

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JANUARY 2, 2018

PRESENT: Patrick Moriarty, Ellie Lonske, and Karen Corliss, Town Administrator

OTHERS PRESENT: Madeleine MacDougall (Tax Collector), Roberta Holt (Deputy Tax Collector), Alison York (Administrative Assistant)

ABSENT: John Dunklee

2:00 P.M. **TOWN CLERK AND TAX COLLECTOR BUILDING – FURNACE MALFUNCTION:** Member Lonske discussed with Madeleine MacDougall and Robert Holt the option of moving upstairs in the Selectmen’s Office Building due to the frozen furnace. Mrs. MacDougall noted that Tracey Steenbergen (Town Clerk) had agreed that moving upstairs was fine with her. Chair Moriarty felt that the move would be for the winter due to the amount of damage to the furnace. Mrs. MacDougall questioned the amount of furniture to be moved and if the filing cabinets should be moved due to the amount of weight that will be on the second floor. Chair Moriarty asked for a list of furniture and equipment to be brought over. Mrs. MacDougall replied desks, printer, computers, and a couple of filing cabinets. Mrs. MacDougall relayed to the Board her conversation with Certified Computers which they felt that they could connect the computers on Thursday, depending on the storm. Member Lonske informed everyone that Peter Carey offered his barn for storage of unused items to prevent any damage. Chair Moriarty asked Mrs. Corliss to make sure the water to the building gets turned off, the electricity was shut off, and an alternate solution was offered to the Library for restrooms. A discussion was held about utilizing a storage unit for any furniture or boxes that could not be moved into the upstairs of the Selectmen’s Office Building.

2:58 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 2:58 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
JANUARY 11, 2018

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

OTHERS PRESENT: John Fischer (Fire Chief)

7:00 P.M. **COMSTAR 2018 RATES:** Chief Fischer approached the Select Board to review the current rates charged by Comstar (ambulance billing service) for ambulance service provided by the Hebron Ambulance. Chief Fischer reviewed the rates charged for the average top 50 clients which Comstar represents and noted that the rates charged by Hebron was significantly lower. Chief Fischer recommended to the Board increasing the rates 20% across the fee schedule. Member Lonske noted that this would offset the revenues for the individuals who were unable to pay. Vice-Chair Dunklee moved to increase the ambulance service rates charged by Comstar for ambulance services by 20%, seconded Member Lonske. The vote was unanimous.

Chief Fischer relayed to the Board that in the upcoming months he would be evaluating closely ways to ensure that Hebron would be able to continue to provide EMS coverage on a 24/7 basis. Chief Fischer informed the Board that the requirements and certifications for first responders demands a significant commitment from an individual in order to be able to work on an on-call basis for the department. Chair Moriarty recommended that Chief Fischer consider offering an incentive for people to be willing to invest the time in the training and still dedicate a couple of years to the department. Chief Fischer informed the Board that he would be following up within a couple of months on his recommendations for the future of the EMS side of the Fire Department business.

7:15 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed a **Notice of Intent to Cut Wood or Timber form** for the Society for the Protection of NH Forests to harvest timber from property on Groton Road (Tax Map 23 Lot 007.002).
- The Select Board signed a **Veteran's Tax Credit**.

7:18 P.M. **DISCUSSION ITEMS:**

- Mrs. Corliss reported to the Select Board that the **Town Clerk, Tracey Steenbergen, and the Tax Collector, Madeleine MacDougall, have completed the move of their offices to the upstairs of the Selectmen's Office Building** and the computer/phone connections had been made so they could perform their day to day tasks. Member Lonske commended everyone involved for making the move as smooth as possible and working together. Member Lonske relayed to the Board that she had applied for a grant to perform a structural assessment and architectural analysis of the Memorial Hall Building and Grange (Library). Vice-Chair Dunklee questioned when the furnace would get fixed and the bathroom would be operational because the Library still needs access to a bathroom. Chair Moriarty questioned where the funding will come to repair the building. Vice-Chair Dunklee would like Eastern Propane contacted about a new furnace and a plumber contacted to repair any damage to the bathroom due to the freeze up of the building. Chair Moriarty felt that the Board had to approach the repairs different than in the past. If there is to be a furnace in the middle connector to the two buildings the area should be insulated.
- Mrs. Corliss informed the Board that Paul Morrison (electrician) reviewed the **lighting situation at the Highway Shed** and recommended changing the interior lights to LED's. The cost would be approximately \$450-\$500 per fixture. The Select Board agreed to hire Mr. Morrison to change out the lights.
- The Board discussed **changing the locks at the Highway Shed** as opposed to installing a secure key card system due to the cost of the project.
- Mrs. Corliss relayed to the Board a request from Norman Larson (architect with Christopher P. Williams) regarding addressing the **asbestos in the furnace room of the Academy Building**. The

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Board asked Mrs. Corliss to inform Mr. Larson that the town would address this issue before the renovations start.

- The Board reviewed the **draft Budget Hearing packet** prepared for the public hearing on January 23, 2018. The warrant article for the structural assessment and architectural analysis was removed. Member Lonske noted that Don Franklin (Town Auditor) had commented on the proposal to change the fiscal year to go from July 1 to June 30 and was in favor of the change. The Board requested that a warrant article be added for this purpose.
- Mrs. Corliss informed the Board that some research had been done about adding an account line in the budget to **cover maintenance on town properties that did not include buildings** such as the town forest or town beach. Mrs. Corliss noted that in the past any maintenance done on these properties came out of the Highway Department Budget which reduced funds available to maintain the roads. The Board asked Mrs. Corliss to add the account to the 2018 Budget.
- Mrs. Corliss informed the Board that she received a **quote from Town and Country Reprographics, Inc. regarding printing the 2017 Annual Report** for \$1,524.83. The Select Board accepted the quote.
- Mrs. Corliss reviewed with the Board the **Contribution Assurance Program (CAP) Agreement with Property & Liability Program with Primex** and noted that this proposed increase was customary with other providers. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the agreement with Primex, seconded by Member Lonske. The vote was unanimous.
- Mrs. Corliss asked the Board about contracting with **Roberts & Greene to prepare the MS-535** for Hebron. Vice-Chair Dunklee moved to hire Roberts & Greene to prepare the MS-535 form for Hebron's financials for the fiscal year ending December 31, 2017, seconded by Member Lonske. The vote was unanimous.

8:30 P.M. **CORRESPONDENCE:**

- **Invitation from the Newfound Area School District** to the Strategic Planning Committee meeting on Wednesday, January 17, 2018.

8:31 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of December 21, 2017. Member Lonske moved to Select Board Meeting minutes of December 21, 2017 as presented, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of January 2, 2018. Member Lonske moved to accept the Select Board Meeting minutes of January 2, 2018 as written, seconded by Vice-Chair Dunklee. The vote was unanimous.

8:37 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:37 p.m., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JANUARY 18, 2018

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

OTHERS PRESENT:

7:00 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Petition for License** as submitted by Eversource Energy to be replaced on George Road.
- The Select Board signed a **letter to Edward and Donna Gregory** on Panorama Lane regarding concerns with material washing into the town road.

7:07 P.M.

DISCUSSION ITEMS:

- Member Lonske updated the Board on conversations with Nancy Brooks (owner of the Hebron Village Store) and the Librarian, Robin Orr regarding **moving the portable toilet from the store area closer to the Library**. The Library would then have a restroom available to patrons. Member Lonske had not heard back from Mrs. Brooks before the meeting, but requested that Mrs. Corliss contact her before moving the portable toilet. Vice-Chair Dunklee requested that Mrs. Corliss wait until after the meeting with Eastern Propane about replacing the furnace. A discussion was held about the lack of insulation in the connector room between the Library and the Town Clerk/Tax Collector Building. It was also noted that the Library has been storing numerous boxes near the furnace which should be removed for safety purposes. Member Lonske would like to see work done to the building that would have a long term effect, such as a basement in which the furnace could be located. The connector room has no insulation and you can see out through the walls and around the doors. Before any final decisions would be made, Chair Moriarty wanted to meet with Eastern Propane to hear their thoughts.

7:16 P.M.

CORRESPONDENCE:

- **Letter from Edward Gordon, Newfound Area School District Moderator**, appointing Peter Carey as Assistant Moderator in supervising the voting on school district issues.
- **Notice from Atlantic Broadband** regarding the acquisition of the MetroCast Cable System.

7:23 P.M.

ANY OTHER BUSINESS:

- Member Lonske relayed to the Board that she discussed the **Cockermouth River ice jam and trees into the river** with Casey Kuplin, Highway Supervisor. Mr. Kuplin informed Member Lonske that he would meet with Lee Alexander (abutter to the Cockermouth River) about accessing the river through Mr. Alexander's property to remove trees causing the ice to jam.
- Member Lonske looked to the Board for the **status on the North Shore Road dry hydrant**. Vice-Chair Dunklee informed Member Lonske that the plans and wetlands permits were finalized and that Mr. Kuplin would be installing the dry hydrant soon. Member Lonske expressed concerns with possible damage to the dry hydrant by ice dams in the winter. Vice-Chair Dunklee responded that the town could buy and install a new hydrant if that happened.
- Mrs. Corliss informed the Board that Alison York, Administrative Assistant, and Chief Fischer, Emergency Management Director, would be attending a **meeting tomorrow morning in Lebanon regarding completing the paperwork for the flooding of October 30/31** as the damage caused from the storm in NH had been recently declared a disaster and would be available for FEMA funding.
- Mrs. Corliss informed the Board that the packet for the **Public Hearing on the 2018 Budget** had been updated and would be uploaded to the town website.

7:25 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of January 11, 2018 and recommended the following changes: page 1, under Discussion, first bullet,

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third sentence – add “and Grange (Library) after “Memorial Hall Building”. Member Lonske moved to Select Board Meeting minutes of January 11, 2018 with the change, seconded by Vice-Chair Dunklee. The vote was unanimous.

7:26 P.M. **NON-PUBLIC SESSION:** Member Lonske moved to enter into non-public session pursuant to NH RSA 91-A:3(e), seconded by Vice-Chair Dunklee. The vote was unanimous. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes

7:45 P.M. **OUT OF NON-PUBLIC SESSION:** Member Lonske moved to come out of non-public session at 7:45 p.m., seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes Member Lonske moved to seal the minutes for five years, seconded by Vice Chair Dunklee. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes

7:46 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 7:46 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
PUBLIC HEARING ON THE BUDGET AND WARRANT ARTICLES
JANUARY 23, 2018

PRESENT: Pat Moriarty, John Dunklee, and Administrative Assistant, Alison York

OTHERS PRESENT: Travis Austin (Police Chief), Bruce Barnard, Maynard Young, Bob Brooks, Anice Peterson, Don Musial

7:00 P.M. **OPEN PUBLIC HEARING ON BUDGET AND WARRANT ARTICLES:** Chairman Moriarty opened the public hearing at 7:00 p.m.

WARRANT ARTICLE 1: Chairman Moriarty read Warrant Article 1 to choose all Town Officers for the ensuing year by official ballot.

WARRANT ARTICLE 2: Vice-Chair Dunklee read Warrant Article 2 to vote to raise and appropriate \$24,000 to pave Stoney Brook Road. Bob Brooks asked for the location of Stone Brook Road. Vice-Chair Dunklee replied that it was located off Cooper Road.

WARRANT ARTICLE 3: Chair Moriarty read Warrant Article 3 to raise and appropriate the sum of \$33,000 to purchase a new police cruiser. Anice Peterson asked if the town will sell the old police cruiser. Chair Moriarty replied yes.

WARRANT ARTICLE 4: Chair Moriarty read Warrant Article 4 to raise and appropriate \$63,703 to be added to the Capital Reserve Funds as follows:

Police	\$6,000
Highway	\$15,000
Fire	\$100
Ambulance	\$20,000
Communications	\$5,000
Assessment Services	\$5,403
Cemetery Tombstones and Fence	\$2,000
Dry Hydrant	\$100
Road Emergency Repairs	\$5,000
Culvert Repair & Maintenance	\$5,000
Security Alarm	\$100

WARRANT ARTICLE 5: Chair Moriarty read Warrant Article 5 to raise and appropriate the sum of \$11,350 for the Gazebo Programs. Chair Moriarty referred to Bob Brooks (Gazebo Committee Member) to explain the article.

WARRANT ARTICLE 6: Chair Moriarty read Warrant Article 6 to raise and appropriate the sum of \$4,000 to remove the well tile from the Hebron Common and replace it with a standard wellhead and a "hydrant" for potable water and irrigation. Vice-Chair Dunklee noted the location of the well tile on the Common and explained that by making this change people would have access to water on the common for drinking and taking care of the vegetation on the common. Maynard Young inquired about burying the well head. Vice-Chair Dunklee replied yes, according to current regulations the wellhead could be buried.

