

## MISSION STATEMENT

The Board of Selectmen, acting as stewards of the Town and agents of the people, will provide services that promote safety; an affordable healthy living environment; and through effective land use and town resources, an economic base that creates jobs and tax assistance to the community while preserving our rural historic character.

## TOWN OF HEBRON BOARD OF SELECTMEN REGULAR MEETING (VIRTUAL)

Board of Selectmen Regular Meeting

Thursday, September 1, 2022 7:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/414182733>

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Thursday, September 1, 2022

7:00 p.m.

### AGENDA

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#### Time Guideline

- |           |    |   |
|-----------|----|---|
| 7:00 p.m. | 1. | <b>CALL TO ORDER</b>  |
| 7:00 p.m. | 2. | <b>PLEDGE OF ALLEGIANCE</b>   |
| 7:02 p.m. | 3. | <b>ADDITIONS AND CHANGES TO THE AGENDA</b>  |
| 7:05 p.m. | 4. | <b>PUBLIC COMMENT</b><br>This section of the agenda is reserved for persons in attendance who wish to briefly address the Board. The Board requests that comments be limited to three minutes or less. Persons wishing to comment should type "comment" and your name in the chat box and you will be recognized. |
| 7:15 p.m. | 5. | <b>GOOD TO KNOW/SPECIAL RECOGNITION</b><br>Hebron Business Spotlight and Public Service Announcements   |
| 7:20 p.m. | 6. | <b>APPOINTMENTS AND RESIGNATIONS</b><br><br>a) Animal Control Officer Appointment   |
| 7:25 p.m. | 7. | <b>TOWN MANAGER'S REPORT</b><br><br>a) Recent Activities<br>b) Correspondence<br>c) Town Manager Updates  |

**7:40 p.m.**

**8. OLD BUSINESS**

- a) School Resource Officer (SRO) Update and Proposal
- b) American Rescue Plan State and Local Recovery Funds Approval
- c) Referendum Question on Cannabis Regulation or Prohibition in the Town of Hebron and Set Public Hearing Meeting Date
- d) Any Other Old Business

**8:00 p.m.**

**9. NEW BUSINESS**

- a) Approve Revised Job Description P & R Office Assistant
- b) Approve Conservation Easement for 155 Reidy Hill Road
- c) Hebron Harvest Fair Permit Fee Waiver Request
- d) Draft Agenda for September 15, 2022 Meeting
- e) Any Other New Business

**8:15 p.m.**

**10. 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**

10.a.1 August 18, 2022 – Regular Meeting

b) **TAX REFUNDS**

**8:20 p.m.**

**11. LIAISON REPORTS**

- a) AHM Youth Services
- b) Hebron BOE – Gail Richmond
- c) Board of Finance – Peter Kasper
- d) Land Acquisition – Tiffany Thiele
- e) RHAM BOE – Marc Rubera
- f) Parks & Recreation Commission – Peter Kasper
- g) Economic Development Commission – Tiffany Thiele
- h) Hebron Historic Properties Commission – Dan Larson
- i) Commission on Aging/Senior Center – Gail Richmond
- j) Fire Department – Dan Larson
- k) WPCA – Andrew Tierney/Kevin Kelly
- l) Green Committee – Tiffany Thiele
- m) Douglas Library Board of Trustees – Gail Richmond

**8:30 p.m.**

**12. PUBLIC COMMENT**

**8:35 p.m.**

**13. ADJOURNMENT**

# MISSION STATEMENT

The Board of Selectmen, acting as stewards of the Town and agents of the people, will provide services that promote safety; an affordable healthy living environment; and through effective land use and town resources, an economic base that creates jobs and tax assistance to the community while preserving our rural historic character.

RECEIVED

## TOWN OF HEBRON BOARD OF SELECTMEN REGULAR MEETING (VIRTUAL)

2022 AUG 26 A 11: 24,  
*Caleb A. Pomroy*  
HEBRON TOWN CLERK

Board of Selectmen Regular Meeting  
Thursday, September 1, 2022 7:00 PM (EDT)  
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**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
SEPTEMBER 1, 2022**

**APPOINTMENTS AND RESIGNATIONS**

**Animal Control Officer Appointment**

William Bell is stepping down as Animal Control Officer for the Town of Hebron after almost 25 years of serving in that position. Jason Hunniford a long-time Parks and Recreation Department employee has expressed interest in serving as the Animal Control Officer.

Proposed Motion:

Move that the Hebron Board of Selectmen confirm the Town Manager's appointment of Jason Hunniford as the Animal Control Officer for the Town of Hebron for a one year term effective September 1, 2022.



# **CORRESPONDENCE**



ANDREW J. TIERNEY  
TOWN MANAGER

## *Town of Hebron*

**TOWN OFFICE BUILDING  
15 GILEAD STREET  
HEBRON, CONNECTICUT 06248  
TELEPHONE: (860) 228-5971  
FAX: (860) 228-4859  
[www.hebronct.com](http://www.hebronct.com)**

DANIEL LARSON  
CHAIRMAN

GAIL B. RICHMOND  
VICE CHAIRMAN

PETER D. KASPER  
SELECTMAN

MARC P. RUBERA  
SELECTMAN

TIFFANY V. THIELE  
SELECTMAN

August 15, 2022

National Multiple Sclerosis Society  
P.O. Box 91891  
Washington, DC 20090

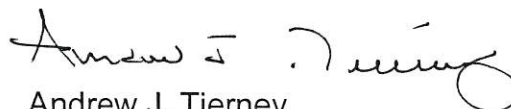
Re: William V. Borst (1947 – 2022)

Ladies and Gentlemen:

At the request of the Borst Family, kindly accept the enclosed check in the amount of \$100.00 in memory of William V. Borst. Mr. Borst was active in the Hebron community, not only as a business owner, Bill was also a member of the Fire Department for forty-five years where he held the position of Fire Chief for seventeen of those years.

Thank you for all that your foundation supports. If you have any questions, feel free to contact this office.

Very truly yours,

  
Andrew J. Tierney  
Town Manager

AJT:dw  
Enc.

cc: Board of Selectmen

## Donna Lanza

---

**From:** Andy Tierney  
**Sent:** Wednesday, August 17, 2022 11:50 AM  
**To:** Donna Lanza  
**Subject:** Fwd: American Rescue Plan

Sent from my iPad

Begin forwarded message:

**From:** Mary-Ellen Gonci <mergonci65@comcast.net>  
**Date:** August 17, 2022 at 11:39:58 AM EDT  
**To:** Andy Tierney <atierney@hebronct.com>  
**Subject:** American Rescue Plan

Good morning, Andy,

This letter is a follow up to our July 18, 2022 correspondence re: the Round 2 funds that may be available through the American Rescue Plan.

The Board of the Hebron Historical Society met and voted to request \$125,000.00. We understand this is far above the amount initially suggested. Our thoughts centered on the age of the building - erected in 1838 - and the continued maintenance required to keep it sound.

We are also aware of the requirement that in the event of the failure of the Society, the building reverts to the Town. While we do not want that to happen, it is an ever-present caution.

Our records indicate that repairs have been required on an every 10-year basis. This includes re-shingling of the roof in 2014, replacement of the furnace in 2015 and cupola repair for a leak in 2020. We are currently in discussions with contractors to paint the building. The windows will be painted and re-glazed at that time also.

In addition, we would like to bring the building into the 21st century by adding water and rest room facilities as well as a handicap entrance.

We also own the Burrows Hill School house which requires continuous maintenance.

Our funds, by themselves, do not cover all of the maintenance required for these buildings. We are preparing to apply for an Assessment Grant to determine the current stability of the buildings and plan to develop an ongoing maintenance plan covering both buildings.

Thank you for your involvement and support of our efforts to maintain these icons of Hebron's heritage.

Respectfully,

Mary-**E**llen Gonci

President  
Hebron Historical Society

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
SEPTEMBER 1, 2022**

**SCHOOL RESOURCE OFFICER (SRO) UPDATE AND PROPOSAL**

The Town Manager and Police Department have reviewed the Hebron Board of Education's request for an additional SRO for the elementary schools and make the following recommendations:

1. Immediately increase patrol hours with current Hebron Police Officers to provide more day-time coverage. During these shifts visits can be made to the schools.
2. Purchase and deploy school/classroom toolkits and active shooter breaching kits in police vehicles using ARPA funding (estimated at \$20,000).
3. Provide active shooter training to school staff, students and Police Officers.
4. Plan to include and consider the request for a second SRO for the elementary schools as part of the FY 2023-2024 budget process.
5. Approve ARPA funding for an additional police vehicle (estimated at \$80,000).



**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
SEPTEMBER 1, 2022**

**AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS APPROVAL**

Attached is the updated ARPA Project list for the Selectmen to review and discuss/consider projects for Round 2 funding. At the last meeting the Selectmen expressed interest in reviewing a few proposed projects at a time.

The Town Manager is recommending review of the following projects at this meeting:

**1. Cyber Threat Assessment and Security Measures** **\$25,000**

This request is part of an ongoing effort to implement cyber security measures across all Town departments, functions and programs. We have been working with NOVUS the Town's IT support company and CIRMA the Town's insurance company to implement advanced security measures to protect the Town and to qualify for cyber insurance. Many of these recommended measures are one time expenses; others will become on-going and will be factored into future budget requests.

**2. HIHS Food Pantry** **\$10,000**

See attached letter from HIHS requesting support for the Food Pantry.

**3. Wall Street Sidewalk Project** **\$146,000**

See attached memo regarding funding for this project.

**4. Winter Heating Assistance** **\$25,000**

This request is in response to information received from Sharon Garrard, Senior Services Director, that winter heating assistance funding will be reduced for the upcoming season. Ms. Garrard has provided the attached information comparing 2021 and 2022 awards. Also attached is information on the number of households and award amounts from last year. The \$25,000 amount is an estimated of the reduction in funding; but does not consider the huge increase in the cost of fuel.

**5. BOE Request for Second SRO** **\$100,000**

The Town Manager has made a recommendation on how to proceed with this request. This amount covers a vehicle and toolkits.



Proposed Resolution:

BE IT RESOLVED that the Hebron Board of Selectmen approve the ARPA projects listed below (or amended) and authorize Andrew J. Tierney, Town Manager, to take any action necessary to acquire or implement the identified projects.

BE IT FURTHER RESOLVED that it is understood the amounts indicated are budget estimates; the amount of the final project may be more or less than indicated and that the Town Manager has the discretion to adjust the amount. If an individual project budget comes in more than 20 % above the original budget amount, an update will be provided to the Board of Selectmen before commitment is made and project is finalized.

BE IT FURTHER RESOLVED that authorization given to Andrew J. Tierney, Town Manager, by this resolution includes signing any purchase agreements, contracts or any other documents necessary to finalize the projects.

- |  |           |
|--|-----------|
| 1. Cyber Threat Assessment and Security Measures | \$25,000  |
| 2. HIHS Food Pantry                              | \$10,000  |
| 3. Wall Street Sidewalk Project                  | \$146,000 |
| 4. BOE Request for Second SRO                    | \$100,000 |
| 5. Winter Heating Assistance                     | \$25,000  |

**State and Local Recovery Funds  
American Rescue Plan  
PROPOSED PROJECTS**

8/25/20223:19 PM

**Round 2 Projects:**

**Approved by Town Attorney and BOS**

Old Town Hall (OTH) Building Maintenance/Repairs	25,000
Additional EV Charging Stations - Locations TBD	TBD
Contribution Toward Emergency Generator for Stonecroft Housing	70,000

**Approved by Town Attorney Awaiting BOS Approval**

WPCA Sewer System Improvements	82,140
<b>Cyber Threat Assessment and Security Measures</b>	<b>25,000</b>
Support for Local Small Businesses	TBD
The Town Center Project (TTCP) Storage Shed	30,000
Peters House Renovation/Restoration	TBD
<b>Hebron Interfaith Human Services (HIHS) Food Pantry Support</b>	<b>10,000</b>
<b>Wall Street Sidewalk Project</b>	<b>146,000</b>
ACO Vehicle Regional Hebron/Columbia	10,000
CoDE Request: Implicit Bias Training Town Employees/Elected Officials	7,878
<b>Winter Heating Assistance</b>	<b>25,000</b>
Hebron Historical Society - OTH Restroom/Accessibility	125,000
<b>BOE Request for Second SRO</b>	<b>100,000</b>

<b>ROUND 2 GRAND TOTAL</b>	<b>\$ 656,018</b>
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**Awaiting Town Attorney Approval and BOS Approval**

Collins: GHS Water System	Tentative Attorney Approval
Collins: Fund for Affordable Home Ownership	Tentative Attorney Approval

State and Local Recovery Funds  
American Rescue Plan  
PROPOSED PROJECTS

8/25/2023:19 PM

	<b>TOTAL FUNDING ANTICIPATED</b>	<b>\$ 2,812,714</b>
<b>Priority</b>		
1	Police Vehicle w/ MLPR	97,125 *
2	Security Measures - Town Buildings	143,000
3	CERT Vehicle Replacement (pre-owned)	115,000
4	Fire Department Marine	23,000
5	Battery Operated Rescue Tools	50,000
6	Martin Road Construction Engineering	25,000
7	Senior Center Generator Switch Gear/Connection	14,000
8	Pendleton Drive to Library Pedestrian Bridge	101,886
9	Skate Park Veteran's	145,000
10	Pickle Ball Courts (2) Veteran's	65,000
11	Playscape Veteran's	150,000
12	Gilead Hill School Playscape	120,000
13	HAMR Softball Field Veteran's	20,000
14	Construction Fire Co # 1 Ambulance Bay Expansion	100,000
15	AHM HVAC System Upgrade (tri-town split)	55,000 **
16	Virtual Meeting Room Conference Equipment (Library & TOB)	66,000
17	Vandal-Proof Surveillance Cameras - Veteran's	12,000
18	EV Charging Stations (TOB, SC, BHP)	33,000
19	Peters House Accessibility - ADA Parking/Ramp	100,000
20	Trail Repairs	12,000
21	Dog Park - Location TBD	50,000
22	Green Committee Funding Special Projects	25,940
	<b>PROJECTS APPROVED JULY 21, 2022 ROUND I GRAND TOTAL</b>	<b>\$ 1,522,951</b>

\* Approved for purchase Board of Finance (4/5/22) and Board of Selectmen (4/21/22)  
due to urgent need to replace vehicle and ability to secure a suitable vehicle in a timely manner.

\*\*Hebron's share - funding anticipated to be shared by AHM Towns.  
Alternately, may be funded by a Community Project Funding Grant.



## **Novus Security Services for the Town of Hebron**

**Prepared for:**

Town of Hebron

**Delivered:**

May 12, 2022

**Prepared by:**

Novus Insight

This document is strictly private, confidential, and personal to its recipients and should not be copied, distributed, or reproduced in whole or in part, nor passed to any third party.

Thank you for the opportunity to enhance the cyber security of systems within the Town of Hebron.

With this proposal we will position your technology infrastructure to be future focused, in line with cyber insurance industry standards and our best practices in cyber security. It is the goal of this project to better position the Town of Hebron to satisfy the requirements necessary to obtain and maintain cyber security insurance policy coverage and enhance the overall security of the Town's IT systems.

Novus Insight will provide project management to support each phase of the project to ensure that your goals are met in a timely manner.

Project Summary:

- A project manager will create a scope of work for the entirety of the project.
- An analysis is conducted to inventory and classify the technology assets- data, endpoints, and services, both on and off premises.
- A Novus Analyst will work within your Microsoft 365 environment to make the necessary policy changes and connections to alert our staff should any security incident occur, as well as safeguard your data with time tested industry best practices. This includes implementing a baseline security configuration and configuring monitoring and alerting to our remote support teams.
- Novus will enroll all applicable endpoints into Microsoft Intune to manage and encrypt endpoints from a central cloud location.
- We will deploy our monitoring and incident response software to all Windows-based machines to quickly identify and respond to security incidents.
- Novus will work with your staff to architect custom data loss prevention policies to mitigate the chances sensitive information can be shared outside the organization. This is a collaborative process and will involve input from stakeholders within the town.

In addition to the technical aspects of the program, Novus will deploy PII handling training to applicable town stakeholders.

Continued protection service items

- Novus will consult on and develop a Cyber Incident Response Plan (CIRP) for the town of Hebron.
- Novus will provide timely response to high severity updates (\$175.00 per month)
- Novus will provide continuous vulnerability scanning and reporting services (\$175.00 per month)



**Novus Insight, Inc.**  
222 Pitkin Street  
East Hartford, CT 06108  
United States

T: (860) 282-4200

**Prepared for** Town of Hebron  
Donna Lanza  
15 Gilead Street  
Hebron, CT 06248  
United States

T: 8602285971 x130  
E: dlanza@hebronct.com

<b>Quote #</b>	5035 v5
<b>Date</b>	May 12, 2022
<b>Expires</b>	June 11, 2022
<b>Contact</b>	Carl Fazzina

**ACCEPT QUOTE**

## Novus Security Services For Hebron 2022

### One-Time Fees

Item	Qty	Price	Total
<b>Project Management</b> Required project management to ensure entire scope of project is fulfilled.	12	\$205.00	\$2,460.00
<b>Audit of current security practices &amp; make adjustments towards best practices</b> Novus will take inventory of your current security footprint to ensure you are in a good position for cyber security insurance.	2	\$205.00	\$410.00
<b>MFA for remote access, email access and administrative access</b>	4	\$175.00	\$700.00
<b>Huntress Deployment</b> Having partnered with an industry security leader, Novus will deploy Huntress to all applicable workstations. This will allow world class detection of any attempted ransomware actions.	4	\$175.00	\$700.00
<b>Discovery &amp; Data Mapping</b> Discovery for sensitive information that informs the configuration of Data Loss Prevention Policies.	8	\$205.00	\$1,640.00
<b>Configuration of least privileged access to PII/PHI</b> Novus will take inventory and classify your environment's Personal Identifiable Information (PII Data) including policy configuration for remediation of PII Data permissions	40	\$175.00	\$7,000.00
<b>Enrollment of devices into Intune</b> Novus will ensure all applicable workstations are enrolled into Microsoft Intune to best manage your devices	16	\$175.00	\$2,800.00
<b>Endpoint Encryption including mobile device/application encryption</b>	16	\$175.00	\$2,800.00
<b>Email Hygiene (outside messages, SPF, DKIM, DMARC)</b>	1	\$175.00	\$175.00



Item	Qty	Price	Total
<b>Email encryption setup and training</b>	8	\$145.00	<b>\$1,160.00</b>
Novus will ensure all relevant staff understand the process of sending secure, encrypted emails			
<b>Email filtering solution</b>	1	\$175.00	<b>\$175.00</b>
Novus will set up and make sure that your email filtering settings are up to industry standards and best practices.			
<b>LAPS Setup</b>	4	\$175.00	<b>\$700.00</b>
<b>Data loss prevention - review policy, practices</b>	1	\$175.00	<b>\$175.00</b>
<b>Cyber Incident Response Plan (CIRP) Development</b>	32	\$205.00	<b>\$6,560.00</b>
After analyzing the entirety of the relevant technology stack at the town of Hebron, Novus will develop a tailored cyber incident response plan to respond to serious security incidents as they arise.			
<b>Out of scope work and project contingency</b>	3	\$175.00	<b>\$525.00</b>
Tentative hours to allocate as project dictate beyond current recognized scope.			
<b>Total One-Time</b>			<b>\$27,980.00 USD</b>

## Monthly Fees

Item	Qty	Price	Total
<b>Novus Security Services Windows EDR</b>	70	\$5.00	<b>\$350.00</b>
This service includes Huntress licensing			
A minimum license level of Microsoft 365 Business Premium (not included) and Novus Insight's Remote Monitoring and Management (RMM) agent are required for this service.			
<b>High Severity Updates Frequency</b>	1	\$175.00	<b>\$175.00</b>
Novus will work to ensure that as high severity software patches are released, they get applied to all relevant workstations.			
<b>Continuous Vulnerability Scanning</b>	1	\$175.00	<b>\$175.00</b>
Given the amount of different pieces of technology currently in play in todays environments, new vulnerabilities are always discovered. With Novus' continuous vulnerability scanning, we will make sure these vulnerabilities are taken care of in a timely manner after being made aware of them.			
<b>Total Monthly</b>			<b>\$700.00 USD</b>

Please contact us if you have any questions.

**ACCEPT QUOTE**

## Cost Breakdown

Category	One-Time Fees	Monthly Fees
Service	\$27,980.00	\$700.00
<b>Total</b>	<b>\$27,980.00 USD</b>	<b>\$700.00 USD</b>

Taxes, shipping, handling and other fees may apply. This proposal is subject to the full terms and conditions can be found at <https://novusinsight.com/master-services-terms-conditions/>. This proposal expires in 45 days from creation.

## Appendix A - Rate Structure

Novus Insight's breadth of experience and knowledge is a valuable resource for our clients and Novus is always ready to take on additional challenges. Should our client request additional services or projects that fall outside the scope of this proposal Novus will be pleased to provide a separate proposal detailing the additional services and related cost based on our standard rates.

### Service Consultant Tiers and Rates:

There are 5 Tiers of IT staff selected based on the client's requirements in support of any project.

- Tier I staff handle desktop support, workstation installations, workstation software patches, workstation security updates, user password resets, printing issues, and day-to-day issues confronting most users in an organization. \$95/hr; \$142/emergency hr\*
- Tier II staff support users and smaller networks. They also can assist with technical projects that can impact small numbers of users, such as wireless controller configurations in small office environments. In addition, they can manage and maintain small networks that Tier III and Tier IV consultants have deployed. \$110/hr; \$165/emergency hr\*
- Tier III staff manage smaller networks, can perform basic server migrations, and can handle technical projects that can impact many users, such as a larger network's switching and firewalls. In addition, they can manage and maintain more complex networks that Tier IV consultants have deployed. \$145/hr; \$218/emergency hr\*
- Tier IV staff focus on larger technology deployments. Examples of Tier IV projects include setting up private cloud infrastructure, migrating environments to the cloud, virtualizing servers, virtualizing a desktop environment, and assessing the security profile of a network. Non-technical examples of Tier IV include strategic technology planning and consulting for smaller organizations. \$175/hr; \$262/emergency hr\*
- Tier V are senior advisors and are responsible for strategic consulting at the intersections of process, technology, strategy, and mission. While these professionals tend to not to work directly with technology, there may be examples of highly specialized technology engagements that would also fit into Tier V. \$205/hr; \$305/emergency hr\*

Tier of Professional	Standard Hourly Rate	Emergency Hourly Rate*
Tier I – Support Specialist	\$95	\$142
Tier II – Senior Support Specialist	\$110	\$165
Tier III – Junior Systems Administrator	\$145	\$218
Tier IV – Senior Systems Administrator	\$175	\$262
Tier V – Senior Advisor / CISO / VCIO	\$205	\$305

\*Emergency Support/Special Rates services apply to emergency and/or planned projects and activities performed outside normal support hours. Emergency support will have a 4-hour response time to begin diagnosis or initiate service.

## Appendix D - Managed Support Details

### Time & Materials Project

These consulting services are offered as a Time & Materials project. The fee is determined based on the estimated labor, travel, and expenses related to the performance of the tasks detailed in this proposal. Given the unknowns within the project, the final costs may vary from the estimates detailed in this proposal. The client will be billed the actual time, travel, and expenses related to the project.



## **Novus Cyber Security Assessment For The Town of Hebron**

**Prepared for:**

Town of Hebron

**Delivered:**

August 8, 2022

**Prepared by:**

Novus Insight

This document is strictly private, confidential, and personal to its recipients and should not be copied, distributed, or reproduced in whole or in part, nor passed to any third party.



## Executive Summary

The purpose of this engagement is to assess the security position of the Town of Hebron and provide a series of recommendations for remediation and improvement. This assessment contains four critical phases:

- Inventory and classification – conduct interviews of personnel and review documentation to gain initial understanding of the risk footprint of the town. The inventory and classification exercise will develop the catalog of systems, data types, and regulations that are applicable.
- Gap analysis – review data systems and processes and identify gaps with relevant regulatory, compliance, and security frameworks.
- Network vulnerability scan – a technical service that scans and reviews the town's infrastructure systems and network for technical vulnerabilities. Scanning can be internal, external, or focused to specific systems.
- Recommendations & plan of action – based on the findings from the first three phases, develop a report containing a summary of findings and recommendations for remediating security deficiencies. The report will include a plan of action for implementing recommendations.

