

## 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 7:00 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.

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**Thursday, October 6, 2022**

**7:00 p.m.**

### AGENDA

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#### Time Guideline

- |                  |  |
|------------------|--|
| <b>7:00 p.m.</b> | <b>1. CALL TO ORDER</b>  |
| <b>7:00 p.m.</b> | <b>2. PLEDGE OF ALLEGIANCE</b>   |
| <b>7:02 p.m.</b> | <b>3. ADDITIONS AND CHANGES TO THE AGENDA</b>  |
| <b>7:05 p.m.</b> | <b>4. 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. |
| <b>7:15 p.m.</b> | <b>5. GOOD TO KNOW/SPECIAL RECOGNITION</b><br>Hebron Business Spotlight and Public Service Announcements   |
| <b>7:20 p.m.</b> | <b>6. APPOINTMENTS AND RESIGNATIONS</b><br><br>a) Hebron Board of Education Resignation<br>b) Hebron Board of Education Resignation<br>c) Hebron Town Clerk Retirement/Resignation   |
| <b>7:25 p.m.</b> | <b>7. 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)      Public Works Building Project Next Steps
- b)      American Rescue Plan State and Local Recovery Funds
- c)      Any Other Old Business

**8:00 p.m.      9.      NEW BUSINESS**

- a)      Solar Proposal for Town Buildings by ESC
- b)      Regional School District 8 Health and Medical Insurance Consortium Agreement and By-Laws Proposed Amendment
- c)      Draft Agenda for October 20, 2022 Meeting
- d)      Any Other New Business

**8:20 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
- 10.a.2   September 15, 2022 – Regular Meeting

b)      **TAX REFUNDS**

**8:25 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

**8:35 p.m.      12.      PUBLIC COMMENT**

**8:40 p.m.      13.      ADJOURNMENT**

### MISSION STATEMENT

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

RECEIVED

2022 SEP 30 A 11:40  
HEBRON TOWN CLERK

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**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
OCTOBER 6, 2022**

**APPOINTMENTS AND RESIGNATIONS**

a. Hebron Board of Education Resignation

Attached is a letter from Diana Morales resigning from the Hebron Board of Education.

Proposed Motion:

Move that the Hebron Board of Selectmen accept the resignation of Diana Morales from the Hebron Board of Education with regret and thanks for her dedicated service. Further, that the Selectmen designate Friday, October 14, 2022, as the posting date for the vacancy notice. The 35<sup>th</sup> and final day by which nominations shall be received is Friday, November 18, 2022.

b. Hebron Board of Education Resignation

Attached is a letter from Amanda Veneziano resigning from the Hebron Board of Education.

Proposed Motion:

Move that the Hebron Board of Selectmen accept the resignation of Amanda Veneziano from the Hebron Board of Education with regret and thanks for her dedicated service. Further, that the Selectmen designate Friday, October 14, 2022, as the posting date for the vacancy notice. The 35<sup>th</sup> and final day by which nominations shall be received is Friday, November 18, 2022.

c. Hebron Town Clerk Retirement/Resignation

Carla Pomproicz, Town Clerk, has submitted her letter of retirement after 23 years of service. Her retirement date will be January 31, 2023.

Proposed Motion:

Move that the Hebron Board of Selectmen accept the resignation of the Town Clerk, Carla Pomproicz, with regret and thanks for her many years of dedicated service to the Town of Hebron. The Selectmen designate Friday, October 14, 2022, as the posting date for the vacancy notice. The 35<sup>th</sup> and final day by which nominations shall be received is Friday, November 18, 2022.

Further, the Selectmen extend sincere appreciation for the work Ms. Pomproicz has done modernizing and organizing the Town Clerk's Office and wish her well in her future endeavors.

August 19, 2022

RECEIVED

Diana Morales  
Hebron BOE  
Board Member

2022 SEP 21 A 8:35  
*Charles A. Pomponio*  
HEBRON TOWN CLERK

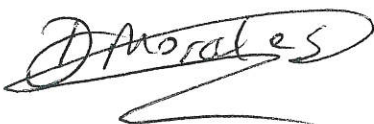
Heather Petit  
Hebron BOE Chair  
Hebron, CT

Dear Heather,

It is with regret that I tender my resignation from the Hebron Board of Education effective immediately. This is due to some recent changes in my job requirements and taking on more responsibility.