WARRANT ARTICLE 7: Chair Moriarty read Warrant Article 7 to see if the town would adopt a single 18 month accounting period running from January 1 of the calendar year following adoption and ending June 30 of the next following year to change to an Option Fiscal Year. Maynard Young asked if the elections for public officials would change as well. Chair Moriarty replied that Tracey Steenbergen, Town Clerk would review.

WARRANT ARTICLE 8: Chair Moriarty read Warrant Article 8 to raise and appropriate the sum of \$1,225,849 as an operating budget for 2018 Fiscal Year. Bob Brooks asked the reason for the increase to legal expenses. Chair Moriarty replied that the monies were budgeted in anticipation of addressing issues with town properties. Bob Brooks asked the reason for the increase to the Library Budget. Vice-Chair Dunklee replied that the increases were to salaries and other expenses.

Chair Moriarty informed the audience that there had been new legislation introduced that would bring back donor and receiver towns regarding contributions to education funding. Bruce Barnard commented that additional funds raised for the Newfound Area School District would supplement other towns.

In review of the current Bond Payment Schedule, Chair Moriarty noted that the loan for the Hebron-Bridgewater Refuse District Facility would be paid off in 2019, but the town would continue to be responsible for the legacy costs concerning the landfill.

7:45 P.M. **PUBLIC HEARING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting, seconded by Chair Moriarty. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
JANUARY 23, 2018

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

OTHERS PRESENT: Rob Drake (Energy Consultant with Eastern Propane)

ABSENT: Ellie Lonske

12:00 P.M. **TOWN CLERK AND TAX COLLECTOR BUILDING – FURNACE MALFUNCTION:** Rob Drake met with the Select Board to discuss the next step in addressing the furnace issue in the Town Clerk and Tax Collector Building. Mr. Drake reported that a very efficient furnace will create more condensation in an area that is not heated resulting in condensation freezing inside the furnace causing it to malfunction. Chair Moriarty asked Mr. Drake for an estimate cost for replacing the furnace. Mr. Drake replied that a furnace with 80% efficiency would cost about \$5,000 to \$7,000 to replace. The Board and Mr. Drake left the building to examine the condition of the furnace in the building.

12:45 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 12:45 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
FEBRUARY 1, 2018

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

OTHERS PRESENT: Representative Suzanne Smith, Tracey Steenbergen (Town Clerk), Travis Austin (Police Chief) Ivan Quinchia and Roger Larochelle (Hebron Academy Advisory Committee members), Alison York (Administrative Assistant)

7:00 P.M. **UPDATE FROM REPRESENTATIVE SMITH:** Representative Suzanne Smith approached the Board to give an update on legislative issues. Representative Smith updated the Board on the recent bill brought forth regarding educational funding which could potentially bring back the donor/receiver towns. Chair Moriarty inquired about the timeline for this bill. Representative Smith replied that on March 1st it goes to the House for a vote than two weeks after to the Senate. Representative Smith reviewed other bills regarding the NH Retirement System, changes to NH Department of Environmental Service rules (wetlands permits, docks, alteration of terrain,,), and an update on the recent ruling by the Site Evaluation Committee regarding Northern Pass. Representative Smith reminded the Board that if there are any bills proposed and they have concerns to let her know so she can obtain more information. The Board thanked Representative Smith for meeting with them.

7:19 P.M. **UPDATE ON TOWN CLERK/TAX COLLECTOR RELOCATION:** Tracey Steenbergen and Alison York approached the Select Board to give an update on relocating the Town Clerk and Tax Collector's Offices to the upstairs room of the Selectmen's Office Building. Mrs. Steenbergen reported to the Board that Madeleine MacDougall (Tax Collector) and she (Town Clerk) are very happy in the upstairs room of the Selectmen's Office building. Mrs. Steenbergen noted that the communication between offices is much better, the lighting upstairs is great, and the customer privacy has improved. Mrs. Steenbergen and Mrs. MacDougall are requesting to stay upstairs until the offices move out of the building when the addition and renovations start. Mrs. Steenbergen noted that one customer had an issue with trying to get the front door open and requested purchasing a wireless doorbell in order for her to hear if there is a customer at the front door. Chair Moriarty questioned the safety of the vital records and the safe located in the other building. Mrs. Steenbergen replied that the records are secure and safe, there are some concerns about preserving the records when the temperatures rise and if there were to be variable humidity in the room. For now the records are fine, but Mrs. Steenbergen had explored costs for preserving the condition on the older records from the late 1700's. Mrs. Steenbergen informed the Board that she met with the Town Clerk in the Town of Campton, Hannah Joyce, to review the record preservation that she had been doing for many years by setting aside \$5,000 each year specifically for preservation of town records. Member Lonske asked Mrs. Steenbergen if she would prefer to go back into the 10 Church Lane (Memorial Hall Building) or to an office trailer. Mrs. Steenbergen replied that she could go either way since the software utilized by her office does not connect with any other office in order to perform the duties. Mrs. Steenbergen noted that Mrs. MacDougall would probably prefer to stay connected directly with the Selectmen's Office as the two software programs have to work together. Mrs. Steenbergen informed the Board that she would look into the cost for preserving the documents kept in the safe and get back to the Board.

7:40 P.M. **MEMORIAL HALL FURNACE REPLACEMENT:** The Board reviewed the estimate from Eastern Propane for replacing the furnace in the Memorial Hall Building (Town Clerk/Tax Collector) that malfunctioned in late December 2017. Member Lonske stated that since the building was unoccupied she would like to defer on making a decision on replacing the furnace and wait until the structural analysis and architectural study have been completed to make an informed decision moving forward. Chair Moriarty stated that since it is a historical building it should be preserved and kept heated to reduce further damage. Ivan Quinchia felt that holding off heating the building for 2 or 3 months would not do any harm and would allow the existing furnace to thaw at which time the Board can determine if the furnace is any good. Mr. Quinchia suggested insulating under the middle sections and the interior to

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prevent 20 – 30 mph winds out of the building and protecting the temperature conditions inside the connector building. Vice-Chair Dunklee felt that the preservation of town records was top priority and moved to hire Eastern Propane to install the proposed furnace in order to get the building up to temperature. Chair Moriarty stated that he does not want to leave the building unheated. Member Lonske felt that there should be no hurry in replacing the furnace. Chair Moriarty stated that he would like to prevent more damage for happening and would like to install a new furnace now. Vice-Chair Dunklee pointed out that the technician from Eastern Propane had Red Tagged the furnace and noted it would need to be replaced. Chair Moriarty seconded the motion. Vice-Chair Dunklee and Chair Moriarty voted in favor of the motion. Member Lonske opposed the motion. The motion passed.

7:57 P.M.

HEBRON ACADEMY BUILDING RENOVATIONS AND ADDITION PROJECT BIDS: Mrs. Corliss handed the Board the bids received for the Hebron Academy Building renovations and addition project. Member Lonske read the bids as follows: Conneston Construction, Inc. at \$1,769,363, Milestone Engineering & Construction, Inc. at \$1,949,851.81, and Meridian Construction Corporation at \$2,249,000. Roger Larochelle reported that the bids received were the companies which Norman Larson (architect for Christopher P. Williams) had sent the bid packages to as these companies were well qualified for this type of project. Mr. Larochelle informed the Board that the Hebron Academy Advisory Committee would be meeting on Wednesday, February 7, 2018 at which time the committee with thoroughly scrutinize the bids submitted to try and bring the numbers closer to the approved amount. Mr. Larochelle commented that the longer time goes on before the project is started the more expensive the project. Chair Moriarty expressed his concerns with the amount of time that had gone on without starting the construction, but the matter was out of the Board's hands regarding the legal issue brought before them. Member Lonske requested that the building specifications dropped off at the office be returned to the office so the committee can have them available when reviewing the bids. Chair Moriarty noted that one of the issues was a deed had not been recorded from the Newfound Area School District transferring ownership to the Town of Hebron. This should be resolved after the March meeting. Chair Moriarty assured Mr. Larochelle that the Board had been doing everything in their power to keep the project on task and would continue as the project was approved by the voters.

8:20 P.M.

ACTION ITEMS:

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **2018 Tax Collector's Refund** of an overpayment of 2017 second issue property taxes.
- The Select Board reviewed the proposal from **Overhead Door Options Inc. of an annual service contract** for the Highway Shed garage doors. Mrs. Corliss asked the Board about requesting an annual service contract for the Public Safety Building and the Old Fire Station. The Board agreed to this. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the service contract with Overhead Door Options, Inc., seconded by Member Lonske. The vote was unanimous.
- Vice-Chair Dunklee moved to authorize Karen Corliss, Town Administrator, and Alison York, Administrative Assistant as **Secure Portal Authorized Users through HealthTrust** and authorize Chair Moriarty to sign the certification for the same, seconded by Member Lonske. The vote was unanimous.
- Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the **Resolution to Enter Primex Property & Liability Contribution Assurance Program (CAP)** as approved at the January 11, 2018 Select Board Meeting, seconded by Member Lonske. The vote was unanimous.

8:25 P.M.

DISCUSSION ITEMS:

- The Select Board discussed the suggestion from the Tax Collector, Madeleine MacDougall, to consider **not issuing any town required permits to taxpayers** until their property taxes had been paid. The Board did not want to penalize someone who may be going through a tough time. Member Lonske moved to table this item, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Mrs. Corliss reviewed with the Board the request to **reimburse the General Fund from the Snow Plow Account for over expenditures on plowing private driveways**. Chair Moriarty explained

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that the Board understood the reason for the request and approved the transfer, but would like a policy written to that affect.

- Member Lonske discussed with the Board contacting Casella Waste about making sure **empty trash containers were brought to the Public Safety Building** before the State of NH posts a weight limit on North Shore Road and Groton Road. The Board asked Mrs. Corliss to contact Casella Waste about this matter.
- At the Public Hearing for the 2018 Budget and Warrant Articles, there was an inquiry about the article proposing to change the budget year to July 1 ending June 30 would this change the election of officers and the annual meeting to May. Mrs. Corliss informed the Board that Tracey Steenbergen, Town Clerk, did find out that there would have to be **another warrant article to change the election of officers and the date of the annual meeting**. Mrs. Corliss reported to the Board that Attorney Steven Whitley, was in the process of reviewing the warrant articles presented at the Public Hearing and had provided wording for adding the article to change the annual meeting and the election of officers if the Select Board decided to put forth both changes this year. The Select Board agreed that was the original intention and asked Mrs. Corliss to add another article to the warrant. The Board asked Mrs. Corliss to hold the hearing before the next Select Board Meeting providing that it would meet the necessary notification requirements.

8:34 P.M.

CORRESPONDENCE:

- **Letter from Julie Huntley, Grafton County Representative on the NH Association of Assessing Officials** informing the towns of information available on their website and educational opportunities offered to the town.
- **Public Notice from the Commissioners of the Bridgewater-Hebron Village District** for a meeting on Wednesday, February 14, 2018 at 9:30 a.m. at the Bridgewater Town Offices.
- **Letter from Camp Pasquaney** regarding opening and closing day at the camp. The Fire Department and the Police Department had been notified as well.

8:36 P.M.

ANY OTHER BUSINESS:

- Member Lonske informed the Board that she would be attending the **Newfound Area School District Deliberative Session** on Saturday, February 3, 2018 where the warrant article will be presented to process a deed to the Town of Hebron for the Hebron Village School property.
- Member Lonske informed the Board that she would be attending the upcoming **Newfound Lake Stakeholder** meeting at the Newfound Lake Region Association office and will bring back any necessary information to the Select Board.

8:38 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of January 18, 2018 and recommended the following changes: page 1, under *Any Other Business*, second bullet, after last sentence – add “Member Lonske expressed concerns with possible damage to the dry hydrant by ice dams in the winter. Vice-Chair Dunklee responded that the town could buy and install a new hydrant if that happened.” Member Lonske moved to Select Board Meeting minutes of January 18, 2018 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of January 18, 2018. Vice-Chair Dunklee moved to accept the Select Board Non-Public Session minutes of January 18, 2018 as written, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Select Board Public Hearing on the Budget and Warrant Articles minutes of January 26, 2018 and made the following changes: page 1, under Warrant Article 7, last sentence – replace “it would not” with “Tracey Steenbergen, Town Clerk, would review.” and page 2, last sentence of the second paragraph – change “budgeting for legacy costs for the landfill.” to read “to be responsible for the legacy costs concerning the landfill.” Vice-Chair Dunklee moved to approve the Select Board Public Hearing on the Budget and Warrant Articles minutes of January 26, 2018 as amended, seconded by Chair Moriarty. Chair Moriarty and Vice-Chair Dunklee voted in favor of the motion. Member Lonske abstained as she was not present at the meeting. The motion passed.

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The Select Board reviewed the Select Board Meeting minutes of January 23, 2018. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of January 23, 2018 as written, seconded by Chair Moriarty. Chair Moriarty and Vice-Chair Dunklee voted in favor of the motion. Member Lonske abstained as she was not present at the meeting. The motion passed.

- 8:45 P.M. **PART TIME POLICE OFFICER HIRE - UPDATE:** Chief Austin approached the Board to give an update on the part-time police officer hire. Chief Austin reported that the background check had been processed and inquired about introductions to the Board. The Board felt there was not rush on introductions and felt the Chief Austin could start working with the officer.
- 8:46 P.M. **NON-PUBLIC SESSION:** Chair Moriarty moved to enter into non-public session pursuant to NH RSA 91-A:3(e), seconded by Vice-Chair Dunklee. The vote was unanimous. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes
- 9:00 P.M. **OUT OF NON-PUBLIC SESSION:** Member Lonske moved to come out of non-public session at 7:45 p.m., seconded by Vice-Chair Dunklee. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes Member Lonske moved to seal the minutes for five years, seconded by Vice Chair Dunklee. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes
- 9:01 P.M. **MEETING ADJOURNED:** Member Lonske moved to adjourn the meeting at 9:01 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
FEBRUARY 15, 2018

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

OTHERS PRESENT: Tracey Steenbergen (Town Clerk), Travis Austin (Police Chief), Nick Raymond (part time police officer), Paul Hazelton

6:45 P.M. **PUBLIC HEARING – WARRANT ARTICLE:** Vice-Chair Dunklee moved to open the public hearing on the warrant article proposing to change the annual meeting and the election of town officials to May, seconded by Member Lonske. The vote was unanimous. Chair Moriarty read the warrant article as follows “To see if the town will vote pursuant to RSA 39:1-a to hold its annual town meeting on the second Tuesday of May for the selection of town officers and the transaction of all other town business. The town may move the annual town meeting to May provided it has adopted a fiscal year accounting period pursuant to RSA 31:94-a.” (Majority vote required) Tracey Steenbergen inquired about when the end of term would be for the town officers. Member Lonske noted that it would be 18 months from January 2018. Mrs. Steenbergen inquired about funding the budget for eighteen months. Chair Moriarty replied that there would be three tax bills as opposed to 2 and if additional funding was need the town would obtain a tax anticipation note. With no further discussion, Member Lonske moved to close the public hearing, seconded by Vice-Chair Dunklee. The vote was unanimous.

7:00 P.M. **INTRODUCTION OF PART TIME POLICE OFFICER:** Chief Austin introduced Nick Raymond to the Select Board as a new part time police officer. Mr. Raymond gave the Board some of his background and stated that he had worked for the Plymouth Police Department since 2014. Member Lonske noted that she was pleased when she met the Plymouth Police Chief and he stated he would encourage his police officers to work part time in Hebron. Chair Moriarty stated that many Police Departments are having a hard time being able to keep part time officers, but it is great that a small town like Hebron can keep a trained force. The Board welcomed Mr. Raymond to Hebron.

7:05 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Notice of Intent to Cut Wood form** for Green Acre Woodlands, Inc. to harvest wood from property located off George Road (Tax Map 15 Lot 001).
- The Board reviewed the proposal from **Overhead Door Options for annual maintenance** of the garage doors on the Public Safety Building and the Old Fire Station in the amount of \$750.00. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the proposal with Overhead Door Options, seconded by Member Lonske. The vote was unanimous.
- The Select Board signed the **2018 Warrant and the MS-636 form** for the Proposed Budget.

7:10 P.M. **DISCUSSION ITEMS:**

- The Board reviewed the **Nortrax Ultimate Uptime maintenance agreement 3-year proposal** for the new backhoe. The proposal price was \$11,509. The Board agreed not to purchase the maintenance agreement.
- The Board reviewed the list of properties for the **2015 Liens due for deeding** prepared by the Tax Collector, Madeleine MacDougall. The Board did not have any concerns with the properties listed.
- Mrs. Corliss informed the Board that **Senior Guidance was requesting that the town to add a link to the town website** for their organization which provides helpful senior living resources to the elderly. The Board decided against adding this link as it was not a local non-profit organization.
- Mrs. Corliss handed the Board a **request from the Department of Veterans Affairs** to add a brief letter about the services offered to Veterans in the 2017 Town Report. The Board agreed to add the letter as this would be useful information to many Hebron residents.
- Mrs. Corliss informed the Board that she received a **letter from Pete Kavanaugh (Hilltop Public Solutions)** regarding Granite State Power Link and the renewed interest in moving forward with their project. Mr. Kavanaugh was looking for a letter of support from the town for the proposed

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

project. Chair Moriarty asked Mrs. Corliss to see if Mr. Kavanaugh would hold a public hearing on the project in Hebron for the residents. The Board expressed willingness to support the project, but would like to have a presentation on the project for the residents.

- The Board discussed the **Dedication for the 2017 Annual Report**.

7:30 P.M.

ANY OTHER BUSINESS:

- Member Lonske informed the Board that she was willing to prepare the **power point presentation for town meeting**. Member Lonske noted that she would like to present the wellhead replacement warrant article. Chair Moriarty and Vice-Chair Dunklee agreed to present the rest of the warrant articles if necessary.
- Member Lonske informed the Board that she had decided **not to run for another term as Selectman** and as the law was written she was unable to remove her name from the ballot. Member Lonske relayed to the Board that she ran for Selectman as she cared for the Hebron Village, had volunteered a lot of time to on the charrette, and obtaining grants to make improvements to the town owned buildings around the Hebron Common. She felt it was a two-phase approach, based on the results of the charrette, perform the necessary upgrades to the Selectmen's Office Building and then make improvements to the Memorial Hall.
- Member Lonske informed the Board that she hopes the **grant recently awarded to Hebron** to perform an architectural and structural analysis on the Town Clerk/ Tax Collector Building, the bridge between, and the Library gets completed as it would produce valuable information for moving forward with preserving the buildings.
- Member Lonske relayed to the Board that Norman Larson would like the Hebron Academy Advisory Committee to meet with the two lowest bidders to bring the quotes closer to the \$1.4 million as budgeted. Chair Moriarty expressed to Member Lonske a thank you for her service on the Select Board and the time and energy spent researching information for the addition and renovations to the Academy Building.

7:53 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of February 1, 2018 and recommended the following changes: page 1, under *Update on Town Clerk/Tax Collector Relocation*, third sentence – add “and” before “the customer”, page 1, under *Memorial Hall Furnace Replacement*, third sentence – remove “the building” and replace with “it”, page 3, second bullet, first sentence – change it to read “ At the Public Hearing for the 2018 Budget and Warrant article, there was an inquiry about the article proposing to change the budget year to July 1 ending June 30 and would this change the election of officers and the annual meeting to May.”, and page 3, second bullet, third sentence – add “and” before “had provided wording...”. Vice-Chair moved to Select Board Meeting minutes of February 1, 2018 as amended, seconded by Member Lonske. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of February 1, 2018. Vice-Chair Dunklee moved to accept the Select Board Non-Public Session minutes of February 1, 2018 as written, seconded by Member Lonske. The vote was unanimous.

7:55 P.M.

LEGAL MATTERS: Vice-Chair Dunklee moved to authorize Chair Moriarty to discuss negotiations with town counsel regarding the current legal issue brought before the Board, seconded by Member Lonske. The vote was unanimous.

7:57 P.M.

ANY OTHER BUSINESS: Paul Hazelton informed the Board that he was representing Newfound Pathway supporting a **request to come from the Select Board regarding 10' lanes on North Shore Road** where possible once the paving is completed over the summer. Chair Moriarty asked Mr. Hazelton to submit something in writing for the Board to sign.

Member Lonske reviewed with the Board current grants that are open and she hopes that the Board sees them to completion.

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

800 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:00 p.m., seconded by Member Lonske. 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
MARCH 1, 2018

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

OTHERS PRESENT: John Black, Paul Hazelton, Maynard Young, Don Franklin, John Fischer

7:00 P.M. **PUBLIC SAFETY BUILDING - GENERATOR:** Maynard Young approached the Select Board regarding the recent service performed on the generators. Mr. Young reported that the generator located at the Public Safety Building has a radiator that leaks and should be replaced by summer 2018. Mr. Young informed the Board that it would cost \$6,900 to replace the radiator which is 14 year's old or \$20,000 to replace the generator with a new Kohler generator. Mr. Young informed the Board the reason for the significant cost for replacing the radiator is all the parts must be custom made and shipped from England as the generator was built in England. A discussion was held regarding the size of generator required for the building to operate. Don Franklin inquired about grants available. Chef John Fischer replied that grants were available with a 50/50 match. Mr. Young agreed to meet with the representative from Power-Up Generators to obtain a firmer figure on the cost of the generator with installation.

7:06 P.M. **NEWFOUND AREA SCHOOL DISTRICT(NASD) BUDGET CONCERNS:** Member Lonske relayed to the Board that she had forwarded Don Franklin the emails outlining concerns by Archie Auger regarding the additional funds in the NASD Budget and Default Budget as he represented Hebron on the NASD school board. Don Franklin approached the Select Board and explained that this was not a one-time expenditure as the increase was made from the floor of the Deliberative Session. Mr. Franklin read the article in the Newfound Landing regarding the same topic and noted the wording changes in the article written by Mr. Auger and did not reflect the same as the emails from Mr. Auger.

7:15 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Mrs. Corliss informed the Board that the **Wetlands application and Shoreland application for the North Shore Road dry hydrant project required signatures**. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the documents, seconded by Member Lonske. The vote was unanimous.
- The Select Board signed the **Notice of Intent to Cut Wood form** for Carol Bears, Trustee to harvest timber from 284 Hobart Hill Road.
- The Select Board signed the **letter to Nancy Ehlers and Lea Stewart** refunding the fee paid for private driveway snowplowing for the 2017-2018 Season.

7:20 P.M. **CORRESPONDENCE:**

- **Letter from NH Department of Transportation** – paving North Shore Road 2.4 miles, 3/4” paver shim – summer 2018
- **Letter from TFMoran** – as an abutter- North Shore Road Dry Hydrant Installation
- **Letter from Mitchell Municipal Group** – recently hired attorney – Keriann Roman
- **Letter from Chief Fischer** regarding adding fence behind the Selectmen's Office Building – safety concerns regarding emergency access for anyone in the building

7:24 P.M. **ANY OTHER BUSINESS:**

- Member Lonske relayed to the Board that the **grant awarded for making repairs to the cupola on the Academy Building expires in September 2018**. Member Lonske recommended to the Board that if the project for the renovations and addition to the Academy Building is delayed an extension on the grant should be requested.
- Member Lonske informed the Board that she felt the **trash collection at the Hebron Highway Shed** went well and Casella was very helpful with assisting people with the disposal of trash.

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

Member Lonske relayed to the Board that she had noticed several homes along Route 3-A north and south had trash receptacles out and spoke to the Casella driver about collecting the trash on his way out of town, since the road was not posted. Mrs. Corliss reported to the Board that Richard Moriarty (Casella Waste) had concerns with one driver collecting trash from Route 3-A as it was a safety issue for the driver. Usually when Casella performs the curbside trash collection service there are two people on the truck (one drives and the other stands on the back emptying the barrels). Member Lonske felt that the contract with Casella Waste was for two people in a truck performing curbside trash collection and the Board should request an adjustment in the contract price for the time of reduced service.

7:30 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of February 15, 2018 and recommended the following changes: page 2, under *Any Other Business*, third bullet – change “Memorial Hall Building” to “Town Clerk/Tax Collector Building, the bridge between, and the Library”, and page 2, under *Any Other Business*, fourth bullet, – remove the first sentence. Member Lonske moved to Select Board Meeting minutes of February 15, 2018 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

Member Lonske relayed to the Board that Tracey Steenbergen, Town Clerk, looked into the town’s obligation to have a separate polling place for the Newfound Area School District voting in March, if the town changes their voting to May. Member Lonske expressed concern with the reply that Mrs. Steenbergen received a different answer on the matter than Member Lonske received from the same person 1 year prior. The recommendation from Mrs. Steenbergen (per the answer) was to check with Town Counsel. The Board asked Mrs. Corliss to send the inquiry to Town Counsel for direction as to how the town should proceed with planning for the school elections.

7:35 P.M. **NON-PUBLIC SESSION: NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to enter into non-public session pursuant to NH RSA 91-A:3(e), seconded by Member Lonske. The vote was unanimous. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes

8:19 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to come out of non-public session at 8:19 p.m., seconded by Member Lonske. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes Member Lonske moved to seal the minutes for five years, seconded by Vice Chair Dunklee. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes

8:20 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:20 p.m., seconded by Member Lonske. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
MARCH 15, 2018

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

OTHERS PRESENT: Jan Collins (Newfound Pathways), David Allen and Richard Moriarty (Casella Waste)

7:00 P.M. **NORTH SHORE ROAD – PAVING REQUEST:** Jan Collins approached the Select Board to submit a request to the NH Department of Transportation (NH DOT) regarding the proposed paving of North Shore Road in the summer of 2018. The Select Board reviewed the draft letter to the NH DOT. Mrs. Collins reported that Paul Hazelton has done well representing the Town of Hebron on the Lakes Region Planning Commission Transportation Advisory Committee by ensuring that the town's needs are heard. The Board added a couple of changes to the letter and wanted to include that the Sleepy Hollow wall replacement/drainage project be added to be completed before the paving.

7:18 P.M. **CASELLA WASTE – CURBSIDE TRASH REMOVAL:** David Allen and Richard Moriarty approached the Select Board to discuss the current arrangement for trash collection since the State Roads are posted with a weight limit and curbside trash collection cannot be performed. Member Lonske discussed with Mr. Allen and Mr. Moriarty the congestion at the Highway Shed for Monday morning collection caused by residents trying to bring their trash to the Casella Waste truck for disposal. Member Lonske suggested that where Route 3-A was not a posted road then possibly a truck could collect from the residents on Route 3-A on the way into town and collect the resident's trash on Route 3-A out of town when the truck returns back to Belmont. This may eliminate some of the congestion at the Highway Shed. Mr. Allen relayed to the Board that for curbside trash collection two men are required to be on the truck for safety purposes. The Board, Mr. Allen, and Mr. Moriarty discussed solutions to the temporary trash collection situation. It was agreed that Casella Waste would collect trash on Route 3-A coming into town, turn around at the Plymouth town line, and collect to the North Shore Road intersection. No curbside trash would be collected on North Shore Road or Cooper Road. The Casella Waste truck would collect trash on the way out of town on Route 3-A after leaving the Highway Shed at noon. Mr. Allen updated that Board on the current recycling market and noted that there would be an increase in the next contract renewal. Mr. Allen reported that this market affects anyone in the trash/recycling business. The Board thanked Mr. Allen and Mr. Moriarty for meeting with them.

7:45 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **PA-29 denying the applicant a tax credit** for the property as the applicant did not qualify since the town had not adopted the All Veteran's Tax credit. The Select Board discussed adding a warrant next year to change this.
- Vice-Chair Dunklee moved to affirm the appointment of **Arthur Cummings as Deputy Treasurer** as recommended by Carol Bears until May 2021, seconded by Member Lonske. The vote was unanimous.
- Vice-Chair Dunklee moved to affirm the appointment of **Roberta Holt as Deputy Tax Collector** until May 2021, seconded by Member Lonske. The vote was unanimous.

7:50 P.M. **DISCUSSION:**

- Mrs. Corliss reviewed with the Board the **contract for deed search** that is required to be performed by the town before the liens and deeding are processed by the town. Vice-Chair Dunklee moved to accept the agreement with Sanders Searches, LLC to as recommended by Madeleine MacDougall, Tax Collector, seconded by Member Lonske. The vote was unanimous. The Board signed the contract.
- The Board reviewed the **letter from Phyllis Rockwell** requesting grading and ditching on Pike Hill Road and Hunt Road this spring as it did not make it on the schedule in 2017. The Board asked Mrs. Corliss for forward a copy of the letter to Casey Kuplin, Highway Supervisor.
- Mrs. Corliss reported to the Board on obtaining a password for **town departments to utilize the Grafton County Registry of Deeds** to access deed records, surveys, and subdivision plans. Mrs. Corliss informed the Board that each department would use the town account number and the user name would be specific to the department so the Administrative Assistant could allocate the expenses for copies to the individual department. The Board agreed not to give access to the board/commission/committee members, but to keep the research of online documents in house.

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

- Mrs. Corliss informed the Board that the **Payment In Lieu of Taxes Agreements** with Camp Berea, Onaway Camp Trust, Holt-Elwell Memorial Foundation, and Camp Pasquaney were due to be renewed this year. The Board agreed to hold off on moving forward with the renewals until the new Selectman would be able to give input on the matter.
- Mrs. Corliss discussed with the Board scheduling a **meeting to make appointments to boards/committees/commissions** before the next Select Board Meeting of April 5, 2018. The Board asked Mrs. Corliss to set up a meeting for March 22, 2018 during the day.
- Mrs. Corliss relayed to the Board that Tracey Steenbergen, Town Clerk, found a vote that was approved in the past for the **Newfound Area School District voting** which had to take place, for each town in the district, in the respective town. The Newfound Area School District would be responsible for any expenses involved with the voting.
- The Select Board reviewed the quotes for a **Sharp copier model MXM266N** for the Selectmen's Office. Vice-Chair Dunklee moved to lease the Sharp copier from Seacoast Business Machines, Inc. for 36 months, seconded by Member Lonske. The vote was unanimous.

8:09 P.M. **CORRESPONDENCE:**

- Chief Fischer – forwarded a **letter from Lakes Region Mutual Fire Aid** informing the member Chief's about the opportunity to plan for hazardous materials planning by utilizing the services of the Central NH Hazardous Materials Team.
- **Letter from Mitchell Municipal Group, PA** informing the Board that Jae Whitelaw will be "Of Counsel" with restricted legal effort to FairPoint tax abatement cases. A reception will be held on March 29, 2018 from 4-7 p.m. at the Belknap Mill's function room.
- Mrs. Corliss relayed to the Board that Ed Merrill (Atlantic Broadband) would be putting a **proposal together for fiber optics connections** to enable more secure connections between the town buildings in the Hebron Village.

8:15 P.M. **ANY OTHER BUSINESS:**

- Member Lonske commented to the Board that since the **Academy Building Project was on hold** there should be no presentation on the project at Town Meeting.

8:19 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of March 1, 2018 and recommended the following change: page 1, under *Public Safety Building - Generator*, third sentence – add "generator" after "Kohler". Member Lonske moved to Select Board Meeting minutes of March 1, 2018 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of March 1, 2018. Vice-Chair Dunklee moved to accept the Select Board Non-Public Session minutes as written, seconded by Member Lonske. The vote was unanimous.

8:22 P.M. **NON-PUBLIC SESSION: NON-PUBLIC SESSION:** Member Lonske moved to enter into non-public session pursuant to NH RSA 91-A:3(e), seconded by Vice-Chair Dunklee. The vote was unanimous. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes

8:32 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to come out of non-public session at 8:19 p.m., seconded by Member Lonske. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes Member Lonske moved to seal the minutes for five years, seconded by Vice Chair Dunklee. Pat Moriarty - yes John Dunklee - yes Ellie Lonske - yes

8:34 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:34 p.m., seconded by Member Lonske. 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
MARCH 22, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief)

1:00 P.M. **ELECT SELECT BOARD CHAIR:** John Dunklee moved to nominate Patrick Moriarty as the Select Board Chair, seconded by Paul Hazelton. The vote was unanimous.

1:03 P.M. **APPOINTMENTS TO BOARDS/COMMITTEES/COMMISSIONS:**

- Selectman Dunklee moved to reappoint Roger Laroche as a regular Planning Board Member until May 2021, seconded by Chair Moriarty. The vote was unanimous.
- Selectman Dunklee moved to reappoint Ivan Quinchia as an alternate Planning Board Member until May 2021, seconded by Chair Moriarty. The vote was unanimous.
- Selectman Dunklee moved to reappoint Peter Carey as a regular member of the Zoning Board of Adjustment until May 2021, seconded by Chair Moriarty. The vote was unanimous.
- Selectman Dunklee moved to reappoint George Andrews and Patrick Moriarty as regular members of the Conservation Commission, and to reappoint Edward Van Dorn, Jr. as an alternate member of the Conservation Commission until May 2021, seconded by Chair Moriarty. The vote was unanimous.
- Selectman Dunklee moved to reappoint David Brittelli as a regular member of the Historic District Commission until May 2021 and to appoint Paul Hazelton as the Select Board Representative, seconded by Chair Moriarty. The vote was unanimous. Selectman Dunklee discussed with the Board appointing Alan Barnard to fill the vacancy of Paul Hazelton as an alternate member of the Historic District Commission
- Chair Moriarty moved to reappoint Cindy Newton, Stanton Newton, and Edward Holbert as regular members of the Beach Committee until May 2021, seconded by Selectman Hazelton. The vote was unanimous.
- Selectman Dunklee moved to reappoint Douglas Merrill, Donald Merrill, and Bruce Barnard as the Cemetery Sextons until May 2021, seconded by Selectman Hazelton. The vote was unanimous.
- Selectman Dunklee moved to appoint Paul Hazelton as the Select Board representative to the Hazard Mitigation Committee, seconded by Chair Moriarty. The vote was unanimous.
- Selectman Dunklee moved to reappoint John Fischer as Fire Chief and Emergency Management Director until May 2019, seconded by Selectman Hazelton. The vote was unanimous.
- Selectman Dunklee moved to reappoint Travis Austin as the Deputy Emergency Management Director until May 2019, seconded by Selectman Hazelton. The vote was unanimous.
- Selectman Dunklee moved to reappoint Alison York as Deputy Town Clerk as recommended by Tracey Steenbergen, Town Clerk, seconded by Selectman Hazelton. The vote was unanimous.
- Selectman Dunklee moved to appoint Jocelyn Kaye and Phyllis Rockwell as the alternate Library Trustees until May 2019, seconded by Selectman Hazelton. The vote was unanimous.

1:30 P.M. **ACTION ITEMS:**

- Selectman Dunklee moved to authorize Chair Moriarty to sign the **Sales and Service Agreement with Seacoast Business Machines, Inc.** for the new copier in the Selectmen's Office, seconded by Selectman Hazelton. The vote was unanimous.
- Mrs. Corliss relayed to the Board an inquiry from Tracey Steenbergen, Town Clerk, regarding the **option to waive the plate fee or registration fee for any customer whom qualifies for a Purple Heart or Pearl Harbor for one vehicle.** Mrs. Corliss noted that this change was effective January 1, 2018. This change was intended for the State of NH fees only and the Select Board would have to vote on waiving the fees at the town level. Selectman Dunklee moved to waive the local registration fees, for one vehicle, for anyone that qualifies for the Purple Heart or Pearl Harbor, seconded by Selectman Hazelton. The vote was unanimous.

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

7:50 P.M.

DISCUSSION:

- Mrs. Corliss reported to the Board that there were some **issues with the Casella Waste truck arriving later to the Highway Shed** on Monday March 29, 2018 to collect trash from the residents. Selectman Hazelton felt that if curbside trash collector were offered to the residents along Route 3-A, it may alleviate some congestion at the Highway Shed. Chair Moriarty understands reducing some of the traffic to the Highway Shed, but does not want some residents to feel that others are getting treated differently as they do not live on a posted road. The Board agreed that it would be best and fair to all residents to take their trash to the Highway Shed during the time the roads are posted with the restricted weight limit.
- Chair Moriarty and Selectman Dunklee gave Selectman Hazelton the background on the **Payment In Lieu of Taxes Agreements** being offered to the summer camps in town. The agreement is that the camps pay 75% of the town portion of the tax rate and do not pay anything towards the Local School Rate, the State School Rate, or the County Rate as they do not utilize any of the services. Selectman Dunklee relayed to Selectman Hazelton his thoughts behind requesting that the camps pay 100% of the town portion of the tax rate. Selectman Dunklee stated that Camp Berea still needs to present an updated site plan for the property as the camp operates year round, not just in the summer. Chair Moriarty informed Selectman Hazelton that his opinion differs as he feels that the summer camps contribute to the town by adding the community Hebron needs without ending up surrounded by condominiums along the waterfront. Chair Moriarty moved to renew the summer camps Payment In Lieu of Taxes Agreements as currently outlined for three years, seconded by Selectman Hazelton. Chair Moriarty and Selectman Hazelton voted in favor of the motion. Selectman Dunklee voted against the motion. The motion passed.

1:52 P.M.

