

**TOWN OF HEBRON
SELECTMEN'S MEETING**

**June 12, 2023
Minutes**

1. **CALL TO ORDER and FLAG SALUTE** – *Chairman Elizabeth Olsen will preside. Selectman Derek Pike, Treasurer Terri Grover, Town Clerk Holly Packard and Public Works employee Jim Drake. Gino Valeriani was absent.*
2. **Adjustments to Agenda** – *Elizabeth motioned to enter into Executive Session at 6:02 pm and out at 6:20 pm Derek seconded the motion, 2-0.*
3. **ACTION ON MINUTES**
 - 3.1. *Action on Minutes dated May 22, 2023 - Elizabeth motioned to accept the minutes, Derek seconded, 2-0.*
4. **PUBLIC COMMENTS** –
5. **BUSINESS ITEM** –
 - 5.1. **Discussion of Audit** - *Elizabeth thanked Terri for looking through the Draft Audit report. Terri said she has found several discrepancies including the beginning balance, the ARPA Fund and other bank balances were incorrect. Elizabeth said that she will be over tomorrow so they can go over it together.*
 - 5.2. **Appointment of Ballot clerk** – *Elizabeth motioned to appoint Susan Justice as an Election Clerk, Derek seconded, 2-0.*
 - 5.3. **Moody Library** – *Jim Reid had called to get the go ahead to start doing the repairs on the Moody Library building. Derek said he would arrange to meet Jim to look at what needs to be repaired. Terri mentioned that the door at the fire station needed to be fixed as well. Derek will get a quote on that as well.*
 - 5.4. **Monday July 3rd closure** – *Holly had emailed the Board about the possibility of being closed on Monday July 3rd as we have Tuesday the 4th off. Elizabeth asked her to check with Terri, Bob and Kevin to see if they agree with taking the 3rd off as a vacation day and add it to the agenda. Holly let the Board know that they are all fine with using a vacation day on July 3rd. Derek made a motion to close the town office on Monday July 3rd as well as Tuesday July 4th, Elizabeth seconded the motion, 2-0.*
 - 5.5. **Operation & Maintenance Manual** – *Derek will be meeting with Steve to discuss the results of the inspection, unmarked barrels, groundwork under the outside storage area, and a few of the dumpsters are leaking. Derek is planning on picking up two dumpsters and suggested a third if they look good, to have a backup. Elizabeth mentioned if we start recycling again, we could use ARPA funds to build a recycling structure. Elizabeth asked Holly to put Transfer Station Manual & inspection to June 26th Meeting Agenda. Derek is waiting to hear back from Spugnardi Signs and other sign companies on quotes for the Transfer and Highway signs.*

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6. **CHAIRMAN'S ITEMS** – *Elizabeth mentioned Northlight Electric out of Poland, who works with Efficiency Maine and having him walk through the Highway Garage and give us a quote on new LED lights.*
Elizabeth asked Terri to work on job descriptions for the employees. Supervisors should review and approve.
Elizabeth asked Terri to order another WEX card for the Highway Department.

7. SELECTMEN ITEMS

8. **SIGN WARRANTS** – #30, #31 – *Elizabeth motioned to sign, Derek seconded the motion, 2-0.*
9. **Executive Session** – Personnel matter pursuant to M.R.S.A. Title 1, Chapter 13. Section 405 (6) (A).
Elizabeth motioned to go into Executive Session again at 7:24 pm, Derek seconded, 2-0.
Elizabeth motioned to come out of Executive Session at 7:52 pm, Derek seconded, 2-0.

10. ADJOURNMENT

- Elizabeth motioned to adjourn at 7:52 pm, Derek seconded, 2-0.*