

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 18, 2022

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

OTHERS PRESENT: Cindy Newton (Beach Committee member), Pete Scerbo (representing a client in Hebron Country Estates)

7:00 P.M. **COMMENCED MEETING:** Chair James commenced the meeting at 7:00 p.m.

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

- Chair James moved to accept the **new flood plain map from the Federal Emergency Management Agency** as revised, seconded by Vice-Chair Hazelton. The vote was unanimous.

7:04 P.M. **HIGHWAY DEPARTMENT BUDGET REVIEW:** Chair James discussed with Ben Hall, Highway Supervisor, the importance of early communication on road projects. Chair James informed Mr. Hall that the first person to contact was the Town Administrator, Karen Sanborn, as the Select Board's Office would be the direct contact for a resident or taxpayer with issues or concerns. Vice-Chair Hazelton suggested creating a proposal of projects with an estimated timeframe for the Board. Vice-Chair Hazelton stated that he understood projects may take longer than anticipated due to unforeseen circumstances and inclement weather but submitting a proposal of projects informs everyone of what is anticipated over the next few months. Chair James discussed with Mr. Hall the expenditures for line items in the Highway Department Budget that have already exceeded the proposed amount and expressed concerns with the budget lasting the year. Mr. Hall stated that he understood the budget to be a bottom-line budget and funds could be shifted between account lines. Mr. Hall reminded the Board that the budget proposal for this year was increased by 14% due to the increase in fuel and cost of materials. The Board informed Mr. Hall that the budget should be realistic with proposed projects. It is better to underspend the budget than to under budget for projects. Mr. Hall informed the Board that he would be working on the warrant article for Bear Mountain Road and the Braley Road culvert in the fall. ~~Mr. Hall felt that the ideal employee for the Highway Department would be an experienced retired person with the knowledge for road maintenance and equipment operation that could dedicate 10 hours each week to the Highway Department.~~

7:15 P.M. **BEACH ATTENDANT – REVIEW:** Chair James spoke to Cindy Newton about the follow-up with Donna Bryant, Beach Attendant, which he addressed the issues brought up at the August 4, 2022 Select Board Meeting by the Hebron Memorial Beach Committee. Mrs. Newton informed the Board that last Sunday, August 14, 2022, there were people drinking alcohol and dogs running all over the beach. This was a scheduled day for the Beach Attendant to work. Ms. Sanborn informed the Board and Mrs. Newton that there was an illness in the family and Ms. Bryant may have had to leave early. The Board and Mrs. Newton felt that Ms. Bryant should make someone aware of times that she would not be there on scheduled days. The Board discussed with Mrs. Newton hiring another part time attendant to work evenings. The Board invited Mrs. Newton to the September 1st Select Board Meeting to continue this discussion.

7:20 P.M. **HEBRON COUNTRY ESTATES – LOT DEVELOPMENT:** Pete Scerbo approached the Select Board to discuss a recent decision by the Planning Board on a lot located in Hebron Country Estates. Mr. Scerbo informed the Board that he represented a client that owns several lots in Hebron Country Estates. ~~One of these lots, and one that~~ the Planning Board just approved the boundary adjustment for the driveway to be accessed off Skyline Drive. Chair

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James informed Vice-Chair Hazelton of the recent hearing before the Planning Board and that eighty-eight feet of Skyline Drive (recently taken over by the town) had not been paved or brought up to town Class V Road standards. Mr. Scerbo noted that part of the approval for this boundary line adjustment was that the property owner had to bring the road up to town specifications before developing the lot. Mr. Scerbo asked the Board for permission to pave the road. The Board recommended that Mr. Scerbo communicate with Ben Hall, Highway Supervisor to oversee the project. Vice-Chair Hazelton moved to authorize Pete Scerbo to pave eighty-eight feet of the road to town specifications, seconded by Chair James. The vote was unanimous.

7:25 P.M.

ACTION ITEMS (CONTINUED):

- Chair James moved to **appoint Mavis Brittelli** to the Hebron Common Landscape and Playground Committee, seconded by Vice-Chair Hazelton. The vote was unanimous.
- The Select Board signed the **letters reappointing Everett Begor and Bob Brooks** to the Gazebo Committee until October 2023. Ms. Sanborn noted that John LaCarte had declined reappointment. The Board discussed possible candidates and asked Ms. Sanborn to contact Mr. Begor or Mr. Brooks for suggestions.
- Vice-Chair Hazelton moved to authorize Chair James to **sign the memorandums to the Administrative Assistant**, Alison York, to process the checks for the table purchase for the Dinner/Dance and the token to John Fischer, seconded by Chair James. The vote was unanimous.
- Vice-Chair James moved to authorize Chair James to **sign the Facility Use Agreement** with Camp Wicosuta for a Dinner/Dance event, seconded by Chair James. The vote was unanimous.

