TOWN OF HEBRON

SELECT BOARD MEETING MINUTES

AUGUST 20, 2026

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

OTHERS PRESENT: Tony Albert (Fire Chief), Amanda Comeau (Executive Assistant)

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

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

- The Select Board signed the **accounting manifests**.
- The Select Board signed the **signature cards for Union Bank and Camden Bank.**
- Selectman James moved to **appoint Liz Mills** as a member of the Common Landscape Committee, seconded by Vice-Chair Dunklee. The vote was unanimous.
- The Select Board signed a **Notice of Intent to Cut Wood form** for Paul and Mary Hazelton to harvest timber from Tax Map 16 Lot 001 and 001-1 off Tenny Lane.
- Vice-Chair Dunklee moved to authorize Chair Hazelton to sign the **agreements with Higginbotham Construction, LLC** to address the ice build-up issues on the Library roof, seconded by Selectman James. The vote was unanimous.
- The Select Board signed the **Bookkeeper position job description**.
- The Board signed the **reappointment letters to the Gazebo Committee** – Everett Begor, Bob Brooks, and Cindy Hilson until October 2027.
- Selectman James moved to authorize **Chair Hazelton to sign the letter to Primex3** regarding insurance information as part of the 2026 Audit of the town's financials, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Ms. Sanborn informed the Board that the changes were made by Municipal Resources, Inc. to the financial software agreement as discussed at the previous Select Board Meeting. Ms. Sanborn noted that the annual maintenance costs will be based on a fiscal year to coincide with the town budget. Selectman James moved to authorize **Chair Hazelton to sign the Software License and Services Agreement and the Support and Maintenance Agreement**, seconded by Vice-Chair Dunklee. The vote was unanimous.

2:40 P.M. **DISCUSSION:**

- Ms. Sanborn followed up with the Board on **questions about the legality of the public hearing held on August 6, 2026** to withdraw funds from the Fire – Equipment Capital Reserve Fund. Ms. Sanborn presented the Board with the warrant article from the 1980 Town Meeting creating the capital reserve fund and appointing the Selectmen as agents of the fund, the 1980 Town Meeting minutes, RSA 31:5 At Special Meetings (different from Public Hearings), and RSA 35:15 Expenditures From Capital Reserve Funds/Expendable Trust Funds (named agents have the authority to expend without the need for a public hearing). The Board agreed that advice from legal counsel was not necessary. Selectman James moved to authorize the expenditure from the Fire – Equipment Capital Reserve Fund not to exceed $548,133, seconded by Chair Hazelton. The vote was unanimous.

- The Select Board reviewed the **legal documents prepared by DrummondWoodsum regarding the proposed Regional EMS District**. Chief Albert informed the Board that the committee of the six towns exploring forming a Regional EMS District realize that this would not work based on evaluation alone so there needs to be new legislation proposed to address funding the proposed district. Chief Albert informed the Board that the documents need to be signed before the attorney proceeds with the paperwork to propose new legislation. Chief Albert commented that at their annual town meeting, the six towns supported exploring the Regional EMS District. The Board agreed to sign the authorization of payment to town counsel, if the invoices ~~legal documents if the legal fees~~ were split evenly between the ~~six~~ towns. Vice-Chair Dunklee moved to sign the legal agreements so long as the fees do not exceed more than 1/6 of the total cost and to authorize Chair Hazelton to sign the agreements, seconded by Selectman James. The vote was unanimous. Selectman James asked Chair Hazelton to speak with Chief Pierce about the comments made by taxpayers regarding the proposed Baker Valley Ambulance Service so that he is aware of our concerns and the funding formula.
- Selectman James asked Chief Albert about plans for retiring as Fire Chief. Chief Albert stated three years. Selectman James asked about a succession plan. Chief Albert responded that he is working with the firefighters and EMT's in preparation for retiring.

2:53 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

3:05 P.M. **OUT OF NON-PUBLIC SESSION:** Chair Hazelton 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

3:05 P.M. **DISCUSSION (cont.):**

- Chief Albert informed the Board that the **purchase of new ropes for rescues** like at Sculptured Rocks State Park came in $160.00 over the $12,000 and will be taken from the Fire Department Budget. The Hebron Fire Association will be covering $12,000.
- Chief Albert informed the Board that **Sara Hegener submitted her resignation from the Health Officer position**. Chief Albert recommended Tom Hegener for the Health Officer position. Selectman James moved to accept Sara Hegener's resignation and to appoint Tom Hegener as Health Officer, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Chief Albert reported to the Board that the **Fuso Forestry Truck** was taken to Manchester for repairs.