2018 POLICE CRUISER PURCHASE: Chief Austin approached the Select Board looking for direction on purchasing the new police cruiser as voted at March Town Meeting. Chief Austin reported to the Board that the Town of Plymouth received approval for replacing four of their police cruisers with the same cruiser Chief Austin had proposed. Chief Austin noted that he received quotes from a Dodge Dealership in Raymond, MA and in Hillsboro, NH, with the best price being from Raymond, MA. Chief Austin informed the Board that once the vehicle had been ordered it would still be at least 3-4 months for delivery. Selectman Dunklee moved to authorize Chief Austin to process the order of the new police cruiser, seconded by Selectman Hazelton. The vote was unanimous.

1:57 P.M.

ANY OTHER BUSINESS:

- Selectman Hazelton inquired about **Jan Collins (Newfound Pathways) meeting with the Board to present a drafted letter to the State of NH Department of Transportation** requesting that the lanes on North Shore Road be painted, wherever possible, a width of 10' to give pedestrian traffic a safe area to travel along the roadside. Mrs. Corliss replied yes, but the letter had not been sent as the Select Board wanted to add to the letter that the Sleepy Hollow ditching/wall project get completed before the paving starts.
- Chair Moriarty discussed the **request from David Jaques** for the town to cover legal fees and subdivision fees to undo the subdivision already paid for and recorded by the town. Selectman Dunklee updated Selectman Hazelton on the history of the project to relocate George Road intersection onto North Shore Road to a safer location. Part of the relocation project also included another abutter, Paul Sughrue, who has since withdrawn the subdivision of his property. Selectman Dunklee relayed to Selectman Hazelton that Mr. Jaques feels that the town has no interest to continue with the George Road relocation as the George Road Right-of-Way Capital Reserve Fund had been closed, when that is not true. The funds were moved to the George Road project as the town cannot go any further with the project at this time. Selectman Hazelton inquired about the road being built without involving Mr. Sughrue's land. Selectman Dunklee replied that the town would have to take Mr. Sughrue's land in order to complete the project.
- Chair Moriarty updated Selectman Hazelton on the **furnace issue at the Town Clerk/Tax Collector's Office Building**. Chair Moriarty informed Selectman Hazelton that the Board's priority was to protect the historic building and the historical documents stored in the building so the decision was made to replace the furnace. The room still needs insulation to protect the new furnace. There will be some carpentry repairs that will need to be done due to the water

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

damage in the office itself. Chair Moriarty updated Selectman Hazelton on the grant that Ellie Lonske (prior Select Board Member) applied for and was awarded to the town in the amount of \$9,500 to perform a structural analysis and architectural study on the Town Clerk/Tax Collector Building and the Library. The Board discussed contacting another architectural firm for a quote on performing the work. Selectman Dunklee noted that the back of the building was on the abutter's property and a boundary line adjustment should be done before any work is done on the building. The Board asked Mrs. Corliss to contact Carl Doe (plumber) to obtain a quote for making any repairs to the bathroom. Selectman Dunklee offered to contact TFMoran about obtaining a quote for performing the structural analysis and architectural study on the buildings. Chair Moriarty would like to have this completed before moving the Town Clerk and Tax Collector back into the building. Selectman Dunklee moved to repair the plumbing at the Town Clerk and Tax Collector's building, seconded by Chair Moriarty. The vote was unanimous.

- 2:22 P.M. **NON-PUBLIC SESSION: NON-PUBLIC SESSION:** Chair Moriarty moved to enter into non-public session pursuant to NH RSA 91-A:3(e), seconded by Selectman Dunklee. The vote was unanimous. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes
- 2:49 P.M. **OUT OF NON-PUBLIC SESSION:** Selectman Dunklee moved to come out of non-public session at 2:49 p.m., seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes Selectman Dunklee moved to seal the minutes for five years, seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes
- 2:50 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 2:50 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
APRIL 5, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief), John Fischer (Fire Chief), Suzanne Smith, Martha Twombly, Mark Coulson

7:00 P.M. **PUBLIC HEARING – EXPENDITURES FROM CAPITAL RESERVE FUNDS:** Selectman Dunklee moved to open the public hearing to discuss the requests to withdraw funds from three capital reserve funds, seconded by Selectman Hazelton. The vote was unanimous. A request to spend funds from the Communications Capital Reserve Fund for the new copier was discussed. Since the Board decided to lease the new copier, monies did not need to be withdrawn from this fund. Mrs. Corliss relayed to the Board that the Library Trustees were interested in purchasing another computer and there was some discussion at the 2018 budget presentation to withdraw the funds from the Communications Capital Reserve Fund. The Select Board discussed the amount of money in the 2018 Library Budget and felt the computer could come from the *General Supplies* account line in the Library budget. A request to expend funds from the Capital Reserve Fund entitled “Town Offices Expansion and Refurbishment” to cover the expenditures on the Hebron Academy Project with regards to the architect, electrician, and the clerk of the works was discussed by the Board. The Board discussed the request to expend funds from the Government Building Repair Capital Reserve Fund to cover the expenses for the installation of the new furnace in the Town Clerk/Tax Collector’s Building. Selectman Dunklee moved to close the public hearing at 7:06 p.m., seconded by Selectman Hazelton. The vote was unanimous. Chair Moriarty moved to expend the funds as outlined in the discussion, seconded by Selectman Hazelton. Chair Moriarty and Selectman Hazelton voted in favor of the motion. Selectman Dunklee voted against the motion.

7:06 P.M. **SANDY GRANT AND FIRE DEPARTMENT UPDATE:** Chief Fischer approached the Select Board to give an update on the progress made for the Sandy Grant approved in September 2015. Chief Fischer reported that he was required to send quarterly reports on the progress of the grant which the USGS mapping portion had been completed. Chief Fischer reported that \$28,600 had been spent to date. Chief Fischer reported that the town lucked out with the flooding that occurred in Town on October 30 and 31 because the FEMA representatives ended up coming to town and reviewing the levels of the Cockermonth River which will make the Flood Maps more realistic as to future flooding. Chief Fischer reported that once the grant work had been completed it would open up future grants to the town on mitigation. Selectman Hazelton inquired about grants that may become available to remove debris from the Cockermonth River. Chief Fischer updated Selectman Hazelton on the meetings with the State of New Hampshire Department on Environmental Services and their support in removing the debris from the river.

Chief Fischer updated the Select Board on the meeting that Alison York, Administrative Assistant and he attended regarding submitting the necessary documentation to FEMA on the recent flooding in October. Chief Fischer commented that there would be no reimbursement for the time the firefighters put in since the Fire Department was not a fulltime department.

Chief Fischer reported to the Board that he had been working on a document for the Board on the current EMS situation regarding the age of the EMS personnel and the lack of younger personnel or enough experienced personnel to cover a shift. Chief Fischer explained that the report would outline two future options to consider as follows: 1. Contract with another EMS Department (private or another town) or 2. Hire an EMS Director (full-time) with firefighter and EMS experience. The department currently covers 200 calls per year. The need is not immediate but both options should be explored over the next three years.

Chief Fischer informed the Board of Firstnet a network that will enable nationwide connection amongst Police, Fire, and EMT’s. Chief Fischer reported that this will be discussed further at the next Newfound Area Chief’s Association meeting.

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

Chair Moriarty thanked Chief Fischer for the update and all of the work he does for the town.

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

- The Select Board signed the **accounting manifest**.
- Selectman Dunklee moved to reappoint **Doug McQuilkin to the Zoning Board of Adjustment** as a regular member for three years until May 2021, seconded by Selectman Hazelton. The vote was unanimous.
- Selectman Hazelton moved to appoint **John Dunklee as the Vice-Chair to the Select Board**, seconded by Chair Moriarty. The vote was unanimous.
- The Board reviewed the **letter to Edward and Donna Gregory** at 98 Panorama Lane regarding driveway run-off onto Panorama Lane. Vice-Chair Dunklee informed the Board that he was contacted by one of the neighbors to review the damage caused by the run-off of gravel into their driveway. The Board signed the letter and asked Mrs. Corliss let the Board know if a reply was not received within three weeks.
- The Select Board signed the **2018 MS-232 Report of Appropriations Actually Voted** to be submitted to NH Department of Revenue Administration.
- The Select Board signed the **letter to Mr. Christopher L. Turgeon, P.E., Assistant District Engineer of District 2 with the State of NH Department of Transportation** regarding the paving scheduled for North Shore Road this summer.
- Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the **Excavation Permit for the North Shore Road dry hydrant**, seconded by Selectman Hazelton. The vote was unanimous.
- Mrs. Corliss relayed to the Board the request from the **Hebron Library to purchase a solar powered exterior motion detected light** for the front of the Library. Vice-Chair Dunklee moved to authorize the Library request to purchase the exterior light, seconded by Selectman Hazelton. The vote was unanimous.
- The Board reviewed the request from Peter Carey, Zoning Board of Adjustment Chair, to appoint Dennis Dodge as an alternate member to the ZBA. Mrs. Corliss informed the Board that Dennis Dodge had submitted a resignation from the Planning Board. Vice Chair Dunklee moved to appoint **Dennis Dodge as an alternate member to the ZBA** until May 2021, seconded by Selectman Hazelton. The vote was unanimous.

7:50 P.M. **DISCUSSION:**

- The Select Board reviewed the request to meet to discuss the **Letter of Credit on Skyline Drive** from Cleveland, Waters and Bass, P.A. The Select Board asked Mrs. Corliss to schedule the meeting for April 19, 2018.
- Mrs. Corliss relayed to the Board that **Norman Larson (architect with Christopher P. Williams) looking to meet with the Hebron Academy Advisory Committee** to continue working toward choosing a firm to do the project. Chair Moriarty offered to contact Mr. Larson as the project is on hold. Selectman Hazelton commented that the last meeting with Mr. Larson the committee discussed the bids received for the Academy Building renovations and addition project. Mr. Larson felt that some of the items in the bids could be changed to reduce the costs to be able to come close to the funds that were approved at town meeting.
- Mrs. Corliss relayed to the Board that **Peter Fischer had requested to perform maintenance on Berea Road**. Vice-Chair Dunklee moved to grant permission to Peter Fischer to perform maintenance on Berea Road as requested, seconded by Selectman Hazelton. The vote was unanimous. Chair Moriarty asked Mrs. Corliss to make sure the signage was put up on Berea Road stating that the road was Class VI and not maintained by the town.
- Mrs. Corliss reviewed with the Board the request from the Library Trustees to contract with Certified Computer Solutions, Inc. for **annual maintenance agreement for the computers at the library**. The Board authorized this agreement as it will come out of the Library 2018 Budget this year, but would be included in the town contract in 2019.
- The Board reviewed the **letter from State of New Hampshire Department of Natural and Cultural Resources Division of Parks and Recreation** regarding a grant that was awarded to the Town. Chair Moriarty asked Mrs. Corliss to contact the organization to inform them that the town was not able to fulfill the obligation.

8:02 P.M. **CORRESPONDENCE:**

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

- **Letter from the State of NH Department of Revenue Administration** informing the town of the 2017 equalized assessment of 91.2%.
- Report from the State of New Hampshire Department of Transportation – **updated Red List Bridges 2017**
- **Bridgewater-Hebron Village District 2018 Warrant** – for the April 10, 2018 meeting
- Bridgewater-Hebron Village District – **notice of annual meeting and election**
- **Notice of a public hearing from the Hebron Zoning Board of Adjustment** – for a hearing on April 10, 2018

8:06 P.M. **ANY OTHER BUSINESS:**

- Chair Moriarty reviewed the **grant applied for through the New Hampshire Preservation Alliance** which was awarded to the town in the amount of \$10,000 - \$3,000 grant monies and \$7,000 from the town funds. Chair Moriarty stated that this was not a 50/50 matching grant as the Board had originally been informed. The grant was to perform a structural analysis and architectural assessment on the Town Clerk/Tax Collector Building and the Library. Vice-Chair Dunklee offered to contact TFMoran to obtain a quote to perform a structural analysis and architectural assessment. Selectman Hazelton felt that this project could be done down the road, but would like to focus on completing the Hebron Academy Building Project.
- Mrs. Corliss relayed to the Board that an **older larger television set had floated down the Cockermouth River and ended up along the banking on the Hebron Town Forest property**. The Board asked Mrs. Corliss to contact the Doug and Don Merrill to see if they could remove the television from the property.
- Mrs. Corliss relayed to the Board that the **new windows installed in the Library and Town Clerk/Tax Collector's Building** were constructed of wood.
- Mrs. Corliss informed the Board that **Carl Doe (plumber) contacted would look at the bathroom** in the Town Clerk/Tax Collector Building and prepare a quote (as close as possible) for the damage caused by the freeze-up.
- Martha Twombly inquired about the **Hebron Academy Building project status**. Chair Moriarty replied that the article on the ballot passed by the seven towns in the Newfound Area School District and the School Board had voted to convey a deed for the property over to the town. The Select Board was awaiting a deed to be signed and recorded before the town could move forward.
- The Board did not see any urgency in meeting with George Daniels regarding the **hydrant to be installed on the Hebron Common** in place of the well tile as the project could not be started until spring at which time the details could be worked out.
- Mrs. Corliss relayed to the Board that Doug McLane was looking to see if the Board would continue to **support the work to prevent future erosion on the Hebron Town Beach**. Chair Moriarty asked Mrs. Corliss to let Mr. McLane know that the Select Board would work with him on this issue.
- Chair Moriarty and Selectman Hazelton signed the **Application for Payment from the Trustees of Trust Funds for \$50,039.04 to be withdrawn from the Town Offices Expansion and Refurbishment Capital Reserve Fund**.
- The Board signed the **Application for Payment from the Trustees of Trust Funds for \$3,582.44 to be withdrawn from the Government Building Repair Capital Reserve Fund**.

