

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
NOVEMBER 7, 2019

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

OTHERS PRESENT: John Black, Travis Austin (Police Chief), Katie Lavelle (Certified Computer Solutions, Inc.), Martha Twombly, Phil Twombly, Roy Sabourn (Sabourn & Tower Surveying and Septic Design, PLLC)

7:00 P.M. **CERTIFIED COMPTEER SERVICES, LLC – CONTRACT RENEWAL:** Katie Lavelle approached the Select Board to review the proposed IT Equipment Maintenance Agreement and to outline the computers covered by the agreement. Chair Dunklee inquired about additional charges for adding computers between contract renewals. Ms. Lavelle replied yes there would be additional charges for maintenance. Selectman Moriarty inquired about the town's position with equipment needs. Ms. Lavelle replied that the town's agreement changes out three of the oldest computers each year (this includes the computers in all departments) and the network computer is leased. Selectman Moriarty asked about back-ups of the town computers. Ms. Lavelle stated that there are two local back-ups and one to the cloud. The Police Department, Fire Department, and Library do not have off site back-ups. The Board approved the IT Equipment Maintenance Agreement as proposed. Ms. Lavelle stated that currently the town's email accounts are pop accounts which increases the level of malware infections as the emails are stored on the hard drive. Selectman Moriarty moved to convert the town emails to ~~office~~Office 365, seconded by Vice-Chair Hazelton. The vote was unanimous. Ms. Lavelle discussed with the Board adding SonicWall Comprehensive Gateway Security Suite Bundle to the Town Office Building computers for additional protection of the network server and town files. This blocks information that would otherwise go undetected. Selectman Moriarty moved to purchase SonicWall Comprehensive Gateway Security Suite Bundle, seconded by Vice-Chair Hazelton. The vote was unanimous. Ms. Lavelle proposed to the Board Next Generation Antivirus software for the server and 18 workstations. This software protects against cyber-attacks which are becoming more prevalent with municipalities. Selectman Moriarty inquired about employee training to identify suspicious emails before they are opened. Ms. Lavelle replied that yes training is important and informed the Board that she regularly sends out information to make the employees aware of any new threats. Selectman Moriarty moved to add Next Generation Antivirus software to the server and 18 ~~units~~workstations, seconded by Vice-Chair Hazelton. The vote was unanimous. The Board thanked Ms. Lavelle for meeting with them.

7:15 P.M. **BOCCE BALL – HEBRON COMMON:** Phil Twombly and Martha Twombly approached the Board to request a bocce ball court on the Hebron Common. Mr. Twombly asked the Board to consider the older folks in town when the playground is reestablished on the Hebron Common and proposed a bocce ball court be built. The size of the court would be 10'x76' and it could be as simple as tennis court tape over the grass. Mr. Twombly requested that the court be constructed with 4x4's so the area would be obvious, but this was not necessary. Martha Twombly suggested that the court could be located on the same side of the common as the Hebron Library. Chair Dunklee stated that he had no issues with a bocce court, but noted that it may interfere with the location of tents for the Hebron Church Fair. Another issue that may arise is this may encourage others to make requests of the town to address their interests. Chair Dunklee moved to add a bocce ball court to the Hebron Common, location to be determined, for this upcoming year, seconded by Vice-Chair Hazelton. The vote was unanimous.

7:28 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifest**.
- The Select Board reviewed the request to **transfer funds to the General Fund from the Snowplow Account** due to a payment processed in error. Vice-Chair Hazelton moved to authorize the transfer of funds from the Snowplow Account to the General Fund to correct the error, seconded by Selectman Moriarty. The vote was unanimous.

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- Ms. Sanborn informed the Board that the town received a check for **Municipal Aid from the State of NH in the amount of \$5,290.56**. Ms. Sanborn noted that the funds could be used to reduce the 2019 fall tax rate or to offset expenses. Chair Dunklee moved to accept \$5,290.56 in Municipal Aid Funds to be added to the General Fund, seconded by Selectman Moriarty. The vote was unanimous.
- The Select Board signed the **2019 Equalization municipal Assessment Data Certificate**.

7:32 P.M. **BOUNDARY LINE DISCREPENCY:** Roy Sabourn approached the Select Board to review the property lines between the Town of Hebron and the Sycamore Family 2013 Trust behind 8 and 10 Church Lane (Tax Map 17 Lot 026). Mr. Sabourn informed the Board that there is a ~~45'x40'-15'x.30'~~ parcel which includes part of the located behind the town buildings where the title to the land is in question. Mr. Sabourn informed the Board that the buildings were acceptable to be used in the current fashion, but no additions or alterations could be made to the two buildings. Mr. Sabourn informed the Board that the way to obtain a clear title to this strip of land was to petition Superior Court for quiet title, but recommended sending the report to Town Counsel to review. Mr. Sabourn stated that if the Board could find members of the Grange, at the time of the sale, a quitclaim deed could be given to the town. The Board thanked Mr. Sabourn for reviewing the report with them.

8:10 P.M. **ACTION ITEMS (continued):**

- The Board reviewed the **Raffle Permit Application for the Friends of the Hebron Library**. Chair Dunklee moved to approve the Raffle Permit application for the Friends of the Hebron Library, seconded by Vice-Chair Hazelton. The vote was unanimous.

8:11 P.M. **CORRESPONDENCE:**

- **Invitation to Mid-State Health Center 2019 Annual Meeting.**

8:12 P.M. **ANY OTHER BUSINESS:**

- Selectman Moriarty updated the Board on the Planning Board Meeting as follows:
 - Site Plan presentation for Camp Onaway to add a ~~bathroom~~ bathhouse bathroom.
 - ◆○ Selectman Moriarty stated that Alan Barnard (surveyor) presented a **boundary line adjustment for Paul Sughrue** for property located on George Road. Selectman Moriarty reported to the Board that Chuck Beno (Planning Board Vice-Chair) mentioned to Mr. Barnard the new driveway permit application that needed to be submitted by Mr. Sughrue for the driveway that was already installed. Chair Dunklee stated that the boundary line adjustment on Mr. Sughrue's property should be held up until a driveway permit application is issued and installed to the town specifications.
- Vice-Chair Hazelton asked the Board if there were **funds available for the Town Space Needs Committee to utilize for research**. Chair Dunklee replied that funds were not available at this time, but a warrant article could be prepared for the May Town Meeting. Vice-Chair Hazelton stated that members of the Committee felt that the report prepared by TFMoran was not adequate enough for the committee to study and requires more of an analysis on the building. Vice-Chair Hazelton requested the operating costs for the Town Clerk and Tax Collector building and the Library building for 2016 and 2017.
- Vice-Chair Hazelton reported to the Board on the **Lakes Region Planning Commission Transportation Advisory Committee meeting**. LRPC is offering assistance to member towns in culvert/stream assessment reports and road surface management systems. Ms. Sanborn noted that a culvert assessment report was done for Hebron, but was not sure if it was generated by LRPC. Vice-Chair Hazelton reported to the Board that grants are available to towns for installing electric vehicle charging stations.

8:27 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of October 17, 2019 and made the following changes: page 1, under *Hunt Road-Request to Change Classification from Class V Summer Cottage Road*, third sentence – change “which” to “who” –

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remove “to” in front of “install” – change “engineering” to “engineer” – change “and the reconstruction costs.” to “and reconstruct section.”, page 1, under *Hunt Road-Request to Change Classification from Class V Summer Cottage Road*, start a new paragraph after the fifth sentence, page 1, under *Hunt Road-Request to Change Classification from Class V Summer Cottage Road*, second sentence – change “that” to “and” after “abutters”, page 1, under *Hunt Road-Request to Change Classification from Class V Summer Cottage Road*, second paragraph, last sentence – remove “on” from after “Rockwell”, page 2, second bullet under *Discussion Items*, third sentence – change “was” to “were”, and page 2, second bullet under *Any Other Business*, - remove “of”. Chair Dunklee moved to approve the Select Board Meeting minutes of October 17, 2019 as amended, seconded by Vice-Chair Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of October 23, 2019 and made the following correction: page 1, under *Meeting Adjourned* – change “Selectman Moriarty” to “Chair Dunklee”. Chair Dunklee moved to approve the Select Board Meeting minutes of October 23, 2019 as amended, seconded by Vice-Chair Hazelton. The vote as unanimous.

The Select Board reviewed the Select Board Meeting minutes of October 25, 2019. Chair Dunklee moved to approve the Select Board Meeting minutes of October 25, 2019 as written, seconded by Vice-Chair Hazelton. The vote was unanimous.

The Select Board reviewed the Select Board Meeting minutes of October 31, 2019 and made the following correction: page 2, last paragraph before *Meeting Adjourned* – change “Steve Spofford” to “Miles Sinclair”. Chair Dunklee moved to approve the Select Board Meeting minutes of October 31, 2019 as amended, seconded by Selectman Moriarty. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of October 17, 2019. Vice-Chair Hazelton moved to approve the Select Board Non-Public Session minutes of October 17, 2019 as written, seconded by Chair Dunklee. The vote was unanimous.

- 8:36 P.M. **NON-PUBLIC SESSION:** Chair Dunklee moved to enter into non-public session pursuant to RSA 91-A:3, seconded by Vice-Chair Hazelton. Chair Dunklee - yes Vice-Chair Hazelton - yes Selectman Moriarty -yes
- 8:45 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Hazelton moved to come out of non-public session at 8:45 p.m., seconded by Selectman Moriarty. Chair Dunklee - yes Vice-Chair Hazelton - yes Selectman Moriarty -yes
- 8:45 P.M. **MEETING ADJOURNED:** Vice-Chair Hazelton moved to adjourn the meeting at 8:45P.M., seconded by Selectman Moriarty. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

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