

**TOWN OF HEBRON  
SELECTMEN'S MEETING**

**July 14<sup>th</sup>, 2025  
Minutes**

1. CALL TO ORDER and FLAG SALUTE – *Chairman Butch Asselin presided. Selectmen Elizabeth Olsen, Selectmen Joey Chretien, Town Administrator Alicia Bryant, Citizens Jim MacDonald and James Reid were present.*
2. ACTION ON MINUTES – *Action on Minutes dated June 23rd, 2025 – Elizabeth motioned to approve minutes dated June 23<sup>rd</sup>, 2025. Butch second, 3-0.*
3. PUBLIC COMMENTS – *Jim MacDonald asked if the town would accept a donation from The Historical Society in the form of wide screen tv. Stating that the board could use it for presentation and speakers along with other committees. Elizabeth suggested that the town be the one to buy it and the Historical Society keep their money and put to use elsewhere, as their building and what they do is very important. Butch agreed but didn't want to turn down the free gift. Butch asked where the money would be coming from, Jim stated from yard sales and other fund raisers. Board would need to see the size and location to put the tv and will buy the brackets. Jim was thinking a 65-inch tv, unless a good deal with bigger. Butch motioned to approve the donation of a wide screen tv, with the board picking the size to fit location. Joey second, 2-1.*
4. BUSINESS ITEM –
  - 4.1. Presentation of Cemeteries from Jim MacDonald – *Jim gave an update on cemeteries, locations, and veterans graves. Board is very appreciative for what he is doing for the town and veterans. Elizabeth noted there was money in the budget for him to use for the cleaning and repairs. Jim is grateful and that is all he asked to be done is pay for the chemicals and some crushed rock as needed. He noted it should be done about every 2-3 years. Jim will touch base with the Highway Foreman about the care of them and all the spots. Butch recommend that the Highway department set a schedule of maintenance for the Veterans in the cemeteries. Board will send an email and newspaper add out about the continuation of cleaning of the head stones.*
  - 4.2. Discussion of Hebron's increase of school district budget – *Board discussed the recent passing of the school budget for 2025/2026 school year. Board had asked for someone from the school district to come speak tonight but they had their own meeting. Budget increase of 24%, an increase of \$247,738.42. Elizabeth stated that it was voted in and we have no control. James stated that he thinks that they over value of the town, and that they always have, said that based of income, board corrected him in saying it is based off the town evaluation and that Hebron is a lot lower than most all of the towns. Went over all the towns percents and evaluations. Broke down the cost student per town based of the amounts. Butch said it is all the schools additional and local costs that drives everything up. Elizabeth noted it is all the state mandates that are required that they have to spend so much on and takes up most of the budget, school board does a good job keeping cost down, it's just the mandates. James asked coming from a budget committee member where they worked hard to keep taxes down/same what we were going to do.*

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*Butch mentioned what the school mil rate was and what the towns mil rate was, half of the budget is due to school. A discussion was had about having a special meeting to help with school taxes. Eliabeth noted if used to offset taxes verse using funds for a vehicle or paving, that it will shock people the following year as it goes up. Funds are better used to purchase things verse offset taxes.*