8:35 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of March 15, 2018. Vice-Chair Dunklee moved to Select Board Meeting minutes of March 15, 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 a Select Board member at this meeting.

The Select Board reviewed the Select Board Meeting minutes of March 22, 2018. Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of March 22, 2018 as written, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of March 15, 2018. Vice-Chair Dunklee moved to accept the Select Board Non-Public Session minutes of March 15, 2018 as written,

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

seconded by Chair Moriarty. Chair Moriarty and Vice-Chair Dunklee voted in favor of the motion, Selectman Hazelton abstained as he was not a Select Board member at this meeting.

The Select Board reviewed the Select Board Non-Public Session minutes of March 22, 2018 and made the following correction: page 1, fifth sentence – change “by” to “but”. Selectman Hazelton moved to accept the Select-Board Non-Public Session minutes of March 22, 2018 as amended, seconded by Vice-Chair Dunklee. The vote was unanimous.

8:40 P.M. **POLICE DEPARTMENT UPDATE:** Chief Austin approached the Select Board to give an update on the police cruiser approved at town meeting. The cruiser had been ordered and he would be ordering the equipment to be added to the cruiser.

Chief Austin informed the Board that the Newington Police Department and the Grantham Police Department had donated tasers to be utilized by the Hebron Police Officers. Chief Austin informed the Board that all, but one officer had been certified in operating a taser. This tool will give added safety to a single officer responding to a serious call. Chief Austin informed the Board that there was already a policy in place for the use of tasers.

8:53 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:53 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
APRIL 19, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief), Doug and Sue McLane,

6:45 P.M. **NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to enter into non-public session pursuant to NH RSA 91-A:3(c), seconded by Selectman Hazelton. The vote was unanimous. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes

7:25 P.M. **OUT OF NON-PUBLIC SESSION:** Selectman Dunklee moved to come out of non-public session at 7:25 p.m., seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes Selectman Dunklee moved to seal the minutes for five years, seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes

7:25 P.M. **HEBRON MEMORIAL BEACH - EROSION:** Doug and Sue McLane approached the Select Board to discuss a Petition to the State of New Hampshire Dam Bureau (prepared by Dr. Rick Van De Poll) to conduct a thorough investigation of such erosion concerns in order to protect the use and enjoyment of Newfound Lake and to study the lake levels. Vice-Chair Dunklee had concerns with the Board signing the Petition as this would tie the Board to the project if it were brought to court. Mr. McLane explained that this is a different type of Petition as it is requesting that the NH Dam Bureau to review and study the lake levels of Newfound and to see if reducing the lake level reduces erosion on all the properties around the lake. The Town would be signing as a property owner, since only waterfront property owners can sign the Petition. Mr. McLane explained to the Board about the work Mr. Van de Poll had prepared on the history of the lake levels and various stages of erosion. Mr. McLane informed the Board that the Bristol Select Board planned on signing the Petition as well as Boyd Smith, Director of Newfound Lake Region Association. Selectman Hazelton moved to authorize Chair Moriarty to sign the Petition on behalf of the Select Board, seconded by Vice-Chair Dunklee. The vote was unanimous. Chair Moriarty thanked Mr. and Mrs. McLane for the work put into the project and informed them that the Select Board supports the efforts to preserve the waterfront.

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

- The Select Board signed the **accounting manifest**.
- Mrs. Corliss relayed to the Board **the recommendation from Ron Collins (Historic District Commission, Chair)** to appoint Alan Barnard as a member. Vice-Chair Dunklee moved to appoint Alan Barnard as an alternate Member to the Historic District Commission until May 2021, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board reviewed the **abatement submitted by Northern New England Telephone Operations, LLC (FairPoint)** and the recommendation to deny the abatement by Gary J. Roberge, Sr. (Utility Assessor with Avitar Associates of New England, Inc.). Vice-Chair Dunklee moved to deny the abatement as recommended by Avitar Associates of New England, Inc., seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board reviewed the **Veteran's Credit Application**. The Board signed the application approving the credit as recommended by Avitar Associates of New England, Inc.
- The Select Board reviewed the **Current Use Application (update) for the Martha J. Marshall Revocable Trust** for Tax Map 18 Lot MF.007. The Board signed the application approving the updates to the acreage and updates to the various categories.

8:02 P.M. **DISCUSSION:**

- Mrs. Corliss relayed to the Board the inquiry from Everett Begor, Gazebo Committee Member about the **performers being able to use the Town Clerk/Tax Collector Office building (10 Church Lane) for changing**. The Board agreed to the front of the building (where the restroom was located), but suggested the basement of the Hebron Union Congregational Church where there would be more room.

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

- The Board reviewed the information from **Lakes Region Planning Commission about looking into a multi-town RFP for the purchase of oil and propane at a group rate**. Mrs. Corliss informed the Board that currently the town is a member of Our Town Energy Alliance for propane and relayed that Alison York (Administrative Assistant and prior Dead River employee) felt the rates were excellent. Selectman Hazelton inquired about the risk with the current program if the town wanted to be included in this proposal. Chair Moriarty felt that it would not interfere with the current program. The Board agreed to join the multi-town RFP.

8:06 P.M. **ANY OTHER BUSINESS:**

- Mrs. Corliss reported to the Board that a **culvert had pushed through the Beachwood Road** and split. Casey Kuplin, Highway Supervisor, would be replacing the culvert on Friday, April 20, 2018.
- Selectman Hazelton reported that the **Class VI Road sign** still had not been installed on Berea Road.
- Chair Moriarty relayed to the Board that he contacted Norman Larson (architect with Christopher P. Williams) and asked that any **work on the Hebron Academy Building addition and renovations** project be placed on hold until Mr. Larson heard from the Board to move forward.
- Chair Moriarty relayed to the Board his **conversation with the NH Preservation Alliance on the grant for the structural analysis and architectural assessment** on the Town Clerk/Tax Collector Building and the Library. Chair Moriarty reported that the grant could be for up to \$4,500, but the application only requested \$3,000. Another architect could be hired for the project other than the one listed on the grant application. Vice-Chair Dunklee informed the Board that he had contacted Tom Burns at TFMoran about looking at the building and was awaiting a reply.
- Chief Travis Austin approached the Board about **adding another officer to the Police Department**. Vice-Chair Dunklee moved to hire Lieutenant Michael Clark as a Police Officer, seconded by Selectman Hazelton. The vote was unanimous.

8:16 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of April 5, 2018 and made the following correction: page 3 next to the last sentence under *Police Department Update* – change – “one” to “single”. Vice-Chair Dunklee moved to approve the Select Board Meeting minutes of April 5, 2018 as amended, seconded by Selectman Hazelton. The vote was unanimous.

8:18 P.M. **NON-PUBLIC SESSION:** Chair Moriarty moved to enter into non-public session pursuant to NH RSA 91-A:3(e), seconded by Selectman Dunklee. The vote was unanimous. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes

8:30 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to come out of non-public session at 8:30 p.m., seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes Selectman Dunklee moved to seal the minutes for five years, seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes

8:30 P.M. **HEBRON ACADEMY BUILDING ADVISORY COMMITTEE:** Chair Moriarty discussed with the Board that if the Hebron Academy Building Advisory Committee were to continue their efforts for the addition and renovations of the Academy Building, the Select Board needed to play an active role with the committee and be more involved in moving forward.

8:37 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:37 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
MAY 3, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief), William Luti

6:45 P.M. **NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to enter into non-public session pursuant to NH RSA 91-A:3(c), seconded by Selectman Hazelton. The vote was unanimous. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes

7:00 P.M. **OUT OF NON-PUBLIC SESSION:** Selectman Dunklee moved to come out of non-public session at 7:00 p.m., seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes Selectman Dunklee moved to seal the minutes for five years, seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes

7:00 P.M. **HEBRON COUNTRY ESTATES – ASSOCIATION:** William Luti approached the Select Board to provide an update on the association that had been formed to comply with the Hebron Country Estates cluster development. Mr. Luti informed the Board that if there was any information they needed from the association that he was more than willing to provide it to them.

7:15 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board signed the **Notice of Intent to Cut Wood or Timber** for the Bears Family Trust, Carol Bears, Trustee to harvest wood from property located at 284 Hobart Hill Road (Tax Map 18 Lot 030.HH02).
- The Select Board signed a **Notice of Intent to Cut Wood or Timber** for Allan and Sharon Conkey to harvest wood from a lot on Hobart Hill Road (Tax Map 18 Lot .030.HH07).
- Chair Moriarty moved to authorize the **LRPC to issue a Request for Proposals (RFP)** on Hebron's behalf to take part in a regional propane and /or oil joint purchasing initiative. We understand this means jointly issuing an RFP to purchase oil and/or propane at a group rate. We agree not to shop around during the joint bidding process so that our group will have a stable purchasing volume for bidders to base their bid price on. We further understand that we are under no obligation to accept the joint bid price if it is not competitive for our town to do so., seconded by Vice-Chair Dunklee. The vote was unanimous.

7:22 P.M **DISCUSSION:**

- The Board reviewed the **proposal from TFMoran** to perform a structural analysis and architectural assessment of the Town Clerk/Tax Collector Building and the connecting Library. Chair Moriarty moved to accept the proposal as part of the grant awarded to the town with NH Preservation Alliance, seconded by Selectman Hazelton. The vote was unanimous. Chair Moriarty asked Mrs. Corliss to advise TFMoran of the acceptance of the proposal and that was part of a grant so the document still had to be approved by NH Preservation Alliance. Chair Moriarty asked Mrs. Corliss to send the document to Beverly Thomas with the NH Preservation Alliance.
- Mrs. Corliss relayed to the Board that there have been concerns expressed regarding the **transition from a January – December calendar year to the July to June fiscal year** as to the property taxes raised to cover the expenses for the 18 month timeframe. Mrs. Corliss had distributed via email the information from Representative Suzanne Smith and the documents she obtained from another town that made the transition. It was Representative Smith's understanding that one tax bill would encompass one half of the town budget resulting in the town portion of the tax rate to double putting a hardship on the taxpayers. Mrs. Corliss informed the Board that she had not heard back from NH Department of Revenue Administration as they were attending the NH Government Finance Officials Association conference. Mrs. Corliss informed the Board that Madeleine MacDougall, Tax Collector, would like to know, as soon as the Board knows, so that the mortgage companies could be contacted regarding the one time increase. Mrs. Corliss informed the Board that once she had a timeframe, the Board would be able to determine the impact the changeover will have on the tax bills. Chair Moriarty felt that the Board would approve a bond for the transition to reduce the impact on the taxpayers.

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

7:36 P.M.

CORRESPONDENCE:

- **2017 Lien** would be processed by Madeleine MacDougall, Tax Collector.
- State of New Hampshire Department of Revenue Administration – letter to the town with the **2017 total equalized valuation**.
- **Invitation to the New Hampshire Association of Assessing Officials** – Round Table Discussion on Utility Valuation on May 16, 2018.

7:44 P.M.

ANY OTHER BUSINESS:

- Mrs. Corliss informed the Board that Ed Gregory of 98 Panorama Lane had contacted the Selectmen's Office stated that a meeting had been set up for Monday, May 7 at 1:00 p.m. with Tony Albert (Highway Department employee) to **review the cause of the washouts to the road resulting from run-off from the driveway**.
- Mrs. Corliss relayed to the Board that Jim Gickas (Compliance Officer) would be following-up with **Camp Pasquaney for removing a building without obtaining an asbestos test** before the removal.
- Selectman Hazelton reviewed with the Board information received from the **Lakes Region Planning Commission Transportation Advisory Committee meeting on Highway Funding through the State of NH**. Vice-Chair Dunklee expressed concerns with how the State of NH distributes the monies brought in to fund the highway and bridge repairs as they are utilized by other departments within the State.
- Mrs. Corliss relayed to Selectman Hazelton that as the Select Board representative to the **Historic District Commission, he was responsible for opening the first meeting** to elect the chair of the commission. Vice-Chair Dunklee explained the procedures and role of the Selectman opening the meeting and the election of the chair.

7:58 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of April 19, 2018. Selectman Hazelton moved to approve the Select Board Meeting minutes of April 19, 2018 as submitted, seconded by Vice-Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of April 19, 2018. Vice-Chair Dunklee moved to accept the Select Board Non-Public Session minutes of April 19, 2018 as written, seconded by Selectman Hazelton. The vote was unanimous.

8:00 P.M.

NON-PUBLIC SESSION: Chair Moriarty moved to enter into non-public session pursuant to NH RSA 91-A:3(e), seconded by Selectman Dunklee. The vote was unanimous. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes

8:23 P.M.

OUT OF NON-PUBLIC SESSION: Vice-Chair Dunklee moved to come out of non-public session at 8:23 p.m., seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes Selectman Dunklee moved to seal the minutes for five years, seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes

8:24 P.M.

MEETING ADJOURNED: Vice-Chair Dunklee moved to adjourn the meeting at 8:24 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
MAY 10, 2018

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

OTHERS PRESENT:

1:00 P.M. **NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to enter into non-public session pursuant to NH RSA 91-A:3(e), seconded by Selectman Hazelton. The vote was unanimous. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes

1:25 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to come out of non-public session at 1:25 p.m., seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes Vice-Chair Dunklee moved to seal the minutes for five years, seconded by Selectman Hazelton. Pat Moriarty - yes John Dunklee - yes Paul Hazelton - yes

1:26 P.M. **ANY OTHER BUSINESS:**

- Vice-Chair Dunklee moved to appoint **Larry Goodman as a Planning Board alternate member** until May 2021, seconded by Selectman Hazelton. The vote was unanimous.
- Vice-Chair Dunklee moved to authorize Chair Moriarty to **sign the Overview & Concurrence Form as part of the Sandy Grant** on behalf of the Select Board, seconded by Selectman Hazelton. The vote was unanimous.
- Mrs. Corliss informed the Board that Edward Gregory of 98 Panorama Lane contacted the office and would be meeting with a representative from the Highway Department on Monday, May 14, 2018 at 1:00 p.m. to review the **issues with the driveway run-off causing gravel to wash into Panorama Lane** and neighboring driveways.
- Mrs. Corliss updated the Board on the upcoming **meeting with the Federal Emergency Management Agency** to review the reporting of damage to the town resulting from the October 30 and 31 storm.
- The Select Board signed the **2018 Spring Tax Warrant.**

1:35 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 1:35 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Corliss
Town Administrator

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
MAY 17, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief), Jim Gickas (Compliance Officer), John Fischer (Fire Chief and Emergency Management Director), Susan Hammond and Kate Wheeler (owners of Hammond Wheeler Realty), Anne Bryan (realtor)

ABSENT: John Dunklee (previous engagement)

7:00 P.M. **COMPLIANCE ISSUES:** Jim Gickas approached the Select Board to discuss issues brought to his attention regarding Hebron Zoning Ordinance non-compliance. The two properties which Mr. Gickas discussed were Robert Yarrick at 255 North Mayhew Turnpike (Tax Map 1 Lot 005) and Edward and Donna Gregory at 98 Panorama Lane (Tax Map 20 Lot 002.011). The Board was unable to direct Mr. Gickas with the issues of non-compliance and asked that he follow-up with the Planning Board as the original complaints were mentioned at their meeting.

7:08 P.M. **SANDY GRANT – UPDATE:** Chief John Fischer approached the Board with a proposal from Mae Williams (Architectural Historian & Historic Preservation Consultant) to complete the requirements of the Hurricane Sandy Grant awarded to Hebron. Chief Fischer informed the Board that the cost of the project was \$25,000 that would result in a significant study of buildings in the floodplain around the Cockermouth River. Chair Moriarty inquired about the increase in the number of buildings from the original four to one hundred seventeen parcels. Chief Fischer replied that the updated figure was based on the newly-defined flood plain as a result of the October 30 and 31, 2018 flooding. Chief Fischer noted the proposal cost fits within the grant parameters and this would fulfill the requirements of the grant. Chair Moriarty made it clear that there could be no overages on the proposed amount of \$25,000. Chief Fischer informed the Board that he would request a contract from Mae Williams and a meeting with the Board could be scheduled at that time. The Board thanked Chief Fischer for seeing this project through.

7:25 P.M. **PROPOSED FUTURE HISTORICAL SOCIETY LOCATION/CEMETERY EXPANSION:** Anne Bryan, Kate Wheeler, and Susan Hammond (of Hammond Wheeler Realty) approached the Select Board to discuss the recent real estate listing for 55 Groton Road (Tax Map 17 Lot 050). Ms. Bryan informed the Board that she was approached by Ronald Collins (Historical Society member) about approaching the town to consider purchasing the property as a future location for the Historical Society and for the expansion of the town cemetery. Ms. Bryan informed the Board that the town purchased the Roger's property from her which now houses the Public Safety Building. The Board informed Ms. Bryan, Ms. Wheeler and Ms. Hammond that the town currently has a large obligation of performing the renovations and an addition to the Academy Building which had tied up the finances. Chair Moriarty thanked Ms. Bryan for considering the town, but the town does not have any funds set aside for purchasing land at this time.

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

- The Select Board signed the **accounting manifest**.
- Chair Moriarty moved to approve the **Public Gathering Permit** for the Hebron Village Store to hold Cruise Night every Thursday until September 3, 2018, seconded by Selectman Hazelton. The vote was unanimous.

7:43 P.M. **DISCUSSION:**

- Mrs. Corliss informed the Board that the Town of Groton had hired a town employee to perform the perambulation of the Groton town lines. The office was looking for a representative from the Town of Hebron to **perambulate the Groton/Hebron town line**. Selectman Hazelton expressed interest.
- Mrs. Corliss informed the Board that a **burial request was submitted for the Pratt Cemetery** which the Cemetery Sexton's had questions regarding granting the request and wanted the Board's input. After reviewing the request listing the history of relatives buried in the cemetery, Selectman Hazelton did not see an issue with the request as long as there was not a space issue and it did not set

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precedence for future burials over and above the Cemetery Rules. Chair Moriarty moved to approve the issuance of two plots in the Pratt Cemetery subject to consensus from the Cemetery Sextons', seconded by Selectman Hazelton. The vote was unanimous.

7:52 P.M. **CORRESPONDENCE:**

- **Invitation to Tapply-Thompson Community Center Annual Meeting & Dinner**

7:54 P.M. **ANY OTHER BUSINESS:**

- Chair Moriarty reported to the Board that Beverly Thomas with the NH Preservation Alliance had **reviewed the proposal from TF Moran on performing the structural analysis and architectural assessment** of the Town Clerk/Tax Collector and Library buildings. Ms. Thomas did not accept the proposal as it did not meet all of the requirements for the architectural assessment. Chair Moriarty noted that Ms. Thomas did give the name of another company qualified to perform the work outlined in the grant. The Board discussed the necessity of completing this project.
- Chair Moriarty reported to the Board that he spoke to a **representative at the Bank of NH about completing the top coat of pavement on Kill Mountain Road** and was informed that this would be completed in June, 2018.
- Mrs. Corliss relayed to the Board that Casey Kuplin, Highway Supervisor, asked if the Board wanted the **guardrails installed on George Road** (near Poulos Lane). The Board discussed the location of the proposed guardrail installation and agreed that Mr. Kuplin did not need to install the guardrails as they had never been there in the past on this section of road. Chief Austin did not see a need for the guardrails.

8:10 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of May 3, 2018 and made the following correction: page 2, first bullet under *Any Other Business* –change “when” to “stated that”. Selectman Hazelton moved to approve the Select Board Meeting minutes of May 3, 2018 as amended, seconded by Chair Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of May 10, 2018. Chair Moriarty moved to approve the Select Board Meeting minutes of May 10, 2018 as submitted, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of May 3, 2018. Chair Moriarty moved to accept the Select Board Non-Public Session minutes of May 3, 2018 as submitted, seconded by Selectman Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of May 10, 2018. Chair Moriarty moved to accept the Select Board Non-Public Session minutes of May 10, 2018 as submitted, seconded by Selectman Hazelton. The vote was unanimous.

8:18 P.M. **MEETING ADJOURNED:** Chair Moriarty moved to adjourn the meeting at 8:18 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
JUNE 7, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief), John Fischer (Fire Chief and Emergency Management Director), Ron Collins (Historic District Commission Chair), Roger Larochelle (Hebron Academy Building Advisory Committee)

7:00 P.M. **SANDY GRANT – UPDATE:** Chief John Fischer approached the Board with the draft contract from Mae Williams (Architectural Historian & Historic Preservation Consultant) which needs the Select Board Chair's signature. This is the last part of the project to complete the requirements of the Hurricane Sandy Grant awarded to Hebron. Selectman Hazelton inquired about the relationship between upgrading the flood plain data and performing an inventory on the historical properties. Ron Collins explained that the grant awarded was to identify the flood plain in town and then to develop a plan for protecting the homes for natural disasters. Chief Fischer noted that the grant funds came from the Department of Interior to the NH Preservation Alliance – not Federal Emergency Management Agency (FEMA). Chair Moriarty stated that the amount the Board was approving was \$25,000 and requested that Ms. Williams give the Board periodic updates as to the status of the project. Ron Collins offered to go to each historical building outlined to assist with the data collection. Mr. Collins explained that once the information was collected that Chief Fischer and himself would work together to incorporate their findings into the Hazard Mitigation Plan. Vice-Chair Dunklee moved to approve the contract with Mae Williams, seconded by Selectman Hazelton. The vote was unanimous. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the final contract on behalf of the Select Board, seconded by Selectman Hazelton. The vote was unanimous.

Chief Fischer updated the Select Board on the amount of time it was taking to gather and submit the required paperwork to FEMA for the storm that occurred on October 30 – 31, 2017 that was declared a disaster for some communities in NH. Chief Fischer relayed to the Board the issues with entering the information into the forms required by FEMA. Vice-Chair Dunklee moved to compensate the Fire Chief at the hourly rate and any assisting parties for preparing the forms, seconded by Selectman Hazelton. The vote was unanimous.

7:11P.M. **HISTORIC DISTRICT COMMISSION – VACANCY:** Ron Collins approached the Select Board with a recommendation to appoint Alan Barnard to fill the vacancy on the Historic District Commission. Selectman Hazelton had concerns with the appointment recommendation. Mr. Collins reported to the Board of the qualifications a person must have in order to serve on the Historic District Commission had changed since Hebron became a Certified Local Government which limited who can volunteer to serve on the commission. Mr. Collins felt that Mr. Barnard served on the Historic District Commission in the past and was a valuable asset, the Select Board should not deny Mr. Barnard the opportunity to serve again because he has an opinion against a project that is located in the Historic District. Vice-Chair Dunklee stated that he would vote in favor of the appointment of Alan Barnard to the Historic District Commission. Chair Moriarty asked Mr. Collins to invite Mr. Barnard to meet with the Board to explain the desire to serve on the commission and what he would see as his function to this role. Mr. Black informed the Board that as a member of the commission he used to be informed in plenty of time to attend the meetings, but was not contacted about this past meeting and was disappointed as he always made a point of attending the meetings.

7:20 P.M. **HEBRON ACADEMY BUILDING ADVISORY COMMITTEE – UPDATE:** Roger Larochelle approached the Select Board to give an update on the Academy Building Project. Mr. Larochelle noted that he wished he were coming in with recommendations for a contractor to move forward, but the meeting scheduled for Tuesday was cancelled because the contractor was awaiting additional information. Mr. Larochelle expressed concern with the committee's charge as it stands and noted that possible changes needed to be made to the charge. Currently the committee is focused on the plans and ensuring the funds are available to do the renovations and addition as approved by the voters. Some of the items that need to be taken into consideration are the costs associated with moving the offices and staff, storage of furniture, and time to set up temporary office space with all of the electrical connections. At the last meeting, the committee was shocked to hear what had already been expended on the architectural expenses and that the funds reduced the total approved for the construction of the building.

