

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
NOVEMBER 2, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: John Black, Mike Lavelle and Katie Lavelle (Certified Computer Solutions, Inc.), Travis Austin (Police Chief)

7:00 P.M.      **IT TECHNOLOGY MAINTENANCE AGREEMENT 2018:** Mike Lavelle and Katie Lavelle approached the Select Board to review the proposal for the IT Maintenance Agreement for 2018. Mr. Lavelle discussed with the Board the computers to be replaced in 2018 which the schedule was to replace 3 computers per year. Chair Moriarty relayed to Mr. Lavelle that fiber optics would not be installed in town any time soon due to the cost to the town. Mr. Lavelle discussed alternative solutions to enabling communication between town buildings that would be better than the current vpn (virtual private network). Mr. Lavelle informed the Board that he included a packet filtering for the router that would filter out unwanted information from entering the email system. Chair Moriarty questioned the status of back-ups being performed on the town computers. Mr. Lavelle replied that the systems were backed-up every 15 minutes on the server. The backups are also transferred to Belmont and an offsite box. Chief Austin relayed to Mr. Lavelle that he was very satisfied with the new computer, but requested that a back-up be established for the computer. Mr. Lavelle stated that remote back-ups could be set up for \$25.00 - \$40 per month depending on the size of the files transferred. Mr. Lavelle addressed the recent conversations with the Library Trustees regarding the new computers purchased and getting them added to the contract. Mr. Lavelle informed the Board that CCSI would be installing the computers for the Library in the future. The Board thanked Mr. Lavelle for meeting with them.

7:25 P.M.      **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **letter to the Trustees of Trust Funds** regarding depositing the \$15,000 appropriated to be deposited into the Capital Equipment-Highway Capital Reserve Fund as approved at March 2017 Town Meeting.
- The Select Board signed the **application for payment from the Trustees of Trust funds** to withdraw \$80,729.57 from the Town Offices Expansion and Refurbishment Capital Reserve Fund.
- The Select Board reviewed the letter prepared for the **promotion of Tony Albert to Deputy Fire Chief**. The Board asked that this letter come from Chief Fischer.

7:28 P.M.      **DISCUSSION:**

- The Board asked Mrs. Corliss to schedule a **department head meeting** for Tuesday, November 7, 2017 at 6:00 p.m.
- Member Lonske relayed to the Board that now Hebron was a **Certified Local Government** the Town would be open to more grant opportunities. Member Lonske discussed preparing a grant for an architectural and structural analysis to be done on the Town Clerk/Tax Collector Building and Library. Member Lonske noted that she had asked Norman Larson (Christopher P. Williams Architects) to prepare an estimate for an architect engineer to perform the analysis as required for the grant.
- Member Lonske discussed with the Board looking into a **grant to assist with the costs of getting phase III power to the Hebron Village**. The Board asked Mrs. Corliss to invite Donna Keeley (Eversource Community Relations Representative) to a Select Board Meeting.
- The Board reviewed the **letter drafted to Atlantic Broadband** stating their position with the resolution for MetroCast to transfer the franchise. Chair Moriarty asked Mrs. Corliss to add that the Select Board does not object to the sale of franchise.

7:39 P.M.      **CORRESPONDENCE:**

- Notice from MetroCast of rate changes that will go into effect in January 2018.

7:40 P.M.      **ANY OTHER BUSINESS:**

- Vice-Chair Dunklee updated the Board on the **Planning Board Meeting** of November 1, 2017 stating that there would not be any proposals to the wind tower section of the Zoning Ordinance for 2018.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- Chief Austin reported to the Board that the **Ford Explorer cruiser** was back in town in service and repaired with a new motor covered under warrantee.
- Chief Austin relayed to the Board that he applied for a **grant for training in New Mexico in 2018** which all associated costs were fully funded by the grant. Vice-Chair Dunklee congratulated Chief Austin.
- Mrs. Corliss relayed to the Board that she had requests by residents for **alternative cable** to be offered in town, other than MetroCast. Many people are very unhappy with their service and discouraged with the amount of time they are without phone service. Vice-Chair Dunklee replied that the customers utilizing the alternative service for the area are just as unhappy with their providers.
- The Board discussed considering getting **Stokes Road established as an emergency lane** based on the damage done to Pike Hill Road as a result of the culvert plugging on Stoke Road. The Board asked Mrs. Corliss to discuss this with Vincent Broderick (property owner on Stokes Road).
- Member Lonske looked to the Board for the status of the **North Shore Road dry hydrant** installation. Vice-Chair Dunklee noted that all of the permits had been approved for the installation and that Casey Kuplin, Highway Supervisor, was aware that it was ready to be installed.
- Member Lonske noted that **Camp Berea was very happy with the new culvert installation.**
- The Board asked Mrs. Corliss to invite Casey Kuplin, Highway Supervisor, to an upcoming meeting to present **the 2018 Highway Department Budget.**

7:52 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of October 19, 2017. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of October 19, 2017 as written, seconded by Chair Moriarty. The vote was unanimous.

7:53 P.M. **NON-PUBLIC SESSION:** Member Lonske moved to go into non-public session pursuant to NH RSA 91-A:3, II(I) to discuss advice from legal counsel, seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes

8:04P.M. **OUT OF NON-PUBLIC SESSION:** Chair Moriarty moved to come out of non-public session seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes Vice-Chair Dunklee moved to seal the minutes pursuant to NH RSA 91-A:, III for five years, seconded by Chair Moriarty. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes

8:04 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:04 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

TOWN OF HEBRON  
SELECT BOARD/DEPARTMENT HEAD MEETING MINUTES  
NOVEMBER 7, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Tracey Steenberg (Town Clerk), Don Franklin (Town Auditor), Casey Kuplin (Highway Supervisor), Carol Bears (Treasurer), Madeleine MacDougall (Tax Collector), Bill Robertie (Fire Warden), Tony Albert (Firefighter/EMT), John Fischer (Fire Chief), Travis Austin (Police Chief)

6:00 P.M.     **DEPARTMENT HEAD MEETING WITH THE SELECT BOARD:** Chair Moriarty opened the meeting and asked department heads to give an update on their budget, department concerns, or ask questions of others.

*Treasurer, Carol Bears:* Everything is going well in the Treasurer's department. Comstar has been balanced. Write-offs for ambulance services should be processed more frequently. John Fischer, Carol Bears, and Don Franklin discussed areas that need to be tightened up with regards to ensuring that all billable ambulance services are billed and that all uncollectable ambulance services are properly handled. Chair Moriarty asked that the three of them organize a separate meeting to close any gaps in the process and procedures.

*Tax Collector, Madeleine MacDougall:* The paperless billing for the tax bills is being used by many as well as receiving property tax bills via email. \$20,000 is still owed in taxes ~~our~~ out of a \$1.2 million spring tax warrant. Chair Moriarty explained to the group that if the tax bills go out late, the town may have to take out a TAN (Tax Anticipation Note) borrowing in anticipation of taxes. The bill to the County is quite large and due in December.

*Fire Warden, Bill Robertie:* Forestry training has been happening with area departments and new equipment has been purchased specifically for fighting forest fires. Mr. Robertie gave an overview of the training held in Plymouth on Tenney Mountain. Mr. Robertie explained how fire lanes were kept open in the past to try and keep the burden off the Highway Department budget. Casey Kuplin reported that Stokes Road (Class VI Road) caused damage to a Class V Summer Cottage Road (Pike Hill Road) during this past storm as a result of the road not being maintained. Tony Albert noted that the road would require minor maintenance as it was not a heavily traveled road. A discussion was held about obtaining keys to the roads that are gated to be able to access the area in an emergency.

*Police Department, Chief Travis Austin:* Recently working with the Bridgewater-Hebron Village School on developing and updating safety plans. Chair Moriarty asked Chief Austin about reducing the speed limit through the Hebron Village to 25 m.p.h. Chief Austin recommended bringing it to March Town Meeting bringing it to a vote.

*Highway Department, Casey Kuplin:* Hebron roads fared well during the October 30, 2017 rain storm. Stokes Road, Butternut Ridge Road had some issues. Chair Moriarty asked Mr. Kuplin about George Road. Mr. Kuplin replied that the road held up well during the storm and the top coat 3/8" pavement would be done in the spring of 2018. Mr. Kuplin reported that the guardrails would be installed in the spring of 2018 as the company that installs the guardrails does not have any openings to do the work this year. Mr. Kuplin reported that the very sharp corner on George Road was 16' wide, but now is 24' wide which will be very helpful when maneuvering the corner in storms. A goal for the Highway Department is to reduce the number of dirt roads in town each year. Some of the road issues that need to be addressed are Stoney Brook Road, Crescent Lane, and Indian Point Road. Vice-Chair Dunklee asked Mr. Kuplin about a timeframe for the dry hydrant installation on North Shore Road. Mr. Kuplin replied that he had all of the piping for the installation and wanted to make sure that all of the wetlands permits had been approved. Chair Moriarty asked Mr. Kuplin about the overage in the Highway Department Budget for

Note: Any changes to these minutes will be reflected in the next Select Board Meeting minutes.

plowing. Mr. Kuplin replied that there was a lot of ice and additional plowing due to the amount of snow. Member Lonske asked if the sand would be made available to the public this year. Mr. Kuplin replied yes.

*Fire Department, Chief John Fischer:* reported that Maynard Young could reprogram the town radios for the Highway Department. There has been 173 calls this year which is up from 2016. Pay increases are proposed for the fire department/ EMS employees since the last increases were given in 2011. An update was given on breathing apparatus. The “I Am Responding” app utilized by the firefighters/EMS personnel has proven to be very helpful when responding to calls. An annual schedule will need to be developed for checking the existing dry hydrants in town in order to stay on top of maintenance. The dry hydrant located on the Hillside Condominiums property on South Mayhew Turnpike will need to be checked more often during the winter months to ensure that it can be accessed by fire trucks without snow in the way. The Fire Department Budget is in good standing. The sale and installation of the red 911 street address signs has proven to be very helpful when responding to calls in the night. Kudos to Audrey Johnson for spearheading the project. This year the Crystal Spring residents cooperated in removing trees and rocks from the narrow road into the properties to ensure that fire trucks and ambulance vehicles could access the houses on the road. New to the department - performing fire inspections at the six summer camps in town. The new fire department pick-up truck has come in very handy with many people traveling for training since more than one can go at a time and trainings are usually in Concord or beyond.

*Select Board, Chair Patrick Moriarty:* The addition and renovations to the Academy Building is behind schedule. Member Lonske continued to explain beginning with the State of NH Department of Revenue Administration held up starting the project by two months due to a technical defect and the need to hold another town meeting to ratify the votes at the first meeting in March. Member Lonske noted that the town is now a Certified Local Government which opens up the doors to more federal and state grants. Member Lonske noted that the next project in town would be to perform a structural and architectural analysis of the Library and Town Clerk/Tax Collector buildings to eventually upgrade the buildings. Member Lonske commented on removing the unsightly concrete well from the Hebron Common and replacing it with a more discrete fixture that will allow access to water on the Hebron Common. The Hebron Gazebo is getting a much needed facelift being painted and repairing the missing shingles on the roof. Member Lonske discussed replacing the signs around the Hebron Common and removing the “Dead End Not a Turnaround” sign ~~with “Not a Thru Road”~~. Member Lonske wanted the department heads to keep planning out for the future.

The Board thanked everyone for attending the meeting.

7:35 P.M.      **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 7:35 P.M., seconded by Member Lonske. The meeting was adjourned.

Respectfully submitted,

Karen Corliss  
Town Administrator

Note: Any changes to these minutes will be reflected in the next Select Board Meeting minutes.

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
NOVEMBER 16, 2017

PRESENT: Patrick Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Mark Coulson and Roger Larochelle (Hebron Academy Advisory Committee Members), Everett Begor, Bob Brooks, and John LaCarte (Gazebo Committee Members), Travis Austin (Police Chief)

7:00 P.M.      **HEBRON ACADEMY ADVISORY COMMITTEE - UPDATE:** Roger Larochelle approached the Select Board to give an update and recommendations from the committee. The designs are 95% complete and Mr. Larochelle encouraged the Board to review the proposed plans before the project goes out to bid. Mr. Larochelle informed the Board that Mr. Larson expected the project to be sent out for bid by December 15, 2017 and that the bids would be returned by January 15, 2018. Mr. Larochelle felt that the construction work would start in early-~~summer~~ spring. Mr. Larochelle felt that the delays in getting the project was due to private schedules where people were not able to return information to Mr. Larson as expected. Mr. Larochelle asked the Board to send a letter to Mr. Larson formalizing the proposed schedule. Chair Moriarty asked Mr. Larochelle who needs to approve the plans. Mr. Larochelle replied that it would ultimately be the Select Board as they oversee the bidding process. Mr. Larochelle informed the Board that Mr. Larson has three companies to send the bid packages. Vice-Chair Dunklee asked about a specification book to go along with the architectural drawings as each aspect of the building would be detailed in the book. Chair Moriarty felt this information would be very helpful to have before the project goes to bid in the event there are changes. The Board asked Mrs. Corliss to invite Joe Hogan (Clerk of the Works) to the first Select Board Meeting in December. Mr. Larochelle expressed concerns with not executing the loan in 2017 and losing the interest rate quoted. Chair Moriarty stated that nothing could have been done differently to avoid the situation that was holding up construction on the building. Mr. Larochelle looked to the Board for a direction for the committee to move forward. Vice-Chair Dunklee suggested working on an alternative location for the annual gazebo programs. Chair Moriarty asked Mr. Larochelle to stay in touch with the project and to keep the project moving forward.

7:25 P.M.      **GAZEBO COMMITTEE 2018 BUDGET:** Everett Begor, Bob Brooks, and John LaCarte approached the Board to present the proposed 2018 Gazebo Committee Budget. Mr. Begor reviewed the proposed budget and noted that the committee added \$100.00 for food for the performers and reduced a performer on Family Fun Day. Mr. Begor reviewed the proposed schedule and commented that the Gazebo Committee receives wonderful support from the Hebron Village Store and the Merrill's. Member Lonske asked Mr. Begor for an article for the town newsletter about donating to support the program. Chair Moriarty expressed to the Committee the great job done each year with the programs.

7:43 P.M.      **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**. Chair Moriarty expressed concerns to the Board that Casey Kuplin, Highway Supervisor, needs to take the time to review and sign the invoices before they are processed for payment. Vice-Chair Dunklee suggested that Mr. Kuplin authorize Tony Albert to review and sign the invoices.
- Chair Moriarty and Member Lonske signed the **letter to Atlantic Broadband** regarding the resolution to sell the cable franchise. Vice Chair Dunklee abstained from signing.
- Vice-Chair Dunklee moved to authorize **Chair Moriarty to sign the medical coverage and dental coverage renewal transmittal form** with HealthTrust, seconded by Member Lonske. The vote was unanimous.

7:50 P.M.      **DISCUSSION:**

- The Board reviewed the proposal for a **keyless entry security system, fire detection, and intruder detection systems at the Highway Shed** prepared by Mango Security Systems, Inc. The Board asked Mrs. Corliss to hold on the project for now due to the cost of \$25,000.
- Mrs. Corliss informed the Board that there was a significant **washout by the Hebron Town Forest Bridge** and inquired about the Highway Department fixing it now or in the spring. The Board asked Mrs. Corliss to have Casey Kuplin, Highway Supervisor to fix the washout now.
- A discussion was held regarding **repairing the public sand shed roof** at the Highway Shed. Vice-Chair Dunklee suggested contacting Riess Construction or Construx about the repairs.
- Mrs. Corliss relayed to the Board that Staples (office supplies store) had done away with the current rewards program and asked the Board if they were interested in joining the **Staples Plus Program** for \$49.00 annually. The Board left the decision up to Mrs. Corliss as to her knowledge if the annual fee would be worth the savings.

8:00 P.M.      **CORRESPONDENCE:**

- **Memo from Chief Fischer** promoting Tony Albert from Captain to Deputy Chief in the Fire Department.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

- **Invitation from Mid-State Healthcare** to the 2017 Annual Meeting.
- **Letter from Camp Berea** informing the Board of programs offered by the camp at a discounted rate to Hebron residents and taxpayers.

8:01 P.M.

**ANY OTHER BUSINESS:**

- Vice-Chair Dunklee reported on the **Zoning Board of Adjustment meeting** approving the Van Schaik variance request.
- Mrs. Corliss updated the Board on the **status of setting the 2017 Tax Rate**. There were differences of opinions with calculating the apportionment of the Newfound Area School District rate to each of the seven towns between the NH Department of Education and the Finance Administrator at the NASD. This should be resolved soon.

8:03 P.M.

**APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of October 24, 2017 and recommended the following changes: page 1, 2:00 p.m. – change “approach” to “approached”, page 1, change – “approach” to “approached”, page 2, third sentence, change- “2017” to “2016”, page 2, third sentence, change – “is” to “are”, page 2, tenth sentence, change- “cpa” to “CPA”, page 2, under 3:30 p.m., seventh sentence, change – “utilization of their library” to “their utilization of the Hebron Library.”, page 2, under 3:40 p.m., last sentence, change – “budget Committee” to “Beach Committee”, page 2, under 3:47 p.m., second sentence, change- “Mrs.” to “Ms.”, page 2, under 3:47 p.m., third sentence, change- “Kaplin” to “Kuplin”, and page 2, under 3:47 p.m., fifth sentence, remove “you”. Member Lonske moved to approve the Select Board Meeting minutes of October 24, 2017 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of October 25, 2017 and recommended the following change: page 1, after discussion about contribution to the Library Trustees – add “Member Lonske left the meeting due to a prior engagement.” Member Lonske discussed concerns she had with changes made to the Select Board Rules of Procedure after she left the meeting and would like to address the changes at a later date. Member Lonske moved to approve the Select Board Meeting minutes of October 25, 2017 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of November 2, 2017 and recommended some changes. Member Lonske moved to approve the Select Board Meeting minutes of November 2, 2017 as presented, seconded by Vice-Chair Dunklee. The vote was unanimous.

8:10 P.M.

**NON-PUBLIC SESSION:** Member Lonske moved to go into non-public session pursuant to NH RSA 91-A:3, II(I) to discuss advice from legal counsel, seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee – yes Ellie Lonske - yes

9:40 P.M.

**OUT OF NON-PUBLIC SESSION:** Member Lonske moved to come out of non-public session seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee – yes Ellie Lonske – yes Vice-Chair Dunklee moved to seal the minutes pursuant to NH RSA 91-A:, III for five years, seconded by Chair Moriarty. Pat Moriarty - yes John Dunklee – yes Ellie Lonske - yes

9:42 P.M.

**MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 9:42 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
NOVEMBER 21, 2017

PRESENT: Patrick Moriarty, John Dunklee, and Karen Corliss, Town Administrator

ABSENT: Ellie Lonske – previous engagement

1:00 P.M.    **2017 TAX RATE:** Chair Moriarty opened the meeting and the discussion on the 2017 Tax Rate information from the State of NH Department of Revenue Administration. The Select Board reviewed the proposed 2017 Tax Rate. The Board agreed that they would like to keep the municipal tax rate portion as close to last year as possible. Vice-Chair Dunklee moved to use \$200,000 of surplus to finalize the 2017 Tax Rate, seconded by Chair Moriarty. The vote was unanimous.

1:20 P.M.    **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 1:20 p.m., seconded by Chair Moriarty-~~seconded by~~. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

Note: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
DECEMBER 7, 2017

PRESENT: Patrick Moriarty, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Travis Austin (Police Chief), Anice Peterson

ABSENT: John Dunklee, previous engagement

7:00 P.M.      **FRIENDS OF THE LIBRARY – SINGALONG EVENT:** Anice Peterson (member of the Hebron Friends of the Library) approached the Select Board to discuss a request regarding the upcoming scheduled Singalong Event. Ms. Peterson relayed to the Board that the Friends of the Library would like to have an outdoor fire pit for the people to stand around during the event. Member Lonske replied that it does not seem like an issue as long as there was fire extinguisher available. Ms. Peterson informed the Board that there would be hot cocoa and cider for drinks and other refreshments inside. Ms. Peterson hopes that this would be one of many events held by the Friends of the Library encouraging the community to get together.

7:08 P.M.      **PROSECUTOR CONTRACT:** Chief Austin approached the Board to discuss signing a new contract for a prosecutor that will replace the current prosecutor, who is retiring. Chief Austin informed the Board that the new prosecutor worked for the Town of Plymouth, but was able to offer his services to Hebron as well. Member Lonske moved to authorize Chair Moriarty to sign the Agreement for Contract Lieutenant/Prosecutor Services as presented, seconded by Chair Moriarty. The vote was unanimous.

Chief Austin requested to **carry over one week of vacation**. The Select Board agreed to this request.

Member Lonske stated that it was time for **employee annual reviews**.

Chief Austin signed the **Animal Shelter Services Agreement** with the Upper Valley Humane Society for the upcoming year.

