

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
SEPTEMBER 2, 2021

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

OTHERS PRESENT: Travis Austin (Police Chief), John Fischer (Fire Chief)

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

7:00 P.M. **LAKES REGION MUTUAL FIRE AID ASSOCIATION (LRMFA)– CURRENT LOCATION FOR SALE:** Chief Fischer approached the Select Board to discuss the potential financial impact to the town if the building that houses Lakes Region Mutual Fire Aid Association (dispatching for the Fire/EMS Department) were to be sold. Thirty-one towns make-up the membership of the LRMFA. Chief Fischer stated that to relocate the LRMFA dispatch equipment and personnel would cost \$7,000,000 as dispatching could not cease operations for the move. Chair Moriarty asked Chief Fischer what the Select Board could do to support the association. Chief Fischer recommended sending letters in support of the association to the State Senators, State Representatives, and Governor Sununu. Chief Fischer agreed to draft a letter for the Board to sign.

CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS) REPORTING: Chief Fischer informed the Board that the required data collection for CMS had been put on hold until 2023. Chief Fischer stated that he would probably be retired by then and this would be put onto the new Chief. If this report was not completed by the town a penalty would be assessed for about \$5,000 as it would be based on annual ambulance services income. Chair Moriarty asked about being able to complete the reports for this year with the information already gathered. Chief Fischer replied that the reports could be done with some time spent with the Administrative Assistant gathering employee information.

FIRE DEPARTMENT TRANSITION PLAN: Chief Fischer reported to the Board on the progress working with the consultant from Municipal Resources Inc. to develop a transition plan. Chief Fischer informed the Board of the three options for moving forward with the ambulance service as follows: 1. Work with another town to cover Hebron, 2. Hire full time help, and 3. Work closer with the Town of Bridgewater for coverage. Chief Fischer explained that the transition plan would include hiring an Administrative Assistant to perform the clerical duties in the office as the number of current employees have limited knowledge of completing the necessary reports.

7:30 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Vice-Chair James moved to **appoint Karen Sanborn, Town Administrator, as the Entity Administrator for the SAM account** and to authorize Chair Moriarty to sign the letter on behalf of the Board, seconded by Selectman Hazelton. The vote was unanimous.
- Vice-Chair James moved to authorize **Chair Moriarty to sign the .Gov Domain Registration letter**, seconded by Selectman Hazelton. The vote was unanimous. Ms. Sanborn discussed with the Board changing the host of the domain address to CivicPlus (website developer) once the .gov extension had been granted. There would be no additional charges by CivicPlus for this service. Vice-Chair James moved to change the host of the domain name to CivicPlus, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board signed the **Public Gathering Permit** for the Hebron Union Congregational Church to set up tents on the Hebron Common for a yard sale on September 4, 2021.
- Ms. Sanborn informed the Board that the **CivicPlus Agreement Amendment** was to correct the Annual Service Fees charged for the town website. Vice-Chair James moved to authorize Chair Moriarty to sign the Agreement Amendment with CivicPlus, seconded by Selectman Hazelton. The vote was unanimous.

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

- The Select Board signed the **Veterans' Tax Credit** application that was recommended for approval by Avitar Associates of New England, Inc.
- Chair Moriarty reported to the Board on the **fixed prices for propane and #2 Fuel Oil with Pemi Fuels**. The fixed price for propane was \$1.799/gallon and the fixed price for #2 Fuel Oil \$2.599/gallon. Selectman Hazelton moved to accept the fixed pricing ~~prices~~ from Pemi-Fuels and to sign the updated contracts, seconded by Vice-Chair James. The vote was unanimous.
- The Select Board discussed **letters to be sent to Newfound Lake Region Association and Audubon Society of NH** encouraging the organizations to sign Payment in Lieu of Tax agreement with Hebron. The Board signed the letters to each organization.
- The Select Board signed the **2021 MS-1 Summary Inventory of Valuation**.

7:45 P.M.

DISCUSSION:

- Ms. Sanborn ~~relayed asked to~~ the Board if now that **Juneteenth was made a Federal and State holiday** and ~~does would~~ the Select Board want to adopt it as a holiday observed for the employees. Selectman Hazelton moved to make Juneteenth as a recognized holiday for Hebron, seconded by Vice-Chair James. The vote was unanimous.

7:50 P.M.

CORRESPONDENCE:

- **Letter from Senator Guida** – passing of the \$13.5 billion biennial state budget
- **Public Hearing Notice** – HealthTrust – rate setting and return of surplus

7:53 P.M.

ANY OTHER BUSINESS:

- The Select Board reviewed the **estimate from Andy & Sons Plumbing & Heating** for replacing the valve actuator on the a/c at the Public Safety Building. Vice-Chair James moved to accept the bid and to have the work done on the valve actuator at the Public Safety Building, seconded by Selectman Hazelton. The vote was unanimous.
- Ms. Sanborn relayed to the Board that **Maynard Young inquired about mowing the section of grass that has grown up between the Hebron Village Store and the Old Fire Station**. The Board agreed to mowing this section.
- Ms. Sanborn informed the Board that an inquiry came into the office regarding the road class **status of Veasy Road located off Groton Road**. Ms. Sanborn noted that Tracey Steenbergen (Town Clerk) had done research on this issue through old town meeting warrants. Veasey Road was discontinued by the town at the 1903 Town Meeting. Ms. Sanborn reviewed with the Board subdivision records on property owned by Annie Adams which designates the discontinued Veasey Road on the plan. Ms. Sanborn stated that the property owner's attorney was looking for something from the Select Board stating the status of the road. Ms. Sanborn noted the paperwork that had already been provided regarding the original inquiry. The Board agreed that the information provided was enough to designate establish that the road had been discontinued by the town.
- Selectman Hazelton inquired about the work being done on the **town road survey project with Lakes Region Planning Commission**. Ms. Sanborn reported that Ben Hall, Highway Supervisor, and she had completed the questionnaire regarding forecasting of future road projects.
- Selectman Hazelton questioned the **status of digging a well at the Public Safety Building**. Ms. Sanborn replied that the estimate for digging the well was between \$4,000 and \$5,000 which was decided to add as a warrant article on the next budget.
- Vice-Chair James looked for the **status of pressure washing the buildings**. Ms. Sanborn noted that the Merrill's had started on the Library and the old Town Clerk/Tax Collector Buildings.
- Vice-Chair James noted that the **trees removed on George Road** were still on the side of the road. Ms. Sanborn stated that David Jaques wanted the trees to mill.

- Chair Moriarty reported to the Board that the **email regarding replacement of the two HVAC units that had failed** received from Total Climate Control had been acknowledged with a reply that the email had been forwarded to town counsel for review.
- Chair Moriarty updated the Board on the **status of the fiber optics project** and noted that he had met with Nik Coates (Town of Bristol Town Administrator) on the project.

8:24 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of August 19, 2021. Selectman Hazelton moved to accept the August 19, 2021 Select Board Meeting minutes as written, seconded by Vice-Chair James. The vote was unanimous.

8:30 P.M. **MEETING ADJOURNED:** Vice-Chair James moved to adjourn the meeting at 8:30 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator