

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JUNE 17, 2021

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

OTHERS PRESENT: John Dunklee, Cindy Newton and James Whiteaker (Beach Committee), Ben Hall (Highway Supervisor)

7:00 P.M. **OPENED MEETING:** Chair Moriarty commenced the meeting.

7:00 P.M. **HIGHWAY DEPARTMENT - OPERATIONS:** Chair Moriarty relayed to Ben Hall that the Board wanted to discuss the Highway Department Budget and operations of the department as the new fiscal year starts on July 1, 2021. Chair Moriarty reviewed with Mr. Hall the importance of ensuring the financial aspect of the Highway Supervisor position was being fulfilled. Chair Moriarty discussed with Mr. Hall implementing a maintenance schedule for the equipment. The recent repair to the Mack dump truck was discussed and how the situation could have been handled differently. Vice-Chair James discussed with Mr. Hall putting additional funds away to replace the truck. Mr. Hall stated that there were more concerns with the TerraStar, which is used more frequently, than the Mack.

John Dunklee relayed to the Board one of the reasons for the higher electric bill at the Highway Garage was a heater on the generator that runs continuously to keep the generator at a certain temperature. John Dunklee discussed the burglar system at the Highway Garage and the importance that the system stays activated. Mr. Hall noted that the issue had been addressed. The Board thanked Mr. Hall meeting with them.

7:18 P.M. **BEACH COMMITTEE RESPONSIBILITIES:** Jim Whiteaker and Cindy Newton approached the Board to discuss the recent decision made by the Select Board without consulting the Beach Committee. Mr. Whiteaker expressed concerns with the decision by the Board to change the hours of the Beach Attendant without consulting with the Beach Committee. The Beach Committee takes their job seriously. With the recent signed Beach Attendant job description, the committee thought the responsibilities for the position had been very clear so everyone understood the duties and hours of the position. The committee is looking for support from the Board. Chair Moriarty informed Mr. Whiteaker and Mrs. Newton that the Select Board voted for the additional hours to be worked due to the hot weather and the increase of beachgoers without passes. Chair Moriarty apologized for not informing the Beach Committee of this decision. Chair Moriarty stated that Chief Austin supported the decision by the Board as the Beach Attendant does a great job informing people that do not have a permit of the rules and will follow up with Chief Austin if they refuse to leave. Selectman Hazelton clarified that the Beach Attendant does report to the Beach Committee.

7:26 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Thank You letter to Ken and Elaine Crandall-Burt** for the donation of the painting on display in the Selectmen's Office.
- The Board agreed to place another article in the town newsletter about the **town wide update of property values**.

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- Selectman Hazelton moved to authorize Chair Moriarty to sign the **Hold Harmless Agreement** with the Historical Society, seconded by Vice-Chair James. The vote was unanimous.
- The Select Board signed the **Public Gathering Permit** for the Union Congregational Church for the Hebron Fair to be held on the Hebron Common.
- The Select Board signed the **Notice of Intent to Cut Wood form for Green Acre Woodlands, Inc.** to harvest timber from Tax Map 10 Lot 002 on Tenney Lane.
- Selectman Hazelton moved to continue to not utilize the **PA-28 Inventory of Property forms**, seconded by Vice-Chair James. The vote was unanimous.
- The Select Board signed the **Abatement to the Municipality form for Michelle A. Dunklee Revocable Trust** (Tax Map 7.HP.003) denying the abatement.
- The Select Board signed the **Abatement to the Municipality form for Ronald A. Poulos Et Al** (Tax Map 8 Lot 016.006) approving the abatement.
- The Select Board signed the **2021 MS-232 Report of Appropriations Actually Voted.**

7:40 P.M. **DISCUSSION:**

- Ms. Sanborn reported to the Board that Ivan Quinchia (Planning Board Chair) requested **requiring town driveway permits applications processed for all driveways** (on State Roads and private roads). Ms. Sanborn felt that clarification was needed where the State already requires permits and whether the town has authority over private ways. Chair Moriarty felt that town counsel should clarify the issue of authority before making this a requirement. Ms. Sanborn noted that any driveway permits from the State of NH could be forwarded to the Planning Board for review and commenting.
- The Select Board reviewed the letter from Ann White and Richard Tucker (116 Hobart Hill Road) stating that the plan for a **firewood business** had been changed and Site Plan review was no longer necessary. The Board discussed the inquiry from Ms. White and Mr. Tucker to clean up the firewood that was on the ground and the ability to sell and deliver the wood. Vice-Chair James moved to allow the firewood to be cut until the end of June, processing the wood between the hours of 9 a.m. until 5 p.m. weekdays and allow until the end of July to remove the wood, seconded by Selectman Hazelton. The vote was unanimous.
- Ms. Sanborn informed the Board that Martha Twombly inquired about **displaying some of the Historical Society Items in the atrium and upstairs hallway of the Town Office Building.** Ms. Sanborn noted the reason for the Hold Harmless Agreement with the Historical Society is that private property was stored on town property. In the past, the town's insurance provider would only insure the items if an appraisal had been done on the items. Selectman Hazelton stated he would discuss this with the Historical Society about this matter and invite them to a Select Board Meeting, if interested in displaying items.
- The Board asked Ms. Sanborn to prepare the **Capital Assets and Depreciation Policy** for signature as there were not changes to the document.

8:11 P.M. **CORRESPONDENCE:**

- **Article written in Newfound Lake Life newspaper** to educate the public about the Charles Bean Conservation Area and the restrictions on the property. Chair Moriarty informed the Board of an article for the town newsletter from the Conservation Commission regarding the Charles Bean Conservation Area for the Board's signature. Vice-Chair James agreed to edit the article for the newsletter.

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8:16 P.M. **ANY OTHER BUSINESS:**

- John Dunklee updated the Select Board on the **testing of the water at the Public Safety Building**. Mr. Dunklee reported that the issue with the water is the high salt content which results with etching of the paint and glass on the vehicles. The two options to address the issue are 1. Install a reverse osmosis system or 2. Dig a separate well near Tannery Brook specifically for washing the vehicles. Mr. Dunklee informed the Board that George Daniels (Watertech) would be providing the office with estimates on both options.
- John Dunklee reported to the Board on **Historic District Commission Meeting** which involved discussion with hiding the unsightly propane tank domes that are visible aboveground. The Historic District Commission felt that planting a bush that would fill out to hide the domes and the generator suffice. Selectman Hazelton suggested a small stone wall. Mr. Dunklee felt the bush would be easier to move if necessary.
- Selectman Hazelton discussed with the Board the **wording of the warrant article to repave Beachwood Road**. The Board felt that the discussion and presentation at the May Town meeting was adequate to clarify the intent of the article.
- The Select Board reviewed **the job opening notice for a Town Maintenance position**. The Board agreed to proceed with advertising for the position.
- Vice-Chair James reviewed with the Board the **proposal from Mango Security Systems, Inc.** for converting the fire alarm and panic alarm system located in the Town Office Building from a telephone system to an internet-based system. Vice-Chair James noted that he could obtain the technology equipment from Hillside Condominiums for a fraction of the cost. Vice-Chair James moved to accept the proposal from Mango for changing over the fire alarm and panic alarms, seconded Selectman Hazelton. The vote was unanimous.
- Vice-Chair James inquired about the status of the **photo identification cards** for employees. John Dunklee remarked that Chief Fischer was looking into the identification cards.
- Chair Moriarty discussed with the Board starting the **process for purchasing a new ambulance** as the delivery would be two years. The Ambulance Capital Reserve Fund has \$262,000 and the Fire Capital Reserve Fund has \$190,600 for a balance. The Board agreed to look into the ambulance replacement further. The Board discussed the proposed position for the Fire Department. Vice-Chair James moved to authorize a position in the Fire Department at \$25 per hour at 16 hours per month for recruitment and retention trainings, seconded by Selectman Hazelton. The vote was unanimous.
- Ms. Sanborn updated the Board on the status of the **unit that runs the Keri System (key card access system)**. The Keri System needs to be installed on an ~~IV-i5~~ or ~~IVH-i7~~ processor with 8 ~~gb~~-GB of ram and a 500 ~~gb~~-GB hard drive. The current unit runs out of memory fast; therefore, resulting in corrupt files that will not allow the system to be updated. Vice-Chair James suggested finding out if the old server would be able to operate the Keri System.

8:40 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of June 3, 2021 and made the following corrections: page 1, 10th bullet under *Action Items*, last sentence – add “approve the abatements based on Avitar’s recommendations.”, page 2, remove the last sentence of the second bullet under *Other Business*, and page 3, second bullet on top of page, add “Vice-Chair James offered to prepare a job description.”. Chair Moriarty moved to approve the Select Board Meeting

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minutes of June 3, 2021 as amended, seconded by Vice-Chair James. The vote was unanimous.

8:46 P.M. **MEETING ADJOURNED:** Selectman Hazelton moved to adjourn the meeting at 8:46 p.m., seconded by Vice-Chair James. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

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