

TOWN OF HEBRON
SELECT BOARD MEETING WITH DEPARTMENT HEADS MINUTES
JANUARY 20, 2022

PRESENT: Pat Moriarty, Rich James, Paul Hazelton, and Karen Sanborn, Town Administrator

OTHERS PRESENT: Don Franklin (Town Auditor), Audrey Johnson (Treasurer), Cindy Newton (Beach Committee Member), John Fischer (Fire Department), Alison York (Administrative Assistant), Carol Bears (Tax Collector), Travis Austin (Police Chief), Don Musial (Compliance Officer)

6:00 P.M. **OPEN MEETING:** Chair Moriarty commenced the meeting at 6:00 p.m.

6:00 P.M. **REPORTS FROM DEPARTMENT HEADS:**

- **TAX COLLECTOR** – Carol Bears reported that the tax collection for 2021 was going well with a balance of \$21,000 to be collected. 2019 and 2020 taxes remaining balance is \$5,400. Chair Moriarty discussed the heating issue in the Tax Collector’s Office. Since the Tax Collector’s Office ceilings are very high, the room does not warm up as it should. A discussion was held regarding how much the cold air exchange has to do with the room temperature. Vice-Chair James noted that the CO2 sensors could be ~~adjusted~~added to reduce the amount of times the air recirculates.
- **FIRE DEPARTMENT/ EMS DEPARTMENT** – Chief Fischer reported that the expenditures for the 2022 Budget are as anticipated. There is an increase to the training expenses as several new people have enrolled in the EMT course to join the department. Chief Fischer reported on the condition of the 2003 HME/Central States 1250/1000/20A engine has issues that were discovered during the last inspection. The rear springs are in rough shape and the truck frame, that is a double steel frame, is rusted through to the interior frame structure. Chief Fischer reported that the truck is scheduled for repairs in the middle of February. Vice-Chair James inquired about replacing the frame. Chief Fischer replied that it could be done, but would be costly as the electrical lines and mechanical equipment would have to be disconnected and reconnected onto the new frame. Chief Fischer felt the department could get another 5 years out of the truck. Vice-Chair James inquired about the Firefighter/Ems Wage, the Seminars and Training, and the Comstar account expenditures in the budget. Chief Fischer has already addressed the first two account expenditures and commented that the Comstar expenditures were based on a percentage of ambulance billing collections. Don Franklin reminded Chief Fischer to update the Write Off Policy for ambulance service collections.
- **BEACH COMMITTEE** – Cindy Newton reported that the 2022 Budget was on target with no unanticipated expenses. Cindy noted that the committee will know better once the ice is off the lake regarding the build-up of leaves on the shoreline of the beach. The committee plans on adding sand around the property in the spring. Chair Moriarty reported that the Select Board had been working with Brown Engineering on obtaining the necessary permits for dredging the mouth of the Cockermouth River to help reduce with erosion of the beach area.

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- **COMPLIANCE OFFICER** – Don Musial reported that everything has been good with issuing building permits and that he was not aware of any violations in town. Don noted that he returns phone inquiries within 24 hours. Don stated that there a couple of projects in town that the Conservation Commission had met to review the plans and wetlands permits due to the proximity to Newfound Lake and the Cockermouth River. As a member of the Conservation Commission, Don stated that he has recused himself from this discussion.
- **POLICE DEPARTMENT** – Chief Austin reported that the Police Department is in good shape and the latest part-time officer hired is very self sufficient and working out great. Chief Austin noted that the Dispatch expense account has been paid for the year. Chief Austin noted that he was currently working on the radar speed signs with the State of NH Department of Transportation regarding obtaining permission to install the signs in the state right-of-way. The Ford Explorer cruiser is used when necessary as a proposal will be coming for a new cruiser in the 2023 Budget year.
- **TREASURER AND SUPERVISOR OF THE CHECKLIST** – Audrey Johnson reported that the additional elections this year which will be covered by the budget. Audrey recommended that the Treasurer position should be an appointed position due to the increased accounts to manage and the various types of accounts within the town. Don Franklin supported a pay increase for the Treasurer position. The Board agreed to review the pay scale for positions in the town.
- **TOWN AUDITORS** – Don Franklin reported on the duties of the Town Auditor positions. Don relayed the department heads the importance of initialing the invoices to ensure that the expenses are charged correctly and to make sure that the proper accounts are expensed.
- **TOWN POLICIES** – Chair Moriarty noted that the Board did update the Capital Asset Policy. Don commented that he had reviewed the policy along with all of the Town Policies. Notes were added to each policy that needed updating. Chair Moriarty expressed his gratitude to the Town Auditors from the Board and the employees as the work performed is done with great detail and attention to the town financials.
- **TOWN CLERK** – Tracey Steenbergen relayed that the Town Clerk’s office is operating smoothly since utilizing the new software for registrations and other functions of the office. The office is moving towards processing registrations, dog licenses, etc... with credit cards.
- **HEBRON TOWN FOREST – FOREST STEWARDSHIP PLAN:** A warrant article passed at the 2021 May Town Meeting was to update the Hebron Town Forest Stewardship Plan and Tracey Steenbergen (representative of Forest Resource Consultants, LLC) reported on the progress of the project. Chair Moriarty inquired about information to provide to the taxpayers by May 2022 Town Meeting. Tracey informed the Board that this would be relayed back to the office as a goal.
- **PETITIONED WARRANT ARTICLE – NEWFOUND AREA SCHOOL DISTRICT** - Chair Moriarty relayed to the group that a petitioned warrant article had been submitted to the Newfound Area School District regarding changing the formula for funding the district. This would have a significant impact on the towns in the district since the formula would be changed along with the lease agreement on

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the Bridgewater-Hebron Village School. Selectman Hazelton noted that the consequences to the towns are unintended of the petitioner.

- **ANNUAL EMPLOYEE REVIEWS** – Chair Moriarty mentioned to Karen Sanborn about the timing of the annual review process. Karen noted that since the budget year had changed the review process was rescheduled to May.

6:40 P.M. **MEETING ADJOURNED:** Vice-Chair James moved to adjourn the meeting at 6:40 p.m., seconded by Selectman Hazelton. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator