

**TOWN OF HEBRON
SELECTMAN'S MEETING**

**May 27th, 2025 6pm
Minutes**

1. CALL TO ORDER and FLAG SALUTE – *Chairman Butch Asselin presided. Selectmen Elizabeth Olsen, Selectmen Joseph Chretien, Deputy Clerk Alicia Bryant, Citizen and school board member Marilyn Newell were all present.*
2. ACTION ON MINUTES
 - 2.1. Action on Minutes dated May 12, 2025 – *Joseph motioned to approve minutes dated May 12, 2025. Butch second, 3-0.*
3. PUBLIC COMMENTS – *NONE*
4. BUSINESS ITEMS –
 - 4.1. Presentation by Ryan Beck, Territory Manager of Budget Document Technology on replacement of the Versalink C7020 copier – *No action as Ryan Beck did not attend the meeting.*
 - 4.2. Review and sign Warrant and Notice of Election Calling MSAD 17 Budget Referendum – *Marilyn gave a break down as to how the school board puts the budget together, noting certain requirements and percentages for some departments. Hebron has 104 kids in the Hebron Station School (unsure if all Hebron residents) and 54 Hebron residents attending the Middle and High School. Butch asked if the State was still sticking to 55% of the budget and how the activities in Washington are affecting the budget. Marilyn replied that she had not heard otherwise on the state's percent and that nothing so far on the federal level. Elizabeth motioned to sign the warrant and notice of election dated June 10, 2025. Butch second, 3-0.*
Marilyn gave an update on finding the deed for the Town Office. It could be a possibility that there was never a transfer of deeds from the Town of Hebron to SAD 17, therefore no need to transfer back to the town. Butch mentioned checking with school executive assistant superintendent as most files are kept in that office, also in their vault and storage and checking into school board minutes.
 - 4.3. Second reading of Fund Balance Policy – *Butch noted on changes made to Fund Balance Policy after speaking with BlueStar Accounting and Advisory. Elizabeth had previously asked to see the email and documents of what Marc's response was going to be. Everything was done verbally. There was a difference of interpretation from the fund balance policy, from the members of the board. The board will clarify the wording for the fund balance policy. Elizabeth mentioned having the amount of the municipal budget as the cap and have all the revenues account for school and county taxes. The board had asked at the town meeting to use some of the funds from the undesignated fund balances to offset some for taxes and funding during budget season. An updated undesignated fund balance to reference the bank balance and budget offsetting the cap and capital plan. Board will reach out to BlueStar to advise and clarify wording. Will continue to update and no action at this time.*

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- 4.4. Second reading of Credit Card Policy – *Discussion of the credit card limit, as this will be the only credit card that the town will have, so all departments. Board decided on a limit of five thousand dollars and can always reevaluate as needed. Elizabeth motioned to approve adopting the Credit Card Policy, dating 5/27/2025. Joseph second, 3-0.*
- 4.5. Discussion and decision on having the town's attorney prepare correspondence for submission to Cintas regarding the town's current uniform contract – *Butch discussed the reasoning for having the lawyer to draft a letter. Stating that we have to continue to keep the contract for three more years and if you miss the window, it automatically renews. An employee of the town had originally signed the contract, so the town could have an out but Cintas could argue it as we have been paying the bills all along so could be taken as “accepted”. Elizabeth asked about how long for the lawyer to write a letter. Butch thinks about an hour. Elizabeth agreed for that amount its worth trying to get out of the contract, as the contract fees a way more, unnecessarily. Joesph agreed, and stated that we should try. Elizabeth motioned to move forward having the lawyer draft a letter to send to Cintas trying to opt out of our current contract. Butch seconded, 3-0.*
- 4.6. Discussion of the proposals for winter sand – *Butch and Joseph gave an update on the Town’s current sand pit. We are unable to use it at this time. Board went over two local quotes that we have received for winter sand. Joseph mentioned about having one of our trucks and employees helping in the delivery of the winter sand, if we have an extra person available. Stating excising the trucks would be beneficial, already paying them and owning our own equipment. Would also save five dollars on the cost per yard. Would need to figure out our cost of running the trucks and still need to guys at the shop to put it all up. Joesph will reach out about checking the best schedules for them to haul, sharing the work and talk about pricing.*
5. SELECTMEN ITEMS – *Butch updated on looking for a transfer station attendant and possibly putting an add out in the paper, as not much online. Alicia mentioned checking into Turner Publishing as well, Elizabeth agreed a good source to check into. Butch mentioned Roland reached out to him about replacing the 2013. Butch asked the board if it wad up for replacement, board stated it was not and not budgeted for. Roland had received a quote for replacing it and was unsure how long the price was able to hold due to tariffs. Butch was on the same page as the rest of the board in terms of not being ready to replace but wanted to confirm with them, as we just had bought a truck. Elizabeth stated there is a five-year replacement plan for the trucks and having the oldest go, so about 15 years before being replaced, Joesph agreed. Butch mentioned receiving a complaint from Back St. where the fire was. He went to go check it out. Mentioned once you start checking into some you have to do them all, but if it’s a matter of code violations. Joesph asked about sending a letter and if it was a town road or private drive. Elizabeth mentioned having Kingston check it out and seeing if any code violations as it is not any health violations and send a letter if any. Joseph mentioned how lucky our town is to take almost all things at our transfer station. Butch mentioned a tree down at Burst Cemetery. Elizabeth stated it being there for a long time, no one wanting to remove it as it’s a hard spot. Joesph agreed getting a professional to help with removal as difficult local and job. Roland is getting a quote from Webster Tree.*

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Butch mentioned getting traffic control free of charge from DOT to help in the removal of the tree.

Butch gave an update from Department of Labor at the Highway department after having testing done. Hearing protection will be required but below the cyclia levels. Mentioned he has a meeting with them in June 12th to discuss the penalty abatement.

Butch asked if the town budgeted for road side cutting. Elizabeth stated yes, the highway department does it with chainsaws, cutters, bucket and one ton, and we have money in the budget for mowing. Butch asked the difference between mowing and brush cutting. Brush is anything the mowers aren't able to cut, like sumac, branches and brush. Town has previously checked into renting chippers and were unhappy with them. Last year the Highway department did fix the towns sickle bar mower, so are able to use that for mowing. Butch just wanted to clarify that it is a job that the town usually does versus hiring out, yes. Elizabeth did mention overhang over the top of the roads was talked about being contracted out multiple times previously. Joseph mentioned a low cutting/ mulcher like Minot uses might be worth looking into renting, said it doesn't leave a mess like the other one the town tried. Butch mentioned the Town Office would like to replace the current fridge with a slightly bigger one, as there is not a lot of room and the freezer is broken/shut. The staff got some quotes. Elizabeth agreed as long as there is money in the budget. Joseph agreed, stated he had the same one, great size and not loud.

- 6. SIGN WARRANTS** – Warrants # 28, # 29 – *Elizabeth motioned to sign warrants #28 & #29. Butch second, 3-0.*
- 7. EXECUTIVE SESSION** – Pursuant to 1M.R.S. § 405(6)(A) to interview candidate for Town Administrator – *Butch motioned to enter executive session at 8:09pm. Elizabeth second, 3-0. Board came out of executive session at 9:18pm.*
- 8. ADJOURNMENT** – *Elizabeth motioned to adjourn at 9:18pm. Butch second, 3-0.*