

**TOWN OF HEBRON
BOARD OF SELECTMEN – BOARD OF FINANCE – BOARD OF EDUCATION
SPECIAL JOINT MEETING
DOUGLAS LIBRARY OF HEBRON – COMMUNITY ROOM**

Thursday, November 15, 2012

7:00 p.m.

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT**

This section of the agenda is reserved for persons in attendance who wish to briefly address the Board of Selectmen. The Board requests that comments be limited to three minutes or less. Persons wishing to address the Board regarding agenda items should request clarification from the Chair as to whether or not they should speak during the public comment portion of the meeting or at the time the agenda item is considered.

4. **FY 2013-2014 BUDGET DISCUSSION, DIRECTION and COMMUNICATION and CORE SERVICES DISCUSSION – LIST OF HEBRON TOWN SERVICES**
5. **PUBLIC COMMENT**
6. **ADJOURNMENT**

RECEIVED
2012 NOV -9 A 9:12
Dana E. Douglas
HEBRON TOWN CLERK
D. V. D.

**TOWN OF HEBRON
BOARD OF SELECTMEN
SPECIAL MEETING
DOUGLAS LIBRARY OF HEBRON – COMMUNITY ROOM**

Thursday, November 15, 2012

8:00 p.m.

AGENDA

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4. **SPECIAL RECOGNITION**
 - a) Certificate of Appreciation - Larry Preston – Economic Development Commission
5. **APPOINTMENTS/RESIGNATION**
 - a) Economic Development Commission – Resignation
 - b) Conservation Commission - Appointment
 - c) Commission and Committee Reappointments 2012
6. **OLD BUSINESS**
 - a) FY 2013-2014 Budget Timeline and Communications
 - b) Update on CCM Prescription Drug Discount Card Program
 - c) Update on Live Video Broadcast – PEGPETIA Grant
 - d) Charter Revision
7. **NEW BUSINESS**
 - a) Fire Department – Stryker Powerlift Demonstration, Request for Bid Waiver, Discuss Funding Sources and Possible Approval of Purchase
 - b) New Permit Tracking Program Proposal
 - c) Town of Hebron Plan of Conservation and Development
 - d) Approval of Finance Director Job Description
 - e) Revision of Public Works Director Job Description
 - f) December 6, 2012 Proposed Agenda

RECEIVED
2012 NOV -9 A 9:11
Hebron E. Preston
HEBRON TOWN CLERK
CART

8. TOWN MANAGER'S REPORT

- a) Recent Activities
- b) Correspondence
- c) Town Manager Updates
 - Report on Camp Hihoti

9. CONSENT AGENDA

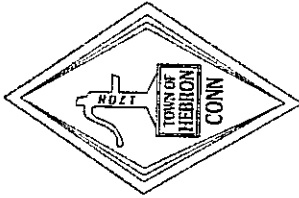
Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.

- a) APPROVAL OF MINUTES
 - 9.a.1 September 15, 2012 – Special Meeting
 - 9.a.2 September 27, 2012 – Special Meeting
 - 9.a.3 October 4, 2012 – Regular Meeting
- b) TAX REFUNDS – See Item 9

10. LIAISON REPORTS

- a) AHM Youth Services – Jeffrey Watt
- b) CIP Committee – Mark Stuart
- c) Douglas Library – Mark Stuart/Jeff Watt
- d) Hebron BOE – Dan Larson
- e) Board of Finance – Dan Larson
- f) Land Acquisition – Brian O'Connell
- g) RHAM BOE – Jeff Watt
- h) Parks & Recreation Commission – Brian O'Connell
- i) Economic Development Commission – Brian O'Connell
- j) Salmon River Watershed – Brian O'Connell
- k) Hebron Historic Properties Commission – Gayle Mulligan
- l) Commission on Aging/Senior Center – Gayle Mulligan
- m) Fire Department – Gayle Mulligan
- n) Hebron Interfaith – Jeff Watt

11. ADJOURNMENT



**TOWN OF HEBRON
CERTIFICATE OF APPRECIATION**

Awarded to

JOHN "LARRY" PRESTON

**IN APPRECIATION OF YOUR DEDICATED
SERVICE TO THE TOWN OF HEBRON
AND THE
ECONOMIC DEVELOPMENT COMMISSION
1979-2012
CHAIRMAN
1981-1996**

Dated at Hebron, Connecticut, this 15th day of November, 2012

Mark F. Stuart

*Jeffrey P. Watt
Chairman
Board of Selectmen*

*Gayle J. Mulligan
Vice Chairman*

Brian D. O'Connell

Daniel Larson

**TOWN OF HEBRON
BOARD OF SELECTMEN
SPECIAL MEETING
NOVEMBER 15, 2012**

APPOINTMENTS/RESIGNATIONS

a. Economic Development Commission Resignation

Attached is an email from Larry Preston indicated that he has moved out of town and has to resign his position on the Economic Development Commission.

Proposed Motion:

Move that the Hebron Board of Selectmen accept, with regret, the resignation of Larry Preston from the Economic Development Commission, and express sincere appreciation for his many years of dedicated service to the Town of Hebron.

b. Conservation Commission Appointment

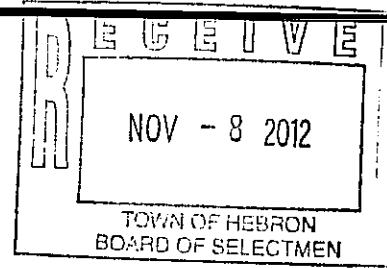
Attached is an email and resume from Guy Holzer expressing his interest in being appointed to the Hebron Conservation Commission.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint Guy Holzer to the Hebron Conservation Commission with a term to run to December, 2014.

Karen Bowen

From: Andy Tierney
Sent: Thursday, November 08, 2012 8:13 AM
To: Donna Lanza
Cc: Karen Bowen
Subject: FW: Resignation from Hebron EDC



fyi

From: John Preston [<mailto:john.l.preston02@gmail.com>]
Sent: Wednesday, November 07, 2012 8:24 PM
To: Andy Tierney
Cc: Vickie Avelis; Peter Casarella; John Lesisko; Dottie Moon (mgm0526@sbcglobal.net); Mike O'Leary
Subject: Resignation from Hebron EDC

Dear Andy,

It is with great regret that I must resign from the Hebron Economic Development Commission, effective October 26, 2012, when we closed on our Hebron house of 38 years and moved next door to Columbia, CT. I have certainly enjoyed my 32 years on the Committee/Commission beginning as one of the original founding members. I have watched with pride as Hebron has grown from about 3400 people in 1974 to about 10,000 today. Similarly, I remember participating in the early 1980's meetings with P&ZC regarding the vision for the Town Center, seeing the Town's wisdom including the town center in the sewer service zone, hiring a town planner, moving to a town manager form of government with an Economic Development Commission, and developing a website (with the aid of Randy Anagnostis, now our Economic Development Coordinator). Most of all I will miss working with the people past and present who have kept the EDC working to improve the town of Hebron. We had a good time working in the service of the Town. Lastly, I hope the Hebron Village Green District becomes an "overnight success" in the very near future after all the years spent by many people to develop the vision and put all the pieces in place to make it a success.

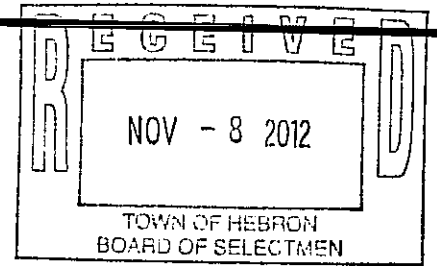
The good news is that Judy and I are now closer to the Town Center in our new home in Columbia than we were when we lived in Hebron, so I hope to see many of you on our frequent visits for hardware, food, gas, and meals.

Sincerely,

Larry Preston

Karen Bowen

From: Andy Tierney
Sent: Thursday, November 08, 2012 8:12 AM
To: Karen Bowen
Cc: Donna Lanza
Subject: FW: Conservation Commission
Attachments: RESUME.docx



From: Guy K Holzer [<mailto:gholzer@usgs.gov>]
Sent: Thursday, November 08, 2012 7:15 AM
To: Andy Tierney
Cc: gkholzer@hotmail.com
Subject: Conservation Commission

Good Morning Mr. Tierney,

I am submitting to you an application to become a member of the Hebron Conservation Commission. I have been a Hebron resident for the past 2 and a half years, and am very interested in local environmental issues. I work with former Commission Chairman John Mullaney, and he encouraged me to apply soon after I moved to the area. I have worked with the U.S. Geological Survey, Water Resources Division for the past 12 years, the last 4 of which I have been the Project Chief of the Water Quality Program in the CT District. I have attended the September, and October meetings of the Commission, and have been very impressed with the attention and concerns of the current members. I feel that my background will enable me to quickly become familiar with municipal regulations, and I would look forward to any additional training that this position might require. I appreciate your consideration, and anxiously await your assignment. Thank you.

Sincerely,

Guy Holzer

U.S. Geological Survey
Project Chief, Water Quality Program
New England Water Science Center
Connecticut Office
101 Pitkin Street
East Hartford, CT 06108
gholzer@usgs.gov
(860) 291-6744
(860) 291-6799 FAX

GUY K. HOLZER

54 Charles Lane, Hebron, CT 06248
Daytime : (860) 291-6744 Evening : (860) 228-2533
Cell: (860) 906-6110 e-mail: gholzer@usgs.gov

EDUCATION:

Dickinson College, Carlisle PA. Graduated: May 2000
Bachelor of Science in **Geology**
Minor in **Fine Arts** with Studio Concentration

PROFESSIONAL EXPERIENCE:

U.S. Geological Survey: Water Resources Division, East Hartford, CT. (February 2003 to present)
Hydrologic Technician-11/ Hydrologic Data Assessment Program

Project Chief of Water Quality Data Program: (2008 to present) Closely inspect all program data as it is returned from the analyzing laboratory for any discrepancies or questionable values. Prepare variable data tables and records for analysis during the Water Science Center's (WSC) mandated Water Quality Review. Draft and present quarterly project review to the CT Water Quality Specialist and CT WSC Director. Write and submit permission requests whenever municipal regulation or new site access is required. Primary author of the Water Quality Annual Data Report (2007 to present). Coordinate annual/monthly sampling schedule in accordance with specific sampling requirements, and the CT WSC QA/QC plan. Project program budget regarding equipment, inventory, sampling, analysis, and staffing needs. Assist in the interview/selection process of potential staff and student help.

Water Quality Technician: (2003 to present) Lead the Water Quality fieldtrip. Collect, analyze and report water quality field data according to site-specific lab schedules. Verify and enter field parameter data into district database. Perform monthly maintenance of various types of meters and equipment such as pH, specific conductance, dissolved oxygen, turbidity, as well as stream current meters. Collect and prepare ground water, lake sediment and biological samples for analysis. Complete equipment sterilization and lab preparation methods prior to all samples being drawn and processed. Maintain discharge ratings for all non-continuous surface water sites.

Surface Water Technician: (2003 – 2006) Manage a Surface Water fieldtrip. Service and maintain gauging station structures and electronic data logging equipment as needed. Plan, construct and install gauging stations that are added to existing site network. Calculate stream flow discharges using various methods and instruments including hydro acoustic meters and current profilers. Verify topographic datum elevations with land surveying equipment. Establish and routinely monitor stage/discharge relationships to confirm the accuracy of continuously logged data. Perform thorough records computation for publication in the District Annual Report.

Train new employees, interns and students on all previously mentioned techniques and practices. All data and sample collection methods are practiced in accordance with the appropriate USGS field methods and procedures.

U.S. Geological Survey: Water Resources Division, West Trenton, NJ. (October 2001-February 2003)
Hydrologic Technician-07/ Hydrologic Data Assessment Program

Participated in New Jersey DEP Existing Water Quality (EWQ) Project. Provided all stream discharge measurements according to selected site network.

Environmental Careers Organization, Boston, MA. (July 2000-October 2001)
U.S. Geological Survey Intern/Surface Water Unit

Performed initial site preparation and field analyses for entire network of more than 150 miscellaneous sites; Completed first (2 year) phase of four year EWQ project. Determined and wrote comprehensive station location paragraphs for all newly established sites to be published in the Annual Data Report.

CERTIFICATION TRAINING:

Aquatic Chemistry (January 2010)

USGS National Training Center, Denver, CO

In depth exploration of the processes which govern chemical reactions between natural water and its immediate environment. Balancing chemical equations. Molecular bonding and dissolution. Oxidation and redox reactions. Discovering how parameters such as pH, conductance, alkalinity and temperature effect natural water chemistry.

Water Quality Principles (April 2010)

USGS Beta Testing of new 40 hr on-line release of Water Quality Principles

Comprehensive study of natural water quality. Discover how naturally occurring and anthropogenic processes affect the chemical characteristics and behavior of ground and surface water. Develop and submit a project study proposal which applies these advanced concepts to a potential contamination scenario.

Water Quality Concepts (February 2008)

USGS, East Hartford, CT

Introduction to the study of natural water chemistry and geological relationships with surface and ground water. Evaluate data returned from the NWQL for input errors and general discrepancies. Interpretation of graphical trend analyses of water quality data.

Field Water Quality Methods for Ground Water and Surface Water (May 2004)

USGS National Training Center, Denver, CO

Comprehensive overview of USGS water quality program. Hands-on sampling and processing procedures for ground water and surface water samples. Sterilization methods and application. Exposure to National Water Quality Laboratory (NWQL) equipment and facilities.

QW Data Toolbox for National Water Information System (NWIS) Users (January 2006)

USGS, West Trenton, NJ

Thorough exposure to NWIS database relating to placement and retrieval of water quality data. Creation of parameter specific data tables to investigate constituent patterns and occurrences across the study area. Identification and manipulation of erroneous water quality data based on historical trends.

Basic Electronics and Troubleshooting Hydrologic Instrumentations (October 2003)

Hydrologic Instrumentation Facility, Northborough, MA

Basic electronic principles. AC/DC power source. Equipment grounding and instrument protection. Hands-on wiring and general circuitry. Hydrologic programming. Service and maintenance.

Graphical Rating and Shift Application Tool (GRSAT)/Ratings Curve Concepts (October 2007)

USGS, East Hartford, CT

Using a graphical program in order to visualize the physical relationship between gage height and stream discharge. Viewing measurements and shifts, and applying them towards the development and maintenance surface water ratings.

Measurement of Streamflow Using ADCPs (May 2005)

USGS, East Hartford, CT

In-depth overview of Acoustic Doppler Current Profiler (ADCP) functions and application. Introduction to acoustic principles and capabilities. Use of various instruments to measure stream flow.

Motorboat Operator Certification Course (MOCC) (June 2003)

MOCC Re-Certification (September 2009)

National Association of State Boating Law Administrators, Troy, NY

General vessel and boating information. Technical introduction to open water boating regulations. Hands-on exposure to various types of watercraft. Safety and operational procedures.

RELATED EXPERIENCE:

Independent Research Project: (January-May 2000)

Dickinson College, Department of Geology, Project Supervisor: Prof. Jeffrey Niemitz
Used comprehensive measurement data (Precipitation/Evaporation/Stream flow) to determine the annual water budget for the Yellow Breeches Watershed. ESRI introduction to ArcView GIS software.

Independent Research Project: (January-May 2000)

Dickinson College, Department of Geology, Project Supervisor: Dr. Gene Yagodzinski
Used X-ray Fluorescence Spectrometry (XRF) on fused glass discs to determine the values of infinite thickness for the heavy trace elements Pb and Th in both felsic and mafic rock samples.

**TOWN OF HEBRON
BOARD OF SELECTMEN
SPECIAL MEETING
NOVEMBER 15, 2012**

COMMISSION and COMMITTEE REAPPOINTMENTS 2012

The following are appointed terms which will be expiring December 3, 2012. Each person has been contacted to determine their interest in being considered for reappointment. Attached is the Policy Regarding Reappointments. The reappoints will be effective December 4, 2012. Letters of thanks for service will be sent to those who do not wish to be reappointed.

CONSERVATION COMMISSION

Thomas Loto - YES

ECONOMIC DEVELOPMENT COMMISSION

Victoria Avelis - YES

ALTERNATES

Lynn Bjork – Has not yet responded
Gail Fisher - NO

HOUSING AUTHORITY

Florence O’Sullivan - YES
Teresa Bouchard - NO

HISTORIC PROPERTIES COMMISSION

Deena Watson - YES

PARKS & RECREATION COMMISSION

Ken Jardin - YES

ALTERNATE

Daniel Grabowski - YES

BEAUTIFICATION COMMITTEE

Bonnie Bates - NO
Heather Franzese - YES
Loreta McDonnell – NO

Proposed Motion:

Move that the Hebron Board of Selectmen reappoint the following individuals for an additional four year term as regular members, ending in December, 2015:

Thomas Loto – Conservation Commission

Victoria Avelis – Economic Development Commission

Florence O’Sullivan – Housing Authority

Deena Watson – Historic Properties Commission

Ken Jardin – Parks and Recreation Commission

Heather Franzese – Beautification Committee

and Daniel Grabowski as an alternate member of the Parks and Recreation Commission with a term ending in December, 2105.

POLICY REGARDING REAPPOINTMENTS

On or about the first meeting of the Board of Selectmen in November of 2008, the Board shall receive a list of incumbents whose terms are expiring as of the end of November. A copy of this list shall also be sent to the respective Town Committee Chairmen. The purpose of this procedure is to provide the Selectmen and the Town Committees with the opportunity to consider in advance the reappointment of all board, committee and commission members expressing interest in continuing to serve.

During the last two weeks of October, the Town Manager's Office shall communicate with all board, committee and commission members to determine their interest in continuing to serve and shall prepare a list for reappointments unless otherwise directed by the Board, to be considered at the Selectmen's first meeting in December.

Donna Lanza

From: Andy Tierney
Sent: Monday, October 15, 2012 8:10 AM
To: Donna Lanza
Subject: FW: Conservation Commission

fyi

From: Tom Loto [<mailto:tloto@comcast.net>]
Sent: Sunday, October 14, 2012 6:00 PM
To: Andy Tierney
Subject: Conservation Commission

Hi Andy,
I would like to be reappointed to another term until 2016.

Thanks,
Tom Loto

Donna Lanza

From: Andy Tierney
Sent: Thursday, November 08, 2012 4:15 PM
To: Donna Lanza
Subject: FW: EDC

fyi

From: Vickie Avelis [<mailto:mvaent@comcast.net>]
Sent: Tuesday, October 23, 2012 12:34 PM
To: Andy Tierney
Subject: EDC

Hi Andy,

I am responding to your letter regarding renewing my term on EDC. I would like to continue on EDC and would appreciate having my term renewed.

Thank you,
Vickie Avelis

Karen Bowen

From: Andy Tierney
Sent: Wednesday, November 07, 2012 9:34 AM
To: Karen Bowen
Cc: Donna Lanza
Subject: FW: Reappointment to the Housing Authority

From: fosullivanhomes@aol.com [<mailto:fosullivanhomes@aol.com>]
Sent: Sunday, October 28, 2012 6:26 PM
To: Andy Tierney
Subject: Reappointment to the Housing Authority

Dear Mr. Tierney,

Please forward my name to the Selectmen for reappointment to the Housing Authority.

I would also appreciate it if you would let the Selectmen know that having a Board Clerk to take minutes of our meetings would be very helpful. There have been a number of issues regarding the cancellation of meetings and the filing of minutes and agendas that have not been filed in a timely manner.

Thank you.

Florence A. O'Sullivan

10/16/12

This is to inform
you that I'm no
longer interested in
renewing my term
on the Housing Auth.

Sincerely

Theresa Bouchard

Hebron Historic
Properties Commission
15 Gilead Street
Hebron, CT 06248



Deena Watson, Chairman
Mary Ann Foote, Vice Chairman
Susan G. Morin, Secretary
Ruth E. Brault, Rich Cassata,
Mary-Ellen Gonci, Janice Tarbell

October 25, 2012

Andrew J. Tierney
Town Manager
15 Gilead Street
Hebron CT 06248

Dear Mr. Tierney:

Thank you for your letter of October 12 noting the upcoming expiration of my appointed term of office on the Historic Properties Commission and inquiring whether I wish to seek reappointment for another term.

Please inform the Board of Selectmen that I am willing to serve another term which you have indicated would be four years ending in December of 2016.

Thank you also for expressing your appreciation of my efforts. I'll look forward to working with you, the Board of Selectmen, and Town staff

Sincerely,

Deena D. Watson
Chairman, HHPC

Donna Lanza

From: Andy Tierney
Sent: Thursday, October 25, 2012 7:40 AM
To: Donna Lanza
Subject: FW: Parks and Recreation Commission

fyi

From: kenjrun@comcast.net [mailto:kenjrun@comcast.net]
Sent: Wednesday, October 24, 2012 10:42 PM
To: Andy Tierney
Subject: Parks and Recreation Commission

Andy-
I have thoroughly enjoyed my time on the Parks and Recreation Commission the last several years. It has been great working with the other members of the Commission and I am proud of our accomplishments.

I would like to continue my work on this Commission and request to be reappointed to this position.

Thank you,

Ken Jardin
9 Gilead Landing
Hebron

Daniel J. Grabowski
52 Fox Ridge Lane
Hebron, CT 06248
(860) 593-3702

November 5, 2012

Andrew Tierney
Town Manager
15 Gilead Street
Hebron, CT 06248

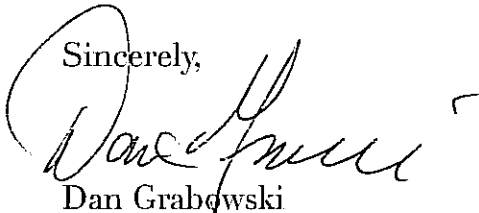
Dear Mr. Tierney,

I am writing to you to request that the Board of Selectman reappoint me as an Alternate to the Hebron Parks and Recreation Commission.

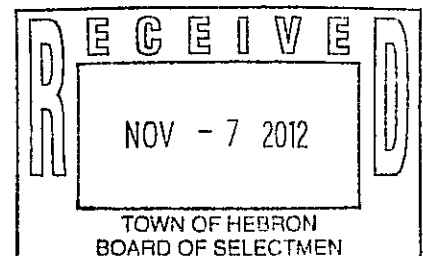
I did announce to the current Commission members at our October meeting that I would request reappointment. Please accept my request to be appointed again and please refer it to the Board of Selectmen for consideration.

Thank you and please let me know if you need any further information.

Sincerely,



Dan Grabowski



Donna Lanza

From: Andy Tierney
Sent: Monday, October 15, 2012 8:10 AM
To: Donna Lanza
Subject: FW: Beautification Committee

From: batesbon@comcast.net [mailto:batesbon@comcast.net]
Sent: Sunday, October 14, 2012 8:45 PM
To: Andy Tierney
Subject: Beautification Committee

I do not wish to seek reappointment to another term of the Hebron Beautification Committee.

Sincerely,
Bonnie J. Bates

Karen Bowen

From: Andy Tierney
Sent: Wednesday, November 07, 2012 9:26 AM
To: Karen Bowen
Subject: FW: Beautification committee

From: Hezlight@aol.com [<mailto:Hezlight@aol.com>]
Sent: Wednesday, November 07, 2012 9:01 AM
To: Andy Tierney
Cc: sebecmaine@gmail.com
Subject: Beautification committee

Good Morning,

I would like to seek reappointment for a four year position ending December 2016 on the Beautification Committee. I apologize for not responding sooner. Thanks for your consideration.

Sincerely,

Heather Franzese

Donna Lanza

From: Andy Tierney
Sent: Tuesday, October 16, 2012 7:45 AM
To: Donna Lanza
Subject: FW: Beautification Committee

fyi

From: Kevin and Loreta McDonnell [<mailto:sebecmaine@gmail.com>]
Sent: Tuesday, October 16, 2012 12:10 AM
To: Andy Tierney
Subject: Beautification Committee

Dear Andy,

Thank you for the reminder letter that my term on Beautification will expire in December. I will not be seeking a reappointment. I greatly appreciate the opportunity the town afforded me to serve on this very positive and uplifting committee. I find my work on Planning and Zoning equally rewarding but time consuming so I will focus my energy on P & Z.

Best regards,
Loreta McDonnell

**TOWN OF HEBRON
BOARD OF SELECTMEN
SPECIAL MEETING
NOVEMBER 15, 2012**

FY 2013-2014 BUDGET TIMELINE AND COMMUNICATIONS

Earlier this evening there was a Joint Meeting of the Board of Selectmen, Board of Finance and Board of Education to discuss the FY 2013-2014 budget direction and communications. A brief summary of the meeting will be provided by Town Manager Andy Tierney.

**TOWN OF HEBRON
BOARD OF SELECTMEN
SPECIAL MEETING
NOVEMBER 15, 2012**

UPDATE ON CCM PRESCRIPTION DRUG DISCOUNT CARD PROGRAM

The ProAct Service Agreement has been reviewed and approved by the Town Attorney and has been signed and returned to CCM. We have provided CCM with the required contact information and are currently working with CCM and Proact on promotional materials. It is anticipated that the postcards will be mailed to the Hebron community by December 1, 2012. Attached are samples of the promotion materials.



**Town of Hebron
Prescription Discount Card**



**Presented by the Board of Selectmen
Jeffrey Watt, Chairman, Board of Selectman**

DO NOT DISCARD

**This card can save you money on
prescription drugs... and it's free.**



The Town of Hebron is proud to partner with the Connecticut Conference of Municipalities (CCM) to offer an exciting program that helps you maintain a healthy lifestyle, all while holding on to more of your hard earned money. The Town of Hebron Prescription Discount Card, now administered by ProAct, Inc., is a FREE program that offers discount savings on the purchase of prescription drugs. Best of all, it costs NOTHING for Town of Hebron or local taxpayers. So why pay more? Just bring this card with you to your next pharmacy visit, and let the savings begin!

—Jeffrey Watt, Chairman, Board of Selectman

FREQUENTLY ASKED QUESTIONS

Q: How does the Town of Hebron Prescription Discount Card work?

A: Just present this FREE card to your pharmacist the next time you bring in a new prescription, or go for a refill.

Q: Where can I use my Town of Hebron Prescription Discount Card?

A: The card is accepted by most pharmacies in Connecticut, including Walgreens, CVS, Rite Aid, Stop and Shop, Big Y, and Wal-Mart. For more information on over 55,000 participating pharmacies nationwide, please call ProAct toll free at 1-877-776-2285 or visit www.CTRxDiscountCard.com.

Q: What does the Town of Hebron Prescription Discount Card cover?

A: All prescription medications are covered, at a discount rate. Savings are also available on Vision, Lasik, and Hearing services. For more information on discounts, please visit www.CTRxDiscountCard.com.

Q: Can I use the card if my prescriptions are already covered by insurance?

A: No. This card is intended to be used if you don't have insurance, or if something is not covered by your current program. It can't be used to discount prescription co-payments or deductible charges.

QUESTIONS?

Call ProAct toll free at 1-877-776-2285 or visit www.CTRxDiscountCard.com.

PRESENT THIS CARD AT THE PHARMACY TO START ENJOYING SAVINGS ON YOUR NEW OR CURRENT PRESCRIPTIONS.



Pharmacy Billing Information

Member #

(All family members to be processed under cardholder's ID 01 person code.)

RESTAT Bin # 600471 | RX Grp # THB

PROACT PHARMACY HELPDESK 1-877-776-2285

RESTAT HELPDESK 1-800-248-1062 (After hours and weekends)

Vision and EyeBenefits Info: visit www.CTRxDiscountCard.com

Hearing only: 1-866-956-5400 | LASIK only: 1-877-201-3852

(This card has been pre-activated and is ready for immediate use.)

- * Accepted at Most Pharmacies Nationwide
- * One Card Covers an Entire Family
- * No Sign-Up or Registration
- * Free for You and Free for the Town of Hebron



Program facilitated by the Connecticut Conference of Municipalities



Introducing the Town of Hebron Prescription Drug Card

FREE
to Town Residents

Americans are paying more for prescription drugs than ever before. Without prescription coverage, staying healthy can come at a high price. With the free Town of Hebron Prescription Discount Card, you can save money on many of your prescription purchases!

