

**TOWN OF HEBRON
SELECTMEN'S MEETING**

**August 25th, 2025
Minutes**

1. CALL TO ORDER and FLAG SALUTE – *Chairman Butch Asselin presided. Selectmen Joey Chretien, Town Administrator Alicia Bryant and citizen Dick Deans were present.*
2. ACTION ON MINUTES – *Action on Minutes dated August 11th, 2025 – Butch motioned to approve minutes dated August 11th, 2025 with Town Administrator review and noting the date change for the special town meeting. Joey second, 2-0.*
3. PUBLIC COMMENTS – *Citizen Dick Deans had asked when the Special Town meeting will be held. The board noted that nothing official has been released yet due to still having conversations about the loader. The board did push the date back to reflect the ongoing discussion. The special Town Meeting will tentatively be held September 22nd at 6 pm before the Selectmens Meeting. Discussed the reasoning for the special town meeting warrant articles for the expense of the trash truck repairs and all the tonnage and rental fees that came along with the trash truck being down. Dick asked why the budget committee was not involved. Board expressed it was an overage due to an unforeseen event that obscured the budget in that department and asking the Town to pay for it from undesignated funds to cover this so it doesn't reflect the budget. Dick also had questions reading the loader and the board said they will go over them with them in 4.2.*
4. BUSINESS ITEM –
 - 4.1. Review of the updated personnel policy – *Board reviewed the updated personnel policy. Butch noted on page 11 referencing the political activity section, saying that later down the road it may need an ordinance. Butch motioned to approve and sign the updated personnel policy dated August 25th 2025. Joey second, 2-0.*
 - 4.2. Discussion regarding the loader – *Alicia gave an update regarding the loader from Brian, still no word from Pete Adams for getting an updated quote to fix it. Had call and wasn't able to leave a message. Board suggested to reach out to Steve Tucci to give an updated quote. Brian had received a quote for a trade in from Abbott for \$23,000 towards a newer used loader. Board also wants Brian to get tire quotes and gather repair quotes for next meeting. Board tabled for now, pending more information.*
 - 4.3. Discussion of late fee and interest abatement – *Board reviewed a letter received from a citizen regarding getting late fees, interest occurred and other fees refunded due to a sale/transfer of property after the April 1st cut off, they stated that it was prorated it at the time of sale. Butch mentioned that when people come in you may not be thinking about taxes right away, while conducting other business. Alicia also mentioned that not everyone would want to be approached about it as well. Joey stated if that is our policy then we need to follow it. While this is an unfortunate event, we need to uphold the policy, the Town follows all state guidelines and recommendations. Butch noted that the voters set the interest rate and state statutes of fees, and just not comfortable Butch motioned to deny the request from Daryl and Doreen Burnham regarding abatement of interest*

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occurred and fees. Joey second, 2-0.

- 4.4. Sign appointment form for Chris Summers for CEO – *Board reviewed their decision to hire Chris Summers as CEO and LPI. Butch motioned to sign appointments for CEO, LPI, Addressing Officer, Health Officer, and Building Inspector. Joey second, 2-0.*
- 4.5. Review and sign the engagement letter from R.H.R. Smith for 2025 audit – *Board reviewed the engagement letter from R.H.R. Smith for next year's preaudit. Board also reviewed the current years and past invoices and the engagement invoice for the preaudit for 2025. Butch motioned to have Alicia sign the engagement letter from R.H.R. Smith for the preaudit 2025. Joey second, 2-0.*
5. TOWN ADMINISTRATOR UPDATES – *Alicia went over quotes from Budget Technology and Ricoh for a new copier for the town office, comparing models, terms and rates. All plans and models the town will be saving money. Budget would be able to come in right away and swap them out and start the new lease, if we went with Ricoh, we would have to wait the contract out until October then get the new copier. Ricoh did quote having a digital fax option and not just an analog. Joey suggested making sure fax works with either company and call the phone company about an additional converter box. Board agreed a shorter term would be better than not stuck with it and Joey noted how much technology changes and prices go down. Butch asked about buying it out right after was a possibility, yes fair market value. Board had already budgeted for the higher rate for the rest of the year, so anything is a savings. Butch motioned to go with Budget Technology Konica Minolta bizhub C251i copier for a 48-month lease and have Alicia sign. Joey second, 2-0.*
The new highway truck got picked up on Thursday for warranty work. 2013 is back and all seems good. Joey gave an update of what was fixed on the 2013 and the steps it took, even the mechanics said to take it back and run it to test it out, then bring it back to double check. Highway is trimming brush around town to get ahead before they rent a chipper to make the most out of the rental. Joey asked that the Highway crew had all of their PPE and make sure they are wearing it.
6. SELECTMEN ITEMS – *Butch had asked if we got a letter from the department of labor. Alicia responded nothing yet. She did note Jim Trundy had dropped off paperwork to email over to them but nothing in the mail yet. Butch had asked about previous mentioning about checking into other health insurance plans. Alicia said she has gathered some information and still working on gathering more. Dick had mentioned he had read pervious minutes from another meeting mentioning the highway crew getting a container to put metal in. Butch stated the highway department requested one. Dick suggested what was previously done was had the department stock pile it and then take a highway truck down loaded up to get better pricing and no fees. Dick had also noted that the highway department usually undercoats the trucks at the end or beginning of the season and do it yearly. Board noted that we are doing that. We have purchased all the materials and just waiting to have all the trucks back all together to get them all done at once.*
7. SIGN WARRANTS – Warrants #42, #43, #44 – *Butch motioned to sign warrants #42, #43,*

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#44. Joey second, 2-0.

8. ADJOURNMENT – *Butch motioned to adjourn at 7:43pm. Joey second, 2-0.*