

**TOWN OF HEBRON
SELECTMEN'S MEETING**

Minutes for March 28, 2022

CALL TO ORDER and FLAG SALUTE – Elizabeth Olsen presided until the Chair was elected. Select Board members Curtis Smith and Gino Valeriani present.

Joan and William Clough present with questions regarding certain accounting questions on some Articles in 2021 Annual Report

1. ACTION ON MINUTES

1.1. Action on minutes dated March 14, 2022.

Motion to approve the minutes of March 14,2022 by Curtis Smith, seconded by Gino Valeriani, motion approved.

2. ADJUSTMENTS TO AGENDA

2.1. Hebron Fire Department Appointments

3. PUBLIC COMMENTS –

William Clough submitted a paper outlining what appeared to him as “overdrafts”. Specifically Articles 17, 21, 23, 27, 12 and 7. Joan concerned that “there are not enough “plusses to cover the minuses”.

Curtis Smith distributed audit by year spreadsheet to help with the discussion. The board discussed, using the spreadsheet, how the figures were derived.

Curtis Smith suggested that after the final audit comes in Joan and William Clough could come back for another meeting. Joan agreed with the suggestion.

Joan suggests that the Town Annual Report should be clearer about where the over or under drafts came from and it would be good to have a beginning and ending balance for each warrant category. It was stated that if the auditors found additional overdrafts that needed taxpayer approval it would be brought back to a special town meeting.

4. BUSINESS ITEMS

4.1. Election of the Chairman of the Board

Curtis Smith nominated Elizabeth Olsen. Seconded by Gino Valeriani, Elizabeth Olsen was elected to the Chair.

4.2. Discussion – Filling the Position of Tax Collector, Town Clerk

Filling the position of Tax Collector/Town Clerk as one employee will be leaving at the end of summer. Discussion of whether we could have a part time position (the individual should be available during the day time) for one of the two positions at the Town office. There was a discussion that 30 to 35 hours would probably be OK. Ideally the candidate will have accounting and other relevant experience for a Town Clerk position. Will advertise in INDEED. Run the ad 3 to 4 weeks. Option to then run again if necessary due to potential employees wanting 40 hours.

4.3. Fixed Asset Service Option – RHR Smith – Confirmation of Fixed Assets

**TOWN OF HEBRON
SELECTMEN'S MEETING**

Discussion of the RHR Smith Town of Hebron fixed asset report. Elizabeth Olsen said she thought the listing of a 2010 Model 7400 Fire Truck in the vehicle section of the report was incorrect. She thought it was actually a plow truck. Any appropriate corrections to the report will be made.

4.4. RFP for Paving

RFP for paving. Pre-quote from Allstate for Oxford Road, the Old County Road, Mineral and the 119 end of Station Road. Discussion of culverts on Oxford Road. Will get a requote from Allstate and see where we go from there. Discussion of best methods of repair for the different roads. Discussion of other potential roads for the future. Working on list of roads with mileages.

4.5. Shredding services

Discussion of possibly contracting shredding services to dispose of unnecessary documents. \$160 per month for drop off and pick up (2 bins). If we held it for more than one month there would be an extra \$10 per month. Security issues were discussed. Some materials should be kept for historical records.

4.6. Update on Emails for the Board – Tabled

4.7. Staff Website Training

Curtis Smith emailed the office staff to set up training with the webmasters.

4.8. Office Hours – Opening Wednesdays starting the 1st week of April

Office hours – confirmation of what was said at the town meeting – Opening Wednesdays starting the 1st week of April. Discussed changing Monday's Selectman meeting time to 6 pm and manipulating the Clerk and Deputy Clerk hours so that one of them can be at the meeting to take minutes.

4.9. Sand/Salt Bid State of Maine – Due by April 22, 2022. Used AVCOG last year 509 ton purchased from Eastern Salt Co. \$57. Per ton - 12/7/2021 – 3/16/2022 with 90 Ton in stock. Discuss the Salt bid. Suggested to get bid from AVCOG. Get quote from state and compare. State request for bid has to be in by April 22.

4.10. Insurance renewal – Chalmer's

Chalmer's insurance renewal due. Form needs to be completed. Insurance requires answers to cybersecurity measures. If Chalmer's doesn't renew us based on the information we supply we will have to go to Trident Public Risk Solutions. Elizabeth Olsen will complete the form with the information we had from last year which was done by our IT at the time. Form due this week.

4.11 Hebron Fire Department Appointments

Hebron Fire Department Appointments. Elizabeth Olsen moved that the following positions be appointed: James E. Trundy (Fire Chief), Richard R. Deans (1st Deputy), Charles Hall (2nd Deputy). Seconded by Gino Valeriani. Motion approved unanimously.

**TOWN OF HEBRON
SELECTMEN'S MEETING**

4.12 Planning Board Appointments

Curtis Smith made a motion to put Peg Rearick as a Member of the Planning Board and Peter Rearick as the Alternate. Seconded by Gino Valeriani. Motion approved unanimously. It was clarified that one or the other would be at a given meeting not both at the same meeting.

5. CHAIRMAN'S REPORT

6. SELECTMEN ITEMS

Elizabeth Olsen:

- The Town Clerk is working on the Annual Solid Waste Management Report which is due April 30th.
- The Chair provided information on what training and budget assistance was provided by Lisa Bryant, RHR Smith Accountant.
- Banks and signers discussion. Town Clerk is the only signer currently. Discussion of online banking and whether we should consider changing some banks. Curtis Smith made a motion to put the Select Board Chair on as second signer to the Treasurer on all bank accounts owned by the Town of Hebron. Seconded by Gino Valeriani. Passed unanimous.
- Curtis Smith made a motion to add the Select Board Chair be added to the Town Payroll account as a second authorized user to help with the payroll. Seconded by Gino Valeriani. Motion passed unanimously.

7. SIGN WARRANTS – Motion to sign the warrants by Curtis Smith, seconded by Gino Valeriani, passed unanimously.

8. ADJOURNMENT – Motion to adjourn at 9:45 PM by Curtis Smith, second by Elizabeth Olsen, passed unanimously.