- Selectman James discussed with the Board **legislation (HB 1300) that will be acted on at the November Election ~~Town Meeting~~ as a ballot question** which requires 3/5 vote authorizing a tax cap on school operations and administrative costs for school districts. Selectman James noted that the Pasquaney School Board will be updating their presentation on HB 1300 and the impact it will have on the district for the November meeting. The Pasquaney School Board will also have pamphlets to hand out to the residents and taxpayers. Selectman James expressed the importance of bringing awareness to the voters.

3:12 P.M. **CORRESPONDENCE:**

- **Agenda from the Common Landscaping Committee** – install water line on August 26 – The Board discussed incorporating this project with the new electric on the Hebron Common. Vice-Chair Dunklee stated that if the trench is wide enough both could be placed in the same ditch. Selectman James asked Ms. Sanborn to have Ben Hall, Highway Supervisor coordinate the project with Paul Morrison (electrician) and Fred Kohout (Common Landscaping Committee member).

3:17 P.M. **ANY OTHER BUSINESS:**

- Chair Hazelton inquired about the **shed that was installed at 23 Braley Road and questioned if this was brought before the Historic District Commission**. Amanda Comeau, Executive Assistant, reviewed the 2026 Building Permit approvals and noted that the project went before the Zoning Board of Adjustment but not the Historic District Commission. Mrs. Comeau informed the Board that she would mention this to Dave Cooper, Compliance Officer.
- Chair Hazelton informed the Board that many **people boating on Newfound Lake still intentionally ignore the "Keep Off" signs at the Charles Bean Sanctuary** and are utilizing the property for picnicking and hanging out on the property with animals while parking their boats at the edge of the property.
- Selectman James updated the Board on the **Planning Board Workshop Meeting** held for updating the Master Plan. The group would like to send out surveys looking for input from the residents.
- Selectman James discussed with the Board **making space at the Old Fire Station to store the Gazebo trailer**. Currently it is stored on Everett Begor's property and he will be retiring as a Gazebo Committee Member in 2027. Chair Hazelton moved to authorize the Gazebo trailer to be stored in one of the Old Fire Station bays, seconded by Vice-Chair Dunklee. The vote was unanimous.
- Selectman James informed the Board that there will be a **classroom tour on August 25, 2026 at the Bridgewater-Hebron Village School** and on August 31, 2026 people can be there to welcome the students back to school.
- Ms. Sanborn informed the Board that there will be a **Public Hearing held on September 3, 2026** for the proposed increase to Building Permit fees and a Public Hearing to expend funds from the Fire Safety Equipment Capital Reserve Fund.

3:34 P.M. **APPROVAL OF MINUTES:** The Select Board reviewed the Select Board Meeting minutes of August 6, 2026 and made the following corrections: page 2, second bullet from the top of the page – insert "to" after "relayed", page 2, fifth bullet – insert "relative to the" after "Powers", page 3, first bullet, last sentence – change (2016) to (2002 E1), and page 3, fourth bullet, first sentence – insert "to" after "like". Chair Hazelton moved to approve the Select Board Meeting minutes of August 6, 2026 as amended, seconded by Vice Chair Dunklee. The vote was unanimous. Vice-Chair Dunklee moved to approve the Select Board Public Hearing minutes of July 16, 2026 as presented, seconded by Selectman James. The vote was unanimous.

3:40 P.M. **NON-PUBLIC SESSION:** Selectman James moved to enter into non-public session pursuant to RSA 91-A:3,II (b), seconded by Vice-Chair Dunklee. Paul Hazelton - yes John Dunklee - yes Rich James - yes

3:55 P.M. **OUT OF NON-PUBLIC SESSION:** Selectman James moved to come out of non-public session, seconded by Vice-Chair Dunklee. 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

3:55 P.M. **MEETING ADJOURNED:** Selectman James moved to adjourn the meeting at 3:55 p.m., seconded by Vice-Chair Dunklee. The vote was unanimous.

Respectfully submitted,

Karen Sanborn
Town Administrator