This cyber assessment will run concurrently with other cyber related technology consulting and infrastructure projects in the town. The Novus team will work to ensure that no piece of any one project interferes or interrupts any other. In addition, in relation to these planned concurrent projects, the Novus team will work to ensure that no piece of any one project is rendered moot by the immediate subsequent work of any other (example: we would not waste time performing an assessment on a particular system that we have a project to decommission and remove).

## Approach

Novus takes the approach focusing on people, process, and technology when assessing the security of an organization. Security is not about and cannot be attained by solely focusing on technology. The people and processes that support that technology and that interact with critical data must also be considered in equal measure.

The first step in our assessment process is a formal project kick-off meeting, during which we review project goals and timelines and introduce the Novus project team. We expect that some timelines will need to be adjusted to accommodate schedules and will work with the town to adjust as needed. Then, a Novus project consultant will perform interviews with key stakeholders to gain a better understanding of the technology in use, policies and procedures at play, and the types of data that are being handled across various business units on a day-to-day basis. Novus will take what is learned from these interviews and conduct a gap analysis of current practices against those that are required by relevant security frameworks and any applicable data privacy regulations. This will be followed by an onsite network vulnerability scan that will reveal any critical vulnerabilities in the security infrastructure of the town. Finally, all of the information gathered throughout the first three phases will be synthesized into a report (the assessment), including a series of recommendations for improvement and a plan of action for implementation.

NOTE: the actual implementation of any remediation project or recommendations is not in the scope of this proposal.

What do we need from the town? To best ensure a successful engagement, Novus requests the following from the Town of Hebron:

- A single point of contact for communicating about the project
- Ability to interview personnel representatives of each key business unit of the town
- Access to relevant systems
- Timely responses to Novus inquiries and communication throughout the project

## Phase I – Inventory and classification

Novus will begin this process by performing an inventorying and classification exercise on all applications and systems where critical data resides. These activities are meant to help us understand the risk footprint of the town. Activities include:

- Perform interviews
- Review applications and systems where critical data resides
- Categorize data using the town's input and based on factors like sensitivity, operational criticality, etc.
- Review who has access to what data and using which systems

## Phase II – Gap analysis

Next, Novus will perform a series of tasks that serve to develop a clear picture of the gaps between the town's data systems and practices and the relevant regulatory, compliance, and security frameworks. Activities include:

- Perform interviews
- Review of internal policies and procedures (Access Control, Incident Response, Disaster Recovery, etc.)
- Review key information handling workflows and processes
- Assess the staff's cyber training and awareness levels
- Assess technology and operations budgets in relation to cybersecurity
- Develop an understanding of current security services in use
- Analysis of current environment vs. selected guiding framework(s) and regulatory requirements

## Phase III – Network vulnerability scan

Novus will conduct a scan of the town environment for vulnerabilities. The scan will include hardware systems, servers, software, applications, and files.

## Phase IV – Recommendations & plan of action

After the first three phases are completed, Novus will take all of the information gathered and the insights gained to craft the main project deliverable, which will be the assessment report. The assessment report will contain a summary of the findings of our analysis, as well as recommendations about what the University can do to improve its security position. The report will also include a plan of action for implementing the recommended improvements.

## Project Deliverable

Assessment report, inclusive of summary of findings, recommendations, and plan of action.

## Resource Commitment

The town will need to commit to approximately 6-8 hours of staff time per week during some of the more intensive interview sessions. This time estimate is inclusive of interviews with department level staff and coordination with IT staff. Novus will also provide periodic status updates on the progress of the project.

## Novus Insight Project Team

Novus brings together strategic, technical, operational, and business level expertise to form a consulting unit to effectively integrate technology with business process. The diverse composition of the team helps to ensure a balanced approach beyond a strict technology-only focus. Calvin Brown will take lead on coordinating and conducting the discovery interviews. Jason Anderson and Greg Bugbee will be brought in as needed to conduct technical analysis and assist with writing the final report.

### Calvin Brown

Business Process Analyst Calvin is a business analyst who works closely with business process owners to document existing processes and analyze the impact of technology and process change on business workflows. He spent a number of years working on Workforce Development programs at the former nonprofit parent company of Novus Insight, the Connecticut Center for Advanced Technology (CCAT). He also has several years of experience working in municipal and state government, with a recent focus on digital transformation projects.

### Jason Anderson

Security Architect An experienced security, communications, and ISC2 CISSP certified consultant with specialization in the Microsoft and Microsoft cloud ecosystem (M365 and Azure). He brings over a decade of IT experience and over 8 years in the technology consulting space with a focus on small-to-enterprise-size clients. Blending deep technical knowledge with security principles, he drives to develop solutions that can



meet both technical and organizational needs.

### **Greg Bugbee**

Chief Technology Officer Greg is Chief Technology Officer (CTO) and Consulting Practice Lead at Novus Insight. He is ISC2 CISSPcertified, a CMMC-AB registered practitioner, and oversees most of our IT consulting work that includes a cybersecurity component. Greg is both a technology advisor and practitioner, with over 20 years of experience working with local government, manufacturing, and nonprofits. His consultative approach focuses on how technology impacts business processes and overall operations, as well as how security posture can be strengthened through better technology risk management.

**Novus Insight, Inc.**  
222 Pitkin Street  
East Hartford, CT 06108  
United States

T: (860) 282-4200

**Prepared for** Town of Hebron  
Donna Lanza  
15 Gilead Street  
Hebron, CT 06248  
United States

T: 8602285971 x130  
E: dlanza@hebronct.com

Quote #	5112 v3
Date	August 8, 2022
Expires	September 4, 2022
Contact	Carl Fazzina

**ACCEPT QUOTE**

## Novus Cyber Security Assessment For Hebron 2022

### One-Time Fees

Item	Qty	Price	Total
<b>Phase I - Data Inventory</b>	1	\$1,550.00	\$1,550.00
Project consulting time, fixed fee			
Code: CPRO21			
<b>Phase II - Gap Analysis</b>	1	\$4,100.00	\$4,100.00
Project consulting time, fixed fee			
Code: CPRO21			
<b>Phase III - Vulnerability</b>	1	\$3,100.00	\$3,100.00
Project consulting time, fixed fee			
Code: CPRO21			
<b>Phase IV - Plan of Action</b>	1	\$5,100.00	\$5,100.00
Project consulting time, fixed fee			
Code: CPRO21			
Please contact us if you have any questions.			<b>Total One-Time</b>
			<b>\$13,850.00 USD</b>

**ACCEPT QUOTE**

## Cost Breakdown

Category	One-Time Fees
Project Labor / Project Labor	\$13,850.00
<b>Total</b>	<b>\$13,850.00 USD</b>

Taxes, shipping, handling and other fees may apply. This proposal is subject to the full terms and conditions can be found at <https://novusinsight.com/master-services-terms-conditions/>. This proposal expires in 45 days from creation. This proposal will active from execution and continue for 12 months.

## Appendix A - Rate Structure

Novus Insight's breadth of experience and knowledge is a valuable resource for our clients and Novus is always ready to take on additional challenges. Should our client request additional services or projects that fall outside the scope of this proposal Novus will be pleased to provide a separate proposal detailing the additional services and related cost based on our standard rates.

### Service Consultant Tiers and Rates:

There are 5 Tiers of IT staff selected based on the client's requirements in support of any project.

- Tier I staff handle desktop support, workstation installations, workstation software patches, workstation security updates, user password resets, printing issues, and day-to-day issues confronting most users in an organization. \$95/hr; \$142/emergency hr\*
- Tier II staff support users and smaller networks. They also can assist with technical projects that can impact small numbers of users, such as wireless controller configurations in small office environments. In addition, they can manage and maintain small networks that Tier III and Tier IV consultants have deployed. \$110/hr; \$165/emergency hr\*
- Tier III staff manage smaller networks, can perform basic server migrations, and can handle technical projects that can impact many users, such as a larger network's switching and firewalls. In addition, they can manage and maintain more complex networks that Tier IV consultants have deployed. \$145/hr; \$218/emergency hr\*
- Tier IV staff focus on larger technology deployments. Examples of Tier IV projects include setting up private cloud infrastructure, migrating environments to the cloud, virtualizing servers, virtualizing a desktop environment, and assessing the security profile of a network. Non-technical examples of Tier IV include strategic technology planning and consulting for smaller organizations. \$175/hr; \$262/emergency hr\*
- Tier V are senior advisors and are responsible for strategic consulting at the intersections of process, technology, strategy, and mission. While these professionals tend to not to work directly with technology, there may be examples of highly specialized technology engagements that would also fit into Tier V. \$205/hr; \$305/emergency hr\*

Tier of Professional	Standard Hourly Rate	Emergency Hourly Rate*
Tier I – Support Specialist	\$95	\$142
Tier II – Senior Support Specialist	\$110	\$165
Tier III – Junior Systems Administrator	\$145	\$218
Tier IV – Senior Systems Administrator	\$175	\$262
Tier V – Senior Advisor / CISO / VCIO	\$205	\$305

\*Emergency Support/Special Rates services apply to emergency and/or planned projects and activities performed outside normal support hours. Emergency support will have a 4-hour response time to begin diagnosis or initiate service.

## Donna Lanza

---

**From:** Andy Tierney  
**Sent:** Wednesday, May 18, 2022 8:48 AM  
**To:** Donna Lanza  
**Cc:** Dori Wolf  
**Subject:** FW: HIHS Food Pantry

FYI

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**From:** DWAYNE BRUENDER <dbruender@bellsouth.net>  
**Sent:** Wednesday, May 18, 2022 2:02 AM  
**To:** Andy Tierney <atierney@hebronct.com>  
**Subject:** HIHS Food Pantry

Andy

Due to the death of one of my brothers, in Minnesota, I'll not be able to meet with you as scheduled this Wednesday at 9:00am.

What I wanted to talk to you about was the Hebron Interfaith Human Services (HIHS) Food Pantry, of which I'm the Vice Chair. As you may know, HIHS purchased the former Pediatric Office at 26 Pendleton Drive. The building has undergone extensive renovations and it is our hope to have it ready for occupancy mid June.

What we are wondering is...

Is there stimulus money that can be used as an aid to cover some of the renovations expenses?

During the pandemic we saw our client base expand to over 800. In 2021 we dispensed 269,000lbs of food to the Greater Hebron Community. Does this qualify, HIHS, for any of the Federal monies earmarked for aiding services, like our Food Pantry, that the Town has been given?

Last question, do you know or know who in the Town Offices, would be aware of any Grants that are available to the Town of Hebron that HIHS would not be directly able to apply for?

As we are now neighbors to the parking lot and open field behind the Fire Department, there is a small area that is overgrown with weeds and appears to have been a dumping area for old pallets etc. Who would we contact to get the area cleaned up?

I am sorry that I'm not able to meet with you as it is difficult to relay, in writing, what the HIHS Food Pantry has meant to the Town of Hebron these past 34 years. With the "new and improved" Food Pantry we will continue play an intricate roll in the lives of Hebron Citizens who are in need of assistance for many more years to come. Any form of help we can receive from the Town of Hebron would be greatly appreciated.

Thanks for your time and hope to hear from you concerning what, hopefully, the Town can do for HIHS to ensure it's future.

Sincerely

Dwayne Bruender  
Vice Chair HIHS  
954-224-7559 cell  
[dbruender@bellsouth.net](mailto:dbruender@bellsouth.net)



## MEMORANDUM

TO: Board of Finance

FROM: Elaine Griffin, Finance Director

DATE: August 16<sup>th</sup>, 2022

SUBJECT: Wall Street Sidewalk Project

This project coincided with the RHAM Campus Project with funding from DOT Grants for the initial design and construction cost estimates provided from Engineering firm Luchs Consulting Engineers.

The State Historic Preservation Office (SHPO) involvement determined that the project scope needed to be expanded and specific criteria met with the construction, obviously increasing the cost as well. Construction costs are estimated to now be around \$380,000 contingent on bid results.

A Small-Town Economic Assistance Project (STEAP) grant has been awarded in the amount of \$128,020. CIP dollars have been budgeted for in the amount of \$159,000. \$25,000 was allocated in the 2018-2019 fiscal year and expended with the RHAM Campus project. \$134,000 was allocated in fiscal year 2020-2021 with \$27,370 expended to date for the additional design costs per SHPO with a balance of \$106,630.00 remaining. The additional design was also contracted with Luch's as they had performed the initial design.

In summation another \$146,000 may be necessary from ARPA funds to complete this project.



## 2021-2022 CT Energy Assistance Program (CEAP)

### Basic Benefit

Level	Poverty Guidelines	Vulnerable Household 60+, disabled, or under 6	Non-Vulnerable Household
1	Up to 100% of Federal Poverty Guidelines	\$300	\$150
2	101% - 125% Federal Poverty Guidelines	\$250	\$125
3	126% - 150% Federal Poverty Guidelines	\$200	\$100
4	151% - 200% Federal Poverty Guidelines	\$150	\$75
5	201% Federal Poverty Guidelines - 60% State Median Income	\$100	\$50

### Federal Poverty Guidelines 2021-2022

Level	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
1	\$12,880	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
2	\$16,100	\$21,775	\$27,450	\$33,125	\$38,800	\$44,475	\$50,150	\$55,825
3	\$19,320	\$26,130	\$32,940	\$39,750	\$46,560	\$53,370	\$60,180	\$66,990
4	\$25,760	\$34,840	\$43,920	\$53,000	\$62,080	\$71,160	\$80,240	\$89,320
5	\$39,027	\$51,035	\$63,044	\$75,052	\$87,060	\$99,069	\$101,320	\$103,572

CRISIS ASSISTANCE BENEFITS address the heating needs of deliverable fuel heated households that have exhausted their Basic Benefits and are still at imminent risk of losing heat

Eligible deliverable fuel heated households that are eligible for energy assistance under Level 1 through Level 4 will be eligible to receive a Crisis Assistance benefit of \$1,010

Eligible deliverable fuel heated households that are eligible for energy assistance under Level 5 will be eligible to receive a Crisis Assistance benefit of \$500

SAFETY NET ASSISTANCE BENEFITS will be available to eligible deliverable fuel heated households that qualify for a Level 1 through Level 5 and have exhausted their Basic and Crisis Assistance benefits.

The Safety Net Assistance benefit will be \$700 for households Level 1 through Level 5

Eligible non-vulnerable households Level 1 through Level 4 may receive up to three Safety Net Assistance benefits of \$700 each during the program year

Eligible vulnerable households may receive up to four Safety Net Assistance benefits of \$700 each during the program year.

Households that qualify for a Level 5 Benefit are eligible to receive three Safety Net Assistance benefits of \$700 each for both vulnerable and non-vulnerable households.

Utility Heated Households are protected from winter disconnection and are therefore not eligible to receive the needs-based Crisis Assistance benefits or Safety Net Assistance benefits. Utility Heated Households will be enrolled in the Matching Payment Program (MPP). The MPP enables CT Energy Assistance Program (CEAP) eligible households to maximize their energy benefits, reduce and/or eliminate their service arrearages and empower households to gain greater control of their energy costs. Under the MPP, CEAP eligible households enter into payment arrangements with their utility vendor. For all customer payments made by the payment deadline, the utility vendor will provide a dollar-for-dollar match of both the total customer payments and the CEAP benefit. The resulting match is applied to the customer's arrearage, down to a \$0 balance. If a regular non MPP payment leaves a credit balance it shall remain on the account. Utility heated households who are unable to meet their utility payment arrangement will be assisted in negotiating a reduced payment arrangement with their utility vendor utilizing the "below budget" worksheet process.

Rental Assistance Benefits are available to those households who do not make direct-to-vendor payments for their primary source of heat. Households that are determined eligible for Rental Assistance Benefits will receive a direct cash benefit to defray heating costs

Level	Poverty Guidelines	Amount
1	Up to 100% of Federal Poverty Guidelines	\$475
2	101% - 125% Federal Poverty Guidelines	\$405
3	126% - 150% Federal Poverty Guidelines	\$340
4	151% - 200% Federal Poverty Guidelines	\$280
5	201% Federal Poverty Guidelines - 60% State Median Income	\$225

## 2022-2023 CT Energy Assistance Program (CEAP)

### Basic Benefit

Level	Poverty Guideline	Vulnerable Household 60+, disabled, or under 6	Non-Vulnerable Household
1	At or below 125% Federal Poverty Level	\$600	\$550
2	126% - 200% Federal Poverty Level	\$450	\$400
3	201% Federal Poverty Level – 60% State Median Income	\$300	\$250

### Federal Poverty Guidelines 2022-2023

Level	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
1	\$16,987.50	\$23,237.50	\$28,787.50	\$34,687.50	\$40,587.50	\$46,487.50	\$52,387.50	\$58,287.50
2	\$27,180	\$37,180	\$46,060	\$55,500	\$64,940	\$74,380	\$83,820	\$93,260
3	\$39,791	\$51,996	\$64,230	\$76,465	\$88,669	\$100,933	\$103,227	\$105,521

CRISIS ASSISTANCE BENEFITS address the heating needs of deliverable fuel heated households that have exhausted their Basic Benefits and are still at imminent risk of losing heat

Eligible deliverable fuel heated households will be eligible to receive a Crisis Assistance Benefit of \$430

All eligible households may receive up to two Crisis Assistance Benefits of \$430 each during the program year

Vulnerable households at level 1 and 2 may receive a third Crisis Assistance Benefit of \$430 during the program year

SAFETY NET ASSISTANCE BENEFITS will not be available during the 2022-2023 program year

Utility Heated Households are protected from winter disconnection and are therefore not eligible to receive the needs-based Crisis Assistance benefits. Utility Heated Households will be enrolled in the Matching Payment Program (MPP). The MPP enables CT Energy Assistance Program (CEAP) eligible households to maximize their energy benefits, reduce and/or eliminate their service arrearages and empower households to gain greater control of their energy costs. Under the MPP, CEAP eligible households enter into payment arrangements with their utility vendor. For all customer payments made by the payment deadline, the utility vendor will provide a dollar-for-dollar match of both the total customer payments and the CEAP benefit. The resulting match is applied to the customer's arrearage, down to a \$0 balance. If a regular non MPP payment leaves a credit balance it shall remain on the account. Utility heated households who are unable to meet their utility payment arrangement will be assisted in negotiating a reduced payment arrangement with their utility vendor utilizing the "below budget" worksheet process.

Rental Assistance Benefits are available to those households who do not make direct-to-vendor payments for their primary source of heat. Households that are determined eligible for Rental Assistance Benefits will receive a direct cash benefit to defray heating costs

Level	Poverty Guidelines	Amount
1	Up to 125% of Federal Poverty Guidelines	\$150
2	126% -200% Federal Poverty Guidelines	\$125
3	201% Federal Poverty Guidelines - 60% State Median Income	\$340





Household	Amount of Assistance Received		Vulnerable	Non-Vulnerable
1	\$	1,030.34	X	
2	\$	1,462.03	X	
3	\$	1,768.20	X	
4	\$	835.00	Utility Customer	
5	\$	1,015.00	Utility Customer	
6	\$	1,124.61	X	
7	\$	1,112.04		X
8	\$	1,493.71		X
9	\$	492.10	X	
10	\$	974.76	X	
11	\$	1,666.01		X
12	\$	1,232.24		X
13	\$	973.92	X	
14	\$	835.00	Utility Customer	
15	\$	590.00	Utility Customer	
16	\$	1,551.22	X	
17	\$	475.00	Utility Customer	
18	\$	835.00	Utility Customer	
19	\$	590.00	Utility Customer	
20	\$	590.00	Utility Customer	
21	\$	590.00	Utility Customer	
22	\$	835.00	Utility Customer	
23	\$	590.00	Utility Customer	
24	\$	475.00	Utility Customer	
25	\$	475.00	Utility Customer	
26	\$	835.00	Utility Customer	
27	\$	835.00	Utility Customer	
28	\$	835.00	Utility Customer	
29	\$	835.00	Utility Customer	
30	\$	835.00	Utility Customer	
31	\$	835.00	Utility Customer	
32	\$	590.00	Utility Customer	
33	\$	590.00	Utility Customer	
34	\$	835.00	Utility Customer	
35	\$	590.00	Utility Customer	
36	\$	835.00	Utility Customer	
37	\$	1,015.00	Utility Customer	
38	\$	2,296.59	X	
39	\$	405.00	Renter with Utilities Included	
40	\$	1,700.66	X	
41	\$	280.00	Renter with Utilities Included	
42	\$	1,392.86	X	
43	\$	971.74	X	
44	\$	1,208.35	X	
45	\$	1,622.87	X	
46	\$	1,313.22		X
47	\$	1,452.52		X
48	\$	1,079.23	X	
49	\$	2,481.83	X	
50	\$	1,200.42		X
51	\$	833.30	X	
52	\$	492.10	X	
53	\$	1,666.22	X	
54	\$	974.36	X	
55	\$	1,124.54		X
56	\$	515.76	X	
57	\$	1,843.25	X	
58	\$	299.99	X	



59	\$	2,474.06			X
60	\$	1,401.23			X
61	\$	1,001.01		X	
62	\$	2,164.14		X	
63	\$	1,490.54			X
64	\$	475.00	Utility Customer	X	
65	\$	706.56		X	
66	\$	590.00	Utility Customer	X	
67	\$	1,345.42			X
68	\$	1,662.97			X
69	\$	4,125.00		X	
70	\$	1,203.74		X	
71	\$	758.00		X	
72	\$	1,111.34		X	
73	\$	940.00	Utility Customer		X
74	\$	1,672.15			X
75	\$	2,451.30		X	
76	\$	1,773.31			X
77	\$	1,788.98		X	
78	\$	1,678.54			X
79	\$	1,302.98		X	
80	\$	509.05			X
81	\$	2,475.00			X
82	\$	2,318.91		X	
83	\$	1,489.02		X	
84	\$	1,673.21			X
85	\$	3,880.17		X	
86	\$	1,333.89		X	
87	\$	2,462.71		X	
88	\$	835.00	Utility Customer	X	
89	\$	306.47		X	
90	\$	3,243.31		X	
91	\$	3,697.02		X	
92	\$	835.00	Utility Customer	X	
93	\$	975.00		X	
94	\$	1,754.21			X
95	\$	940.00	Utility Customer		X
96	\$	1,722.14			X
97	\$	765.00	Utility Customer		X
98	\$	1,489.01		X	
99	\$	1,326.74			X
100	\$	1,775.22		X	
101	\$	2,004.99		X	
102	\$	831.29		X	
103	\$	987.02			X
104	\$	940.00	Utility Customer		X
105	\$	1,112.01		X	
106	\$	985.68			X
107	\$	1,831.35			X
108	\$	475.00	Utility Customer	X	
109	\$	1,661.00		X	
110	\$	475.00	Utility Customer	X	
111	\$	475.00		X	
112	\$	1,433.97		X	
113	\$	1,515.00		X	
114	\$	1,722.24		X	
115	\$	1,720.89		X	
116	\$	998.76		X	
117	\$	1,100.49		X	

118	\$	2,488.00		X	
119	\$	2,225.22			X
120	\$	1,001.39		X	
121	\$	1,090.90		X	
122	\$	1,559.12		X	
123	\$	1,512.12			X
124	\$	767.74			X
125	\$	1,401.92		X	
126	\$	1,622.23			X
127	\$	1,014.60		X	
128	\$	1,321.21			X
129	\$	590.00	Utility Customer	X	
130	\$	1,126.25		X	



# HEBRON BOARD OF EDUCATION

580 Gilead Street, Hebron, CT 06248 • BOE@Hebron.k12.ct.us

Heather Petit, Chair   Amanda Veneziano, Vice-Chair   Allyson Schmeizl, Secretary

Alex Crawford   Joseph Margaitis   Nicole Matthews   Diana Morales

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August 4, 2022

Dear Mr. Larson and Mr. Tierney,

At our Special Board of Education Meeting on July 28, 2022, our Board unanimously voted to request that the Town provide a second 1.0 FTE School Resource Officer to fully staff both elementary schools with these essential safety personnel. We are requesting that this additional Resource Officer would begin for the start of the 22-23 school year. While we know this position was not budgeted for in the original town budget for this year, we would advocate using the Town's American Rescue Plan funds to initially fund this position.

Our School Resource Officer is invaluable to our team at Hebron Public Schools. In addition to adding essential security to our schools, the School Resource Officer is forming positive relationships with our students, working with our families, training staff, teaching health and safety units of study in the classroom, and co-leading our District Safety and Security Committee. The intention of this additional position is to provide full time safety and security personnel for both schools. We all know that there will be times when staff will be absent. This addition will better ensure that we have at least one School Resource Officer present every day in the district. Even with excellent attendance records, we cannot say with confidence that we will have at least one officer available in town. The additional officer will help us be more confident that between Gilead Hill School, Hebron Elementary School, and RHAM we will have at least one School Resource Officer available to our children at all times.

In the wake of school shootings in the news, having a School Resource Officer has also brought understandable comfort and ease to students, families, and staff. Many families have expressed to us that they would like to have officers at both schools for the reasons outlined above. Our School Resource Officer is an essential member of our team, but we need a full team, a dedicated School Resource Officer for each school, to provide the safest learning environment for our students. We respectfully ask that this request be placed at an upcoming Board of Selectmen meeting for discussion and action as soon as possible. Please be sure to let us know when that discussion will take place so we may attend and add to the discussion.

Thank you for considering our important request.

In collaboration,

Heather R. Petit  
Chair, Hebron Board of Education

cc:    Hebron Board of Education  
      Dr. Thomas J. Baird, Superintendent

# SRO ESTIMATED EXPENSE

<u><b>Cost Description</b></u>	<u><b>Amount</b></u>
10 month salary	\$56,162.00
Fica/Medicare match	\$4,296.00
7% Pension	\$3,931.00
Two-person health insurance	\$19,016.48
Dental coverage	\$297.00
Life insurance	\$94.00
Shirts/Pants/Belts	\$800.00
Firearm w/optics and holster	\$1,500.00
Radio (with significant delay - 6 month wait)	\$5,500.00
Body worn camera	\$1,000.00
Bullet proof vest	\$1,300.00
Training	\$1,000.00
<i>SRO expense sub-total</i>	<i>\$94,896.48</i>
Additional cruiser cost	\$80,000.00
Gasoline	\$1,400.00
<b>Total budgetary expense</b>	<b>\$176,296.48</b>



**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
SEPTEMBER 1, 2022**

**REFERENDUM QUESTION ON CANNABIS REGULATION OR PROHIBITION IN THE  
TOWN OF HEBRON  
AND  
SET PUBLIC HEARING MEETING DATE**

The Town Attorney has advised that if the Selectmen include a question (or questions) on the November ballot regarding cannabis, rather than being advisory, it will be binding in the form of an ordinance.

Attached is a memo from Town Planner Matthew Bordeaux outlining/summarizing the information. The Town Attorney and Town Planner will be at the meeting.

Options:

1. Prepare question(s) for the November ballot which will determine whether or not an ordinance prohibiting cannabis will be enacted. A Special Town Meeting will be required to adjourn to a machine vote on November 8. The referendum vote will be binding. (Charter Section 303)
2. Selectmen enact an Ordinance prohibiting all cannabis establishments. The ordinance can potentially be appealed and overruled at a referendum vote. (Charter Section 404 and 405)
3. Selectmen conduct a Special Town Meeting to enact an ordinance prohibiting all cannabis establishments in the Town of Hebron. (Charter Section 303)
4. Selectmen make recommendations to the Planning and Zoning Commission to establish regulations – please refer to Pat Gallagher's April 7, 2022, memo attached for the options. Any regulations proposed will require Public Hearings.
5. Selectmen take no action and leave decisions to the Planning and Zoning Commission. Any regulations proposed will require Public Hearings.

Proposed Motion:

Move that the Hebron Board of Selectmen select Option # \_\_\_\_\_ regarding the decision to prohibit or permit cannabis in the Town of Hebron.

If Needed:

The Selectmen schedule a Public Hearing or Special Town Meeting for DATE TBD, 2022, at 7:00 p.m. in the Douglas Library Community Room to provide information and receive public comment.



## Donna Lanza

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**From:** Matthew Bordeaux  
**Sent:** Thursday, August 25, 2022 1:02 PM  
**To:** Andy Tierney  
**Cc:** Donna Lanza  
**Subject:** Advisory Question on Cannabis

Andy,

The Town Attorney has concluded that an advisory question will not be approved by the Secretary of State's Office for the November 8, 2022 ballot unless it is specifically related to a budgetary question. Therefore, if a referendum question is proposed to the voters, it will have a binding affect in the form of an ordinance. The question or questions can be framed to cover all cannabis establishments (retail sales, cultivation, production, manufacturing or packaging) or to make the distinction between retail sales and all the others (cultivation, production, manufacturing, packaging) that more closely resemble and would be regulated like manufacturing or light industrial businesses. It needs to be clear to the Board that if they wish to provide a referendum question on the ballot, it cannot be advisory, but rather will have a binding affect and result in an ordinance that prohibits or permits based on the results of the vote.

Such a question would look like this:

***"Shall the following ordinance be adopted:***

***Under the authority of Connecticut General Statutes 7-148 (c) (7) (H) as amended by Public Act 21-1, the sale, cultivation, production, manufacturing, or packaging of recreational cannabis is prohibited in the Town of Hebron"***

Alternatively, the Board could take the decision-making process into their own hands. In this case, they may wish to revisit the information provided by former Town Planner Patrick Gallagher and Planning and Zoning Commission Chair Natalie Wood along with any additional information requested that I could provide. Again, this is a question of land use, not of the social or physiological impacts of cannabis. Folks that want cannabis products can simply leave town and return with it in their possession, the Town cannot regulate that. With enough information and public feedback, the Board would make their own decision on the regulation of cannabis establishments by adopting an ordinance prohibiting one or more of the State license types of cannabis establishments, or decide not to adopt a prohibitive ordinance and allow the Planning and Zoning Commission to regulate the various uses via zoning regulations, which is likely to result in a Special Permit process, complete with legal advertisement and public hearings (in accordance with State Statute) for any proposal.

The question of potential prevalence is always a concern and mostly speculative, but in my professional capacity, based on my research and knowledge of the subject, I am confident that market forces and the State's limited (and stringent) approach to issuing licenses for cannabis establishments will likely keep potential investors/developers from seeking locations without significant population density or access to highways with high volumes of traffic, neither of which Hebron provides. Currently, the Public Act limits the issuance of a license for retail sales applied for in a particular municipality to one per 25,000 people. Therefore, Hebron would only be allowed to permit (in accordance with whatever zoning regulations are drafted) one retail sales facility.

I hope this helps explain the situation,

Matthew R. Bordeaux

Director of Planning and Development

Town of Hebron, CT

Hebron, CT 06248

P: (860) 228-5971 x137

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**TOWN OF HEBRON  
PLANNING AND DEVELOPMENT**

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

**FROM:** Matthew R. Bordeaux, Town Planner

**DATE:** August 25, 2022

**RE:** Regulation of Cannabis Establishments

**Introduction**

At the June 2, 2022 Regular Meeting, the Hebron Board of Selectmen voted to send a question on the regulation of cannabis-based businesses to the Town of Hebron voters for the November 8, 2022 ballot. The referendum question will need to be submitted to the Town Clerk by Thursday, September 8, 2022.

**Background**

Connecticut Public Act 21-1, “An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis” allows persons of the age 21 or older to possess and consume recreational marijuana. The legislation also establishes a framework for regulating a cannabis industry through the licensing of “cannabis establishments” by the Connecticut Department of Consumer Protection. A legal cannabis establishment must receive municipal zoning approval. Final license approval by the State of Connecticut will not be granted without local zoning approval.

**Cannabis Establishments**

In accordance with Public Act 21-1 (PA 21-1), “cannabis establishment” means a producer, dispensary facility, cultivator, micro-cultivator, retailer, hybrid retailer, food and beverage manufacturer, product manufacturer, product packager, delivery service or transporter. The following table briefly describes each of the eight (8) different State license types of cannabis establishments:

License Type	License Description
Retailer License	A retailer may purchase and sell recreational cannabis to consumers and research programs. This license excludes medical marijuana dispensaries and hybrid retailers.
Hybrid Retailer License	A hybrid retailer may purchase and sell recreational cannabis, along with medical marijuana products.



Cultivator License	A cultivator may cultivate, grow, and propagate cannabis at an indoor establishment of not less than 15,000 square feet of grow space.
Micro-Cultivator License	A micro-cultivator may cultivate, grow, and propagate cannabis at an indoor establishment of not less than 2,000 square feet and not more than 10,000 square feet of grow space.
Product Manufacturer License	A product manufacturer may obtain cannabis and extract and manufacture cannabis products.
Food and Beverage Manufacturer License	A food and beverage manufacturer may own and operate a business that obtains cannabis, and creates food and beverages using cannabis.
Product Packager License	A product packager may package and label cannabis products.
Delivery Service or Transporter License	A delivery service may deliver recreational cannabis to consumers, and may deliver medical marijuana to qualifying patients. A transporter may transport cannabis products between cannabis establishments, laboratories, and research programs.

This table was produced by the Southeast Connecticut Council of Governments for the white paper titled Municipal Obligations Related to the Passage of Public Act 21-1: An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis, prepared by Justin LaFountain, CZEO, Planner II, August, 2021

## **Zoning Powers Regarding Cannabis Facilities**

PA 21-1 authorizes the regulation of cannabis facilities through zoning. If a municipality chooses not to address cannabis establishments specifically in their zoning regulations, the PA 21-1 states that cannabis establishments shall be permitted as the most similar use in any zone. For example, without regulations that specifically address the retail sales of recreational marijuana, such a use could be regulated locally as any other retailer. Similarly, a food and beverage manufacturer cannabis establishment might be regulated locally as a commercial bakery or small manufacturer, depending on the details of the proposed operation.

## **Moratorium**

The Planning and Zoning Commission adopted a temporary and limited moratorium in effect until December 30, 2022. During this temporary and limited-term moratorium, cannabis establishments shall be prohibited and all applications shall be denied. The moratorium was adopted to provide the Commission with the time necessary to consider the adoption of potential changes to the Zoning Regulations. In anticipation of the November 8, 2022 ballot, the Planning and Zoning Commission will extend the moratorium to provide enough time for zoning regulations to be drafted and adopted appropriate with the results of the vote.

## **Authority of Municipal Government Regard Cannabis Establishments**

The act authorizes a municipality to prohibit cannabis establishments or certain kinds of cannabis establishments by ordinance. The standard procedure established by the Hebron Charter would govern the adoption of such an ordinance.

## **Recommended Advisory Question**

The Board asked me to prepare an advisory question to be included on the ballot. I conferred with the town attorney who advised me that the statutory authority for advisory questions is limited to municipal budgeting. At least one court case has ruled that they are not authorized. The town attorney expects that the secretary of state will reject a ballot with such a question on it. He advises that you either perform an exit poll on election day or that the ballot contain questions as to whether a stated ordinance be adopted as follows:

***"Shall the following ordinance be adopted:***

***Under the authority of Connecticut General Statutes 7-148 (c) (7) (H) as amended by Public Act 21-1, the sale, cultivation, production, manufacturing, or packaging of recreational cannabis is prohibited in the Town of Hebron"***

If the board wishes to make a distinction between retail sale and commercial growing and production because the residents may oppose retail sale but have no objection to other businesses in the industry, it could include the following two questions:

***"Shall the following ordinance be adopted:***

***Under the authority of Connecticut General Statutes 7-148 (c) (7) (H) as amended by Public Act 21-1, the sale of recreational cannabis is prohibited in the Town of Hebron"***

***"Shall the following ordinance be adopted:***

***Under the authority of Connecticut General Statutes 7-148 (c) (7) (H) as amended by Public Act 21-1, the commercial cultivation of recreational cannabis or the production, manufacturing or packaging of cannabis or cannabis products is permitted in the Town of Hebron."***

## **Ordinance Procedure**

If the Board favors the adoption of an ordinance, there are three ways that be accomplished:



- 1) After holding a public hearing, the Board has the power, by a majority vote of the entire Board, to adopt an ordinance under section 404 of the Charter. Under Section 405, a petition by 2% of the electors of the town would require a special referendum to consider overruling the ordinance.
- 2) The Board of Selectman could choose to submit the proposed ordinance for a vote at a special town meeting under Section 303 J of the Charter.
- 3) The Board of Selectman could choose to submit the proposed ordinance to a town meeting under Section 303 J of the Charter and call for the adjournment of the meeting to a machine vote. That process could put the question on the ballot of the November election.



