
- The Select Board signed the **letters to Jason Robert, Newfound Area School District School Board and to Donald Franklin, Newfound Area School Board Budget Committee Member** addressing an article that was requested to be placed in the town newsletter.
- Selectman James moved to **authorize Chair Hazelton to sign the memo to Alison York, Administrative Assistant** to process the check for the appropriations approved at the June Town Meeting for deposit into various capital reserve funds, seconded by Vice-Chair Moriarty. The vote was unanimous.
- Selectman James moved to **authorize Chair Hazelton to sign the memo to Alison York, Administrative Assistant** to process the check for the appropriation approved at the June Town Meeting to be deposited into the Conservation Fund, seconded by Vice-Chair Moriarty. The vote was unanimous.
- Ms. Sanborn informed the Board that a **Hebron Call Firefighter had been performing special detail on various sites administering the COVID-19 vaccine** and the town could be reimbursed payroll expenses. Selectman James moved to authorize Karen Sanborn, Town Administrator, to sign the Certificate of Authority document with the State of NH Department of Health and Human Services, seconded by Vice-Chair Moriarty. The vote was unanimous. Vice-Chair Moriarty moved to authorize Chief Fischer to sign the Terms of Emergency Management Directive COVID-19 Vaccination Aid form with the State of NH Department of Health and Human Services, seconded by Selectman James. The vote was unanimous.
- The Select Board signed the **Veteran's Tax Credit application** that was approved as recommended by a representative from Avitar Associates of New England, Inc.
- Ms. Sanborn relayed to the Board that Maynard Young, Radio and Generator Coordinator, had recommended **purchasing the comprehensive five-year warranty for the 80KW generator recently installed at the Town Office Building**. Vice-Chair Moriarty clarified that the \$1,000 cost for the warranty was a one-time purchase. Ms. Sanborn replied yes. Selectman James moved to authorize Mr. Young to move forward

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with purchasing the generator warranty, seconded by Vice-Chair Moriarty. The vote was unanimous.

- Ms. Sanborn informed the Board that **Anne Hardy would like to join the Historic District Commission** in place of David Hardy. Selectman James moved to accept the resignation of Dave Hardy from the Historic District Commission and appoint Anne Hardy to the Historic District Commission in his place, seconded by Vice-Chair Moriarty. The vote was unanimous. Chair Hazelton discussed with Ms. Sanborn scheduling the first meeting for the Historic District Commission for April 5, 2021 at 7:00 p.m.

7:30 P.M. **DISCUSSION:**

- Ms. Sanborn reported to the Board that the **Public Hearing on the 2021/2022 Budget and Warrant Articles had been scheduled for Tuesday, March 30, 2021** at 7:00 p.m. for the Hebron Community Hall. Ms. Sanborn noted that the room would have to be cleaned after the meeting.
- Ms. Sanborn handed the Board the **budget packet for the Public Hearing**. The Board reviewed the packet and did not have any changes to the document.

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

- **Notice of a Public Hearing** from the Belmont Land Use Office for a proposed wireless communication facility.
- **Notice of Public Hearing** from the Hebron Planning Board for the proposed zoning amendments.

8:00 P.M. **ANY OTHER BUSINESS:**

- Chair Hazelton reported to the Board on the recently **reorganized Historic District Commission**. The first meeting will be held on April 5, 2021 at 7:00 p.m.
- The Select Board discussed the **process for the upcoming public hearing by the Planning Board** and the final wording of the amendments for the ballot for voting. Chair Hazelton stated that he was hoping that the Planning Board would take more time to work on the proposed Solar Ordinance.
- Chair Hazelton asked Ms. Sanborn to request that the **Beach Committee meet with the Select Board in the fall to review procedures** for ensuring the Winter Beach Ordinance would be enforced.
- Chair Hazelton discussed with the Board the importance of **department heads informing the Town Administrator or Select Board Members when they would be out of town** for any length of time to ensure that if an emergency arises the proper contact information was given to address any emergency in a timely manner.
- Vice-Chair Moriarty informed the Board that a **long-time volunteer for the town had resigned from the Conservation Commission, Bruce Barnard**. Another person would need to be appointed to complete the term.
- Ms. Sanborn informed the Board that a **contribution had been made to the town for maintenance of the Pratt Cemetery**. Ms. Sanborn informed the Board that a specific trust had not been set up for this purpose and she was looking for direction from the Board. Chair Hazelton moved to send a letter to the individual about the use of the funds and they will be utilized for maintenance, seconded by Vice-Chair Moriarty. The vote was unanimous.
- Selectman James reported to the Board on the **Coalition Communities 2.0 meetings and progress being made with hiring a lobbyist**. Selectman James noted that the

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estimated cost to the Town of Hebron for the lobbyist is \$521 for 2021 and \$551 for 2022.

- Selectman James reported to the Board on the **Broadband Zoom Meeting** and the funding available for expanding broadband services to the various communities in the state.
- The Select Board discussed the issue with the **trees not being removed from George Road in the expected timeframe**. Vice-Chair Moriarty would like to contact John Faucher, TL.C. Tree Service about the removal of the trees when the restricted weight limit no longer applies.
- Ms. Sanborn informed the Board that the Administrative Assistant's **printer needs to be replaced** as the printer has died after 17 years of use. Ms. Sanborn informed the Board that she would be contacting Certified Computers Solutions Inc. for a recommendation on a replacement.

8:30 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of March 4, 2021 and made the following corrections: page 1, under *Hebron Memorial Beach Winter Ordinance*, sixth sentence – change “requiring” to “enforcing” and replace “next year” with “next summer”, page 1, under *Water Depth Survey at Hebron Memorial Beach*, first sentence – change “Hebron Memorial Beach” to “channel marker”, page 1, second sentence, - replace “put” with “push” insert “of” after “the mouth” and page 2, under *Any Other Business*, first bullet – change “Gillian” to “James” and replace “town committee/board/commission” to “Capital Improvements Committee”. Selectman James moved to approve the Select Board Meeting minutes of March 4, 2021 as amended, seconded by Vice-Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of March 4, 2021 and the Select Board Meeting minutes of March 9, 2021. Selectman James moved to approve the Select Board Non-Public Session minutes of March 4, 2021 and the Select Board Meeting minutes of March 9, 2021 as written, seconded by Vice-Chair Moriarty. The vote was unanimous.

8:37 P.M. **NON-PUBLIC SESSION:** Vice-Chair Moriarty moved to go into non-public session pursuant to RSA 91-A:3 (c), seconded by Selectman James. Paul Hazelton – yes Pat Moriarty - yes Rich James - yes

8:40 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Moriarty moved to come out of non-public session, seconded by Selectman James. Paul Hazelton – yes Pat Moriarty - yes Rich James - yes Vice-Chair Moriarty moved to seal the minutes of the non-public session for five years, seconded by Selectman James. Paul Hazelton – yes Pat Moriarty - yes Rich James - yes

8:41 P.M. **MEETING ADJOURNED:** Vice-Chair Moriarty moved to adjourn the meeting at 8:41 P.M., seconded by Selectman James. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

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