

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES

JUNE 16, 2022

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

OTHERS PRESENT: Mike Riess and John Hilson (Space Needs Committee)

7:00 P.M. **COMMENCED MEETING:** Chair James commenced the meeting at 7:00 p.m.

7:00 P.M. **SPACE NEEDS COMMITTEE - REPORT:** Mike Riess and John Hilson approached the Select Board to give a report from the Space Needs Committee regarding the proposed Library/ Community Center. Mr. Hilson reported to the Board that the committee has completed their charge. Mr. Hillson read to the Board the recommendation from the committee for moving forward as follows:

- Locate the proposed Library/ Community Center on the Nathaniel Berry and Old Fire Station lots.
- Move the Old Fire Station building to a location at the Public Safety Building lot.
- Hire an architect and civil engineer pursuant to the preliminary conceptual plan.
- Establish a Library/Community Center Building Advisory Committee.

Mr. Riess reviewed with the Board the proposals received from Hess Engineering Construction Consultants and the Stewart Associates Architects for the next phase of the project. Mr. Riess and Mr. Hilson requested to stay on as part of the Building Committee. An upcoming meeting would be set up to meet with the architect onsite and create a timeline for moving forward. The goal is to have something to present to the voters for the Town Meeting in May 2023. Mr. Hilson and Mr. Riess agreed that a small committee for the building committee would work out better and recommend the following to be on the committee: John Hilson, Mike Riess, Audrey Johnson, Roger Larochelle, Paul Hazelton (Select Board Representative), and Rich James (alternate Select Board Representative). Vice-Chair Hazelton moved to approve the aforementioned recommendations for moving forward, seconded by Selectman Moriarty. The vote was unanimous. Vice-Chair Hazelton moved to go forward with Stewart Associates Architects and Hess Engineering, seconded by Chair James. Chair James and Vice-Chair Hazelton voted in favor of the motion. Selectman Moriarty abstained. The motion passed. Vice-Chair Hazelton moved to authorize Chair James to sign the contracts prepared for the Library/Community Center, seconded by Chair James. Chair James and Vice-Chair Hazelton voted in favor of the motion; Selectman Moriarty abstained from the motion. The motion passed. Chair James moved to approve the Library/Community Center Building Committee as recommended, seconded by Vice-Chair Hazelton. Chair James and Vice-Chair Hazelton voted in favor of the motion. Selectman Moriarty abstained. The motion passed.

Mr. Riess and Mr. Hilson discussed financing for the project and reaching out to various lenders in order to obtain the best option for the project and the taxpayers. Vice-Chair Hazelton agreed to reach out to Rural Development for financing. Selectman Moriarty agreed to contact Jonathan Gould with Union Bank.

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The Board thanked Mr. Hilson and Mr. Riess for the work put into the Town Space Needs Committee and agreed the committee worked hard to get to this ~~place~~point.
Selectman Moriarty abstained from the motions as he wanted to read the documents.

7:34 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifest**.
- Ms. Sanborn presented the Board with the proposed **Contribution Assurance Program Agreement with Primex**. The agreement assures that Property & Liability rates would not increase more than 9% each year over the next three years. Vice-Chair Hazelton moved to hearby accept the offer of the New Hampshire public Risk Management Exchange (Primex) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set for the in the Coverage Documents of Primex, seconded by Selectman Moriarty. The vote was unanimous. Vice-chair Hazelton moved to authorize Chair James to sign the CAP Agreement with Primex and the resolution, seconded by Selectman Moriarty. The vote was unanimous.
- Vice-Chair Hazelton moved to **authorize Chair James to sign the MS-60A Auditor Option and Schedule**, seconded by Selectman Moriarty. The vote was unanimous. Ms. Sanborn suggested that in the next budget cycle, the Board may want to plan to budget for a CPA firm to audit the town financials as the town would be looking for funding.
- Vice-Chair Hazelton moved to **accept the Petition for License Utility Poles/Underground Conduit application from Consolidated Communications of Northern New England Company, LLC** for a pole on Groton Road, seconded by Selectman Moriarty. The vote was unanimous.
- Ms. Sanborn reported to the Board that the **committee/board/commission chairs replied to the member appointments whose term expired in 2022** and all members agreed to be reappointed. The reappointments are as follows:
 - Chuck Beno and Karl Braconier as regular members of the Planning Board
 - Alison York as an alternate member of the Zoning Board of Adjustment to complete the term of David Hardy and David Hardy to be appointed 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 CommissionChair James moved to **approve the appointments** to the committees/boards/commissions as recommended, seconded by Vice-Chair Hazelton. The vote was unanimous.

