

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
DECEMBER 19, 2019

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

OTHERS PRESENT: Richard James, Alan Baker and James Whiteaker (Beach Committee members)

ABSENT: Patrick Moriarty

7:00 P.M. **PUBLIC HEARING – EXPEND FUNDS FROM THE FOLLOWING CAPITAL RESERVE FUNDS ENTITLED: “COMMUNICATIONS”, “GOVERNMENT BUILDING REPAIR”, AND “ROAD EMERGENCY REPAIRS”:** Chair Dunklee opened the meeting and the Public Hearing to expend funds from the capital reserve funds entitled: “Communications”, “Government Building Repair”, and “Road Emergency Repairs”. Ms. Sanborn noted the expenditures to be withdrawn from each capital reserve as follows:

- Communications – Town Clerk printer, Police Department software
- Government Building Repair – balance of repairs to the belfry on the Academy Building
- Road Emergency – costs related to the July 11/12, 2019 storm that are eligible ~~for from~~ reimbursement from Federal Emergency Management Agency

Since there were no comments to be heard by the audience, Chair Dunklee continued with the meeting.

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

- The Select Board signed the **accounting manifest**.
- Chair Dunklee moved to sign the **letter for the Household Hazardous Waste Collection appropriation for 2020**, seconded by Vice-Chair Hazelton. The vote was unanimous.
- Ms. Sanborn relayed to the Board that the appointment of Donald Musial to the Conservation Commission was to fill out the term of George Andrews not Edward VanDorn as the minutes of December 5, 2019 stated. Chair Dunklee moved to **correct the appointment of Donald Musial to the Conservation Commission** to fill the term of George Andrews, seconded by Vice-Chair Hazelton. The vote was unanimous.
- Vice-Chair Hazelton moved to **authorize Chair Dunklee to sign the Financial Capability Checklist for Grants**, seconded by Chair Dunklee. The vote was unanimous.
- The Select Board reviewed the **recommendations by Kerry Connor (assessor with Avitar Associates of New England, Inc) on Veteran’s Tax Credit applications**. The Board signed two of the three applications in approval and the third application will be signed once the additional information was received.
- Vice-Chair Hazelton moved to approve the **transfer of funds from the Police Special Detail Revolving Fund to the General Fund** pursuant to a vote at March 17, 2018 Town Meeting, seconded by Chair Dunklee. The vote was unanimous.

7:15 P.M. **CLOSE PUBLIC HEARING:** Chair Dunklee moved to **close the public hearing** to expend funds from three capital reserve accounts as there were no further comments, seconded by Vice-Chair Hazelton. The vote was unanimous.

7:15 P.M. **ACTION ITEMS (continued):**

- Vice-Chair Hazelton moved to **authorize Chair Dunklee to sign the transfer of 20% of the total snow plow fees collected to the Union General Fund** to cover administrative expenses, seconded by Chair Dunklee. The vote was unanimous.
- Vice-Chair Hazelton moved to **transfer \$415.25 from the Police Special Detail Revolving Fund to the General Fund**, seconded by Chair Dunklee. The vote was unanimous.

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- Vice-Chair Hazelton moved to **authorize Chair Dunklee to sign the form for a name change for the Town Administrator** to the Union Bank credit card account, seconded by Chair Dunklee. The vote was unanimous.
- The Board signed the **accounting manifest to withdraw funds from Police Special Detail Revolving Fund to the General Fund** to reimburse the payroll liabilities.
- Vice-Chair Hazelton moved to **authorize Chair Dunklee to sign the Town Auditors stipend approval**, seconded by Chair Hazelton. The vote was unanimous.
- Vice-Chair Hazelton moved to authorize the **withdrawal of \$10,000 from the Security Alarm Capital Reserve Fund** as approved at May 2019 Town Meeting for the security/fire alarm system at the Highway Garage, seconded by Chair Dunklee. The vote was unanimous.
- Vice-Chair Hazelton moved to **deposit the annual appropriation to the various capital reserve funds as voted at May 2019 Town Meeting**, seconded by Chair Dunklee. The vote was unanimous.
- Vice-Chair Hazelton moved to **authorize Chair Dunklee to sign the memo to the Administrative Assistant** to process the check for the deposit of \$100,094 to be deposited into the various capital reserve funds as approved, seconded by Chair Dunklee. The vote was unanimous.

