

**TOWN OF HEBRON  
SELECTMAN'S MEETING**

**March 24, 2025 6pm  
Minutes**

1. CALL TO ORDER and FLAG SALUTE – *Elizabeth Olsen called the meeting to order. Selectmen Butch Asselin, Selectmen Joseph Chretien and Deputy Clerk Alicia Bryant were present.*
2. TO CHOOSE A CHAIRMAN OF THE BOARD – *Discussion was had regarding responsibilities and availability of the Chair. Joseph nominated Butch, Elizabeth second, 3-0. Butch to oversee all departments and other Selectmen to help/support as needed.*
3. ACTION ON MINUTES
  - 3.1. Action on Minutes dated March 10, 2025 – *Butch motioned to approve the minutes dated March 10, 2025. Elizabeth seconded, 3-0.*
4. ADJUSTMENTS TO AGENDA  
*Elizabeth added to discussion of the Labor Board Report Review 7.7.*
5. PUBLIC COMMENTS –  
*NONE*
6. BUSINESS ITEMS –
  - 6.1. Appointment of: Fire Chief- James Trundy  
1<sup>st</sup> Deputy- Richard Deans  
2<sup>nd</sup> Deputy- Charles Hall  
*Elizabeth motioned to accept as mentioned. Joseph seconded, 3-0.*
  - 6.2. Review of the 2023 Management Letter received from RHR Smith & Company  
*Reviewed the audit for 2023. Discussion was had over the final report for the 2023 audit, about changes going forward and recommendations. Everything is has been taken care of.*
  - 6.3. Review of expenditures to date  
*Review of expenditures to date without the budget being inputted. Budget will be inputted by next week. Tabled for until updated reports.*
  - 6.4. Discussion on the format of Selectmen agendas  
*Discussion was had on the format and timelines for the agenda for Selectmen's Meetings. Butch motioned to have all agenda items in by the Wednesday before the meeting for review by the Selectmen. Then add/drop/edit items out to Selectmen for review Thursday and have the final agenda out by the Friday before, along with supporting financial documents posted to the website. Joseph second, 2-1.*

**TOWN OF HEBRON  
SELECTMAN'S MEETING**

- 6.5. Review of Board's decision for Highway Department foreman to provide oversight of the Transfer Station

*Discussion was had about the oversite of the Transfer Station. Tabled to review later.*

**7. CHAIRMAN'S ITEMS –**

- 7.1. Discussion of ARPA

*Discussion of ARPA funds, timelines, compliance, expenders and overview of the program and future plans. Town is in good standing and it will reopen in April. Will review more signage for the Transfer Station.*

- 7.2. Discussion of General Assistance onsite review and applications

*Overview of General Assistance, Chairmen will take over going forward. Discussed getting all documents ready for audit meeting on the 31<sup>st</sup>.*

- 7.3. Review and Discussion of Open Positions

*Open positions: Town Administrator, Highway Department, and Transfer Station. Discussion of duties of positions and where to put the info and postings.*

- 7.4. Discussion of Banks/Investing/Signing Authority

*Discussion of bank accounts, discussed adding Butch to accounts and reviewed current signers. Looking into investing and/or receiving interest on accounts and a credit card for the town.*

- 7.5. Discussion of Audit

*Discussion of Town Audit 2024. Reviewed the short report. Noted we need to stay on top of R.H. Smith to receive the final audit, should be in good standing as the accountant prepared most of items for them.*

- 7.6. Review and Discussion of BlueStar Accounting

*Discussed BlueStar current duties. Game plan to bring duties back in house, he is willing to train staff and being needed as an as needed service.*

- 7.7. Review of the Labor Board Report

*Discussion of the Labor Board Reports, actions already taken, follow up, and setting up an informal conference meeting with the Labor Board. Highway Department still needs to set up a hearing test.*

**8. SELECTMEN ITEMS –**

*Butch had mentioned making sure new Selectmen getting FOIA completed on time, currently and going forward.*

- 9. SIGN WARRANTS – Payroll #6 Warrants #15, #16**

*Elizabeth motioned to sign Warrants #15, #16 and Payroll #6. Butch seconded, 3-0.*

- 9. EXECUTIVE SESSION- Personal Matters pursuant to 1M.R.S. § 405(6)(A)**

*Elizabeth motioned to enter Executive Session at 8:50 pm. Butch seconded, 3-0.*

**TOWN OF HEBRON  
SELECTMAN'S MEETING**

*Elizabeth motioned to come out of Executive Session at 9:40 pm. Butch seconded, 3-0.*

**11. ADJOURNMENT -**

*Butch motioned to adjourn at 8:50 pm. Elizabeth second, 3-0.*