7:48 P.M.

DISCUSSION ITEMS:

- Ms. Sanborn relayed to the Board that an **invoice was received by Coalition Communities 2.0 as part of the Cost ~~Charing~~Sharing Estimate for 2022**. Chair James moved to pay the Coalition Communities 2.0 invoice in the amount of \$508.00, seconded by Selectman Moriarty. The vote was unanimous.
- Ms. Sanborn informed the Board that the Compliance Office, Don Musial was made aware of a **zoning violation** and would like input from Town Counsel as

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this property had already been ~~demoted~~ **denied** through the Hebron Zoning Board of Adjustment. The Board agreed to send the information to Town Counsel for direction.

- Ms. Sanborn informed the Board that **the first invoice from MAPS (Mapping and Planning Solutions) for the Hebron Hazard Mitigation Plan Update** was in and was looking for direction on expensing the invoice. The Board agreed to pay this portion in from the 2021 Budget.
- Ms. Sanborn informed the Board that the salesman for the new ambulance would be meeting with Chief Moulton tomorrow to prepare the **order of the new ambulance**. Chief Moulton was looking for direction in having town counsel review the document before signing. The Board did not see any need for town counsel to review the document, but the salesman needed to understand the purchase was subject to approval by the Select Board and townspeople through a public hearing on expenditure of funds.

7:56 P.M.

ANY OTHER BUSINESS:

- Vice-Chair Hazelton informed the Board that he received a legitimate complaint from Mark Braley (50 Groton Road) about the **stench and number of farm animals at the neighboring (64 Groton Road) property**. The Board asked Ms. Sanborn to contact the Health Officer to look into the situation.
- Chairman James updated the Select Board on the **Housing Board Hearing** that he attended in Concord, NH regarding an appeal submitted by Newfound Serenity, LLC.
- Chair James informed the Board that the **radar speed limit signs had been ordered** and would be delivered within four to six weeks.
- Chair James updated the Board regarding an **outstanding payment from a contractor**. A follow-up letter looking for payment would be sent to the private contractor.
- Chair James informed the Board on the meeting Chief Moulton has scheduled a meeting for Friday, June 17, 2022 on the **Fire Department Improvement Fund account**. Selectman Moriarty stated that the fund should be reviewed by the Town Auditors before Chief Moulton utilizes the account.
- Chair James suggested to the Board **meeting with the department heads to review their overall budget expenditures at year end**. The Board agreed to do this if there was an issue with any of the budgets.
- The Board discussed **gathering the necessary information for town property inventories in each of the departments**. Some of the department inventories have very limited information on town owned property. Vice-Chair Hazelton suggested hiring an employee in each department to prepare the inventory. Chair James commented that once the Capital Improvements Projects Committee had been established; the committee could develop criteria for the property inventories giving the departments direction as to preparing an inventory.
- The Board discussed working on **an adequate replacement for the Treasurer** position as the voters approved an appointed position. Ms. Sanborn informed the Board that she would meet with the current treasurer to develop a job description. Ms. Sanborn informed the Board that she located a shared position agreement from another town to review in case this is the direction the Board heads with a future hire. Vice-Chair Hazelton asked Ms. Sanborn to share the document with the Library Trustees as a reference for a shared Librarian position.

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8:20 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of June 2, 2022 and made the following corrections: page 1 move “Paul Hazelton” to *ABSENT* and move “Pat Moriarty” as well, and page 1, under the last paragraph under 2:30 P.M. – insert “3:35 P.M. Selectman Moriarty arrived at the meeting which enabled a quorum for the meeting.”. Chair James moved to accept the Select Board Meeting minutes of June 2, 2022 as amended, seconded by Vice-Chair Hazelton. Chair James and Selectman Moriarty voted in favor of the motion; Vice Chair Hazelton abstained from the motion. The motion passed.

The Select Board reviewed the Select Board Meeting minutes continued from June 2, 2022 and made the following corrections: page 1, under *Library Trustees – Update*, third sentence to read after “sharing” “part-time employee that would enable them to hold a full-time position.” and page 3, third sentence – remove the second “that”. Chair James moved to accept the Select Board Meeting minutes continued from June 2, 2022 as amended, seconded by Selectman Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of June 2, 2022 continued meeting and made the following correction: page 1, second paragraph, second sentence – insert “stated” after “Moulton”. Vice-Chair Hazelton moved to accept the Select Board Non-Public Session minutes of June 2, 2022 continued meeting as amended, seconded by Selectman Moriarty. The vote was unanimous.

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

Respectfully Submitted,

Karen Sanborn
Town Administrator