

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JULY 5, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief), Tony Albert (Highway Department employee)

ABSENT: Paul Hazelton – previous engagement

7:00 P.M. **PUBLIC HEARING – EXPEND FUNDS FROM THE CAPITAL RESERVE FUND ENTITLED “POLICE”:** Vice-Chair Dunklee opened the public hearing to expend funds from the capital reserve fund entitled “Police” for the new police cruiser, seconded by Chair Moriarty. The vote was unanimous. Chief Austin updated the Select Board on the delivery of the new police cruiser. The Board discussed with Chief Austin putting the Ford Crown Victoria out for bid and discussed the minimum reserve. Vice Chair Dunklee moved to put a base price for the Ford Crown Victoria for sale at \$1,000, seconded by Chair Moriarty. The vote was unanimous. With no further discussion, Chair Moriarty closed the public hearing at 7:12 p.m. Vice Chair Dunklee moved to expend the funds as approved at March Town Meeting from the capital reserve fund entitled “Police” for the new cruiser, seconded by Chair Moriarty. The vote was unanimous.

7:14 P.M. **HIGHWAY DEPARTMENT PAVING REPAIRS:** Tony Albert approached the Select Board to discuss quotes received from GSM Paving for paving repairs to Braley Road, Hobart Hill Road, and Cooper Road. Mr. Albert explained to the Board the work involved in the three projects quoted and noted that the Braley Road project was a result from the October 30 and 31, 2017 which the town will be reimbursed by the Federal Emergency Management Agency (FEMA). Vice-Chair Dunklee moved to approve the repairs on Braley Road with the funds to be withdrawn from the capital reserve fund entitled “Road Emergency Repairs” which would be reimbursed by FEMA and to authorize Chair Moriarty to sign the contract, seconded by Chair Moriarty. The vote was unanimous. Mr. Albert reviewed the two other proposals with the Board and noted that there were funds in the Highway Budget to complete the projects. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the additional two proposals when the work was ready to be done, seconded by Chair Moriarty. The vote was unanimous.

Mr. Albert updated the Board on the recent repairs completed on the TerraStar truck and the John Deere backhoe.

Vice-Chair Dunklee inquired about the status of the North Shore Road dry hydrant. Mr. Albert informed the Board that Mrs. Corliss had contacted the State of NH Department of Transportation and was informed that the permit would be issued once a timeframe to complete the project was narrowed down to within a week. The permit was not issued due to the window given as to when the project would be done. Vice-Chair Dunklee asked Mr. Albert to discuss getting this project done with Mr. Kuplin, Highway Supervisor.

7:24 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the updated **Select Board Rules of Procedure**.
- The Select Board reviewed the **quote from Triumph Modular for the “Big Room” office trailer** to house the Treasurer, Administrative Assistant, and Town Administrator during the renovations and addition to the Academy Building. Vice-Chair Dunklee moved to accept the offer as quoted to get the office trailer installed, seconded by Chair Moriarty. The vote was unanimous. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the order, seconded by Chair Moriarty. The vote was unanimous. The Board discussed a delivery date for the office trailer.
- The Select Board signed the **Yield Tax Warrant and Certification of Yield Taxes**.

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

- The Select Board signed **the letter to the State of NH Department of Transportation** requesting signage on North Shore Road. The request was for “No Parking Between Signs” on North Shore Road at the Fire Department draft sight where the Cockermouth River abuts the road.
- The Select Board reviewed the recommendations from Mark Stetson with Avitar Associates of New England, Inc. **on two applications filing for charitable exemption status**. An application was submitted from the Audubon Society of New Hampshire and an application was submitted by New England Forestry Foundation. Vice-Chair Dunklee moved to comply with Mark Stetson’s recommendations on the charitable applications as follows: **New England Forestry Foundation – deny and Audubon Society of New Hampshire - approve**, seconded by Chair Moriarty. The vote was unanimous.

7:31 P.M.

DISCUSSION ITEMS:

- Mrs. Corliss asked the Select Board if they had any additions or recommendations on the **2019-2020 Legislative Policies**. Mrs. Corliss noted that this document was also sent to the Fire Department, Police Department, and Representative Suzanne Smith for input.
- Mrs. Corliss relayed to the Board that Lakes Region Planning Commission sent an email about the recent Eversource price increase and wondered if the Board would **reconsider signing on for the group pricing with another electric provider**. The Select Board agreed to stay with Eversource.
- Mrs. Corliss relayed to the Board that Senator **Bob Giuda, along with other Senators, sent a letter to Governor Sununu** regarding the recent bills vetoed by the governor that would have supported the continuing operation of the biomass industries and the forest product industry. The Board thought it was a good letter and had nothing further to add.
- Mrs. Corliss reported to the Board that a request came in to **use the Hebron Common for a fundraising Cruise Night on August 14, 2018**. Mrs. Corliss informed the Board that the requestor had been informed of the \$100.00 deposit to use the common and that this would be refunded if the Hebron Common was left in good condition and clean. The Select Board requested that the antique cars park on paved areas only around the Hebron Common.
- The Board reviewed an **email from Boyd Smith regarding people parking at the Grey Rocks Recreation Area** and walking to use the Hebron Beach. The Select Board discussed the suggestions to address the issue. The Board felt that more visual signage at the Grey Rocks parking area was the best option as the Board does not feel that anyone utilizing the beach should have to wear identification. Chief Austin stated that people could park along North Shore Road and walk to the beach. The Hebron Memorial Beach permits are for parking only.
- Chief Austin discussed with the Board the recent **email from the Town of Groton, NH regarding the retirement of their Police Chief and the town looking to see if Hebron Police Department would be willing to assist with the Police coverage** until March 2019. Chair Moriarty appointed Chief Austin to meet with Sara Smith, Administrative Assistant in Groton, to find out what type of coverage the town needed during this timeframe.
- Mrs. Corliss informed the Board that **All Ways Wrecking would be able to review the furnace room (asbestos material location) over the weekend** before submitting a proposal for removing the material. Mrs. Corliss reported that the company suggested having the shingles tested for asbestos as well. Vice-Chair Dunklee stated that he would be available to meet with the representative from All Ways Wrecking to review any issues or concerns with asbestos in the building.
- Mrs. Corliss discussed with the Board the name of the **fund where donations could be placed for additional improvements to the buildings**. Mrs. Corliss suggested titling the fund *Historical Buildings Improvement Fund*. The Board felt that it limited it to three town owned buildings and suggested titling the fund *Preservation of Town Buildings Fund* to be able to include all town buildings.
- Mrs. Corliss read the **recommendation from the Conservation Commission for reviewing the town forest management plan** and suggested holding a public meeting with Jon Martin and Rick Vander Pol to discuss possibly harvesting the timber. The management plan was delivered in June

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2010 to the Board. Vice-Chair Dunklee informed the Board that when FORECO prepared the plan, they gave the town a reasonable price as they planned to obtain future work from the project. Vice-Chair Dunklee recommended utilizing the services of FORECO to update the plan. Chair Moriarty asked Mrs. Corliss to let the Conservation Commission know the decision.

- Mrs. Corliss updated the Select Board on the **recommendation from PRIMEX for moving the current swing set (located outside of the Selectmen's Office Building) to the beach**. Primex felt the swing set is antiquated, should be replaced, and did not recommend moving it to the beach.

7:53 P.M.

CORRESPONDENCE:

- **Thank You – Hardy Country Snowmobile Club** – continued support of trail system
- **Invitation – Leadership Giving Celebration** – Newfound Lake Region Association
- **Letter from NH Department of Transportation** – addressing the concerns in a letter from the Select Board dated April 5, 2018
- **Updated Newfound Area School District Payment Schedule 2018-2019** monthly payment for Hebron \$59,943
- **Proposed Readoption of NH Admin. Rule Saf-C 3300, Modular Buildings and Building Components Rules** – updated to comply with current building codes.

7:56 P.M.

ANY OTHER BUSINESS:

- Mrs. Corliss updated the Board on working with a **cleaning company to make sure that any possible mold in the Town Clerk/Tax Collector Building** would be addressed before moving back.
- Mrs. Corliss updated the Board on the **laptop for the Supervisors' of the Checklist**.
- Mrs. Corliss reviewed with the Board the **issues on the Hebron Common with the electric not working for the Gazebo Program** on June 30, 2018. The Board asked Mrs. Corliss to have Paul Morrison check out the issue with the GFI.

7:45 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of June 21, 2018. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of June 21, 2018 as submitted, seconded by Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of June 27, 2018. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of June 27, 2018 as written, seconded by Chair Moriarty. The vote was unanimous.

8:02 P.M.

MEETING ADJOURNED: Vice-Chair Dunklee moved to adjourn the meeting at 8:02 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JULY 19, 2018

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

OTHERS PRESENT: Phil and Linda Kriss (Hebron Church Fair organizers), John Black

7:00 P.M. **UNION CONGREGATIONAL CHURCH – HEBRON CHURCH FAIR:** Phil and Linda Kriss approached the Select Board looking for approval for a crafter to park their storage trailer on the Hebron Common overnight. Vice-Chair Dunklee asked Mr. Kriss about security on the common for the trailer. Mr. Kriss replied that the vendor was aware that it would be park at their own risk. Mr. Kriss assured the Board that the vendors were not allowed to stay in a private vehicle on the Hebron Common overnight. Mr. Kriss inquired about the start of construction on the Academy Building. Vice-Chair Dunklee replied that Mr. Kriss should be all set with the tent set-up for the Hebron Church Fair as construction would not start before July 30, 2018. Chair Moriarty informed Mr. and Mrs. Kriss about having the volunteers sign a volunteer form that would protect them if injured assisting with helping out at the Hebron Church Fair. Chair Moriarty recommended that they discuss this with Alison York, Administrative Assistant, who attended a webinar presented by Primex (town insurance provider).

7:17 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board reviewed the **bi-annual liability payment** from the Union Special Detail account to the General Fund. Vice-Chair Dunklee moved to authorize the transfer of funds in the amount of \$177.71 from the Union Special Detail account to the Union General Fund, seconded by Chair Moriarty. The vote was unanimous.
- The Select Board discussed the **invoice from Christopher P. Williams** and asked Mrs. Corliss to hold the payment until the Board receives a detailed explanation of fees and phone log.

7:24 P.M. **PRATT CEMETERY BURIAL REQUEST:** Doug Merrill approached the Select Board looking for clarification on a plot reservation request for the Pratt Cemetery. Mr. Merrill explained that the individual making the request was not eligible for a plot as they are not a resident in town. Mr. Merrill read the updated Cemetery Rules where you must be a resident of Hebron or a relative must have reserved a plot. Chair Moriarty stated that he thought Mr. Merrill had approved the request for the plot. Mr. Merrill noted that Peter Fortescue (prior Cemetery Sexton) had closed the Pratt Cemetery and only allowed existing plot reservations. Chair Moriarty had concerns, after listening to the explanations, about setting a precedence and potentially running out of room for the current Hebron residents. Vice-Chair Dunklee and Selectman Hazelton also agreed to deny the request as there was limited space in the town cemeteries.

BRISTOL TRANSFER STATION – USE: Mr. Merrill discussed with the Board the recent decision by the Bristol Transfer Station to deny commercial businesses from bringing in multiple large items to the Bristol Transfer Station. Mr. Merrill explained that they had purchased a commercial permit with a three month time limit to bring in larger items. The required fee for the larger items was paid on top of the commercial permit fee. Chair Moriarty could not understand as the town had contracted with the Town of Bristol to utilize the transfer station for mostly larger items. Mr. Merrill expressed concern as a majority of the Hebron residents do not have a vehicle to put the larger items in to be disposed of or they are physically unable to lift the larger items into their vehicles for disposal. Chair Moriarty agreed to review the contract with the Town of Bristol for the use of the Transfer Station and relay the information to Mr. Merrill.

7:38 P.M. **DISCUSSION ITEMS:**

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

- Mrs. Corliss informed the Board that All Ways Wrecking was working on preparing the **quote for removing the asbestos** in the furnace room and the ceiling of the downstairs bathroom in the Selectmen's Office Building. Vice-Chair Dunklee moved to authorize Mrs. Corliss, Town Administrator, to approve the quote from All Ways Wrecking when received, seconded by Selectman Hazelton. The vote was unanimous.
- Chair Moriarty updated the Board on his recent **conversation with Bryant Lehr** (Conneston Construction Inc.) regarding the siding concerns.
- Chair Moriarty updated the Board on the **office trailer rental** and that it would be larger in size than originally quoted. Chair Moriarty informed the Board that Mrs. Corliss was looking into adding the Tax Collector to the office trailer.
- Chair Moriarty reviewed with the Board the recommended **changes from Attorney Walter Mitchell regarding the construction contract**. The Board agreed to processing invoices within a 30 day period and that any construction disputes be settled through mediation.
- Mrs. Corliss informed the Board that a **complaint came to the office about people setting up their chairs and putting their beach bags on picnic tables to reserve for later** when they would be at the Hebron Memorial Beach. Vice-Chair Dunklee felt that the vacant chairs could be picked up and moved as the beach was open to all of the taxpayers and residents.
- Mrs. Corliss informed the Board that **Robin Orr, Librarian, had suffered a medical setback and would be out of work for a while**. Mrs. Donna Luti had volunteered to help out in her absence. Mrs. Corliss relayed to the Board that the pay for Mrs. Orr would resume when she returned to work.
- Mrs. Corliss relayed to the Board that the **Library Trustees were looking for a Select Board member to attend the trustee meetings**. Selectman Hazleton stated that he would be interested, but wanted to know the dates of the meetings ahead of time.

7:52 P.M.

CORRESPONDENCE:

- **Notice from the Attorney General Department of Justice** informing towns that Terry Knowles from the Charitable Trusts Unit retired and that the New Hampshire Municipal Association would take over the training for the Charitable Trust Unit.
- **Thank You for your support** – Newfound Lake Region Association
- **Invitation to Spectacle Pond Association Annual Meeting**

7:55 P.M.

ANY OTHER BUSINESS:

- John Black wanted to thank the person that **cleaned out the culverts on Hunt Road** – excellent work.
- Chair Moriarty informed the Board that he looked into **NH RSA 508:17 Volunteers; Nonprofit Organizations; Liability Limited which protects the volunteers**. Chair Moriarty recommended adopting a policy that all volunteers in town must sign the volunteer form as presented at the Joint Loss Management Committee/Highway Safety Meeting.
- Selectman Hazelton asked if the **town owned any properties which abutted federal lands** as there was grant money available for maintaining trails and roads.
- Mrs. Corliss informed the Board that the **Highway Department water heater had died**. Vice-Chair Dunklee recommended contacting Pemi Heating to make the repairs.
- The Board discussed scheduling a weekly meeting to address any **concerns or issues that may arise regarding the Academy Building renovations and addition project**. The Board agreed to meet Wednesdays at 9:00 a.m. Chair Moriarty noted that the Board did not have to meet if nothing needed their attention.
- Mrs. Corliss reported to the Board that Doug Morrisette (Bank of New Hampshire) was looking to discuss **the Letter of Credit on Kill Mountain Road**. Vice-Chair Dunklee stated that it was standard practice that the road went through a year of being completed before the letter of credit was released or even considered to be adopted by the town.

