

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
OCTOBER 31, 2019

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

OTHERS PRESENT: Audrey Johnson (Treasurer), Travis Austin (Police Chief), Don Franklin (Town Auditor), Bill Powers (Town Auditor), John Fischer (Fire Chief and Emergency Management Director), Tracey Steenbergen (Town Clerk), Alison York (Administrative Assistant), Carol Bears (Tax Collector)

6:00 P.M. **DISCUSSION WITH DEPARTMENT HEADS –CONCERNS, PENDING PROJECTS, OR ISSUES WITHIN THE DEPARTMENTS:** Chair Dunklee opened the meeting and relayed to the group the purpose of the meeting was to allow the department heads discuss any issues or concerns within their department. Any and all discussion is always good and helpful to the Board and other departments. Selectman Moriarty stated that the meetings in the past were very helpful and there had been great conversations amongst the department heads.

Don Franklin inquired if the town tax rate would be for 12 or 18 months. Karen Sanborn replied that it would encompass the 18 months as budgeted.

Chief Fischer commented that the dispatch fees to Lakes Region Mutual Fire Aid Association, paid out of the Fire Department budget, would be over expended as 100% of the bill is paid annually in March. The budget for this line item was for one and a half percent of the prior year's budget.

Selectman Moriarty stated that the Hebron-Bridgewater Refuse District incinerator loan would be paid off. Recently NH Department of Environmental Service copied the Town of Hebron on a letter outlining continuing violations at the incinerator. Ms. Sanborn noted the loan would be paid off in December of 2019, but Hebron was still responsible for remediation costs on the ash pit, if issues were to arise. Selectman Moriarty wanted the town to make it clear to NH DES that Hebron was no longer part of the district and should not be held responsible for the violations. Chair Dunklee stated that Selectman Moriarty suggested posting a bond with NH DES for any potential ash pit costs in the future.

Don Franklin updated the group on the audit of the financial records for the fiscal year ending December 31, 2018. Mr. Franklin stated that more research had to be done this year on returned checks for insufficient funds and a policy would be recommended to address this issue in the future. Mr. Franklin noted that Roberts & Greene would be performing the audit of the town financials for the 18 month budget.

Selectman Moriarty commented that the town would be meeting with Casella Waste for a contract renewal. Ms. Sanborn suggested adding the dumpster that is rented by the Beach Committee each year to the contract.

Vice-Chair Hazelton updated the group on the work of the Town Space Needs Committee and the tour of the Hebron Library. Selectman Moriarty asked Vice-Chair Hazelton if the committee would be holding a public hearing before the May Town Meeting. Vice-Chair Hazelton replied no as the committee is reviewing the buildings in detail. Ms. Johnson stated that the committee is reviewing the needs of the town 50 years down the road and meeting with other towns with similar building updates to see what was taken into consideration for these updates. Selectman Moriarty informed the group that the Select Board worked with Hugh and Nancy Sycamore on a five foot easement around the 8 and 10 Church Lane buildings to be able to perform maintenance on the buildings in the future. Ms. Sanborn noted that the Sycamore's had returned the signed easement. Chair Dunklee stated that the ADA issue was not resolvable.

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

Tracey Steenbergen informed the group that she will be working with Profile Restoration on preserving the oldest town records in the Town Clerk's possession.

Chair Dunklee reviewed the warrant article balances for the articles approved at the May 2019 Town Meeting. Chair Dunklee asked the department heads to think about warrant articles for the upcoming year. Chair Dunklee noted that Indian Point Road has been put off for a while and should be added as a warrant article for the upcoming year.

Ms. Sanborn informed the Board that Election portion of the budget had been discussed with Mrs. Steenbergen preparing that portion as she was more familiar with the requirements and number of elections that would be held each year.

Mr. Franklin noted that they were basically complete with the audit, but were waiting to finalize questions on the MS-535 with Roberts & Greene (preparers of the MS-535).

Ms. Johnson informed the group that a wireless printer had recently been connected for anyone to use in the upstairs meeting room.

Chair Dunklee informed the group that the Select Board has been working with FORECO to update the Hebron Town Forest Stewardship Plan. The plan should incorporate actively preserving the forest which there should be some harvesting done in the Hebron Town Forest.

Vice-Chair Hazelton updated the group on the work he has been doing with a ~~Steve Spafford~~[Miles Sinclair](#), representative from the Town of Groton, on perambulating the Town of Groton and Town of Hebron town line.

6:49 P.M. **MEETING ADJOURNED:** Selectman Moriarty moved to adjourn the meeting at 6:49 P.M., seconded by Vice-Chair Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

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