I am grateful for the opportunity to serve along all the fine board members and our wonderful Superintendent Dr. Thomas Baird. I appreciate the collaboration and time spent to serve our children in our community and I offer my best wishes for continued success in the future.

Best Regards,



Diana Morales



Heather Petit &lt;hpetit@hebron.k12.ct.us&gt;

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**Resignation**

1 message

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**aveneziano@hebron.k12.ct.us** <aveneziano@hebron.k12.ct.us>

Wed, Sep 14, 2022 at 8:50 AM

To: Heather Petit &lt;hpetit@hebron.k12.ct.us&gt;

Dear Chair Petit and fellow Hebron Board of Education Members:

It is with a heavy heart that I submit my resignation from the Hebron Board of Education, effective Friday, September 30, 2022.

Since my election to the Hebron Board of Education, November 2019, the demands of my professional career have changed, and I can no longer allocate the hours the board duties demand. Indeed, our district, the educators, teachers, families and residents deserve a member who is able to serve to the full capacity needed.

While I will still remain active in other aspects of the Town of Hebron's representational government, my service on the Board of Education was one of my highest honors.

The Hebron school system is amongst our states best. Which is attributable to your service, the experience of the administrators, talent of the teachers, the amazing students and support of our entire community.

As such, please accept my resignation.

Most Respectfully,

Amanda Veneziano

Sent from [Mail](#) for Windows



## TOWN OF HEBRON TOWN CLERK'S OFFICE

September 30, 2022

Andrew Tierney, Hebron Town Manager  
Honorable Members of the Hebron Board of Selectmen  
Town Office Building  
15 Gilead Street  
Hebron, CT 06248

Dear Andy,

After serving twenty-three years as Hebron's elected Town Clerk, the time has come to announce my retirement. My last day will be January 31, 2023.

As you know I have many interests. My plans include spending more time with family, helping my husband in his antique business and to continue to work with my 501 (c) 3 nonprofit, Bolokada and Friends Village Project, which supports a medical clinic in Guinea, West Africa.

I have used sound judgement and made wise decisions for my department. During my tenure, the department has automated land records programs, set up a successful multi-department records management system and in doing so, the best use of the limited vault spaces is optimized. I am especially proud of completing the preservation work to conserve the Hebron Historical Document Collection that dates to the early 1700's.

My years in public service working for the Town of Hebron has been extremely rewarding. Many great relationships have been formed and the support I have received from the Hebron residents is greatly appreciated. The past 23 years have been a phenomenal journey which is a testament to the town administration and our elected leaders.

I am committed to making the transition as smooth as possible as I leave you in the capable hands of our current Assistant Town Clerk, Francesca Villani.

Thanks for a wonderful twenty-three years.

Yours truly,

Carla A Pomprończ  
17 Church Street  
PO Box 49  
Hebron, CT 06248

*Town of Hebron, CT  
Friday, September 30, 2022*

## Chapter C. Charter

### Chapter II. Elections

#### Section 208. Vacancies - Elective office.

- A. Any vacancy arising in any elective office or Town Agency shall be filled in accordance with this Section 208 following the date of notice to the Town Clerk and acceptance of any resignation or the determination by the Board of Selectmen of such vacancy. Any such appointment shall be made by vote of the Board of Selectmen and shall be for the unexpired portion of the term.
- B. In filling vacancies the Board of Selectmen shall solicit nominations for such vacancies from the political parties as well as from the general public. No appointment shall be made before 35 days after notification from the Board of Selectmen. The Board of Selectmen in filling vacancies shall have the final authority in deciding whom to appoint to fill any vacancy.

## **GUIDELINES REGARDING THE SELECTMEN'S APPOINTMENTS TO VACANCIES IN ELECTED OFFICE**

### **1. Resignation from Elective Office:**

- 1.1. As the Charter requires, any elected official who wishes to resign from his/her elective office, shall notify the Town Clerk in writing in dated correspondence of his/her resignation with an original signature. The date of resignation shall be fixed as of the date of acceptance by vote of the Board of Selectmen.