7:43P.M.      **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Mrs. Corliss informed the Board that a taxpayer submitted **the request to withdraw the recreational adjustment** from their properties that were under the Current Use Assessment.
- The Select Board signed the **2017 Tax Collector's Refunds** due to overpayment of the 2017 Second Issue Taxes.
- The Select Board reviewed the **2017 assessment to sales ratio analysis report** prepared by Avitar Associates of NE, Inc. The Board signed the 2017 Equalization Municipal Assessment Data Certificate.
- Member Lonske moved to authorize Chair Moriarty to sign the **Letter of Commitment for the 2018 Lakes Region Household Hazardous Product Collection Program**.
- Chair Moriarty signed the **John Deere Financial exemption of State and Local Sales Tax form** as part of the purchase of the new John Deere backhoe.
- The Select Board signed the **letter to Dennis Dodge, Trustee of Trust Funds** requesting that the annual appropriations approved at the 2017 Town Meeting be deposited into their respective capital reserve fund accounts. Also, requesting the change of name for the Common Tree Capital Reserve Fund to Common Landscape and Care Capital Reserve Fund.
- Member Lonske moved to sign the **application for payment from the Trustees of Trust Funds** to withdraw funds from the Town Offices Expansion and Refurbishment Capital Reserve Fund, seconded by Chair Moriarty. The vote was unanimous.
- Member Lonske moved to authorize Chair Moriarty to sign the **transfer of \$7,406 from the Union Snow Plow Account to the Union General Fund Account**, seconded by Chair Moriarty. The vote was unanimous.
- Member Lonske moved to **process the stipend to the Town Auditors** as outlined in the memorandum dated December 7, 2017, seconded by Chair Moriarty. The vote was unanimous.

7:26 P.M.      **DISCUSSION:**

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.



- Member Lonske relayed to Chair Moriarty that **the Hebron Academy Building project was on schedule** to go out to bid pursuant to a conversation with Norman Larson, architect with Christopher P. Williams.
- Mrs. Corliss relayed to the Board that **HB 170 amended NH RSA 91-A:2 regarding mandatory postings on municipal websites with regards to meeting notices and meeting minutes**. Mrs. Corliss informed the Board that, effective January 1, 2018, the Select Board needed to decide whether the notices for all meetings were going to be posted on the town website or if the notices would still be posted at the Hebron Selectmen's Office and the Hebron Post Office. If notices were not going to be posted on the website, a notice would need to be on the website notifying the public of the location of the postings. Member Lonske supported all notices to be posted on the town website and felt that this would be less work by the employees than posting the paper notices. Mrs. Corliss felt that many residents rely on the paper notice postings as they do not have access to the internet or a computer. Member Lonske noted other ways of getting the information out to the public. Chair Moriarty noted that the law stated "either, or, but not both places". The decision was tabled until all three members were present.
- Member Lonske reviewed with Chair Moriarty **projects proposed for 2018**, but not necessarily warrant articles as follows: 1. Well renovation on the Hebron Common, 2. Electrical work for lighting to be moved onto the flag pole on the Hebron Common, 3. Matching funds for structural/architectural analysis/ assessment of the Town Clerk/Tax Collector building, 4. Matching funds for structural/architectural analysis/assessment of the Library building, and 5. New signage for the Hebron Common.
- Mrs. Corliss reported to the Board that during the review of the **2017 Budget actual expenditures**, on overpayment was discovered to Voices Against Violence of \$80.00. The Board accepted the overpayment.

8:00 P.M.

**CORRESPONDENCE:**

- **2017-2018 Newfound Area School District payment schedule.**

8:01 P.M.

**ANY OTHER BUSINESS:**

- Mrs. Corliss reported on the **Right-to-Know Law Workshop** presented by the New Hampshire Municipal Association. Mrs. Corliss reported that the workshop was extremely informative and that it brought attention to what information should be made available to the public for all town boards/committees/commissions and sub-committees.
- Mrs. Corliss reported to the Board on **the town's financial position**, at this time, since many of the large payments had been paid out this week. Mrs. Corliss expressed thanks to the Tax Collector, Madeleine MacDougall and Administrative Assistant, Alison York for the additional hours worked to ensure that a TAN (tax anticipation note) would not have to be utilized this year.
- The Board discussed **scheduling a meeting for December 18 or 19** to finalize the 2018 Budget and warrant articles. Chair Moriarty asked Mrs. Corliss to have a final figure from Casey Kuplin, Highway Supervisor, regarding any proposed road projects.
- The Board asked Mrs. Corliss to contact **Lynn Wheeler to review deeds** on town owned properties.
- Mrs. Corliss relayed to the Board that the **Conservation Commission had removed some invasive species plants** at the Hebron Town Forest and was looking to have the Hebron Fire Department burn the pile. Mrs. Corliss informed the Board that Bill Robertie, Fire Warden, stated that a letter would need to be given to the Fire Department from the Board giving permission for the burn. The Board agreed to send a letter.

8:37 P.M.

**APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board/Department Head Meeting minutes of November 7, 2017 and recommended the following change: page 1, Tax Collector. – change "our" to "out". Member Lonske moved to approve the Select Board/Department Meeting minutes of November 7, 2017 as amended, seconded by Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of November 16, 2017 and recommended the following change: page 1, Hebron Academy Advisory Committee- Update, fourth sentence – change "summer" to "spring". Member Lonske moved to approve the Select Board Meeting minutes of November 16, 2017 as amended, seconded by Chair Moriarty. The vote was unanimous.

NOTE: Any changes to the minutes will be reflected in the next Select Board Meeting minutes.

The Select Board reviewed the Select Board Non-Public Meeting minutes of November 16, 2017. Member Lonske moved to approve the Select Board Non-Public Meeting minutes of November 16, 2017 as presented, seconded by Chair Moriarty. The vote was unanimous.

The Select Board tabled approving the Select Board Meeting minutes of November 21, 2017 until Vice-Chair Dunklee could be present as Member Lonske was not present at the meeting.

Member Lonske moved to **approve the Sabourn & Tower Surveying and Septic Design, PLLC** contract for professional services, seconded by Chair Moriarty. The vote was unanimous.

8:47 P.M.      **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 8:47 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
DECEMBER 19, 2017

PRESENT: Pat Moriarty, John Dunklee, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT:

10:00 A.M.     **2018 BUDGET AND WARRANT ARTICLES:** The Select Board discussed the building maintenance issues that need to be addressed at the Highway Shed. The Board discussed the least costly solutions to the door lock issues, the garage door openers (replacement), the lighting issues, the sand shed roof, and trying to reduce the electrical costs during the summer months. Member Lonske and Chair Moriarty would like to try and address some of the security issues with the building with minor changes as opposed to the security system quoted by Mango Security. Vice-Chair Dunklee felt that money should be spent in order to protect the equipment in the building. The Board agreed to add funds to the Security Capital Reserve Fund in 2018, but try some alternative solutions to address the issues.

The Select Board reviewed the proposed warrant articles for 2018 as follows:

- Paving and repairs to George Road
- Pave Stoney Brook Road
- Add funds to various capital reserve fund accounts
- Gazebo Programs
- Operating 2018 Budget

The Select Board agreed to hold off on the paving and repairs to George Road as the Board would like to have a year's break from large expenditures. The Board made adjustments to the funds appropriated to various capital reserve funds to assist with future purchases. Member Lonske reviewed with the Board two warrant articles to be added as follows:

- Addressing the unsightly well tile on the Hebron Common
- Structural and Architectural analysis of the Town Clerk and Tax Collector Building.

Vice-Chair Dunklee moved to include both warrant articles as proposed, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the proposed operating budget. An increase was made to the Ballot Clerks as there will be more elections this year and a reduction was made to the Webmaster account line since the town website will not be changed over this year. The Board agreed to hold a public hearing on the budget and warrant articles on Tuesday, January 23, 2018 at 7:00 p.m. in the Hebron Community Hall.

10:54 A.M.     **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 10:54 a.m., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

**TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
THURSDAY, DECEMBER 21, 2017**

**MEMBERS PRESENT:** Patrick Moriarty; Eleanor Lonske; John Dunklee; and Tracey Steenberg, recording secretary, pro tem

**OTHERS PRESENT:** Travis Austin (Hebron Police Chief)

Patrick Moriarty called the meeting to order at 7:00 p.m.

**HEBRON POLICE DEPARTMENT – NEW HIRE:** Police Chief Travis Austin approached the Select Board to discuss a potential new part-time hire for the Hebron Police Department. Christopher Corey, a part-time Hebron officer, has accepted a position with another police department and will be relocating, leaving a vacancy in the department. Chief Austin has received three unsolicited inquiries about working part-time with the Hebron Police Department. All three inquiries are from qualified, certified police officers. Based on the order of the inquiries, Chief Austin asked the Select Board to consider offering part-time employment to Nick Raymond. **John Dunklee moved and Eleanor Lonske seconded the motion to conditionally offer Nick Raymond part-time employment, pending a background check – motion passed unanimously.**

