

TOWN OF HEBRON
SELECT BOARD MEETING MINUTES
SEPTEMBER 3, 2026

PRESENT: Paul Hazelton, John Dunklee, Rich James, and Karen Sanborn, Town Administrator

OTHERS PRESENT: Tony Albert (Fire Chief), Amanda Comeau (Executive Assistant), John Hilson, Suzanne and Roger Martin, Cindy Newton

2:30 P.M. **COMMENCED MEETING:** Chair Hazelton commenced the meeting.

2:30 P.M. **PUBLIC HEARING – EXPEND FUNDS FROM THE FIRE SAFETY EQUIPMENT CAPITAL RESERVE FUND:** Chair Hazelton opened the public hearing to expend funds from the Fire Safety Equipment Capital Reserve Fund. Chief Albert stated that the purchase was fire boots, fire coats, and fire pants to replace outdated protective fire clothing. This will be done annually on a rotating basis.

Chair Hazelton informed the audience of the second public hearing to increase the Building Permit fees pursuant to RSA 41:9-a, IV. Selectman James informed the audience that the Town of Hebron issues Building Permits with no building inspections. The Board felt that it was a good idea to introduce inspections in town and issue Certificates of Occupancy once the final inspection takes place to close the building permit process for the project.

Cindy Newton asked who the Building Inspector will be and if they would be local. Selectman James replied that Mike Riess has agreed to assume the position.

Roger Martin asked if the inspections would be required for all building permits submitted. Selectman James responded that inspections would be required for anything over 400 square feet.

Suzanne Martin asked if inspections would be required for additions under 400 square feet. Selectman James responded no, but would be required on additions 400 square feet or more.

Cindy Newton asked when this would become effective. Chair Hazelton replied January 2027.

Mike Riess reiterated the process for clarification – starting January 1 building inspections would be required with all necessary inspections being performed, inspections would be checked off the list as the project progresses resulting in issuance of a Certificate of Occupancy at the end of the construction project. The Board stated that this is correct.

2:37 P.M. **SOLAR PANELS – TAXABLE?:** Cindy Newton approached the Board to discuss questions that came up during the review process for the town wide property assessment update. Mrs. Newton asked if solar panels were taxable? Ms. Sanborn replied that they were and would be listed under the feature section on the property record card. Selectman James noted that the solar panel assessment would be included in the total value of the property. For the solar panels to be exempted from taxation, a warrant would have to be voted on by the residents at May Town Meeting.

Cindy Newton asked if the rest of Hobart Hill (middle section near the end of the road at the top) was going to be paved any time soon. Selectman James responded that this would be discussed with Ben Hall, Highway Supervisor, as a possible project for next year.

Cindy Newton asked the Board when Hub66 would be available for Hobart Hill residents. Selectman James responded that it would be done when phase II of the project starts – possibly next year.

Cindy Newton asked for clarification on ADU's (Accessory Dwelling Units) since the Zoning Ordinance has not been updated on the town website. Vice-Chair Dunklee stated that the town website is up to date for 2024 and any the changes would have been what was voted on at the last May Town Meeting. Ms. Newton would be sent a copy of the changes voted on in May.

2:45 P.M. **CLOSE THE PUBLIC HEARINGS:** With no further comments, Chair Hazelton closed the public hearings on the expenditure from the Fire Protective Equipment Capital Reserve Fund and increasing the Building Permit fees. Selectman James moved to expend \$16,079 from the Fire Protective Equipment Capital Reserve Fund, seconded by Vice-Chair Dunklee. The vote was unanimous. Selectman James moved to change the Building Permit fees to include \$.10 per square foot for building inspections and to issue a Certificate of Occupancy with approved Building Permits, seconded by Vice-Chair Dunklee. The vote was unanimous.

2:47 P.M. **BLASTING AND JACK HAMMERING CONCERNS:** Chair Hazelton inquired about the email received regarding blasting and jack hammering on Crystal Springs Road without the proper notifications. Ms. Sanborn responded that she was not sure if the individual would be at the Select Board Meeting today but, Carole Tremonti would like it addressed in the town ordinances to protect the property owners in Hebron. Vice-Chair Dunklee noted that the Building Permit application had been updated and the applicant could check if blasting was part of the project, if so, their certification information was required. Chair Hazelton asked if a letter had been sent to the company doing the blasting. Ms. Sanborn replied no, and would check with David Cooper, Compliance Officer to see if he obtained the company's contact information. Selectman James agreed that Ms. Tremonti should be informed that the jack hammering enforcement issue would have to be brought before the voters as a warrant for the May Town Meeting. John Hilson informed the Board that a resident of Crystal Springs Road discussed this at a Planning Board Meeting and expressed concerns with no notification to the abutters that blasting or jack hammering would take place in the neighborhood which affected a resident that suffers from Post-Traumatic Stress Disorder (PTSD).

2:30 P.M. **ACTION ITEMS:**

- The Select Board signed the **accounting manifests**.
- Ms. Sanborn asked the Board if there was any interest in **submitting the 2027 Election Ballot for the NH Association of Assessing Officials**. Selectman James moved to decline submitting the 2027 Election Ballot for NHAAO, seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Board signed the **Engagement Letter with Roberts & Greene, PLLC** to perform an audit of the town financials for the year ended June 30, 2026.

2:55 P.M. **DISCUSSION:**

- The Board discussed the **Building Inspector position** details regarding processing pay. Selectman James stated that the pay would come from the fees collected based on square footage of the project. Selectman James felt that this would likely increase as time goes on. Vice-Chair Dunklee stated that the Building Inspector would be paid once the Certificate of Occupancy has been issued. Mrs. Comeau asked the Board if the \$.10 was based on total square footage of the project or the finished area. It was decided that the fee per square foot would be used based on total square footage of the project. The Board discussed the amount of time spent on inspections and agreed the pay would be based on the amount received per square foot on the project. Mike Riess stated that as the process goes along issues, including compensation, will be addressed at that time.

3:03 P.M. **CORRESPONDENCE:**

- **Invitation from Communities for Alcohol and Drug-Free Youth** to their 24th Annual Regional Prevention Summit 2026.
- **Public Hearing Notice** – HealthTrust – health and dental insurance rate setting for 2027.

3:04 P.M. **ANY OTHER BUSINESS:**

- Ms. Sanborn informed the Board that a gentleman was interested in collecting some **drone footage of the Hebron Town Forest**. Chair Hazelton would like to obtain more information from Martha Twombly, Conservation Commission, the Society for the Protection of NH Forests, and Forest Resources, LLC, before authorizing this request.
- Ms. Sanborn informed the Board that the **final invoice was paid to Superior Fence Co.** and the total cost was \$1,685 more than originally quoted. Ms. Sanborn asked about processing a check to Cheryl Cory since the agreement was to split the cost of the fence. Chair Hazelton asked Ms. Sanborn to invite Ms. Cory to the next Select Board's Meeting.
- Chair Hazelton reported to the Board on the recent **Transportation Advisory Committee Meeting** and informed the Board that there is funding to update the culvert inventory. Ms. Sanborn noted that the culvert inventory was performed by Newfound Lake Region Association. Chair Hazelton stated that the project could be updated next spring.
- Selectman James discussed with the Board sending **out another informational article on the impact that voting yes for HB1300 would have on the Pasquaney School District**. Selectman James stated that the bill is already being challenged.
- Ms. Sanborn looked to the Board for clarification on **upgrading the electric panel on the Hebron Common**. Ms. Sanborn relayed to the Board that Paul Morrison (Morisson Electric) wanted to make sure there was only one 200-amp service to be installed at the Hebron Gazebo. The Board confirmed this.

3:14 P.M. **NON-PUBLIC SESSION:** Selectman James moved to enter into non-public session pursuant to RSA 91:A-3,II (a), seconded by Vice-Chair Dunklee. Paul Hazelton - yes John Dunklee - yes Rich James - yes

3:45 P.M. **OUT OF NON-PUBLIC SESSION:** Vice-Chair Dunklee moved to come out of non-public session, seconded by Selectman James. Paul Hazelton - yes John Dunklee - yes Rich James - yes Vice-Chair Dunklee moved to seal the minutes for five years, seconded by Selectman James. Paul Hazelton - yes John Dunklee - yes Rich James - yes

3:45 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of August 20, 2026 and made the following corrections: page 2, first bullet from the top of the page, fifth sentence – insert “authorization of payment to town counsel, if the invoices” after “sign the” – remove “legal documents if the legal fees”- remove “six” before “towns”, page 2, first bullet, eighth sentence – insert “so that he is aware of our concerns and the funding formula” after “Ambulance Service”, and page 3, third bullet, first sentence – change “Town Meeting” to “November Election”. Selectman James moved to approve the Select Board Meeting minutes of August 20, 2026 as amended, seconded by Vice Chair Dunklee. The vote was unanimous.

The Select Board reviewed the Select Board Non-Public Session minutes of August 20, 2026. Selectman James moved to approve the Select Board Non-Public Session minutes of August 20, 2026 as submitted, seconded by Vice Chair Dunklee. The vote was unanimous.

Ms. Sanborn informed the Board that Amanda Comeau, Executive Assistant, and she would be attending an all-day virtual workshop on Thursday, September 17, 2026 and requested to close the Select Board's Office. The Board has agreed to close the office and move the Select Board Meeting to start later at 4:00 p.m.

3:58 P.M. **MEETING ADJOURNED:** Selectman James moved to adjourn the meeting at 3:58 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator

Note: Any changes to the minutes will be reflected in the next set of meeting minutes.