

## **LEGAL NOTICE**

### **TOWN OF HEBRON REQUEST FOR PROPOSALS Historic Resource Planning Study**

#### **RFP 2024-05**

The Town of Hebron is seeking Proposals from a qualified team consisting of an historian, architectural historian and archaeologist to conduct research and document Hebron's 18<sup>th</sup> and 19<sup>th</sup> century African American residents and identify and inventory significant archaeological sites and standing structures connected with these groups. RFP packages are available at the Town Manager's Office, 15 Gilead Street, Hebron, CT 06248, by calling 860-228-5971 x130 or at <https://hebronct.com/bids/>. A non-mandatory pre-proposal conference will be held on Wednesday, November 1, 2023 at 3:00 p.m. at the Hebron Town Office Building. An original, six (6) copies and an electronic version on a flash drive of the Proposal must be received in the Town Manager's Office, in a sealed envelope plainly marked "RFP 2024-05 Historic Resource Planning Study" by 11:00 a.m. on Friday, November 17, 2023. The Town of Hebron reserves the right to accept or reject any and all Proposals, or any part thereof, if it is in the best interest of the town.

Andrew J. Tierney  
Town Manager

**RFP 2024-05**  
**Request for Proposals (RFP) for**  
**Historic Resource Planning Study for the Town of Hebron**

The Request for Proposals, and amendments thereto, is available in electronic format from the Town of Hebron website at <https://hebronct.com/bids/>

RESPONSES MUST BE RECEIVED NO LATER THAN

DATE: November 17, 2023

TIME: 11:00 AM

The Town of Hebron is an Equal Opportunity/Affirmative Action Employer.

The Town of Hebron reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the Town of Hebron.

The project is funded by grant funds from the Historic Preservation Fund of the Department of the Interior, National Park Service, as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO).

**Official Contact**

The Town of Hebron has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Town of Hebron.

Name: Matthew R. Bordeaux, Director of Planning and Development  
Address: 15 Gilead St, Hebron, CT 06248  
Phone: (860) 228-5971  
E-Mail: [mbordeaux@hebronct.com](mailto:mbordeaux@hebronct.com)

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

## **INTRODUCTION**

This project will identify and document significant archaeological sites and standing structures connected with Hebron's 18th and 19th century African American residents, who are underrepresented in the Town's historic record. This project will provide valuable historical information to students and residents and will also serve as a resource that can help the Town better protect these important sites through its land use planning process. Finally, the results of this project can serve as a reference document for future open space acquisitions, land use decisions, and historic preservation efforts.

The Town of Hebron, CT is seeking proposals for archival research services to develop an archaeological record for the Town of Hebron including a final report outlining steps that the Town can take to continue to research and identify sites of historic significance to better incorporate these sites into Town wide planning, including potential changes to the Plan of Conservation and Development and land use regulations.

This project is made possible by an Historic Preservation Enhancement Grant administered by The State Historic Preservation Office of The Connecticut Department of Economic and Community Development with federal funds from the Historic Preservation Fund of the National Park Service, U.S. Department of the Interior; Grant Number P22AF00505 and Project # CT-22-10001. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior.

Work must be done in accordance with SHPO standards and meet the Secretary of the Interior's Standards for the Treatment of Historic Properties and be prepared by a consultant team that meets the federal qualifications standards under 36 CFR Part 61 for historian, architectural historian and archaeologist team.

## **SERVICE OVERVIEW**

The purpose of this grant is to research and document Hebron's 18<sup>th</sup> and 19<sup>th</sup> century African American residents and identify and inventory significant archaeological sites and standing structures connected with these groups. Oral and published Hebron histories suggest the strong presence of African Americans within the town's historic narrative, but no previous attempt has been made to comprehensively identify sites. This project seeks to assess a rich assortment of documents to better understand and publicize African American history in Hebron, identify associated historical and archeological sites, and make recommendations for how to incorporate the findings into Town wide planning documents.