## Planning Department Town of Hebron, CT

# Memo

**To:** Andrew J. Tierney, Town Manager  
**From:** Pat Gallagher, AICP, Town Planner  
**Date:** 4/7/2022  
**Re:** Considerations for Cannabis Next Steps

---

In February, the Board of Selectmen met and discussed cannabis regulations and potential next steps. Since that meeting, the temporary and limited moratorium on cannabis establishments was extended by the Planning and Zoning Commission through December 30, 2022, giving the Town additional time to determine its preferred regulatory approach and, if necessary, adopt appropriate zoning regulations. The Town of Hebron can take the following approaches to regulating Cannabis establishments:

1. Board of Selectmen prohibits all cannabis establishments by ordinance.
2. Planning and Zoning Commission prohibits all cannabis establishments by zoning.
3. Planning and Zoning Commission permits all or certain cannabis establishments by zoning and creates a special permitting or other zoning approval process including but not limited to:
  - a. Determine appropriate zones for permitted establishments;
  - b. Establish restrictions related to hours of operation and signage;
  - c. Restrict the proximity of establishments to sensitive uses such as parks and schools.

Option 1 is under the purview of the Board of Selectmen (BOS). An ordinance could be modified or repealed in the future. Should the BOS choose to not prohibit cannabis establishments by ordinance, then they would delegate to the Planning and Zoning Commission to enact either Option 2 or Option 3. Should Option 2 or Option 3 be pursued, the Planning and Zoning Commission seeks additional guidance from the Board of Selectmen to ensure that any actions taken by the PZC align with Town leadership's thinking. Specifically,

thoughts on the appropriateness of the three groups of license types described below for Hebron. This memo is intended to provide some additional considerations for the different cannabis license types to aide in the BOS's decision making process.

### **Group 1: Cultivation License Types**

Cultivation license types include producers (medical), cultivators, and micro-cultivators. Through June 30, 2024, Hebron can only permit one micro-cultivator license. In order to meet the strict security measures that are required, these uses are anticipated to take place within secure indoor facilities. Municipalities that permit cultivation license types (such as Watertown, Tolland, or Simsbury) allow such uses in industrial park or business park zones. These are logical zones for these uses since they have large industrial or warehouse buildings, access to utility services, and are adequately buffered from residential areas and sensitive uses such as schools. It would be challenging to establish a cultivation use in Hebron due to the lack of a true "industrial park" and limited available industrial or warehouse space. In addition, indoor cultivation requires intensive water usage. Given the current water supply issues in Hebron Center, cultivation uses may not be appropriate within areas served by public water, as it may divert water that could support other economic development initiatives.

### **Group 2: Manufacturing & Distribution License Types**

Manufacturing & distribution license types include food and beverage manufacturers, product manufacturers, product packagers, delivery services, and transporter uses. None of these license types are permitted to grow cannabis or conduct retail sales to the public, although delivery services can deliver products directly to consumers. Like cultivation uses, these uses are industrial in nature and are most appropriate for industrially zoned areas, although they could occupy smaller buildings compared to cultivation uses. Zones where similar uses are allowed in Hebron include the Amston Village, Village Square, and Commercial Technology Zones (which consists of entirely of residential uses today). Compared to cultivation uses, fewer municipalities have established regulations for these types of uses, although presumably they would be similar to those for Group 1 license types. Given the lack of industrial space and industrial zones, these license types may have difficulty finding suitable sites in Hebron.

### **Group 3: Retail License Types**

Retail license types include dispensary (medical only), hybrid retailer (medical and recreational), and retailer (recreational only) establishments. These are the businesses where cannabis and cannabis products would be sold directly to consumers. For medical sales, a prescription from a qualified medical professional is necessary. Through June 30, 2024, Hebron can only permit one cannabis retailer license.

Some municipalities have chosen to prohibit retail sales (Greenwich, East Granby), while other Towns have chosen to permit and regulate retail sales (Tolland, Newington). Some Towns (Milford, East Lyme) allow medical sales at dispensaries but do not allow recreational



sales. These are all approaches that the Town of Hebron can take. Any Town that permits retail cannabis sales has developed zoning standards to help minimize adverse impacts. In all cases that I am aware of, buffer distances have been established in the zoning regulations to prevent retail cannabis sales within a certain distance of sensitive uses such as schools, day care facilities, libraries, public parks, and municipal buildings. Based on the regulations that I have reviewed, these distances range from 300 feet to 1,500 feet depending on the municipality and the sensitivity of the use (schools are often seen as more sensitive than a Town Hall, for example, and thus have a larger buffer distance).

Hebron has several retail zones in Hebron Center, Amston, and along Church Street that support other retail uses and thus could be potential areas for retail cannabis sales. Depending on the buffer distance used, it appears as though a portion of the Main Street Zone (near Ted's IGA), portions of the Village Square Zone (Johnny Horton Boulevard), and Amston Village would be outside of the buffer area for sensitive uses and thus could be potential appropriate locations. Discussion on the following two items would be important, as the Town considers its next steps:

- Should Hebron permit medical cannabis sales at dispensaries?
- Should Hebron permit recreational cannabis sales?

## Takeaways

The licensing lottery for cannabis businesses in Connecticut is now underway, and the first licensed cannabis establishments should be opening in Connecticut later in 2022. Hebron currently does not have regulations governing cannabis establishments and must create a regulatory approach before the current moratorium expires on December 30, 2022. The initial step is for the Board of Selectmen to determine their preferred regulatory approach or whether they would prefer to delegate this decision to the Planning and Zoning Commission.

Based on Hebron's lack of industrial zones, water supply challenges, lack of suitable building space, and distance from highways, cultivation, manufacturing, and distribution uses may not be appropriate for Hebron at this time. With a limited number of licenses being issued by the state over the next two years, I do not believe that there is a high likelihood that these businesses would choose to locate in Hebron, even if they were permitted.

There are zones in Hebron that support a range of retail uses and there appear to be some sites that are far enough away from sensitive uses to potentially support a cannabis retail use, should the Town allow them. The Board of Selectmen would need to determine if retail cannabis sales are an appropriate use for the Town and whether this includes medical sales, recreational sales, or both.

Should the Board of Selectmen choose to prohibit cannabis establishments by ordinance, this could be a permanent ban, or simply a “wait and see” approach. The “wait and see” approach means the prohibition could be amended or modified in the future should Town leadership see fit. One of the benefits of the “wait and see” approach is that the Town can observe peer communities that allow cannabis establishments, and then learn from their experiences should it choose to permit these uses and develop regulations in the future.

Regardless of the approach taken, the Planning and Zoning Commission appreciates any feedback that the Board of Selectmen can provide in order to ensure that both agencies are on the same page.

CC: Natalie Wood, PZC Chair



*Town of Hebron, CT  
Friday, August 26, 2022*

## Chapter C. Charter

### Chapter IV. Board of Selectmen

#### Section 404. Public hearing on and publication of ordinances.

At least one public hearing, notice of which shall be given at least five days in advance by publication in a newspaper having a general circulation in the Town, by posting a notice in a public place, shall be held by the Board of Selectmen before any ordinance shall be voted upon.

Every ordinance, after passage, shall be duly recorded by the Town Clerk and available for inspection and copying by the public during reasonable hours. Within 10 days after final passage, the text of each ordinance shall be published in summary form in a newspaper having circulation within the Town. Nothing herein shall prohibit the periodic codification or recodification of existing Town ordinances.

Every ordinance, unless it shall specify a later date, shall become effective on the 21st day after such publication following its final passage except if overruled as provided in Section 405 of this Charter.

#### Section 405. Power of overrule - ordinances adopted by the Board of Selectmen.

All actions of the Board of Selectmen on ordinances, except emergency ordinances, shall be subject to overrule at a special referendum in the following manner:

- A. A petition must be filed with the Town Clerk within 20 days after final action by the Board of Selectmen. Two percent of the electors of the Town, as determined by the latest official registry lists of the Registrars of Voters, may file with the Town Clerk a petition, signed in ink or indelible pencil, requesting that such ordinance be submitted to the voters of the Town for special referendum.
- B. The Town Clerk shall, within seven days of receipt of said petition, certify to the Selectmen as to whether the petition yielded sufficient valid signatures. If sufficient valid signatures are not found, the Clerk shall so inform the Selectmen who shall declare the petition invalid and the ordinance shall take effect on the following Monday. If sufficient valid signatures are found, the effective date of the ordinance shall be set aside and the Selectmen shall call a special referendum to be held within 30 days of the certification of the petition.
- C. The ordinance shall stand approved unless a majority of those voting shall have voted in favor of overruling such ordinance, providing however that at least 10% of the voters of the Town shall have voted on the matter. Any ordinance not so overruled shall take effect on the day following the referendum.

*Town of Hebron, CT  
Friday, August 26, 2022*

## Chapter C. Charter

### Chapter III. The Town Meeting

#### Section 303. Special Town Meetings.

Special Town Meetings shall be called by the Board of Selectmen and shall follow Section 302 of this Charter for consideration of the following:

- A. The issuance of bonds and all other forms of financing, the terms of which are in excess of one year;
- B. Any supplemental appropriation which exceeds 1% of the current year's Town Budget limit set forth in Section 905B, excluding any bonds or notes issued subject to Section 910D;
- C. With the exception of the acquisition of open space contained within a plan of subdivision approved by the Planning and Zoning Commission in accordance with Chapter 126 of the General Statutes, the acquisition or disposition of the fee title to real estate by the Town;
- D. The creation, consolidation, modification or abolition of any permanent Town Agency or department not otherwise provided for in this Charter, provided however, any newly created Town Agency or department shall come under the provisions contained in this Charter;
- E. Leases and lease options to which the Town, including the local Board of Education, is a party which involve a term or obligation in excess of one year, excluding leases of personal property;
- F. Any appropriation from the capital and non-recurring expense fund, not included in the annual budget, which exceeds 1/2 of 1% of the current year's Town Government Budget, as defined in Section 105;
- G. The acceptance of any federal, state or private grant which participation shall require the Town to contribute funds in excess of 1/2 of 1% of the current year's Town Government Budget, as defined in Section 105.
- H. The discontinuance of Town roads;
- I. The establishment of or changes to the geographical boundaries of voting districts;
- J. Such other matters or proposals as the Selectmen, in their discretion, shall deem of sufficient importance to be submitted to a Special Town Meeting, including recommendations by the Selectmen for the adoption, modification or repeal of any ordinance.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
SEPTEMBER 1, 2022**

**APPROVE REVISED JOB DESCRIPTION  
PARKS AND RECREATION OFFICE ASSISTANT**

The Parks and Recreation Office Assistant position funding was restored in the FY 2022-2023 budget and recruitment has begun. The job description has been reviewed and minor changes have been recommended. Please find the recommended revised job description attached.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the amended job description for the Parks and Recreation Department Office Assistant as presented.



## PARKS AND RECREATION OFFICE ASSISTANT

### **Position Purpose:**

The purpose of this position is to provide administrative office support to the Parks and Recreation Director and staff of the Parks and Recreation Department. The Office Assistant is responsible for effective operation of the office. An Office Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs delegated responsibilities; independently initiates and executes administrative tasks according to established or formulated policies, procedures, and operational practices consistent with Town policy.

*Supervision Received:* Works under the direction of the Parks and Recreation Director; receives oral or written instructions from the Parks and Recreation Director and supervisory staff. Follows established policies where appropriate. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

*Supervision Given:* None.

### **Job Environment:**

Administrative work is performed in a moderately quiet office with regular interruptions during the day from visitors, staff, vendors, and others; requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment. Makes frequent contact with other municipal departments the staff, outside agencies, vendors and the public. Communication is frequently in person, by telephone, e-mail and in writing.

### **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.)*

- Receives and directs visitors and all phone calls to appropriate staff.
- Provide clerical assistance to all staff in the Parks and Recreation Department.
- Performs typing, computer work, and filing as needed.
- Receives and processes incoming and outgoing mail.
- Receives registrations for program and process payments and directs all monies to the tax department.
- Answers general questions from visitors.
- Prepares, posts and files agendas for the Parks and Recreation Commission.
- Assists in the processing of purchase orders, payables and filing of the same.



- Maintains meeting calendar for the Parks and Recreation Director.
- Establishes and maintains various records and files, including confidential information.
- Assists with programs and special events as needed.
- 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 sit, stand, stoop, and walk for varied durations; 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 projects or with equipment and tools; specific vision abilities required include close, color and distance vision, peripheral and depth perception and ability to focus; ability to operate motor vehicles, tools and office equipment efficiently in a skilled manner; ability to lift up to 30 lbs and over 30 lbs with assistance; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using commonly understood American English.

### **Minimum Required Qualifications:**

#### **Education, Training and Experience:**

The qualifications required would generally be acquired with graduation from high school and the ability to apply common sense understanding to carry out instructions furnished in oral and written form.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Strong knowledge in the use of Microsoft Office© automated applications and in particular Word™, Excel™ and Publisher™ software as well as Parks and Recreation software.

*Ability:* Ability to solve practical problems with a minimum of guidance. Ability to deal effectively and courteously with the public and other staff members. Ability to learn locations and general function of the Town government. Ability to add, subtract, multiply, and divide all units of measure. Ability to utilize computers and other office technology and understand software commonly used in a work environment. Ability to keep matters confidential. Ability to accurately process paperwork.

*Skills:* Excellent verbal and written communication skills; excellent listening skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using standard office equipment.

*(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  
SEPTEMBER 1, 2022**

**APPROVE CONSERVATION EASEMENT  
155 REIDY HILL ROAD**

Attached is a memo from Town Planner Matthew Bordeaux regarding acceptance of a Conservation Easement for 155 Reidy Hill Road.

Propose Motion:

Move that the Hebron Board of Selectmen accept the Conservation Easement from Richard Matschulat and Elizabeth O'Callaghan, to the Town of Hebron shown on a map entitled "2 Lot Subdivision Plan Record Subdivision Map Property of and Prepared for Richard Matschulat & Elizabeth O'Callaghan 155 Reidy Hill Road, Hebron, Connecticut Scale 1" = 40' May 19, 2022 Prepared by: Dutch & Associates Land Surveyors, which map is on file in the Office of the Town Clerk of the Town of Hebron.



## Planning Department Town of Hebron, CT

# Memo

**To:** Andrew Tierney, Town Manager  
**From:** Matthew R. Bordeaux, Town Planner  
**Date:** 8/22/2022  
**Re:** Acceptance of Conservation Easement – 155 Reidy Hill Rd

---

The Planning and Zoning Commission approved the subdivision Petition 2022-7 of Richard Matschulat & Elizabeth O'Callaghan on July 12, 2022. The project consists of a two (2) lot subdivision on seven (7) acres at 155 Reidy Hill Rd. A copy of the subdivision plan is attached.

As part of that approval, the Planning and Zoning Commission approved the dedication of a Conservation Easement along the property frontage to maintain the wooded streetscape characteristic of the area. The Conservation Easement is 0.689 acres or 30,013 sq. ft. in area. The Conservation Easement form has been reviewed and approved by the Town Attorney. At this point, this easement needs to be placed on the Board of Selectmen agenda for acceptance.

I have attached a map showing the overall subdivision plan with the location of the Conservation Easement and a copy of the Conservation Easement document.

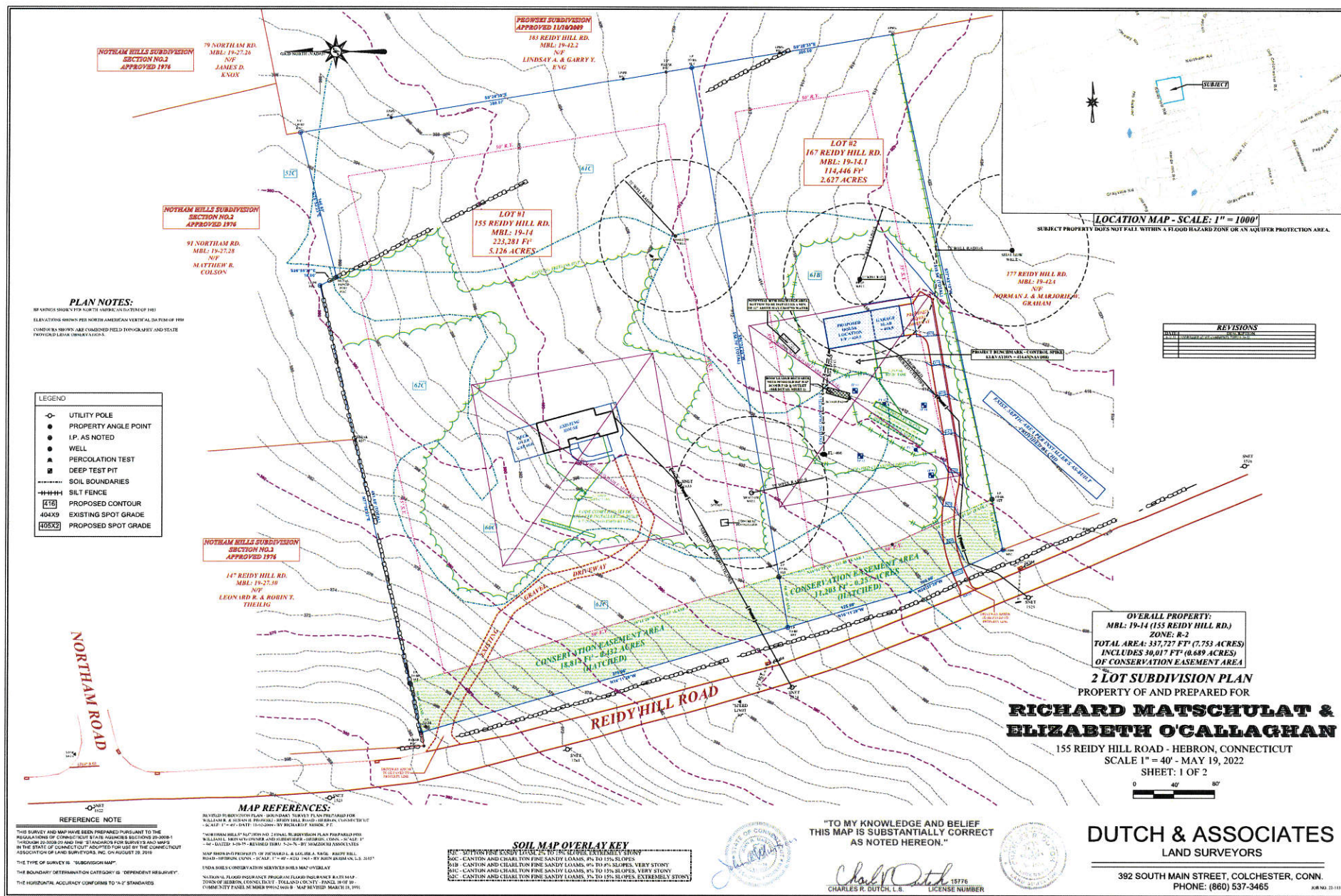
If you have any questions, please let me know.

### Attachments

H:\Matt\PZC\Applications\2022-7 155 Reidy Hill Subd\155 Reidy Hill Rd conservation easement acceptance.docx

Cc: PZC File







# CONSERVATION EASEMENT

**KNOW ALL MEN BY THESE PRESENTS**, that RICHARD MATSCHULAT and ELIZABETH O'CALLAGHAN, of East Haddam, Connecticut, ("Owner"), in consideration of One (\$1.00) Dollar and other good and valuable considerations received to its full satisfaction of the TOWN OF HEBRON, a municipality organized and existing under the laws of the State of Connecticut (hereinafter referred to as the "Town"), do hereby grant unto the said Town, its successors and assigns, the perpetual right and easement, as a "Conservation Easement", as further hereinafter provided, on, over, under and across all those certain pieces, parcels and tracts of land more specifically delineated as the "Conservation Easement" on the map hereinafter referred to; and

**WHEREAS**, the Owner represents to the Town and the Conservation Commission, as agent of said Town (hereinafter referred to as the "Commission", which shall include any successor agency or agencies designated by the Town), that it is presently the Owner in fee simple of certain premises known as 155 Reidy Hill Road and 167 Reidy Hill Road, Hebron, Connecticut (hereinafter referred to as the "Property") shown and designated on a certain map entitled: 2 LOT SUBDIVISION PLAN RECORD SUBDIVISION MAP PROPERTY OF AND PREPARED FOR RICHARD MATSCHULAT AND ELIZABETH O'CALLAGHAN, 155 REIDY HILL ROAD, HEBRON, CONNECTICUT SCALE: 1"=40', DATED May 19, 2022, PREPARED BY: Dutch & Associates, Land Surveyors", which map is on file in the Office of the Town Clerk of the Town of Hebron, bearing Map No. \_\_\_\_\_; and

**WHEREAS**, certain areas on said map are designated as "Conservation Easement";

**WHEREAS** the Grantee, acting through its Planning and Zoning Commission, has determined that it would be in the public interest to retain, maintain and conserve the Conservation Easement area in its present state to protect its conservation values, and that the maintenance and conservation of said property of the Grantor can be accomplished by the securing of a Conservation Easement over, across, and upon said Conservation Easement area;

**WHEREAS** the Planning and Zoning Commission, pursuant to applicable zoning and subdivision regulations and is authorized to acquire easements in the name of the Grantee; and

**WHEREAS** the Grantor is willing, for good and valuable considerations, including the mutual promises and covenants contained herein, receipt of which is hereby acknowledged, including a desire to conserve and protect the fauna, flora and hydrologic/geological features and the natural beauty of the property for posterity, to grant to said Grantee the Conservation Easement and Covenants as hereinafter expressed concerning the Conservation Easement area, thereby providing for its maintenance and conservation;

**NOW, THEREFORE**, the Grantor, for and in consideration of the facts above recited and of the mutual covenants, terms, conditions and restrictions herein contained, does hereby give, grant, bargain, sell and convey with quit claim covenants unto the Grantee, its successors and assigns forever, a Conservation Easement in perpetuity over the defined Conservation Easement area, of the nature and character and to the extent hereinafter set forth. All terms, covenants and conditions contained herein are deemed to run with the land. And, BY THE DELIVERY AND ACCEPTANCE OF THIS GRANT the parties agree as between themselves, their heirs, successors and assigns that said parties shall do or refrain from doing on or within the property the acts hereinafter set forth:

1. That no structures of any kind, including without limitation, fences, sewage disposal systems, wells and watering systems, shall be placed or erected upon or within the Conservation Easement areas until application therefore

(with plans and specifications of such structures together with a statement of purpose for which such structures will be used) has been filed with, and prior written approval obtained from, the Commission or its successor agencies.

2. That no advertising of any kind or nature shall be located on or within the Conservation Easement areas without the prior written approval of the Commission.

3. That all new plantings within the Conservation Easement areas shall be confined to native plants characteristic of the region.

4. That the topography or the landscape of the Conservation Easement areas shall be maintained in its present condition, except as authorized by a permit issued by the Commission. Topographic changes shall include, without limitation, dredging, filling, excavating, removing top soil, sand, gravel, rocks or minerals, and other substances, building roads or altering natural or existing water courses, waterbodies, wetlands, or drainage.

5. That no use of the Conservation Easement areas which, in the opinion and judgment of the Commission, will or does materially alter the landscape or other attractive scenic features of said areas shall be done or suffered without the prior written approval of the Commission;

6. That no materials, including but not limited to stone, soil, brush, lawn and garden trimmings or waste, ashes, trash, or sawdust shall be placed in or upon the Conservation Easement areas without authorization by the Commission;

7. That no trees or shrubs shall be cut, removed or destroyed within the Conservation Easement areas without the prior written approval of the Commission; except, pruning and thinning of live trees and brush is permitted to maintain trails and accessways; and, the Grantor has the right to remove or control insect and plant species with invasive characteristics. For the purposes of this Conservation Easement, invasive species shall be those identified by the Connecticut Department of Energy and Environmental Protection. Killing or removal of wildlife, use of pesticides or poisons, grazing of domestic animals, draining wetlands and burning marshlands shall not be permitted within said areas without the prior written approval of the Commission.

8. Trees deemed to be hazardous as determined by a Certified Arborist in the State of Connecticut may be removed with prior written approval of the Hebron Wetland Agent. When requesting this approval a copy of the Arborist's certification describing the trees, indicating that the trees are hazardous, and including a map indicating the precise location of the trees to be removed shall be submitted to the Wetland Agent.

9. There shall be no operation of snowmobiles, dune buggies, motorcycles, all-terrain vehicles or any other type of motorized vehicle in the Conservation Easement area.

10. There shall be no removal or disturbance of the iron pins, boundary markers, Town of Hebron Conservation Plaques or any other field identification of the Conservation Easement boundaries; and, the Grantee agrees to maintain and/or replace boundary markers.

11. The Owner shall perform any work, which the Commission may deem appropriate to carry out the purposes of this Conservation Easement. Prior to the performance of any work which the Commission may deem appropriate to carry out the purposes of this Conservation Easement, the Commission shall issue written notification to the Owner or its successors or assigns as to the nature and scope of such work and give the Owner thirty (30) days to commence performance on its own.



12. The Owner grants to the Commission, the Town, its agents and employees, the right to enter the Property at all reasonable times for the limited purpose of inspecting the Conservation Easement areas, and performing such work therein, consistent with the provisions hereof, as the Town or the Commission deems appropriate.

13. If, after an inspection made pursuant to this Conservation Easement, the Town or the Commission determines that the Owner has failed to comply with any terms of this Conservation Easement, then the Town or the Commission shall give written notice of said failure to the Owner at the address set forth above, or at such address as may from time to time be provided to the Commission. The Owner shall have thirty (30) days from the receipt of such notice to cure said failure unless exigent circumstances require immediate emergency response as indicated in the written notice. If the Town takes action to cure under exigent circumstances, the Owner shall be responsible for any costs incurred by the Town including but not limited to the cost of engaging contractors.

14. Except in the event that emergency response is required as set forth in paragraph 13, and the Owner does not cure said failure within such thirty (30) day period or take immediate action to remedy (or, in the case of failures which cannot practicably be cured within such thirty (30) day period, if the Owner does not commence to cure said failures within such thirty (30) day period, and thereafter diligently pursue such cure), then the Town or the Commission may proceed to cure the same and charge the actual costs thereof to the Owner, which costs the Owner agrees to pay within thirty (30) days after receiving notice of such costs from the Town or the Commission. In the event that the emergency response is required, the Commission may proceed to cure the violation if immediate action is not taken by the Owner. In the event that the Town takes action to cure a violation in accordance with this paragraph, the Owner shall be responsible for any costs incurred by the Town including but not limited to the cost of engaging contractors.

15. If the Owner fails to cure a violation as required by paragraphs 13 and 14 or fails to reimburse the Town for any costs incurred by the Town, the Town can proceed to exercise any legal remedies authorized by law. The Owner shall reimburse the Town for legal fees and court costs to seek to collect any sums or to enforce any of the provisions of this Conservation Easement.

16. The Grantor further covenants and agrees to incorporate the terms of this Conservation Easement in any deed or legal instrument by which any interest in all or a portion of the Conservation Easement area is divested, including without limitation, a leasehold interest. Failure of said Grantor to provide such notice shall not impair the validity of this Conservation Easement or limit its enforceability in any way.

17. If the Commission deems it appropriate to perform any work within the Conservation Easement areas in furtherance of the purposes of this Conservation Easement, which work is not performed in accordance with the provisions of paragraph 14, it may do so at no cost to the Owner, provided that it has afforded the Owner not less than thirty (30) days prior written notice of its intention to do so. The Owner may elect to perform such proposed work itself, at its expense, in which event the Commission shall not perform such work.

18. The rights and obligations established under this Conservation Easement shall in no way grant to the general public the right to enter the Conservation Easement areas, for any purpose.

19. The Owner hereby agrees that this Conservation Easement shall be recorded on the Hebron land records at the Owner's expense, prior to any transfer of any interest in title (whether in whole or in part) or of any portion of the subdivision.

20. The Owner agrees not to contest the validity of this instrument.

21. The Owner agrees that nothing herein shall be construed to be a limitation upon the rights of the Town and Commission to assert and enforce any rights it may have under federal, state or town statute, ordinance or regulation.

22. The Owner, for itself, its successors and assigns, represents and covenants that it is well seized of the Property containing the Conservation Easement areas as a good and indefeasible estate in fee simple, and it has good right to enter into this Conservation Easement in the manner and form as is above written, and that the same is free from all encumbrances whatsoever, and it will obtain, at its sole cost and expense, any documents necessary to effectuate the terms and provisions of this Conservation Easement. This representation and all other representations made by the Owner herein are material representations upon which the Town and the Commission are relying upon with regard to this Conservation Easement and this Conservation Easement constitutes a material element in the issuance of the Commission Permit. The Owner does, by these presents, bind itself, its successors and assigns forever to WARRANT AND DEFEND the above-granted and bargained easement to the Town and the Commission, its successors and assigns, against all claims and demands whatsoever.

23. The duties, obligations, benefits and burdens imposed in accordance with this Conservation Easement on the Owner shall bind the Owner, its successors and assigns from time to time, and shall run with the land in perpetuity.

24. Whenever the context of this instrument so requires, the singular number shall include the plural and the masculine gender shall include the feminine or be consistent with whatever type of entity said context so requires.

IN WITNESS WHEREOF, the said Owner has hereunto executed this Conservation Easement and set its hand and seal to said easement.

Witnessed By:

\_\_\_\_\_  
\_\_\_\_\_

Signed By:

\_\_\_\_\_  
Richard Matschulat  
\_\_\_\_\_  
Elizabeth O'Callaghan



**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
SEPTEMBER 1, 2022**

**HEBRON HARVEST FAIR PERMIT FEE WAIVER REQUEST**

Attached is a letter from the Hebron Lions Agricultural Society, Inc. requesting a waiver from the permit fees for the 2022 Hebron Harvest Fair.

Proposed Resolution:

Be it resolved by the Hebron Board of Selectmen to approve the Hebron Lions Club request for waiver of the permit fees associated with the 2022 Hebron Harvest Fair in accordance with Hebron Town Code Chapter 200 Fees, Section 200-2 Waiver of Fees.

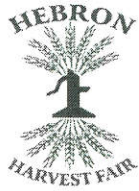
## Chapter 200. Fees

### § 200-2. Waiver of fees.

[Amended 8-6-2009]

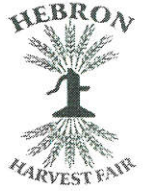
A.

No Town fee shall be charged for any application as may be submitted by Town agencies, boards or authorities. The regional schools and other regional municipal agencies shall not be exempt from Town fees, unless so approved by the Board of Selectmen. The Board of Selectmen may, by resolution, waive Town fees for nonprofit organizations upon written request by the nonprofit organization.



# 2022 Hebron Harvest Fair

Hebron Lions Agricultural Society, Inc.  
Michael Tarbell, Superintendent  
347 Gilead Street, Hebron, CT 06248  
860-228-0892 ~ [www.HebronHarvestFair.org](http://www.HebronHarvestFair.org)



Town of Hebron  
Building and Zoning Department  
15 Gilead Street  
Hebron, CT 06248

The Hebron Harvest Fair/Hebron Lions Club request a waiver from the Town of Hebron Building/Zoning fees.

The Hebron Lions Club is a non-profit organization which through the Hebron Lions Charities donate to many of the local non-profits. The Hebron Harvest Fair is one of the major fundraisers that allow us to continue to donate every year.

Thank you for your consideration;

Michael Tarbell, Superintendent

## MISSION STATEMENT

The Board of Selectmen, acting as stewards of the Town and agents of the people, will provide services that promote safety; an affordable healthy living environment; and through effective land use and town resources, an economic base that creates jobs and tax assistance to the community while preserving our rural historic character.

## TOWN OF HEBRON BOARD OF SELECTMEN REGULAR MEETING (VIRTUAL)

Board of Selectmen Regular Meeting

Thursday, September 15, 2022 7:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/185334437>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 185-334-437

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

**Thursday, September 15, 2022**

**7:00 p.m.**

### AGENDA

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#### Time Guideline

- |           |  |
|-----------|--|
| 7:00 p.m. | 1. <b>CALL TO ORDER</b>  |
| 7:00 p.m. | 2. <b>PLEDGE OF ALLEGIANCE</b>   |
| 7:02 p.m. | 3. <b>ADDITIONS AND CHANGES TO THE AGENDA</b>  |
| 7:05 p.m. | 4. <b>PUBLIC COMMENT</b><br>This section of the agenda is reserved for persons in attendance who wish to briefly address the Board. The Board requests that comments be limited to three minutes or less. Persons wishing to comment should type "comment" and your name in the chat box and you will be recognized. |
| 7:15 p.m. | 5. <b>GOOD TO KNOW/SPECIAL RECOGNITION</b><br>Hebron Business Spotlight and Public Service Announcements   |
| 7:20 p.m. | 6. <b>APPOINTMENTS AND RESIGNATIONS</b><br><br>a)     Planning and Zoning Commission Appointment   |
| 7:25 p.m. | 7. <b>TOWN MANAGER'S REPORT</b><br><br>a)     Recent Activities<br>b)     Correspondence<br>c)     Town Manager Updates  |

7:40 p.m.

**8. OLD BUSINESS**

- a) American Rescue Plan State and Local Recovery Funds Approval
- b) Public Information Meeting on Cannabis Regulation or Prohibition in the Town of Hebron
- c) School Resource Officer (SRO) Update and Proposal
- d) Any Other Old Business

7:50 p.m.

**9. NEW BUSINESS**

- a) Parks & Recreation Park Policies Update  
Town Code Chapter 272 – Attachment 272a
- b) Approve Parks & Recreation Department Mandated Reporter Policy
- c) Adopt Resolution Regarding RHAM Emergency Generator Grant
- d) Debt Management Contribution Recommendation
- e) Draft Agenda for October 6, 2022 Meeting
- f) Any Other New Business

8:30 p.m.

**10. 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**

10.a.1 September 1, 2022 – Regular Meeting

b) **TAX REFUNDS**

8:35 p.m.

**11. LIAISON REPORTS**

- a) AHM Youth Services
- b) Hebron BOE – Gail Richmond
- c) Board of Finance – Peter Kasper
- d) Land Acquisition – Tiffany Thiele
- e) RHAM BOE – Marc Rubera
- f) Parks & Recreation Commission – Peter Kasper
- g) Economic Development Commission – Tiffany Thiele
- h) Hebron Historic Properties Commission – Dan Larson
- i) Commission on Aging/Senior Center – Gail Richmond
- j) Fire Department – Dan Larson
- k) WPCA – Andrew Tierney/Kevin Kelly
- l) Green Committee – Tiffany Thiele
- m) Douglas Library Board of Trustees – Gail Richmond

8:45 p.m.

**12. PUBLIC COMMENT**

8:50 p.m.

**13. ADJOURNMENT**



**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
SEPTEMBER 1, 2022**

**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**

10.a.1 August 18, 2022 – Regular Meeting

**b) TAX REFUNDS**

10.b.1 Ronald & Jean Dejewski	\$ 92.75
10.b.2 Virginia Cully	\$489.51
10.b.3 VW Credit Leasing	\$ 72.08
10.b.4 VW Credit Leasing	\$160.82
10.b.5 VW Credit Leasing	\$497.94
10.b.6 VCFS Auto Leasing	\$173.69
10.b.7 USB Leasing LT	\$604.06
10.b.8 Antonio & Jennifer Orfitelli	\$2,993.43
10.b.9 Honda Lease Trust	\$319.14