

TOWN OF HEBRON
SELECT BOARD BUDGET MEETING MINUTES
MARCH 9, 2022

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

OTHERS PRESENT: Tracey Steenbergen (Town Clerk), Cindy Newton (Beach Committee), Doug Merrill (Cemetery Committee Member), Ben Hall (Highway Supervisor), Carol Bears (Tax Collector)

6:00 P.M. **OPENED MEETING:** Chair Moriarty commenced the meeting.

Ms. Sanborn informed the Board that the Gazebo Committee had a conflict with the schedule and requested to meet at another time.

6:10 P.M. **TOWN CLERK 2023 BUDGET:** Tracey Steenbergen approached the Select Board to present the 2023 Town Clerk and Elections Budgets. Mrs. Steenbergen reviewed the Town Clerk budget with the Select Board and pointed out the accounts with increases/decreases to the budget. Chair Moriarty asked Mrs. Steenbergen when was the last time she received a raise. Mrs. Steenbergen replied 5 to 6 years ago. Selectman Hazelton informed Mrs. Steenbergen that the Select Board would like to address payroll inconsistencies. Mrs. Steenbergen updated the Board on the Avitar software program.

ELECTIONS 2023 BUDGET: Mrs. Steenbergen reviewed the Elections Budget with the Select Board and noted that she had included an additional meeting and increased the hourly rate to for ballot clerks and counters to \$13 an hour.

Mrs. Steenbergen reported to the Board on the.gov registration process and the extension once all of the changes have been made to the town website and the employee email addresses.

Selectman Hazelton informed the Select Board that he met with Alan Baker (Beach Committee member) at the beach to review the leaves that are gathering along the edge of the Hebron Memorial Beach again.

6:35 PM **BEACH COMMITTEE 2023 BUDGET:** Cindy Newton approached the Select Board to review the proposed 2023 Beach Budget. Mrs. Newton informed the Board that the Beach Committee wanted to keep the same total as last year but added an account for line for supplies. Mrs. Newton noted that the remaining funds in the 2022 budget would be expended by the end of June. Selectman Hazelton informed Mrs. Newton that he met with Alan Baker at the Hebron Memorial Beach to review the leaves that have piled up on shore. Selectman Hazelton noted a culvert issue that needs to be addressed on Lakeshore Road and stated that some of the trees that have been hit by the plows need to be removed on the road. Mrs. Newton felt that the sign that was put up during the fishing Derby to let people know the beach permits were required for parking addressed any issues.

6:42 PM

CEMETERY COMMITTEE 2023 BUDGET: Doug Merrill approached the Select Board to present the 2023 Cemetery Committee Budget. Mr. Merrill informed the Board that the budget amount would remain the same as last year. Mr. Merrill informed the Board that he would like to have a sign made for the trail to the cemetery located on Wade Road. Mr. Merrill noted that this is an old Civil War Era Cemetery and could be enjoyed by others.

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HEBRON COMMON MAINTENANCE: Ms. Sanborn asked Mr. Merrill if a new lawn was going to be planted in front of the Hebron Town Office Building this spring or if he recommended an alternative solution to making the front of the building more presentable. Mr. Merrill replied that a new lawn could be done this spring and recommended a different type of seed.

6:50 PM

HIGHWAY DEPARTMENT 2023 BUDGET: Ben Hall approached the Select Board to present the 2023 Highway Department Budget. Mr. Hall reviewed the proposed budget with the Select Board noting an increase of the overall budget. The increase is to address the additional roads that are proposed to be taken over by the town for maintenance and to accommodate for the increased fuel prices.

Chair Moriarty asked Ben Hall about future replacement of trucks. Mr. Hall replied the International Truck has had many issues, but is really in need of a new plow. Mr. Hall noted that the funds are in the 2022 Budget to purchase the plow. Mr. Hall believes that the town can utilize the International Truck for another three years, but recommended increasing the annual appropriation to the Highway Capital Reserve Fund during those three years in order to purchase a new truck.

Chair Moriarty discussed the Beachwood Road warrant article that went over budget. Chair Moriarty informed Mr. Hall that the town was not able to over expend budgeted funds for warrant articles. Chair Moriarty recommended to Mr. Hall when proposing warrant articles in the future to budget an additional 10% for unanticipated issues that may come up during the project.

Mr. Hall informed the Select Board that he would like to either repave the first section of Hobart Hill Road and/or repave Bear Mountain Road.

Chair Moriarty discussed with Mr. Hall the security alarm that continually is set off by the employees. Mr. Hall felt the alarm could be shut off when employees are entering and exiting the building during snowstorms. Selectman Hazelton recommended determining a time frame for the alarm to be off and recommended closing and locking the front gate to deter people from going to the Highway Garage. Vice-Chair James suggested installing a critter camera to record people going to the Highway Garage. Mr. Hall commented that the employees hired to plow roads in the winter are hard to find as it is a part-time job that is dependent on the weather. Selectman Hazelton discussed the culvert issue on Lakeshore Road and the trees that should be removed as they have been damaged by the plows. Chair Moriarty discussed with Mr. Hall expanding the parking lot at the same time at the Hebron Memorial Beach for the people that want to kayak. Vice-Chair James asked Mr. Hall if it

was possible to remove the leaves at the beach while they're still frozen on the ice. Mr. Hall replied that he would have to look at this.

- 7:15 PM **TAX COLLECTOR 2023 BUDGET:** Carol bears approached the Select Board to review the proposed 2023 Tax Collector Budget. Mrs. Bears informed the Select Board that extra stamps were purchased last year in anticipation that the postage rate would increase. Chairman Moriarty asked if there were any issues of concern with property taxes. Mrs. Bears replied that she would be leaning shortly with about \$18,000 in arrears at this time. Mrs. Bears informed the Board that a couple of the people with outstanding property taxes were due to more mortgage company issues. Chair Moriarty asked Mrs. Bears about accepting credit card payments for property taxes. Mrs. Bears stated that as a result of the Town Clerk offering credit card service through Invoice Cloud the Tax Collector's system is now able to accept credit cards. Mrs. Bears stated that she was not comfortable with having a credit card machine in her office, but the service would be available online to the taxpayers. Vice-Chair James recommended decreasing the internet and phone account line as the town has signed on with another service provider. Ms. Sanborn informed Mrs. Bears that she would provide her with the updated monthly costs.
- 7:20 PM. **PROPOSED 2023 TOWN BUDGET:** Chair Moriarty discussed with Ms. Sanborn finalizing the Town 2023 Budget and preparing warrant articles. Ms. Sanborn anticipated a draft document for the Board by the next Select Board Meeting.
- 7:23 PM **PLANNING BOARD – UPCOMING MEETINGS:** The Select Board discussed the updated proposed solar ordinance and the proposed RV park on Matthews Lane. Selectman James volunteered to sit on the Planning Board for any voting or decisions that have to be made with the RV park. Selectman Hazelton moved to remove Patrick Moriarty as the Select Board representative voting member to the Planning Board and to replace him with Selectman James as a voting member for the upcoming Planning Board Meeting regarding the proposed RV park seconded by Selectman Moriarty. The vote was unanimous
- 7:30 PM **MOTION TO ADJOURN:** Vice-Chair James moved to adjourn the meeting at 7:30 PM, seconded by Chair Moriarty. The vote was unanimous.

Respectfully Submitted,

Karen Sanborn
Town Administrator