The purpose of the project is to produce a report that compiles what information is available currently, identifies potentially significant resources and makes recommendations to the Town of Hebron for further research and archaeological investigations. The project will produce a report to include all items addressed in the scope of work below. The project is anticipated to be best executed by a team consisting of an historian, architectural historian and archaeologist. The

proposer is expected to coordinate efforts with the project coordinator, as well as multiple interested parties possessing a breadth of information that may be contributed to this project.

It is anticipated that the work proposed will be the initial phase of a growing and evolving project. The Town of Hebron will pursue additional funding to support subsequent phases as outlined in the proposer's report and recommendations.

### **Scope of Work**

A historic resource inventory report will be produced and will include the following elements:

- Listing of African American individuals with all primary and secondary source references included for each.
- Written and digital spread sheet by addresses to identify neighborhoods where multiple families or multi-generational communities or workplaces existed.
- Overlays for 18<sup>th</sup> and 19<sup>th</sup> century Hebron town maps identifying places of residence and / or offer strong potential for further on-site investigation of areas that the Town should consider for preservation.
- Summary of African American connections to Hebron Historic Properties or other Town owned sites for inclusion in their public published narrative.
- Written and digital summary of the project for public and town use which includes reassessment of the Cesar Peters narrative and links previous oral and published narratives into a well-balanced whole.
- Recommendations for potential changes to town-wide plans or modifications to land use regulations to better protect identified sites.
- If possible, completed Historic Resource Inventory forms for built resources that are not already designated or have a clear association with 18-19<sup>th</sup> century African Americans.

The Town of Hebron Historic Properties Commission and the Hebron Historical Society will provide access to all requested records upon availability including existing drawings and previous inspections. Local points of contact, including Mr. John Baron, State Archaeologist Dr. Sarah Sportman, as well as members of the Hebron Historic Properties Commission and the Hebron Historical Society, will provide input as appropriate.

### **Budget Expectations**

- The budget for this project is funded by the Historic Preservation Fund of the Department of the Interior, National Park Service, as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO).
- The funding allotted for the services outlined in this RFP is \$20,000.

### **Deliverables**

The Town of Hebron will require four (4) copies of a final report and electronic copies of all materials produced.

The State Historic Preservation Office will receive one electronic copy of the report. The printed product must also acknowledge the State Historic Preservation Office.

### **RFP Conference**

A non-mandatory pre-bid RFP conference will be held on Wednesday, November 1, 2023 at 3:00 PM at the Hebron Town Office Building, 15 Gilead Street, Hebron, CT 06248, for bidders to discuss the project goals and objectives and ask questions regarding the status of existing primary and secondary sources of information available. Any questions resulting from the RFP Conference can be submitted to the Official Contact in accordance with the Inquiry Procedures described below.

### **Inquiry Procedures**

All questions regarding this RFP or the Town of Hebron's procurement process must be directed, in writing, electronically (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally, neither in person nor over the telephone. All questions received before the deadline(s) will be answered. Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Town of Hebron may or may not respond to questions received after the deadline. The Town of Hebron may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The Town of Hebron will release the answers to questions on the date(s) established in the Procurement Schedule on the Town of Hebron's RFP webpage.

### **Procurement Schedule**

Dates after the due date for proposals ("Proposals Due") are non-binding target dates only (\*). The Town of Hebron may amend the schedule as needed.

- |                                       |                    |
|---------------------------------------|--------------------|
| • RFP Released:                       | October 23 , 2023  |
| • RFP Conference:                     | November 1, 2023   |
| • Deadline for Questions:             | November 8 , 2023  |
| • Answers Released:                   | November 13 , 2023 |
| • Proposals Due:                      | November 17 , 2023 |
| • (*) Proposer Selection:             | November 24 , 2023 |
| • (*) Start of Contract Negotiations: | November 27, 2023  |
| • Board of Selectmen Award Contract   | December 7, 2023   |
| • (*) Start of Contract:              | December 8, 2023   |

The consultant must be ready to commence project work within thirty (30) calendar days of the contract award. While it is expected that work will commence as soon as possible within the

thirty (30) days, the Town of Hebron reserves the right to extend the project start date within reason due to unforeseen circumstances.

The project shall be successfully completed in a timeframe mutually agreed upon by the Town and the consultant from the date of the execution of the contract between the Town of Hebron and consultant unless the Town of Hebron should agree to a request for the extension of time.

During the period from your organization's receipt of this Request for Proposals, and until a contract is awarded, your organization shall not contact any member of the Town of Hebron or the State of Connecticut for additional information, except during the inquiry period and according to the manner described above.

### **Minimum Qualifications of Proposers**

To qualify for a contract award, a proposer must have the following minimum qualifications:

- Qualifying proposers must meet minimum professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the fields of historian and archaeologist.
- Qualifying proposers must demonstrate specific work experience in completing similar projects.

### **Selection Criteria**

- The selection for award will be based on the lowest responsible and qualified bidder. Responsibility will be evaluated based on the candidate's previous experience, qualifications of the bidder including quality of the proposal, references, quality of samples (previous work products), previous experience, and the ability to competently complete the work within the allotted budget and period of time. The proposer must be approved by the SHPO prior to award.
- Proposers are required to produce examples of similar work experience.

### **Proposal Requirements**

**Proposal must contain the following items:**

#### **1. COVER SHEET** (*The Cover Sheet is Page 1 of the proposal*)

The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the name of the provider or vendor submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

- RFP Name or Number:
- Legal Name:
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

## 2. CONTENTS OF PROPOSAL

- a. **Executive Summary** - Proposals must include a high-level summary of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.
- b. **Main Proposal** - The proposal must include but is not limited to:
  - Firm Qualifications
  - Team Member Credentials, including Resumes

Staffing Expectations - Qualifying bidders must meet minimum professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the fields of historian, architectural historian and archaeologist.

The Proposer must certify that the personnel identified in its response to the RFP will be the persons actually assigned to the project. Any additions, deletions, or changes in personnel assigned to the project must be approved by the Town of Hebron in advance of their inclusion or exclusion, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the Town of Hebron and the SHPO. At its discretion, the Town of Hebron may require removal and replacement of any of the Proposer's personnel who do not perform adequately on the project in the sole opinion of the Town of Hebron, regardless of whether they were previously approved by the Town of Hebron.

- Project Understanding/Methodology/Scope

1. *Start Date*
2. *Timetable / Schedule*
3. *Tasks, Deliverables*
4. *Methodologies*
5. *Measurable Objectives*

- Relevant Project Experience - A copy of a similar product successfully completed by firm is preferred and can be sent separately by email to Official Contact
- References
- Fee Proposal
- Non-Collusive Affidavit of Proposer
- Certificate of Insurance

The proposer shall maintain all required insurance in amounts, form, substance and quality acceptable to the Town, as described more fully below. i A certificate evidencing such insurance shall be delivered to the Official Contact.

**All responses to the RFP must conform to the instructions. An original, six (6) copies and an electronic version on a flash drive of the Proposal must be submitted in a sealed envelope marked: “RFP 2024-05 Historic Resource Planning Study – Town of Hebron, CT and received in the Town Manager’s Office by 11:00 a.m. on Friday, November 17, 2023.**

Address Proposals To:

Andrew J. Tierney, Town Manager  
Town of Hebron, CT  
15 Gilead St, Hebron, CT 06248

## **TERMS AND CONDITIONS**

*By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:*

1. Equal Opportunity and Affirmative Action. The Town of Hebron is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. Preparation Expenses. The Town of Hebron shall not assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
3. Proposed Costs. All proposed costs must be fixed throughout the entire term of the contract.
4. Changes to Proposal. No additions or changes to the original proposal will be allowed after submission.



5. **Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Town of Hebron. The Town of Hebron may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Town of Hebron. At its sole discretion, the Town of Hebron may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
6. **RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the Town of Hebron or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Town of Hebron and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town of Hebron shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Town of Hebron.

#### RIGHTS RESERVED TO THE TOWN OF HEBRON

*By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the Town of Hebron:*

1. **Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Town of Hebron.
2. **Amending or Canceling RFP.** The Town of Hebron reserves the right to amend or cancel this RFP on any date and at any time, if the Town of Hebron deems it to be necessary, appropriate, or otherwise in the best interests of the State.
3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Town of Hebron may reopen the procurement process, if it is determined to be in the best interests of the Town of Hebron.
4. **Award and Rejection of Proposals.** The Town of Hebron reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Town of Hebron may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the Town of Hebron will be served. The Town of Hebron reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
5. **Sole Property of the Town of Hebron.** All proposals submitted in response to this RFP are to be the sole property of the Town of Hebron. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the Town of Hebron unless stated otherwise in this RFP or subsequent contract. The

right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the Town of Hebron and the SHPO without recourse.

6. Contract Negotiation. The Town of Hebron reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Town of Hebron further reserves the right to contract with one or more proposers for such services.

7. Clerical Errors in Award. The Town of Hebron reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the Town of Hebron shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Town of Hebron and the proposer.

## **INSURANCE REQUIREMENTS**

The Town reserves the right to waive any portion or adjust downward the amount of insurance required depending on the exposures to the Town. The Contractor shall furnish a certificate of insurance to the Town Manager or his designee for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Hebron will receive thirty (30) days written notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

Any aggregate limit shall apply per project. Contractor's insurance shall be primary over any other valid and collectible insurance. Any deductibles are the sole responsibility of the Contractor. Such policy shall name the Town of Hebron as "additional insured".

A. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations, Broad Form Property Damage:

\$1,000,000 Bodily Injury per Occurrence  
\$1,000,000 Property Damage per Occurrence  
\$1,000,000 Combined Single Limit

Property damage Liability for the following hazards if applicable:  
X (Explosion), C (Collapse), U (Underground damage).

- B. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Bodily Injury per Occurrence  
\$1,000,000 Property Damage per Occurrence  
\$1,000,000 Combined Single Limit

- C. Owners Protective Liability:

On purchase orders where the cost of the work, or contract price, exceeds \$100,000 or is hazardous in nature, there shall also be a \$4,000,000 umbrella or excess liability layer over the underlying described above. In such case there shall also be required an Owners and Contractors Protective Liability policy issued naming the Town as named insured, with a \$1,000,000 per occurrence limit.

The wording for both named insured and additional insured shall read as follows: The Town of Hebron, The Hebron Board of Education (where appropriate), and its respective Officers, agents and servants.

- D. Worker's Compensation:

In accordance with Connecticut State Statutes.  
Employers' Liability Limit - \$1,000,000.

- E. Professional liability, \$5,000,000 limit (Architects, Engineers, Attorneys including Town Counsel, Accountants, Actuaries, Agents of Record). Additional coverage and limits may be required based upon the particular services contracted.

**TOWN OF HEBRON**  
**Department of Finance**  
**NON COLLUSIVE AFFIDAVIT OF PROPOSER**

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1) the proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition;
- (2) the proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal, and
- (3) acknowledges that the Town of Hebron's Code of Ethics Policy has been received and understood.

The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Hebron to consider the proposal and make an award in accordance therewith.

\_\_\_\_\_  
Legal Name of Proposer/Firm

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Title Person

Subscribed and Sworn to me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public

My Commission Expires

# Hebron Code of Ethics

Effective November 5, 2019

## I. Persons Governed by this Code

This code shall apply to all Town officials, officers and employees, whether elected and/or appointed, including members of boards, commissions, and committees, full time or part time, paid or unpaid and shall hereinafter be referred to collectively as “persons governed by this code.”

## II. Purpose

Public office is a public trust. The trust of the public is essential for government to function effectively. Policy developed by government officials and employees affects every citizen of the town, and it must be based upon honest and fair deliberations and decisions. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity, fairness and transparency of their government.

Persons governed by this code shall strive to conduct themselves in a professional, courteous, honest manner and otherwise according to the highest moral and personal standards of integrity, such that their behavior reflects favorably upon themselves and the Town of Hebron, including but not limited to conduct or communication in any public forum or media.

## III. Definitions

As used in this Chapter, the following listed words and phrases shall have these specific meanings:

- A. ***Conflict of Interest:*** A conflict between one’s obligation to the public good and one’s self-interest.
- B. ***Financial Interest:*** Any monetary benefit accruing to persons governed by this code that is not equally available to the general public.
- C. ***Gift:*** Anything having value whether in the form of service, loan, tangible property, promise or any other form. However a gift shall not include political

contributions made in accordance with campaign financing regulations; nor tokens of appreciation, recognition or other incidental gratuities not exceeding \$100 per year.

- D. ***Immediate Family:*** Includes spouse/domestic partner, siblings, child(ren), parents, of persons governed by this code or the spouse/domestic partner and any individual residing in the same household.
- E. ***Independent Contractor:*** Any general contractor, subcontractor, consultant, person, firm, corporation, vendor or organization currently providing or formerly providing, goods or services to the Town of Hebron in exchange for compensation.
- F. ***Personal Interest:*** Any non-monetary benefit, special consideration, treatment or advantage accruing to persons governed by this code which is not equally available to the general public.

#### **IV. Conflicts of Interest**

No person governed by this code shall use his position or office for the financial or personal interest of himself, a business with which he is associated, an individual with which he is associated or a member of his immediate family.

No person governed by this code shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, that is incompatible with the proper discharge of his official responsibilities in the public interest or that would tend to impair his independent judgment or action in the performance of his official responsibilities.

No person governed by this code or a business with which he is associated or member of his immediate family shall enter into a contract with the Town unless it is awarded through a process of public notice and/or competitive bidding.

No person governed by this code or independent contractor shall knowingly counsel, authorize or otherwise sanction action that violates any provision of this code.

#### **V. Disclosure and Recusal**

A person governed by this code shall refrain from participating on behalf of the Town of Hebron in any matter pending before any agency of the town if he, a business with which he is associated, an individual with whom he is associated or a member of his immediate family has a financial or personal interest in that matter and such interest is not shared by a substantial segment of the town's population.

If such participation is within the scope of said person's official responsibility, he shall be required to provide written disclosure, that sets forth the nature and extent of such interest to the Town Clerk, and this disclosure shall be included in the official record of all proceedings on this matter.

Notwithstanding the prohibition outlined above, a person governed by this code may vote or otherwise participate in a matter that involves a determination of general policy if said person's interest in the matter is shared with a substantial segment of the population of the Town.

No person governed by this code shall appear on behalf of private interests before any agency of the Town, nor shall he represent private interests in any action, proceeding or litigation against the town.

Nothing contained in this code shall prohibit or restrict a person governed by this code from appearing before any agency of the Town on his own behalf, or from being a party in any action, proceeding or litigation brought by or against such person to which the Town is also a party.

For a period of one (1) year after termination of service to the Town, no former employee or Town official who participated in the negotiation or award of a town contract valued in excess of \$25,000 shall accept employment with, appear on behalf of, or represent any private interest concerning matters related to this same contract.

## **VI. Gifts**

No person governed by this code or member of such individual's immediate family or business with which he is associated shall solicit or accept any gift that could reasonably be expected to influence or create an appearance of influencing the actions or judgment of such person.

If a prohibited gift is offered to a person governed by this code, he shall refuse it, return it, pay the donor the market value of the gift or donate it to a nonprofit organization provided he does not take the corresponding tax write-off. Alternatively, such prohibited gift may be considered a gift to the Town provided it remains in the Town's possession.

## **VII. Use of Town Assets**

No person governed by this code or independent contractor shall request or permit the use of town funds or services, Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit, except when

such assets and services are available to the public generally or are provided as Town policy for the use of persons governed by this code in the conduct of official business.

#### **VIII. Use of Confidential Information**

No person governed by this code, former employee or independent contractor shall disclose confidential information concerning Town affairs, nor shall such persons governed by this code use this information for the personal or financial interests of themselves or others.