Any town resident without prescription coverage can use this program. Even if you have insurance for prescription drugs, you may still benefit from the discount card, since it may save you money on prescription drugs your existing plan does not cover.

Everyone is eligible!

- No income requirements
- No age requirements
- Unlimited use for the whole family



The Town of Hebron Prescription Discount Card is:

Valuable. Save an average of 45% off the pharmacy's regular price on all common prescriptions.

Simple. No claim forms or annual fees are needed.

Convenient. More than 55,000 participating retail pharmacies nationwide including all national pharmacies: CVS, Rite-Aid, Stop and Shop, Big Y, Wal-Mart, and Walgreens. Local pharmacies can also participate.

*This plan is not insurance.
Savings are only available at participating retail pharmacies.*





As the Town Manager of Hebron I am very happy to share with you a free prescription discount card program. It's a pleasure that local government can bring our citizens a benefit without a cost connected to it.

The Town of Hebron can do this by partnering with the Connecticut Conference of Municipalities (CCM) and ProAct, Inc. By using the ProAct Discount Prescription Card it is estimated that you can save about 20% on brand name drugs and up to 70% on your generic prescription purchases when using this discount card. If you already have prescription drug coverage, you can use this card for discounts on prescriptions not covered by your insurance plan.

- It can be used as often as needed.
- It can be used for veterinary prescriptions for your pet.

Sincerely,
Andrew J. Tierney
Town Manager

Plus 3 Additional Benefits



Vision Discounts

Participants will now receive the following discounts on eye exams, frames, and contact lenses.

- Eye Exams Up to 20% off the usual and customary fee
 - Frames Up to 50% off the retail price
 - Lenses Up to 50% off the retail price
 - Online Lenses Everyday low pricing and free standard shipping
- For participating providers, visit www.EyeBenefits.com.

LASIK Discounts

Program Features:

- Save 40-50% off the National Average
- Over 600 locations nationwide
- Credentialed physicians

To find a provider and schedule an appointment, call 877-201-3852. Be sure to tell the representative that you are eligible for discounts through the ProAct Discount Card Program and tell them which town you are from.

Hearing Products & Services

Program Features:

- Savings of 35-65%
- National network of local ear physicians and audiologists
- Brand name hearing aids and products

To find a provider and schedule an appointment, call 866-956-5400. Be sure to tell the representative that you are eligible for discounts through ProAct's Discount Card Program and tell them which town you are from.

Should you need more information, please call the toll free number at 877-776-2285 or visit our website at www.connecticutrxdiscountcard.com



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FREE

Town of Hebron Prescription Discount Card



The Town of Hebron Prescription Discount Card is easy to use and can be used any time your prescription is not covered by insurance.

- FREE enrollment for residents of Hebron
- Average Savings of 45%
- No age requirements -- all family members are covered under one card
- No income requirements
- No limits on how many times you use the card
- Even pet medications are covered (prescriptions must be filled at regular retail pharmacy)
- Additional discounts on vision, LASIK, and hearing services
- Local pharmacies can participate

This program is offered in a joint effort by the Town of Hebron and the Connecticut Conference of Municipalities.



For more information
call 1-877-776-2285 or visit
www.CTRxDiscountCard.com

Endorsed by



**TOWN OF HEBRON
BOARD OF SELECTMEN
SPECIAL MEETING
NOVEMBER 15, 2012**

**FIRE DEPARTMENT – STRYKER POWERLIFT DEMONSTRATION
REQUEST FOR BID WAIVER AND APPROVAL OF PURCHASE**

The Fire Department will be performing a demonstration of a Stryker powerlift stretcher for the ambulance. Representatives from Stryker will be in attendance to respond to questions. Attached is a memo and information from Chief Speno regarding this request.

Attached is a memo from Interim Finance Director Elaine Griffin regarding the balance in the EMS Fund 023.

Town Manager Andrew Tierney will present his recommendation for the acquisition and purchase of the powerlift stretchers at the meeting.

MEMORANDUM

TO: Andrew J. Tierney, Town Manager
Board of Selectmen
Board of Finance

FROM: Elaine Griffin, Interim Finance Director

DATE: October 26th, 2012

RE: EMS Fund 023

In Fiscal year 2005-2006, discussion ensued between the then Fire Chief, Paul Burton, Finance Director, Michael Hillsberg and Town Manager Jared Clark regarding the Ambulance expense and revenue collection and discussion on this issue continues to date. A Fire Study Financial Committee has been formed to research some of these issues and is making progress with a proposal to be remitted to the Board of Selectmen soon.

To the direct point, the EMS department expense (2020) within fund 001 has been continuously overspent even prior to the 2005-2006 fiscal year. Argument has consistently also ensued that the ambulance revenue collection each year has exceeded the overall EMS departmental (2020) expense. This in fact is true, however, as you are aware; the desired end result in municipal budgeting is that revenue and expense should equal at the end of the day. Finance Director Mike Hillsberg attempted to clarify what the Fire and EMS Department (2010 and 2020) total expense was and that the ambulance revenue collection did not fully fund both department expenses.

However, the decision was made to establish a new EMS fund (023). The department 2020 expense as well as the expected ambulance revenue was removed from the General Fund 001 budget and a budget created in the new 023 fund for this operation in the 2006-2007 fiscal year continuing into but ending in the 2007-2008 fiscal year. The EMS departmental expense and revenue budgeting process returned to the General Fund operation with the 2008-2009 fiscal year.

Because the ambulance revenue collection each year does indeed exceed the EMS 2020 departmental expense, a surplus of funds remains in fund 023 from the two years of operation from 2006-2008. Attached is the balance sheet report indicating the surplus of monies in the amount of \$47,281.28. This fund has been reported and audited each year in our annual Audit report. This is by no means, "found money". I must reiterate that it is simply the surplus between the ambulance revenue collected and the expense of the EMS department for the two fiscal years in this separate fund.

We must recognize also, that most departments do collect some sort of departmental revenue that offset some of their department expense. For example, the Town Clerk's office, the transfer station, the building department all collect some sort of fee revenue that offset their department expense.

This being said and in discussion with the Town Manager, it is my recommendation that these funds could easily be allocated for the purchase of the two Stryker Stretcher Powerlift.

Account Number	Account Description	Begin Balance	Debits	Credits	Balance
A-023-0100-100-0001-0000	EMS SRF CASH	\$47,281.28			\$47,281.28
	Assets.....	\$47,281.28			\$47,281.28
L-023-0200-225-0001-0000	DUE TO OTHERS	\$0.00			\$0.00
L-023-0202-000-0000-0000	EMS SRF ACCOUNTS PAYABLE	\$0.00			\$0.00
	Liabilities.....	\$0.00			\$0.00
E-023-0253-001-0000-0000	UNDESIGNATED FUND BALANCE	\$47,281.28			\$47,281.28
R-023-0292-000-0000-0000	EMS REVENUE CONTROL	\$0.00			\$0.00
X-023-0294-000-0000-0000	EMS EXPENDITURE CONTROL	\$0.00			\$0.00
	Equities.....	\$47,281.28			\$47,281.28
	Total Liabilities And Equities	\$47,281.28			\$47,281.28
023	EMS SPECIAL REVENUE FUND - Memo Only	\$94,562.56			\$94,562.56

*Fund created
 JULY 2006
 2006-07 F/Y
 2007-08*

Account Number	Account Description	Begin Balance	Debits	Credits	Balance
Grand Totals - Memo Only		\$94,562.56			\$94,562.56

Stryker Power Lift Price Points

		Savings
1- List price \$27,191 each	\$54,382.00	
2- Price with Stryker financing	42,784.72	\$11,597.28
3- Price without financing	40,503.71	13,878.29
Installation is a separate cost and is:	3,000.00	

October 24, 2012

Board of Selectmen and Board of Finance members,

The above referenced numbers are a result of my negotiations with Michael Ruppert of Stryker EMS Equipment Company for the purchase of two Power Lift units. The purpose of these units is to promote safe transport of patients and for the safety of our members. Along with our Stryker "chair stair" and "power stretchers" that are already in service, the "Power Lift" completes the package of equipment for the safe moving and transport of patients and for the safety of our members lifting and moving these patients.

Included in this package is a recent article from the Hartford Courant and brochure copies of the "Power Lift" system. In addition, Mr. Ruppert will be at the November 1st joint meeting to demonstrate the "Power Lift" unit.

Thank you,



Frederick L. Speno, Chief

Hebron Fire Department

Powerload systems sold in CT only (Qty): 46 and growing!

- Oxford EMS (2)
- Groton EMS (4)
- Clinton Fire/EMS (2)
- Mort Lake Fire/EMS (2)
- Nelson Ambulance (2)
- Killingworth Ambulance (1)
- Monroe Ambulance (3)
- Trumbull EMS (1)
- Roxbury Ambulance (1)
- Sherman Fire/EMS (1)
- Goshen Fire Department (1)
- Plymouth Ambulance (1)
- East Hampton Ambulance (2)
- Norwalk Hospital Paramedics (1)
- East Lyme Ambulance (3)
- Winsted Ambulance (3)
- Gardner Lake Fire Department (1)
- Waterford Ambulance (all six stations) (6)
- Canton Fire/EMS (1)
- Glastonbury Ambulance (1)
- ASM/Aetna (2)
- Chester Fire Dept (1)
- Granby Ambulance (2)
- Wolcott Ambulance (1)
- Marlborough Ambulance (1)

Hartford Courant

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SUNDAY,
OCTOBER 21, 2012



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HEALTH

A NEW REALITY FOR EMTs

Obesity Epidemic Continues To Change How Ambulance Crews Operate

By **JESSE LEAVENWORTH**

leavenworth@courant.com

Emergency medical technicians have long shared a Murphy's Law kind of reckoning about obese patients: for every additional floor in a building, the patient will weigh 100 more pounds.

It's dark humor among men and women with an often grim, strenuous job, but obesity rates are rising throughout the state and nation, and a recently released report said the ranks of the morbidly obese will continue to increase.

The task of transporting patients who weigh at least 100 pounds more than they should is now a daily reality in Connecticut and throughout the nation. The job strains ambulance crews, causing widespread back injuries, and piles financial burdens on both volunteer companies and professional providers.

"We've always had to deal with big

people," said Glenn Luedtke, safety committee chairman of the National Association of Emergency Medical Technicians, "but nowadays, it's not uncommon to see someone who's 300 pounds into the 400-pound range."

Thirteen years ago, when he started as an EMT, encountering a 400-pound patient was unusual, Ambulance Service of Manchester spokesman Dave Skoczulek said. For ambulance providers everywhere, such patients are no longer a surprise.

ASM and its sister company, Aetna Ambulance Service, have responded to the trend with two vehicles designed to handle extra-heavy patients. The bariatric ambulances, which complete about 75 transports

EMT, B3

BRIAN LANGAN, an AEMT, demonstrates the new Stryker Power Pro XT stretcher, recently put into action.

JOHN WOIKE | JWOIKE@COURANT.COM



EMT

Continued from Page B1

of morbidly obese patients each month, were equipped recently with new Stryker Power-LOAD stretcher lift systems. The devices cost \$32,000 each and can lift patients who weigh up to 750 pounds.

The hydraulic systems are designed to get patients into and out of an ambulance with relative ease. Demonstrating the lift Thursday at ASM headquarters in Manchester, advanced EMT Brian Langan pressed a button to raise the stretcher into position behind the box-shaped ambulance. One finger, Langan said, replaces a minimum of four people necessary to lift a morbidly obese patient on a standard stretcher.

The cutting-edge system, however, does not solve the problem of rescuing a 550-pound heart attack victim from the bathroom of a fourth-floor apartment. For that job, medics have other special equipment, including a "stair chair" with tensioned tracks that control descent and a sturdy tarpaulin equipped with multiple handles.

Still, these jobs always require muscle power and extra hands. For morbidly obese patients, ASM, Aetna and other ambulance providers routinely send two crews, a minimum of four people. In many cases, firefighters and police officers help the EMTs.

The extra personnel carry a hefty price tag, but ambulance providers cannot bill any more for transporting a 350-pound

person than they do for a 96-pound patient, Skoczulek and American Ambulance Service Vice President Gregory Allard said.

"There is no specialized reimbursement rate for this in Connecticut, nor with any insurance payers, including Medicare," Allard, whose Norwich-based company serves Eastern Connecticut, wrote in an email. "However, we've had to introduce (special lifting and transport equipment) to help keep our patients and team safe. If they weren't there, we'd be seeing more injuries for sure."

Back injuries are the top reason that EMTs throughout the country leave the profession, Luedtke said. Statistics show that one in four EMTs will suffer a back injury within the first four years on the job — in many cases, a career-ending injury, he said.

"You have to get them out of where they are, and that's where the rubber can meet the road," said Luedtke, the retired chief of EMS services in Sussex County, Del. "It always seemed to me that they live in the smallest room on the top floor."

Luedtke remembered one call in which firefighters had to gather lumber and build a ramp to get a morbidly obese man out of his house, a process that took about two hours. John Zarella, director of operations at Champion Ambulance Service, said Champion executives are considering installing "lift gates" on their two bariatric ambulances. Similar to hydraulic platforms on commercial delivery trucks, the platforms cost \$15,000 to \$20,000 each, Zarella said.

The Stryker lift systems that ASM and Aetna now employ are the best bariatric ambulance equipment available, Luedtke

said. But many ambulance providers cannot bear the cost, he said. In 960-square-mile Sussex County, for instance, there is only one bariatric ambulance, vehicles equipped and fortified to carry heavy patients. Skoczulek said there are about 10 such ambulances in Connecticut's approximately 5,000 square miles.

The scarcity of specialized equipment comes during what many health care professionals label an epidemic of obesity. A recently released report projects that if obesity rates continue on current trajectories, 46.5 percent of adults in Connecticut will be obese by 2030. The rate in 2011 was 24.5 percent (Colorado was the slimmest state, at 20.7 percent).

Commissioned by The Trust for America's Health and the Robert Wood Johnson Foundation, the "F as in Fat Report" projects that nationally, 13 states could have adult obesity rates above 60 percent by 2030, with Mississippi at the highest level — 66.7 percent.

The report's findings are similar to a 2012 study in the American Journal of Preventive Medicine, which found that by 2030, 42 percent of Americans will be obese and that the ranks of the morbidly, or severe, obese will grow to 10 percent of the population by 2030.

Health care professionals calculate obesity by body-mass index. To determine a person's BMI, divide weight in pounds by height in inches squared and multiply the result by 703. Adults with BMIs of 25-29.9 are considered overweight; 30 and above are obese; and those with BMIs of 40 and above are considered morbidly obese.

Medical costs associated with treating

preventable, obesity-related diseases are estimated to increase by \$48 billion to \$66 billion a year by 2030, according to the report. However, if the overall body mass index of Connecticut's population decreased by 5 percent, the state could save 7 percent in health care costs, or about \$7.37 billion by 2030, the report said.

In the meantime, ambulance providers say severe obesity will continue to drive changes in emergency medical transport.

"We have strict lift tests our team members need to pass in order to work for us," Allard, of American Ambulance Service, wrote. "Internal procedures we follow when booking non-emergency transports, such as asking for the patient's weight, is something we never used to do. Now it is an everyday occurrence. We do this in case we need to send additional resources."

EMTs and ambulance company executives also talk about the safety and dignity of their morbidly obese patients.

Zarella, whose company serves Waterbury, Torrington, Cheshire and surrounding communities, remembered a case years ago when EMTs responded to a call of a 600-pound man suffering a heart attack. With help from firefighters, the crew cut a hole in the wall of the home to get the man out.

They had to call a professional rigging company to bring in a boom and sling to lift the patient onto a flatbed truck, Zarella said. Unfortunately, he said, the man died at the scene.

He recalled the day with sadness.

"It made me feel bad," Zarella said, "that you would have to use rigging equipment to move another human being."

Coming soon

stryker®

EMS Equipment



Power-LOAD™
power-loading cot
fastener system



Lock and Unlock LED Indicators

Keeps operator informed of lock status. Solid green when locked, flashing red when unlocked.

Manual Cot Release

Allows cot to be unlocked once all wheels are on the ground.

Linear Transfer System

Supports and guides the cot during loading and unloading.

Battery-Powered Hydraulic Lift System

Supports the cot during loading and unloading.

700lb.

capacity



Manual Back-Up System

Allows complete operation in the event of power loss.



MADE IN U.S.A.

Introducing Power-LOAD



Key Features

- 1 Lifting Arms
- 2 Head-end Lock LED Indicators
- 3 Control Panel
- 4 Cot Release Handles
- 5 Foot-end Lock LED Indicator
- 6 Linear Transfer System
- 7 Inductive Charging

Reduce the risk of injuries when loading and unloading cots.

The Power-LOAD cot fastener system improves your safety, and that of your patients, by supporting the cot throughout the loading and unloading process. By reducing spinal loads, operators benefit from fewer cumulative trauma injuries. Power-LOAD wirelessly communicates with Power-PRO™ cots for ease of operation and maximum operator convenience.

The Power-LOAD cot compatibility option or upgrade kit makes the Power-PRO XT, Power-PRO IT, and Performance-PRO fully compatible with the Power-LOAD system.

Power-LOAD Cot Fastener System

Features

- Lifts or lowers the cot into and out of the ambulance.
- Eliminates the need to steer the cot into and out of the ambulance.
- Minimizes patient drops by supporting the cot until the wheels are on the ground.
- Meets dynamic crash test standards for maximized occupant safety.
- Features an easy-to-use manual back-up system, allowing complete operation in the event of power loss.

With Stryker Products, you have

THE POWER TO SAVE.

Stair-PRO

Reduce the risk of injuries when on the stairs.

Independent ergonomic experts found Stair-PRO users had less physical stress and risk of back injury than operators of any of the six major competitive chairs.* The operator position, adjustability of handles, angle of the track, and the built-in descent control made Stair-PRO the safest chair in its product category.



* Download the Ergonomic Case Studies at www.stryker.com/enus/products/PatientHandlingEMSandEvacuationEquipment/EmergencyCotsChairs/EMS/6252/index.htm

Power-PRO XT

Reduce the risk of injuries when raising and lowering.

An innovative battery-powered hydraulic system raises and lowers the patient at the touch of a button. Medics experience frequent spinal loading due to repetitive motions such as lifting, lowering, carrying, and bending. Use of the Power-PRO XT has proven to reduce spinal loading, resulting in reduced injuries, lost or modified workdays, and workers' compensation costs, and increased recruitment and retention.



Save money.

Stryker products are intended to prevent cumulative trauma injuries — reducing the amount you spend on workers' compensation premiums and lost-time w

Save injuries.

Not only do you lose money paying for the injured worker, but you also pay to train new workers when injury permanently sidelines a dedicated medic. If you can prevent the injury, you may prevent high employee turnover.

Save careers.

Medics are in the emergency services industry because they want to save lives. Keeping them safe from injury prolongs their careers.



Speed-Sheet

Reduce the risk of injuries when transferring patients.

Speed-Sheet makes your job safer with GRIP to SLIP™ technology. Shoulder, arm, and back pain can shorten your career. Speed-Sheet makes transfers easier and safer. Speed-Sheet changes, in an instant, from a barrier sheet to a convenient, effective transfer aid when you tear any red access tab. The sealed edge holds a vacuum between layers. Tearing a tab admits air and transforms Speed-Sheet into a low-friction transfer aid that significantly reduces the lateral transfer force required to move patients from one surface to another.



Power-LOAD Cot Fastener System

Reduce the risk of injuries when loading and unloading.

Lifts and lowers the cot into and out of the ambulance, reducing spinal loads and the risk of cumulative trauma injury. The Power-LOAD cot fastener system improves operator and patient safety by supporting the cot throughout the loading and unloading process. Power-LOAD wirelessly communicates

**TOWN OF HEBRON
BOARD OF SELECTMEN
SPECIAL MEETING
NOVEMBER 15, 2012**

NEW PERMIT TRACKING PROGRAM

Attached is a memo from Town Planner Michael O'Leary and Building Official Joe Summers regarding a request for approval for new software for the processing and tracking of building permits. This software can also be used to process any fee based permits of the Town.

Mr. O'Leary and Mr. Summers will be in attendance to make a brief presentation and answer questions.



Town of Hebron

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Hebron, CT 06248
Tel (860) 228-5971
FAX (860) 228-5980
www.Hebronct.com

- PLANNING/ZONING
- BUILDING
- HEALTH
- CONSERVATION

October, 2012

NEW PERMIT TRACKING PROGRAM

Our department is requesting approval to change vendors for the processing and tracking of building permits. The reason for this is the annual cost of the current system and also that the new software would allow us to track all fee based permits such as Planning and Zoning, Inland Wetlands, WPCA, Driveway permits to name a few.

In early August, 2012 a representative from Point Software of East Longmeadow, MA stopped into our office promoting their permitting program with zero cost to the Town. The way they do this is by assessing a \$10 fee on each permit. We would have to revise the adopted fee schedule to accomplish this. This would have a direct savings to the town of approximately \$2,900 per year since we would not have to carry the annual maintenance cost in our department budget.

In the past, we had looked into expanding our current software package (Municipity) to include other departments but we cannot justify the additional expense involved.

Some options that are available are;

1. **Municipity:** To activate an additional module in order to track Planning and Zoning applications would cost the Town an additional \$18,428 with an additional annual maintenance fee of \$1,738. This would bring our total annual maintenance fee to approximately \$4,700. This past fiscal year the annual maintenance fee increased by ten (10%) percent. They also offer a web access module for an additional fee of \$6,000 for the first year then an additional annual maintenance fee of \$1,000 per year.
2. **ViewPermit:** Available through CRCOG. Again this program is only tracking building permits currently with a first year cost of over \$38,000 to the town and then an annual maintenance fee of a little over \$7,000 per year. This is also a web-based program.
3. **BMSI:** Offers a permit tracking program that has the ability to track all land use permits with a first year cost of a little over \$18,500 (excluding conversion of existing data) to the town and then an annual maintenance fee of \$2,600 per year. This program would be hosted on the town's server with a module for web access.

We had a representative from Point Software give a demonstration and answer questions that the potential users may have. We had positive feedback from all of the parties involved. This system will allow us to track all permits issued by the Building Department, Planning, Wetlands, WPCA and DPW.

This program is currently being used in the Town of Woodstock and they have agreements with Harwinton, CT, Franklin, CT and North Branford, CT.

A couple of concerns that we had was the ability to retrieve the information in the event the company going out of business and data backup. Since this is a web-based permitting program they have a redundant backup in two locations across the country. The documentation entered would be downloaded on a regular basis to the Town's server in the event of the company going out of business or some other unforeseen situation.

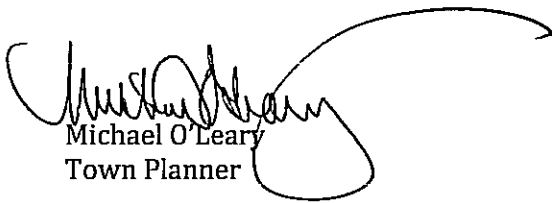
This program is user-friendly that will allow the applicant to apply on-line from home, receive inspection results electronically from the field and they will also be able to track the status of applications and permits from their smartphone, tablet, or computer.

Scott Choiniere of Point Software will give a brief overview of the program and answer any questions or concerns you may have.

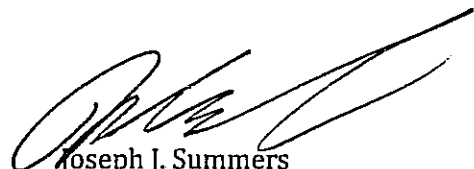
In summary, we are requesting the Board of Selectmen approval of the four following items:

1. We are seeking your approval now in order to have the new system fully operational by July 1, if not sooner. Upon receiving your approval our next step would be to meet with Point Software again in order to develop an accurate timeline to have the system operational and then have the Town Attorney send a termination notice to our current vendor.
2. If you approve this request we will be requesting approval to revise the fee schedule to include an additional line item for a permit processing fee of \$10. This would be addressed at a separate meeting once we have a date established with the vendor.
3. We are also asking for the waiver of obtaining three quotes, since this would be a unique funding source and there is no annual maintenance fee associated with the system. It is our opinion that this would not be required to go out and seek formal bids.
4. Authorization to use the \$2,952 allocated for the annual maintenance of Municipity in the current budget for the purchase and upgrade of hardware within our building to accommodate this new system.

Respectfully submitted,



Michael O'Leary
Town Planner



Joseph J. Summers
Building Official/Zoning Enforcement Officer

**TOWN OF HEBRON
BOARD OF SELECTMEN
SPECIAL MEETING
NOVEMBER 15, 2012**

**TOWN OF HEBRON
PLAN OF CONSERVATION AND DEVELOPMENT**

The Planning and Zoning Commission is in the process of the mandatory 10 year review and update of the Town of Hebron Plan of Conservation and Development. The goal for completion is January 2014. The PZC is looking for input from the Board of Selectmen regarding the PCD. The Selectmen should determine how they wish to proceed with the review and communication with the PZC. Attached are the sections of the 2004 plan that discusses and establishes town goals and objectives for the Town's municipal infrastructure.



TOWN OF HEBRON

15 Gilead Street, Hebron, CT 06248

TEL (860) 228-5971 FAX (860) 228-5980

Planning/Zoning

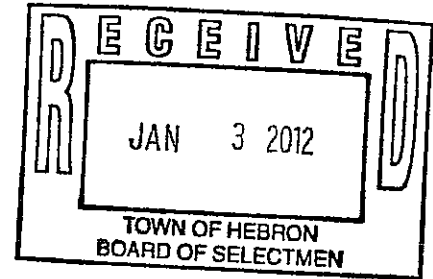
Building

Health

Conservation

December 29, 2011

Jeff Watt, Chairman
Board of Selectmen
And, Bonnie Therrien, Town Manager
Town Office Building
15 Gilead Street
Hebron, CT 06248



RE: Update of the Plan of Conservation and Development

Dear Jeff and Bonnie,

As you are aware, the Town Planning and Zoning Commission updated and approved the current Plan of Conservation and Development in January of 2004. The State of CT General Statutes requires that each Town update its Plan at least every 10 years. This has become a critical element of successfully applying for State discretionary grants. In addition, it is a very useful and important process for the Town to periodically look at a long range vision of the Town and keep its Plan updated.

The Planning and Zoning Commission is beginning the process of updating the Plan with the goal of completing this process by January of 2014. In that regard, we are asking if you and the Board would review the entire Plan and particularly the attached Sections of the 2004 Plan that discusses and establishes Town Goals and Objectives for the Town's Municipal Infrastructure. We would very much appreciate your comments on these Sections: what should be updated, what should be added, what new Sections might be appropriate to incorporate into the Plan. We would be happy to receive your comments in writing by the end of March 2012, or to meet jointly and discuss. Please feel free to contact me, or Town Planner Mike O'Leary, to coordinate any desired meetings.

Thank you for your cooperation and we look forward to working with the Board of Selectmen in this process.

Sincerely,


Lew Hinman, Chairman

Hebron Planning and Zoning Commission

CC: Mike O'Leary, Town Planner

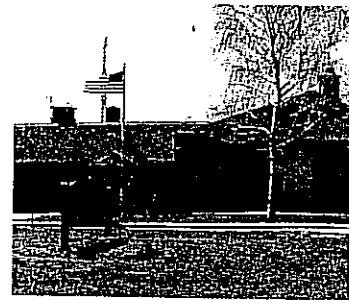
The Municipal Infrastructure section of the Plan of Conservation and Development is intended to provide a description and inventory of the Town's public facilities, the demand on these facilities, and the Town's best thinking about the need to expand these facilities in order to meet current and future demands.

It is an important function of the Plan of Conservation and Development to review these important public facilities and properly plan them in a way that meets future needs. It is also important to do this in a way that minimizes the fiscal impacts on Town residents. By properly addressing these issues in the Town's major planning document, we properly plan for future needs in a rational manner; and, it can and should serve as a guide for future Town expenditures, priorities and Capital Improvements Projects.

A. Education

Public Schools

The town of Hebron presently houses four separate schools. Gilead Hill School (GES), a primary school, services Hebron students from pre-kindergarten through grade three. Hebron Elementary School (HES), an intermediate school, services Hebron students in grades four through six. Hebron, Andover and Marlborough together form Regional District Number Eight and, as a region, are collectively served by the RHAM (Region of Hebron, Andover and Marlborough) complex of schools consisting of RHAM Middle School and RHAM High School (RHAM-MS and RHAM-HS, or collectively RHAM). RHAM-MS teaches grades seven and eight and RHAM-HS teaches grades nine through twelve. The RHAM board offers some funding and transportation for students to attend both the Greater Hartford Academy of the Arts and the Greater Hartford International Academy. Town funding is supplemented by state funding for these and for alternative educational options aimed at "reducing isolation." Region Eight's students also have the option to attend two Vocational Agricultural Schools in either Lebanon or Glastonbury, as well as any of the Vocational Technical Schools in the state.

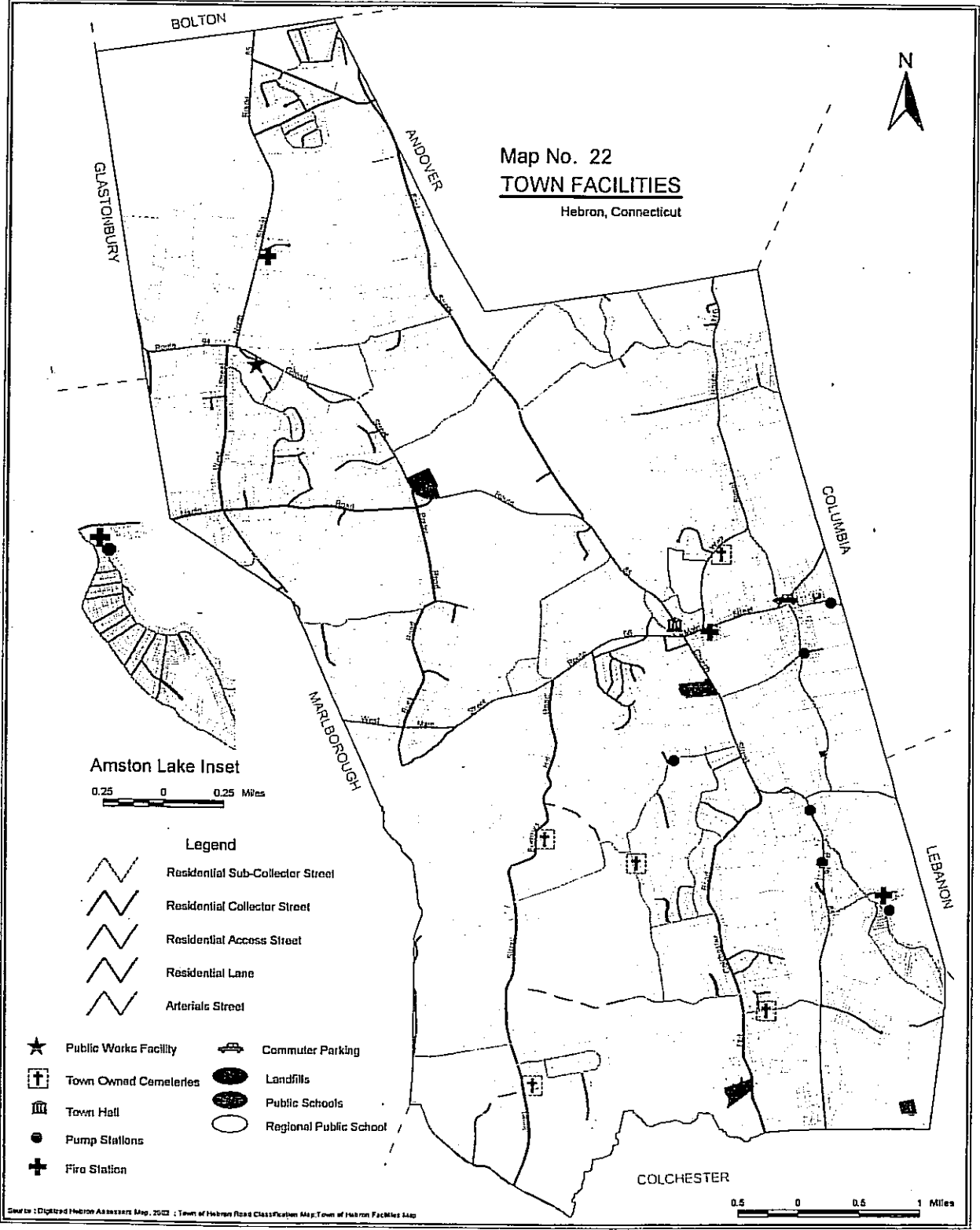


1. Hebron Elementary School

Hebron Elementary School (HES) was built in 1947 and is located in the southern end of Hebron on 22.5 acres of land. During the past fifty-three years, there have been four separate additions to the school in 1957, in 1963, in 1988 and in 2000. As a result of the 2000 addition, HES now contains 65,348 square feet, which includes twenty-four classrooms (two are dedicated for Special Education), a library-media center, art and music rooms, a gymnasium, a multipurpose room/cafeteria, support service rooms and the office area. HES also maintains four modular classrooms on the same property.

2. Gilead Hill School

Gilead Hill School (GES) was built in 1967 in response to a growing Hebron student population. It is located on 25.4 acres of land in the Gilead section of Hebron. Since 1967, there



have been three additions to the building in 1970, in 1988, and in 2000. As a result of this last addition, the school now contains thirty-three classrooms (one of which is dedicated to pre-kindergarten), a library-media center, art and music rooms, a gymnasium, a multipurpose room/cafeteria, support service rooms and the office area.

3. RHAM Middle School and RHAM High School

Following approval in a May, 2000 referendum, Region Eight authorized the construction of a new 232,000 square foot high school facility, demolition of the existing high school, and major renovations and additions to the current middle school. Also included in the project is the construction of new parking areas; various athletic fields, including a 400-meter synthetically surfaced track and a track-encompassed natural turf competition field; and a 1000 seat grandstand with incorporated concessions and lavatories. Incorporated in the project will be such core facilities as gymnasiums, lecture halls, media centers and cafeterias, as well as an 800-seat auditorium in the high school. The new RHAM complex will sit on 76.82 acres, of which two parcels, a 24.25 acre piece and a 1.57 acre piece, are new acquisitions to accommodate the new facility complex.

Private Schools

There is one private kindergarten / pre-kindergarten facility slated to be built for the 2003-2004 school year. This school will be run by the Christ Evangelical Lutheran Church and will be located on church property. Its facilities will accommodate daycare, preschool and kindergarten. Maximum enrolment is projected to be ninety students. If the school is successful, in the future it is likely the Church will apply to the Planning and Zoning Commission to expand its facilities to include first through sixth grade for a total of one hundred eighty students.

Beyond this proposed facility, there are no other private primary or secondary schools in Town. There are, however, two private pre-kindergarten facilities. The first is the Hebron Cooperative Nursery School housed in St. Peter's Church Hall, and the second is run as part of the programs offered by a private franchise facility, the Children's Discovery Center of Hebron. In the 2003-2004 school year the Cooperative Nursery School will be moving to a different location.

By law the public schools must provide pre-kindergarten services to identified special needs children from the age of three. Although a limited amount of non-special needs slots are available in the public school program, the purpose of this program is not aimed at the needs of non-special needs children.

Outside the public school arena, the number of openings at the few private pre-kindergarten facilities in Town is very limited. The reduced number of openings forces many families to seek out options in neighboring towns, such as Marlborough, Columbia Colchester and Bolton.

Growth in the School-Age Population

As noted in the Community Profile section of the Plan, as of the 2000 U.S. Census Hebron had a population of 8,600 people. This number represents a 21.6% increase in population over the 1990s — the highest increase of any individual town in the Capitol Region. As could be expected, Hebron's school age population (children between the ages of 5 and 19) also grew — a notable 34%.

Similarly, with respect to new single-family housing, the Town has experienced a 24.9% increase

in housing units between the 1990 and 2000 censuses. This percentage increase represents over twice the growth experienced by the Capitol Region. This increase follows a strong increase in the ten-year period from 1980 to 1990.

From 1992 through 1999 there was a 3% to 4% annual increase in new houses. In 2001 and 2002 there was a slowing of new houses built per year to 2% per year, which was almost certainly due to the slower economy. Since housing is directly affected by the economy, should the economy improve, the building rate could climb back to the annual 3-4% level. Typically, the number of housing starts (new house construction) is a leading indicator of the number of births by about three years. All else being equal, the number of students entering the school system is a fixed percentage of the number of families in town. Adjusting for families who moved into existing housing (not new construction), should the economy improve and housing starts climb to the 3-4% rate of the mid nineties, the total school population could be expected to increase by about 5% per year.

The distribution of grade level students immigrating and emigrating from the community is generally uniformly distributed across grades and geographically, across the Town. Changes over time as a result of this movement in and out of the community are accounted for using Cohort Survival Ratio (CSR) prediction methodology. The Cohort Survival Ratio (CSR) yields a number, the CSR number which captures (numerically, and in this case, historically) the number of children in one grade who moved to the next grade. As a general note, a CSR number greater than one indicates net immigration, while a CSR less than one indicates net emigration. CSR prediction methodology extrapolates the number of children in a grade by statistically accounting for the net effects of immigration and emigration.

The greatest effect of immigration occurs in the entering kindergarten classes, since five years of immigration must occur before its effects can be measured. Although it is possible to track births to those living in Town and so to assume five years hence those born will enter the school system as a single kindergarten class, this exercise does not yield a very reliable predictor of entering kindergarten students, since five years of immigration is also occurring.

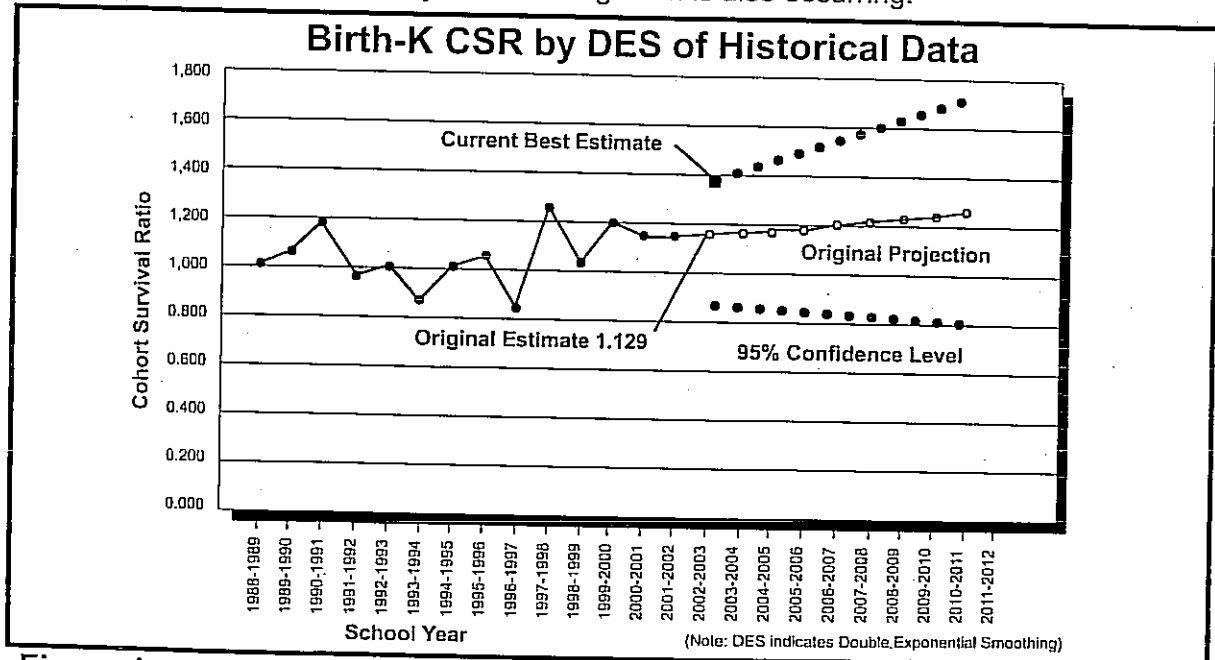


Figure 1

Figure 1 shows the historical trend and expected CSR of entering kindergarten students for the next ten years. The data used in the graph is from census data available October 2001 and the number of kindergarten students enrolled for 2002-2003 year.

Not surprisingly, there is the trend of increasing cohort size (the number of children in a grade) in the future. Surprisingly, however, in the 2002-2003 school year there was an unexpectedly high number of kindergarten students entering the school system. This surge defied predictions based on new housing starts in Town. In fact, it represents a 40% increase in students enrolling than were born in Hebron five years ago. Although there are a few hypotheses, the cause of this surge is not fully understood. The concern, however, is that this surge may indicate that there is greater growth than can be predicted based on historical data, i.e., that this surge is not an anomaly but the beginning of a new trend.

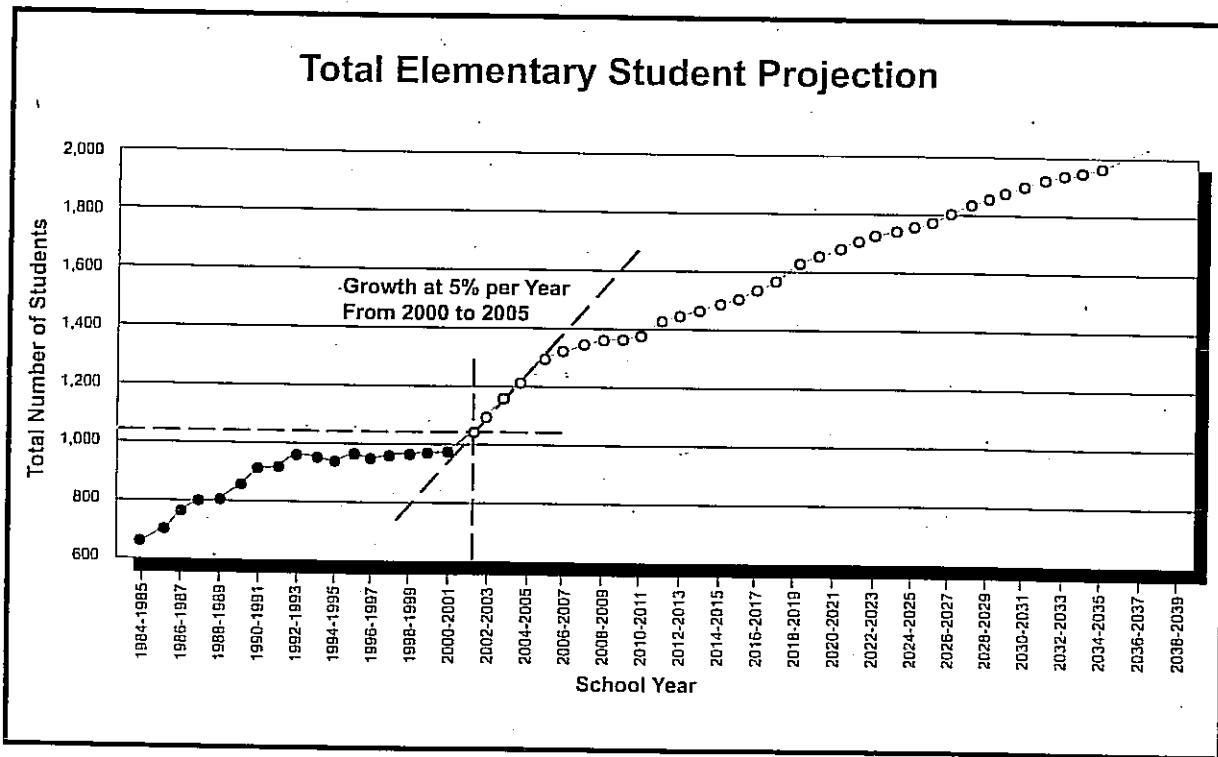


Figure 2

Assuming the unexpected surge in 2002-2003 kindergarten enrollment is an anomaly, the school-age population growth is expected to be 5% per year for the next four years. Figure 2 shows the historical trend and expected total number of students over the next thirty years. From the graph it can be seen that the population leveled between 1992 and 1999. This was probably a result of the slowing housing market and net emigration during the recession of 1990-1992. Population slowing in the later years during the recession was also due to a decreased number of births during the recession, as historically families tend to have more births in good economic times. The leveling of the total population beyond 2006 is based on a leveling of the number of births in Town and no net increase in immigration or construction. Of course, it is hypothetical as to whether these conditions will occur.

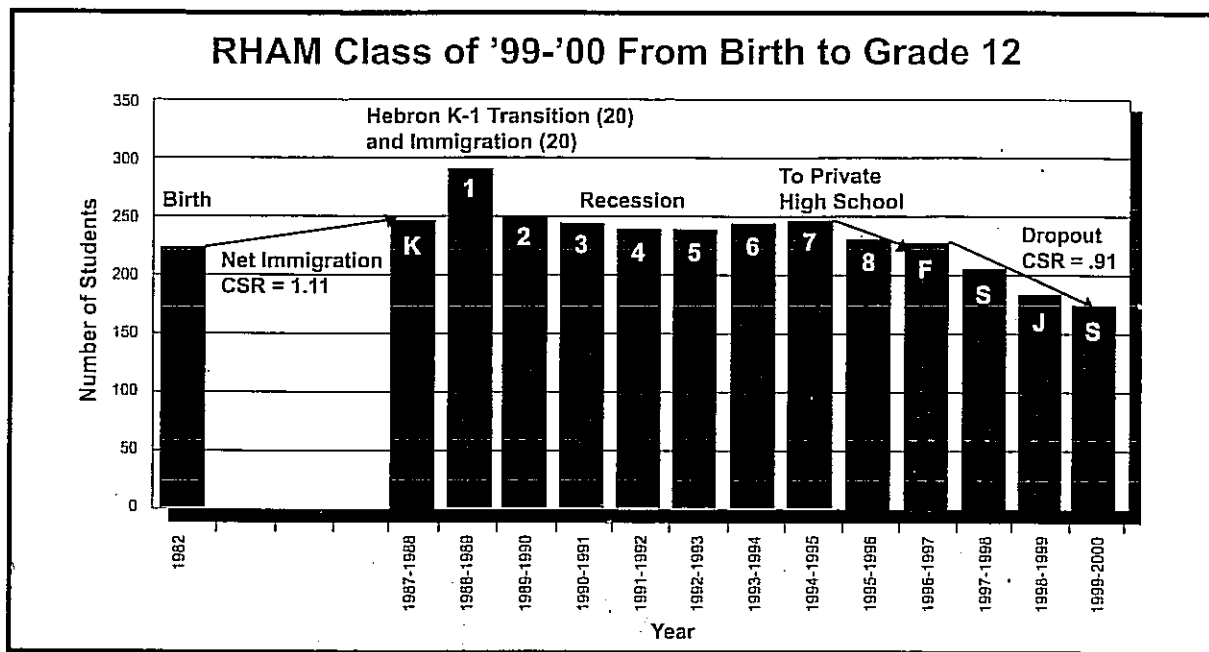


Figure 3

Once in the school system it is possible to predict the likelihood of whether the student will remain in the system to the completion of grade twelve. Figure 3 shows the aggregate '99-'00 RHAM graduating class size from birth to grade 12.

Generally, the information pictured here is useful from a prediction standpoint; however, there are a few caveats. First, Figure 3 was developed as part of the new high school building project approved in 2000, so it is three years old. Second, at the time it was generated no effort was made to disaggregate the RHAM student data by town, so application to Hebron is somewhat limited. Finally, predictive value may be somewhat skewed since: 1) it is likely that drop out rates would decrease due to the draw of the new RHAM complex, and 2) it is likely the number of students leaving for private high schools would decrease with the addition of varsity football.

Effects of Growth on The Public Schools

Capacity, as it affects a school, bears explanation. Capacity is defined by square footage standards for different spaces within a building (classrooms, gymnasiums, cafeteria, etc.) and is based on "Space Guidelines for School Construction" developed by the School Facilities Unit of the Connecticut State Department of Education and other generally accepted school design practices and standards. Capacity is also influenced by local decisions and policies of the Hebron and RHAM Boards of Education, such as class size policies, program offerings and "utilization factors" (the percentage of the day a particular space is used). To a certain point it is possible to increase class size and thereby increase capacity in number of students, although the effects of doing so may, depending on the source referenced, be detrimental to education. Gains in capacity made by increasing class size is limited: 1) by the ability to physically fit the students and associated desks into the classrooms; 2) the requirements imposed by fire codes; and 3) the ability of core facilities (bathrooms, lunch room, library, music, art, physical education, etc.) to meet the needs of the students.

According to the latest filings made with the State in January of 1999, which take into account the

2000 additions made to both elementary schools, the maximum projected enrollment for HES is 487 and for GHS 615. As of October 1, 2002, the student enrollment at HES was 396 students, and at GES 697 students, including pre-kindergarten. HES has twenty-four classrooms and GES has thirty-three classrooms including rooms dedicated for Special Education. Elementary school class size policy is eight in pre-kindergarten, eighteen in grades K-1, twenty in grades two to three, and twenty-four in grades four to six. An extensive study of grade-level reorganization has been conducted to determine if reallocation of grades to school buildings would result in reduced facility needs. It was concluded that such a reorganization would only be a one-year stopgap measure given the total student population growth.

The new RHAM-MS is being built to a maximum capacity of 700 students, and the new RHAM-HS to a maximum capacity of 1200 students. As of October 1, 2001, 523 students were enrolled at the current RHAM-MS (old building without renovations), and 975 at the current RHAM-HS (old building, soon to be demolished). The average seventh grade (middle school) class size is 20.6, and the average high school class size is 19.7.

As required by state law, planning for any building project can only be projected eight years into the future, and, as such, the new RHAM facilities, scheduled to be fully completed in 2004, should meet the Town's future needs for the next eight years. Likewise, the 2000 building projects recently completed at the elementary schools were designed to meet this eight-year projection requirement when proposed in 1997. Recent population growth, however, has exceeded the eight-year growth projections of 1997. Presently, the Hebron Board of Education is grappling with what is to be done to meet both short-term and long-term needs.

Even by very conservative models the growth of the elementary school age population will place the Town's elementary schools above capacity. The constraints on existing elementary school sites make expansion on the site of HES very limited and at GES non-existent. It is the opinion of the Planning and Zoning Commission, therefore that another elementary school will need to be built. The Board of Education is in concurrence and projects further that given the Town's rate of growth, in twenty years it is likely another school, beyond the one needed to address ten-year projections, will be needed.

In order to meet the immediate need, the Town, and particularly the Board of Education, needs to analyze, geographically, where a new school should be located, given the growth patterns in Town (to date these are uniformly distributed and not concentrated in one part of Town). Likewise, the Board of Education will need to take into account such issues as bussing and school grade configuration.

Goal & Objectives

GOAL: To accommodate Hebron's growing school-age population, the Town, with the cooperation of all its boards and commissions, must support such growth with facilities and infrastructure.

OBJECTIVES:

1. Immediately evaluate existing school or other structures and sites in order to maximize their use as educational facilities and meet short-term needs.

2. Immediately begin the process of evaluating possible sites for a new facility. Such an evaluation process should include the input of town staff and Town boards and commissions in order that appropriate attention is paid to land use and other similar regulations and policies.
3. Once an appropriate parcel is determined, initiate acquisition procedures to procure it.
4. The Board of Selectmen, the Board of Education and other Town Boards must begin planning for the construction of a new school.

GOAL: To encourage the development of pre-kindergarten school facilities outside of the public school arena.

OBJECTIVES:

1. Encourage the building of or the renovation of spaces that would meet state code for a pre-school use.
2. Encourage the development of quality facilities, which offer pre-school programs.

GOAL: To encourage and support the sharing of Town infrastructure.

OBJECTIVES:

1. Encourage the sharing of Town spaces, either in the construction of new facilities or in the renovation of existing facilities, in order to accommodate space needs for educational staff and to promote the potential to share educational and town staff and equipment.
2. Encourage and support the connection of school facilities to centralized Town infrastructure to promote sound future planning and growth (current examples of this are the fiber optic backbone and the sewer lines). Consideration should be given to 'phasing in' (completing small portions at a time) or 'roughing in' future innovations for full construction at a later date.

GOAL: To encourage opportunities by the schools and affiliated organizations, to maintain, rehabilitate, research and study Town (or Land Trust) open space, historical sites, State or Town parks and trails, etc. so as to reaffirm and strengthen a sense of civic spirit within the student body.

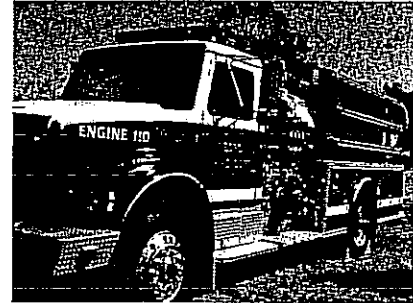
OBJECTIVES:

1. Encourage and support the Town departments in the continuation of, and/or creation of new programs similar to the Hebron Clean-Up Day.
2. Recommend that school administrators and teachers encourage community-oriented activities as part of meeting certain course objectives (such as an individual or team project as part of a course requirement).

B. Emergency Services

This section of the Plan will review the emergency services functions found within the community. As the community grows, it is important to periodically review its emergency service needs, as they will change over time. It is important to properly plan for these needs to make sure that the buildings, sites, and equipment are adequate.

The emergency services that will be reviewed are: Fire Protection, Emergency Medical Services (EMS) and Police Services.



1. Fire Protection

The Hebron Volunteer Fire Department is a municipal agency that provides fire, rescue, hazardous materials response and emergency medical services within the Town of Hebron and to areas of surrounding towns by automatic and mutual aid agreements. To cover the long and fairly narrow configuration of the Town, the Department operates out of three stations: Company #1, located on Main Street, Company #2, located on Deepwood Drive, and Company #3, located on North Street. A part-time Chief, a part-time Deputy Chief, a part-time Assistant Chief, two career firefighters and eighty-two volunteers staff the Department. Responses are made to approximately 700 calls per year of which 450 are for emergency medical services.

Company #1 is the Town's central fire station located at 44 Main Street, on a 1.4 - acre site. Located in the center of Town, this Company has primary fire protection duties for the Town's business district as well as the RHAM high and middle schools. This company has the Town's newest fire station, built in 1985, replacing a 1935 station that was located at the same site. This is a 9,500 square foot building having four emergency vehicle bays. The personnel that service Company # 1 includes 30 volunteer fire fighters, two paid full time maintainers, a part-time Fire Chief, a part-time Deputy Fire Chief, a part-time Assistant Fire Chief and a secretary.

The Company #1 building also houses the Resident State Trooper's office and associated vehicle bay, the offices for the Town's constables as well as the Civil Preparedness operations.

Company #2 is located at Amston Lake, on Deepwood Drive, on a 0.56-acre lot. This company was established in the 1940's as a private Fire Company manned by returning war veterans. Company #2 became a Town facility in 1970. Today, this Company is staffed by 30 volunteer firefighters. The present fire station is a 2,370 square foot building having three vehicle bays, all undersized by today's standards. Company Two currently houses an engine-tanker (1,250 gpm/1000 gal), a mini-attack/rescue truck and a water/ice rescue boat. This Company has primary fire protection responsibilities for the southern section of Town, as well as serving as an important back-up role for Company #1.

Company #3 is located on North Street and was constructed in the 1970's on 1.82 acres of land donated by the Foote family. The station is a 3,080 square foot facility having three vehicle bays. The third vehicle bay was added in 1998. It is staffed by 30 volunteer fire fighters.

Department Structure

As noted earlier, the Department is organized into three companies: one located in the northern part of Town, one in the center of Hebron and one in the southern area of Town. Given the elongated layout of the community, this is a logical and efficient layout of fire stations within the Town. This distribution provides not only a quick first response to emergency situations but also allows each station to provide back up for one another.

In the past there was some discussion about a long-range need for a fourth fire station in the southwest portion of town. However, given the existing low-density development in that neighborhood and the future limitations of the R-2 zoning, it is unlikely that a fourth station would be needed in this location.

Future Needs

The most pressing facility need concerns the Company #2 fire station. The existing Company #2 station is deficient in almost every respect. Newer apparatus will not fit in the station that is too small to service and maintain trucks and equipment. The existing engine-tanker encroaches on the public highway when it is pulled out on to the ramp. There are no training facilities or meeting areas for Company #2 members. The facility is in a physically deteriorating condition. As of the writing of this Plan, the Town has approved construction of a new 9,400 square foot Company #2 fire station with three double-loaded equipment bays to be located on Church Street south of Lake Road.

Company #1 is located on a relatively small site with limited parking for volunteers and limited building space for functions and storage. The Town has approved a purchase of an adjacent parcel of land that fronts onto Pendleton Drive. The addition of this parcel will provide frontage onto Pendleton Drive, will provide land for more parking and could allow an area for a modest expansion or the construction of a needed storage building.

Space within the Company #1 fire station building is also at a premium. Additional space could be made available for the fire department if space was made available for the Resident State Trooper's office in another facility. Any future expenditures used for this facility should include monies needed to improve space utilization and to improve the appearance of this building to allow it to better reflect the character of other buildings constructed in the center of Town.

Company #3 is located on a site with very limited expansion possibilities. Although enlargements to this building are not needed at this time, site specific investigations could be made to determine if this site can serve the long term needs of the Department in the Company #3 area. If this site cannot serve long-term needs, efforts should be made at finding a new site that can.

Water

An adequate and convenient source of water for fire fighting purposes is essential to fire department operations. A committee has been formed within the fire department to update their inventory of all fire ponds and all dry hydrant locations in Town.

A fire pond and dry hydrant type of water supply system is adequate and typical in a rural residen-

tial community; however, in the Town Center a more adequate and reliable source of water is desirable. At this time, the water company is installing the first phase of the Hebron Center Water System. This system is being financed by a public-private partnership, including the Town, the water company, two private development projects in the Town Center and the Region 8 School District as part of the ongoing RHAM construction project.

Such a public water system would not only bring a reliable water source for potential emergencies, but also would result in lower Insurance Service Organization (ISO) ratings for businesses in the Town Center and would provide a safe and reliable source of water for the RHAM high and middle schools and other potential users. The system presently under construction will be provided with a diesel pump that will provide for fire protection in the Town Center. Fire hydrants are to be included as part of this system as the water main is installed.

Goal & Objectives

Goal: The Town should continually review its emergency service needs and current facilities to ensure proper service and protection to its citizens.

Objectives:

1. The fire department and Town officials should develop a plan of future fire pond needs throughout the developing portions of town and adopt standards to be incorporated into town regulations, ordinances and Planning and Zoning Commission actions.
2. Support and encourage the establishment and expansion of the new Hebron Center Water System.
3. Support the inclusion of full fire protection facilities with new water systems in the Town's business districts.
4. With the input of the Fire Department, develop a long-term strategic plan for fire department station improvements that has least impact on the municipal budget.
5. Proceed to amend the Zoning Regulations to establish a maximum two-story height limit to prevent the need for and storage space for an aerial ladder truck in the community.
6. In conjunction with the Fire Department, develop standards for dry hydrant installation and maintenance.
7. Support the establishment of a Town Ordinance requiring a clear posting of street addresses.
8. Develop standards and a methodology of requiring acceptable maintenance of all common driveways.

2. Emergency Medical Services

Emergency Medical Services (EMS) is coordinated by the Hebron Volunteer Fire Department (HVFD). The HVFD provides 24-hour, first responder ambulatory service as well as basic life support (BLS) with the service of approximately 30 Emergency Medical Technicians (EMTs). First response regional coverage is provided



to Hebron by the Town of Colchester in the Old Hartford Road area.

Hebron's EMS department is state licensed and each EMT must achieve and retain certification for BLS services. EMTs either report directly to a call or to the ambulance at Company #1. A number of EMTs carry defibrillators and oxygen with them to ensure availability of such equipment for use at the scene. Paramedics, dispatched from regional area health care facilities, provide for more advanced medical care.

Current conditions and inadequacies

EMS is based primarily from the Company #1 Firehouse on Main Street, Route 66. The desired first responder arrival time is 6-8 minutes. The size, configuration and current road system of the town makes this a difficult goal to achieve. The HVFD is in the process of developing and equipping a network of first responders throughout the town to achieve this goal. Ambulatory service should arrive at a scene in 10-12 minutes. There is a shortage of storage space for medical supplies at each station. Also, decontamination facility space and decontamination equipment are also needed at each fire station.

Future Needs

Future needs of the EMS department include a second ambulance, desirable when the town's population exceeds 10,000. Funding for a second ambulance has been approved as part of the town's five-year Capital Improvement Program (CIP). Additional space is needed at each fire station for supplies and decontamination of equipment. First responder equipment is also desired to achieve first response goals. Conversion to a UHF radio system over the next five years will also be necessary. Equipment needs of the department are partially provided for via the CIP.

Goal & Objectives

Goal: To provide EMS for town residents in an effective and efficient manner to achieve desired first responder arrival goals and to provide for quality BLS, advanced medical care and ambulatory service.

Objectives:

1. To support the EMS department in its facility and equipment needs.
2. To encourage appropriate roadway connections and an overall efficient town road system to facilitate better response time for EMS.
3. To assist the department in co-locating its telecommunication needs on existing structures.

3. Police Services

This section of the plan will discuss police services provided in the Town of Hebron and future needs of the department.

Police services are currently based at the Company No.1 firehouse on Route 66, Main Street. The police area within Company No. 1 consists of two vehicle bays (575 square feet) and an office area (370 square feet). The town contracts for the services of a Resident State Trooper, and employs seven



part-time constables, a part-time administrative manager and the Chief of Police (currently a duty of the Town Manager). Seven day / twenty-four hour patrol coverage is currently not provided in Hebron, however, supplemental coverage is provided by State Troopers from Troop K's Police Barracks in neighboring Colchester.

Current facilities, Conditions and Inadequacies

Operational space at the current location is adequate, although office, reception, parking, record and evidence space are limited. Detention, investigation / interrogation and lock-up space are provided by Police Barracks in Colchester. The department currently utilizes two vehicles replaced on a three cycle. Current vehicular, equipment and communication needs of the department are met.

The crime in Hebron is among the lowest of towns with population under 10,000. Burglary, larceny, DWI and vandalism are the most prevalent crimes committed in town.

Future Needs

The town is contemplating the hiring of two additional part-time constables within current appropriated funds. An additional State Trooper was proposed in the past year but not funded due to budget constraints. When the Town should add additional troopers, constables or consider its own full-time police force will depend upon public demand, budgetary impact and safety concerns. Future needs for equipment and vehicles will be dependent on these factors as well.

The Company No. 1 space has been considered as a temporary site for police operations. The town is reviewing possibilities of placing police operations in an expanded or new municipal town office building. Potential locations for expanded facilities include the Village Green District and the current location of the town office buildings. Relocating police operations from Company No. 1 firehouse will increase needed office, storage and parking space for Company No. 1 operations. In addition, a vacant one-acre town-owned parcel abuts the Company No. 1 site and may provide for additional parking and space for the fire department and possibly the police department if operations remain on site.

Goal & Objectives

Goal: To provide for adequate facility, communication and equipment needs of the police services department to achieve an effective and appropriate level of public safety within the community.

Objectives:

1. Analyze current deficiencies of police department facilities to determine current and future needs of the department.
2. Assess if the current facility site provides for an effective and efficient location from which police services are provided.
3. If the current site does not provide an adequate location to provide services from, sites in the central area of town to relocate the primary operations of the department should be identified. Sites should be selected to ensure future expansion opportunities of the department while considering the potential to locate within a new or expanded town office building.

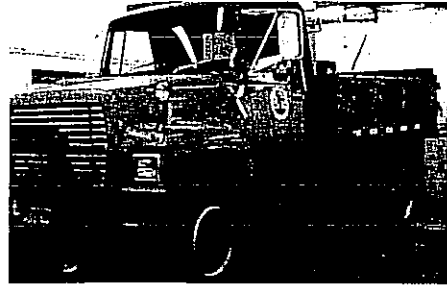
4. The department should continue to assess its current vehicular, communication and equipment upgrade or replacement needs through the town's Capital Improvement Program.

C. Public Works

This section of the plan will identify the services provided by and the resources and facilities required to operate the Town's Public Works department at this time and in the future.

Background

Public Works' current facilities are located at 550 Old Colchester Road, at the southern most part of town, on a fourteen (14) acre rectangular-shaped parcel, the site of a former gravel pit. This town-owned parcel is abutted by Camp Connecticut to the north and west and Northeast Utilities to the south. A large wooded parcel is across the street to the east.



Not only does this site house all of Public Works' major buildings and equipment, but it also is the site of the town's closed landfill and current transfer station. Of the 14-acre site, the landfill encompasses about eight (8) acres, leaving six (6) acres to accommodate buildings, equipment, materials and the transfer station. Five hundred feet of road frontage allows the site to safely utilize two curb cuts onto Old Colchester Road.

The town employs 14 full-time employees in its public works department and one part-time employee at the transfer station during the week and weekend. The staff size is considered average sized, although an additional supervisor is desired. Services provided by the department include road maintenance and reconstruction, solid waste disposal, snow and ice removal, maintenance of town buildings and grounds, animal control, trail maintenance and construction, vegetation control, vehicular maintenance, site improvement and construction activities, and drainage maintenance and improvements.

Current Facilities, Conditions and Inadequacies

The entire Public Works operational facilities are restricted to a six-acre portion of the aforementioned fourteen-acre parcel. The eight-acre town landfill, operated from 1962 until it was closed and then capped in 1995, cannot be utilized or altered in any manner. The landfill, capped with clay and then topsoil, requires monitoring wells for leachate and mowing twice per year.

Public Works Complex: The remaining site encompasses several structures including the 100' x 60' steel maintenance / office garage; a 100' x 40' cement block cold storage (80' x 40') / animal control building (40' x 20'); a 20' x 20' salt shed; and two hangers 70' x 10' and 60' x 10' in size. The site also includes above ground propane, gasoline and diesel tanks, an underground oil tank and septic system, and an area for outdoor storage of construction materials, sand and gravel, and some equipment. The Town is in the process of a permit for stormwater discharge at the site.

The 1,980 square foot maintenance / office building is in adequate condition, but is considered well undersized. The equipment bay area is crowded, lacks lifts, has inadequate lighting, is height restrictive and has little room for parts inventory storage. The building lacks a training or meeting

room and has inadequate lunch and shower areas. There is also a lack of office and record storage space. The cold storage / animal control building is in a less adequate condition than the maintenance / office building, but is more adequately meeting space needs. The animal control portion of the building includes ten kennel canine enclosures with heated indoor / outdoor access and short run areas. While animal control does occasionally house cats, a segregated area designated for cats does not exist. The salt shed is in poor condition and is very inadequate. All salt and sand/salt mix is required to be covered from the elements. Maintenance of larger supplies of salt and sand / salt mix is desired but not possible at this time. Sand is permitted to be left outdoors. Construction materials are generally not covered. It should be noted that the town does store a small quantity of salt / sand at a satellite location in the north end of town on Salt Box Road.

The department utilizes or maintains forty eight (48) vehicles. The department requests replacement of its vehicles on a timely basis through the town's Capital Improvement Program.

Transfer Station: In addition to facilities of the public works complex, the site also is host to the solid waste disposal facilities for the town. These facilities include two attendant stations, the compactor and its wooden shell, and ten roll-off containers, which collect recyclables, household trash, bulky waste, metal, brush, leaves and grass clippings. All Municipal Solid Waste is transported to the Connecticut Resource Recovery Authority's (CRRRA) incinerator while recyclables are delivered to CRRRA's recycling center. Brush and other vegetation are accepted by Earthgrow, a permitted compost facility. An on-site compost area is not practical. Recyclables include newspapers/magazines, cardboard, metal food containers, glass and certain plastics. Hazardous waste is collected bi-annually through a regional effort at the Olcott Street disposal facility in Manchester. Bulky waste is currently brought to the Manchester landfill, while bulk metal is recycled. The transfer station does collect and recycle waste oil, anti-freeze, batteries and tires and occasionally collects expired phone books. Dried latex paint is accepted and is disposed of in the household trash compactor.

The town disposes of 194 tons of solid waste and 55 tons of bulky waste per month. Nine tons per month of plant materials are removed while 57 tons of recyclables are removed. Currently, there is a resident fee to dispose of bulky waste and brush, but there is no fee otherwise charged. However, the Town is currently contemplating a nominal transfer station permit fee. Private waste disposal contractors also serve the town.

Equipment required for solid waste disposal includes a roll-off truck, a backhoe, a compactor and fifteen roll-off bins. While the physical condition of the transfer station is adequate, the facility is considered overcrowded and inadequate in terms of space for the future. A new roll-off truck and compactor will be needed in the near future.

Future Needs

Due to the location of the Public Works complex and transfer station at the extreme south end of the town, the lack of remaining usable acreage and the inadequacies of the facilities at the site, the Public Works department seeks a more central location for its primary operations.

Public Works Complex: The extreme south-end location of the current facilities results in a lengthy, inefficient response time to other areas of the Town since vehicles, personnel and nearly all road and construction materials are stationed here. The department is currently analyzing property in the central area of Town to accommodate its operations, with the exception of solid waste disposal and animal control. A four to ten acre site is desirable to meet its current and future needs. The

department seeks to construct a new 100'x 80' maintenance / office garage, a 120'x 60' salt storage shed and two 100'x 60' cold storage buildings. Current facilities of the animal control department could expand on the current site.

Transfer Station: With the desired relocation of the public works complex, the current site for the transfer station would be adequate for future needs as the outdoor areas occupied by materials and equipment could be utilized for an expanded solid waste disposal operation. The current buildings on site could continue to house equipment and could provide an opportunity to expand the town's recycling program.

Goal & Objectives

Goal: Public Works Complex: To provide for adequate facilities, useable land and storage areas to ensure an efficient and effective delivery of public works services.

Goal: Transfer Station: To provide for adequate facilities to safely collect, store and dispose of solid waste and recyclables.

Objectives:

1. Analyze current deficiencies of public works facilities to document current and future needs of the department.
2. Assess current site location to determine if expansion of site is practical.
3. If expansion at the current site is impractical, sites in the central area of town to relocate the primary operations of the department should be identified. Sites should be selected to ensure future expansion opportunities of the department while considering the potential of future recreational or other town facility sites. Care should be taken to adequately buffer abutting neighbors from view of the complex, wherever possible. Proper precautions to protect wetland soils are essential due to high vehicular use and the nature of storage materials necessary to operate the department.
4. The department should continue to assess its current vehicular fleet and other equipment and structures for replacement through the town's Capital Improvement Program.
5. Construct adequate salt and sand/salt storage facilities in a more central location in town. Consider the necessity of such north and south end facilities. All facilities should be covered.
6. If practical, all equipment and vehicles should be protected from the elements.
7. Expand transfer station operations on site if primary public works operations are relocated.
8. Consider expanding recycling program to include white office paper, more plastics and bailing of newspapers and cardboard to produce town revenue.
9. Consider a site for composting of plant materials. Costs of disposal would be reduced.

D. Town Offices

Background

The town offices currently consist of 3 facilities, the Town Office Building (TOB), built in 1964 and expanded in 1981, the Horton House, built circa 1866 and acquired by the Town in 1988, and the Town Records Building. The facilities are used by 28 town employees and the office of the Probate Judge. The Horton House (2 levels plus a basement) is 2,705 sq. ft; the Town Hall (2 levels) is 6,626 square feet. There are 48 parking spaces plus 5 handicapped spaces. The office complex sits on a total of 3.77 acres including a 0.87-acre parcel to the north that was acquired in 1998.



Current Conditions

Housing the town offices in the current facilities is inefficient for staff and inconvenient for the public. These shortcomings will only worsen as government services grow to meet the needs of a burgeoning population.

- ◆ Departments that interrelate on a regular basis—and ideally should be located next to each other—are scattered throughout the complex.
- ◆ The Horton House, built as a physician's home/office in the mid 1800's and featuring seven fireplaces and wide plank flooring, is not conducive to an efficient government operation.
- ◆ The Town Office Building lacks adequate meeting space for the multiple town boards and commissions that meet there on a regular basis. Community groups also need meeting space for day and evening functions. Juggling the existing meeting spaces (1 room at the TOB with a capacity of 39 and a smaller conference room at Horton House that holds 8 people) and using the community room at the Town Library causes other logistical problems.
- ◆ There is inadequate storage space to serve the operational needs and functions of Town government. Files and other materials are located away from the people using them inconveniencing employees and the public alike.
- ◆ Many departments need additional office space to work effectively. These include Parks & Recreation, Probate Office, Registrar of Voters and Finance departments.
- ◆ There is no waiting room space for visitors to the TOB, people must stand in the halls while waiting to conduct business.

Goal & Objectives

Goal: Provide effective and efficient Town government services.

Goal: Reduce infrastructure and operational costs.

Objectives:

1. Develop long-range plan for combining school administrative staff, police department functions, emergency operations center (EOC) and Town governmental operations in one location in order to enhance departmental efficiency and productivity and better serve the public.
2. Encourage cost saving opportunities between school administration and town administration (payroll, purchasing, budget administration, data storage, filing, computer services, telephone system, heating and cooling costs).
3. Meet additional space requirements either by:
 - ◆ Expanding the existing TOB, using the lot to the north that was purchased in 1998. This would require a connection to the sewers as the septic system is located in this area.
 - ◆ Construct a new TOB. The Village Green District (VGD) is expected to become a reality in the near future. Procuring a parcel of land within this central location for a Municipal Building would assist in attracting commercial development to the District.

E. Library

The current Douglas Library is only the latest chapter in a long history of Hebron literary clubs and other, similar, associations dating back to 1844. In 1897, Ida Porter Douglas, wife of a prominent Hebron physician, Charles C. Douglas, both long time members of the Hebron Literary Society, led efforts to purchase land and build a public library for Hebron's residents. The "old" Douglas Library served the community until the new state-of-the art building was completed in 1999. Working with state guidelines for projected growth, the Library was expanded at that time to accommodate the needs of the community for the next 20 years. Today, the Library houses 46,000 volumes in 16,800 square feet with ample room for future acquisitions and expansion of staff.



Until 2001, the library was owned and operated by the Douglas Library Association, a private, non-profit corporation with monies provided by a trust fund established by the Douglas family. Over time the fund proved insufficient to support Library operations, and in 1989, the Library began to receive annual appropriations from the Town of Hebron. In 2001, the Library formally became an agency of the Town and it is now publicly owned and operated. The Library is supported by several local volunteer groups: The Friends of the Hebron Library raises money through book sales and other fundraisers and the Gardeners Roundtable maintains the Library's perennial gardens as well as contributing gardening books and magazine subscriptions with funds raised from plant sales.

Located on the south side of Main Street in the heart of the historic Hebron Green, the site's limited size resulted in the design of a multi-level, ADA compliant, Victorian-style addition and renovation to the original library building. There is currently parking for 39 cars, sufficient for the use of daily patrons but inadequate when the library's meeting rooms are used for public forums. Recent Hebron Green modifications, including the creation of connected parking lots behind adjacent buildings on Main Street, will help to address this shortage. Other public/private ventures to increase the availability of parking in the general area should be encouraged.

Goal & Objectives

Goal: To maintain a healthy and vibrant library system that is an educational and cultural resource for the residents of Hebron.

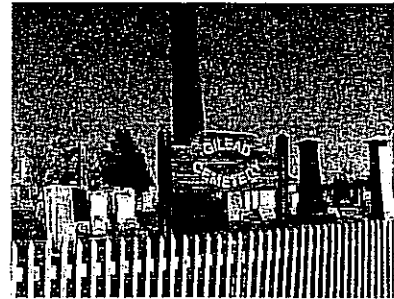
Objectives:

1. To encourage the continued development of the Library's facilities and operation to meet the needs of the growing community.

2. To foster the use of the facility as an arts and cultural resource.
3. To adequately meet the parking requirements of the facility when it is used for large meetings or community functions by either investigating shared parking arrangements or by expansion of existing space.

F. Cemeteries

Hebron has a number of small, historic cemeteries dating back to the 1730's that help document the development of the town and serve as reminders of its past. In Town records (as of 1978), the following cemeteries are listed, 3 of which are in active use (New Hebron Cemetery, St. Peter's Cemetery and Gilead Cemetery):

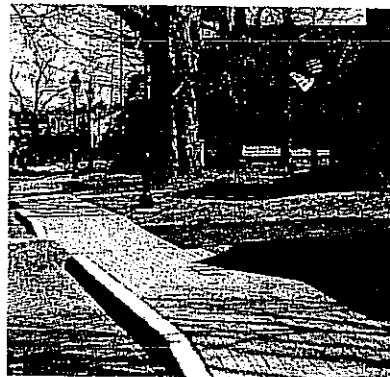


1. Jones Cemetery, Niles Road; 1846-1900 (10 family graves)
2. Gott Cemetery, Niles Road; 1795-1865 (45 visible markers)
3. Godfrey Hill Cemetery, Gilead Street (90 markers)
4. Old Cemetery/New Hebron Cemetery, Wall Street; 1750-present; (Old Cemetery has 309 markers)
5. Jones Street Cemetery, Jones Street; 1777-1934 (170 markers)
6. Burrows Hill Cemetery, Burrows Hill Road; 1816-1940 (53+ markers)
7. St. Peter's Cemetery, Church Street; 1819-present
8. Gay City Cemetery, North Street; 1808-1838 (6 markers)
9. Gilead Cemetery, Gilead Street; 1751-present

While growing rapidly, over 77% of Hebron's population is under age 49 according to 2002 state demographic studies. To date, none of the religious organizations in Town have expressed a need for more burial space. Both the New Hebron Cemetery and Gilead Cemetery are non-denominational. New Hebron has over 5 acres of available land; Gilead 6.5 acres. Both associations anticipate having adequate room to serve the community for the foreseeable future.

G. Roadways, Bridges and Walkways

This section of the Plan will inventory and evaluate the Town's transportation facilities. It will also include goals and policies for the Town to guide officials in managing, improving and developing this system. For the purposes of the Plan, the Town's transportation system consists of roadways, bridges and walkways.



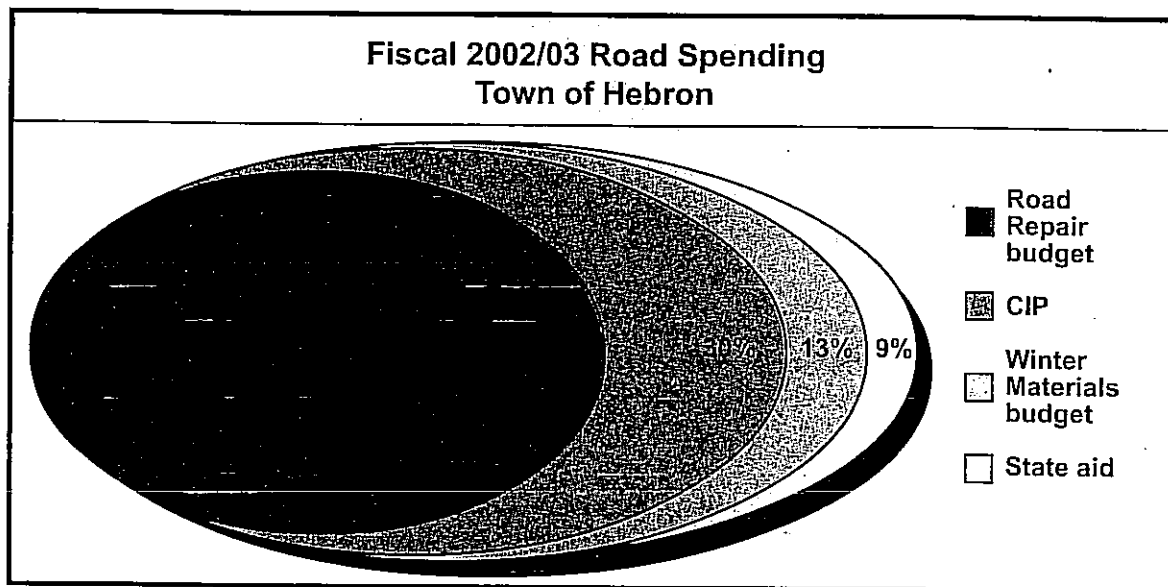
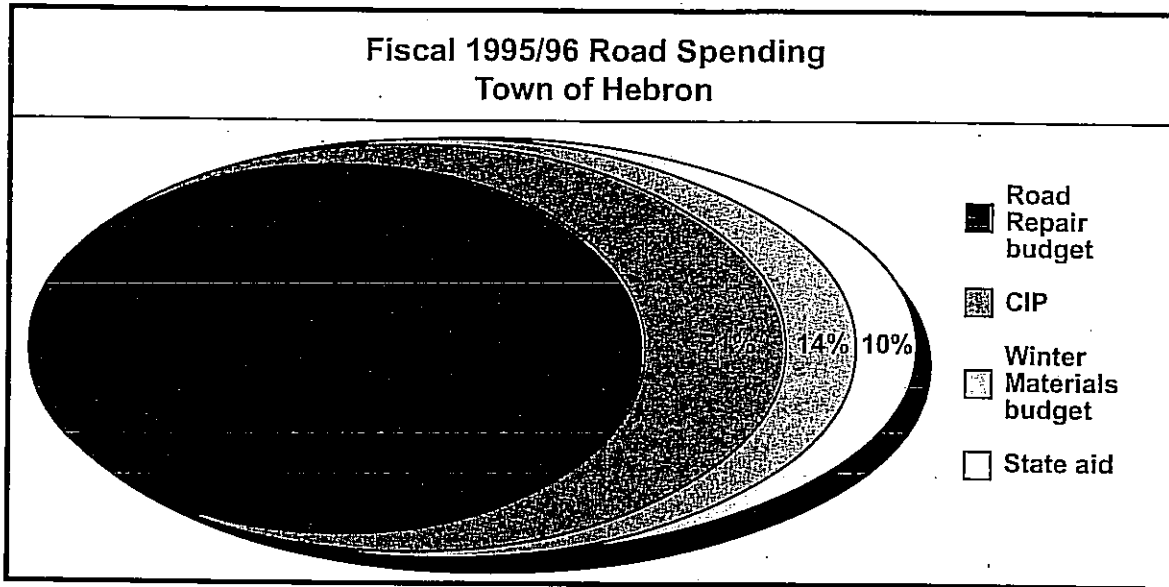
Roadways

As of December 31, 2002, there were 98.05 miles of road in Hebron. Of this amount, the State of Connecticut maintained 22.23 miles (23 percent), the town maintained 74.45 miles (76 percent), and 1.3 miles (1 percent) were privately maintained. All roads in Hebron have one or two lanes. The main north-south roadway in Hebron is State Route (SR) 85. It is referred to as Gilead Street north of SR 66, and Church Street south of SR 66. The main east-west roadway is SR 66, referred to as Main Street east of SR 85, and West Main Street west of SR 85. SR 66 is heavily traveled by commercial and passenger car traffic. SR 85 and SR 66 intersect in the center of town, in the historic Hebron Green area. The intersection is controlled by one of the two traffic lights in Town.

Road Maintenance

Maintenance of the state roads falls into two DOT districts. District 2 covers the area north of SR 66 and District 1 maintains the State roads south of SR 66. There are no significant maintenance or construction projects planned by the State over the next several years, with the exception of the Hebron Green improvements.

Town roads are maintained by 12 of the 14 employees of the Hebron Public Works Department. Responsibilities of the department include paving and chip sealing, snow plowing, brush removal, replacing curbing and road construction projects.



Over the past 8 fiscal years:

- 1) The Town road maintenance budget has been steadily increasing, rising from about \$471,000 in FY 1995/96 to about \$538,000 in FY 2002/03;
- 2) CIP funding for resurfacing and improvements have risen annually; and
- 3) State Town Aid has been relatively stable, enhanced periodically with Local Capital Improvement Program funds.

Traffic Counts

The average daily traffic (ADT) is a common metric used to measure the volume of traffic on a road. It represents the total number of vehicles passing a point on a road in both directions during a 24-hour period.

The most heavily traveled roads in town are SR 66 and SR 85. Based on counts made by the State of Connecticut, Department of Transportation (CT DOT) in August 2002, the highest ADT was 16,200, just west of the intersection of SR 66 and SR 316. The ADT on SR 66 is above 10,000 along its entire length in Hebron, except east of Wellswood Road. The ADT on SR 85 between Old Colchester Road and SR 66 was also above 10,000. These counts reflect relatively busy roads, but are within their design capacity.

Over the years, the increase in traffic can be seen by comparing earlier traffic counts with current ones (see Table 1). Traffic volume has increased in Town, particularly in the areas approaching the center of Town. Comparative counts for most of SR 66 were not available.

Table 1. Comparative Traffic Counts			
Location	1987-88 ADT	2002 ADT	% Change
66 at Marlborough town line	7,700	10,500	+36
SR 85 north of Old Colchester Road	6,900	10,200	+48
85 just south of traffic light at Main Street	7,800	10,700	+37
SR 85 north of SR 66	5,900	9,000	+53
SR 85 south of East Street	6,800	7,500	+10
SR 85 north of North Street	4,600	4,300	-1
SR 207	2,100	2,700	+29
SR 316 in area of Burnt Hill Road	1,400	1,400	0
London Road east of SR 85	1,100	1,000	-1
Burrows Hill Road	750	1,000	+33
Martin Road	450	1,129	+151
Olde Hall Road	100	306	+206
Source: CT DOT, 2002a; CRCOG, 2002; CT DOT, undated			

Accident Prone Locations

The state police reports traffic accidents on town and state roads. During the years 1999 – 2001, 70 to 74 traffic accidents were reported annually on state roads, and 11 to 14 traffic accidents were reported annually on town roads. There was one fatality in this period.

There were no locations in town that exhibited high traffic incident rates, and there were no locations that met the criteria for inclusion on the state's list of road safety concern, known as S.L.O.S.S. (Suggested List of Surveillance Study Sites). None were identified by the resident state trooper as serious accident-prone locations.

Traffic Signals

There are two full traffic signals in town: one at the intersection of SR 85 and SR 66 and one less than 1/8th of a mile east, at the intersection of SR 66 and SR 316 (Wall Street).

Scenic Roads

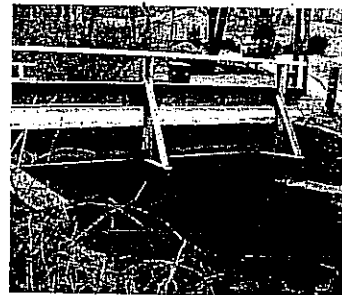
Consistent with its rural character, Hebron has many primary and secondary roads that cross natural areas, including some that present scenic vistas of the surrounding area. The Zoning and Subdivision regulations recognize the value of preserving this rural character, as illustrated by the setback requirements for building development and the use of appropriate screening and plantings by developers.



Beyond typical measures to preserve the rural character of roads in Hebron, it is possible for a road to be designated a "Scenic Road". This can be initiated by the residents of the road or by the Planning and Zoning Commission, according to the criteria set forth in the Scenic Road Ordinance. As specified in the ordinance, a Scenic Road designation can place limitations on improvements to and alterations of such roads, except for safety purposes. At the time of the drafting of this Document, one road has been designated as a Scenic Road: Burrows Hill Road, from SR 66 south to Hope Valley Road.

Bridges

There are 4 significant bridges in Town: one on Marjorie Circle, two on Grayville Road, and one on Old Colchester Road. One of the bridges on Grayville Road is privately maintained. All are in good condition, with the exception of Old Colchester Road, which is in fair condition. The town owned bridges on Grayville Road and Old Colchester Road have spans greater than 20 feet and, therefore, are included in the National Bridge Inventory.



There are numerous small private driveway "bridges" leading to private homes. Inspection of these bridges is not required, and it is the responsibility of the homeowner to maintain them in good condition. The Fire Chief has expressed concerns about their ability to carry the weight of fire trucks.

Walkways

For the purposes of this section, the term "sidewalks" refer to pedestrian ways located alongside roadways, through residential neighborhoods or through established commercial developments. Sidewalks are usually paved, or are constructed of brick or some impervious material. "Pedestrian paths" refer to pedestrian walkways that connect one area to another and are not usually alongside a roadway. They often are not paved and are covered with a pervious material. Pedestrian paths also include trail networks through state-owned or maintained areas, such as Gay City State Park.



The Town of Hebron does not presently contain any significant sidewalk systems. Short sections of sidewalk exist in the Hebron Green area, but these are not connected, inhibiting pedestrian flow and increasing vehicle use for short journeys (i.e. store to store). Currently there is no Town Ordinance regarding the maintenance of sidewalks.

The approved FY 2002/03 CIP budget included local funding which matched state funding to build sidewalks in the Hebron Green District as a part of the Hebron Green project. This project allowed sidewalks to be constructed along the south side of SR 66 in the Hebron Green area. The side-

walks are brick pavers to maintain the area's historic character. CIP funds have been approved to design and build a sidewalk, connecting the Hebron Green walks, extending to the intersection of SR 66 and SR 316, and further extending to Veterans Memorial Park and the new RHAM High School complex. Other planned CIP projects could place sidewalks on the north side of SR 66 from SR 316 to the Post Office.

The State owns and maintains a significant path/nature trail network at Gay City State Park. The State also owns and maintains the Air Line Trail, a reclaimed railroad line. This trail, which is part of an extensive and growing statewide network, passes through Hebron in the southern portion of Town. It crosses significant nature areas, wetlands and streams. It has a stone dust surface and frequented by joggers, cyclists and walkers. The section of the Air Line Trail from SR 85 southwesterly is completed all the way to East Hampton, and the section from SR 85 northeasterly is being reclaimed and extended. There is one Town-owned pedestrian path in Veterans Memorial Park.

Future Projects and Growth Projections

Roadways:

Needed Improvements

There are a number of larger roadway improvement projects that include safety and environmental issues significant enough to warrant specific identification. These include:

- ◆ Loveland Road and SR 66 intersection – This intersection poses a safety hazard due to the restricted sight lines, very steep grade of Loveland Road at the intersection, and high traffic volume along SR 66. Further, Loveland Road, which is unimproved, has a significant detrimental environmental impact due to the storm water runoff that carries large amounts of material into the Raymond Brook, an environmentally sensitive watershed in Town.
- ◆ Grayville Road extension to connect with Jones Street – The southern portion of Town has poor East-to-West road connections, which creates a safety concern for the movement of Emergency Service vehicles from their base in the eastern side of town to residents in the western side. A connection would significantly improve response time. Making this road connection has important environmental concerns given the wetlands located between Grayville Road and Jones Street.
- ◆ Coleman Road – Coleman Road becomes Parker Road, which dead ends in Marlborough. Due to increased traffic from recent developments in Marlborough, this road is in need of widening and straightening, and in some places, relocation, to improve safety.
- ◆ Ongoing town road resurfacing and improvements – The Capital Improvement Program has recommended that \$160,000 be appropriated annually for FYs 2003/04 and 2004/05. This figure increases to \$165,000 in FYs 2005/06 and 2006/07, and \$170,000 in FY 2007/08.

Growth in Town Street Mileage and Changes in Traffic Patterns

Traffic growth will vary with household growth. Traffic engineering data suggests that each household generates an average of 10 vehicular trips per day. Based on the information provided in Section 1, Part G of this POCD, ultimately an additional 4,373 housing units could be built in town. This would mean a potential increase of approximately 43,000 vehicular trips daily on town roads, which is in addition to the 2002 estimate of 29,000 vehicular trips currently per day. It is imperative to recognize that this traffic is spread out over 90 miles of town roads. Further, the spread of housing in town has been evenly dispersed, and the distribution of remaining developable, vacant

land is also more or less evenly dispersed throughout the town. Therefore, it is reasonable to assume that future traffic patterns would be similar to those experienced today.

The dispersion of traffic over 90 miles of town roads should reduce traffic impacts in any one place. If the number of vehicles continues to increase, additional studies of town road capacity could be required.

Town Center

Traffic in the center of town is expected to increase with expected population growth and commercial development. If SR 6 from Bolton to Willimantic is ever upgraded, some of the through traffic on SR66 could be diverted, alleviating some of the congestion. Further, access onto SR66 and the circulation of traffic in the Ted's Plaza & Post Office complex of buildings would be improved through an upgrade in the service roads that connect the various buildings and parking lots.

Historic Hebron Green

The Hebron Green Gateway Improvement Plan is a project that was intended to enhance the Hebron Green area and to mitigate some of the adverse impacts that this area has suffered directly from transportation improvements of State Highways 85 and 66. The location of SR 66 east-west through the Hebron Green and the relocation of SR 85 north-south through the same area, effectively quartered this historic village green. The Town was awarded a grant under the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1998 to perform these improvements to enhance this area. The improvements consisted of removal of excessive roadway pavement and adding grass area to enlarge the useable Green, the addition of landscaping materials, installing period lighting, replacing asphalt sidewalks with brick walks, installing colonial fencing and installing appropriate signage. These improvements are eventually intended expand from the Hebron Green area by extending pedestrian walkways from the Green to other key location throughout the center of Town.

Village Green

Some, if not all of the roads in the Village Green development district are likely to become town roads. The main road through the development will be maintained by the town as a town road.

A traffic impact study is required as part of the Village Green approval process, which should address traffic generation and the need for a traffic signal at the entrance. Application will have to be made to the State Traffic Commission and they would ultimately determine if a traffic signal is required at this location.

Traffic Signals and Controls

Roadway configuration changes will most likely be necessary on SR 66 as a result of the development of the Village Green district. The entrance drive to the development will be located close to the entrance drive to Ted's Plaza, to create a four-way intersection. Construction of deceleration and acceleration/turning lanes may be required by the CT DOT.

There are currently no lights in front of the Town fire stations to stop traffic when emergency vehicles are exiting. The need for such lights is determined by DOT, although the town can request them. If a light were installed, the town would incur the cost.

Budgetary and Cost Considerations

As discussed earlier, the road network in Hebron is generally in good condition and normal maintenance by the State and Town should keep the existing roads at this standard. If the Town's road budget remains stable and state aid declines, the excellent quality of the Town's road maintenance efforts could suffer. Recent increases in town spending on roads have primarily been through increases in CIP appropriations. This is a less stable source of funds than a budgeted amount. Maintenance and scheduled improvements should be budgeted items, not capital items in competition with other capital program needs.

Bridges

No major bridge projects are foreseen in Town in the near future. Anticipated residential developments should not require any significant bridge construction. If required, this would be the responsibility of the developer. It is noted the Old Colchester Road bridge is presently rated "fair" by the Connecticut DOT and could require maintenance in the near future.

Walkways

The installation of sidewalks along the south side of SR 66 in the Hebron Green district occurred in the summer of 2003. The Hebron Business Park development and the Loveland Hills senior housing project, as approved by the Planning and Zoning Commission, include pedestrian path connections. Construction of sidewalks along SR 66 from the intersection with SR 316 to the Post Office may occur over the next 10 years.

Goal and Objectives

Goal: To maintain a safe primary and secondary road and bridge network throughout the Town, and to maintain such roads and bridges in good condition.

Objectives

1. To work with Connecticut DOT and the State Traffic Commission to (1) locate and time new traffic signals to avoid congestion; and (2) to install traffic calming measures along SR 66 and SR 85 in the business district.
2. To encourage roadway improvements and traffic calming measures when approving subdivisions and when approving curb cuts on town roads to minimize speed and decrease the risk of accidents.
3. To reduce the number of curb cut requests and to provide for improved internal circulation by encouraging: (1) the use of common driveways and the extension of the existing service road that runs from Ted's to the Post Office; and (2) a roadway connection from Pendleton Drive into the Village Green road system, as vehicles exiting Pendleton Drive now often have trouble making a left hand turn.
4. To encourage the Town to increase road maintenance budgets as the mileage of Town roads increases, and to provide a stable funding source in lieu of CIP appropriations.
5. To recommend the study of alternative traffic light patterns for use in emergency situations by Fire and emergency services, such as a traffic preemption device.

6. To encourage appropriate roadway connections and an overall efficient town road system to facilitate better response times for emergency vehicles.
7. To advocate that the timing of any new traffic lights on SR 66 be coordinated to reduce congestion.
8. To advocate standards to ensure that small bridges on private driveways be constructed to support the weight of fire and emergency vehicles.

Goal: To minimize increases in town maintenance costs and paved acreage.

Objectives

1. To minimize the amount of impervious area and the linear feet of town roads by encouraging cluster and open space development.
2. To encourage the creative design of cul-de-sacs (such as leaving a vegetated island) as outlined in the Town subdivision regulations.
3. To advocate application for scenic road designation to encourage preservation of the rural and scenic nature of the road, where the road meets the requirements of the scenic road ordinance.

Goal: To encourage pedestrian traffic through the development of sidewalks and pedestrian paths.

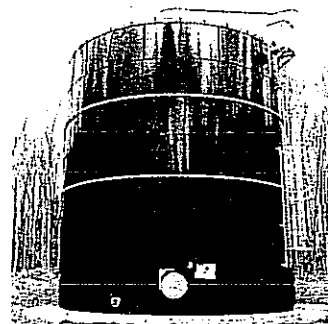
Objectives

1. To advocate for a Town ordinance regarding maintenance of sidewalks and paths, to include safety items such as snow removal and repairs.
2. To advocate for the extension of sidewalks in the following locations:
 - a) From the SR66/SR316 intersection to the Post Office, eventually to run the full length of the business district;
 - b) Along SR 85 south to the Hebron Elementary School, interconnecting to other paths and sidewalks that may be part of the Village Green development
 - c) In coordination with the CT DOT, from the existing Senior Center into the center of town and Town offices.
3. To encourage pedestrian access and non-vehicular travel through the development of pedestrian paths in the following locations:
 - a) From the RHAM campus to the Town offices, along Wall Street to SR 66 and into the central business district;
 - b) From the proposed "Loveland Hills" development to SR 66 and the business district, and connecting with a path to Veterans Memorial Park;
 - c) As part of the Village Green development project.
4. To advocate, in coordination with the CT DOT, installation of pedestrian crosswalk zones and lights at the major intersections in the Town center, particularly the SR66 and SR85 intersection.

H. Utilities

1. Water

Both the residential and business sections of the Town of Hebron rely to a large extent on private wells for their drinking water supply. This is typical in a rural, residential New England community of this size and density. To a great extent, private wells adequately provide for the water supply needs of the Town.



In those areas of Town where a public water supply is required, it is supplied through Birmingham Utilities (BU), who in 2003 purchased the Eastern Connecticut Regional Water Company (ECRWC). This is a privately owned water company, with offices located in Stafford and Ansonia, CT, and has been granted a franchise from the State of CT Department of Public Utility Control to operate a water company in Hebron. BU also operates under the review and oversight of the State of CT Department of Public Health to ensure that the system, and the water supplied, meets the current public health standards.

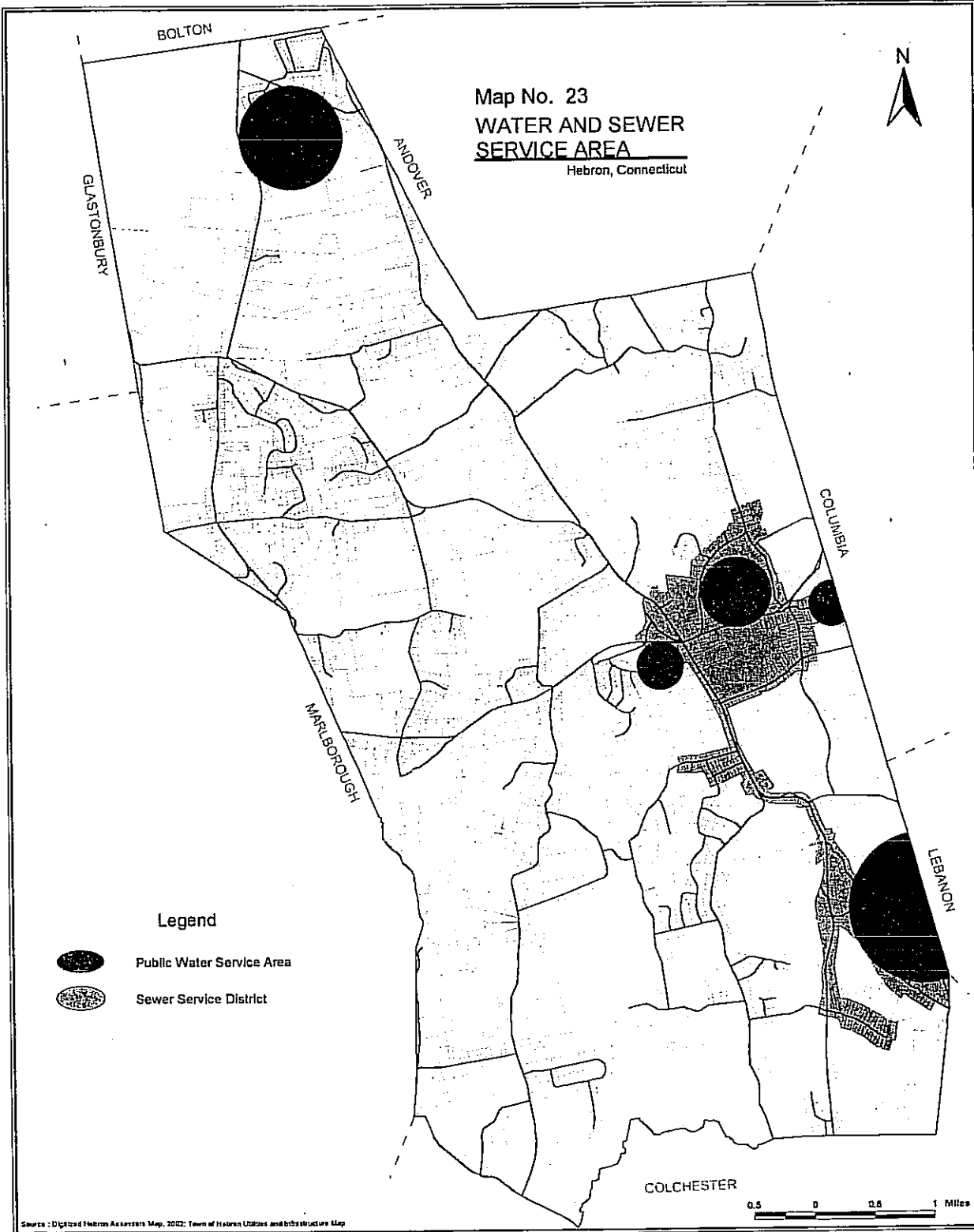
Currently BU serves five areas within Hebron, bringing public water to residences and businesses located in these neighborhoods. These five areas are the Amston Lake area, Wellswood Village on Wellswood Road, the senior housing developments on Church Street and West Main Street, the London Park neighborhood, and the Hebron Center water system in the center of Town.

Amston Lake Division

The Amston Lake neighborhood is the largest area in Hebron served by BU. The system was originally designed and built to serve a seasonal community. The system was purchased by the ECRWC in 1992 who performed substantial upgrades to the system. The Amston Lake Division presently serves approximately 315 customers in Hebron and Lebanon, 125 as year-round customers and 190 as seasonal users.

This division has four active sources of water supply. The two Turner Road wells and the Firehouse well are located in Hebron; the Island Beach well is located in Lebanon. The three wells in Hebron are activated depending upon the water levels in the 75,000-gallon atmospheric storage tank located on St. Ronan Road. BU is constructing a new pump house and tank at the Island Road property. This project will permit winter operation of the Island Beach well, provide advanced water treatment, nearly double the available system storage, and provide emergency power for continued service during power disruption. The Island Beach well will be controlled based on the level of the new 64,000-gallon atmospheric storage tank adjacent to the well.

The highest demand days occur in the summer and exceed 50,000 gallons per day. The lowest demand days occur in the winter months when only year round customers are served. BU is currently working with the CT Department of Environmental Protection to assess the sustainable long-term yield of the four wells and permit withdrawals in excess of 50,000 gallons per day.



As more residential dwellings are constructed in the neighborhood and more seasonal units are converted to year-round dwellings, the water supply demand will become more uniform year round. BU has initiated a program for source rehabilitation to recover lost yield from existing sources of supply. If demands continue to grow, additional sources of supply will need to be developed to ensure an adequate supply for the system.

The distribution system in Hebron consists of approximately 18,600 feet of water mains, approximately 57% being newer PVC pipe, and the remainder being older cast iron or galvanized pipe.

Future improvements to the system that has been identified are the replacement of the older water mains, and consideration of installing individual water meters at each service location to encourage conservation.

London Park Division

This division was acquired by ECRWC in 1990 and serves approximately 78 residences in a subdivision along London Road. The system was constructed in the 1950's and consists of two drilled wells and two 5,000-gallon pressure tanks.

The two active wells are located in a well field near Jan Drive in an area with considerable sand and gravel deposits and with very limited threats to water quality. Sufficient area exists to drill additional wells if needed. The present wells appear to have more than sufficient capacity for the intended use. Present wells are estimated to produce a safe yield of 90 gpm while the current pumping rate for one well is 18 gpm and the for the second well is 25 gpm.

BU's long term plans are to construct a new pump house incorporating atmospheric storage and an improved water treatment system. These improvements could provide for a limited fire protection system in the neighborhood, and may allow the division to serve an expanded area if the need develops.

Senior Housing

This system serves two senior housing developments and the Town's senior center. The Mill at Stonecroft is a private age-restricted housing development of 40 clustered units on private roads with access to West Main Street. The Hebron Elderly Housing Complex is a town- owned senior housing development of 24 units having access onto Church Street. The Town's senior center is located within the Hebron Elderly Housing Complex.

Two drilled wells serve the system with a 10,000-gallon atmospheric tank, a 5,000-gallon pressure tank and two booster pumps. This infrastructure is all located on the Mill at Stonecroft site with an interconnection to the Hebron Elderly Housing development. The initial system within the Mill at Stonecroft development was constructed in 1991 and was interconnected to the adjoining site in 1994 due to poor water quality at the Hebron Elderly Housing development site.

No system improvements are anticipated at this time although BU is aware of some complaints regarding copper staining and is evaluating the possibility of a pH adjustment system.

Wellswood Division

This system was constructed in 1993 to serve a cluster housing subdivision of 21 single-family homes on Wellswood Road. Two drilled wells and a pump house containing an atmospheric storage tank serve the system. BU reports that the system has an available water supply of 9,720

gpd with an average daily demand of 1,500 gpd.

There is a distribution system of 600 ft of 4-inch PVC pipe with each unit having shut off valves and flow meters. There are no expansion plans or improvements anticipated.

Hebron Center Division

The newest water system in Hebron was constructed in 2002 / 2003. It was initially planned to serve the new RHAM high and middle school complex, a planned age restricted housing development of 55 units on Loveland Road and a commercial development (Hebron Business Park) on Main Street. The water company projects that these three users would have a maximum demand of 30,000 gallons per day, which was used as a design parameter. The system was designed with the intent of allowing an expansion of the system throughout the center of Town, including the planned new Village Green District.

This system is served by three wells that have a safe yield of 80 gallons per minute, and an 180,000-gallon storage tank. The Town of Hebron, the Regional School District #8, BU and private businesses are partnering to develop this system. Particularly because of its location in the center of Hebron's business district, the system was designed to incorporate full fire protection and will include fire hydrants.

As this system expands, new well sources and interconnections with other BU systems are likely. When the system exceeds supplying 50,000 gallons per day, more extensive review by the State will be required to ensure that adequate recharge areas are available and that there will be no impacts to wells on adjoining properties.

Goal and Objectives

Goal: Continue to develop appropriate policies that protect private water supply wells, the principal source of water for current and future residents of Hebron.

Objectives:

1. Actively seek the assistance and expertise of the CT Department of Public Health and the Chatham Health District to develop appropriate protective regulations for private water supply wells.
2. Incorporate into the Town Subdivision Regulations, and other ordinances as appropriate, the highest protective standards for private water supply wells.

Goal: Encourage the proper development and management of public water supply systems in appropriate locations and where needed to support present and future land uses as identified in this Plan.

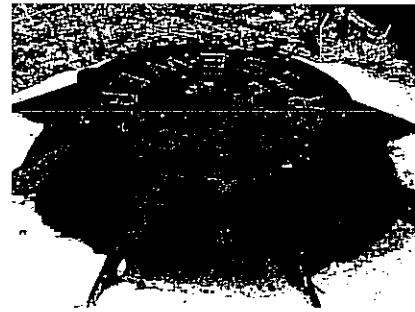
Objectives:

1. Encourage BU to continue to invest in the existing Hebron public water supply systems to deliver the highest quality product to Hebron residents.
2. Encourage BU to incorporate infrastructure that will promote water conservation measures.

3. Encourage the provision of hydrants and full fire protection for all new public water systems within Hebron's business districts.
4. Encourage efforts to extend the Hebron Center Water System into other appropriate areas within Hebron Center; and, provide interconnections of this water system with other nearby public water divisions of BU.
5. Encourage BU and the State regulatory agencies to evaluate any potential impacts to the surrounding recharge areas as further water systems and expansions are proposed.
6. Through proper planning and site design, attempt to use open space dedications and wetland buffer areas as the protective areas around public water supply wells.

2. Sanitary Sewers

The Town installed public sewers in the early 1990s in response to an order from the CT Department of Environmental Protection to remedy areas of septic system failures. Approximately 17 miles of sewer lines have been installed supported by 8 pump stations.



Sewers were installed along the following roads: Route 85 from Route 66 south to Crouch Road, Crouch Road, North Pond Road, Brennan Road, portions of Hope Valley Road, Slicer Drive, portions of Millstream Road, Kinney Road, portions of Wall Street, Main Street and Wellswood Road. Sewers were also installed in the Hebron portion of the Amston Lake area. The system in this area was sized to accommodate flows from the Lebanon side of Amston Lake should Lebanon decide to install sewers.

Presently the average daily sewage flow is 120,000 – 150,000 gallons. The sewage is pumped to the Town of Colchester and then pumped onto the Town of East Hampton where the treatment plant is located. While the system was designed for 1 million gallons per day, the Colchester facility cannot accept this quantity of flow and still accommodate their own flows. This will limit the amount of flows possible from Hebron. The planned maximum flows from Hebron were expected to be approximately 500,000 gallons per day.

When the sewer system was originally designed and installed, extensive discussions were held to define its purpose and a specific sewer service area was mapped. The primary purpose of the system was to address areas of septic failures. A secondary purpose was to promote economic development consistent with the goals and objectives of the Town's Plan of Conservation and Development primarily in the Hebron Center area. Agreements between the Town and the State were clear that the purpose of the system was to avoid development in environmentally sensitive areas. To support this concept the Town has adopted policies that limit expansions of the sewer service district and that serve to implement these original agreements.

Goal and Objectives

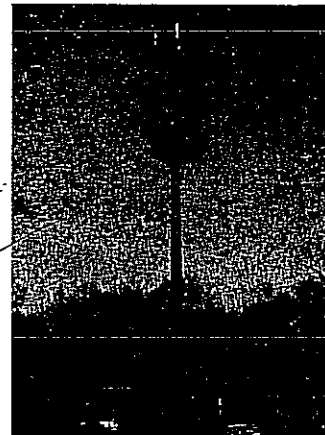
Goal: Continue to manage the Town's sewer service system in a way that supports the land use goals in the Plan of Conservation and Development.

Objectives:

1. Allow future expansions of the sewer service district only in those instances where it would be required to serve the Town's needs.
2. Continue to implement the policy that the sewer system should not permit development in environmentally sensitive areas.
3. Seek full connections of all development within the sewer service district.

I. Telecommunication

Wireless telecommunications is a relatively new technology that provides numerous benefits to the public, businesses, and emergency service operations. This technology involves the transmittal of information by way of electromagnetic waves, which may be read as digital or analog signals. The Federal Telecommunications Act of 1976 (the "Act") allows the licensed telecommunications companies to expand their network of services subject to the analysis and approval of the States. In Connecticut, until it was changed by state law in 2002, the Act was interpreted by the courts and legislative bodies to mean that the Connecticut Siting Council would regulate cellular communications while the individual towns would regulate digital communications, each with all their supporting infrastructure.



The Act provides a unique shift in the traditional zoning process. Under the Act, it is the burden of the local zoning commission to prove that the proposed tower application does not meet the Town's telecommunications regulations rather than the burden of proof being placed on the applicant. This greatly reduces the discretion of the local land use agencies in determining if the proposed tower and location is in the best interests of the town. However, it has been the objective of the Hebron Planning and Zoning Commission to permit the infrastructure for this new technology while protecting the visual and natural environment where they would be placed. As of the date of this Plan, the three telecommunication structures in Town have all been constructed using camouflaged techniques in order to blend in with the Town's rural, agricultural and residential landscape.

In 2002, a CT case law decision changed the roles of towns in this process and turned over all regulating authority to the Connecticut Siting Council. Despite the regulatory authority resting with the CT Siting Council, towns still have significant influence on the process. To this end, the Planning and Zoning Commission has been continually revisiting its telecommunications regulations to keep them in line with the overall goals and objectives of this Plan. The following goals and objectives should guide local decisions and recommendations.

Goal and Objectives

Goal: To permit commercial wireless telecommunication sites within the Town of Hebron while protecting neighborhoods and minimizing any adverse effects through careful design, siting and screening.

Objectives:

1. To maximize the use of existing and approved towers and other structures to accommodate new telecommunication facilities in order to minimize the number of necessary sites in the community;

2. To encourage co-location of facilities;
3. To site facilities below visually prominent hilltops;
4. To encourage creative design;
5. To protect historic and residential areas from adverse impacts;
6. To avoid potential damage to adjacent properties through proper engineering and careful siting;
7. To locate antennas for new telecommunications site primarily in the following order of preferences:
 - a. On or within existing buildings and structures such as water towers, utility poles, and silos using camouflage techniques in order to blend the facilities into the character of the neighborhood;
 - b. On or within new buildings or structures, using camouflage techniques in order to blend the facilities into the character of the neighborhood;
 - c. On existing or approved towers;
 - d. On new towers less than 75 feet in height located in commercial or industrial zones;
 - e. On new towers less than 75 feet in height located in residential zones;
 - f. On new towers 75 feet or greater in height located in commercial and industrial zones;
 - g. On new towers 75 feet or greater in height located in residential zones.
8. To require that all towers be a monopole design.
9. To require, in appropriate locations, that towers be of such design and treated with an architectural material so that it is camouflaged to resemble a tree with a single trunk and branches on its upper part; or, that towers be concealed within or camouflaged on an existing or proposed agricultural building or silo particularly in the rural or agricultural areas of the community; or, to require other available measures to camouflage proposed facilities.
10. To require appropriate screening of the proposed facility complex to minimize the visual effect to abutting property owners;
11. To work with the Connecticut Siting Council to develop a Master Telecommunications Plan for the Town.

**TOWN OF HEBRON
BOARD OF SELECTMEN
SPECIAL MEETING
NOVEMBER 15, 2012**

APPROVAL OF FINANCE DIRECTOR JOB DESCRIPTION

Attached is the recommended job description for the position of Finance Director.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the job description for Finance Director as presented.

FINANCE DIRECTOR

Position Purpose:

The purposes of this position are to assure development and maintenance of the Town's fiscal stability, to develop and maintain a high assessment of the Town's financial condition by recognized review authorities, to manage, provide for and conduct the Town's finances and financial operations and perform as the Town Treasurer so as to produce public confidence in the integrity of the Town's financial representations, and to provide high levels of supporting financial services so that operational managers with fiscal responsibilities can oversee and manage their resources efficiently and effectively. The Finance Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Oversees and manages all financial systems, debt financing, fixed assets, information technology projects, risk management, purchasing operations and operating procedures; reviews and analyzes the status of all funds, accounts and budgets; develops, initiates and maintains appropriate financial and procedural controls consistent with legal and other prudent requirements; creates and implements policies as approved by the Board of Selectmen.

Supervision Received: Works under the direction of the Town Manager and according to requirements of the State of Connecticut and professional standards of the Government Accounting Standards Board, Generally Accepted Accounting Principles, Government Finance Officers Association and in cooperation with the Town's auditors, the Board of Selectmen, the Board of Finance, and the Town Manager. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: Provides oversight for the offices and operations of assessing and revenue collections, accounting, and expenditures; supervises directly, and consistent with the statutory requirements of their offices, the Assessor, and the Revenue Collector; evaluates their performance according to the Town's personnel policies and procedures

Job Environment:

Managerial, administrative and other work is performed under typical private and semi-private office conditions and in any office where financial tasks and operations are conducted. Coordination, reporting and presentations are conducted in conference and in large meeting rooms. The noise level in the work environment is usually quiet but may be moderately noisy in open and field office locations.

S/he operates an automobile, standard office equipment, networked microcomputers and related software applications to perform communications, research, analysis, reporting, accounting and transaction processing operations.

S/he makes frequent and periodic contact with other municipal departments and boards, state and federal agencies, vendors, attorneys and occasionally the general public.

Communication is frequently in person, by telephone, fax, e-mail, in writing, standard and special reports; contacts require excellent customer service skills and a high level of persuasiveness and resourcefulness to influence positively the behavior of others

S/he has access to confidential Town-wide and employee information that requires the application of appropriate judgment, discretion and professional protocols.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Oversees and has responsibility for financial activities according to legal and professional requirements, including the maintenance of accounts and financial records; cash and debt management, purchasing and accounts payable, payroll operations, accounts and taxes receivable, budgeting and funding issues, insurance and pension programs.
- Directs the financial management of the Town including the direction and supervision of the offices of Accounting, Assessor and Revenue Collector; assures that all financial operations, procedures and documentation are timely, accurate and complete; provides leadership, vision, supervision, coaching and mentorship to direct reports and others within the financial offices as appropriate.
- Oversees and provides for effective and efficient use of the available automated electronic financial information systems, their security controls, their communications and electronic data exchange capabilities to accomplish his/her responsibilities; assists the Town Manager Office with other Town technology needs and proposes procedural or administrative changes as warranted.
- Prepares and maintains the Town's chart of accounts and financial systems to provide for the adequate segregation of funds according to their discrete purposes, the maintenance of sufficient budgetary and accounting detail so as to promote the use of an efficient, single, integrated, unified budgetary/accounting system that aids managers in the conduct of division/departmental operations, staff in the proof and documentation of their work, and provides the capacity to determine the costs for and revenues from services; all shall be within security parameters so that appropriate checks and balances amongst the functions are developed and maintained .
- Oversees the preparation and maintenance of the Town's debt authorizations, indebtedness, and payment schedules; administers and performs required reporting; analyzes and reports as required the Town's borrowing capacity and the appropriate balance between debt and carrying capacity; prepares and provides for the preparation of the actions - and applicable wording – to be taken by the Town to properly authorize and fully discharge all temporary, anticipatory and long term borrowing

- Performs treasury administrative work including investments, forecasts cash requirements, assures required cash availability for payroll and other payments
- Assists the Town Manager and the division/departmental managers with the preparation and management of the annual operating, capital and other budgets utilizing unified integrated automated resources so as to minimize the work required to review and compare historical operations and trends, associate and present justifications for funding requests for operating, capital and other budgetary items and provides for the efficient integration of the essential information into the budgetary accounting system; all shall be according to an approved cohesive unified management philosophy such as strategic plans and initiatives, program, departmental and line item budgeting and as may be rendered consistent with the requirements of the Board of Selectmen
- Provides for efficient and cost effective processes for the procurement of goods and services by the Town, its operating departments and employees according to policy and legal requirements; administers significant regional and Town purchasing contracts
- Provides staff support for the Board of Finance and other committees as required
- Ensures the smooth, efficient and effective working relationships amongst all of the financial offices and with other Town and School departments

Other Functions:

- Assists with the preparation with the financial authorizations and votes
- Provides staff support to the Capital Improvement Planning Committee
- Oversees and reviews the application for, the receipt and the administration of grants in aid
- Prepares and manages the Town's risk management policies and programs
- May assist with the conduct of confidential negotiations and the preparation of related financial projections and reports
- May serve as the Acting Town Manager in the Manager's absence
- Performs similar or related work as required or as the situation dictates

Physical and Mental Effort:

The work is primarily of an intellectual nature but requires some physical capabilities. While performing the duties of this job, the employee frequently is required to focus on complex detailed data and information for extended periods of time and periodically move from his/her desk and computer display to other parts of the office and building to talk or listen; frequently required to use his/her hands and fingers for computer work, writing on and manipulating papers; is required to feel objects, tools, and controls and to reach with arms and grasp with hands; The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required include close, medium distance, peripheral and color vision and the ability to adjust focus; ability to operate a keyboard and computer systems accurately and rapidly; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Minimum Required Qualifications:

Education Training and Experience:

Applicants for this position must have a bachelor's degree in finance, accounting, public or business administration or a related field from an accredited institution and more than five years of progressively responsible experience in financial administration and management including at least three years of supervisory experience or an approved equivalent of education and experience; a CPA or a master's degree in finance or public administration and municipal finance experience are preferred; applicants and incumbents must have no felony convictions and be capable of being bonded; incumbents must have and maintain a valid driver's license

Special Requirements: None.

Knowledge, Ability and Skill:

Knowledge: Incumbents must have a thorough knowledge of the principals and practices of municipal finance, the references to relevant statutory and other governmental accounting requirements and professional standards, and current best management and supervisory practices

Ability: An advanced ability to analyze and interpret financial data, information and statements and to present findings clearly and concisely in writing, orally and in presentations; strong supervisory capabilities and the ability to develop and maintain cohesive mutually supportive work teams; ability to develop and maintain effective working relationships with peers, other employees, citizen boards, and with other governmental agencies; highly developed ability to concentrate and master the meaning and implications of financial details, records and reports

Skill: Highly proficient skills in the use of office computers and financial software applications; skill in working with numbers, their calculation and significant detail; skilled in working with a broad range of people, talents and capabilities

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)

**TOWN OF HEBRON
BOARD OF SELECTMEN
SPECIAL MEETING
NOVEMBER 15, 2012**

REVISION OF PUBLIC WORKS JOB DESCRIPTION

The Public Works Director job description was approved in August of 2011. As we are currently recruiting for a new Public Works Director, a couple of minor changes are recommended at this time. Attached is the proposed revised job description.

Proposed Motion:

Move that the Hebron Board of Selectmen adopt the revised Public Works job description as presented.

PUBLIC WOKS DIRECTOR

Position Purpose:

Plans, organizes, and directs the activities of the Public Works Division in the functional areas of public works, construction, road development, maintenance and repair; facility maintenance and parks; refuse, recycling, engineering, sewers and equipment maintenance. Serves as a critical member of emergency response team, and is on call. The Director will be a working member of the Department. A Public Works Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Supervises and oversees all employees and activities of the Public Works Department.

Supervision Received: Work is performed under the general administrative direction of the Town Manager and is reviewed for consistency with Town policy and for results obtained. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: Supervises all employees of the Public Works Department.

Job Environment:

Work is performed in a garage, yard, and field locations; usually noise levels are loud. Position entails crew supervision, the operation of all types of public works equipment, manual labor and may be subject to exposure to hazardous substances or materials. Work is performed inside and out-of-doors in all weather conditions including extreme heat and cold.

The nature of the work performed or the work environment may be hazardous, requiring a working knowledge of relevant job safety practices, the use of safety equipment and enforcing compliance with industry standard safety procedures and precautions.

Initiates and has frequent contact with the public, municipal officials, staff; and, periodic contact with state agencies, the vendors and technical consultants. Communication is frequently in person, by telephone, correspondence and standard reports. Contacts require that all communication be conducted in a courteous, efficient and effective manner. Some communications are confidential. Most of the information processed or handled is considered subject to the public right to know; however, all information needs to be treated discretely.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, directs, coordinates and oversees the total operation of all Public Works personnel and activities under the general director of the Town Manager.
- Periodically reviews the operations of the Public Works Department for the purpose of evaluating effectiveness of operations, procedures, policies and practices; and recommending to the Town Manager ways and means of improving services.
- Reviews the pattern and plans and recommends the layout or repair of roads, bridges, streets, sidewalks and drainage as needed.
- Plans, directs and coordinates construction, inspection and maintenance of roads, bridges, streets, sidewalks, storm water systems, structures and other Town properties. Also assists with parks and playgrounds as coordinated with the Parks and Recreation Director.
- Inspects, along with the Town Engineer and Director of Planning and Development, private roads for compliance with requirements governing subdivisions.
- Plans and directs the disposal of refuse and assists with the disposal of septage.
- Prepares annual estimates for inclusion in budget and directs the daily expenditures of allocated appropriations.
- Consults with Town Engineer on special technical engineering problems.
- Coordinates all public works activities with other Town departments and other local and State governmental agencies.
- Assists in hiring and training of all departmental personnel as requested or needed.
- Assists subordinate supervisors as needed.
- Reviews plans for subdivisions and major construction and advises Town Boards and officials, including Planning and Zoning, Inland Wetlands, Water Pollution Control Authority and the Building Official regarding engineering and code compliance.
- Researches, obtains and administers appropriate grants.
- Performs similar or related work as required or as the situation dictates

Physical and Mental Effort:

While performing the functions of this job, the employee is required to perform work, sit, stand, and walk for extended periods; may come in contact with toxic or caustic chemicals or fumes and risk of electrical shock; is frequently required to talk and listen; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; kneels and bends to work on equipment or projects; specific vision abilities required include close, color and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate a vehicle efficiently, effectively and safely; ability to frequently lift up to 60 lbs. and occasionally lift up to 100 lbs. and over 100 lbs. with assistance.

Minimum Required Qualifications:

Education Training and Experience:

Minimum high school or vocational school course (college helpful but not required). Extensive supervisory and shirt-sleeve engineering experience, specifically as it relates to public works operations; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Minimum five years supervisory experience.

Special Requirements:

~~Must have and maintain a valid Connecticut Commercial Driver's License (CDL) License.~~
Must have and maintain a valid Connecticut Driver's License.

Knowledge, Ability and Skill:

Knowledge: Good knowledge of the modern principles and practices of civil engineering and public works operations as applied to the development and maintenance of streets, sewers, and other public works functions. Practical working knowledge of the principles and practices of organization, supervision and finance administration in the operation of a public works department. Thorough knowledge of the principles and practices of a Municipal Tree Warden. Knowledge of OSHA and DEP regulations.

Ability: Ability to plan, organize, assign, supervise and inspect the work of both civil engineers, consultants, contractors and subprofessional, technical subordinates and employees. Ability to establish and maintain effective working relationships with engineers, contractors and other public officials. Ability to make knowledgeable evaluations of a public works program and to prepare complete and accurate research and operational reports as required and assist the Town Manager in the preparation of administrative reports/studies as necessary.

Skill: Good oral and written communication skills.

This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
TOWN OFFICE BUILDING**

Thursday, December 6, 2012

7:30 p.m.

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PUBLIC COMMENT**

This section of the agenda is reserved for persons in attendance who wish to briefly address the Board of Selectmen. The Board requests that comments be limited to three minutes or less. Persons wishing to address the Board regarding agenda items should request clarification from the Chair as to whether or not they should speak during the public comment portion of the meeting or at the time the agenda item is considered.

- 4. APPOINTMENTS/RESIGNATION**

- a) Commission Reappointments 2012

- 5. OLD BUSINESS**

- a) FY 2013-2014 Budget Timeline and Communications
- b) Update on CCM Prescription Drug Discount Card Program
- c) Update on Live Video Broadcast – PEGPETIA Grant
- d) Establishment of a Charter Revision Commission and Charge
- e) Any Other Old Business

- 6. NEW BUSINESS**

- a)
- b) December 20, 2012 Proposed Agenda
- c) Any Other New Business

- 7. TOWN MANAGER'S REPORT**

- a) Recent Activities
- b) Correspondence
- c) Town Manager Updates

8. CONSENT AGENDA

Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.

a) APPROVAL OF MINUTES

8.a.1 October 18, 2012 – Regular Meeting

8.a.2 November 15, 2012 – Special Joint Meeting

8.a.3 November 15, 2012 – Special Meeting

b) TAX REFUNDS – See Item 8

9. LIAISON REPORTS

- a) AHM Youth Services – Jeffrey Watt
- b) CIP Committee – Mark Stuart
- c) Douglas Library – Mark Stuart/Jeff Watt
- d) Hebron BOE – Dan Larson
- e) Board of Finance – Dan Larson
- f) Land Acquisition – Brian O’Connell
- g) RHAM BOE – Jeff Watt
- h) Parks & Recreation Commission – Brian O’Connell
- i) Economic Development Commission – Brian O’Connell
- j) Salmon River Watershed – Brian O’Connell
- k) Hebron Historic Properties Commission – Gayle Mulligan
- l) Commission on Aging/Senior Center – Gayle Mulligan
- m) Fire Department – Gayle Mulligan
- n) Hebron Interfaith – Jeff Watt

10. ADJOURNMENT

CORRESPONDENCE

Donna Lanza

From: hjsterminator@comcast.net
Sent: Friday, October 19, 2012 12:04 PM
To: Andy Tierney; Board of. Selectmen
Cc: firedept@hebronct.com; fspeno@hebronct.com; rblais@hebron.com; bryanne lewis; minardlight@netzero.net; dianemfitzgerald@comcast.net; jkdillner; mimitbilld@hotmail.com; nancy jk; aholiday11@yahoo.com
Subject: Petition/Proposal for Dry Hydrant on Salmon River at the corner of Hope Valley Road and Reidy Hill Road - to be included in 2013-2014 Hebron Fiscal Year Budget
Attachments: Dry Hydrants page 1.pdf

Andy Tierney/Hebron Board of Selectman,

This is intended to request that consideration for a Dry Hydrant on the Salmon River at the corner of Hope Valley Road and Reidy Hill Road be included in the 2013-2014 Hebron Fiscal Year Budget.

When I spoke to Fire Chief Fred Speno last August after the article "Town Improves Fire Insurance Rating" was published in the 7/27/2012 River East he advised that dry hydrant locations (3-4 each year) are considered each year in the budget and felt that the location indicated would be a good prospect.

I copied in about half (total potential affected could be upwards of 15) of the potential affected homeowners (within the required 1,000 feet of dry hydrant) so they are aware of the situation and this could potentially save each of them upwards of 40% on their homeowners insurance if the dry hydrant was installed and as a result the ISO Fire Protection Rating that would be reduced to a 4 in lieu of an existing 8B (was previously a 9 and changed to 8B as of 10/1/12 resulting in about an 8% savings on homeowners insurance once I contacted my insurance carrier), as well as the added peace of mind in the additional fire protection with the added water supply.

Also, I attached a copy of the 10/4/12 Board of Selectman Meeting Agenda that included Hebron's Fire Marshall's comments on the subject (on pages 46-48) and all locations in Hebron with Fire (Wet) Hydrants and Dry Hydrants.

Would suggest that all residents copied in spread the word to other potential affected residents, as well as all residents contacting the Town Manager and Board Of Selectman conveying support for this Dry Hydrant location in the 2013-2014 Hebron Fiscal year Budget and resulting added fire protection, as well as substantial savings on residents homeowners insurance.

File copy
BoS meeting
GET A CARD

November 1, 2012

Andrew Tierney
Town Manager
Town of Hebron

Clara O'Brien
Chairman
Water Pollution Control Authority

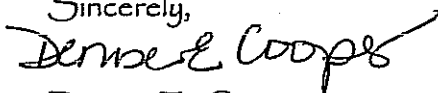
Dear Andy and Clara,

This letter is to officially notify you of my retirement as Water Pollution Control Administrator, effective November 30, 2012.

I will be happy to provide any assistance you may need during the transition of my responsibilities.

It has been a great pleasure working with both of you and with all the members of the town staff over the last 20 years.

Sincerely,



Denise E. Cooper
WPCA Administrator

Hebron Historic
Properties Commission
15 Gilead Street
Hebron, CT 06248



Deena Watson, Chairman
Mary Ann Foote, Vice Chairman
Susan G. Morin, Secretary
Ruth E. Brault, Rich Cassata,
Mary-Ellen Gonci, Janice Tarbell

November 7, 2012

Town of Hebron
Jeffrey Watt, Chairman and
Members of the Board of Selectmen
Andrew Tierney, Town Manager

Dear Members of the Hebron Board of Selectmen:

As you know, the Historic Properties Commission is proposing that the Town of Hebron designate, as an historic property, the World War II Civilian Aircraft Observation Post now located on the Town Complex at 15 Gilead Street. This letter and accompanying materials are provided in compliance with CGS Section 7-147q (c) requirements to notify you (as owners of the property) that we will hold a Public Hearing on the proposed historic property designation. The public hearing will be held at 6:45 p.m., November 28, 2012 at the Russell Mercier Senior Center. The purpose of this public hearing is to discuss amending Ordinance 94-1 to establish the World War II Civilian Aircraft Observation Post as an Historic Property. The accompanying complete HPC study report contains copies of the State's Historic Preservation Council and Hebron Planning and Zoning Commission reviews and approval as well as a map showing the real property, and suggested wording of the ordinance amendment for establishing the proposed Historic Property.

Sincerely,

Deena Watson

Hebron Historic Properties Commission

REPORT FOR DESIGNATING A HEBRON STRUCTURE AS A HISTORIC BUILDING

The Hebron Historic Properties Commission (HHPC) proposes that the Town of Hebron designate a structure as a local Historic Property. The building is located at 15 Gilead Street, situated on the grounds of the Hebron Town Office Building Complex. The building holds historical interest to the community for both its original use and as a memorial. It will provide educational opportunities for current and future generations.

1942 World War II Civilian Aircraft Observation Post at 15 Gilead Street, Hebron



Figure 1 - Builders Fred Lambert, Adolph German, Don Woodward, in front of nearly completed Civilian Aircraft Observation Post, October 1942

Historical Significance

The little twelve and a half foot square building (with windows on all sides, windowed lookout tower and railed walkway) served as the Civilian Aircraft Observation Post for the towns of Hebron and Columbia during World War II. The structure itself is fairly unimpressive, but the townspeople who wore blue badges proclaiming "Volunteer Observer, Aircraft Warning Service" are to be greatly admired.

The "Spotting Post" was a busy place as civilians were scheduled 24/7 to keep both eye and ear to the skies, to report any flying craft, and to thereby help protect the country from enemy invaders. About a quarter of the Columbia and Hebron residents volunteered to serve their town, state and nation from this vantage point. War is hell, but Hebron & Columbia remained steadfast during WW II, just as the towns' early citizens had done during other conflicts. The Hebron/Columbia area is lucky to have this visual teaching aid to remind all of patriotism and vigilance.

Little observation posts were scattered all over the East and West coastal states, as that was the anticipated entry route for the enemy. With the advent of radar bringing an end to the Aircraft Warning Service's civilian-manned spotting system, the posts were deserted and gradually deteriorated, or reverted to their pre-war uses. After checking with the Air Force, contacting the Connecticut Department of Economic & Community Development, Offices of Culture & Tourism's Historic Preservation and Museum Division, and researching many other venues, we have located *no other* East Coast World War II Civilian Aircraft Observation Post still in existence.

Building History

Before Pearl Harbor, 1941 - September 1942

Before Pearl Harbor, the Aircraft Warning Service had initially assigned the task of organizing "spotting posts" to the American Legion. Hebron, partnered with Columbia, was actively involved in establishing a formal system of skyward observation. The first local volunteer observation post was organized in November 1941, and located in Hebron on Route 316 (Wall Street). Its number was 95A, and its code name, "Freeman # 52".

From the diary of Lucius W. Robinson, Sr. it is learned that a receiver was installed at that post in February 1942, and wallpaper hung in May of the same year. On a day in June 1942 Joe Barrasso talked with Lucius Robinson about the Post and lightning rods. At the 1942 Hebron Annual Town Meeting, it was voted "that a rising vote of thanks be extended to Mr. [Wilmer] Dingwell for the use of his premises for the present observation post."

In April of 1942, a communication from the State Civil Director of the Aircraft Warning Service notified towns that posts must have an identification officer certified, and instructed by the State Police, in the protocol of fingerprinting. This identification officer would, after fingerprinting volunteers, complete National Defense fingerprint cards and return them to the nearest State Police Barracks. The State Police would then forward the cards to the State Police's Identification Officer

in Hartford, and from there they would be sent to the F.B.I. in Washington. On a July evening in 1942, the Lucius W. Robinsons, Sr. and Jr., fingerprinted 31 volunteers in Columbia.

The Hebron/Columbia Identification Officer would issue Aircraft Warning Service identification cards with the observer's name, address, assigned job, left thumbprint, photograph, and signature as witnessed by the Identification Officer. He would also administer an oath as specified under State Defense Council regulations. This observation work was viewed very seriously.

In early September 1942, Chief Observer George V. Bain had resigned and been replaced by Joseph Barrasso (Hebron). Lucius W. Robinson (Columbia) was First Assistant Chief Observer, and Winthrop Porter (Hebron) was Second Assistant Chief Observer. Lucius Robinson, Jr. (Columbia) had the job of Deputy Chief Observer specified on his ID card. On a weekly basis, Columbia and Hebron rotated responsibility for maintaining the schedule of watches. By June 1942, the Post had 325 volunteer observers, most of whom served regular 2-hour shifts.



Figure 2 - The Civilian Aircraft Observation Post as it would have appeared from October 1942-43

September 1942 - October 1943

A bit later in September 1942, the Aircraft Warning Service hierarchy started looking for a new location for the Observation Post. The Army, who had by then assumed the American Legion's charge, and Aircraft Warning Service representatives chose a new site on Post Hill, Columbia. It

was located on Route 66, just up the hill from the Hebron town line. This location provided wonderful 360 degree views for perfect sighting of airplanes.

Construction of the new post began in October 1942, and it must have been completed that same month because a November 2, 1942 midnight date and time has been listed on an application for "Change of Location" for reporting. The building was constructed by Columbia's Donald Woodward, Adolph German and Frederick Lambert. The 1943 Columbia Town Report shows a payment of \$246.54 to Joe Barrasso [Hebron] for half the cost of constructing the Observation Post. For under \$500, the towns had a 12 1/2 foot square building with a door, windows on each side, stairway from center of room to windowed lookout above, and a door from there to an observation deck with surrounding railing.

Inside the building there was a woodstove for heat, electric service for lights, a telephone for reporting sightings, guides and posters for identifying aircraft, a logbook, and desk & chairs. When a plane was heard, followed by sighting, the observer picked up the handset of the phone. As in all early phone service, this action directly contacted the telephone operator who, when she heard the order "Red Flash", immediately connected the Observation Post to Boston Control. Once speaking to headquarters in Boston, the observers gave the description of the plane as well as the direction it was flying. The Boston Filter Center kept track of each flight as it progressed and was reported all along its route. Mistaken identifications were reported to headquarters more than once; e.g., after giving a report of a sighting to Boston, the observers noticed that the "plane" had flapped its wings and flown off!



Figure 3 - Aircraft Spotters' Handbook

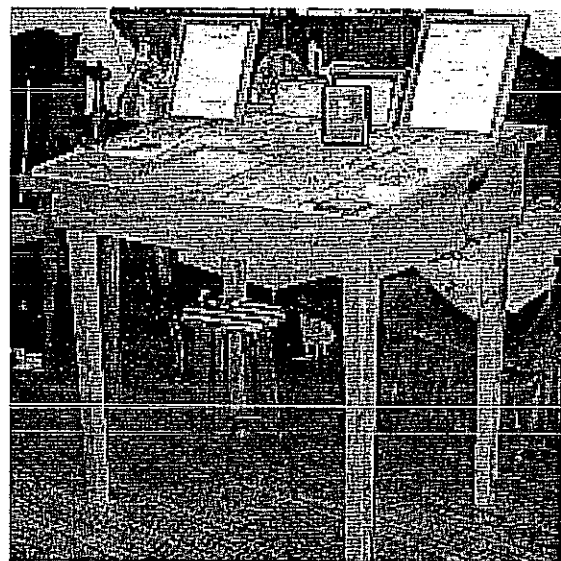
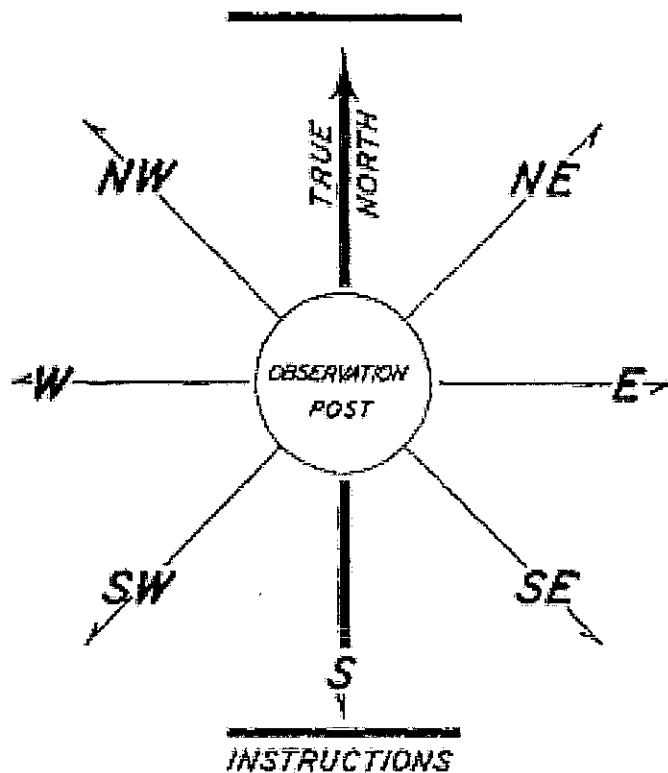


Figure 4 - Freeman #52 Reproduction Spotters' Desk

After nearly two full years of giving untold hours of voluntary aircraft observation to their towns and, ultimately, the entire United States, the people were informed that the post would be closed on Oct. 13, 1943. So be it, but those individuals who had served as volunteer observers continued to observe the activity above. Starting her observation duties on Dec. 16, 1941, Alice E. Foote stated in her diary entry for June 2, 1944, "Many planes over head all day." Now it can be surmised that the increased activity had something to do with preparation for D-Day. If greater access was had to individuals and/or diaries of the era, it would surely be noted that a very high proportion of residents contributed their part. Lucius W. Robinson served regularly when the Post was on Wall Street, Hebron, but he and Lucius, Jr. undoubtedly served much more when the new Civilian Aircraft Observation Post was located next door to home.



ORIENT THIS CARD IN SOME CONVENIENT LOCATION WHERE IT CAN BE SEEN BY THE OBSERVERS. IT WILL THEREBY PERMIT THEM TO FIX IN THEIR MINDS DIRECTIONS FROM THE OBSERVATION POST.

FIGURE 20.—Orientation card.

Figure 5 - Sign Used to Help in Plotting Flight Direction of Aircraft

After the War: From Public to Private to Public Property

At some point after the war, Lucius W. Robinson, Sr., on whose property the building had been constructed and the Observation Post stood, bought the building from the towns. From the 1945 Hebron Annual Town Meeting minutes, we learn that it was “voted that Board of Selectmen be empowered to dispose of Town’s one-half interest of observation post.” From that action, one infers that either the Town of Columbia or Lucius W. Robinson, Sr. paid for Hebron’s half equity in the building. A search of Columbia’s wartime annual reports and town meetings provided no clue as to the disposal of their half value of the post. Lucius Robinson first had the building transported to the site of Hebron’s old firehouse. To make this move, the lookout and railing had to be removed with a new roof replacing the superstructure. When a larger firehouse was planned, Lucius W. Robinson, Sr. had Freeman # 52 again moved to a location behind the Hebron Congregational Church, where it stood for many years. [See Figure 16 - Aerial View Location of Observation Post including the Previous Location of the Observation Post behind the church.]

Late Summer 2009 - Present

After being brought to the attention of the Hebron Historic Properties Commission, an extensive study of Freeman #52 was begun. Upon learning its history, the Commission has been committed to seek preservation of this historic building and the cause it represents. Freeman #52 may well be the only Civilian Aircraft Observation Post still in existence in the East. A letter received from the Manuscript Curator of the National Museum of the U.S. Air Force Research Division states that they are unaware of any other such buildings still standing in the United States. Similarly, a note was received from Stacey Vairo of the CT Offices of Culture & Tourism, Historical Preservation & Museums Division, in response to receiving a picture of the post accompanied by a question regarding WW II era observation posts. Stacy forwarded our query to Dave Poirier, previously of CCT, who stated that the building is probably “not unique, but certainly a rare survivor in Connecticut. I suspect that a couple of others may exist, but have yet to be recognized as to their historic function. With a good write-up, this structure would be N[ational] R[egister] list-able as a rare WWII homefront resource.”

Many meetings were held with the town staff to look at the viability of the structure and moving it, to select a site for its relocation, to discuss an appropriate new “foundation”, and more. The Commission took all of the information and charted the pros and cons of all venues and usage options. Since the Hebron Historic Properties Commission has no funding, other than its annual membership dues to the CT Trust for Historic Preservation, we had to scramble to make the relocation and restoration happen.

Prior to submitting our recommendations to the Town of Hebron, the Commission had to select the best relocation site and appropriate usage for the historic structure. We had to report to the Hebron Church with our site and usage findings and ask them to release ownership of the structure. In August 2010, the Hebron Congregational Church did release the building to the Town of Hebron. (See Appendix A for release letter.) We then had to locate willing volunteers, since we couldn’t afford to pay the moving quotes of \$7,000 - \$15,000, who could prepare the recommended site and footings, move the building, backfill and grade around new site, and provide lifetime stewardship of

the building. Finding a group or individual willing and able to move the building proved to be our most difficult challenge.

Luckily, the Hebron Historical Society and Boy Scout Troop #28 actively support worthwhile projects in town. Between them, all of the remaining steps in the scope of work were accepted. The project was presented to the Board of Selectmen for their acceptance on June 2, 2011. At that time the BOS approved referral to the Planning and Zoning Commission for their review. On July 12, 2011, P&Z permitted the relocation of the Civilian Aircraft Observation Post to a location on parcel 17 south of the stone wall, north of the Town Office Building noted as Option 4 in the field behind the setback line of site. On August 4, 2011, the project was returned to the BOS for final approval and go-ahead. First Selectman J. Watt made a motion to approve the Eagle Scout Project of the movement of the WW2 Observation Post to the Town Hall property as recommended by the Planning and Zoning Commission. The motion passed with all members in favor. [As an aside, Freeman #52 began its life on the property of Lucius W. Robinson, Sr. It has found its final location on land transferred from Donald W. Robinson to the Town of Hebron. Don was the son and brother of the previously mentioned Lucius Robinsons.]

Eagle Scout projects have been proposed to the Commission, accepted, and performed to fulfill the following: 1) Trevor Averill did initial preparation of siding and paint work to exterior, 2) Connor Sabia oversaw the site preparation and footings as well as overseeing Chipper Massey and Country Carpenters during actual building relocation, 3) Mike Amato restored windows, replaced door, floor and ceiling prior to his interior painting, and 4) Tom Izzarelli shingled the lookout tower which had been reproduced by Fred Brehant of Country Carpenters, and built walkway railing to complete restoration of the building to its original appearance. In addition, the lifetime stewardship of the building will be shared by the Hebron Historical Society and B.S. Troop #28.



Figure 6 - One of a Group of World War II Posters to Be Displayed on Wall of Post

Additional WW II Homefront Activities

Columbia/Hebron Homefront Preparedness

The majority of the American people, although opposed to what the Axis was doing, did not wish to enter another foreign war, particularly so soon after the end of the war which was fought “to end all wars”. However, as the situation deteriorated in Europe, America did go into a preparedness mode with an increase in defense plants and armed forces. The government also arranged to aid the Allies by supplying them with war materials. Factories quickly shifted from civilian to war production; e.g., a Hebron resident’s 1941 Pontiac was the last model made before the Pontiac plant switched to producing items connected with the war. Similarly, another Hebronite’s passage on the RMS Queen Mary in 1939 was the Queen’s last crossing before she was converted into a troop ship.

Hebron and Columbia quickly joined the war preparedness activities. As materials were required for the war effort, shortages were felt by the people at home. To prevent overuse and abuse, a rationing system was developed to fairly dole out restricted items. Ration Cards & Stamps were distributed which proportionately regulated how much a family was allowed. Rationed items included meats, butter, sugar, fats, oil, coffee, canned foods, shoes, and gasoline. From wartime diary entries, we learn that, on various dates, one Hebron resident “got sugar rationing card & took out \$100 [War] bond at the P.O.”, “went for ration card at White School”, “went to the store & was able to get ham & butter”, and still in September 1945 “went to Ration Board for sugar”.



Figure 7 – Hebron’s “Izzy” Turshen and helpers picking up scrap metal and rubber for war effort

”Victory Gardens” were also planted by families to help offset what they could no longer purchase, and to show their patriotism. The Gardens weren’t such a big deal to local residents since most already had well established gardens.

Scrap metal and rubber drives were quite a change for townspeople. The drives provided material which could be recycled to fabricate guns, ships and tanks, also tires. Columbia’s scrap metal was piled on the Green until of sufficient quantity to be hauled to a scrap yard. From Columbia’s Annual Report of 1945, it is noted that many bags filled with milkweed pods were collected. Why, you ask? Webster’s Collegiate Dictionary states that milkweed qualifies under “any of various plants that secrete latex, and it was hoped to work as a rubber replacement.”

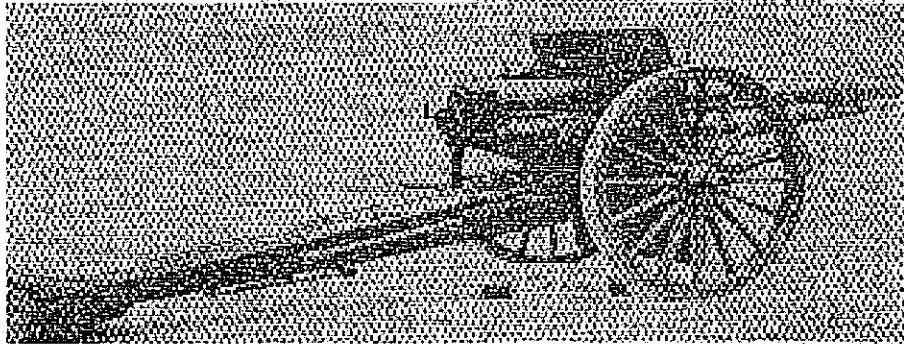


Figure 8 -- American Legion Post 95’s World War One cannon which they donated for metal salvage
[The American 4.5 field piece weighed four tons]

Other preparedness activities included practice air raids and blackouts, with black curtains used to block light from showing through the windows of residents’ homes. From a diary, we learn that Hebron was “blacked out” on various dates in 1942-43. Besides making surgical dressings at the “red cross room” on the second floor of the Hebron firehouse and during regular meetings of various local organizations, many townspeople participated in First Aid classes held in the Red Cross room.



Figure 9 - First Aid Class held in Hebron’s old Firehouse

School children were extensively involved in the efforts to “win victory”. They participated in everything that their parents did. Many teenagers even shared the responsibility as spotters at the Observation Post. As mentioned by the Superintendent of Schools in the 1942-43 Hebron Annual Town Report, it was learned “that the various enterprises engaged in by the children have furnished material aid but, more important, they have caused the children to understand the advantages of a free country and to work to keep that country free. Actual participation in the war effort has developed patriotism to a far greater extent than merely talking about it could do.”

Freeman # 52: World War II Memorial

The Observation Post was, from 2004 - 2009, opened as a World War II Memorial, and the collection will again be displayed in Freeman #52. Dottie (Brehant) Taggart, the dedicated volunteer curator, has amassed an impressive array of WW II memorabilia. The collection contains items from Freeman 52’s day as an aircraft “listening post” such as Aircraft Warning Service badges, Airplane Spotters’ Guide, and ID Cards. Also preserved are other preparedness and patriotism reminders from World War II such as Ration Books & Stamps, news clippings, posters, pictures and much more.



Figure 10 - Pictures of WW II Servicemen and Badges from Civilian Spotters

The Towns of Columbia and Hebron appreciate:

-- Lucius W. Robinson, Sr. for saving the Observation Post for future generations to study and respect.

-- Belle Robinson (Mrs. Lucius W. Robinson, Jr.) for researching and writing the history of Freeman # 52.

-- Fred Brehant for reproducing the Spotters Desk, and helping wherever needed.

-- Roger Barrett, Jr. and Country Carpenters for time, talent, equipment and materials donated so that the "Spotting Post" could be moved and also sport a new observation tower.

-- Freddy Brehant for designing and constructing the observation tower, and for all of his other technical advice.

-- all of Boy Scout Troop # 28, but especially the Eagle Scout projects of Trevor Averill, Connor Sabia, Mike Amato and Tom Izzarelli who worked to preserve and restore our Civilian Aircraft Observation Post.

-- Hebron Historical Society and Boy Scout Troop #28 for assuring lifetime co-stewardship of Freeman # 52.

-- Columbia Historical Society for sharing in the history and preservation of the Columbia/Hebron WW II Observation Post.

-- All who have donated items for our Civilian Aircraft Observation Post and World War II-era Memorial Exhibits.

-- most importantly --Dottie (Brehant) Taggart-- for collecting and exhibiting World War II memorabilia for all to appreciate. Dottie brought the building back to life!

PROGRAM

Welcome	Deena Watson, Chairman, HHPC
Presentation of Flag	Boy Scout Troop # 28
"Pledge of Allegiance"	Everyone
Introduction of Special Guests	Mary Ann Foote
Congressional Citation	Cong. Joe Courtney
History of Freeman # 52	Belle Robinson
General Assembly Citation	Rep. Tim Ackert
Boy Scout Troop # 28 Projects	Mark Sabia
Governor's Proclamation	Sen. Edith Prague
Greetings from Selectmen of Columbia and Hebron	
Columbia: C. Vance(1), R. Szegda, R. Bogue, R. Hellstrom, W. O'Brien Hebron: J. Watt(1), G. Mulligan, D. Larson, B. O'Connell, M. Stewart	
World War II Homefront Memories	Mary Porter
"When The Lights Go On Again"	Lyrics on Back
View the Observation Post Exhibit	Dottie Taggart

Figure 12 – Inside of Program for Dedication of Observation Post

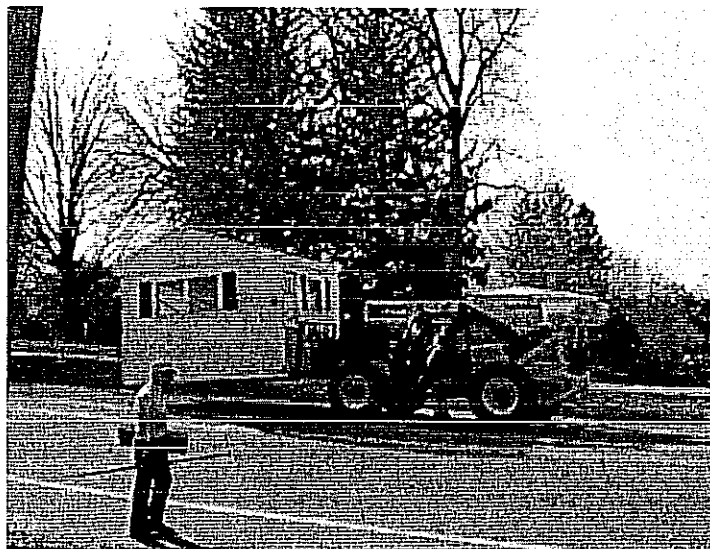


Figure 13 – Observation Post on the Move Between "Church & State"

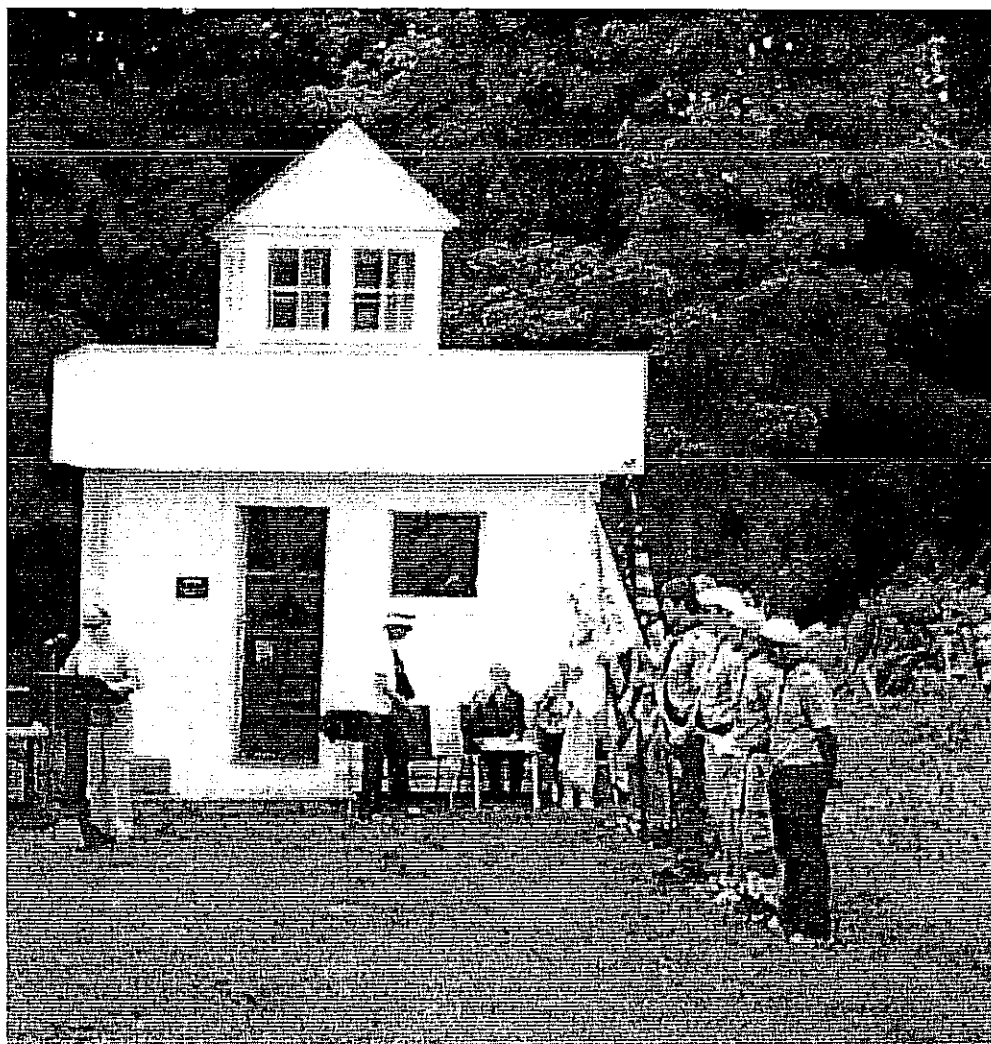


Figure 14 – Dedication of the Hebron/Columbia Civilian Aircraft Observation Post

This report was prepared by Mary Ann Foote, a member of the Hebron Historic Properties Commission. In writing the review of WW II and Freeman #52, the following were appreciated for their efforts, information and/or assistance:

- 1- Lucius W. Robinson, Sr. for saving the building and recording observation post information in his diary.
- 2- Dorothy (Brehant) Taggart for her curatorial talents and perseverance.
- 3- Belle Robinson (Mrs. Lucius W. Robinson, Jr.) for her extensive research and initial report of Freeman #52.
- 4- Mrs. Fitch Jones' scrapbook of World War II news clippings.
- 5- Alice E. Foote's wartime diary entries.
- 6- Minutes of Annual Town Meetings, both Hebron & Columbia.
- 7- Annual Town Reports, Hebron & Columbia.
- 8- Building release letter from Hebron Congregational Church.
- 9- Letter from USAF
- 10- Note from CT Commission of Culture & Tourism
- 11- Minutes of Hebron Board of Selectmen meetings, dated June 2, 2011 and August 4, 2011
- 12- Minutes of Hebron Planning & Zoning Commission meeting, dated July 12, 2011

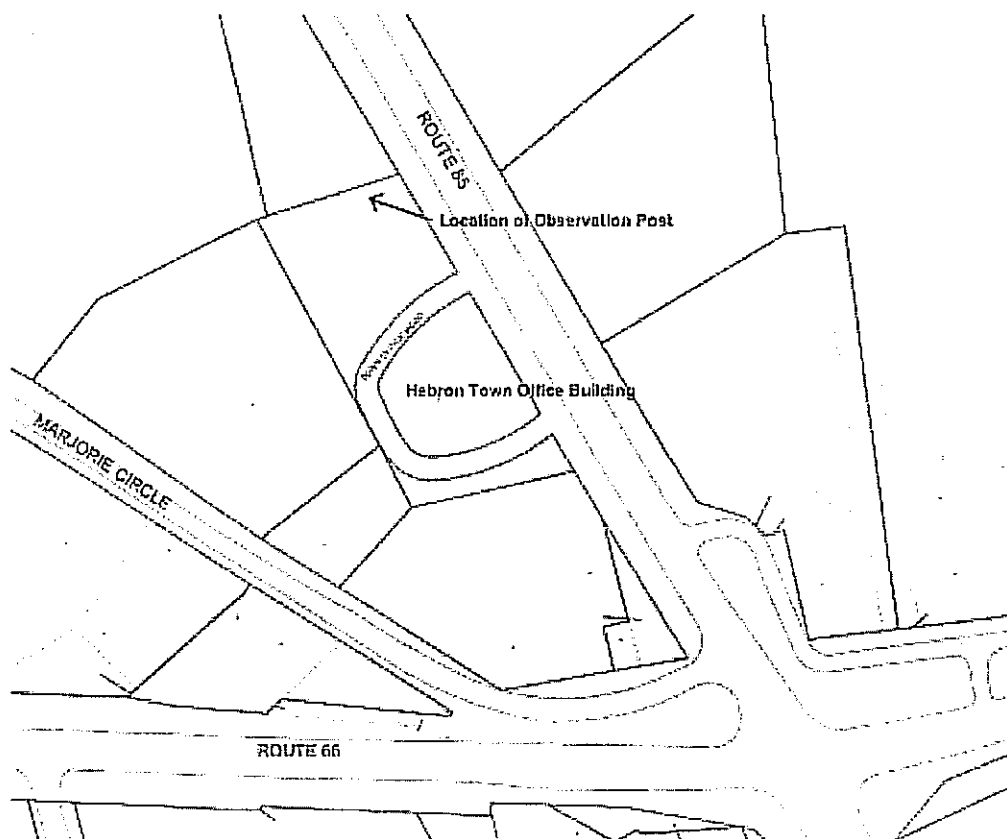


Figure 15 - Recent Assessor's Map of 15 Gilead Street, Hebron Town Office Building Complex



Figure 16 - Aerial View Location of Observation Post at 15 Gilead Street
Hebron Town Office Building Property

THEREFORE, the Hebron Historic Properties Commission recommends that the Hebron Board of Selectmen designate this a historic property by amending Ordinance 94-1; *“An Ordinance Establishing a Local Historic Properties Commission and Designating an Historic Property,”* with the following description from Hebron Land Records, and as shown on the maps in Figure 15 - Recent Assessor’s Map of 15 Gilead Street, Hebron Town Office Building Complex *and* Figure 16 - Aerial View Location of Observation Post at 15 Gilead Street of this report.

Section 7 – Designation of Historic Properties shall be amended to include:

O. The Civilian Aircraft Observation Post (Freeman # 52) owned by the Town of Hebron, located on the Town Office Building Complex, 15 Gilead Street, Hebron, CT property described below, is hereby designated a historic property.

“...a certain tract or parcel of land situated in the Town of Hebron on the westerly side of the highway leading from Hebron Center to Gilead now known as Connecticut State Highway Route No. 85, and bounded and described as follows, to wit: Commencing at a point on the westerly boundary line of said highway at land now or formerly of Marietta G. Horton, the line runs thence in a general westerly direction along said Horton land for a distance of one hundred ninety-four and two tenths (194.2) feet more or less, to a corner; thence in a northwesterly direction along land now or formerly of Leonard Porter and Pauline Porter and land now or formerly of Stanley Nygren, in part by each, to the southerly side of a stone x cross-wall at land formerly of Lyman Eddy and Mary Eddy; thence in a general easterly direction along the southerly side of said stone wall, bounded northerly by other land of this granter, to the westerly line of the aforesaid highway; thence in a southeasterly direction along the westerly boundary line of said highway for a distance of about three hundred ninety (390) feet to the place or point of beginning; and being a portion of the premises described in a Probate Distribution Certificate from the Estate of Grace M. Lord to this granter dated December 29, 1958, and recorded in Hebron Land Records at page 306 of Volume 52

(As described in volume 51, page 436, Warranty Deed dated the 17th day of July 1962 from Donald W. Robinson to the Town of Hebron)

Appendix A

August 2010 Letter of Release of Observation Post from Hebron's First Congregational Church to the Town of Hebron:



First Congregational Church of Hebron

1 Main Street, P.O. Box 141, Hebron, CT 06248

Office: 860-228-3911 Fax: 860-228-1690

www.firstchurchofhebron.com fcchurch0420@icraft.net

Rev. Kevin L. Zufall, Pastor 860-228-0551

Dear Deena,

We received your letter requesting our donation of the WW II Airplane Spotters' Building. It was presented at our August Council meeting where it was voted unanimously to release the rights for the Observation Building to the town of Hebron and/or the Hebron Historic Properties Commission. We are very much in favor of your plan to restore this small piece of history. Now many more people will get to enjoy the building and the information it can give us to the role it played during World War II. Please keep us informed as to the progress of moving the building.

Thank you.

Sincerely,

Pastor Kevin Zufall

Appendix B

Please note that the Town of Hebron, owner of the **World War II Civilian Aircraft Observation Post** located at 15 Gilead Street, is in favor of historic designation of its property, as evidenced by its [DATE] letter written to the Hebron Historic Properties Commission, and attached here:

[WHEN RECEIVED: Letter from BOS, TOH]

Appendix C

Supplementary materials required by Connecticut state statutes for the local historic designation of the Civilian Aircraft Observation Post, located on Hebron Town Office Building property at 15 Gilead Street:

September 7, 2012: Letter from Historic Preservation Council, State Historic Preservation Office, Historic Preservation and Museum Division, Commission on Culture & Tourism, Department of Economic and Community Development



Department of Economic and
Community Development

Connecticut
still revolutionary

September 7, 2012

Ms. Deena Watson
Chair, Hebron Historic Properties Commission
130 Charles Lane
Hebron, CT 06248

Re: Proposed Historic Property: 1942 World War II Civilian Aircraft Observation Post
at 15 Gilead Street, Hebron, CT

Dear Ms. Watson:

On behalf of the Historic Preservation Council, I am pleased to inform you that the study report submitted by the Hebron Historic Properties Commission for the 1942 World War II Civilian Aircraft Observation Post at 15 Gilead Street in Hebron, CT was recommended for approval at the September 5, 2012 Council meeting.

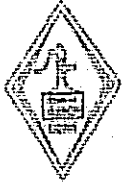
The Council commends the ongoing efforts of the Hebron Historic Properties Commission to protect and preserve rare vestiges of the Town of Hebron's irreplaceable heritage.

Please keep me informed of the progress of these designations. In the meantime if you have any questions regarding this notification, please feel free to contact me at (860) 256-2756.

Sincerely,

Mary Dunne
Architectural Historian

August 28, 2012: Letter from Hebron Planning & Zoning Commission:



TOWN OF HEBRON

15 Gillead Street, Hebron, CT 06148
TEL (860) 228-5971 FAX (860) 228-5989

Planning/Zoning Building Health Conservation

August 28, 2012

Deena Watson
Chairman, Historic Properties Commission
130 Charles Lane
Hebron, CT 06248

Re: Designation of the World War II Civilian Aircraft Observation Post as a
Historic Property

Dear Ms. Watson,

At its meeting of August 28, 2012, the Hebron Planning and Zoning Commission reviewed the August 6, 2012 memo and report from the Hebron Historic Properties Commission for the purpose of designating the World War II Civilian Aircraft Observation Post as a local "Historic Property" as defined in Section 7-147q of the Connecticut General Statutes. You had asked that this report be forwarded to the Planning and Zoning Commission for their review and recommendation.

Section 7-147q of the Connecticut General Statutes sets forth a procedure for designation of a local "Historic Property". Said procedure requires the submission of a report to the Planning and Zoning Commission for their comments and recommendations. Said comments and recommendations are made a part of the subsequent public hearing and final submission to the Hebron Board of Selectmen for action on the proposal.

Following the review of your report, the Planning and Zoning Commission made the following findings:

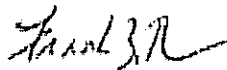
- the proposal is consistent with the Town's adopted Plan of Conservation and Development, in particular with the Objectives of Section 1, "The Preservation of Unique Assets", Subsection H, "Areas of Historical Heritage", which states in part that the Town should "facilitate the designation of...historic properties where appropriate to assure preservation of historic assets".

- the Town Plan of Conservation and Development also states that the Town should "work with the Hebron Historic Properties Commission...to keep Hebron's legacy alive for all of its citizens"; the designation of unique historic properties in the community to make the public aware of these historic structures helps us to achieve that objective;
- the property in question is a unique historic structure and as your report states, "...holds historic interest to the community for both its original use and as a memorial"; and,
- the property helps to tell an important story of the Town's history to existing and future residents, and which collectively are important elements of the Town's rich historic character, an important element of Hebron's quality of life.

Therefore, the Planning and Zoning Commission at their meeting of August 28, 2012 approved the following motion:

Moved that the Hebron Planning and Zoning Commission supports the Hebron Historic Properties Commission (HPC) proposal to designate the World War II Civilian Aircraft Observation Post, now located on the grounds of the Hebron Town Office Building, 15 Gilead Street, as a Historic Property as per Section 7-147q of the Connecticut General Statutes based on the findings contained in the HPC's report dated August 6, 2012.

Sincerely,



Frank Zilkus, Secretary
Hebron Planning and Zoning Commission

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 15, 2012**

CONSENT AGENDA

Proposed Motion:

Move that the Board of Selectmen approve the following Consent Agenda items and motions contained therein as if individually adopted:

a) APPROVAL OF MINUTES

- 9.a.1 September 15, 2012 – Special Meeting – Workshop
- 9.a.2 September 27, 2012 – Special Meeting
- 9.a.3 October 4, 2012 – Regular Meeting

b) TAX REFUNDS – See Item 9

9.b.1	Seth Gagnon	\$	584.32
9.b.2	Derrick/Sheila Hobin		33.63
9.b.3	Honda Lease Trust		660.66

Minutes Approved on _____
With Corrections _____
Clerk Initial _____ Date _____

Town of Hebron
Board of Selectmen
September 15, 2012
Special Meeting
Town Office Building

RECEIVED

2012 OCT 16 P 1:52
Anne E. Hughes Asst
HEBRON TOWN CLERK

Members Present: J. Watt, D. Larson, B. O'Connell, M. Stuart, G. Mulligan

Staff Present: A. Tierney – Interim Town Manager
D. Lanza – Executive Assistant

J. Watt called the Special Meeting to order at 8:35 a.m.

Public Comments:

Laurie Davies addressed the board to welcome Chairman Watt back from his recent absences and informed members that she was interested in discussion of bifurcation.

Citing concerns about the way agenda scope appeared, and how it could relate to the way the audience interacts with the board, members agreed it appropriate to remain under Public Comments to discuss Charter Revision.

M. Stuart expressed disappointment in the lack of public attendance for the discussion. J. Watt noted that, given the time frame statutorily allowed for charter revision, there would be ample time for individuals to come forward. Members discussed the proposed inclusion of the Code of Ethics in the Charter and the study of various forms of government, noting the current form being a hybrid with a Town Manager and the BOS. M. Stuart noted that a revision commission was not required to consider any of the options being discussed, but could look at anything they like, and that the list contained suggested topics that have been mentioned in various meetings by board and commission members as well as citizens. M. Stuart pointed out that some of the topics didn't require much discussion, such as the elimination of the Tricentennial Committee. G. Mulligan noted that some of the topics, such as Bifurcation, already had studies performed that would make it easier to discuss. M. Stuart further expressed concern that most elected positions were uncontested in the last election. D. Larson reminded members that there have been problems with attendance at Town Meetings in the past as well, and that raising the number of citizens needed to vote could be a problem. M. Stuart stated that items such as accepting parcels of land in a subdivision for Open Space could be handled by the BOS or by a Town Council, whereas topics like the discontinuation of roads generated a lot of public interest. Members discussed the challenge of getting a balanced commission together that would represent all views of the community. Charles Redfern suggested that some members of the public view Hebron as not having changed much, and that there could be a disconnect that exists. J. Watt noted that the board saw that with the last Charter Revision Commission, but that there were members included that hadn't served on a board in the past and that it was interesting. J. Watt expressed his opinion that once a revision commission is formed, there would be a lot of interest in participation. B. O'Connell agreed that there exists a hybrid form of government and suggested consideration be given to where the Town should be by 2020 and that care be given to consider the ripple effect that might take place with changes impacting the rest of the Town. Members reviewed the process undertaken by a revision commission, noting the requirement that two public hearings be held, followed by a public hearing held by the BOS, so the public would be well informed.

Members discussed the time tables provided by Town Attorney Holtman, noting the desire to have any potential revisions put to referendum at a regular election to capture the greatest participation.

**Board of Selectmen
Special Meeting
September 15, 2012**

**Page 2
(cont'd)**

Members agreed that a target date of the 2013 general election was not realistic considering the number of possible topics that could be discussed, especially considering the need to perform a study of forms of government prior to making recommendations to the BOS. M. Stuart noted that the last revision took place in 2009, so 2014 would fit with the five year time frame. J. Watt suggested that, to achieve a 2014 referendum date, the BOS must initiate Charter Revision in December 2012 and appoint a commission in January 2013. Concern was expressed about having a commission discuss revision for 16 months without possibly losing interest. D. Lanza noted that the last commission reviewed possible changes for a year and felt rushed at times. M. Stuart noted that because a commission can consider changes to any part of the Charter, Towns hesitate to open their Charter frequently, and that legislation could be proposed to allow the ability to change just one item. G. Mulligan agreed that even if just the major issues were discussed, the commission would need more than six months to complete their review. C. Redfern reminded members that the Ethics Study took a year to generate the three page report, and that while the Green Committee was less complex; it took a long time as well. Laurie Davies inquired if the Bifurcation Study Committee was still active. J. Watt noted that the committee was decommissioned, but that the report was available and that meetings were open to the public so members of that committee were free to attend. Members discussed the need to consider how the mill rate must be set, and how budgets failing to pass at referendum impact that process. Members also discussed how the budget itself appears in the referendum, citing how the numbers being voted on don't equal the individual totals summed up because some of the numbers are included in others. M. Leichter noted that because CIP and RHAM are part of the total budget, it would be possible to have them pass and the Town Government or HBOE portion not pass, which could result in having a smaller portion available to make changes to. M. Stuart agreed that CIP and RHAM weren't truly bifurcated because of that. M. Leichter inquired how recommendations would be considered by the BOS and how it would appear at referendum. Members agreed that it would be beneficial to have items broken out at referendum, with some grouped together in questions. M. Leichter suggested that the commission make that part of their recommendation. J. Watt suggested leaving further discussion on the agenda for the next Regular Meeting under Old Business and suggested any citizen interested in serving on a revision commission contact Town Hall for updates on if a commission is being formed.

Adjourn

M. Stuart moved to adjourn the meeting at 9:50 a.m. The motion passed unanimously.

Respectfully Submitted,

Brian Whalen

Town of Hebron
Board of Selectmen
September 27, 2012
Special Meeting
Town Office Building

RECEIVED

2012 OCT 16 P 1:52
Ann E. Hughes
HEBRON TOWN CLERK

Minutes Approved on _____
With Corrections _____
Clerk Initial _____ Date _____

Members Present: J. Watt, D. Larson, B. O'Connell, M. Stuart, G. Mulligan

Staff Present: A. Tierney – Interim Town Manager
D. Lanza – Executive Assistant

J. Watt called the Special Meeting to order at 7:38 p.m.

Public Comments:

No members of the public were present.

Discuss BOS Goals for 2013 and 2014

D. Lanza incorporated comments from the August 16 Regular Meeting into the existing summary of Selectmen's Goals for member consideration. Members agreed with the concept of identifying major goals. J. Watt suggested members consider the following categories: Budget, Economic Development, Communication, and Operational Objectives (such as the Library, the Fire Department study, and the new Town Manager). M. Stuart noted that there was a target date of December for the Library, with board discussion in January and possible action following soon thereafter. J. Watt suggested the results of the Fire Department Study Committee could be ready for board review in February. Members agreed that Emergency Services Guidelines/Membership and Communications would be a good Operational Objective topic, as would filling the Finance Director position. Members agreed not to specify a January start date for Charter Revision, in case there was difficulty filling the commission. Members also agreed that further discussion of financial policies would best be placed under the budget category, and that it was important to remain a goal now that Debt Management was depleted.

Members discussed the need to present the Core Services study to the public, and the benefit of the information available showing how money is spent being shown as a visual representation. M. Stuart suggested it may be good to distinguish between what services are mandated versus optional. Members discussed how best to combine the several reports into one detailed presentation of essential elements while making the backup available on the website. D. Larson suggested that the summary is a good representation without the detail and will show how cuts affect the few services that aren't mandated. M. Stuart reminded members that the Town was not mandated to have two State Troopers, but choose to because of the desire to increase public safety. J. Watt suggested members review the summary of Core Services on October 18, and to have a Joint Meeting with the BOF and the HBOE on November 1, 2012 to review a presentation.

Members discussed posting meeting dates for the various boards for the budget process, and putting the information in a flyer for publication in the Rivereast. M. Stuart suggested placing this information on the website as well. J. Watt noted that the interactive budget tool proposed last year wasn't ready and suggested not making it available on the site. Members agreed.

**Board of Selectmen
Special Meeting
September 27, 2012
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Members discussed Economic Development goals, noting that the new coordinator could provide support and input as well. J. Watt suggested preparing a reporting matrix that could be monitored that could identify information that could help new and existing businesses. M. Stuart suggested that the coordinator's efforts could help develop a new sense of business in Town and suggested members consider how Town staff can work with business owners to help keep them in Town. G. Mulligan suggested Selectmen consider a goal of assisting the coordinator's efforts rather than define his goals. Members agreed and further agreed that developing a matrix with a seven month target date to report back. D. Lanza suggested having that coincide with the EDC budget presentation to keep or expand the position. Members discussed how to establish a baseline for Customer Service so that it could be measured when levels change from year to year with various topics. Members discussed the recent forum on Affordable Housing and how that could be combined with the POCD as part of an overall ten year plan. G. Mulligan suggested having "grants" as a stand alone topic instead of being listed under each category. Members noted that each department has different requirements to meet, and that educational grants require a different skill set than recreational ones. D. Larson suggested members consider reviewing the grant process, and how permission is granted to apply, considering the tight time frames that are often present. M. Stuart noted that part of department head's responsibilities is to look for grants in their field. A. Tierney noted that there are grant writers that get paid with approved grants, and that CROG has a person as well. B. O'Connell suggested it would be nice to see what grants have been received and when, broken down by department, because it's not always apparent where to look for opportunities. J. Watt noted it had been done in the past but could be updated. M. Stuart also requested information on any grants that have been missed due to lack of time to apply. Members discussed pre-endorsed STEAP Grant projects as well. M. Stuart suggested members consider developing a Grant Fund that could be available to fund matching grants, noting that it could avoid supplemental appropriations. D. Larson noted that the Fire Department has faced that issue in the past and suggested other departments may have as well.

Members discussed various means of increasing communication with the public and within departments as well, including ways to recognize employee milestones, land donors and local non-profits. Members further discussed coordinating a community calendar to make the public and organizations aware of various events. D. Larson suggested it be placed on the website, but noted that it needs to be maintained on a regular basis. J. Watt suggested boards hold a workshop with the public before the budget process begins, citing the feedback received about the budget workshop held last year. M. Stuart suggested the board hold quarterly forums that are open to any topic. D. Lanza reminded members of the "Selectmen's Hours" in the past. M. Stuart noted the different format and stated that regular workshops offer a different dynamic, and could change the public perception of the BOS and Town processes. M. Stuart further noted that poor attendance could provide information as well. Members went on to discuss various means of collecting information about Town services, including online surveys that specify topics and costs associated with those items.

Discuss 2013-2014 Budget Timeline

Members reviewed the calendar reflecting Charter specific dates for the budget process. M. Stuart suggested Charter changes include requiring the BOS and BOF attend the budget presentation dates, noting that the BOF can hold a public hearing after the BOS forwards the proposed budget to them and before they deliberate, and then hold another public hearing after deliberations. J. Watt suggested that the BOS can hold that hearing as well, to provide the public with a change to address the BOF before they discuss.

**Board of Selectmen
Special Meeting
September 27, 2012
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M. Stuart suggested picking a date for the public hearing soon, so it can be set and made public. J. Watt suggested holding a public hearing at the last meeting in March so changes could take place before the BOF receives the budget with recommendations from the BOS.

Schedule Joint BOS/BOS/HBOE Meeting to Discuss FY 2013-2014 Budget Timeline and Communications

Members agreed that November 1, 2012 would be a good target date for a Joint Meeting.

G. Mulligan inquired if it were possible to have the public calendar reflect the budget outline as presented. D. Lanza noted that meeting dates are published in the newspaper, per Charter, and that the outline was for board reference so members were aware of Charter requirements. G. Mulligan suggested that specific department budget presentations could be shown on the website for those interested in particular departments. B. O'Connell suggested that the BOS and department heads haven't changed in awhile, and noted he would like to see department heads put forth a budget that was most beneficial to the Town, including what items couldn't be done due to the zero-percent increases experienced recently, with an explanation of how those items could benefit residences. D. Larson suggested department heads consider identifying alternative financial sources as well. M. Stuart suggested that department heads and the Town Manager are not limited to March to have those discussions. A. Tierney agreed, noting that that is happening now, citing recent permitting software considerations that need to be vetted. A. Tierney further noted that the Superintendent is seeking guidance for the budget. J. Watt suggested following the same three tiered approach that was suggested last year, with one tier being MBR + Contractual Obligations, one tier representing a two or three percent increase, and one tier representing a "what if" scenario, that could include new initiatives if that is what is desired.

Adjourn

M. Stuart moved to adjourn the meeting at 10:04 p.m. The motion passed unanimously.

Respectfully Submitted,

Brian Whalen

Town of Hebron
Board of Selectmen
October 4, 2012
Regular Meeting
Town Office Building

RECEIVED

2012 OCT 17 A 8:41

Carla A. Thompson
HEBRON TOWN CLERK

Members Present: J. Watt, D. Larson, B. O'Connell, M. Stuart, G. Mulligan

Staff Present: A. Tierney – Interim Town Manager
D. Lanza - Executive Assistant

J. Watt called the Regular Meeting to order at 7:36 p.m.

J. Watt moved to change the order of the following items to discuss items 4a, 5a, 6b, 5c and 6a, then resume with the posted agenda order, and then delete item 10b under Executive Session. The motion passed with all members in favor.

Public Comments:

Milton Porter, of Loveland Farms in Hebron, addressed the board and endorsed Andrew J. Tierney as a qualified and capable individual with a history of helping the community with important issues and responsible leadership, and highly recommended Mr. Tierney for consideration as the permanent Town Manager. Mr. Porter led members through Mr. Tierney's involvement with the intersection of Loveland Road and Main Street, and expressed his opinion that the intersection is safer today because of Mr. Tierney's persistence and efforts in following up with the State. Mr. Porter further acknowledges Mr. Tierney's efforts in facilitating the demolition of the Old Company #2 firehouse in a timely manner and within the constraints of the budget. J. Watt requested clarification on discussions involving a plaque on the site. A. Tierney noted that there was some money left over from the demolition project and an on-site memorial was being considered.

Appointments / Resignations

Hebron Public Building Committee

Mr. Tierney informed members that Neil Amwake was offered a position with Bucknell University and submitted a letter to the Town Clerk resigning from the committee. Mr. Tierney noted that Mr. Amwake offered good input on the committee and that he would be missed. B. O'Connell moved that the Hebron Board of Selectmen accept the resignation of Neil Amwake, with regret and thanks for service, from the Public Building Committee. B. O'Connell further thanked Mr. Amwake for his service with Parks and Recreation. M. Stuart expressed appreciation for Mr. Amwake's service, and for the service that all volunteers provide, citing that the Selectmen can't do the job without the help of boards and committees. J. Watt noted that the Public Building Committee is a new but active committee, with a lot of talent. Members voted and the motion carried unanimously.

Old Business

Town Manager Position

J. Watt informed members that an agreement has been reached and that it was his desire to make the appointment of Andrew J. Tierney effective tonight. J. Watt stated that Mr. Tierney knows Hebron, and has the energy and family-like feel that is important to the community and that he was excited to have Mr. Tierney fill the position. Mr. Tierney thanked members and stated the he has spent the past 17 years trying to service the public, and commended the staff and the community of Hebron. Mr. Tierney stated he would do his best to prove that the Selectmen were making a good choice. G. Mulligan stated that the community was fortunate to have an employee like Mr. Tierney, noting that Public Works has been very well run and accomplished a lot with a very tight budget. G. Mulligan further noted that Mr. Tierney has performed well during his two times as Interim Town Manager as well. B. O'Connell informed members that he considered the appointment for a long time. B. O'Connell noted that he has worked with Mr. Tierney, through various committees, for 15 years, and has watched him grow with the Town. B. O'Connell further noted that Mr. Tierney handles himself in a professional and courteous manner and is a champion for the community, working hard to save money in all economies. B. O'Connell reminded members that Mr. Tierney was instrumental in working with the Parks & Recreation Department to create a model for the Airline Trail that impressed the state, and that is an asset to the community. B. O'Connell concluded by expressing his strong support for Mr. Tierney. D. Larson defined "town" as a community with different people, and defined "manager" as a person that can communicate with people with respect and make sound decisions. D. Larson stated that combined, the definitions describe Mr. Tierney. D. Larson stated that Mr. Tierney works well with the community, exercising good judgment and sound decisions that keep the Town moving forward, and that he gets things done with respect and timeliness. M. Leichter suggested that Mr. Tierney has saved the Town a great deal of money and that a lot has been done at the directive of Mr. Tierney. M. Stuart informed members that he has worked with Mr. Tierney thru many committees and that Mr. Tierney has continued to propose responsible budgets and performed his duties with the Town's best interest in mind. M. Stuart reminded members that Hebron has had four Town Managers in the past 12 years, and that Mr. Tierney served both of his terms as Interim Town Manager in a professional manner, exhibiting knowledge of what it takes to get jobs done. M. Stuart cited several examples, including the Loveland Road intersection, Old Fire Company #2, and the removal of portables at HES. M. Stuart moved that the Hebron Board of Selectmen, pursuant to section 501a of the Town Charter, appoint Andrew J. Tierney as Town Manager, effective October 4, 2012. M. Stuart thanked Karen Bowen, Donna Lanza, Elaine Griffin and all of the Town staff for their efforts during the transition and throughout their service. Members voted and the motion carried with all in favor.

School Readiness Program

E. Cruz expressed congratulations to A. Tierney, and welcomed Chairman Watt back to the meetings. Ms. Cruz explained the process for the School Readiness Program, noting that Hebron was one of two towns in Connecticut that was awarded. Ms. Cruz stated that an Open House was scheduled for Friday, October 5, and outlined the structure of how the program was chaired, including members of the community as well as from the HBOE. Ms. Cruz further noted that of the 18 slots available in the program, 11 have to go to individuals that meet eligibility levels based on income and expressed need. Ms. Cruz informed members that the program was awarded by the State DOE and authorized to continue forever. Members discussed the steady participation anticipated, and that there was a classroom already available to use. A. Tierney thanked Ms. Cruz for her efforts in getting Hebron on the list for consideration.

FY 2013-2014 Budget Timeline & Communications

E. Cruz thanked K. Shea for her hard work and informed members of the HBOE efforts to increase communication with the public, including letters to commissions, boards and departments to make the public aware of the process and key dates. Ms. Cruz further noted there would be an Open Forum held on Tuesday at 7:00 p.m. at GHS where the board and community could interact. Ms. Cruz also stated that the PTA is offering free babysitting on November 7, while the budget meeting takes place during the day. Ms. Cruz reminded members of the budget presentation scheduled for December 13 and requested members of the public express their concerns early. Ms. Cruz further stated that the board would be mindful of the economic times and bring forth a budget that it feels is responsible. Members discussed incorporating meeting dates and budget information into the flyer being considered for the Rivereast, and noted that an Open Forum has helped in the past. M. Stuart requested an electronic copy of the brochure for the website. J. Watt also requested additional copies of the notice to post locally around Town. E. Cruz noted that information was available via E-Notify for anyone that signs up and suggested the link be posted on the Town website.

CCM Discount Prescription Drug Program

Gina Calabro, from CCM, informed members that the program was free to Town residents and was currently in place in seven communities. Ms. Calabro reviewed how the program works, noting that a discount card would be sent to all residents with a summary of how discounts can be realized on brand name and generic prescriptions, and that major retailers across the country accept the card. Ms. Calabro noted that purchases that utilize the discount would not apply towards insurance deductibles, and that posters & flyers would be made available to fully inform residents. Ms. Calabro stated that she was available to speak at meetings if it would be helpful. Ms. Calabro noted that some prescriptions for pets that can be filled at regular pharmacies could be covered as well. M. Stuart moved that the Hebron Board of Selectmen endorse the CCM Prescription Discount Card Program, approve offering this program to the citizens of Hebron and authorize Town Manager Andrew Tierney to sign the Proact, Inc. Service Agreement after review by the Town Attorney. The motion carried with all members in favor.

J. Watt called a five minute recess at 8:35 p.m.
The meeting reconvened at 8:42 p.m.

Board of Selectmen 2012-2013 and 2013-2014 Goals

A. Tierney noted that members held a workshop on September 27, 2012 and that further review would take place in the October 18, 2012 Regular Meeting.

Siemens Energy Savings Contract Lease

A. Tierney informed members that the program has started and that the work at the firehouse was almost complete, and that abatement in the schools would start next week. Mr. Tierney stated that the adoption of the resolution was necessary to ratify the contract and complete the packet. D. Larson moved to resolve that that whereas the Board of Selectmen of the Town of Hebron, CT, its governing body ("Lessee") has reviewed and determined its anticipated equipment retirements; and whereas the Board of Selectmen of Lessee has determined that it is in Lessee's best interest to acquire the equipment (the "Equipment") described in a certain Performance Contracting Agreement (the "Energy Savings Contract") by and between the Lessee and Siemens Industry, Inc., Building Technologies Division, and to finance such

**Board of Selectmen
Regular Meeting
October 4, 2012**

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Acquisition under Leasing Schedule #280-0002382-001 (the "Lease"), which incorporates the terms and conditions of the Master Lease Purchase Agreement dated September 27, 2012, (the "Agreement") between Lessee and Siemens Public, Inc.; and whereas, in connection with the execution and delivery of the Lease, it will be necessary for Lessee to enter into an Escrow Agreement Relating to Equipment Subject to Leasing Schedule #280-0002382-001 (the "Escrow Agreement") among Lessee, Siemens Public, Inc., and the escrow agent named therein; Therefore be it resolved that:

1. Lessee shall acquire the Equipment.
2. ~~The Energy Savings Contract, the Lease, as incorporating the terms and conditions of the Agreement, and the Escrow Agreement are hereby approved, and Lessee's Town Manager is hereby authorized to execute (i) the Energy Savings Contract; (ii) the Lease, as incorporating the terms and conditions of the Agreement; and (iii) the Escrow Agreement; and (iv) all other documents, instruments, certificates and agreements related to the Energy Savings Contract, the Escrow Agreement and the Lease.~~
3. This resolution shall be retroactively effective to August 20, 2012, and shall be in supplementation to a resolution adopted on that date relating to this matter.

Members voted and the motion carried unanimously.

October 18, 2012 Proposed Agenda

J. Watt suggested removing item 5a, and changing item 5c to "Budget Communications".

J. Watt further suggested removing item 10b.

J. Watt requested identifying individuals on boards and committees whose terms expire so members can ascertain if they are interested in continuing their service.

J. Watt suggested members contact the Town Manager's office with any additional changes.

Town Manager's Report

A. Tierney informed members that a preliminary report was available on the Wellswood traffic petition, and that more information needs to be gathered so that an onsite review would be more productive. A. Tierney noted that some of the issues would be reviewed by the schools, and that if any enforcement issues existed with the off-road vehicles, they would be addressed as well. Richard LaPenta thanked Mr. Tierney for the action taken to date and offered to call to coordinate a meeting time when appropriate. J. Watt agreed that it would be prudent to act on concerns before an accident took place, to see if any proactive measures could be taken. J. Watt requested further updates be presented in the Town Manager's Report.

A. Tierney informed members that paving of the parking lot at Town Hall took place over one weekend and was done within the budgeted amount.

A. Tierney informed members that the Chatham Health District was updating its policies and procedures, including the requirement, per State regulations, that the Health District gets a copy of a report when septic tanks are pumped out. A. Tierney urged citizens to keep documentation as well, should they be required to produce it. M. Stuart suggested residents with questions that aren't satisfactorily answered by the Health District contact the Town Manager's office, as the District can levy fines without Selectmen approval. Members further discussed the State's push to regionalize health district services.

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A. Tierney informed members that CIP requests would be sent out to department heads soon, and that an applicant for the Police Officer position was scheduled for Friday.

A. Tierney further noted that ISO information would be available on the website and that homeowners should make their insurance providers aware of the change because the new ratings will save everyone money on their premiums.

Liaison Reports

~~D. Larson read aloud a press release announcing the appointment of Kathryn Veronese as Acting Superintendent of Hebron Public Schools, and of Eric Brody as the Interim Principal of Gilead Hill School, and of Kristine Garofalo as Interim Assistant Principal of Hebron Elementary School. Members discussed the timeframe involved with a search committee and the upcoming budget deliberations. D. Larson noted that there wasn't any discussion to date of people that could apply for the position and that because the current Superintendent has a 90 day termination clause in the contract, provisions should be made to accommodate that with a new contract in case the candidate isn't working out.~~

Executive Session

J. Watt moved that the Selectmen go into Executive Session at 9:25 to discuss Supervisors Union Contract Negotiations, inviting in Andrew Tierney. The motion passed unanimously.

The Executive Session ended at 10:00 p.m.

B. O'Connell moved to approve the collective bargaining agreement between the Town of Hebron and the Hebron Town Supervisors Union, Local 818, AFSCME Council 4 and to authorize Town Manager Andrew Tierney to sign the Memorandum of Agreement regarding Debra Gernhardt and the Assessor's salary, and to sign the union contract.

J. Watt moved to adjourn the meeting at 10:02 p.m. The motion passed unanimously.

Respectfully Submitted,

Brian Whalen