

**TOWN OF HEBRON
BOARD OF SELECTMEN
SPECIAL MEETING January 2, 2018**

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Ann E. Hughes Asst
HEBRON TOWN CLERK

Board Members Present: C. O'Brien, B. O'Connell, G. Richmond, J. Collins

Board Finance Members Present: D. Veschi, M. Leichter, P. Kasper, D. Delrosso

Staff Present: A. Tierney, Town Manager, D. Lanza; Director of Administrative Services; N. Wallick, Fire Chief, A. Brouwer, Library Director, Carla Pomproicz, Town Clerk,

Guests: Atty. Ken Slater, Superintendent VanTassel, Superintendent Law, Kathy Williams, Kevin Williams, Heather Petit, Christopher Aker, Judy Benson-Clarke, Judith Podell, Richard Steiner, Chris Hemberger, Kathleen Goodwin, Laura Bennett Tom Loto, Keith Petit, Charles Daniels, Chris Cowles, Althea Carr, Florence O'Sullivan, John Richmond, Tiffany Ventura Thiele, David Morrison, Ken Jardin, Claudia Naturski, Taylor Green.

Call to Order/Roll Call: The meeting was called to order by A. Tierney at 7:32 p.m.

Pledge of Allegiance: The pledge of allegiance was recited.

A. Tierney welcomed all present and introduced Town Attorney Ken Slater.

Running Effective Meetings and Avoiding Procedural Pitfalls

Atty. Slater presented a PowerPoint presentation. Information was presented on the FOI (Freedom of Information) Act. Information was presented on what is not a meeting. The public can be excluded from information regarding personnel, pending claims and litigation, public security issues, site selection or lease/sale of property. Executive Session was discussed. The purpose of Executive Session and who in attendance must be reflected in the minutes. Job applicants are not included. There are no votes. All communication is confidential. Regular meetings may be recorded. New Business may be added by a vote of two thirds. Special meetings must be posted with 24 hours notice and include the place and business to be discussed. No other business can be discussed. Discussion of effective chairs of committees. It was suggested to declare the vote after every motion. Mention needs to be made of every vote and every abstention. Roberts Rules of Order were discussed. Types of motion were discussed. There does not have to be a second to every motion. A chair can make a motion. At a Public Hearing the chair can set a time limit for comments. Tabling business was discussed. Recess and adjournment motions need to have a second. A motion to suspend the rules requires a second and a two thirds majority. Members of committees need to abstain on minutes of meetings they did not attend. Abstentions don't need to be questioned. Signage needs to be done for a change in location of a meeting. Public hearings for land use agencies have due process. Witnesses can be questioned. The rights at a Public Hearing vs. a meeting were discussed. A quorum for meetings can be obtained by conference call. Persons attending a meeting need to be able to hear the person on the conference call for the entire meeting. Needs to be announced in minutes when a person is off the phone. Executive Session is treated the same by phone.

Reports from Boards and Commissions in Attendance

Board of Selectmen – G. Richmond – they have been discussing budget issues, and State cuts to Hebron. A legislative session will be held soon. The Legislature will be discussing the Medicare Savings Plan.

Board of Finance – D. Veschi – they have been focusing on the budget. There currently is a 1 million dollar shortfall from the State. Sen Osten has attended two meetings. M. Leichter noted that Rep. Greenwood was also invited but could not attend.

Board of Education – Superintendent Van Tassel – The proposed budget was presented with a .94% increase. The Board will be meeting on January 8th instead of this Thursday due to impending storm. There is a budget freeze in place. The Board has set aside \$350,000.00 in the current fiscal year.

Conservation Commission – T. Loto – they have been discussing resident violations. The Commission has also been involved with approvals for the assisted living center. They are looking for members.

WPCA – C. O'Brien – they have completed a two year Facility Study. The present sewer system is 30 years old, and is need of upgrades. They have a 15 year plan for the system. Upgrades to the system will cost approximately 8.1 million. There are no generators at the pump stations. Major repairs have been done over the last two years.

Commission on Aging – L. Bennett – they assist with the Senior Center and have a municipal agent. They host a regional group. They have been discussing the State budget cuts.

Registrars of Voters – J. Richmond – there currently are 6,981 voters in Hebron. There are 1,140 registered Democrats, and 1,089 registered Republicans. There are 3,188 unaffiliated and 54 other.

Senior Center - F. O'Sullivan – there are 25 ADA units at Stonecroft. Eversource has completed an energy audit, and new fixtures using LED bulbs have been installed in the common areas. A subcommittee was formed to work out a better parking plan during snow events. They worked with DPW in forming the plan, and as a result a gazebo was removed which was rotting. The upgrades to the units that will be funded through a Small Cities Grant were discussed.

Parks & Recreation – C. Natorski – they have been working on a new trail project using State grant funds. The baseball field at Veteran's Park was modified. The department is responsible for maintenance of sidewalks and cemetery upkeep. The various recreation programs were discussed. Hebron Day was a success this year. K. Jardin thanked all the members of the commission.

Open Space – B. O'Connell reported the Open Space Committee was formed in 1998. They meet every couple of months. They have received funding from the Town to support the open space concept. They set the tone for the community.

CIP – M. Leichter – the committee will begin meeting tomorrow.. They approved 1 million in capital improvements last year which is an investment in the Town.

RHAM Board of Education – J. Benson-Clarke – they started this year with a deficit budget. They have a budget freeze. They are discussing the State budget challenges. They have been fiscally prudent while providing a responsible education for the students.

RHAM – Superintendent Law – their budget will be presented on January 22nd. They have had a lot of difficult decisions. They have reviewed facilities and the CIP Budget. The building is functioning well.

Public Building Committee – R. Steiner – the committee members are architects, engineers and teachers. They act as an advisory committee for Town facilities. They are updating the plan for Town facilities.

Citizens Green Committee – T. Green – they are focusing on recycling. They have had a flyer in Rivereast. They are also working on composting and a swap shack this year. They have a vacancy on the committee.

Library Board of Trustee – A. Carr – they meet once a month. This past year a subcommittee was formed to develop a Strategic Plan. Members attended the Association of Connecticut Library Boards conference. G. Richmond who is a member of the Board of Trustees is president of the State association.

Douglas Library – A. Brouwer – they have been working on a proctoring policy. There will be no fines for library materials. A subcommittee worked on the Strategic Plan for 16 months. The plan will be presented to the Board of Selectmen.

Brownfield Task Force – Atty. Ken Slater – the property is located at 501 Church Street. He has been working with M. O’Leary. The Town now owns the property. An RFQ is being sent out for development of the property. A development partner is needed to apply for any grants.

Town Center Project – J. Podell – a 5013C was formed in October. A market study was done in 2013. The project was discussed. They have been working with the EDC, Parks & Recreation and the Town Planner. The group is on Facebook. It is a non-political group.

Fire Department – N. Wallick – the department has 85 members. They handle approximately 800 calls a year. They have been working on fleet reduction.

Board of Selectmen – J. Collins – the assisted living facility has been granted a 1 million dollar tax abatement for 5 years.

Other Appropriate Business

- a. Town Sponsored e-mail policy – A. Tierney noted that email accounts for committee, boards and commissions can be set up.
- b. Hebron Views – A. Tierney noted that the first issue has been sent out. There was a wrinkle with distribution but that seems to be straightened out. Articles and pictures can be submitted for the next issue which will be sent out the week of March 5th. The deadline is February 2nd.
- c. FY 2017-2018 and 2018-2019 Budget Overview – D. Veschi noted that we are short 1 million for this year. \$200,000.00 will be made up by the Town, and \$350,000.00 will be made up by the Board of Education. The remainder may be taken from the Unassigned Fund Balance. There is no additional tax bill yet. Next year there will be challenges. He noted that Marlborough is on the lower end of Fund Balance, and their bond rating has been downgraded.

A. Tierney thanked everyone for coming. He requested that everyone be cordial to one another. Please RSVP to Town e-mails.

ADJOURNMENT

Motion made by M. Leichter to adjourn the meeting. Motion passed unanimously.

Meeting adjourned at 9:00 p.m.

Respectfully Submitted,
Kathleen E. Chapman, Board Clerk