

TOWN OF HEBRON  
SELECT BOARD MEETING MINUTES  
JANUARY 17, 2019

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

OTHERS PRESENT:

7:00 P.M.

**ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board reviewed the **Independent Contractor agreement with Sanders Searches, LLC** to perform searches on property titles for the Tax Collector, Carol Bears. Selectman Hazelton moved to approve the agreement with Sanders Searches, LLC as recommended by the Tax Collector, seconded by Vice-Chair Dunklee. The vote was unanimous. The Board signed the agreement.
- The Select Board reviewed the current **hourly rate of pay for the Administrative Assistant**. Vice-Chair Dunklee moved to increase the Administrative Assistant hourly rate to \$18.00 per hour, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board signed the **annual performance appraisal forms** for the Administrative Assistant and the Town Administrator.

7:20 P.M.

**DISCUSSION ITEMS:**

- The Select Board asked Mrs. Corliss to **schedule the meeting with Tom Lamb, P.E. with TFMoran** for Thursday, February 24, 2019 at 10:00 a.m. to perform the structural evaluation on the Town Clerk/Tax Collector Building and the Library.
- The Select Board reviewed the **reply email from Patricia Karlsen** (owner of 2 Church Lane, Tax Map 17 Lot 022) offering the utilization of her property in order to install a handicapped ramp, but did not wish to give the town an easement. The Select Board agreed that this was not an option.
- The Select Board discussed **additional testing of the ceiling material of the Academy Building** first floor. Vice-Chair Dunklee stated that he would discuss this further with the project supervisor on Friday.
- Mrs. Corliss informed the Board that she would be interested in attending the **Supervisors' Academy training** presented by PRIMEX. The Select Board encouraged Mrs. Corliss to apply.
- The Select Board agreed to meet with the department heads/committees/commissions/boards on February 12, 2019 and February 13, 2019 for the **2019-2020 budget presentations**.

7:28 P.M.

**ANY OTHER BUSINESS:**

- The Select Board discussed holding **town meeting on the same day as the town elections** in May as the weather conditions will be better and it will be lighter outside longer.
- Selectman Hazelton asked the Board if there had been any further inquiries from the Town of Groton regarding the **renewal of the Ambulance and Fire Agreement**. Selectman Hazelton suggested preparing a spreadsheet outlining all of the over and above costs involved with operating the Fire Department and Ambulance Service.

7:50 P.M.

**APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of January 3, 2019 and made the following changes – page 1, under *Discussion Items*, first bullet – change “commercial vendors” to “certain vendors” and to change “to dispose of items at the transfer station.” to read “transporting at no charge.”. Selectman Hazelton moved to accept the Select Board Meeting minutes of January 3, 2019 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of January 9, 2019. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of January 9, 2019 as written, seconded by Chair Moriarty. Chair Moriarty and Vice-Chair Dunklee voted in favor of the motion; Selectman Hazelton abstained from the motion as he was not present at the meeting. The motion passed.

The Select Board reviewed the Select Board Meeting minutes of January 11, 2019. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of January 11, 2019 as written, seconded by Chair Moriarty. Chair Moriarty and Vice-Chair Dunklee voted in favor of the motion; Selectman Hazelton abstained from the motion as he was not present at the meeting. The motion passed.

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

The Select Board reviewed the Select Board Meeting minutes of January 16, 2019 and made the following changes: page 1, under Update on Academy Building Construction, eighth sentence – remove “for the” and page 1, under Update on Academy Building Construction, ninth sentence – change the period to a comma in “\$36,000”. Selectman Hazelton moved to accept the Select Board Meeting minutes of January 16, 2019 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

7:56 P.M.      **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 7:56 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss  
Town Administrator

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