

TOWN OF HEBRON
SELECT BOARD MEETING WITH DEPARTMENT HEADS

JULY 29, 2021

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

OTHERS PRESENT: John Fischer (Fire Chief), Carol Bears (Tax Collector), Bill Robertie (Fire Warden), Travis Austin (Police Chief), Alison York (Administrative Assistant)

ABSENT: Audrey Johnson (Treasurer), Ben Hall (Highway Supervisor)

7:00 P.M. **POLICE DEPARTMENT:** Chief Austin reported on the current 2022 Budget status and explained that most budget items are fixed based on salary or contracts. Chief Austin informed the Board that he would be looking to replace the SUV police cruiser in next year's budget.

FIRE DEPARTMENT: Chief Fischer reported that since the new 2022 Budget year salaries had been increased as anticipated in the budget process. Also, call volume has significantly increased which has been mostly ambulance calls. Lately it has been very clear that the Fire Department has to be available 24/7 365 days a year as the calls have been at various times throughout the day. Chair Moriarty asked Chief Fischer about pricing the new ambulance to order. Chief Fischer replied that he would be starting the process soon. Chair Moriarty commented to the attendees that placing an order for the new ambulance, at this time, means delivery is still 2-3 years out.

FIRE WARDEN: Bill Robertie reported that the forest fire situation had slowed down due to the rain. Bill informed the Board that he would like to purchase lighted head gear for night time operations and there was a matching grant he would be looking to utilize.

Chair Moriarty informed the group that the Select Board had engaged in hiring a consultant to assist the Fire Department with retention of department personnel and to recruit new employees.

TOWN CLERK: Tracey Steenbergen reported on the new software for registering vehicles that allows the customer to pay with one check. This will start on Monday, August 2, 2021. Eventually the option of accepting credit cards will be available. Chair Moriarty inquired about the software for the cemeteries. Tracey commented that the software works great, but she still needs to communicate with Doug Merrill (Cemetery Sexton) on some of the plot information entered.

TAX COLLECTOR: Carol Bears reported that the 2022 Budget will probably be under due to the changeover of the phone system.

UPDATE FROM SELECT BOARD: Chair Moriarty informed the attendees that the overall preliminary assessed valuation increased by 65% from \$261,000,000 to \$433,000,000. Vice-Chair James commented that the overall tax rate should decrease with this type of increase, but this will remain unknown until the fall 2021 when the tax rate is set.

Selectman Hazelton reported to the attendees on the work the Town Space Needs Committee has been working on for a proposal of a new Library. Selectman Hazelton noted there had been two building scenarios presented on two different tracts of land owned by the town. A proposal to add a meeting hall was made to be able to hold town meetings. Selectman Hazelton stated that the timing for the project would be when much of the town debt was paid down, but at this time interest rates are low which would be nice to get the rate locked in for the project. The committee would like to have an article for the project on the next town warrant.

Chair Moriarty informed the attendees that he was the representative to the Conservation Commission and the Planning Board. Chair Moriarty stated the Conservation Commission had new people on the commission.

Chair Moriarty discussed moving forward with the Forest Stewardship Plan update with Tracey Steenbergen (part owner of FORECO) now the funding had been approved at town meeting.

Chair Moriarty informed the attendees of the project that Hebron joined for updating broadband to fiber optic cable that was started by the Town of Bristol and Plymouth State University. Chief Fischer inquired if the service would be better than the current internet in town.

Chair Moriarty noted that the Select Board was working with Ivan Quinchia (Planning Board Chair) to reestablish the Capital Improvements Project Committee. The committee helps to project large projects for each department for future budgeting.

Chair Moriarty commented that Total Climate Control was trying to schedule a day to meet the Fujitsu representative at the Town Office Building to review the HVAC system that has not worked properly since the units were installed. Chair Moriarty noted that the Select Board was not included in the email and asked TCC to copy the Board so they would be able to attend the meeting.

Chair Moriarty relayed to the Board that he drafted a letter to respond to the abutter of the Hebron Memorial Beach who pointed out the breakwater wall was put in the wrong location.

Ms. Sanborn handed the department heads the property inventory lists (for each specific department) to be updated. This was requested by the Town Auditors and should be kept current.

Chair Moriarty informed the attendees that at the May 2021 Town Meeting, the town had not conformed with providing a depreciated asset schedule for town property. Since then, Chair Moriarty had completed the schedule, but the auditors would not accept the schedule at this time as it would be reviewed during the next audit performed by the firm. The Board decided to wait until the next scheduled audit as the cost ~~for another audit~~ is \$11,000.

Chief Fischer informed the Board and attendees about a recent incident resulting in a worker's compensation claim. The incident happened during a training testing dry hydrants.

7:38 P.M. **ANY OTHER BUSINESS:**

- Ms. Sanborn informed the Board that Ben Hall, Highway Supervisor, has been working with Jessica Bighinatti at Lakes Region Planning Commission on the **road survey project**.
- Ms. Sanborn informed the Board that Corina Park with the Grafton County Broadband Committee is looking for **support from the Town to develop a backbone network to get high-speed internet** installed throughout the county. Chair Moriarty asked Ms. Sanborn to reply that Hebron supports this goal and has been working with the Town of Bristol and Plymouth to do the same.
- Vice-Chair James moved to authorize **Chair Moriarty to sign the U.S. Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds document and the Assurances of Compliance with Civil Rights Requirements** document as part of requesting distribution of the funds from the American Rescue Plan Act of 2021, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board signed the **Certification of Yield Taxes Assessed** for the year April 1, 2020 to March 31, 2021 to be submitted to NH Department of Revenue Administration. The Select Board signed the **Yield Tax Warrant** for the same.
- The Select Board signed the **letters to Tracey Steenberg and John Dunklee** thanking them for their assistance around the Select Board Office.
- Ms. Sanborn informed the Board that **two applications were received for the General Maintenance position** that was advertised recently. The Board asked Ms. Sanborn to schedule interviews for the next Select Board Meeting on August 5 starting at 6:30 p.m.
- Ms. Sanborn discussed with the Board what to do with the **birch tree removed from the Hebron Common**. A couple of people have asked for the wood. The Board felt that whomever want the wood could take it.
- Ms. Sanborn relayed to the Board that the abutting property owner (23 West Shore Road, Tax Map 17 Lot 018) was **concerned with the forsythia bushes planted to block the view of the generator**, which were not working. The Board noted that Mark Braley (landscaper) was purchasing

lilacs for the front of the generator and suggested the same for the abutter's property. The Board asked Ms. Sanborn to discuss this with Mr. Braley.

8:11 P.M. **MEETNG ADJOURNED:** Vice-Chair James moved to adjourn the meeting at 8:11 p.m. seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator