

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

Time Guideline

- | | |
|------------------|--|
| 7:00 p.m. | 1. CALL TO ORDER |
| 7:00 p.m. | 2. PLEDGE OF ALLEGIANCE |
| 7:02 p.m. | 3. ADDITIONS AND CHANGES TO THE AGENDA |
| 7:05 p.m. | 4. PUBLIC COMMENT
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. |
| 7:10 p.m. | 5. GOOD TO KNOW/SPECIAL RECOGNITION
Hebron Business Spotlight and Public Service Announcements |
| 7:15 p.m. | 6. TOWN MANAGER'S REPORT
<ul style="list-style-type: none">a) Recent Activitiesb) Correspondencec) Town Manager Updates |

- 7:25 p.m. 7. OLD BUSINESS**
- a) American Rescue Plan State and Local Recovery Funds Approval
 - b) Any Other Old Business
- 7:40 p.m. 8. NEW BUSINESS**
- a) Commons Community Development Corporation Presentation on Church Street Commons Housing Project
 - b) Approve Town Clerk's Historic Preservation Grant Application
 - 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
- 8:20 p.m. 9. CONSENT AGENDA**
- Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.
- a) **APPROVAL OF MINUTES**
 - 9.a.1 August 18, 2022 – Regular Meeting
 - 9.a.2 September 1, 2022 – Regular Meeting
 - b) **TAX REFUNDS**
- 8:25 p.m. 10. 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
- 8:35 p.m. 11. PUBLIC COMMENT**
- 8:40 p.m. 12. ADJOURNMENT**

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TOWN OF HEBRON BOARD OF SELECTMEN REGULAR MEETING (VIRTUAL)

RECEIVED

2022 SEP -9 A 9:45

HEBRON TOWN CLERK

Board of Selectmen Regular Meeting

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

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

1. Support for Local Small Businesses	Amount To Be Determined
--	--------------------------------

The Town of Hebron has received requests from a few small businesses expressing interest in ARPA small business support option. There have been sample programs from Windham and Glastonbury shared with the Selectmen to show what area towns have done. Criteria and an application process would need to be established if the Selectmen approve this concept.

2. WPCA Sewer System Improvements	\$82,140
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The request from the Water Pollution Control Authority is attached.

3. CoDE Request:	\$7,878
Implicit Bias Training for Town Employees/Elected Officials	

The request from CoDE is attached.

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. Support for Local Small Businesses	Amount TBD
2. WPCA Sewer System Improvements	\$82,140
3. Implicit Bias Training	\$ 7,878

State and Local Recovery Funds
American Rescue Plan
PROPOSED PROJECTS

9/9/2022 8:36 AM

	TOTAL FUNDING ANTICIPATED	\$ 2,812,714
Priority		
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
	PROJECTS APPROVED JULY 21, 2022 ROUND I GRAND TOTAL	\$ 1,522,951

* 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.

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

9/9/20228:36 AM

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
Cyber Threat Assessment and Security Measures	25,000
Hebron Interfaith Human Services (HIHS) Food Pantry Support	10,000
Wall Street Sidewalk Project	146,000
Winter Heating Assistance	25,000
Police Vehicle	80,000
Active Shooter Training and Police Vehicle/Classroom Toolkits	20,000

Approved by Town Attorney Awaiting BOS Approval

WPCA Sewer System Improvements	82,140
Support for Local Small Businesses	TBD
The Town Center Project (TTCP) Storage Shed	30,000
Peters House Renovation/Restoration	TBD
ACO Vehicle Regional Hebron/Columbia	10,000
CoDE Request: Implicit Bias Training Town Employees/Elected Officials	7,878
Hebron Historical Society - OTH Restroom/Accessibility	125,000
Hebron Historical Society Ancient Cemetery Repair/Maintenance	100,000
5 Cemeteries at \$20,000/each	
Green Committee: Bike Racks	3,000

ROUND 2 GRAND TOTAL	\$ 759,018
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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

Town of Hebron
Water Pollution Control Authority
15 Gilead Street
Hebron, CT 06248
860-228-5971

5/10/2022

RE: ARPA Funds

Board of Selectmen,

The Town of Hebron WPCA is requesting that funds available from the American Rescue Plan Act (ARPA) be utilized to offset capital costs that are planned for improvements to the sewer system.

Due to contractual agreements, the Town of Hebron is responsible for a percentage of the costs required for maintenance/improvements to the Town of Colchester's sewer system, which the Town of Hebron discharge wastewater flows through. This percentage is determined by the Town of Hebron's portion of the total flow which is approximately 37% at this time. The projected costs of planned improvements presented by the Colchester WPCA in the next two years is approximately \$222,000, which will cost the Town of Hebron WPCA approximately \$82,140 based on the 37% usage.

Due to the expense of the recent Town of Colchester force main repair which cost the Town of Hebron \$471,564, the available fund balance for the WPCA has been depleted. Additionally, with the increasing costs of treating the Town of Hebron wastewater, the 2022-2023 proposed budget has been impacted and is driving a planned \$80 increase in annual user fees.

The purpose of the ARPA grants is to fund infrastructure projects such as water and sewer, bridge, and road projects. This would be the perfect use for this funding that would benefit the residents by minimizing future WPCA rate increases and offset the WPCA funding shortfall.

For these reasons, the Town of Hebron WPCA is requesting \$82,140 be allocated from the ARPA funding to the WPCA.

Thank you again for your consideration.

Regards,
Clara O'Brien
Chair, Town of Hebron, WPCA

Donna Lanza

From: Amy D'Amaddio <adamaddio@gmail.com>
Sent: Tuesday, June 28, 2022 2:24 PM
To: Andy Tierney
Cc: Donna Lanza; Donna Jolly
Subject: ARPA fund request

Dear Andy,

The Hebron Coalition on Diversity and Equity (CoDE) is a group of resident volunteers who strive to build a more diverse, equitable and vibrant community. Our goals include increasing community awareness and equal access to housing, education and jobs. To achieve these goals, we partner with and support the work of Town Leadership, Committees and Commissions, Boards of Education and school leadership, nonprofit organizations, and faith communities.

There are many reasons that our community is 97% white, and while none of us is directly responsible for drafting the laws that resulted in CT becoming one of the most segregated states in the country, in order for our community to reap the benefits of becoming a more diverse and welcoming community, we need to do things differently.

An important first step is to recognize that each of us has bias and that these biases are created and impacted by our gender, race, socio-economic status, childhood experiences, the media, and what we observe. It's the way our brains process the significant amount of information coming at us at any given moment. These biases impact our decision making – on how we handle a customer or client, process a complaint, and who we hire, rent to, or do business with. It's not just race and gender, it includes disability, accents, political beliefs, etc. These decisions can lead to creating a more welcoming and diverse community – or just the opposite.