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

- The Board reviewed the **comments made by Attorney Roman to the Agreement with Casella Waste Management** for the curbside trash collection with the term of five years. The Board asked Ms. Sanborn to forward the document with the edits to Casella Waste Management for review. If there are any concerns with the edits by Casella Waste Management, the Board will address or schedule another meeting with representatives from Casella.
- The Board reviewed the **resignation from Kelly Lacasse, Health Officer** effective December 31, 2019. The Board accepted the resignation. The Board asked Ms. Sanborn to put an ad in the town newsletter for the position.
- The Board discussed the **email from Larry Goodman about the process for the town to take over Valley View Road, Kill Mountain Road, and High Cliffs Circle**. Chair Dunklee commented that the owners of the road need to submit a petitioned warrant article for the town to take over the roads. Chair Dunklee felt that the current ownership of the roads was not clear where only the owners could make the request to the town.
- Chair Dunklee informed Vice-Chair Hazleton that during the last heavy rain, he had an opportunity to meet Doug McLane at the **Hebron Memorial Beach to review the erosion being caused on the beach**. Chair Dunklee reported that rebuilding the two rock walls that were removed in the past would preserve the current beach area and prevent future erosion. Vice-Chair Hazelton stated that he thought lowering the lake level was going to help with erosion issues. Due to the erosion that has happened, lowering the lake has not helped. Chair Dunklee noted that the walls should be placed between the Town of Hebron beach property and the Speranza Family property and another wall should be placed by the small building owned by the town. James Whiteaker noted that the tree on the Hebron Memorial Beach property by the small building has eroded significantly and should be removed. Chair Dunklee noted that this had been reviewed with Ben Hall, Highway Supervisor and Mr. McLane had given the town permission to access the tree to be removed through his property. The Board discussed material that could be used to secure the wall. Chair Dunklee suggested establishing a fund for beach maintenance. Chair Dunklee moved to prepare a warrant article to establish a beach maintenance fund, seconded by Vice-Chair Hazelton. The vote was unanimous. The Board discussed dredging the canal to reduce erosion. Chair Dunklee noted that it had been done twice in the past – once by Wes Sanborn and once by Dick Covern (previous owners of the

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marina). The process entails permitting and it is quite costly to process the soil removed from the lake.

- The Board discussed **availability to meet with the Town Auditors** before the end of the year. Chair Dunklee stated that he would be tied up until the end of the year. The Board agreed to invite the Town Auditors in for the January 2, 2020 meeting.
- Ms. Sanborn reviewed with the Board the **Retuned Check Policy** recommended by the Town Auditors to prevent double entry by the department affected and the Treasurer. Ms. Sanborn looked to the Board for direction on the number of attempts by the department to obtain the funds. Chair Dunklee felt that three tries would suffice.
 1. Contact from individual's bank regarding insufficient funds.
 2. Department head to contact the individual by phone requesting a new check to replace the returned check within 14 days.
 3. If not settled within 14 days, the individual would be given 30 days to address the returned check, then the department head would take further action.
- Chair Dunklee discussed with Vice-Chair Hazelton **donating to CELDF (organization that supports conserving land)**. Vice-Chair Hazelton informed Chair Dunklee that he did not have time to research, but felt this could be done privately; not by the municipality.
- Ms. Sanborn informed the Board that the **furnace at the Highway Garage was still not working** and a representative from Pemi Fuels suggested replacing the furnace as parts are limited due to the age of the unit. Chair Dunklee asked Ms. Sanborn to obtain a quote from Pemi Fuels for replacing the furnace. Vice-Chair Hazelton would like to obtain bids before making the purchase. Ms. Sanborn informed the Board that she would research the Emergency Contingency Capital Reserve Fund for the purpose of the fund.

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

- **Letter from State of NH Police Standards & Training** – physical fitness review

8:01 P.M. **ANY OTHER BUSINESS:**

- Vice-Chair Hazelton discussed with Chair Dunklee that the **Town Space Needs Committee seems to feel that there are funds available for research** that have already been appropriated. Ms. Sanborn commented that the committee may be thinking of the funds for the architectural and structural engineer – warrant article for \$9,000. Chair Dunklee believed that the warrant article had lapsed making the funds no longer available. Vice-Chair Hazelton stated that he would bring this back to the committee.

8:04 P.M. **APPROVAL OF THE MINUTES:** The Select Board reviewed the Select Board Meeting minutes of December 5, 2019. Chair Dunklee moved to approve the Select Board Meeting minutes of December 5, 2019 as written, seconded by Vice-Chair Hazelton. The vote was unanimous.

8:06 P.M. **MEETING ADJOURNED:** Vice-Chair Hazelton moved to adjourn the meeting at 8:06 P.M., seconded by Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

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