

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

**June 13, 2022
6 PM**

EO Elizabeth Olsen /GV Gino Valeriani /CS Curtis Smith
Holly Packard, clerk in attendance until Executive Session

1. CALL TO ORDER and FLAG SALUTE – Chairman Elizabeth Olsen will preside.
2. ACTION ON MINUTES
 - 2.1. Action on Minutes dated May 23, 2022.
3. ADJUSTMENTS TO AGENDA - NONE
4. PUBLIC COMMENTS – Please state your name and the Town that you are from for the record None Present
5. BUSINESS ITEMS

GV moved to accept. CS second. Approved.

5.1. DOT – ADA Curb Ramp Improvements

GV spoke with Robert Downey regarding a request from the DOT to all municipalities to allow for Overlimit permit allowing for state vehicles to pass through communities to do Curb Ramp Improvements. Robert spoke with the DOT. Robert said he was fine with it as it is unlikely to affect Hebron in any significant way. He recommended that we sign page 2 and return to DOT.

GV moved that it be signed by the Chair (EO). Seconded by CS. Approved.

5.2. Audit – Discuss Best practices and procedures including reserve funds/remote login

EO stated the Auditors were still working through audit. Auditor stated it would not be necessary to hold a special town meeting regarding over expenditures. Spending was well within the bounds of the warrant articles. LRAP funds for tarring (paving) will be applied per the warrant articles and overlay funds transferred to cover insurance overages.

EO moved to transfer any LRAP reserve funds required to cover the overage in the tarring (paving) account. CS second. Approved. EO moved to transfer funds from the overlay reserve account to cover the overage in the insurance line. GV moved. CS second. Approved.

Accountants coming in late June to do carry forwards in the budget into this year e.g., reserve accounts and work at lining up budgetary lines with warrant articles. A workshop for the selectboard is in consideration.

EO stated we should have financials every other meeting. Need to review a policy for authorizing spending from reserve accounts. Procedures for general journal entries to ensure future selectmen follow the procedures that are being created.

5.3. Solid Waste Review Facility Site Assessment Checklist/Operation Manual

Hebron needs to have a checklist/operation manual per DEP inspection. No major compliance issues. Need continue to rake scrap metal debris that spills from the roll off. Small overhanging trees should be trimmed/removed due to fire hazard but adjoining property owner does not want them removed.

Unknown if we have a Checklist/Operation Manual. GV will check with former Selectboard Chair Dick Deans and check with MMA to see if they have one we can adopt.

5.4. Personnel Policy – Review

CS referred to page 5 of the working document. Clarification of vacation time policy. By law have to allow employee to carry a week if there is no EPL overlap. Employees covered by this will have to monitor their accumulated time so they don't lose it. CS suggested they start looking at their time in August to notify employees if they have time they haven't used. Selectmen responsible for the departments could check unused vacation August 1st. If they are rolling over 80 hours might discuss with the employee and recommend they use it. Policy should state that 40 vacation hours can be rolled over and all other would roll into sick time.

CS discussed probation which includes performance. Selectmen still have the option of extending the probation time or giving a 2 week notice. After 120 days of probation employee can utilize 5 vacation days. Will be on next agenda for approval.

5.5. Review Eastern Salt Bid Price

Eastern Salt bid vs, AVCOG. State at 81.08 and AVCOG was 80.88. No significant difference. AVCOG using to Morton Salt.

GV moved to accept the AVCOG salt bid. CS second. Approved.

6. CHAIRMAN'S REPORT

6.1. GWI – Moving forward with ARPA funding

GW I still in process of planning.

6.2. Deputy Clerk/Treasurer Position

Only one applicant so far. EO asked the new clerk what the traffic is like at the office. Lots of work at the office but not a lot of counter work. Hebron typically has about 10 interactions per day. EO suggests having someone primarily at the front and someone concentrating on finance (bookkeeper/accounting/payroll) the board agreed to advertise for a permanent part time treasurer/deputy clerk position.

6.3. Elections update

All set for the elections.

7. SELECTMEN ITEMS

7.0. EO discussed a 457 tax deferred retirement savings plan for a new employee.

GV moved we move forward with the 457 plan (security benefits) if it is in the best interest of the town. CS second. Approved.

7.1. Concealed weapons permit update

GV reported application is updated and current. Clerks to make sure application is filled out then send to GV.

7.2. Paving update

GV had spoke with Robert. Supposed to come mid-June.

The Public Works crew access to the pond has been made smoother by removing some boulders and doing a bit of fill.

GV asked Robert about fuel. They have a bit less than a half tank but that is fuel left over from the winter.

GV reported that Robert is still looking into the tine issue on the trash truck, Robert thinks there is more to the problem.

CS reported on discussions involving the interactions between the Public Works and Transfer Station. Perhaps we could have a Department Head meeting to get a better understanding of how things work or would like things to work.

8. SIGN WARRANTS – # 21, 22, 23, 24

EO questioned why there were 2 separate mulch purchases from different sellers. Why wouldn't it be better to make one bulk purchase of mulch. Questions regarding rental equipment. In past years Robert would check with board before renting. Who is liable if there is a problem or incident? Rental from a company vs. an individual. CS suggested that cap on the amount the monthly amount of a rental or

perhaps by the month. Concerns about staying within budget. Maybe go to a purchase order system with a trigger number.

EO moved to sign the above warrants. Second by CS. Approved.

9. To enter into an executive session to discuss a personnel matter pursuant to M.R.S.A. Title 1, Chapter 13, Section 405 (6)(A) Brie Bailey employment status & Review resumes and discussion on Deputy Clerk Position.

Moved by GV Second by CS, approved.

Motion to come out of executive session at 8:37 PM by CS, seconded by GV, approved.

10. ADJOURNMENT at 8:37PM

Motion to Adjourn at 8:37 PM by CS, seconded by GV, approved.