Many employers, including city and town governments, are providing Implicit/Unconscious Bias Training to demonstrate the commitment to creating a fair and equitable workplace, and to help leaders and employees make decisions that build a more diverse and welcoming community.

Given the fact that employees employed by the Town of Hebron are largely homogeneous, CoDE requests that ARPA funds be allocated to providing Implicit/Unconscious Bias training to town employees and elected leaders.

The Capitol Region Council of Governments (CRCOG) sent out an RFP soliciting bids for Diversity, Equity and Inclusion Training in November, 2021. In response, Daniel Penn Associates, LLC provided a quote for providing Implicit/Unconscious Bias Training for the following:

1st session (15-20 ppl) - \$1,712.50
Each additional session (15-20 ppl) - \$1,541.25

Based on our research, the Town of Hebron employs 64 people and 43 elected leaders. CoDE is requesting that \$7,877.50 be allocated to provide the Implicit/Unconscious Bias Training.

We believe that this training will strengthen the infrastructure and operations of our town, creating pathways for greater diversity, equity and vibrancy in our community.

Thank you for your consideration.

Amy D'Amaddio and Donna Jolly

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 15, 2022**

**COMMONS COMMUNITY DEVELOPMENT CORPORATION PRESENTATION
ON CHURCH STREET COMMONS HOUSING PROJECT**

Commons Community Development Corporation, representatives Father Ron Kolanowski from St. Peter's Episcopal Church and CoDE members, will be in attendance to provide the Selectmen with a brief presentation on the proposed Church Street Commons housing project.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 15, 2022**

APPROVE TOWN CLERK'S HISTORIC PRESERVATION GRANT APPLICATION

Attached is an application prepared by Town Clerk Carla Pomproicz for the Connecticut State Library Historic Documents Preservation Program Targeted Grant in the amount of \$5,500. The proposal is for the preservation and conservation of three town scrapbooks dating from the 1980's through 2013.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the application to the State of Connecticut, Connecticut State Library, for the Targeted Grant FY 2023 Historic Documents Preservation Program in the amount of \$5,500 and authorize Town Manager Andrew J. Tierney to apply for, accept and receive the grant and sign any necessary documents.

APPLICATION
TARGETED GRANT FY 2023
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2022)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality:
*Use full municipality name, ie
 'Town of _____' or 'City of _____'*

Town of Hebron

Name of Municipal CEO: **Andrew J. Tierney** **Title:** **Town Manager**

Phone with Area Code: 860-228-5971 x 130

Email: atierney@hebronct.com

Name of Town Clerk: **Carla A Pomproicz** **Title:** **Town Clerk**

Phone with Area Code: 860-228-5971 x 124

Email: cpomproicz@hebronct.com **Check if Designated Applicant:** ☐

TC Mailing Address: 15 Gilead Street, Hebron, CT 06248

MCEO Address if Different: N/A

Grant Application Deadline: ☐ Cycle 1: April 30, 2022 ☒ Cycle 2: September 30, 2022

Grant Contract Period: The contract period begins after July 1, 2022 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2023.

Maximum Grant Allowed:

\$5,500	Small Municipality	Population less than 20,000
\$7,500	Medium Municipality	Population between 20,000 and 69,999
\$10,500	Large Municipality	Population of 70,000 or greater

Amount Requested: \$ 5,500

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input checked="" type="checkbox"/> Preservation/Conservation	

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 4,240	\$ 0	4,240
2. Equipment (Total cost for eligible items, i.e. shelving)	\$ 0	\$ 0	0
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 1,260	\$ 980	2,240
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$ 0	² \$ 0	0
5. Other (Please specify on a separate sheet; rarely used)	\$ 0	\$ 0	0
6. TOTAL	\$ 5,500	\$ 980	\$ 6,480

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

- 1. Describe the project.** State **what** will be done and **why**. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.
- 2. Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.
- 3. State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
- 4. Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
- 5. Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, N/A, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

N/A
Name and Title of MCEO

Certification of the Application

This section **must** be signed by the **applicant**.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2023 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (*must be same as or later than above date*)

Andrew J. Tierney, Hebron Town Manager
Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

Connecticut State Library

Targeted Grant FY 2023

Grant Narrative

1) Description

- a. Preservation and conservation of three town scrapbooks dating from the 1980's through 2013.
- b. Purchase of permanent archival meeting minute books and archival paper for the historical preservation of town board and commission meeting minutes.

2) Vender information and timeframe

- a. Kofile Inc. is the chosen vender to be responsible for mending, mounting, removing metal bindings on booklets, organizing the collections and housing them in approved archival scrapbooks. Kofile estimates 16 – 20 weeks for completion.
- b. Adkins Inc. will facilitate the order for archival books and supplies with an estimated delivery time of 10 – 12 weeks.

3) What will be accomplished

- a. The scrapbooks house important memorabilia relating to the town of Hebron. They are filled with newspaper clippings and photographs of people and events capturing moments in time that are pertinent to the culture of our community.
- b. The meeting minutes of all town boards and commissions are organized, copied onto archival paper, and housed in proper historical record books prior to microfilming. This process preserves the historical records, creates an efficient way to research and the volumes take up less shelf space in our vault.

4) Budget

Grant award	\$5,500
Town contribution	<u>\$ 980</u> (TC Preservation budget line account)
	\$6,480

5) Supporting documentation

See attached estimates

August 29, 2022

Carla Pomprowicz
Hebron Town Clerk

Preservation of Photobooks

SUBMITTED BY:

Bob Gerencser
Account Executive
bob.gerencser@kofile.com
(203) 671-0323

Kofile 

6300 Cedar Springs Road, Dallas, TX 75235
p: 214.442.6668 | f: 214.442.6669
info@kofile.com | www.kofile.com

Dear Carla,

This proposal addresses the preservation of Hebron Town Clerk's photobooks and is presented by Kofile Technologies, Inc. (Kofile). Note that prices for the inventory herein are good for 90 days from the date of this assessment.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Hebron Town Clerk's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis and each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

Preservation minimizes the chemical and physical deterioration of the page which prolongs the existence and useful life of the original format. Preservation can include removal of the original from public access, creating a security copy, treatment, stabilization, preventative care, or digitization - or any maintenance or repair of the existing resource.

AREAS OF CONCERN

Sound preservation ensures accessibility to these irreplaceable and permanent documents forever.

Acidic Paper

Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic as evidenced by embrittlement and yellowish-brown discoloring. Paper also embrittles when relative humidity drops or fluctuates.

Acidic Ink

Acidic inks can "eat" or "burn" through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid - which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied.

Mechanical Damage (Use & Abuse)

Everyday use greatly affects collections. Sheets bear signs of grime and the natural oils of hands. Exposed sheets are susceptible to damage and loss. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Exposed fragments become abused even with careful use.

Tape & Non-Archival Adhesives

The Library of Congress warns about the culprits of "pressure sensitive tapes—such as scotch, masking, 'invisible,' quick-release, cellophane, and even so-called 'archival' tapes"—all are unstable. These tapes and adhesives "will stain the paper and may cause inks and colors to 'bleed.' Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item and difficult to remove."¹

Adhesive stains lead to issues during imaging. Awarding a low-bid imaging and microfilm project may result in illegible images. To enhance image quality, conservation is essential. A conservator can

remove water-based, synthetic, and pressure sensitive adhesives.

Page extenders are an inappropriate "quick fix" to a prevailing problem. To save this collection, the underlying issues causing the deterioration of the sheets' margins need correcting. The acid content of the sheet extenders only adds to the chemical breakdown of the paper's fibers.

Lamination Removal

Kofile conservators address the "Laminate" process to the fullest extent possible damage to underlying paper and inks in accordance with the AIC Code of Ethics and Guidelines Item 21. Conservators reverse the process and remove the laminate using a proprietary solvent solution. The possibility of removing the "Laminate" depends on careful testing at our conservation lab. In a small percentage of cases, the adhesive is resistant to the solvent solution and cannot be removed safely. Conservators will not attempt removal if the removal process will damage either the document's paper or ink. If conservators cannot remove the laminate safely, Kofile will contact the County directly to discuss alternatives.

Non-Archival Quality Materials

The off gasses of deteriorating metals contribute to the chemical breakdown of paper. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (such as binder clips, paper clips, and staples). These off gasses eventually destroy the fabric of the volume. Another symptom of metal oxidation is foxing, or foxlike (reddish and brown color) stains or blotches on paper.

TREATMENT SPECIFICATIONS

Kofile regularly addresses historical and permanent documents, including manuscripts, typescripts, negative Photostats, tri-folds, blueprints, re-creations, plats, and maps. No treatment, repair, or maintenance is used that is not 100% reversible.

Dismantle

Original binding materials, such as threads and adhesive residues, are carefully removed. Old manuscripts often have protein-based binding adhesives such as fish, bone, or rabbit skin glues. The application of steam with specialized equipment can soften the materials that are otherwise difficult to remove. Guillotine cutters are never employed. If trimming is necessary, it is accomplished with handheld scissors or specialized shears designed for trimming fragile sheets carefully and accurately. One document is cut at a time to ensure no text is lost.

Surface Cleaning

Surface cleaning sheets removes materials and deposits including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.

Removal of Fasteners

Kofile removes fasteners, page markers, and any metal mechanisms. Fasteners, such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc., cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

Removal of Tape, Adhesives, Varnish, or Old Repairs

Varnish, tape, and adhesive residue are reduced as much as possible without further degrading the

original. When possible, peelers and tape are removed with two primary mechanical techniques: Heat Removal or Peeling. Heat removal is used when adhesive is loose, old, or brittle. Peeling is used when removal by heat is unnecessary. Solvents are a last resort, and local application occurs only after testing.

A microspatula (sometimes heated) coaxes threads, tape, and glue from the paper. A Hot Tools remover can soften adhesive for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser.

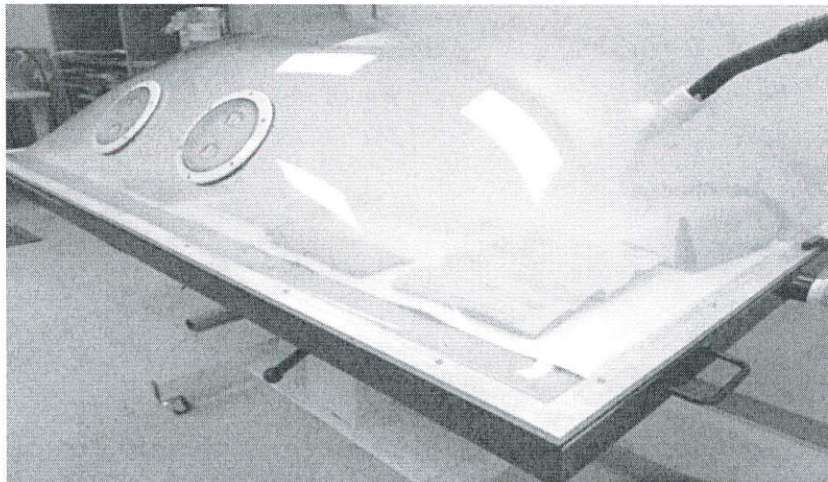
Adhesive reduction begins with the most benign process. If mechanical tape removal is unsuccessful, the next alternative is chemical. This is either a local or spot treatment or immersion in a solvent bath. Kofile ensures that its laboratories are equipped to process chemical treatments correctly and safely. Previous repairs that cannot be removed safely will remain.

If possible, water-soluble repairs are removed with water or steam. Only fully-trained, experienced, and supervised staff attempt removal of water-soluble repairs. While iron gall ink is safe for aqueous treatment, many inks may fade and compromise legibility. Extensive testing is required.

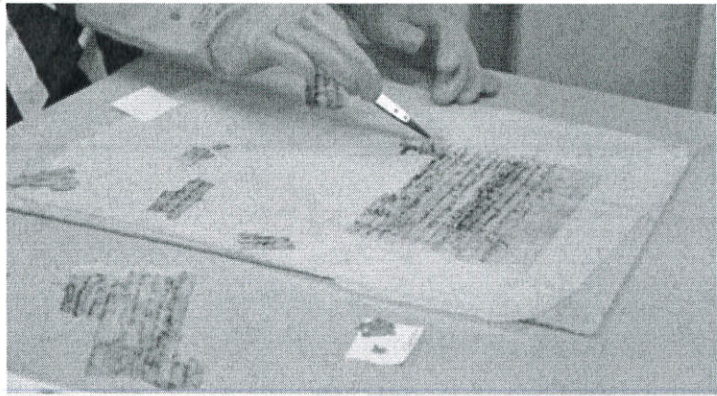
Flattening and Humidification
Improperly stored paper becomes inflexible and retains a memory of the storage position. Kofile's technicians are experienced with all methods and tools to "flatten" paper including the use of tacking irons, heat presses, and an Ultrasonic Humidification Chamber.

After careful testing, the Ultrasonic Humidification Chamber is used to correct the most fragile documents folds and bends. This significant investment, with which other private labs are rarely equipped, represents Kofile's foresight and commitment to offering the best available technology.

Mending torn paper is an art form and requires a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tear(s) and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears greater than 1/2" if the document is going to be encapsulated.