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- 8:05 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of July 5, 2018 and made the following addition: page 2, last bullet add the recommendations for each charitable application. Chair Moriarty moved to accept the Select Board Meeting minutes of July 5, 2018 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.
- 8:14 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:14 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 1, 2018

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

OTHERS PRESENT: John Black

9:00 A.M. **UPDATE ON MOVING TO TEMPORARY OFFICE:** Mrs. Corliss updated the Board on the following pending issues regarding the preparation for moving from the Selectmen's Office Building to the temporary office trailer to be located at 37 Groton Road.

- The asbestos removal – information sent to the State of NH – 10 days will be removed. Chair Moriarty asked Mrs. Corliss to obtain the date when this will happen and to let Bryant Lehr (CCI) know the timeframe.
- Geddes – will be starting the preparation to raise the Academy Building (Selectmen's Office Building) on August 13, 2018.
- Primex will not cover the Builders' Risk Insurance, but CCI is making the necessary preparations to obtain the insurance.
- Crowley Movers – unable to move until September 11. The Board listed other moving companies to contact to Mrs. Corliss.
- Mrs. Corliss will need to contact Jim Quinn (Triumph Trailers) about the cat 5 cable in the temporary office trailer and about over the stair covers to prevent icing on the stairs in the winter.
- A discussion was held regarding disconnecting the electric, water and #2 Fuel Oil in the Academy Building.

9:30 A.M. **ANY OTHER BUSINESS:**

- The Select Board discussed future newsletters and requested reviewing any future newsletters before they are sent out on any articles with a direct reference to town business. Selectman Hazelton moved that the official newsletter policy would be that any articles directly related to the town shall be reviewed by the Select Board at a meeting before sent out to the public, seconded by Vice-Chair Dunklee. The vote was unanimous.

9:40 A.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 9:40 a.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 2, 2018

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

OTHERS PRESENT: William York, William Powers, Donna Luti (Hebron Library Trustees), Carolyn Dole, Everett Begor (Gazebo Committee Member)

7:00 P.M. **LIBRARY TRUSTEES – BUILDING ACCESS REQUEST:** William York (Library Trustee Chair), William Powers, and Donna Luti approached the Select Board to discuss access changes to the Hebron Library. Chair York informed the Board that the Librarian has recently had a medical setback and she was ~~not~~ now in rehabilitation. The Librarian would be able to return to work on August 8, 2018, but would need a wheelchair ramp and direct access to bathroom facilities. Chair Moriarty had concerns about a ramp and access to bathroom facilities by August 8, 2018 due to the existing access to the building. Vice-Chair Dunklee stated that the bathroom would have to be expanded in order to make it handicapped accessible. Selectman Hazelton felt that due to the age of the buildings it would not be feasible. The Select Board and the Library Trustees discussed what needed to be done in order to see if the building could be made handicapped accessible. Mr. Powers informed the Select Board that the Library Trustees would be communicating the discussion this evening with the Librarian as she is considered an employee under the Library Trustees. Chair Moriarty stated that the process that the Board would have to go through could take up to 1 year to complete. The Board expressed how much they have appreciated what Mrs. Orr has done with the Library and would like to help make the building accessible to her needs. The Select Board agreed to move forward with an assessment of the building and hire TFMoran to complete the assessment. The Library Trustees thanked the Board for taking the time to meet.

7:23 P.M. **GAZEBO PROGRAM FIREWORKS:** Everett Begor approached the Select Board with the necessary permit in order to set off fireworks on the Hebron Common. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the permit for the Select Board, seconded by Selectman Hazelton. The vote was unanimous. Mr. Begor noted that the Fire Chief had already signed off on another permit for the fireworks.

7:36 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.

7:37 P.M. **DISCUSSION ITEMS:**

- Mrs. Corliss relayed to the Board that Doug Merrill inquired about Anne Bryan using **the folding tables located in the Old Fire Station for an antique show** to be held over the weekend. Vice-Chair Dunklee noted that the tables belonged to the Hebron Union Congregational Church and would refer Mr. Merrill to them.

7:44 P.M. **CORRESPONDENCE:**

- **NH Timberland Owners Association holding a training** at the Gemmill Forest (Groton Road) on August 10, 2018.
- **Invitation from Senator Guida** to tour the Bridgewater Power Plant on August 9, 2018.
- Request made to the Bridgewater-Hebron Village District from NH Department of Revenue Administration looking for necessary **paperwork in order to be able to set the 2018 Tax Rate** in the fall.

7:46 P.M. **ANY OTHER BUSINESS:**

- Chair Moriarty informed the Board that Bryant Lehr (CCI) would be providing an **updated contract for the Academy Building addition and renovations project**.

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- A discussion was held about **Primex (property liability insurance) not covering the builders' risk insurance on the project.**
- Mrs. Corliss updated the Board on **the preparations for moving into the temporary office trailer.** Eversource would be connecting the power soon and an updated estimate from Certified Computer Solutions, Inc. on moving the computers and set-up of the Town Clerk at 10 Church Lane and the rest of the town offices in the temporary office trailer.
- Selectman Hazleton informed the Board that he would like to revisit the **request from Fran Rukus and her brother to be buried in the Pratt Cemetery.** Mrs. Corliss informed the Board that Mrs. Rukus was meeting with Tracey Steenbergen, Town Clerk, on Saturday to do some research on the family plot. The Board agreed to revisit based on the results of Saturday's meeting.

7:58 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of July 19, 2018. Selectman Hazelton moved to accept the Select Board Meeting minutes of July 19, 2018 as submitted, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of August 1, 2018. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of August 1, 2018 as submitted, seconded by Selectman Hazelton. The vote was unanimous.

8:05 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:05 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 8, 2018

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

OTHERS PRESENT: John Carlson, Bill Nobles, Mike Madden, Roger Larochelle

9:00 A.M. **UPDATE ON MOVING TO TEMPORARY OFFICE:** Chair Moriarty informed the audience that the weekly meetings held by the Select Board on Wednesdays were for the Board to address issues that arise regarding the addition and renovations to the Academy Building projects. The meetings are open to the public. Chair Moriarty asked the audience to ask their questions and the Board could address them. John Carlson informed the Board that there was misinformation about the project being discussed around town and they were looking for correct information. Mr. Carlson stated that if the public were properly informed there would be more support for the project. Chair Moriarty reported that there would be a meeting held at the Red Barn on North Shore Road on August 28, 2018 presented by the Hebron Academy Building Advisory Committee on the project. Selectman Hazelton ~~inquired-suggested about~~ the reason for the residents stopping by may be directly related to the article in the Hebron Newsletter regarding the lack of funding for the elevator. Chair Moriarty stated that the elevator was not a requirement for the building as the existing lift would be in place in order to access the second floor meeting room. Mike Madden inquired about the swing set and playground area. Chair Moriarty replied that the Board tried to find another home for them, but the town's insurance company had condemned the equipment. Selectman Hazelton noted that a Hebron Common Committee had been appointed to oversee the beautification of the common and would be working on planning for future playground equipment.

Roger Larochelle (Chair of the Hebron Academy Building Advisory Committee) approached the Select Board to review discussion for the upcoming public meeting on August 28, 2018 to give an update on the Academy Building addition and renovations. Mr. Larochelle suggested that gifts be accepted unconditionally not specifically for a part of the building project. Mr. Larochelle would like the presentation to be moving forward on the project to be positive in nature. Chair Moriarty noted that he would contact Norman Larson (Christopher P. Williams Architects) to obtain a final set of plans for presentation.

Mrs. Corliss updated the Board on the following:

- Upstairs copier – currently used by Conservation Commission, Planning Board, Historic District Commission, and Zoning Board of Adjustment – can it be disposed of as it does not work properly. The Board agreed to dispose of the copier before the move.
- The Board signed the accounting manifest in order to process the check for All Pro Moving and Storage.
- Information kiosk – will be moved to the temporary office trailer located at 37 Groton Road.
- Alison York, Administrative Assistant, relayed to the Board the discussion with Pemi Fuels regarding the oil tanks at the Selectmen's Office.
- Building Permit Application – required for addition and renovations of the Academy Building. The Board asked that a building permit application be completed as well as a Historic District Commission application and Zoning Board of Adjustment application for the setbacks.

9:55 A.M. **ANY OTHER BUSINESS:**

- The Board discussed the recent correspondence with the Library Trustees regarding the Librarian returning to work and asked to discuss it further at the next Select Board Meeting on August ~~17~~16, 2018.

9:57 A.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 9:57 a.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 15, 2018

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

OTHERS PRESENT: Joe Hogan (Clerk of the Works), Roger Larochelle (Hebron Academy Building Advisory Committee Chair)

9:00 A.M. **UPDATE ON MOVING TO TEMPORARY OFFICE:**

Mrs. Corliss updated the Board on the following:

- Ron Collins (Historic District Commission) and Doug McQuilkin (Zoning Board of Adjustment) agreed that the town is exempt from the zoning requirements. The Select Board still would like to meet.
- Mrs. Corliss relayed to the Board that the move was complete, but the offices had not been completely unpacked.
- There is no phone service for the Selectmen's Office, but hopefully by the end of the week. Currently the staff was using their cell phones.
- Mango was going to disconnect the security alarm at 7 School Street and inquired about security for the temporary office trailer.

Vice-Chair Dunklee updated the Board on the removal of asbestos from the Academy Building and that an air quality test had been performed. Vice-Chair Dunklee also noted that samples of the interior wall (the wall to be partially removed) had been tested for lead and asbestos. This will protect the town and builder.

Roger Larochelle updated the Board on the change of date to August 29 at 7:00 p.m. at the Red Barn for the informational meeting on the building project. Mr. Larochelle noted that the Hebron Academy Building Advisory Committee would be meeting on August 16 to prepare for the August 29 meeting.

Chair Moriarty would be forwarding the final contract from Conneston Construction Inc. for signature on August 16, 2018 and the builders' risk insurance will be addressed at the same time.

Joe Hogan informed the Board that Bruce Barnard had given him a copy of the septic system installation design from 1997 to work from for the project.

9:32 A.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 9:32 a.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 16, 2018

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

OTHERS PRESENT: Fran Rukus, (husband), Tracey Steenbergen (Town Clerk), Bill Powers, Doug Merrill, Travis Austin (Police Chief)

7:00 P.M.

PRATT CEMETERY – PLOT REQUEST: Fran Rukus and husband approached the Select Board to discuss the reservation of two lots in the Pratt Cemetery located on Groton Road. Mrs. Rukus informed the Board that she had researched in length old town records and discovered that 6 cemetery plots were purchased by a family member which they had also paid for the plots to be maintained by the town. Mrs. Rukus noted that only 4 of the plots had been used and was requesting that she and her husband be buried in one of the plots. Mrs. Rukus informed the Board that she had met with Doug Merrill (Cemetery Sexton) to make sure the two lots were vacant and Mr. Merrill assured her they were. Mrs. Rukus also noted that the required markers had been placed around the plots as required once plots had been reserved. Chair Moriarty thanked Mrs. Rukus and commended her on the research done. Vice-Chair Dunklee moved to waive the current Cemetery Regulations which requires citizens of Hebron to reserve cemetery plots and to allow section 4 tier 10 to be used by family, seconded by Selectman Hazelton. The vote was unanimous. Mrs. Steenbergen asked the Board about the \$150.00 paid by Mrs. Rukus to reserve the plots where a family member had already reserved the plots. Mrs. Rukus informed the Board that, at the time she was doing the research, she was not aware that the Cemetery Regulations had been updated. Mr. Merrill asked the Board about handling future requests of a similar nature as the updated Cemetery Regulations will not be specific to every circumstance. The Select Board felt that the unusual requests that come to the Cemetery Sextons could be addressed by the Select Board as they arise. Selectman Hazelton asked Mrs. Rukus if there were other family relatives interested in the two vacant plots other than her brother, Dick Clancy. Mrs. Rukus replied that there was not and that she would work this out with her brother. Mrs. Steenbergen did make everyone aware that Dick Clancy had also requested to be buried in the Pratt Cemetery. Vice-Chair Dunklee amended the motion to waive the current Cemetery Regulations which requires citizens of Hebron to reserve cemetery plots and to allow section 4 tier 10 to be used by Mr. and Mrs. Rukus and Dick Clancy, seconded by Selectman Hazelton. The vote was unanimous. Mrs. Steenbergen and Mrs. Rukus asked for copies of the approved Select Board minutes for their records.

7:27 P.M.

ACTION ITEMS:

- Bill Powers approached the Select Board to give an **update on the Librarian's medical condition** and possible return to work. Mr. Powers read to the Board the recent communication from Mrs. Orr and the accessibility requirements for returning to work. Chair Moriarty felt that more than a lift into the building is required by the town as there is still no handicapped access to the bathroom facilities. The Board needs to hire an engineer to determine if it is possible to construct a handicapped ramp into both buildings as well as design a handicapped bathroom. Mr. Powers informed the Board that the Library Trustees are considering hiring a person to cover the Library in Mrs. Orr's absence and looked to the Board for a time frame. Chair Moriarty suggested six months to start. Mrs. Steenbergen suggested reviewing the Family Medical Leave Act to see how it may apply to the situation. Chief Austin noted that it would be helpful to discuss this with Primex (town's insurance provider). Mr. Powers informed the Board that the Library Trustees would keep them posted as to any changes or concerns. The Board thanked Mr. Powers for the update.
- The Select Board signed the **accounting manifest**.
- Chair Moriarty reported to the Board that the **Moose Plate Grant** awarded to the town would be honored by the NH Preservation Alliance as long as the project was done in accordance with the grant application.
- Vice-Chair Dunklee moved to approve the **builders' risk insurance with Conneston Construction Inc.** without the terrorism, seconded by Selectman Hazelton. The vote was unanimous.
- Mrs. Corliss relayed to the Board that **Bryant Lehr (Vice President Conneston Construction Inc.) would like to meet with the Board on a weekly basis** during the Academy Building addition and renovation project. Mrs. Corliss noted that Mr. Lehr would be available Wednesdays starting at noon. The Board agreed to change the current Wednesday meeting to start at noon and asked Mrs. Corliss to let Joe Hogan (Clerk of the Works) know of the new time.
- The Select Board signed **the contract with Conneston Construction Inc.** for the Academy Building addition and renovation project.

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

7:46 P.M.

CORRESPONDENCE:

- Copy of a **letter to Terry Murphy, Chairman of the Hebron-Bridgewater Refuse District**, from the State of NH Department of Environmental Services regarding recent sampling results at the incinerator.

7:49 P.M.

ANY OTHER BUSINESS:

- Selectman Hazelton discussed with the Board having **an agent, besides the Select Board, overseeing the fundraising the *Preservation of Town Buildings Fund*** and suggested the agent be Roger Larochelle. Chair Moriarty suggested that pledges be given directly to Mr. Larochelle in order to avoid the additional paperwork involved if funds had to be returned to donors. Selectman Hazelton moved to appoint Roger Larochelle as the agent to the Preservation of Town Buildings Trust Fund, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss informed the Board that the **bottom step at the Town Clerk's Office entrance was rotted** and needed to be replaced. Vice Chair Dunklee asked Mrs. Corliss to contact Biff Wisner about the making the repair.
- Mrs. Corliss informed the Board that she received a call back from **Consolidated Communications (phone service provider for the Selectmen's Office phone) about connecting the phone on Friday, August 17, 2018** between 8:30 a.m. and 5:00 p.m. Vice-Chair Dunklee offered to meet with them if necessary.