### **2. Filing Vacancies in Elective Office:**

#### **2.1. Notification**

In filing a vacancy the Board of Selectmen is directed by the Town Charter to fill vacancies as soon as practicable and to solicit nominations for such vacancies from the political parties and from the general public.

- 2.1.1. The Board of Selectmen shall notify, in writing, the Chair of the Town Committees of vacancies in elective office.
- 2.1.2. The Board of Selectmen shall direct the Town Manager to provide notice of the vacancies by filing with the Town Clerk by posting on the Town bulletin board and by an announcement in a newspaper.
- 2.1.3. The Town Manager's Office shall cause the notice to be posted on such day as the Selectmen shall designate. If the date of notice falls on a holiday it shall be posted on the next regular business day.

#### **2.2. Nomination Period**

- 2.2.1. The date the notice of vacancy is filed with the Town Clerk and posted on the Town bulletin board shall commence the 35 day notice period as required by the Charter. Nominations will be accepted at the Town Manager's Office up to and including the 35<sup>th</sup> day or postmarked on the 35<sup>th</sup> day. If the 35<sup>th</sup> day falls on a non-business day, nominations will be accepted on the next business day.
- 2.2.2. Political parties nominating a candidate must submit a letter to the Board of Selectmen.
- 2.2.3. If no candidate is nominated the Selectmen may renote the vacancy and begin a new 35 day nomination period.

### **3. Appointment Process**

- 3.1.1. Anyone interested in being appointed to an elected position vacancy should complete the following steps:
  - Write a letter to the Town Manager with supporting materials expressing his/her interest in serving in a vacant elected position.
  - Town Manager will contact the applicant acknowledging his/her letter and answers any questions s/he may have.
  - Contact each member of the Board of Selectmen regarding his/her interest in serving in a vacant elected position.

- 3.1.2. The following may be considered by the Board of Selectmen in filling the vacancy:
- Attendance at meetings
  - Written nomination from the political party
  - Endorsement by members of the community
  - Prior community service
  - Contact each member of the Board of Selectmen regarding his/her interest in serving in a vacant elected position.
  - Political party affiliation.
- 3.1.3. As per the Town Charter all appointments shall be made by three affirmative votes.
- 3.1.4. When the Board of Selectmen chooses to appoint the same individual to more than one “appointed Town Board” it shall waive formally the Charter prohibition regarding the limit of only one Town board appointment.
- 3.1.5. If no candidate is appointed the Selectmen may renote the vacancy and begin a new 35 day nomination period.
- 3.1.6. Nothing in these guidelines shall limit the ability of the Board of Selectmen to act as it deems appropriate within the limitations of the Town Charter.

**Approved by BOS November 2, 2006**

# **CORRESPONDENCE**



1315 Main Street, Willimantic, CT 06226 • (860) 450-7400

231 Broad Street, Danielson, CT 06239 • (860) 412-1600

[www.accessagency.org](http://www.accessagency.org)



Dear Mr. Tierney,

The Town of Hebron's support is making a difference and we couldn't have done it without you. Your \$1,000 Town Allocation on August 15, 2022 for the 2022-2023 Fiscal Year will directly benefit Hebron neighbors in need served by our programs.

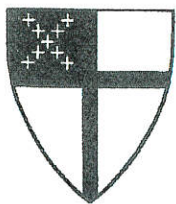
Thank you for truly helping us continue to make a positive difference!

With gratitude,

Peter S. DeBiasi  
President/CEO

Access is a tax-exempt charity under section 501(c) (3) of the IRS Code, and no goods or services were provided in consideration of your contribution.  
[accessagency.org](http://accessagency.org)

The Episcopal Church



# Saint Peter's Episcopal Church

September 9, 2022

The Honorable Ned M. Lamont  
Governor  
State of Connecticut  
State Capitol  
210 Capitol Avenue  
Hartford, CT 06106

Dear Governor Lamont,

I want to thank you for taking my call yesterday on "Where We Live" on affordable housing. I am the Rector of St. Peter's Episcopal Church. I'm often asked why a church like ours is interested in promoting affordable housing. My response is the church cannot influence the price of gas or food in our communities, but we can use our resources like land to build housing that is sorely needed and thereby advance the gospel message of justice.

