

**TOWN OF HEBRON  
SELECTMAN'S MEETING**

**April 14, 2025 6pm  
Minutes**

1. CALL TO ORDER and FLAG SALUTE – *Chairman Butch Asselin presided. Selectman Elizabeth Olsen, Selectman Joseph Chretien, Deputy Clerk Alicia Bryant and Matthew Colpitts from Northeast Bank were present.*
2. ACTION ON MINUTES
  - 2.1. Action on Minutes dated March 24, 2025 – *Butch motioned to approve the minutes dated March 24, 2025. Joseph seconded, 2-1. Elizabeth opposed.*
3. PUBLIC COMMENTS – *NONE*
4. BUSINESS ITEMS –
  - 4.1. Appoint Charles Yancey to one year term on Planning Board – *Evelyn Chabot and Peg Rearick recommend Charles Yancey to a one year term on the Planning Board. Butch motioned to accept, Elizabeth seconded, 3-0. Board stated still two more openings.*
  - 4.2. Appoint Kingston Brown to one year term as Code Enforcement Officer, Addressing & Health Officer, Plumbing and Building Inspector - *Joseph motioned to accept Kingston Brown to a one year term as Code Enforcement Officer, Addressing and Health Officer and Plumbing and Building Inspector with the recommendation of taking photos on site as needed for reference. Butch seconded, 3-0.*
  - 4.3. Presentation by Matt Colpitts on services offered to municipalities by Northeast Bank Board listened to Matt Colpitts Municipal Banking Presentation on helping the towns interest rate, no fee banking, currier service, and \$2500 matching donations. Also went over the banks three credit card programs, services, payment options and uses.
  - 4.4. Discussion and decision to accept Northeast Bank's new interest rate proposal on town funds. – *Butch motioned to accept Northeast Bank's new interest rate for the towns accounts. Elizabeth seconded, 3-0.*
  - 4.5. Introduction of Credit Card Policy – *Board reviewed credit card policy. Discussion of general overview of the policy. Elizabeth noted some name changes that need to be updated. Butch will update policy and review, tabled for now.*
  - 4.6. Discussion and decision to approve acceptance of a no fee, 0% interest rate commercial credit card from Northeast Bank – *Butch motioned to approve the 0%, no fee commercial credit card from Northeast Bank. Elizabeth second, 3-0.*
  - 4.7. Introduction of Fund Balance Policy – *Board reviewed Fund Balance Policy and had a discussion of a proper balance to maintain. What should have versus what is needed. Need to set some aside so no TANS needed and the town runs on a calendar year versus a*

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*physical year. Elizabeth mentioned how having the town meeting before school and county taxes are committed makes it harder to prepare for the whole year. Suggested asking RH Smith and BlueStar what a good percentage should be, reminding them that Hebron is calendar year and when taxes are due. Butch stated we are off to a good start and tabled for now to review again.*

- 4.8. Review of expenditures January to March – *Board reviewed expense accounts and percents to date. Butch asked why Town office was over on printing, Elizabeth noted due to the increase of pages in the town report per the request of the budget committee. Elizabeth noted parts and service needed to be recoded due to service/labor and parts. Butch asked why the Town Office phone was already at half budget, Elizabeth stated we pay for phone service for whole year. Board reviewed Revenue accounts.*
- 4.9. Review of applications – *Butch motioned to review applications during executive session, item #7. Elizabeth second, 3-0.*
- 4.10. Legal review – *The towns current lawyer, Jensen Baird, is no longer doing municipal law. Butch to call around to find an office. Board agreed the smaller law firm the better.*
5. SELECTMEN ITEMS – *Board reviewed waste reports. Most items have been taken care of currently. Noted metal off the ground, refrigerators and freon. Butch mentioned reaching out to the high school to see if any student volunteers for helping pick up trash from having the roll offs, in and around the dump. Mentioned having a regular schedule for call companies for pick up for recycling and other items. Purchasing extra lids for the trash containers. Mentioned of returnables left at the dump. Board mentioned possibly Historical Society or Hebron Station School, stated the highway department can drop off on the way by. Board mentioned looking into Muni Bid for putting the 2010 truck up for sale along with our website. Board mentioned and agreed to getting RFPs for most/all services, trucks, paving, etc. not just quotes. Butch mentioned/ questioned a sander purchased in 2023. Elizabeth stated they were grouped into departments and not department lines, therefore was purchased under the department and did not go over the budget. Town approved the budget and was not broken down by line item and sperate articles. Was put on the agenda and approved. More of a necessity at the time, as the Highway Department has been down plow drivers and it is much easier getting a driver for the one ton with a sander then someone with a CDL. Butch mentioned speaking with R.H.Smith and touched base about a timeline for getting our 2024 audit back, stated about June. Said he spoke with him about 2023 as well. Butch mentioned Roland spoke with him about some parking issues on Hope Hill Drive. Having multiple cars parked on the town road/ right of way. Board mention sending a letter to the citizens. Roland was also concerned with the Highway Department properties line and parking on the road. Butch followed up with the Department of Labor. They are coming this week to do the hearing tests and breathing tests. He is working with Roland and Jim getting everything completed. Butch mentioned how a citizen approached him to check into the deed to the Town Office.*

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*Butch checked the registry of Deeds and the vault, was unable to find it. Butch put a call into the superintendent office to check into. The Town voted to accept the building and land in 2002 by the school. Believe to be an error in not filing. Superintendent's office to check into. Butch discussed Cintas contract. Reviewed current contract, which was signed by an employee. Stated Cintas needed to review contract and give us a better rate or contract is not valid. Board reviewed contract and new proposal and followed up with the previous quote from Perfect Stitch. Discussion was had with all the pros and cons and including the Transfer Station with the uniforms.*

*Board discussed the trash truck expenditures and cost to date.*

*Joseph asked about getting a service contract for all highway equipment. Stated he would like to get to know the highway department, their duties and capacities. Getting quotes and figures to bring back to the board to review and decide.*

**6. SIGN WARRANTS – Warrants #17, #18, #19, #20**

*Elizabeth motioned to sign Warrants #17, #18, #19, #20. Butch second, 3-0*

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

*Butch added to review applications along with personal matters during executive session. Butch motioned to enter into Executive Session at 9:04 pm. Board came out of Executive Session at 10:29pm.*

**8. ADJOURNMENT – Elizabeth motioned to adjourn at 10:30pm. Butch second, 3-0.**