7:56 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of August 2, 2018 and made the following correction: page 1, under Library Trustees – Building Access Request, second sentence – change “not” to “now”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of August 2, 2018 as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of August 8, 2018 and made the following correction: page 1 under Update on Moving to Temporary Offices, sixth sentence – change “inquired” to “suggested” and page 1 under Any Other Business, first bullet – change “August 16” to “August 17”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of August 8, 2018 as amended, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of August 15, 2018. Selectman Hazelton moved to accept the Select Board Meeting minutes of August 15, 2018 as rendered, seconded by Vice-Chair Dunklee. The vote was unanimous.

7:58 P.M.

POLICE CRUISER – UPDATE: Chief Austin approached the Select Board to give an update on the new cruiser that was delivered. Chief Austin noted that the vehicle vinyl film installation was extremely poor and the cruiser was rejected. Chief Austin informed the Board that the dealer was going to order a 2019 police cruiser in white and honor the original price quoted. Delivery should be in a couple of months. Chief Austin wanted to put a hold on auctioning off the sedan at this time.

8:00 P.M.

MEETING ADJOURNED: Vice-Chair Dunklee moved to adjourn the meeting at 8:00 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 22, 2018

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

OTHERS PRESENT: Joe Hogan (Clerk of the Works), Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.)

ABSENT: Paul Hazelton

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr informed the Select Board that he had received to date from Norman Larson (architect with Christopher P. Williams) updated plans for the construction. Mr. Lehr was still missing the electrical and mechanical plans. Mr. Lehr passed around a sheet with contacts for sending communications. The Board should receive all invoices and change orders. Joe Hogan shared with Mr. Lehr and Mr. Baggaley the septic plan designed by Bruce Barnard (septic designer and installer) which outlined the locations of the tank and dry well. Mr. Lehr discussed the two parts of the project that were removed from the building addition/renovation project and discussed invoicing as the funds were coming from different sources. Mr. Lehr informed the Board that Mr. Baggaley would be going on vacation and John Mcauliffe would be the contact until Mr. Baggaley returned. A snow fence would be put in place as security to deter people from entering the construction area, the back sections had been removed from the building and were in the process of being cleaned up. There would not be lights on the Hebron Common as the power had been disconnected from the building. Mr. Baggaley noted that he discovered an old framed picture in the attic and thought it would be nice to remove the bell wheel from the attic to display in the front section of the new addition. Vice-Chair Dunklee suggested contacting the Hebron Historical Society to see if they were interested in the wheel. Mr. Hogan asked for Mr. Lehr to let him know when he had all the updated plans.

The Select Board still wanted to go forward with the Zoning Board of Adjustment and Historic District Commission hearings even though the town was exempt from land use laws. Mrs. Corliss reported that Consolidated Communications could not connect the Selectmen's Office phone any sooner than Friday. Vice-Chair Dunklee and Chair Moriarty stated they would be around if the phones needed to be connected after the Administrative Assistant had left for the day.

The Board suggested an article in the Hebron newsletter informing people that the snow fence was a hard hat area only and if they had questions to contact Chief Austin or to stop by the Selectmen's Office temporary trailer.

12:42 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 12:42 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
AUGUST 29, 2018

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

OTHERS PRESENT: Joe Hogan (Clerk of the Works), Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.)

ABSENT: Patrick Moriarty

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the list of items addressed to date with the project. Mr. Lehr informed the Board that it was their responsibility to hire a professional engineer firm to perform the necessary testing on the soils and the concrete as it was poured to ensure the work being performed was to the required specifications. Vice-Chair Dunklee asked Mrs. Corliss to contact Tom Burns at TFMoran about carrying out the required testing. Dan Baggaley noted that someone would have to be available on Tuesday, September 3, 2018 for the first testing. Mr. Lehr noted that stone and fabric would be laid under the foundation for drainage purposes. Mr. Lehr and Mr. Baggaley discussed the type of supports to be used in the basement to support the building above. Joe Hogan felt that the supports recommended would be sufficient. A discussion was held about the supports to be put in place below the lift once the building was lowered. Mr. Hogan described work he had done for the Masonic Hall in Bristol for a similar lift. Mr. Baggaley noted that the large safe that would be stored in the basement needed to be lowered in place before the foundation was closed. Vice-Chair Dunklee asked Mrs. Corliss to discuss this with Tracey Steenbergen, Town Clerk.

Bryant Lehr and Dan Baggaley left the meeting.

12:39 P.M. **ANY OTHER BUSINESS:**

- Vice-Chair Dunklee moved to approve change order #1 to add the Builders' Risk Insurance, seconded by Selectman Hazelton. The vote was unanimous.
- Selectman Hazelton moved to authorize Vice-Chair Dunklee to sign the change order, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Selectman Hazelton moved to authorize Vice-Chair Dunklee to sign the first payment request to Conneston Construction, Inc. in the amount of \$27,775, seconded by Vice-Chair Dunklee. The vote was unanimous.

12:42 P.M. Joe Hogan left the meeting.

- Mrs. Corliss informed the Board that Chair Moriarty asked that the legalities of the posting for the public meeting were done in accordance with NH RSA 91-A with the New Hampshire Municipal Association (NHMA). Mrs. Corliss stated that she would pass any replies from NHMA along to the Board.
- Mrs. Corliss informed the Board that she viewed a webinar on ADA Disability Discrimination and Accommodation requirements by the employer. Vice-Chair Dunklee moved to obtain a study of the Library and Town Clerk/Tax Collector Buildings on ADA requirement and any historical implications, seconded by Selectman Hazelton. The vote was unanimous.

1:20 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 1:20 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
SEPTEMBER 5, 2018

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

OTHERS PRESENT: Joe Hogan (Clerk of the Works), Bryant Lehr (Vice-President Conneston Construction, Inc.), John McAuliffe (Supervisor with Conneston Construction, Inc.)

ABSENT: Paul Hazelton

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. Mr. Lehr pointed out that some of the changes made to the structure would need to be reviewed by Norman Larson (architect with Christopher P. Williams) as the changes affect the structural integrity of the building. Chair Moriarty and Vice-Chair Dunklee agreed to this. Mr. Lehr noted that a couple of the sills were rotting and would be addressed once the building was lowered. Joe Hogan commented that he did still not have an updated copy of the construction plans.

Chair Moriarty updated Mr. Lehr and Mr. McAuliffe on the recent filing of a temporary restraining order against the town and the project. Chair Moriarty was happy to pass along that the judge denied the request and the project was able to continue. Vice-Chair Dunklee asked Mr. Lehr to submit an estimate to the Board outlining the costs incurred due to the delay.

12:20 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 12:20 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
SEPTEMBER 6, 2018

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

OTHERS PRESENT: Donna Luti and William York (Hebron Library Trustees), Travis Austin (Police Department), Beth Geever, Lin and Jim Westberg, Linda Morse

7:00 P.M. **HEBRON LIBRARY - UPDATE:** Bill York and Donna Luti approached the Select Board to give an update on the Hebron Library operations. Mr. York informed the Select Board that Paula McKinley had been hired in the interim. She also works at the Minot-Sleeper Library in Bristol, NH. Mr. York mentioned that Donna Luti had been helping out covering some hours at the Library. Mrs. Luti inquired if the Select Board had contacted Town Counsel regarding the issue as there are many people upset about the situation. Chair Moriarty replied that the Board had not been in contact with Town Counsel on this issue. Selectman Hazelton felt that once the assessment had been done on the property, the Board would have a better idea about addressing the issue. The Board thanked the Library Trustees for the update.

7:08 P.M. **ROUTE – 3A REDUCED SPEED LIMIT:** Lyn and Jim Westberg, Linda Morse, and Beth Geever approached the Select Board to request a reduction on the speed limit on Route - 3A to make it safer for the walking/biking traffic. Mrs. Westberg expressed to the Board concerns with the increased amount of traffic on Route-3A south, the increase in distracted driving, and the speed of the commercial vehicles. Chief Austin commented that the NH Department of Transportation sets the speed limit on Route 3-A so a letter would have to be sent to them requesting to lower the speed limit. Vice-Chair Dunklee stated that he would take the same position as in the past; opposing the idea. Route 3-A is a major highway for people and commercial traffic. The summer camps located on Route 3-A have underground access to get to their property on the lake side so this reduces the danger of younger children crossing the road. Beth Geever informed the Board that Terry Murphy (Chair of the Bridgewater Select Board) would share the information with the Board for a “Seasonal Speed Limit” reduction. Ms. Geever reported to the Board on the hazardous conditions crossing the road on Route 3-A from Merrill Road due to the blind corner. Ms. Geever informed the Board that reducing the speed limit to 40 miles per hour from Merrill Road to the 50 miles per hour would add an additional 45 seconds to Bridgewater townline. Chair Moriarty questioned why just reduce the speed limit seasonal, but why not all year round. Mrs. Westburg felt that year round would be great. Chief Austin supported the reduction in the speed limit, but noted that it would get the speed of vehicles from 60 mph to actually 50 mph as vehicles tend to drive 10 mph over the speed limit. Chair Moriarty discussed lowering the speed limit from North Shore Road south as there is more of a residential population. Vice-Chair Dunklee stated that the first step would be to send a letter to NH DOT with the request. Chief Austin noted that the NHDOT may want to conduct a traffic study first. Mrs. Westberg informed the Board that she needs to put her blinker on in her vehicle long before turning into the parking area for Hillside Condos and sometimes the cars do not slow down for her to turn. Mrs. Westberg handed the Board a signed petition with 18 signatures regarding lowering the speed limit during the summer months. Chair Moriarty informed the audience that the Board would discuss this matter further before coming to a vote.

7:24 P.M. **ACTION ITEMS:**

- Vice-Chair Dunklee moved to accept the resignation from Casey Kuplin as Highway Supervisor effective October 8, 2018, seconded by Selectman Hazelton. The vote was unanimous. Ben Hall approached the Select Board to express interest in the Highway Supervisor position. Mr. Hall stated that he was familiar with the position as he had helped Mr. Kuplin out on some of the road reconstruction projects. Vice-Chair Dunklee noted that one other person had expressed interest in the position. The Board asked Mrs. Corliss to invite Mr. Yeaton to meet with the Board. Mr. Hall commented that Mr. Kuplin had done well with the employees hired for the department and he would not plan on changing the arrangements. Chair Moriarty informed Mr. Hall that the road work would be a priority, the snow plowing would need to be stayed on top of (public and private), and another important factor was the administrative part of the position as the Town Auditors have expectations of the department heads with regards to signing off on the invoices in a timely manner. Chair Moriarty stated that, in the past, there had been conflicts with regards to plowing for the town and personal interests. Chair Moriarty made it clear to Mr. Hall that town business comes before private business. Vice-Chair Dunklee noted that the Joint Loss Management Committee meets four times a year and it was a requirement that department heads attend from each department. The Board thanked Mr. Hall for meeting with them.

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

- The Select Board signed the **accounting manifest**.
- The New Hampshire Municipal Association would be holding the **2019-2020 Legislative Policy Conference** on Friday, September 14, 2018 and was looking for a voting delegate for each town. The Select Board would not be available to attend.
- The **Grafton Regional Development Corporation** would be holding their annual meeting on September 13, 2019 and was looking for a Select Board member to attend. The Select Board would not be available to attend.
- The Select Board reviewed the **fee schedule** provided by Miller Engineering & Testing, Inc. for necessary testing to be performed on the Hebron Academy Building addition and renovation project. Vice Chair Dunklee moved to authorize Chair Moriarty to sign the Miller Engineering & Testing proposal, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board signed the letter to the NH Department of Labor to notify that the lift in the Selectmen's Office Building would be out of operation due to construction.
- Mrs. Corliss presented the proposal for **additional paving on Cooper Road and Hobart Hill Road** as a result of removing rocks from the roads. Vice-Chair Dunklee moved to approve the paving as proposed, seconded by Selectman Hazelton. The vote was unanimous. Vice-Chair Dunklee authorized Chair Moriarty to sign the GSM Paving proposal, seconded by Selectman Hazelton. The vote was unanimous.
- Mrs. Corliss reported the Select Board the request from the Conservation Commission to **add a middle railing to the Hebron Town Forest Bridge** to make it safer for smaller children. The Select Board agreed that the railing was adequate.
- The Board reviewed the **investigation submitted by Bill Robertie**, Fire Warden that was recently performed on a Fire Department employee. The Select Board felt that Fire Chief would address personnel issues directly.
- Mrs. Corliss informed the Board that she had reviewed **current expenditures on the Hebron Academy Building project** and expected that the loan on the project would be drawn on in late fall.
- Vice-Chair Dunklee informed the Board that the **roof on the Public Safety Building needs to be addressed in 2018** as the roofing shingles are in poor condition. The Select Board asked Mrs. Corliss to obtain estimates for reshingling the building and for metal roofing. The Board asked Mrs. Corliss to have the contractor give the pro's and con's on shingles vs. metal roofing.

7:49 P.M.

CORRESPONDENCE:

- **Notice from Atlantic Broadband** informing residential and business customers of new services or changes made since purchasing the business from MetroCast last year.

7:51 P.M.

ANY OTHER BUSINESS:

- Vice-Chair Dunklee informed the Board that he met with Maynard Young and Tony Albert at the **Highway Shed to review operational issues with the generator**. Vice-Chair Dunklee discussed with the Board the need to upgrade the lighting and recommended that the electrician hired rent a lift to replace the center lights.
- Mrs. Corliss informed the Board that Doug Merrill (Cemetery Sexton) contacted the office inquiring about **removing a dead tree from the Hebron Village Cemetery**. The Board authorized the Mr. Merrill to remove the tree unless it required hiring a tree service company and to let the town know.
- Mrs. Corliss informed the Board that the **windows in the crawl space of the Town Clerk/Tax Collector Building and the Hebron Library were damaged**. Vice-Chair Dunklee suggested contacting Ray Wisner (local contractor) to install new windows.
- Mrs. Corliss informed the Board that she spoke to Tracey Steenbergen (webmaster for town website) regarding the **recent issues with the operations and current capability of the site**. Mrs. Steenbergen had recommended utilizing Virtual Town Hall to design a new website for the town as the current program used for the site is out of date and limited capabilities. The Board asked Mrs. Corliss to work with Mrs. Steenbergen to obtain a quote from Virtual Town Hall.
- Chair Moriarty informed the Board that misinformation may ~~have been~~ given out by Nadine Miller (Deputy State Historic Preservation Officer with the NH Division of Historical Resources) regarding the historical status of the Academy Building once the foundation and addition are complete. The Board discussed the additional work involved in being a Certified Local Government, the requirements of the credentials of the Historic District Commission Members, and how the requirements will impact Hebron in the future. Vice-Chair Dunklee moved to **withdraw from being a Certified Local Government**, seconded by Chair Moriarty. The vote was unanimous.

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

- Chair Moriarty informed the Board that **Attorney Walter Mitchell (Mitchell Municipal Group) had not contacted him** since the judge denied the recent Injunction filed *Civil Case No. 1:18-cv-00794-LM Jonathan Karlsen, John Hilson, William Nobles, Jr., and Gordon Matthews v. Town of Hebron*. The Board had concerns about the additional costs in holding the project back and additional attorney fees.