7:34 P.M.

DISCUSSION:

- The Board reviewed the **proposal for the purchase of a pick-up truck cruiser**. The cost of the vehicle would be covered by the Police Cruiser Capital Reserve Fund. Chair James moved to accept the purchase agreement for the police cruiser pick-up truck, seconded by Vice-Chair Hazelton. The vote was unanimous.
- The Board tabled approving the **Treasurer job description** until the September 1st meeting.

7:35 P.M.

ADMINISTRATIVE ASSISTANT PAY CONCERNS: Alison York approached the Select Board to discuss the recent pay increases in the 2022 Budget. Mrs. York holds positions as the Administrative Assistant and the Deputy Town Clerk. Chair James reviewed with Mrs. York the formula used for implementing raises in the 2022 Budget. Once the Board started reviewing when employees received pay increases, the Board was shocked to see that some employees had not had an increase for over six years. Mrs. York explained to the Board the concerns she had with regards to disproportionality in the deputy positions in the town. Chair James felt that the matter needed to be discussed amongst the Board members in non-public session. Mrs. York handed the Board a letter and thanked the Board for their consideration.

7:45 P.M.

NON-PUBLIC SESSION: Vice-Chair Hazelton moved to enter into non-public session pursuant to RSA 91-A:3(c), seconded by Chair James. Rich James - yes Paul Hazelton - yes

8:20 P.M.

OUT OF NON-PUBLIC SESSION: Chair James moved to come out of non-public session, seconded by Vice-Chair Hazelton. Rich James - yes Paul Hazelton - yes The motion passed. Chair James moved to seal the minutes for five years, seconded by Vice-Chair James. Rich James - yes Paul Hazelton - yes The motion passed.

8:21 P.M.

CORRESPONDENCE:

- Notice from breezeline – increase in monthly rates for services

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- Ms. Sanborn updated the Board on the question regarding the **due date for financial audits for the town**. The due date is one year after the close of the end of the fiscal year.
- State of NH Department of Transportation – **One Time Highway Block Grant Payment** – of \$23,730.08.

8:30 P.M.

ANY OTHER BUSINESS:

- Vice-Chair Hazelton reviewed with the Board ~~on~~ **the plans received from Kent Brown (engineer) as part of the dredging** of the Hebron Memorial Beach Project. Vice-Chair Hazelton noted that the amount of material to dredge is significantly larger than originally estimated. Vice-Chair Hazelton stated that he would be meeting next week with Mr. Brown and moving forward with the permitting paperwork.
- Chair James suggested to the Board **installing an electronic gate** as a way to access the Hebron Memorial Beach Parking lot and to address the issue of parking without permits.
- Vice-Chair Hazelton asked Ms. Sanborn to discuss with Ben Hall, Highway Supervisor, the **culvert replacement on Lakeshore Drive** and an estimated time for replacement.
- Chair James reported to the Board that Total Climate Control **fixed the leak in the freon line issues with the HVAC units in the Town Office Building**. The Board discussed moving forward with a company to perform annual maintenance on the HVAC units. The Board discussed contacting Town Counsel regarding sending a letter with an end date for settlement on the poorly installed HVAC units.
- Chair James updated the Board on the **fiber optic project** and that the town should be all set with funding for the project.
- The Select Board reviewed the **charge for the Hebron Common Landscape and Playground Committee**.
- Ms. Sanborn relayed to the Board the **issues discussed by the Historic District Commission** regarding two properties located in the Historic District as follows: the unsightly condition of 13 Braley Road (Tax Map 17 Lot 033) and the color of the door at 19 Cross Road (Tax Map 17 Lot 015).
- The Select Board reviewed the **request from Attorney Dennis** (representing the owner of 67 Groton Road) to extend the deadline out 30 days from the date the requested information was received by his office. Vice-Chair Hazelton moved to extend the deadline 30 days from the date the information was received, seconded by Chair James. The vote was unanimous.

8:52 P.M.

APPROVAL OF MINUTES: The Select Board reviewed the Select Board Meeting minutes of August 4, 2022 and made the following corrections: page 1, under *Any Other Business*, second bullet – insert “he and” before “John Hilson”, page 2, eighth sentence, - change the second “has” to “have”, and page 2, under *Any Other Business*, fourth bullet, second sentence – change the end of the sentence to read “two new cabins to replace older cabins.”. Chair James moved to accept the Select Board Meeting minutes of August 4, 2022 as amended, seconded by Vice-Chair Hazelton. The vote was unanimous.

8:55 P.M.

MEETING ADJOURNED: Vice-Chair Hazelton moved to adjourn the meeting at 8:55 p.m., seconded by Chair James. The vote was unanimous.

Respectfully Submitted,

Karen Sanborn
Town Administrator

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