- 4.3. Discussion of vacations in personnel policy (Vacations, page 5, October 24, 2022) – *Butch wanted to review the current personnel policy due to the whole Highway Department was off the same week. Thankfully nothing happened. Board discussed the personnel policy about vacation time. Butch stated even unpaid time off and part timers off still needs to be approved. Board reviewed the entire personnel policy and noted to makes changes to include the Town Administrator and updating all sections as needed.*
- 4.4. Discussion of purchasing a portable radio for use in loader – *Alicia went over a quote given by Highway Foremen Roland Gagne about getting about getting a portable radio. Board discussed and decided to wait for now and check into safety grants through MMA that usually come out in September. Stating that we could get a better unit that ties into the other radios and has better distance and maybe for one for both the backhoe and loader.*
- 4.5. Discussion of cell phone quote – *Alicia went over quotes for cell phone/s. Going with a government plan through Verizon will save the town more money, no taxes and fees, unlimited. Offering free and reduced phone costs. Board thought it would be a good idea to have the Highway Department to have one as well verse the phone stipend currently being issued, a savings as well. Joey suggested they leave it behind for the on-call foreman while the foreman is away on vacation. Elizabeth motioned to approve getting cell phones for the Town Administrator and Highway Department and having the Town Administrator sign the contract. Joey second, 3-0.*
- 4.6. Discussion of Microsoft Office 365 – *Discussion of switching some of our computers and emails to Office 365. There is a licensing fee of \$150 yearly with multi user and five dollars for every email converted over. Email names can be changed and reused, which would be good for saving emails. Email has 50 GB of storage. This is also something that was recommended to us from our website company that currently does our emails. We could transfer over some of our more regularly used emails and keep the less used ones where they are. Would have access to one drive as well, so if out of the office could still get to some documents. Planning board in inquire about scanning and uploading to a hard drive. Board wanted to check with IT, Chris, about current back up. Trio is hosted so no back up needed.*
- 4.7. Review June expense reports – *Board reviewed the expense reports year to date. Talked about having a special town meeting to transfer funds from the fund balance to help pay the overage cost that the trash truck occurred. Mentioned talking about the County Tax going up and the School Budget as well.*

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5. TOWN ADMINISTRATOR UPDATES – *Holly will be sending out 30 day notices this week, we have 31. Paving on Hebron Center Rd will be the end of July beginning of August. Highway Department has a few more culverts left to replace and will need to pave over them before Pine Tree comes in to pave the road. Highway Department got a dig safe for replacing a metal culvert on Station Road, told them to wait for now until Board approves. Board questioned needing replacement at this time, also mentioning Station Road was tarred not long ago. Board stated it could wait and be budgeted for. Code Enforcement Officer last day will be July 24th, have a tentative interview set up. Board mentioned to check backgrounds, licensing and references. Ad is going up on website and MMA. Fire Department is doing a CPR class on Monday August 4<sup>th</sup> at 6pm, the Highway Department and Town Clerks were interested in attending the class as well. Jim said it was okay to attend but it would be \$65 for each, is this something that the town would cover or the employee? Board stated non firemen employees are responsible for the fee as needing the certification is not in the job description but will allow them to attend. Town received the credit card today, first one that came was not correct. The Highway department hot top saw died/blew up today. Brian called and got some prices on buying a new one, \$1200-1300. Board decided to check into renting one for now check into seeing if ours is fixable. Community Action Resilience Partnership called about giving a speech about helping out with grants. Elizabeth stated that the prior board said no. Wheel seal is leaking on the loader. Brian had called for parts, \$871.61 and said that he can fix it himself.*
6. SELECTMEN ITEMS – *Butch discussed about the town needing a new attorney. Stating that Eaton Peabody closed and they were in the middle of drafting a letter to Cintas about coming to an agreement about getting out of contract with them. Also, may need one for a deed issue, as we have not had any updates with that yet, just not a priority to them. Butch then asked for an update for the transfer station barriers. Alicia stated that the check for the barriers is in the warrant being signed today and that was needed at the time of pick up. Once we have a check that they can schedule a driver to pick them up. Butch asked Joey to look into the update for the 2013 truck.*
7. SIGN WARRANTS – Warrants #33, #35, & # 36 – *Butch motioned to sign warrants #33, #35 and #36. Joey second, 2-1.*
8. EXECUTIVE SESSION – Pursuant to 1M.R.S. § 405(6)(A) to discuss personnel matters – *Butch motioned to enter into executive session with the Town Administrator present at 9:03pm. Elizabeth second, 3-0. Board came out executive session at 9:43pm. Butch motioned to re-enter executive session with just the board and not the Town Administrator at 9:43pm. Board came out of executive session at 10:00pm.*
9. ADJOURNMENT – *Butch motioned to adjourn at 10:00pm. Joey second, 3-0.*