8:12 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of August 16, 2018. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of August 16, 2018 as written, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of August 22, 2018. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of August 22, 2018 as written, seconded by Chair Moriarty. Chair Moriarty and Vice-Chair Dunklee voted in favor of the motion; Selectman Hazelton abstained as he was not present at the meeting. The vote passed.

The Select Board reviewed the Select Board Meeting minutes of August 29, 2018 and made the following change: page 1, first bullet under Any Other Business – add a space between “#1 and to”. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of August 29, 2018 as amended, seconded by Selectman Hazelton. Vice-Chair Dunklee and Selectman Hazelton voted in favor of the motion; Chair Moriarty abstained as he was not present at the meeting. The vote passed.

The Select Board reviewed the Select Board Meeting minutes of September 5, 2018. Chair Moriarty moved to accept the Select Board Meeting minutes of September 5, 2018 as submitted, seconded by Vice-Chair Dunklee. The vote was unanimous.

8:19 P.M. **MEETING ADJOURNED:** Selectman Hazelton moved to adjourn the meeting at 8:19 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
SEPTEMBER 12, 2018

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

OTHERS PRESENT: Joe Hogan (Clerk of the Works), Bryant Lehr (Vice-President Conneston Construction, Inc.), John McAuliffe (Supervisor with Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.)

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. Items reviewed were status of concrete foundation and the preconstructed wall panels would be delivered in early October. Mrs. Corliss informed Mr. Lehr that the Historical Society was interested in the bell wheel and would like to know the additional costs for removing the wheel from the attic. Mr. Lehr recommended to the Board that the structural engineer involved in the development of the architectural plans review the site during the construction process. Mr. Lehr noted that the rotted sills would be replaced when the building was lowered. Mr. Baggaley informed the Board that the building was scheduled to be lowered by the end of the month. The granite that was under the Academy Building had been sent out to be sawed to be placed as facing around the foundation. Mr. Lehr informed the Board that he was ordering the special doors to be installed where the elevator would go in the future.

Chair Moriarty updated the attendees on the Temporary Restraining Order (TRO) that was filed against the Town of Hebron to stop the project. Chair Moriarty stated that the judge denied the request, but the Select Board had to file a Motion to Dismiss.

12:25 P.M. Mr. Lehr and Mr. Baggaley left the meeting.

Mrs. Corliss informed Joe Hogan that she received a file of the updated plans from Norman Larson (architect with Christopher P. Williams) and discussed the size of copies he preferred.

Chair Moriarty informed the Board that people had commented about the signs on the house in the village. Vice-Chair Dunklee noted that the Hebron Zoning Ordinance allowed temporary signs to be displayed for 30 days. The Board discussed sending a cease and desist letter to the owner.

The Board reviewed the payment request from Conneston Construction, Inc. Selectman Hazelton moved to authorize payment as requested, seconded by Vice-Chair Moriarty. The vote was unanimous.

Selectman Hazelton moved to authorize Chair Moriarty to sign the payment request, seconded by Vice-Chair Dunklee. The vote was unanimous.

Mrs. Corliss informed the Board that she had received two more right to know requests. Mrs. Corliss noted that one of the requests was extensive which she had contacted the attorney to narrow down the specifics of the information that was being requested. The other request was for the town email distribution list. A discussion was held regarding the cost for the list and if this was included in the right to know information. Chair Moriarty informed the Board that he would discuss this with Attorney Mitchell and ask that he discuss this further with Karen Corliss, Town Administrator.

Vice-Chair Dunklee informed the Board that he would not be attending the September 20, 2018 regular Select Board Meeting as he has a previous engagement.

Selectman Hazelton informed the Board that he would not be at the October 3, 2018 noon meeting due to a previous engagement.

12:45 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 12:45 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
SEPTEMBER 19, 2018

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

OTHERS PRESENT: Joe Hogan (Clerk of the Works), Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.)

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. The Academy Building is scheduled to be lowered onto the foundation on September 20, 2018. Excavation will happen next week to backfill in two sides of the foundation under the Academy Building and the excavation for the foundation for the addition will be started. Mr. Lehr contacted the Lula Elevator manufactures about ordering a door to be installed during the construction process as this will be installed in the future. Mrs. Corliss inquired about the process for moving the large safe out of the Town Clerk's office. Vice-Chair Dunklee noted that a rigging company would need to be hired to move the safe. Mr. Baggaley felt that a piece of machinery onsite could move the safe from the exterior of the building and carefully place the safe in the basement of the addition. Mr. Baggaley thought that the safe may need to be moved in the second week of October. Mr. Baggaley discussed with the Board the construction of the mechanical room basement wall with or without an additional framed door for a future enclosed storage room. Joe Hogan felt that enclosing the wall and construction the door and frame at a later date was no issue and did not see the need for an additional door in the room.

12:32 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 12:32 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
SEPTEMBER 20, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief), Camille Bharucha and Parker Griffin, Douglas McLane

ABSENT: John Dunklee – previous engagement

7:00 P.M. **HEBRON LIBRARY - UPDATE:** Camille Bharucha asked the Board why the email addresses were made available. Chair Moriarty replied that the town's attorney informed them that, if requested, they were public information. Chair Moriarty was disappointed with the attorney's decision and has since had his removed from the town's list and Jonathan Karlsen's list. Mrs. Corliss explained that the email addresses used to send notices were considered part of the Right to Know law and if requested the town was required to make them public. Mrs. Corliss stated that the property mailing list and Voter Checklist fell under the same law. Selectman Hazelton felt that the Board should revisit the Right to Know law pertaining to this request as many felt it was an invasion of privacy. Chief Austin added that the information was provided under NH RSA 91-A Freedom of Information Act regarding public information as the email list was used by the town to send out public information. Ms. Bharucha felt that a privacy law would protect this type of information. Chair Moriarty updated the Ms. Bharucha and Mr. Parker on the recent filing of an injunction and temporary restraining order against the town. Chair Moriarty noted that the judge denied the temporary restraining order, but there would still be a hearing on the injunction. Selectman Hazelton felt that this could have been shorter had the town had a more aggressive attorney. Chair Moriarty addressed Mr. Griffin's question regarding the significantly higher construction bids for the Academy Building addition and renovation project. Chair Moriarty commented that the contractors were bidding on the specifics of the project as opposed to the general addition and renovation project as the architect received the original quote. Selectman Hazelton pointed out that the construction firm hired, Conneston Construction, Inc. had worked with the committee to bring the number a lot closer to the \$1.45 million as voted by the residents at town meeting.

7:14 P.M. **NEWFOUND LAKE – REQUEST TO LOWER LEVEL:** Doug McLane approached the Select Board to discuss the recent testimony by Rick Van DePoll regarding getting Newfound Lake level lowered closer to levels over 20 years ago. Many believe that the increased growth in vegetation in the lake and the erosion of beaches are the result of higher lake levels. Mr. McLane reviewed with the Board a graph outlining the history of the level of Newfound Lake and pointed out the proposed level which the lake will be lowered. The Select Board agreed to sign the letter in support of the petition to lower Newfound Lake. Ms. Bharucha inquired how long the lake would be left at the lower level. Mr. McLane thought that it would be lowered at least a couple of years to determine if this would result in less erosion and less algae and vegetation growth in the lake. Selectman Hazelton moved to send a letter to the State of NH Department of Environmental Services Dam Bureau in support of lowering the lake level, seconded by Chair Moriarty. The vote was unanimous.

7:39 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board discussed the **appointment recommendation from the Historic District Commission** of Chris Laux to the vacant position. Chair Moriarty asked Mrs. Corliss to invite Mr. Laux to a Select Board Meeting to introduce himself.
- The Select Board reviewed the two **Notice of Intent to Cut forms** for property owned by Green Acre Woodlands, Inc. The Board asked Mrs. Corliss to discuss with Casey Kuplin, Highway Supervisor, the amount of bond to be posted. Chair Moriarty noted that this is common practice for logging on Class VI Roads.

7:47 P.M. **DISCUSSION:**

- The Select Board discussed the recent correspondence from the Historic District Commission regarding the **sign hung on a residence in the Historic District**. The Select Board agreed to send a cease and desist letter.
- The Select Board agreed to **hold off on deciding to make the request to the State of NH Department of Transportation to lower the speed limit on Route 3-A** from the North Shore Road intersection south to the Bridgewater town line.
- The Select Board reviewed the **proposal from Virtual Towns & Schools** to create a new town website. Mrs. Corliss noted that the proposal was the same as from 2016. Chair Moriarty moved to approve the

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proposal submitted by Virtual Towns & Schools to create a new town website, seconded by Selectman Hazelton. The vote was unanimous.

- The Select Board reviewed the **proposal from Black Diamond Builders of NH for replacing the shingles on the Public Safety Building roof**. The proposal outlined the cost for shingles and the cost for metal roofing. Mrs. Corliss informed the Board that the existing shingles were under warranty and that she contacted the manufacturer about reviewing the condition to determine if the town could receive any funds towards replacing the existing roofing material.
- The Select Board reviewed **two articles suggested for the Hebron Newsletter**. The Board approved the two articles for printing. One was a link to the recent court order dated September 4, 2018 and the other was the link to the Secretary of the Interior Guidelines for Rehabilitation.

7:58 P.M.

CORRESPONDENCE:

- Information from Madeleine MacDougall, regarding recent **legislation updates that impact certain aspects of tax collection**. One very important bill was the changes to interest rates prior to lien at 8% and after redemption at 14%.
- Email from Kirk Phelps (resident on Pike Hill Road) concerning **work that needs to be done to Pike Hill Road before winter**.
- **Memo from Mae Williams outlining the work done to date** on the Hebron Historical Sites Disaster Mitigation Project.

8:01 P.M.

ANY OTHER BUSINESS:

- Chair Moriarty inquired about any further conversations with Doug Morrisette (Bank of NH) on releasing the **letter of credit on Kill Mountain Road**. Mrs. Corliss informed Chair Moriarty that there have been no calls from Mr. Morrisette in a while.
- The Select Board discussed the interest of Ben Hall in the Highway Supervisor position. Mrs. Corliss informed the Board that the other individual interested in the position has withdrawn interest as it was not a full time position. The Board discussed how the position was filled in the past. Mrs. Corliss replied that the two prior Highway Supervisors expressed interest and met with the Board to discuss the opening. Chair Moriarty moved to **appoint Benjamin Hall as Highway Supervisor**, seconded by Selectman Hazelton. The vote was unanimous.
- Mrs. Corliss informed the Board that the **Gazebo Committee members needed to be reappointed**. Chair Moriarty moved to reappoint Everett Begor, John LaCarte, and Robert Brooks as Gazebo Committee members until September 2019, seconded by Selectman Hazelton. The vote was unanimous.

8:12 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of September 6, 2018 and made the following corrections: page 2, under Any Other Business, fifth bullet, first sentence – add “may have been given” in place of “may be given”. Selectman Hazelton moved to accept the Select Board Meeting minutes of September 6, 2018 as amended, seconded by Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of September 12, 2018. Selectman Hazelton moved to accept the Select Board Meeting minutes of September 12, 2018 as written, seconded by Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of September 19, 2018. Selectman Hazelton moved to accept the Select Board Meeting minutes of September 19, 2018 as submitted, seconded by Chair Moriarty. The vote was unanimous.

8:19 P.M.

LEGAL MATTERS: Chair Moriarty discussed the recent request to meet with the petitioners as recommended by Town Counsel. Chair Moriarty and Selectman Hazelton agreed to meet with the following conditions: 1. All parties attend, 2. The town’s expenses are paid in full by the petitioners, and 3. There will be no negotiating on the existing construction and addition.

8:24 P.M.

FIRE DEPARTMENT – UPDATE: Chief Fischer entered the meeting and updated the Board on the recent **Lakes Region Mutual Fire Association Meeting**. Chief Fischer informed the Board that there would be a slight increase to the dispatching in the 2019 budget. Mrs. Corliss informed Chief Fischer that the Board would be reviewing the Ambulance and Fire Agreement with the Town of Groton to be renewed in 2019. A discussion was held about many Fire and Ambulance Departments being faced with the lack for younger personnel. Chief

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Fischer commented that there is not the same interest in joining a Fire Department as in the past. Chief Austin stated that the Police Department is in the same position.

Chair Moriarty updated Chief Fischer on the **petition to lower the lake levels**. Chief Fischer noted that the only concern he had was the impact on the dry hydrants in the lakes and rivers. Chief Fischer questioned the length of time that the lake would remain at the lower level. Chair Moriarty replied that it may be a couple of years.

8:44 P.M. **MEETING ADJOURNED:** Selectman Hazelton moved to adjourn the meeting at 8:44 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
SEPTEMBER 26, 2018

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

OTHERS PRESENT: Joe Hogan (Clerk of the Works), Bryant Lehr (Vice-President Conneston Construction, Inc.), Dan Baggaley (Supervisor with Conneston Construction, Inc.), Cheryl Esty

ABSENT: Paul Hazelton

12:00 P.M. **UPDATE ON ACADEMY BUILDING CONSTRUCTION:** Bryant Lehr reviewed with the Board the work to date on the project. The Academy Building was placed back on the foundation and next week the footings will be poured for the addition. Towards the end of the week the foundation walls are scheduled to be poured. Mr. Lehr noted the various upcoming inspections to be done on the concrete. Mrs. Corliss informed Mr. Lehr and Mr. Baggaley that the Tax Collector had a small safe to be moved into the storage area of the basement and wanted to know if this should be moved at the same time as the large safe. Mr. Lehr replied yes that would be the best time. Mr. Lehr informed the group that the neighbor (to the back of the building) had questioned the frosted windows in all the back windows. The Select Board felt that the frosted windows were only necessary in the Town Clerk's Office and the downstairs bathroom. Mr. Lehr and Mr. Baggaley discussed with the Board the additional drainage pipe and suggested that this be eliminated as it was not necessary with this type of soil, the stone and the fabric below the foundation floor. The Select Board agreed that the additional drainage pipe was not needed. Mr. Lehr inquired about the types of locks on the various doors. Mrs. Corliss stated that she would discuss this with the Town Clerk and Tax Collector.

12:23 P.M. Bryant Lehr, Dan Baggaley, and Cheryl Esty left the meeting.

12:24 P.M. **ANY OTHER BUSINESS:**

- Mrs. Corliss informed the Board that road bonds and signing the Notice of Intent to Cut Wood form were two independent items, therefore; signing the Notice of Intent to Cut Wood form could not be held up for this reason. The Select Board signed the two **Notice of Intent to Cut Wood forms** submitted for Green Acre Woodlands, Inc. for properties located off Tenney Lane (Tax Map 15 Lot 001 and Tax Map 10 Lot 001).
- The Select Board signed the **letter to Ken Finemore (Asst. Chief Engineer, Dam Bureau) at NH Department of Environmental Services** supporting his request to lower Newfound Lake waters back closer to their historic levels.
- Mrs. Corliss submitted an **application for payment to Conneston Construction, Inc.** Vice-Chair Dunklee moved to authorize Chair Moriarty to sign all future applications for payment from Conneston Construction, Inc. and in his absence one other Select Board member, seconded by Chair Moriarty. The vote was unanimous.
- Chair Moriarty discussed with Vice-Chair Dunklee the **proposed meeting on the latest petition regarding the Academy Building.** Chair Moriarty informed Vice-Chair Dunklee that he spoke to Town Counsel regarding the status of the first case and did not receive much feedback from Attorney Mitchell.

12:47 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 12:47 p.m., seconded by Chair Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

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