

TOWN OF HEBRON  
SELECT BOARD MEETING – BUDGET PRESENTATIONS  
FEBRUARY 8, 2023

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

OTHERS PRESENT: John Dunklee (Historic District Commission), Audrey Johnson (Treasurer and Supervisor of the Checklist), Travis Austin (Police Chief), Gerry Flynn and Jennifer Larochelle (Library Trustees), Mark Coulson (Trustee of the Trust Funds), Carol Bears (Tax Collector and Zoning Board of Adjustment, Secretary), Jamie Moulton (Fire Chief), Alison York (Administrative Assistant)

1:00 P.M.      **COMMENCED MEETING:** Chair James commenced the meeting.

1:00 P.M.      **HISTORIC DISTRICT COMMISSION:** John Dunklee approached the Select Board to present the 2023 Historic District Commission Budget. Mr. Dunklee informed the Board that the postage line item was increased, but the budget is basically the same as in the past. Mr. Dunklee noted that the Hebron Common Landscape and Playground Committee should be reviewing any proposals with the Historic District Commission to ensure compliance with the guidelines. The Board agreed. Ms. Sanborn asked Mr. Dunklee if the Historic District Commission was proposing any funds to be raised and deposited into the Heritage Fund. Mr. Dunklee replied no.

1:12 P.M.      **TREASURER 2023 BUDGET:** Audrey Johnson approached the Select Board to present the 2023 Treasurer Budget. Ms. Johnson noted that the Treasurer's salary and Deputy Treasurer's salary lines were increased, and Meetings and Workshops was decreased by \$100 as well as Machinery and Equipment. The Board discussed with Ms. Johnson advertising for the Treasurer position and looked for direction on hours worked and training for the position. Ms. Johnson informed the Board that the hours vary depending on the monthly transactions and that she was willing to stay on as long as needed to train the individual.

**SUPERVISORS' OF THE CHECKLIST:** Audrey Johnson reviewed with the Board the Supervisors' of the Checklist 2023 Budget. Ms. Johnson informed the Board that the budget was based on four ~~meetings~~ elections this year. Increases were made to Meetings and Workshops, Newspaper notices, and Postage.

1:24 P.M.      **POLICE DEPARTMENT 2023 BUDGET:** Chief Austin approached the Select Board to present the 2023 Police Department Budget. Chief Austin reviewed the account lines in the budget with increases/decreases. Chief Austin noted that a slight increase was added to the uniform account for replacement of a uniform (not an additional officer) and a decrease to Dispatching Fees as more departments are utilizing the Town of Plymouth dispatch services. Chief Austin updated the Board on the installation of equipment on the new Police pick-up truck and that there is a delay due to shipping the ordered equipment.

1:55 P.M.      **LIBRARY 2023 BUDGET:** Gerry Flynn and Jennifer Larochelle approached the Select Board to present the 2023 Library Budget. Mr. Flynn reported to the Board that the Library Trustees were having a hard time finding a Librarian which is reflected in the increase to the Librarian salary account. Mr. Flynn and Mrs. Larochelle and the Board discussed the future of the Librarian position and an ~~attractable~~ attractive salary. The Board asked the Library Trustees to give the proposed Community/Library Building some thought with regards to the hours of operation for the Library and furniture needs.

2:15 P.M.      **TRUSTEES OF TRUST FUNDS 2023 BUDGET:** Mark Coulson approached the Select Board to present the 2023 Budget for the Trustees of Trust Funds. Mr. Coulson reviewed with the Board the increase to management fees to \$6,325 to accommodate for a 10% ~~the~~ increase in the current funds balance. ~~and T~~ there are funds budgeted for training as well.

2:23 P.M.      **TAX COLLECTOR 2023 BUDGET:** Carol Bears approached the Select Board to present the 2023 Tax Collector Budget. Mrs. Bears informed the Board that the only increase to the budget was the telephone/internet account. Mrs. Bears reported ed on the taxes outstanding and that lien notices would be processed soon.

**ZONING BOARD OF ADJUSTMENT 2023 BUDGET:** Carol Bears reviewed with the Board the Zoning Board of Adjustment 2023 Budget. Mrs. Bears noted she was uncertain on the amount to place in the legal account line due to pending issues. Mrs. Bears informed the Board that she increased the secretary salary due to the amount of research for the attorney's, newspaper notices was increased (as there has been more hearings), and postage was increased due to the increase in the cost of stamps.

2:40 P.M.      **FIRE DEPARTMENT 2023 BUDGET:** Chief Moulton approached the Select Board to present the 2023 Fire Department Budget. Chief Moulton informed the Board that he had some questions on the budget for allocation of expenses to the correct account line. Chair James asked Chief Moulton to review past Fire Department Budget for allocation with Alison York, Administrative Assistant. Chair James informed Chief Moulton that the Consumer Price Index (C.P.I.) for 2022 was 6.5%. Chief Moulton reviewed with the Board new EMT's for the department and the incentives offered for training. Chair James asked Chief Moulton to prepare a contract that outlines the training incentives discussed and reimbursement of expenses to the employee for town counsel to review. Chief Moulton informed the Board of the additional line item of Life Safety/Fire Prevention Education for the residents. Selectman Moriarty asked Chief Moulton about the machinery/equipment account line that has a budgeted amount of \$10,000, but has little expensed from it. Chief Moulton replied that the account line would remain the same as there is equipment that needs to be updated. Chief Moulton informed the Board that he was still waiting for Hebron's portion of the Lakes Region Mutual Fire Association invoice for dispatching services. The Board asked Chief Moulton to meet with them once he received the answers to budget item questions.

3:30 P.M.      **MEETING ADJOURNED:** Vice-Chair Hazelton moved to adjourn the meeting at 3:30 p.m., seconded by Selectman Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Sanborn  
Town Administrator