

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES

CONTINUED FROM JUNE 2, 2022

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

OTHERS PRESENT: Martha Twombly (Conservation Commission Member), Don Franklin (Town Auditor), Jennifer Larochelle and Gerry Flynn (Library Trustees), Jamie Moulton (Fire Chief), Bill York (Hebron Union Congregational Church Member)

2:30 P.M. **COMMENCED MEETING:** Chair James commenced the meeting at 2:30 p.m.

2:30 P.M. **CONSERVATION COMMISSION – CONCERNS/ISSUES:** Martha Twombly approached the Select Board to review issues/concerns by the Conservation Commission.

- Charles Bean Sanctuary – landing/trespassing – add simple signage – Marine Patrol.
- Cockermouth River protection plans/goals: cut leaning trees, free and clear debris on case by case basis – Martha would like to remove trees before they fall into the river resulting in large debris piles build-up should be removed. Vice-Chair Hazelton felt that funding should be done through the Annual Town Meeting.
- Tree Stands being installed in the Hebron Town Forest – inform the public that permission is required from the property owner.
- Target practice at the cottages abutting the Hebron Town Forest near Spectacle Pond. Selectman Moriarty suggested contacting Chief Austin for direction on addressing this matter.
- Universal access to the Hebron Town Forest to enable for handicapped access. Vice-Chair Hazelton stated that the town was not obligated to ensure universal access. Martha relayed to the Board the Conservation Commission's suggestion to enable universal access, but still keep the wheeled vehicles that are not allowed out of the forest. Martha suggested moving the gate to the other side of the bridge to enable the wheeled vehicles to have enough room to make it around the gate. Vice-Chair Hazelton moved to authorize the Conservation Commission to address this matter, seconded by Selectman Moriarty. The vote was unanimous.

2:55 P.M. **LIBRARY TRUSTEES – UPDATE:** Jennifer Larochelle and Gerry Flynn approached the Select Board to discuss the current Librarian status. Mrs. Larochelle informed the Board that Josianne Fitzgerald (Librarian) has taken a full-time position with the Town of Moultonborough Library. Mrs. Larochelle asked the Board if the Library Trustees could approach the Town of Bristol, Town of Plymouth or Plymouth University about sharing a part-time employee that would enable them to hold a full-time position~~employee~~. The Board felt this would be ideal as the Hebron Library has limited hours to offer. The Library Trustees had questions on how to approach the shared position with the aforementioned organizations. Vice-Chair Hazelton felt the negotiating should be left up to the trustees as the Librarian is their employee. Vice-Chair Hazelton suggested contacting the Town of New Hampton as well.

3:06 P.M. **TOWN AUDITORS FINDINGS FROM THE FISCAL YEAR ENDING JUNE 30, 2021:** Don Franklin approached the Select Board to review the audit issues from the

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review of the town financials for the fiscal year ending June 30, 2021. The items reviewed were as follows:

- Pay for the Highway Road Agent position – stipend? – bi-weekly pay
- Policy needs to be updated for transfer of funds with Invoice Cloud
- Comstar reconciliation and accounting for funds owed to the town, a write-off policy and sign off on payroll. Selectman Moriarty suggested meeting with the new Fire Chief, Jamie Moulton.

Don Franklin recommended to the Board increasing the stipend for Bill Powers (Town Auditor) as he was able to analyze the data from Quickbooks file by accessing through a download of the file. Mr. Franklin suggested copying the Town Auditors on the invoice file when the file that is submitted to Roberts and Greene so the same information would be analyzed.

Selectman Moriarty informed Mr. Franklin that the Capital Improvements Program Committee has been reactivated and would be meeting during this upcoming budget year.

Selectman Moriarty moved to increase the stipend for Bill Powers to \$750.00 for the upcoming year, seconded by Vice-Chair Hazelton. The vote was unanimous.

3:50 P.M.

ACTION ITEMS:

- The Select Board reviewed the recommendation from Kerry Connor, representative with Avitar Associates of New England, Inc. on the **abatement application submitted by Bruce and Deborah Kuplin** on Tax Map 7 Lot HP.007 to be denied. Selectman Moriarty moved to deny the abatement application for Bruce and Deborah Kuplin as recommended by Avitar Associates of New England, Inc., seconded by Vice-Chair Hazelton. The vote was unanimous.
- The Select Board signed the **Public Gathering Permit** for the Hebron Historical Society for their program on June 24, 2022.
- Vice-Chair Hazelton moved to **accept Kill Mountain Road, Skyline Drive, and High Cliffs Circle as Class V town roads**, seconded by Selectman Moriarty. The vote was unanimous. The Select Board signed the letter to William Luti, Hebron Country Estates, COA notifying the acceptance of Kill Mountain Road, Skyline Drive, and High Cliffs Circle as Class V town roads. The Board authorized Ms. Sanborn to send the deed prepared to Grafton County Registry of Deeds for recording.
- Selectman Moriarty moved to authorize Chair James to sign the **Hold Harmless Agreement** with the Hebron Historical Society for the property stored in the Old Fire Station located at 10 Groton Road.
- Vice-Chair Hazelton moved to authorized Chair James to sign **the memorandum to the Administrative Assistant**, Alison York, to process the annual appropriations to the hospitals, seconded by Selectman Moriarty. The vote was unanimous.
- Vice-Chair Hazelton moved to accept the **2023 reappointments as Fire Warden and the Deputy Wardens** as submitted, seconded Selectman Moriarty. The vote was unanimous.

3:58 P.M.

PUBLIC SAFETY BUILDING – REQUEST TO USE HELICOPTER LANDING

ZONE: Chief Moulton and Bill York approached the Select Board to discuss the request to utilize the helicopter landing zone located at the Public Safety Building. Mr. York

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informed the Board that the Hebron Union Congregational Church has planned helicopter rides at the Hebron Church Fair again this year. This was done a couple of years ago at the fair. Vice-Chair Hazelton affirmed with Mr. York that if there is an emergency, the town has priority over the helicopter landing zone. Chair James informed Mr. York that Primex (town's property and liability insurance company) ~~that~~ does not cover liability for aviation operations. Primex recommended that the town obtain a copy of the insurance from the helicopter company and have town counsel review this to protect the town. Mr. York would provide a copy of the insurance certificate to the Town Administrator as soon as possible. Mr. York gave an update on the Hebron Church Fair.

4:04 P.M. **NON-PUBLIC SESSION:** Selectman Moriarty moved to enter into non-public session pursuant to RSA 91-A:3, II (c), seconded by Vice-Chair Hazelton. The vote was unanimous.

4:50 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Hazelton moved to come out of non-public session at 4:50 p.m. seconded by Selectman Moriarty. Rich James - yes Paul Hazelton - yes Pat Moriarty - yes Vice-Chair Hazelton moved to seal the minutes for five years, seconded by Selectman Moriarty. Rich James - yes Paul Hazelton - yes Pat Moriarty - yes

4:50 P.M. **ACTION ITEMS:**

- The Select Board reviewed the **reappointments to the committees, commissions, and boards** as follows:
 - Chuck Beno and Karl Braconier as regular members of the Planning Board
 - Alison York as a regular member of the Zoning Board of Adjustment
 - Martha Twombly and Suzanne Smith as regular members of the Conservation Commission
 - Mark Braley as a regular member of the Historic District Commission

Selectman Moriarty moved to approve the aforementioned names to the specific committees each for a three-year term pending agreement to continue as a member, seconded by Vice-Chair Hazelton. The vote was unanimous.

4:55 P.M. **DISCUSSION:**

- The Select Board discussed the issues with the recent **event held on the Hebron Common** by a private organization regarding parking, traffic control, and understanding that town business is a priority. The Board agreed a policy should be in place to avoid these issues in the future.
- Ms. Sanborn informed the Board that Audrey Johnson asked about contacting **Peter Carey to MC an upcoming event**. The Board agreed that Mr. Carey would be a great person for the event.
- Ms. Sanborn reported to the Board that Pemi Fuels discovered during an annual cleaning of the furnace at the Public Safety Building that the **bladder tank and relief valves need to be replaced**. The Select Board authorized Ms. Sanborn to contact Andy & Sons about the replacement.
- Ms. Sanborn informed the Board that Everett Begor (Gazebo Committee member) recently suggested a proposed location, beside the Town Office Building at the end of the handicapped ramp, for the **porta potty on the Hebron Common**. The Select Board agreed as long as it works for the porta potty company.

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- Ms. Sanborn informed the Board that the **swim lines at the Hebron Memorial Beach** need to be installed 20 feet from adjacent abutter property lines.
- Ms. Sanborn informed the Board that Certified Computer Solutions had to **upgrade the Supervisors' of the Checklist laptop** to Windows 10 Pro in order for the connection to be made to the State of NH software for updating and maintaining an accurate voter checklist.

5:06 P.M.

CORRESPONDENCE:

- **Invitation to the 55th Anniversary Annual Meeting** of the Lakes Region Planning Commission.
- Letter from William Lanbert, P.E. (NH Department of Transportation) authorizing the "Seasonal Speed Limit" on Route 3-A from the Town of Bridgewater townline to 65 North Mayhew Turnpike.
- **Proposed Fiscal Year 2023 Budget Report** from the Grafton County Commissioners'.

5:08 P.M.

ANY OTHER BUSINESS:

- Vice-Chair Hazelton would like to **meet with Rick Van de Poll** (Ecosystem Management Consultant) at the Hebron Memorial Beach to review the project of dredging the mouth of the Cockermouth River in order to preserve the quality of the beach area.
- Selectman Moriarty updated the Board on the **Warrant Article #5 Petition Study Committee** to review alternate funding formula for the Newfound Area School District.
- Selectman Moriarty updated the Board on the **Planning Board Meeting** that was held on Wednesday, June 1, 2022.
- Chair James informed the Board that the **Space Needs Committee** would be disbanding soon as their work has been done for the proposal of the Library/Community Center. A building committee should be developed to take the project to the next step.
- Chair James updated the Board on the **leak in the outside faucet at the Hebron Library**. The leak has been repaired.
- Chair James inquired about the **status of the Fiber Optic Project**. Selectman Moriarty noted that there are questions that need to be answered regarding each private contractor's responsibility for various sections of the project moving forward.

5:30 P.M.

APPROVAL OF MINUTES: The Select Board reviewed the Select Board Meeting minutes of May 19, 2022. Chair James moved to accept the Select Board Meeting minutes of May 19, 2022 as written, seconded by Vice-Chair Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of May 19, 2022. Chair James moved to accept the Select Board Non-Public Session minutes of May 19, 2022 as written, seconded by Vice-Chair Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of May 3, 2022 and added the Non-Public Session to the title. Vice-Chair Hazelton moved to accept the Select Board Non-Public Session minutes of May 3, 2022 as amended, seconded by Selectman Moriarty. The vote was unanimous.

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The Select Board reviewed the Select Board Non-Public Session minutes of April 29, 2022 and added the Non-Public Session to the title. Vice-Chair Hazelton moved to accept the Select Board Non-Public Session minutes of April 29, 2022 as amended, seconded by Selectman Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of May 13, 2022. Vice-Chair Hazelton moved to accept the Select Board Meeting minutes of May 13, 2022 as written, seconded by Selectman Moriarty. The vote was unanimous.

5:37 P.M. **MEETING ADJOURNED:** Vice-Chair Hazelton moved to adjourn the meeting at 5:37 p.m., seconded by Selectman Moriarty. The vote was unanimous.

Respectfully Submitted,

Karen Sanborn
Town Administrator