

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
MARCH 7, 2024

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

OTHERS PRESENT: John Fischer (Emergency Management Director), Arin Lucarelli (Deputy Emergency Management Director), Audrey Johnson, John Dunklee, Rob Riess, Everett Begor (Gazebo Committee Member)

2:30 P.M. **MEETING COMMENCED:** Chair Hazelton commenced the meeting at 2:30 p.m.

2:30 p.m. **EMERGENCY MANAGEMENT -UPDATE:** John Fischer and Arin Lucarelli approached the Select Board to give an update on the status of the emergency declarations regarding storm damage. Mr. Fischer informed the Board that the December 24-26, 2022 emergency declaration has some pending items to be completed for road repairs and there is a deadline to complete the projects of September 2024. Chair Hazelton asked about expanding the road repair work beyond the original damage assessment from the Federal Emergency Management Agency (FEMA). Mr. Fischer replied that more work could be done to repair the roads, but additional funds would not be given.

John Fischer informed the Board that the severe storms and flooding in December 2023 was recently declared which most of the information has been gathered and entered for reporting on the damage caused by the storm. Mr. Fischer reported that there are still road repairs to do to George Road and Butternut Ridge Road since winter arrived after the damage happened. Currently the estimated cost for the road damage is close to \$30,000. Mr. Fischer reported that the same issue exists with obtaining the necessary documentation required for the reporting. Vice-Chair Moriarty asked if Ben Hall (Highway Supervisor) was aware of this. Mr. Fischer replied yes. Vice-Chair Moriarty asked about the deadline for this declaration. Mr. Fischer replied August 2025.

Chair Hazelton asked Mr. Fischer about the projected timeline for Arin Lucarelli to take over the Emergency Management position. Mr. Fischer replied that Ms. Lucarelli has just finished the firefighter training and would be connecting this coming week to Web EOC for necessary reporting to the State of New Hampshire. Chair Hazelton asked Mr. Fischer to bring Ms. Lucarelli up to date on the data entry and reporting as she should be in the position by June 2024.

Mr. Fischer informed the Board that the updated Hazard Mitigation Plan has been accepted by FEMA. Mr. Fischer handed Chair Hazelton the signature page as part of finalizing the plan which needs to be notarized. This is required before the town can apply to receive reimbursement for part of the grant.

Mr. Fischer reported to the Board on the 2024 Emergency Management budget of \$7,500. Mr. Fischer felt that \$5,000 was adequate for the salary of the position. Ms. Sanborn inquired about costs for training. Mr. Fischer answered that most of the training is free, and the costs involved would be for mileage and the hourly rate for the day at training. Chair Hazelton asked Mr. Fischer to make sure that Ms. Lucarelli is getting adequate time in training to take over as the Emergency Management Director.

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3:00 P.M. **GAZEBO PROGRAM 2024 BUDGET:** Everett Begor approached the Select Board to present the 2024 budget for the Gazebo Programs. Mr. Begor presented the Board with the 2024 fireworks permit. Selectman James moved to authorize Chair Hazelton to sign the fireworks permit, seconded by Vice-Chair Moriarty. The vote was unanimous. Mr. Begor informed the Board that he may only be on the committee for a couple more years before stepping down. Mr. Begor would like to find another location to store the trailer that houses the Gazebo Program equipment as it is currently stored on his property. Mr. Begor reviewed with the Board upcoming programs to be presented in June 2024 and the expenses to come from the balance of the 2023 budget. Mr. Begor reviewed the program schedules for 2024 and 2025. Mr. Begor noted that there are a few programs that the committee is looking for a non-profit organization or local eatery to have the barbecue. The Board thanked Mr. Begor for the many years of being a committee member and the hours that the committee works to schedule the performers each year.

3:16 P.M. **HEMLOCK LANE PAVING REQUEST:** John Dunklee and Rob Riess approached the Select Board to request paving Hemlock Lane and pledged \$20,000 to the town towards the project. Mr. Dunklee noted that one culvert on the road needs to be replaced. Mr. Riess noted that Hemlock Lane is a dirt road near Newfound Lake. Paving the road would reduce the amount of sediment entering Newfound Lake. Mr. Dunklee informed the Board that Buddy Crane (developer) would be grading the road in preparation for paving the road 2 1/2" thick of pavement. Vice-Chair Moriarty asked for the length of road to be paved. Mr. Riess replied 500 feet that does not include the turnaround in front of 23 Hemlock Lane (Tax Map 7 Lot HP.005). This section of the road lost a lot of material this past year as the ground did not freeze and washes down onto Loon Island Lane. Mr. Dunklee felt that \$30,000 should be sufficient for the warrant article as some of the properties will be paving their driveways as well. Audrey Johnson felt that the paving would address the drainage issues on the turnaround area. Vice-Chair Moriarty asked Mr. Riess if the pledge would be open for next year if the project does not happen in 2024. Mr. Riess replied yes. Mr. Riess looked to the Board for support on the proposal. The Board agreed to move forward with a warrant article for this project for 2024.

3:25 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifests**.
- The Select Board signed the **Yield Tax Warrant** in the amount of \$1,077.36. The Select Board signed **Certification for Yield Taxes assessed**.
- Selectman James moved to **appoint Pauline Nadeau as a member of the Hebron Common Landscaping Committee**, seconded by Vice-Chair Moriarty. The vote was unanimous.
- The Board reviewed the proposed **Snowmobile Committee's charge**. Selectman James moved to form a Snowmobile Committee with the charge outlined and appoint Mike Riess, Ben Hall, Alan Barnard and a representative from the Hardy Snowmobile Club, seconded by Vice-Chair Moriarty. The vote was unanimous.

3:24 P.M. **DISCUSSION ITEMS:**

- Ms. Sanborn informed the Select Board that the **Common Landscaping Committee has requested to purchase the trees from Black Forest Nursery** to reserve the species chosen for the Hebron Common. Selectman James moved to

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process a check to Black Forest Nursery to reserve the trees, seconded by Vice-Chair Moriarty. The vote was unanimous.

- The Select Board reviewed the **proposed warrant articles and 2024 Budget**. Selectman James reported on the first step for connecting the town buildings to Hubb66 with fiber optics. Chair Hazelton moved to authorize Selectman James to facilitate the fiberoptics connections in the town buildings, seconded by Vice-Chair Moriarty. The vote was unanimous.
 - The Board reviewed the **employees' salaries** and agreed to the following changes: Select Board Chair to \$4,500
Select Board Members \$4,000
Treasurer \$12,500
Administrative Assistant \$21.50 per hour with additional duties
Custodian \$25.00 per hour
 - Selectman James moved to increase the **Town Administrator's salary to \$90,000**, seconded by Vice-Chair Moriarty. The vote was unanimous.
 - Ms. Sanborn handed the Board a copy of RSA 202-A:4 Maintenance – Libraries the outlines the **use for the annual appropriation raised by towns for public libraries**. The Board agreed to increase the Library Building Capital Reserve Fund by \$6,000 to cover the architect hired by the library. The proposed 2024 Library Budget will be reduced by \$6,000.
 - Ms. Sanborn informed the Board that Tracey Steenbergen (Town Clerk) recommended to budget for the **assistant moderator for \$300** which is 20 hours @ \$15 per hour. The Select Board agreed to include this in the budget.

4:20 P.M.

ANY OTHER BUSINESS:

- The Board discussed the **recent decision on a NH Commission for Human Rights case** and moved forward based on the decision. A discussion was held regarding a follow-up with Glen MacDonald (Municipal Resources, Inc.) with retention and recruitment within the Fire Department. Selectman James moved to hire Glen MacDonald to review the Fire Department, seconded by Vice-Chair Moriarty. The vote was unanimous. The Board asked Ms. Sanborn to invite Mr. MacDonald to the next Select Board Meeting.
- Chair Hazelton asked Ms. Sanborn to **send letters to the newly appointed Snowmobile Committee** and schedule the first meeting.
- Chair Hazelton asked Ms. Sanborn to **contact Primex** to obtain direction from them on signage for the town parking lot.
- Selectman James updated the Board on the **Planning Board meeting**. The Planning Board is working on addressing ~~this~~ **short term rentals and septic systems** in the zoning ordinance.
- Chair Hazelton updated the Board on the **meeting at the Hebron Memorial Beach with Executive Councilor Kenney, Deb Goodman, Ed Holbert, and Alan Baker**. Chair Hazelton reported that the review of the beach condition was promising with regards to getting the NH Department of Environmental Services to review the current situation. Chair Hazelton informed the Board that he received a letter from Executive Councilor Kenney that he will work with the town and NH DES to work on the problem. Chair Hazelton noted support from the taxpayers and residents expressing concerns with the condition of the beach.

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- Chair Hazelton reported to the Board on the **meeting at the Hebron Town Forest bridge with Kent Brown (Engineer)** on the structural support of the bridge abutments. Chair Hazelton relayed to the Board that Mr. Brown felt the bridge abutments were secure with no serious concerns and large rocks could be placed on the sides of the abutments if anything at all.
- Selectman James noted that the **contract with Certified Computer Services Inc. is up in December 2024** and recommended to the Board that Ms. Sanborn obtain three bids for general IT Services. The Board agreed.
- Selectman James informed the Board that he obtained **town usage of #2 Fuel Oil, Propane, Off-Road Diesel, Diesel, and gas** in preparation of obtaining quotes from Irving Oil and others for the upcoming year.
- Ms. Sanborn relayed to the Board that Tracey Steenbergen, Town Clerk, had mentioned **offering childcare at the May Town Meeting** as one of the warrant articles may bring out more parents due to the subject matter. Chair Hazelton felt this was too late to prepare for at this time. Vice-Chair Moriarty stated that there could be liability issues to consider. This could be considered in the future with more time to plan.
- The Board asked Ms. Sanborn to obtain an **estimate for a dumpster** to clean out the Old Fire Station.
- Ms. Sanborn mentioned to the Board that Chief Moulton would like to **change out the lighting in the bays of the Public Safety Building to LED lights** and informed them this changeover could be made by John Poulos (General Maintenance). The largest expense would be purchasing the bulbs and LED ballasts. Selectman James agreed to do some research on changing out the ballasts or each lighting fixture.

5:00 P.M.

APPROVAL OF MINUTES: The Select Board reviewed the Select Board Meeting minutes of February 15, 2024. Selectman James moved to approve the Select Board Meeting minutes of February 15, 2024 as written, seconded by Vice-Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting 2024 Budget Presentations minutes of February 21, 2024 and made the following changes: page 2, twelfth sentence – insert “the lift” after “as much and”, page 2, thirteenth sentence – remove “Mr.”, page 2, under *Library*, seventh sentence – remove “considerably” and insert a “.” after “down”, and page 2, eighth sentence under *Library* – insert “part of” after “does not own”. Selectman James moved to accept the Select Board 2024 Budget Presentations minutes of February 2, 2024 as amended, seconded by Vice-Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting 2024 Budget Presentations minutes of February 22, 2024 and made the following change: page 2, under *Town Commons* – create a new paragraph after the sentence ending in “frequency” and add the heading of “Additional Services” and page 2, under *Highway Department*, third sentence – change the period in “\$150.505” to “\$150,505”. Selectman James moved to accept the Select Board reviewed the Select Board Meeting 2024 Budget Presentations minutes of February 22, 2024 as amended, seconded by Vice-Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of March 4, 2024 and made the following changes: page 2, under *Commenced Meeting* – change

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“commended” to “commenced” and page 1, under *Hebron/Alexandria Road Issues*, seventh sentence – insert “was in existence from a previous logging operation.” and remove “existed”. Chair Hazelton moved to approve the Select Board Meeting minutes of March 4, 2024 as amended, seconded by Vice-Chair Moriarty. The vote was unanimous.

Ms. Sanborn asked the Board for the **effective date on the Health Insurance employee contribution change**. The Board replied July 2024 with the new budget.

The Select Board reviewed the Select Board Non-Public Session minutes of February 21, 2024. Selectman James moved to accept the Select Board Non-Public Session minutes of February 21, 2024 as presented, seconded by Chair Hazelton. The vote was unanimous.

5:09 P.M. **MEETING ADJOURNED:** Selectman James moved to adjourn the meeting at 5:09 p.m., seconded by Vice-Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator