

**TOWN OF HEBRON  
SELECTMEN'S MEETING MINUTES**

**May 23, 2022  
6 PM**

**EO Elizabeth Olsen  
CS Curtis Smith  
GV Gino Valeriani**

1. CALL TO ORDER and FLAG SALUTE – Chairman Elizabeth Olsen Presided

2. ACTION ON MINUTES 2.1. *Action on minutes dated May 23, 2022.*  
CS move to accept. GV second. Approved.

3. ADJUSTMENTS TO AGENDA  
NONE

4. PUBLIC COMMENTS – Please state your name and Town that you are from for the record  
No Public Present

5. BUSINESS ITEMS 5.1. RHR Smith – Auditors Review via Zoom  
Review and discussion of status of Town audit via Zoom with RHR Smith

5.2. Discussion on Remote Login for Auditors

Discussion on request by RHR auditors to allow remote login to get the reports they need for a fee. EO suggested we not pay for remote login as this was not in the original contract. CS brought up cost vs. value. If we agree would they then be able to complete an audit by the end of February? EO said they already have some access. This would also give them access to Trio at a level set by us. During COVID they came up and loaded what they needed onto a USB drive.

GV suggested that since we will be having a meeting with them soon let them do a sales pitch.

All agreed to wait until after a discussion with them at the meeting.

5.3. Review of the Personnel Policy

Topics discussed: Suggestion of some wording changes. Probationary period 90 days vs. 120 day accrued time. EO suggested change probationary period to 120 days. Exempt vs. nonexempt employees and Fair Labor Standards/Salaried vs. non-salaried employees.

Work week definition needs to conform to current employees (redo that section). Lunch break policy discussion. Holiday discussion (e.g., extra day off depending on when holiday such as Christmas falls). Discussion/clarification of PTO (paid time off) vs. vacation time vs EPL (emergency paid leave) vs. sick time vs. non health related callout. Review/change amount of service time required for accumulated vacation time. EO could reach out for help with the review of personal policy. Will get a quote.

5.4. Concealed Weapons Permits

GV presented a review of current concealed carry law as it applies to the issuance of permits by municipalities without a police department. Goal is to make sure we are following the proper procedures for the issuance of concealed carry permits. GV contacted the State Police, the Maine Police Chiefs Association, and a few town offices. GV will review/update the application itself and devise a checklist that the applicant and the clerks can reference during the process.

#### 5.5. Discussion on filling the Deputy Clerk/Deputy Treasurer position.

EO The new clerk will start on May 31. When do we want to start advertising for the Deputy Clerk position.

GV As soon as possible. CS We had originally budgeted for 3 people in July and August so have some money available. 40 or 30 hours? Discussion – permanent part time will save 5 hours a week. 40 hours probably not necessary. CS 5 sixes might be attractive to mothers/teachers. GV Option 5 sixes or 30 hours some other way? Allow flexibility. EO will place ads.

#### 6. CHAIRMAN'S REPORT 6.1. Transfer Station DEP Visit

DEP visit to transfer station went well. Truck needs sticker for Waste Management. CS will investigate.

6.2. Elections – Absentee ballots are in and have started mailing. SAD 17 ballots will require a hand count.

#### 7. SELECTMEN ITEMS

GV spoke with the Public Works foreman regarding boulders at the boat access to Marshall Pond impeding boat trailers. GV checked with DEP. As long as we only work on the road (nothing in the water) we should be OK. Foreman will get back to us regarding cost etc.

Foreman also investigating question from a resident about whether some trees can/should be removed in front of the residents property.

GV reported speaking with the Public Works foreman regarding a stop sign before the bridge coming toward Hebron center from the Public Works direction. Sign was placed by the state in preparation for guard rail replacement. Work is not currently being done. Stop sign is confusing motorists. Foreman contacted DOT. He was told he could cover the signs for now.

#### 8. SIGN WARRANTS – # 18, 19, 20

#### 9. ADJOURNMENT