

TOWN OF HEBRON
SELECT BOARD BUDGET MEETING MINUTES
MARCH 10, 2022

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

OTHERS PRESENT: John Dunklee (Historic District Commission), Audrey Johnson (Treasurer and Supervisors of the Checklist), Travis Austin (Police Department), John Fischer (Fire Department), Jennifer Laroche and Gerry Flynn (Library Trustees), Martha Twombly (Conservation Commission), Parker Griffin (Trustees of Trust Funds), Ivan Quinchia (Planning Board)

1:00 p.m. **HISTORIC DISTRICT COMMISSION 2023 BUDGET:** John Dunklee approached the Select Board to present the 2023 Historic District Commission Budget. Mr. Dunklee reported that the Historic District Commission would be requesting the same budget as last year.

1:05 p.m. **SUPERVISORS OF THE CHECKLIST 2023 BUDGET:** Audrey Johnson approached the Select Board to present the 2023 Supervisors of the Checklist Budget. Ms. Johnson informed the Board that the salaries for the three Supervisors were increase to \$13 per hour. There will be four elections in the upcoming year with one additional added for just in case of a special meeting. An increase for mileage was budgeted as well in anticipation of a federal rate increase. The Board discussed when the Supervisors had a raise last. Ms. Johnson replied in 2018. The Select Board agreed to increase the Supervisors of the Checklist hourly rate to \$15 per hour and make the rate the same for the ballot clerks and counters.

TREASURER'S 2023 BUDGET: Audrey Johnson approached of Select Board to present the 2023 Treasurer's Budget. Ms. Johnson informed the Select Board that the budget is about the same as the prior year's except for an increase to wages in preparation of changing to an appointed Treasurer position. The Select Board asked for a breakdown on how Ms. Johnson arrived at the rate for the wages. Ms. Johnson replied the amount was based on 600 hours. The Select Board increased the amount from the proposed \$9,000 to \$11,000 for Treasurer wages.

1:12 p.m. **ANY OTHER BUSINESS:** Chair Moriarty updated the Select Board on the meeting with EX² and Nik Coates (Town of Bristol Town Administrator) regarding fiber optics project. Chair Moriarty noted that there are two companies they are working with on the project. Chair Moriarty reported that each company has a different part in the project.

1:15 p.m. **POLICE DEPARTMENT 2023 BUDGET:** Travis Austin approached the Select Board to review the 2023 Police Department Budget. Chief Austin reviewed each account line and noted the increase and/or decrease to each expense account. The total overall Police Department Budget increased by 12.21%. Vice-Chair James asked

if the fuel increase of \$1,000 in the account would that be enough. Chief Austin felt replied yes. Chief Austin discussed with the Select Board purchasing a new cruiser and planning for the next cruiser in the Police Capital Reserve Fund (CRF). Chief Austin stated in the past the first year of the cruiser purchase nothing was added into the Police CRF, but now he is recommending the same amount be put in every year as the price of vehicles are increasing.

1:30 p.m. **FIRE DEPARTMENT 2023 BUDGET:** John Fischer approached the Select Board to present the 2023 Fire Department Budget. Chief Fischer reviewed the Fire Department Budget and noted increases and/or decreases for each account items. Chief Fischer noted that he did not put an amount in the Fire Chief wages account line as this position is changing and the amount budgeted in the past was more of a stipend for the Chief. Chief Fischer informed the Board that four EMT/ firefighters will be leaving at the end of 2022. Chief Fischer commented that the six people training to become certified as EMT's all have regular jobs during the day so there will still be a need for per diem people at the Fire Department weekdays. Vice-Chair James inquired about physical fitness testing. Chief Fischer replied that was not required and they have not done it for a while.

Chief Fischer informed the Select Board that the oldest truck in the fleet will be going in for maintenance on March 15 to have the frame repaired and new springs put on the truck.

Chair Moriarty asked Chief Fischer what he would put in for a salary for the Fire Chief position. Chief Fischer stated that that would depend on full-time part-time or on call. Chair Moriarty replied part-time positon with 10 - 12 hrs. a week. Chief Fischer stated he did not have an amount.

Chief Fischer discussed with the Board building up the Fire Equipment Capital Reserve Fund (CRF) for future fire truck in 2026. Our newest truck will be 10 years old. Chief Fischer believes that it would cost around \$600,000 to replace the truck and a new ambulance for replacement in upcoming years would be \$275,000. Chief Fischer stated that the Board asked him to price out a new ambulance, but has been reluctant to as of the unknown future of the department.

2:00 p.m. **LIBRARY 2023 BUDGET:** Jennifer Larochelle and Gerry Flynn approached the Select Board to present the 2023 Library Budget. Mr. Flynn informed the Select Board that the Library Trustees were asking for \$23,500. Mr. Flynn broke out each expense account line for the Board as follows: Librarian wages = \$17,000, Telephone = \$504, General Supplies = \$8,000, and Assistant Librarian wages = \$2,000. Mr. Flynn informed the Select Board that the Assistant Librarian wages were more of a stipend as they are not charging for all the hours worked. Selectman Hazelton asked Mr. Flynn to have the employees track their time to ensure they are fully compensated for the work done at the Library as their work is much appreciated.

Selectman Hazelton discussed with the Library Trustees that in the recent Hebron newsletter there was an event scheduled to be used in the old Town Clerk/Tax Collector's Office Building. Selectman Hazelton expressed concerns that the Library Trustees didn't discuss this with the Board first as there are concerns with the amount of weight the floor can hold. Selectman Hazelton recommended using the upstairs meeting room in the Town Office Building as it has a large TV and would be able to handle more people. Selectman Hazelton informed the trustees they can contact Karen Sanborn about reserving the room. Vice-Chair James informed the Library Trustees that the upstairs meeting room holds more people.

Mrs. Larochelle informed the Board that Gerry had done an amazing job updating all of the policies for the town library with hopes of keeping them current. Mrs. Larochelle informed the Select Board that the Librarian is monitoring the use of the equipment in the library in order to plan better for future purchases. Mrs. Larochelle commented that there was \$5,000 put away in the capital reserve fund for future development of the Library. Vice-Chair James informed Mrs. Larochelle that that money was spent for architectural drawings by the Town Space Needs Committee. The committee hopes to have a warrant article in the upcoming town meeting for a civil engineer for the project. Selectman Hazelton asked that the Library Trustees make a list of items they would like to see inside a future Library. Vice-Chair James commented to the Library Trustees that in the future the Library will probably need to be open more hours therefore the Library Budget should reflect this.

2:15 p.m. **CONSERVATION COMMISSION 2023 BUDGET:** Martha Twombly approached the Select Board to present the 2023 Conservation Commission Budget. Ms. Twombly informed the Board that there are three new active members on the commission. The Conservation Commission is requesting an increase of \$200 in this year's budget. Ms. Twombly noted that Don Musial had not been to a few meetings and was concerned if he was still on the commission or had resigned. Chair Moriarty informed Ms. Twombly that Mr. Musial wanted to remove himself as two projects under review conflicted with his position as Compliance Officer.

Ms. Twombly informed the Board that there is a Friends of the Hebron Town Forest group in which people can help with cleanup and in the forest making trails. Ms. Twombly noted that she still had not seen a bill from Ben Hall for the removal of a couple of trees at the town forest which would be expensed to the 2022 Budget. Chair Moriarty informed Ms. Twombly that Tom Hahn (Forest Resource Consultants) was granted an extension on the agreement for updating the Hebron Town Forest Stewardship Plan. Mr. Hahn wanted to educate people about logging operations and give the people a chance to comment on what they had viewed in a meeting after the site visits. Mr. Hahn was concerned about incorporating timber harvesting into the forest stewardship plan if the townspeople did not support this. Ms. Twombly informed the Board the Rick Vander Pol is available to work with Mr. Hall on this project.

Ms. Twombly informed the Board that she would like to update the 2010 wetlands inventory maps and incorporate the update into the Wetlands Protection Overlay District. Also, the Conservation Commission would like to address vernal pool buffers and the Charles Bean Sanctuary. Ms. Twombly presented the Board with a Stewardship and Monitoring Protocol notebook for the Charles Bean Sanctuary as prepared by Suzanne Smith. Ms. Twombly informed the Board that the New Hampshire Marine Patrol was really good at monitoring the sandbar at the Charles Bean Sanctuary last year. Ms. Twombly informed the Board that they would like to put in a couple more trails in the Hebron Town Forest in the upcoming year and re-mark some of the boundaries. The Conservation Commission has put in a request to purchase two benches for the Hebron Town Forest which will come out of the 2022 budget.

2:25 p.m. **TRUSTEE OF THE TRUST FUNDS 2023 BUDGET:** Parker Griffin approached the Select Board to present the 2023 Trustee of Trust Funds Budget. Mr. Griffin informed the Board that from now on the investment policy will be dated when updated annually by the Trustee of Trust Funds as recommended by the Town Auditors.

2:41 p.m. **PLANNING BOARD 2023 BUDGET:** Ivan Quinchia approached the Select Board to present the 2023 Planning Board Budget. Mr. Quinchia asked the Board where the legal account line was in the Planning Board Budget. Chair Moriarty informed Mr. Quinchia that years ago, the legal was included in the General Budget to keep better track of legal expenses. Mr. Quinchia informed the Select Board the budget that the planning board is requesting is less than in the past as they have never expended their budget. Chair Moriarty discussed reorganizing the Capital Improvement Project (CIP) Committee as the work they do is a great long-range planning tool for the Board to use for budgeting purposes. Mr. Quinchia informed the Select Board that he has started to organize the CIP committee. This year the committee will become familiar with the process as it is too late to start now. Chair Moriarty asked Mr. Quinchia to update the Master Plan as well. Mr. Quinchia informed the Board that he likes LEEDS style goals for the town.

3:00 p.m. **ANY OTHER BUSINESS:**

- Selectman Hazelton asked Ms. Sanborn the status on the roads project with the Lakes Region Planning Commission. Ms. Sanborn replied she did meet with the Highway Supervisor and would be submitting the replies.

3:10 p.m. **MEETING ADJOURNED:** Vice-Chair James moved to adjourn the meeting at 3:10 PM, seconded by Selectman Hazelton. The vote was unanimous.

Respectfully Submitted,

Karen Sanborn
Town Administrator

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