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

Chair Moriarty noted that the contractor from Conneston Construction Incorporated was more than willing to make the numbers work with the project and that Joe Hogan (local builder) felt that there was enough appropriated to preserve the Historical Building. Vice-Chair Dunklee stated that the only thing that Christopher P. Williams should have to do with the project now would be to alter the plans for any future changes to the design. Mr. Larochelle felt that there would be a potential for donations to the project. Vice-Chair Dunklee stated that the townspeople only approved \$1.45 million for the project which is all that could be spent on the project. Mr. Larochelle commented that Geddes Building Mover could work on the project by the end of June 2018 or end of September 2018 which it would not be ideal to start construction in the fall. The Board thanked Mr. Larochelle for the update and the work performed by the committee.

7:50 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board reviewed **the 2018 Tax Collector's Refund**. Vice-Chair Dunklee moved to approve the refund as submitted by the Tax Collector, Madeleine MacDougall, seconded by Selectman Hazelton. The vote was unanimous. The Select Board signed the 2018 Tax Collector's Refund.
- The Select Board reviewed the **2018 MS-535**. Vice-Chair Dunklee moved to approve the 2018 MS-535 as presented, seconded Selectman Hazelton. The vote was unanimous.
- Vice-Chair Dunklee moved to approve the **Public Gathering Permit** for the Union Congregational Church for the Annual church fair to be held on July 28, 2018, seconded by Selectman Hazelton. The vote was unanimous. The Select Board signed that Public Gathering Permit.
- Vice-Chair Dunklee moved to approve the **Raffle Permit Application** for the Union Congregational Church to hold a raffle at the Annual Hebron Church Fair on July 28, 2018, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board signed the **Notice of Intent to Cut Wood or Timber form** for Diane and Thomas Tessier to harvest timber from property located on Kill Mountain Road (Tax Map 19 Lot 003).
- Mrs. Corliss reported to the Board that the Beach Committee was recommending Jim Whiteaker to be appointed to the Beach Committee. Chair Moriarty moved to **appoint Jim Whiteaker to the Beach Committee** until May 2021, seconded by Selectman Hazelton. The vote was unanimous.
- Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the **Hold Harmless Agreement** with the Hebron Historical Society, seconded by Selectman Hazelton. The vote was unanimous.

8:00 P.M. **CORRESPONDENCE:**

- **Invitation to Grafton County Farm & Forestry Day**
- **Notice of Public Hearing** presented by State of NH Department of Revenue Administration - Telecommunication Pole and Conduit Valuation
- **Grafton County Commissioners' Proposed Fiscal Year 2019 Budget**
- **Newfound Lake Region Association** – Save the Date – August 10, 2018
- E-mail with concerns regarding the **annual beach clean-up** that did not happen. Chair Moriarty stated that approximately 30 residents cleaned the beach up on Sunday, May 27, 2018 and did not understand why this resident had concerns about it not being done.
- Mrs. Corliss informed the Board that she emailed a copy of the **2017 Levy Lien Mortgages Search** that was performed by the new person Madeleine MacDougall, Tax Collector, hired. Mrs. MacDougall was very pleased with the work performed.

8:03 P.M. **ANY OTHER BUSINESS:**

- Chief Austin approached the Select Board to request that any **expenses for the installation of the lights and radio be charged to the Special Detail account** as in the past for additional equipment for new police cruisers. The Select Board agreed that it should be done as in the past.
- Selectman Hazelton relayed to the Board the **discussion at the Transportation Advisory Committee regarding freight trucking on roads where it should be restricted or any other concerns**. The committee was looking for input from representatives from the towns at the next meeting. Vice-Chair Dunklee noted that low bed trailers have issues at the intersection of North Shore Road and Route 3-A with the trailers dragging on the pavement due to the road incline pulling onto Route 3-A.

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

- Mrs. Corliss relayed to the Board that **Newfound Lake Region Association sent a letter regarding grant monies awarded** to support local planning initiatives. Mrs. Corliss noted that the Planning Board and Conservation Commission also received a copy of the letter.
- John Black informed the Board that the **culvert near his driveway** needs to be cleaned out as it is full of debris and sand. The Board asked Mrs. Corliss to bring this to Casey Kuplin, Highway Supervisor's attention.
- Mrs. Corliss informed the Board that **Attorney Timothy Britain from Cleveland, Waters and Bass, PA was looking for the non-public session minutes of the May 3, 2018** and the status of the Letter of Credit No. 66 with the Bank of New Hampshire. Chair Moriarty agreed to follow-up with Attorney Britain.
- Mrs. Corliss informed the Board that the **water had been turned back on at the Town Clerk/Tax Collector's Office building** located at 10 Church Lane. Mrs. Corliss reported to the Board the recommendations from the plumber, Carl Doe, that some foam board insulation should be put around the area of the water pipe below the building along with heat tape to prevent the pipe from freezing in the future. Mrs. Corliss noted that Mr. Doe stated there were pebbles that came out the sink faucet once the water was turned on and needed to be cleared to prevent the faucet from clogging. This should be looked into. The Board asked Mrs. Corliss to bring this to the Union Congregational Church's attention to ensure that the water pump is operating correctly and not continually running as if there were a break in the pipe.
- Mrs. Corliss asked the Board if they had a preference for the relocation of the portable toilet currently situated outside of the Library now that the bathroom was fixed at the Town Clerk/Tax Collector building. The Board agreed to move it back to the usual location beside the Selectman's Office building.
- Mrs. Corliss informed the Board that **Doug McLane (property owner) would like to donate an elm tree** to the town to be placed on the Hebron Common. The Select Board agreed to the offer of the tree, but deferred to the Hebron Town Common Advisory Committee to determine the location for the planting.

8:18 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of May 17, 2018. Selectman Hazelton moved to approve the Select Board Meeting minutes of May 17, 2018 as written, seconded by Vice-Chair Moriarty. The vote was unanimous.

Chair Moriarty questioned the Board about changing the meeting for July 5, 2018. The Board did not see the need to change the first meeting in July.

8:21 P.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 8:21 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
JUNE 21, 2018

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

OTHERS PRESENT: Travis Austin (Police Chief), Miles Sinclair, John Black

7:00 P.M. **TOWN OF GROTON/TOWN OF HEBRON HISTORICAL MONUMENT:** Miles Sinclair approached the Select Board to discuss resetting the historical monument for the Town of Groton/Town of Hebron town line. Mr. Sinclair informed the Board that he had been hired by the Town of Groton to perform the perambulation of the town boundaries and noticed that the historical monument needed to be reset as it is currently tipped and leaning. Mr. Sinclair stated that he needed permission from the Town of Hebron before this could be done. Mr. Sinclair informed the Board that he had been in contact with Selectman Hazelton about performing the perambulation on the Town of Groton/Town of Hebron town line in November. Vice-Chair Dunklee asked Mr. Sinclair for an invoice for any costs incurred for the project. Mr. Sinclair replied that he was being compensated by the Town of Groton and the only costs currently was for paint to freshen up the current boundary markers. Vice-Chair Dunklee moved to authorize Miles Sinclair to reset the monument and to perform any necessary blazing of the Town of Hebron town line, seconded by Selectman Hazelton. The vote was unanimous.

7:11 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the **MS-60A Auditor Option and Schedule**, seconded by Selectman Hazelton. The vote was unanimous.
- The Select Board signed the **Notice of Intent to Cut Wood form** for the Society for the Protection of NH Forests to perform timber harvesting on property located on Groton Road (Tax Map 23 Lot 007.002).
- The Select Board signed the **Certification of Yield Taxes Assessed** for the tax year April 1, 2017 to March 31, 2018.
- The Select Board signed the **Yield Tax Warrant**.

7:15 P.M. **DISCUSSION ITEMS:**

- The Select Board reviewed the **Select Board Rules of Procedure**. Selectman Hazelton noted a conflict on page 3 under (9) Adjournment with the time for ending the meeting. The Select Board agreed to change (9) Adjournment a) "9:30 P.M." to "10:00 P.M." and to eliminate b). Selectman Hazelton moved to adopt the amended Select Board Rules of Procedure, seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Select Board reviewed the **quote from Certified Computer Solutions for a laptop for the Supervisors' of the Checklist**. Vice-Chair Dunklee moved to accept the quote from Certified Computer Solutions for the new laptop, seconded by Selectman Hazelton. The vote was unanimous.
- Mrs. Corliss informed the Board that the Society for the Protection of NH Forests was performing a **2018 Conservation Easement Landowner Survey**. The Board asked Mrs. Corliss to have the Conservation Commission complete the survey. Mrs. Corliss discussed with the Board adding the Hebron Town Forest Management Plan an upcoming agenda to be reviewed. The Board agreed that this should be reviewed.
- Mrs. Corliss relayed to the Board that Alan Baker inquired about **moving the swing set to the Hebron Memorial Beach** upon start of construction on the Academy Building. Chair Moriarty had concerns with the safety of the existing swing set and felt an upgraded swing set would be better at the beach. The Board asked Mrs. Corliss to contact Primex (property-liability insurance company) regarding the condition of the swing set and if it could be insured.

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

- The Board reviewed the **Pemi River Fuels contracts** as they were the company chosen by Lakes Region Planning Commission during the multi-town #2 Fuel and Propane bids process. The price per gallon for propane was \$1.49 and the price per gallon for #2 Heating Fuel was \$2.449. Vice-Chair Dunklee moved to authorize Chair Moriarty to sign the contracts for oil and propane with Pemi River Fuels, seconded by Selectman Hazelton. The vote was unanimous.
- Mrs. Corliss relayed to the Board that the **membership for municipalities with the Central New Hampshire Chamber of Commerce** had increased from \$180.00 to \$695.00. In the past the Board was a member. The Select Board discussed if being a member to the CNHCC benefited the town or the Hebron residents. The Board passed on continuing the membership.
- Vice-Chair Dunklee moved that the town **does not participate in utilizing the PA-28 Inventory Forms in 2019**, seconded by Selectman Hazelton. The vote was unanimous.

7:31 P.M.

ANY OTHER BUSINESS:

- The Board discussed getting the **Letter of Intent signed for Conneston Construction, Inc.** Mrs. Corliss recommended that Town Counsel prepare the Letter of Intent to ensure that the document does not commit the town to the construction if something changes. Chair Moriarty moved to authorize the Letter of Intent be written in approval of Conneston Construction, Inc. for the work on the Academy Building subject financing and the signed boundary line agreement, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Chair Moriarty asked Mrs. Corliss to send out an email to the Hebron residents about possible **30 minute delays and road closure on North Shore Road** due to the pouring of concrete for the project at Sleepy Hollow.
- Mrs. Corliss noted that the new police cruiser would be delivered shortly and made the suggestion of scheduling a **public hearing for the July 5 Select Board Meeting to withdraw the funds for this purchase.** The Board agreed.
- Mrs. Corliss informed the Board that a representative from Standard Power contacted the office to see if the town was interested in **changing electrical suppliers.** The Board agreed to stay with Eversource.

7:45 P.M.

APPROVAL OF THE MINUTES: The Select Board reviewed the Select Board Meeting minutes of June 7, 2018 and made the following changes: page 3, under *Approval of the Minutes* change first sentence second paragraph to read “Chair Moriarty questioned the board about changing the meeting from July 5, 2018.” Vice-Chair Dunklee moved to accept the Select Board Meeting minutes of June 7, 2018, as amended, seconded by Selectman Hazelton. The vote was unanimous.

7:51 P.M.

MEETING ADJOURNED: Vice-Chair Dunklee moved to adjourn the meeting at 7:51 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
JUNE 27, 2018

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

OTHERS PRESENT:

9:30 A.M. **BOUNDARY LINE AGREEMENT – HEBRON COMMON:** The Select Board reviewed the Boundary Line Agreement with Bruce K. Platts and Faye D. Foster and the Town of Hebron regarding settling the boundary with the Hebron Common. Vice-Chair Dunklee moved to sign the Settlement Agreement to recover the town common and the Academy property, seconded by Selectman Hazelton. The vote was unanimous.

9:40 A.M. **ANY OTHER BUSINESS:**

- The Select Board reviewed the **Letter of Intent to Conneston Construction, Inc.** for the renovations and addition to the Academy Building. Vice-Chair Dunklee moved to sign the Letter of Intent to Conneston Construction, Inc., seconded by Chair Moriarty. The vote was unanimous.
- The Select Board discussed contacting the office trailer company to get the office trailer reserved, getting temporary power set up for the Gazebo Programs on the Hebron Common, and asked Mrs. Corliss to contact the town committees regarding preparing the town records in the 2nd floor of the Academy Building for moving. A discussion was held about secure storage for the town records.

10:02 A.M. **MEETING ADJOURNED:** Vice-Chair Dunklee moved to adjourn the meeting at 10:02 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.