**ACTION ITEMS** - The Select Board signed the following action items:

- Accounting manifest
- Memorandum to the town's bookkeeper authorizing the transfer of \$333.42 from the Police Department Special Detail Account to the general fund for reimbursement of payroll tax liability payments relating to special duty pay incurred in the 2<sup>nd</sup> half of 2017.
- Memorandum to the town's bookkeeper authorizing the transfer of \$459.37 from the Police Department Special Detail Account to the general fund for reimbursement of clerical hours and expenses for 2017.
- **John Dunklee moved and Eleanor Lonske seconded the motion authorizing Patrick Moriarty to sign the memorandum to the town's bookkeeper to pay the annual appropriations of \$300 each to Dartmouth Hitchcock Hospital, Lakes Region General Hospital, and Speare Memorial Hospital – motion passed unanimously.**
- Petition for License of Utility Poles/Underground Conduit for Public Service Company of New Hampshire dba Eversource Energy. Pole is located on South Mayhew Turnpike and numbered as 8/181. The Select Board requested the Town Clerk, after recording of said license, inform the petitioner that all future petitions must be submitted on the Town of Hebron's *Petition for License Utility Poles/Underground Conduit* form.
- **John Dunklee moved and Eleanor Lonske seconded the motion for the Select Board to sign the Tax Collector's 2017 Refund form for Tax Map 24, Lot 24 and Tax Map 24, Lot 24-1 – motion passed unanimously.**
- **John Dunklee moved and Eleanor Lonske seconded the motion authorizing Patrick Moriarty to sign the memorandum to the town's bookkeeper for the transfer of funds from the Private Driveway Plowing Account to the general fund for reimbursement of clerical hours and expenses incurred in 2017 – motion passed unanimously.**

**DISCUSSION ITEMS** – The Select Board discussed and acted on the following items:

- Letter of December 1, 2017 from Primex, the town's property and liability insurance carrier. Primex is offering the town the option of participating in the Contribution Assurance Program (CAP) for three coverage period years (Fiscal years 2020-2022) at a maximum of a 9 percent increase over each previous year's contribution. After discussion, the Select Board decided to table discussion on Primex's offer until the next Select Board meeting when the Town Administrator, Karen Corliss, has returned from vacation.
- The amendment to RSA 91-A:2, effective January 1, 2018 requiring a public body that maintains an internet website to determine where meeting agendas, notices, and minutes are made available to the public. **John Dunklee moved and Patrick Moriarty seconded the motion to post town boards' and committees' meeting notices and agendas on the bulletin boards located at the Hebron Post Office and the Select Board's office and to make meeting minutes for the town boards and committees available on the town's website and the Select Board office – motion passed unanimously.** A notice will be added to the town's website stating where notices, agendas, and minutes are available to the public.
- The Board discussed an invoice submitted to the town related to the replacement of the culvert on Berea Road. The Board did not approve the invoice as costs associated with the culvert replacement are to be paid through a grant administered by the Newfound Lakes Region Association (NLRA). The vendor will be asked to resubmit the bill to the NLRA for payment. The Board signed a letter to the NLRA outlining the costs associated with the Berea Road culvert.
- Monies requested by various town departments to carry forward from the 2017 budget into 2018. **Patrick Moriarty moved and John Dunklee seconded the motion to carry forward the monies as requested by the various town departments from 2017 into 2018 – motion passed unanimously.**

**PRIOR MEETING MINUTES:**

The Board reviewed the minutes from the December 7, 2017 and December 19, 2017 meetings.

- **Eleanor Lonske moved and Patrick Moriarty seconded the motion to approve the minutes of December 7, 2017 as presented – motion passed unanimously.**
- **Patrick Moriarty moved and John Dunklee seconded the motion to accept the minutes of December 19, 2017 as presented – motion passed unanimously.**

**OTHER BUSINESS:**

Eleanor Lonske reviewed with the other Board members the pros and cons of the town pursuing a May town meeting (July 1 – June 30 fiscal year). Member Lonske suggested the town might want to consider creating a capital reserve account to hold monies to be used in an initial 18-month fiscal year and to lessen the burden to taxpayers with an 18-month tax bill.

Peter Carey has offered the use of his "Red Barn" at Meadow Winds Bed and Breakfast as an alternative venue for the Gazebo Programs during inclement weather and during the construction phase of the addition to the Academy Building.

The Board briefly discussed the proposed 2018 operating budget of \$1,208,000. The proposed 2018 warrant articles total less than the 2017 warrant articles.

Eleanor Lonske reviewed with the other board members the bid process for the addition to the Academy Building.

Being no further business, **Patrick Moriarty moved and John Dunklee seconded the motion to adjourn the meeting at 7:55 p.m. – motion passed unanimously.**

Respectfully submitted,

Tracey Steenbergen  
Secretary, pro tem