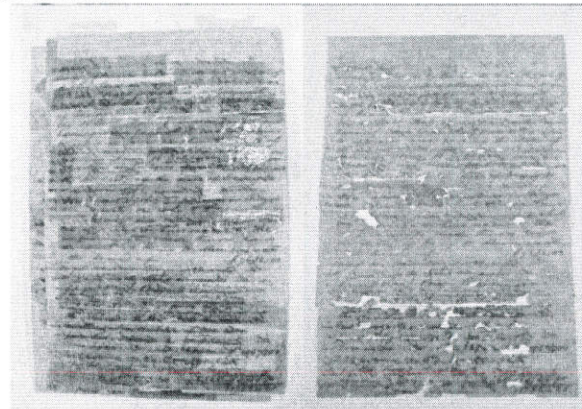


A specialized paper and paste is commonly used and all mending materials are acid free and reversible. Mending strips are cut so the edge of the paper visually integrates with the page without clashing aesthetically or historically. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.



The mending paper used is strong and is transparent after application and while visible to the trained eye, it does not distract from the document. A low-temperature, acrylic adhesive that bonds to the paper may also be used for reinforcement of damaged sheets. Kofile also constructs its own version with acid-free tissue paper and liquid acrylic adhesive.

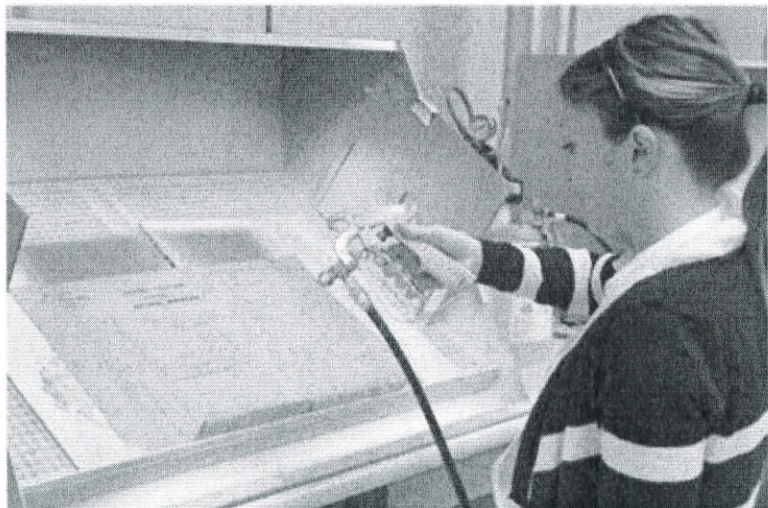
An 1848 Probate Record before and after treatment. The image to the right shows the page after deacidification, tape removal, and mending with archival tissue.



Deacidification

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through a HVAC system for optimum performance.

A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment (see right picture). The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet.



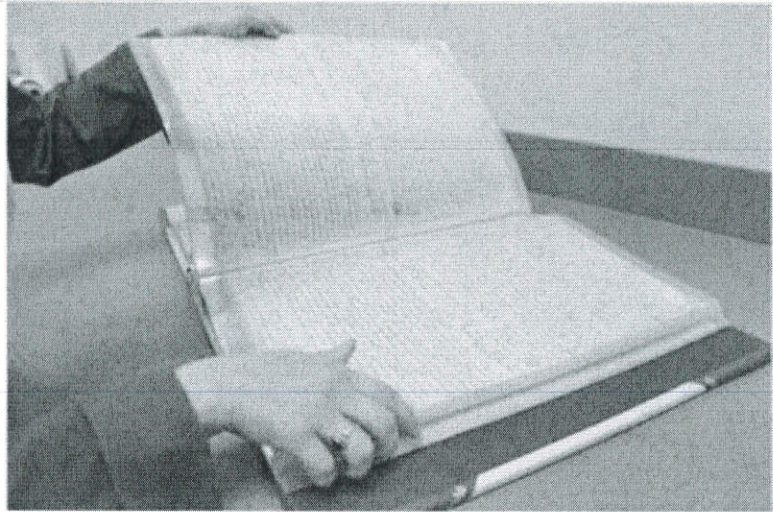
Once the buffer is applied, the paper's pH alters slowly. After deacidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.

Encapsulation

In archival encapsulation, the document floats freely and is not taped or glued to the pocket. Kofile uses SKC SH725 polyester (Polyethylene Terephthalate - PET) which is the most inert, rigid, dimensionally stable (dimstab), and strongest plastic film. Otherwise known as Mylar® Type D or

Melinex® 516, it is crystal clear, smooth, odorless, and is resistant to distorting or melting in case of fire.

Each sheet is encapsulated in a 2 mil patented polyester pocket: Lay Flat Archival Polyester Pocket™, US Patent #7,943,220 B1, 5/17/2011. This pocket is welded closed on three sides, and a Reemay® strip, or spunbond polyester, statically seals out atmospheric pollutants while allowing off-gassing on the fourth side. This provides easy access to the original document without cutting the pocket (some companies weld all four sides).



This construction allows for a flat book block and reinforces the binding edge for added strength and years of service. Available in custom sizes, the Pocket dimensions will match the 'book block' dimensions with a 1½" or 1¼" binding margin.

SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than ± .5.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- A dedication/treatment report is included in each binder.

Additional Services

- Keep booklets & calendar intact with open top envelopes
- Honey leather, 18 ¼ x 12 ¾ mylar, roller shelf, titles TBD
- Return original binders with sleeves

PROJECT PRICING

Without a signed agreement, prices are good for 90 days. Pricing is based on estimated page counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

Hebron Town Clerk				
Project Overview				
Record Series	Page Count	Condition/Notes	Level of Service	Estimated Total
Maroon Book	478	Minor tape/mending, mount on flax mylar	PRV	\$1,434.00
Brown Book	481	Minor mending, mount on flax mylar	PRV	\$1,443.00
300th Anniversary	366	Minor mending, mount on flax mylar, remove metal bindings on booklets	PRV	\$1,362.00
PROJECT TOTAL				\$4,239.00

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.

Payment Terms: Pay 50% upon executed agreement with the balance due upon project completion.

CUSTOMER ACCEPTANCE

KOFILE ACCEPTANCE

Signature of Authorized Official

Signature of Authorized Official

Print Name of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Title of Authorized Official

Date

Date

ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. Hebron Town Clerk is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of Hebron Town Clerk. This policy applies to any agreement, verbal or written, between Hebron Town Clerk and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Hebron Town Clerk. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

Please let me know if you have any questions. We look forward to serving Hebron Town Clerk and to working together for the preservation and access of its public and historical assets.

Sincerely,

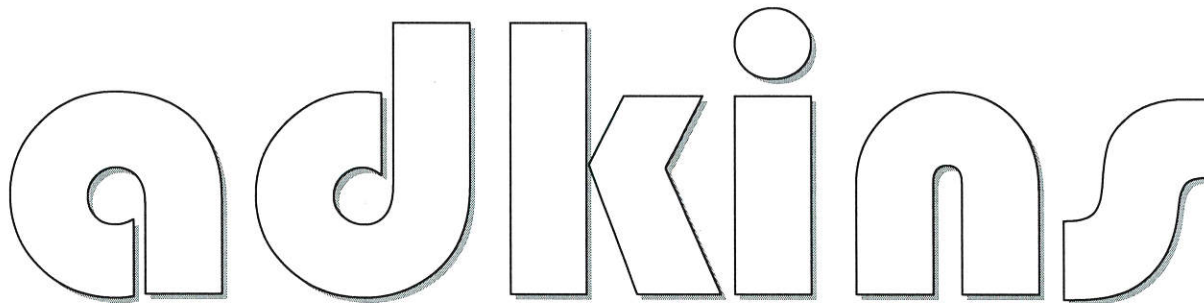
Bob Gerencser

Bob Gerencser

c: (203) 671-0323

e: bob.gerencser@kofile.com

rac



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

August 29, 2022

GRANT JOB ESTIMATE

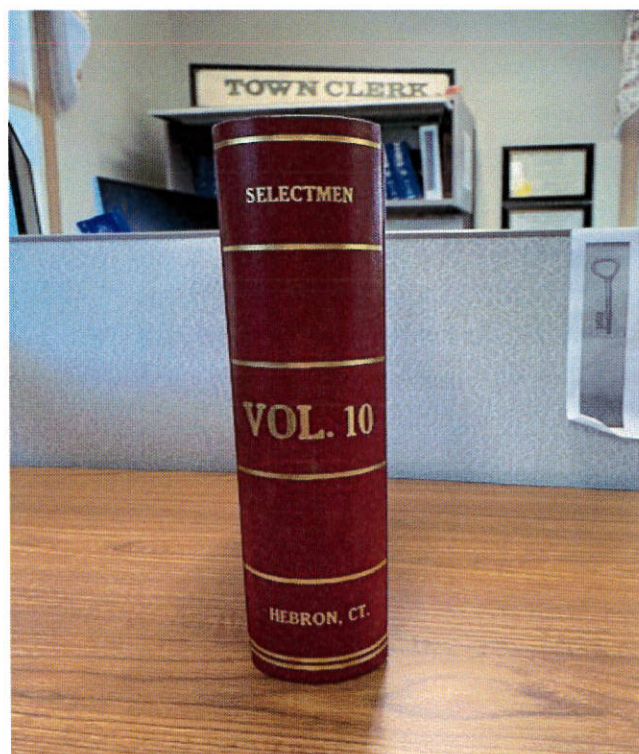
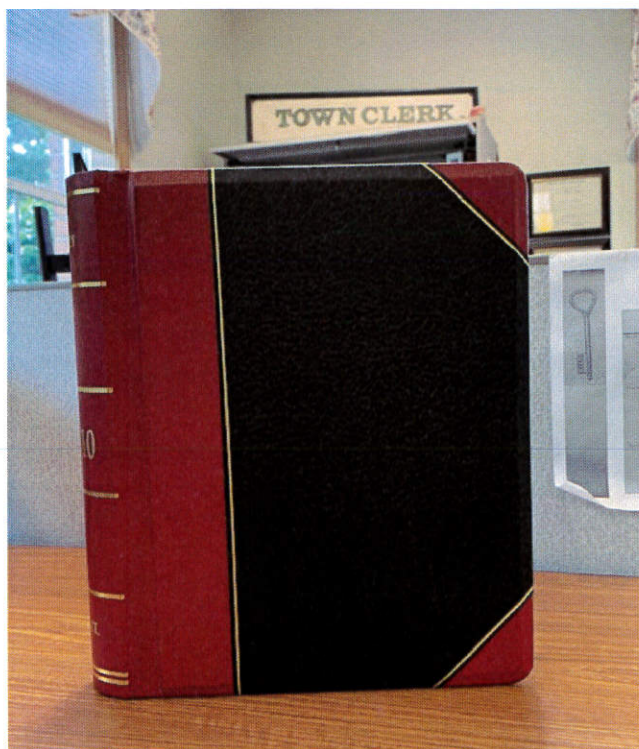
Customer: Hebron Town Clerk

Job Title: Archival Supplies

- ☐ 7 Archival Letter Size Minute Books @ \$195/ea.....\$1,365.00/lot
- ☐ 42 lines of gold stamping @ \$7.00/ea.....\$294.00
- ☐ 7 reams of minute book paper @ \$75/rm.....\$525.00
- ☐ Freight/delivery.....\$56

TOTAL - \$2,240

Irene Sulewski, Municipal Account Specialist



**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 15, 2022**

**ADOPT RESOLUTION APPROVING GRANT APPLICATION FOR
RHAM EMERGENCY GENERATOR**

The Town of Hebron on behalf of RHAM Regional School District # 8 have been awarded a \$2 million grant for installation of an Emergency Generator for the RHAM facility which will allow for the creation of a Regional Emergency Shelter. The Town will serve as the recipient and will work with the Superintendent and RHAM Board of Education on the implementation of this project.

Proposed Resolution:

WHEREAS, pursuant to Connecticut General Statute 4-66(c) Urban Action Grant Program, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of Hebron on behalf of RHAM Regional School District # 8 make an application to the State for \$2 million in order to undertake the RHAM Emergency Generator Project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Hebron Board of Selectmen

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by Connecticut General Statute 4-66(c) Urban Action Grant Program
2. That the filing of an application for State financial assistance by the Town of Hebron on behalf of RHAM Regional School District # 8 in an amount not to exceed \$2 million is hereby approved and that Town Manager, Andrew J. Tierney, is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Hebron on behalf of RHAM Regional School District # 8.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 15, 2022**

DEBT MANAGEMENT CONTRIBUTION RECOMMENDATION

The Hebron Board of Finance recently approved moving \$1 million from the unassigned fund balance into the Debt Management Fund. A Special Town Meeting will be required to finalize this transfer.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the \$1 million transfer from the unassigned fund balance to the Debt Management Fund and refer to a future Special Town Meeting for taxpayer approval.

Donna Lanza

From: Elaine Griffin
Sent: Thursday, August 25, 2022 9:33 AM
To: Andy Tierney; Donna Lanza
Cc: Diane DelRosso
Subject: Debt Management Transfer

Good morning,

At the BOF meeting held August 11th, 2022, a transfer from the general fund unassigned fund balance in the amount of \$1,000,000.00 to the debt management fund was unanimously approved. Chairwoman DelRosso has requested to have the BOS discuss this item at their convenience and if so authorized, proceed with a Town Meeting for final approval. Thank you.

Elaine M Griffin
Finance Director
Town of Hebron
15 Gilead Street
Hebron, CT 06248
(860) 228-5971 x 131 (Ph)
(860) 228-4859 (Fax)
egriffin@hebronct.com

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, October 6, 2022 7:30 PM (EDT)

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

<https://meet.goto.com/700460741>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 700-460-741

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

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

Thursday, October 6, 2022

7:00 p.m.

AGENDA

Time Guideline

- | | | |
|-----------|----|---|
| 7:00 p.m. | 1. | CALL TO ORDER |
| 7:00 p.m. | 2. | PLEDGE OF ALLEGIANCE |
| 7:02 p.m. | 3. | ADDITIONS AND CHANGES TO THE AGENDA |
| 7:05 p.m. | 4. | PUBLIC COMMENT
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. | GOOD TO KNOW/SPECIAL RECOGNITION
Hebron Business Spotlight and Public Service Announcements |
| 7:20 p.m. | 6. | APPOINTMENTS AND RESIGNATIONS

a) Planning and Zoning Commission Appointment |
| 7:25 p.m. | 7. | TOWN MANAGER'S REPORT

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

- 7:40 p.m. 8. OLD BUSINESS**
- a) American Rescue Plan State and Local Recovery Funds Approval
 - b) Any Other Old Business
- 7:50 p.m. 9. NEW BUSINESS**
- a) Douglas Library Board of Trustees Strategic Plan Presentation
 - b) Parks & Recreation Park Policies Update
Town Code Chapter 272 – Attachment 272a
 - c) Approve Parks & Recreation Department Mandated Reporter Policy
 - d) Draft Agenda for October 20, 2022 Meeting
 - e) 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 15, 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 15, 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

- 9.a.1 August 18, 2022 – Regular Meeting
- 9.a.2 September 1, 2022 – Regular Meeting

b) TAX REFUNDS

9.b.1	Brian O'Reilly	\$150.10
9.b.2	John F. Rankl	\$ 35.47
9.b.3	Christopher & Wendy Marinan	\$ 24.17
9.b.4	Ronald McLeish	\$ 6.37
9.b.5	Katie Moore	\$ 79.60
9.b.6	Brian O'Reilly	\$ 43.46
9.b.7	Gregory & Sara St. Pierre	\$ 5.61
9.b.8	Richard & Lucille Shaskin	\$ 11.09
9.b.9	Darcy & Samuel Izzarelli	\$ 14.21
9.b.10	Hebron Ace Hardware	\$1,962.55
9.b.11	Anthony Salamone	\$ 5.07
9.b.12	Ryan Longo	\$127.47
9.b.13	ACAR Leasing Ltd.	\$933.25
9.b.14	Pamela & Terence McManus	\$137.23

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
GoToMeeting**

Thursday, August 18, 2022

MINUTES

RECEIVED
Carla A. Pomroy
2022 SEP -1 P 12:10
7:00 p.m.
HEBRON TOWN CLERK

Board of Selectmen Present: D.Larson, G.Richmond, M.Rubera, T.Thiele, P.Kasper

Board of Selectmen Not Present:

Staff Present: A.Tierney, D.Lanza, D.Wolf, E.Griffin, M.Bordeaux,

Board of Finance Present: M.Leichter, D.DelRosso

Guests: Ann Zitkus, Heather Summerer, Peter Testa, Mike Sinkewicz, Heather Petit, Paul Braunwart, Sean Braunwart, Kevin Braunwart, Thomas Fenton, Kathy Williams, Allyson Schmeizl, Tom Baird, Florence O'Sullivan

1. **CALL TO ORDER** – D.Larson called the Board of Selectmen to order at 7:00pm.
2. **PLEDGE OF ALLEGIANCE** - was recited.
3. **ADDITIONS/CHANGES TO THE AGENDA**
none
4. **PUBLIC COMMENT**
M.Leichter – 62 Wellswood Rd. – spoke in support of Heather Summerer as a candidate for the open position on the Board of Ed.
5. **GOOD TO KNOW**

D.Larson read the following proclamations:

A. Troop 28 Eagle Scout Proclamation – Sean T. Braunwart

TOWN OF HEBRON PROCLAMATION
Honoring
SEAN T. BRAUNWART
For attaining the Rank of Eagle within Scouts BSA Troop 28

Whereas, Sean T. Braunwart has been a member of Scouts BSA for seven years attaining the rank of Eagle Scout in March 2022;

Whereas, Sean's commitment to the Scouts BSA has been evidenced by earning 28 Merit Badges in art, astronomy, camping, canoeing, communication, citizenship first aid, lifesaving, personal fitness, rifle shooting, scouting heritage, swimming, environmental sciences, and space exploration to name a few;

Whereas, Sean's leadership ability also moved him through the ranks of his Troop to serve as Assistant Patrol Leader and onto Patrol Leader;

Whereas, Sean was also awarded the National Outdoor Achievement for Camping and the Bronze Eagle Palm Pin;

Whereas, as an eagle scout project, Sean designed and built an outdoor fire pit and stage at the Hebron Lions' Fairgrounds. Both the fire pit and stage were built using donated stones and bricks. The fire pit allows the site to be used in colder weather. The site is also fitted with two flagpole holders which can be used during events and ceremonies. The completed project site is used by the Lions, the Boy Scouts, and other local groups from the area for outdoor meetings and gatherings;

Whereas, Sean graduated from RHAM High School in June 2022; while a student he was a member of Varsity Lacrosse, and participated in the Model United Nations, Card Club, High School DECA, and High School Mock Trial; Whereas, Sean will be attending Clark University in August 2022, he will be majoring in economics; and

Whereas, Sean is currently employed as a camp counselor and assistant coach for RIP-It Lacrosse Club.

Now therefore, on behalf of the Board of Selectmen and the Town of Hebron, in recognition of Sean's years of achievements, dedication and leadership in the Scouts BSA and in our community, hereby designate July 31, 2022 as "Sean T. Braunwart Day" and express our sincere congratulations and admiration for his accomplishments.

B. Troop 28 Eagle Scout Proclamation – Kevin Braunwart

TOWN OF HEBRON PROCLAMATION

Honoring

KEVIN BRAUNWART

For attaining the Rank of Eagle within Scouts BSA Troop 28

Whereas, Kevin Braunwart has been a member of Scouts BSA for seven years attaining the rank of Eagle Scout in January 2021;

Whereas, Kevin's commitment to the Scouts BSA has been evidenced by his earning 30 Merit Badges in camping, citizenship, communication, emergency preparedness, environmental science, first aid, personal fitness, and swimming to name a few;

Whereas, Kevin's leadership ability also moved him through the ranks of his Troop to serve as Assistant Patrol Leader, Patrol Leader, Patrol Quartermaster, Instructor and onto Assistant Senior Patrol Leader;

Whereas, Kevin was also awarded the National Outdoor Achievement for Camping;

Whereas, as an eagle scout project, Kevin installed trail maps and trail markers (in quarter mile intervals) along Raymond Brook Preserve Trail owned by the Town of Hebron, The trail markers increased usability and safety of the trails for runners, walkers and bike riders. People are able to track their mileage and location along the trail using these markers;

Whereas, Kevin graduated from RHAM High School in June 2021; while a student he was a member of Varsity Baseball, Varsity Cross Country, National Honors Society and Unified Basketball;

Whereas, Kevin is starting his sophomore year at Clark University, he is a Data Science major with a 3.84 GPA; Kevin participates in Varsity Cross-County and Student Athlete Advisory Committee;

Whereas, Kevin is currently employed by Juliano's Pools as a Retail Associate. Now therefore, on behalf of the Board of Selectmen and the Town of Hebron, in recognition of Kevin's years of achievements, dedication and leadership in the Scouts BSA and in our community, hereby designate July 31, 2022 as "Kevin Braunwart Day" and express our sincere congratulations and admiration for his accomplishments.

Both Sean and Kevin Braunwart were in attendance and thanked the BOS and town for their support. Members of the BOS congratulated them on their achievements.

6. APPOINTMENTS AND RESIGNATIONS

A. RHAM BOARD OF EDUCATION APPOINTMENT

Heather J. Summerer (D) expressing her interest in being appointed to fill the vacancy on the RHAM Board of Education recently created by Jessica Dapsis' resignation. A letter of endorsement from the Democratic Town Committee was also submitted with her letter of interest.

D.Larson made the following motion:

Move that the Hebron Board of Selectmen appoint Heather J. Summerer to the RHAM Board of Education effective immediately, with a term to run until December 1, 2023.

The motion passed unanimously.

Members of the BOS expressed support for H.Summerer and thanked her for stepping into this role which will help support the students, BOE and community. H.Summerer was in attendance and looks forward to serving the town.

7. TOWN MANAGER'S REPORT

Town Manager Updates

A.Tierney gave the Town Manager's report. He has been doing a lot of logistical work around the upcoming Hebron Harvest Fair to ensure a safe and successful

fair. He have been working on small cities grant. The town said goodbye to Bill Borst, long-time fire chief in Hebron. The demolition of the portables at Hebron Elementary School has been successfully completed. A.Tierney has been working with the Building Committee on multiple projects, including working towards finalizing the library roof project to go out to bid. There was a Covid spike that went through the Town Hall offices and Horton House staff. A check was received from Cirma, the police statistical report for July was provided, and there is a report about jumping worms – this may be brought up for a potential article about these and other invasives. A.Zitkus noted that this has been covered in the RiverEast in May, and that the Conservation Committee has been working to educate residents.

8. OLD BUSINESS

A. AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS APPROVAL

The updated ARPA Project list was provided for the Selectmen to review and begin discussion/consideration of Round 2 Projects. The Town recently received the Tranche 2 payment.

D.Larson requested that board review and discuss all items in greater detail, and expressed concerns about potential unanticipated costs coming up. T.Thiele noted that specifically when projects are listed that have tentative attorney approval, particularly as it relates to Gilead Hill School, that projects should not be considered until additional information from the BOE and attorney are provided, and more information is needed before moving forward. A.Tierney noted that the list is a working list, and the intent is to update the BOS on projects that have been submitted for consideration. P.Kasper brought up issues of reduction in dollars available for heating assistance and potential impact to local citizens. He brought up the idea of using ARPA funding to provide support for local businesses – potentially reopen up the Open for Business Taskforce, but at least discuss potential for this type of initiative. M.Rubera also discussed the potential for other expenses (such as SRO and active shooter training) that could potentially be considered for support, but are not yet on the list. A.Tierney noted that items not yet review but submitted for consideration could be listed in a different format so that it does not get confused with those on the list for approval. P.Kasper suggested having an agenda item on future meetings where requests for consideration can be reviewed and fleshed out.

B. CANNABIS MORATORIUM AND POTENTIAL NEXT STEPS ***

****No Need for discussion at this time*

9. NEW BUSINESS

A. Award Bid for Small Cities Stonecroft Project

A letter from the State of Connecticut Department of Housing regarding Stonecroft Village CDBG Small Cities Grant was provided, and a revised resolution was required.

G.Richmond read the following updated resolution:

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to the Public Law 93-383, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commission of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Hebron make application to the State for an amount up to \$1.5 million in order to undertake a Small Cities Community Development Program for the Stonecroft Project and to execute an Assistance Agreement therefore, should one be offered;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SELECTMEN:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of the Connecticut General Statutes; and,
2. That the filing of an application by the Town of Hebron in an amount up to \$1.5 million is hereby approved, and that Andrew J. Tierney, the Town Manager of the Town of Hebron is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revision thereto, and to act as the authorized representative of the Town of Hebron.
3. That this resolution will authorize Andrew J. Tierney, Town Manager, to accept and execute legal documents specific to the Town of Hebron's Stonecroft Village CDBG Small Cities Grant #SC1906701 up to \$1.5 million to be funded by a combination of funding sources, in partnership with the Connecticut Housing Finance Authority, and, or solely, by the Department of Housing.

The resolution passed with all in favor.

AWARD BID FOR SMALL CITIES STONECROFT BUILDING PROJECT

M.Rubera made the following motion:

Move that the Hebron Board of Selectmen award the bid for the Stonecroft Building Project to A-Preferred Construction, LLC of Bridgeport, Connecticut, in the amount of \$1,395,000 and authorize Andrew J. Tierney, Town Manager, to sign contract documents and other necessary documents.

The motion passed with all in favor.

P. Testa was in attendance and discussed project funding from DOH and CHFA. D. Larson thanked everyone for the work and efforts that have gone into this project.

B. Approve STEAP Grant Application for the Hebron Green to Pendleton Drive Pedestrian Bridge Project Public Building Committee Meeting

A. Tierney read the following summary:

Town Planner Matthew Bordeaux provided a memo regarding the STEAP grant recently submitted for the Hebron Green (Library Parking Lot) to Pendleton Drive Pedestrian Bridge Project. The grant deadline was August 15, 2022. This grant had a short timeline and the funds from STEAP recently became available, and this project fits the funding guidelines. M. Bordeaux was in attendance and noted that there will be a matching portion (percentage still TBD) by the town for this project.

D. Larson made the following resolution:

BE IT RESOLVED that the Hebron Board of Selectmen approve the application to the 2022 Small Town Economic Assistance Program (STEAP) for the Hebron Green to Pendleton Drive Pedestrian Bridge Project in the amount of \$493,200 and authorize Andrew J. Tierney, Town Manager, to sign any necessary grant documents and to apply for accept and receive grant if awarded.

The resolution passed with all in favor.

C. Public Works Project Update

A. Tierney read the following summary:

The Public Building Committee will be holding a meeting on September 19th to update all boards and the public on the Public Works Project, including the last three studies performed and correspondence received from interested parties and the Town Engineer. Details of the meeting time and format are being finalized and will be announced to the public as soon as available.

A. Tierney provided additional updates. Information has been received back from SHPO. Also the wetland were reflagged by a licensed soil scientist. Terry Hahn, landscape architect, will be reviewing scenarios of the placement of the building. Because of the timing of receiving this information (end of summer), it will have to push back the referendum.

T. Thiele asked about additional historic research – who conducts it, and when will it be done. A. Tierney discussed conflicting letters from the state, and a new letter will be provided that has a clearer path and instructions for next steps. T. Thiele noted the importance of creating a public hearing schedule that is inclusive, perhaps on different days and times to make sure that the BOS is reaching different people in the community. She also noted that an initiative of this size will require strategic thinking around how to communicate and to make sure all avenues of communication are being used to inform residents.

T.Fenton was in attendance and noted that the process with any project is a screening is conducted, and a referral made to SHPO with some basic information for a project and SHPO determines if there are any potential archeological historical impacts. Depending on the determination the architects may recommend back to the town or the developer that additional studies are required, as was done for this project. SHPO responded with a letter for a Phase one archeological study and the Town will retain an Archeological Consultant for that report.

D. Hebron Board of Education Request for Second School Resource Officer (SRO)

A.Tierney read the following summary:

A letter from the Hebron Board of Education requesting the Town approve a second School Resource Officer (SRO) for the start of school year was provided. There is currently one full-time SRO who share his time between schools. The estimated cost of adding an SRO is \$80,000 - \$100,000 plus potential other overhead/operational costs.

There was discussion on this topic. This request was not originally included in the budget. A.Tierney suggested that immediate measures that could be taken as this issue is worked through, such as additional patrols and trainings that could be done. This item is anticipated to take some time to work through the process, and BOS members were in support of other efforts that can be made as this request works through the system. This item may be considered to add to the budget since it will be a recurring expense. Acquiring an additional car is a process that may take around a year, and as such the current resources available will need to be utilized. M.Rubera noted that training, coordination and collaboration with other town departments is essential. There was discussion about the funding for this, and that this request was submitted as an ARPA request however future years funding and incorporation into the town budget process needs to be considered. More information will be gathered by A.Tierney and M.Rubera and will be reported back at the next meeting.

E. Draft Agenda for September 1, 2022 Meeting

The draft agenda was reviewed.

10. CONSENT AGENDA

A. APPROVAL OF MINUTES

10.a.1 June 28, 2022 - Regular Meeting

D.Larson made a motion to approve the June 28, 2022 minutes as presented. The motion passed unanimously.

10.a.2 July 21, 2022 - ARPA Public Hearing

CORRECTIONS:

Meeting called to order at 7:01.

Good to Know: Howard Dean Community Service Award awarded to Andrew J. Tierney and Donna Lanza.

Marshal typo (one L).

Town Managers Report – SHPO typo. Donna Lanza secured \$105 million, not \$1.5 million.

Remove reference to other old business as none was discussed.

Item 9 – Selectmen's comments need to be reflected that they do not support the request.

Item 10 – initials need to be spelled out for GR (Gail Richmond) and MR (Marc Rubera).

D.Larson made a motion to approve the minutes of July 21, 2022 as amended. The motion passed with all in favor.

10.a.3 August 2, 2022 – Special Meeting

D.Larson made a motion to approve the August 2, 2022 Special Meeting minutes as posted. The motion passed with all in favor.

b) TAX REFUNDS

10.b.1 Juliana Connors	\$43.94
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D.Larson made a motion to approve the tax refunds as presented. The motion passed with all in favor.

11. LIAISON REPORTS

Commission on Aging – G.Richmond – Applications will be accepted soon for the Renter's Rebate; Medicare Open Enrollment will be starting shortly. It is a good time to review Medicare coverage – call the Sr. Center with questions.

Douglas Library – G.Richmond – circulation continues to increase – July was the busiest month in the past few years. Summer reading program ends next week. Storytime for fall will be coming up soon. Adult arts and crafts program has been very successful.

Hebron BOE – G.Richmond – They are preparing for the first day of school on August 31st, and they have been updating the district advancement plan to reflect their work of the past year.

Green Committee – T.Thiele – Weekly meetings to review the plan of conservation and development, focusing on the sustainability section. They are also working on the remainder Lee Sawyer Grant which will be used to refresh signage at the transfer station and recycling bins.

Reviewing spending for Nickel for Nick bill. Swap Shack running well.

EDC – T.Thiele – EDC has been working with FHI Studio; branding survey has been closed, summarized results will be shared.

OSLAC – T.Thiele - Reviewing maps of the Plans of Conservation and Development to look at potential and new properties. There were two motions to review purchase of property at Chittenden Rd. and O'Connor Property.

Parks & Rec – P.Kasper – reported on success of Hebron Day moved to June and combined with Hebron Day. Updated mandated reporter policy, which will be coming to BOS for review at a future date. August meeting moved to August 29th.

Board of Finance – P.Kasper – discussed the unassigned fund balance, 2021 audit is complete. Funds will be moved to the debt management fund. The supplemental appropriation request from the BOE was discussed.

WPCA – A.Tierney – Pump station upgrades going well; generators are in – working with Eversource for a solution to the electrical meters.

12. PUBLIC COMMENT

S. & K. Braunwart noted they were leaving the meeting and thanked the BOS.

13. ANTICIPATED EXECUTIVE SESSION

D.Larson moved that the BOS go into Executive Session for a land acquisition matter. A.Tierney, D.Lanza and M.Bordeaux were invited into the Executive Session.

The BOS went into Executive Session at 8:46pm.

A. Land Acquisition Matter - Property Located at 102 Chittenden Road and Along Chittenden and Hoadly Roads

Executive Session ended at 9:10pm.

14. ACTION AS A RESULT OF EXECUTIVE SESSION

M.Rubera made the following motion:

Move that the Board of Selectmen give Town Manager, Andy Tierney, the power to go forward with the Open Space and Watershed Land Acquisition Grant Program with the State of Connecticut Department of Energy and Environmental Protection to submit on behalf of the Town for the possible purchase of the O'Connor Properties of approximately 115 acres and submit data on behalf of the town to purchase parcel number 1, 2 and 3 of the O'Connor Family property located along Chittenden Road and Hoadley Road, Lot Numbers 49-2, 49-3 and 50-5.

The motion passed unanimously.

13. ADJOURNMENT

G.Richmond moved to adjourn the meeting at 9:14pm. The motion passed unanimously.

Respectfully Submitted,
Kathryn Huntington