In your response to my question, you said several things. You acknowledged the problem of housing across our state in cities and in towns like Hebron. You also inferred that access to housing is an economic imperative for our towns and the state. Lastly, you made the point that you have left the decision and planning process to the towns. The purpose of my letter in addition to thanking you for taking my call is to tell you a bit about all that we are doing collaboratively in our Town of Hebron in a private/public partnership.

My little church is unique. Prior to COVID we happened to own 29+ acres of land directly in the economic center of the town of Hebron. During COVID we purchased 16 additional acres bringing our total to 45 acres in the heart of the village. The vision for the purchase of this land was partly to advance equity in our community through affordable housing.

I'm happy to say the town of Hebron is one of the towns that completed a housing plan. It calls for the addition of 75 affordable housing units over the next five years. While not enough it is an important start. Partnering together with our elected town leader, working closely with the zoning commission and concerned citizens in the community we stand ready to move forward with a 50+ unit project within walking distance to schools, grocery store, pharmacy, library and other businesses in our wonderful town center.

P. O. Box 513, Hebron CT 06248

Phone: 860-228-3244 Fax: 860-228-4490 Email: [office@stpetershebron.com](mailto:office@stpetershebron.com)

[www.stpetershebron.com](http://www.stpetershebron.com)

September 9, 2022

One of the barriers we are encountering however, is the lack of water coming to the town center. The town is working to increase it. We have identified an aquifer south of town near Amston Lake with adequate resources to provide the water not only for our project but also for the entire growth of our village center.

Our Congressman Joe Courtney, identified Hebron specifically for funding of \$3.7 million through the Federal Budget. Unfortunately, it is continues to be stalled in the Congress. I also know that our state senator Kathy Osten sees Hebron as an opportunity town worth investment in infrastructure, and may have had conversations with your office already.

This effort in Hebron brings together our parish and a new non-profit corporation called the Commons Community Development Corporation (Commons CDC). We're working with a team of professionals with years of experience in affordable housing. We interface with our Board of Selectmen, our Town Manager and Planner as well as the Capitol Region Council of Governments (CRCOG). I am also a member of the Open Communities Alliance led by Erin Boggs. While much of their focus has been on cities, Erin also has voiced support for our efforts in Hebron. We hope to apply for DOH and CHFA funding in the next funding round.

Your office could be immensely helpful in securing the infrastructure funding needed to extend waterlines and sewer expansion that already exist on Route 85, as well as the new source of water coming up from Amston to the Hebron Town Center. This is the single biggest thing our town needs to unleash the growth potential for our entire community as well as being critical to our housing project. It will be difficult to obtain funding from DOH or CHFA without these improvements.

Thank you for your interest in affordable housing throughout our state. I look forward to hearing from your office on ways our community of Hebron might be supported with the infrastructure it needs. Importantly, we have done the work of setting a plan as you referenced as essential on the radio, and now need help to accomplish it. I've included our Housing Choices Plan for your staff to consider. It was crafted collaboratively with community representatives and elected officials and met the deadline. As I mentioned earlier, Hebron was one of roughly half the towns who completed this work and set a blueprint for getting there. My small church and our Commons CDC stand ready to make these goals a reality.

Sincerely,



The Rev. Ronald J. Kolanowski  
Rector  
St. Peter's Episcopal Church

cc: Board of Selectmen & Senator Kathy Osten

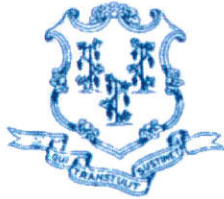
P. O. Box 513, Hebron CT 06248

Phone: 860-228-3244 Fax: 860-228-4490 Email: [office@stpetershebron.com](mailto:office@stpetershebron.com)

[www.stpetershebron.com](http://www.stpetershebron.com)



Lieutenant Adam Rosenberg #045  
Commanding Officer



Sergeant Kyle Cormier #156  
Acting Executive Officer

**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**  
**CONNECTICUT STATE POLICE**  
**TROOP K – COLCHESTER**

September 13, 2022

Mr. Tierney  
Town Manager  
15 Gilead Road  
Hebron, CT 06048

Dear Mr. Tierney

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Hebron.

During the month of **August 2022**, the Hebron Resident Trooper, Hebron Constable Officers, as well as Troop K Troopers responded to **255** Calls for Service in the Town of Hebron. Of these Calls for Service the most notable are:

Accidents: 2  
Burglaries: 0  
Larcenies: 3  
Other Criminal: 3  
Other Non-Criminal: 2  
Medical Assists: 2  
Non-reportable Matters: 198  
Other Noteworthy Events (List): None

In addition to the above investigations, Troopers conducted the following motor vehicle enforcement:

DUI: 0  
MV Stops: 38

Respectfully,

*LT Adam Rosenberg #045*

Lieutenant Adam Rosenberg #045  
Commanding Officer  
Connecticut State Police – Troop K

15a Old Hartford Road  
Colchester, CT 06415  
Phone: (860) 465-5400  
Fax: (860) 465-5450



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

*Intergovernmental Policy and Planning Division*

September 19, 2022

Hebron

Town Manager Andrew Tierney

atierney@hebronct.com

Dear Town Manager Andrew Tierney:

The Office of Governor Lamont and the Office of Policy and Management congratulate the Town of Hebron on a \$493,200.00 grant award through the 2022 Small Town Economic Assistance Program (STEAP) for the following project:

PROJECT NAME: Pendleton Drive Pedestrian Bridge Project

PROJECT DESCRIPTION: Installation of pedestrian bridge

STEAP AWARD: \$493,200.00

MUNICIPAL MATCH: \$100,000.00

Other Comments (if applicable): SHPO review

**This letter does not constitute a contract. Do not proceed with any anticipated STEAP-funded project work until you have a fully executed contract signed by both the municipality and the administering agency in place. Receipt of STEAP funds will be contingent upon your compliance with the rules, regulations and any contractual terms required by the administering agency.**

The Department of Energy and Environmental Protection will administer your award and handle all aspects of your project. This award letter and your application documents will be provided to DEEP.

Please contact your administering agency through Alison Chase, at [Alison.Chase@ct.gov](mailto:Alison.Chase@ct.gov), as soon as possible to begin the grant contract process.

Congratulations and best of luck with your project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Martin L. Heft".

Martin L. Heft

Undersecretary

C: Municipality STEAP File

Alison Chase



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Connecticut River Coastal Conservation District, Inc.

September 21, 2022

Mr. Andrew Tierney, Town Manager  
Town of Hebron  
15 Gilead Street  
Hebron, CT 06248

Dear Mr. Tierney,

In recognition of Hebron's FY 2022-2023 annual contribution and continued support of Connecticut River Coastal Conservation District's technical and educational services and programs, we are pleased to present you with a *Certificate of Appreciation*.

Hebron's contribution will help the District maintain the level of service our municipalities depend on to balance land use needs with protection of natural resources and address natural resource concerns. Your contribution also helps demonstrate community support for our work. We invite you to take advantage of our numerous services, programs, publications and resources. In addition, the District will assist you in finding technical help if we do not have the expertise in-house, and in securing outside grant funding for conservation projects or water quality protection and improvement initiatives. Please contact us at (860) 346-3282 with any questions or to request assistance.

Again, we thank you and look forward to working with you in the coming year.

Sincerely,

Jane L. Brawerman  
Executive Director

cc: Pat Gallagher, Town Planner



# CERTIFICATE OF APPRECIATION

presented to the

***Town of Hebron***

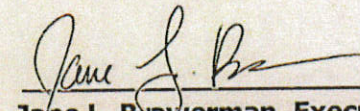
*Given in recognition of your contribution and support  
of District activities for the 2022 - 2023 fiscal year.*

by

**The Connecticut River Coastal Conservation District, Inc.**

  
Denise Savageau, Board Chair

**September 21, 2022**  
Date

  
Jane L. Brawerman, Executive Director

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
OCTOBER 6, 2022**

**PUBLIC WORKS BUILDING PROJECT NEXT STEPS**

In follow up of the September 19, 2022, Public Information Meeting on the Public Works Building Project, the Board of Selectmen should discuss possible next steps.

The Public Building Committee has submitted the attached and will be in attendance to discuss next steps with the Board.

Also attached is correspondence from the Public Works Union AFSCME Representative regarding concerns about current work conditions and facility problems as well as the Town's response to the issues raised.

The attached PowerPoint presentation was provided on the status of the project and to address the most recent reports and findings. The meeting was well attended and much public comment was received.

September 29, 2022

To the Hebron Board of Selectmen:

As you are all aware, the Public Building Committee has worked almost 12 years in studying, evaluating, and investigating the best option for replacing the existing DPW facility on Old Colchester Road. Contrary to public statements and perceptions, the PBC was assisted in our work by multiple town departments and many professional consultants over those years. We will not go through the history of all of the options that we have pursued over the years. The option that was our ultimate recommendation, was that the DPW facility be built on the Horton property.

It is also important to recognize that one of many stipulations recited in the Board of Selectmen's charge to the Public Building Committee in 2010 was that we were only to provide advice and recommendations to the Town and not be engaged in any advocacy on any proposed project; and that we also remain non-political.

However, over the last two years, we have become increasingly concerned by the constant parade of letters to the editor in the local newspaper. Some of them were passionate and well thought out; some can be best described as snarky, sardonic and sarcastic. Particularly troubling were the ones that demeaned, denigrated and disparaged the members of the PBC both on a professional and personal basis; and some bordered-on libel.

As a committee, we did respond to some of those letters that asserted statements as facts that were based on misrepresentations, misinterpretations and falsehoods in regards to our work. Many of the other letters were not and should not have been responded to by either the PBC or the Town Manager, but rather by the Board of Selectmen. With the exception of several letters authored by Chairman Daniel Larson, all of the others have gone unchallenged.

This has had two effects on the typical Town resident. Information that is incorrect and/or inaccurate has now been ingrained in the tax payer's mind as being factual. The other issue is that, based on your silence, it appears that the Board of Selectmen are not committed to this project.

Lastly, as you know the PBC held a Public Information session on September 19<sup>th</sup>. During Public Comment, many of the attendees stated their disapproval of this project proceeding on Horton Boulevard. The only member of the Board of Selectmen to offer his support for this project was Chairman Larson.

So, our question to each of you tonight is this: Are each of you individually and collectively in support of the proposed project and will you become vocal and active advocates for it? If so, please advise us as what are the next steps we should be undertaking. On the other hand, if you are not committed to this project, then please by all means let us know.

Sincerely,

Hebron Public Building Committee  
Wayne Warwick, Chairman  
Richard Steiner  
Mal Leichter  
David Foster

# Memo

**To:** Board of Selectmen, Town of Hebron  
**From:** Kevin Kelly  
**cc:** Andy Tierney, Town Manager  
**Date:** September 29, 2022  
**Re:** Response to Union Letter

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Dear Board of Selectmen,

I would like to bring you up to date on the Health and Safety concerns cited in the letter from union representative John Cole on September 7, 2022.

The roof does leak and in the past 9 years we have repaired this ourselves at least a couple of times. I have reached out to 3 roofing contractors to either repair or replacing the existing roof. The storage barn on the North side of the property, also needs to have the roof repaired and the siding sealed. This is the area that experiences the bird droppings that litter the equipment and trucks. So far, the pricing received from PDS Engineering is \$12 per square foot to replace the roof. This estimate comes to \$72,000. The price to replace the storage building would cost \$40 per square foot or \$180,000. The cost to replace that roof would cost \$54,000. In addition, we are obtaining pricing from MJT Roofing. Their preliminary estimate to "spray on seal" the roof is \$6-7 per square foot or about \$36,000. We have one additional contractor that we are waiting for estimates.

We have contracted with A&A exterminators to control the vector population at the transfer station and maintenance building. This is an ongoing problem due to the nature of the Transfer Station and the availability of food for the rodents. They have been working with us for the past year.

We have requested a sewer system inspection from Skip's septic and are waiting for pricing and availability. The letter mentions that the system backed up and this was due to the tank being full. We are waiting to have the system inspected for functionality.

A decontamination shower is mentioned in the letter and there is a working shower in the lady's rest room if needed. There is also an eyewash station in the mechanic's bay.

Recently, the Town approved a vehicle lift for the mechanic's bay and this was installed. Although the building doesn't have the availability of height for a larger lift for the large trucks, the lift provided has been a great asset.

As for the area to eat and rest, the problem is space. The employees are presently eating in the parts room upstairs, as this is the only free space in the building. Our former break room, which was undersized, is now the office space for the secretary. The foreman is now working out of a storage shed outside the main building. There are no sleeping facilities available for resting during storms. The crew has been utilizing the firehouse when available, and resting in the trucks. If a new building is not someday approved, extensive building additions will be needed at the present site for this use as well as storage.

Another area of concern not mentioned is the restrooms. The current facility is undersized for the size of the crew and the ladies room serves as additional storage space.

In conclusion, the Public Works Department has been addressing our buildings physical limitations as best possible. We have tried to be fiscally responsible within our operation, and have maintained the building with this in mind. As far as health and safety, we consistently invite our OSHA representative to our facility for guidance and opinions in the safe operation of the department.

Respectfully,

Kevin Kelly  
Director of Public Works,  
Town of Hebron

## Donna Lanza

---

**From:** Andy Tierney  
**Sent:** Friday, September 30, 2022 10:44 AM  
**To:** Donna Lanza  
**Subject:** FW: DPW- Safety and Health issues

**From:** Andy Tierney  
**Sent:** Wednesday, September 7, 2022 2:04 PM  
**To:** John Cole <[jcole@Council4.org](mailto:jcole@Council4.org)>; Kevin Kelly <[kkelly@hebronct.com](mailto:kkelly@hebronct.com)>; Darren Norton <[dnorton@hebronct.com](mailto:dnorton@hebronct.com)>; Daniel Larson <[dlarson@hebronct.com](mailto:dlarson@hebronct.com)>; Gail B. Richmond ([grichmond@hebronct.com](mailto:grichmond@hebronct.com)) <[grichmond@hebronct.com](mailto:grichmond@hebronct.com)>; Marc Rubera <[mrubera@HEBRONCT.COM](mailto:mrubera@HEBRONCT.COM)>; Peter Kasper <[pkasper@hebronct.com](mailto:pkasper@hebronct.com)>; Tiffany Thiele <[tthiele@hebronct.com](mailto:tthiele@hebronct.com)>  
**Cc:** [stevevc@icloud.com](mailto:stevevc@icloud.com); [bethdarren@comcast.net](mailto:bethdarren@comcast.net); Tricia Santos <[tsantos@Council4.org](mailto:tsantos@Council4.org)>  
**Subject:** RE: DPW- Safety and Health issues

Hi John,

Thank you for your email, we can address some of these issues right away, roof, mice, rats' sewer, back up. The town is in the process of trying to build a new garage, we have the property and looking to do a final design and send to referendum in the spring/summertime frame. I hope that helps for now. I will let the board of selectmen know.  
Best

Andrew J Tierney  
Town Manager  
Town of Hebron CT  
P 860-228-5971 Ext 122

---

**From:** John Cole <[jcole@Council4.org](mailto:jcole@Council4.org)>  
**Sent:** Wednesday, September 7, 2022 1:42 PM  
**To:** Andy Tierney <[atierney@hebronct.com](mailto:atierney@hebronct.com)>  
**Cc:** [stevevc@icloud.com](mailto:stevevc@icloud.com); [bethdarren@comcast.net](mailto:bethdarren@comcast.net); Tricia Santos <[tsantos@Council4.org](mailto:tsantos@Council4.org)>  
**Subject:** DPW- Safety and Health issues

Good afternoon Andy,

Hope you are well. We had a get together a little while back and there are quite a few problems the Crew is having with the buildings they occupy:

- Roof leaks (possible mold)
- Bird, mice and rat feces (unsanitary)
- When it rains heavily the sewer backs up into the Parts Room (unsanitary)
- If an employee gets any type of Hazardous substance on them there is not a shower to decontaminate themselves quickly (Worker Comp)
- Mechanic/Employees don't have a lift for the larger vehicle, meaning they need to do repairs on the ground (Worker Comp)
- No clean place for them to eat (Unhealthy)
- No place for them to rest/sleep during Snow or other long term emergencies (Unhealthy)

We believe the Town of Hebron needs to come up with a plan to address these Safety and Health issues. I would like to hear about a plan ASAP.

I will hold off calling CONN OSHA until I hear from you but I want to be clear, this will happen if Town doesn't put a plan in place to address.

Look forward to hear from you,

John C  
Council4

John Cole  
Service Representative  
**D:** (860) 224-4000 x3827  
**C:** (860) 989-9131  
**F:** (860) 224-3041



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# TOWN OF HEBRON

## Public Works Building Project

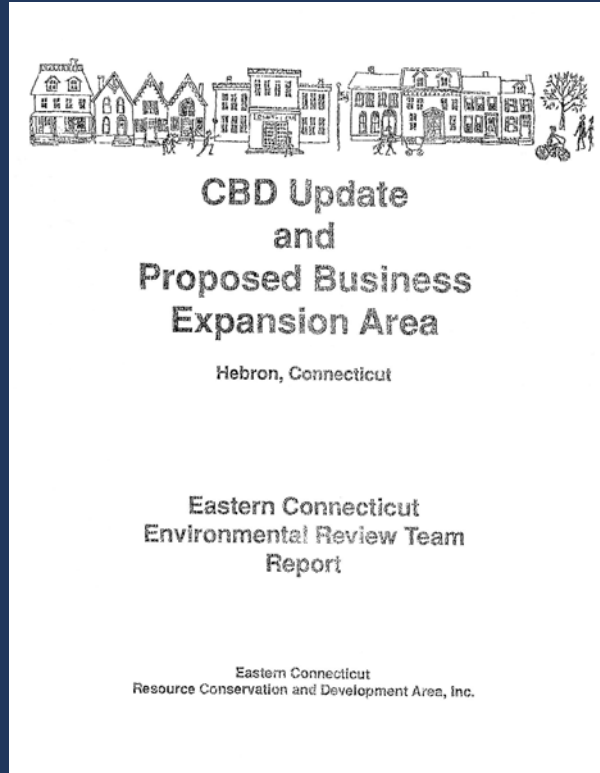


# OVERVIEW



- History
- Recent supplemental site analyses
  - Locate/confirm wetland delineation
  - Review alternative layouts (i.e closer to Kinney Road)
  - SHPO referral (Phase I Archaeological Reconnaissance Survey)
- Limitations/inadequacy of existing site
- Consideration of alternative sites
- Consistency with other environmental plans and studies

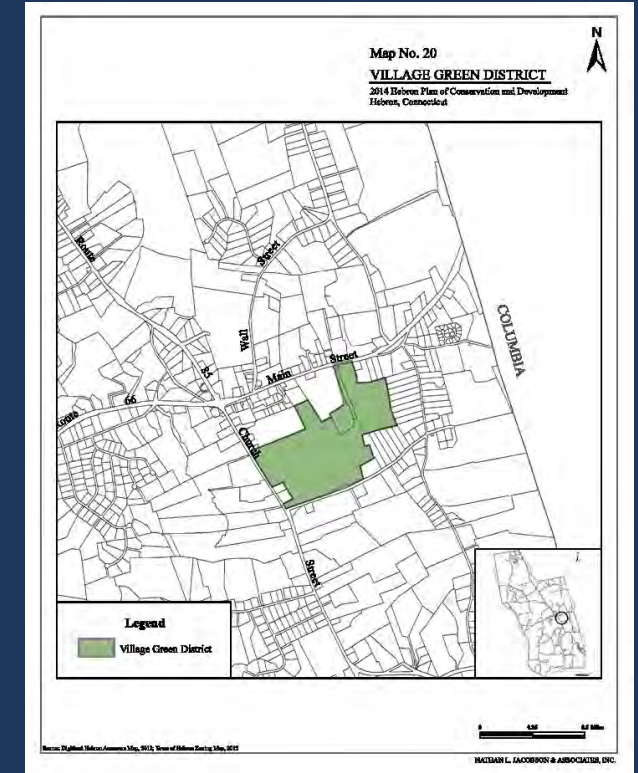
# PARCEL ZONING AND ENVIRONMENTAL REVIEW HISTORY



2000 Environmental  
Review Team Report of  
Business Expansion Area



2000 PZC Establishment of the  
Village Green Zoning District



Village Green Zoning  
District

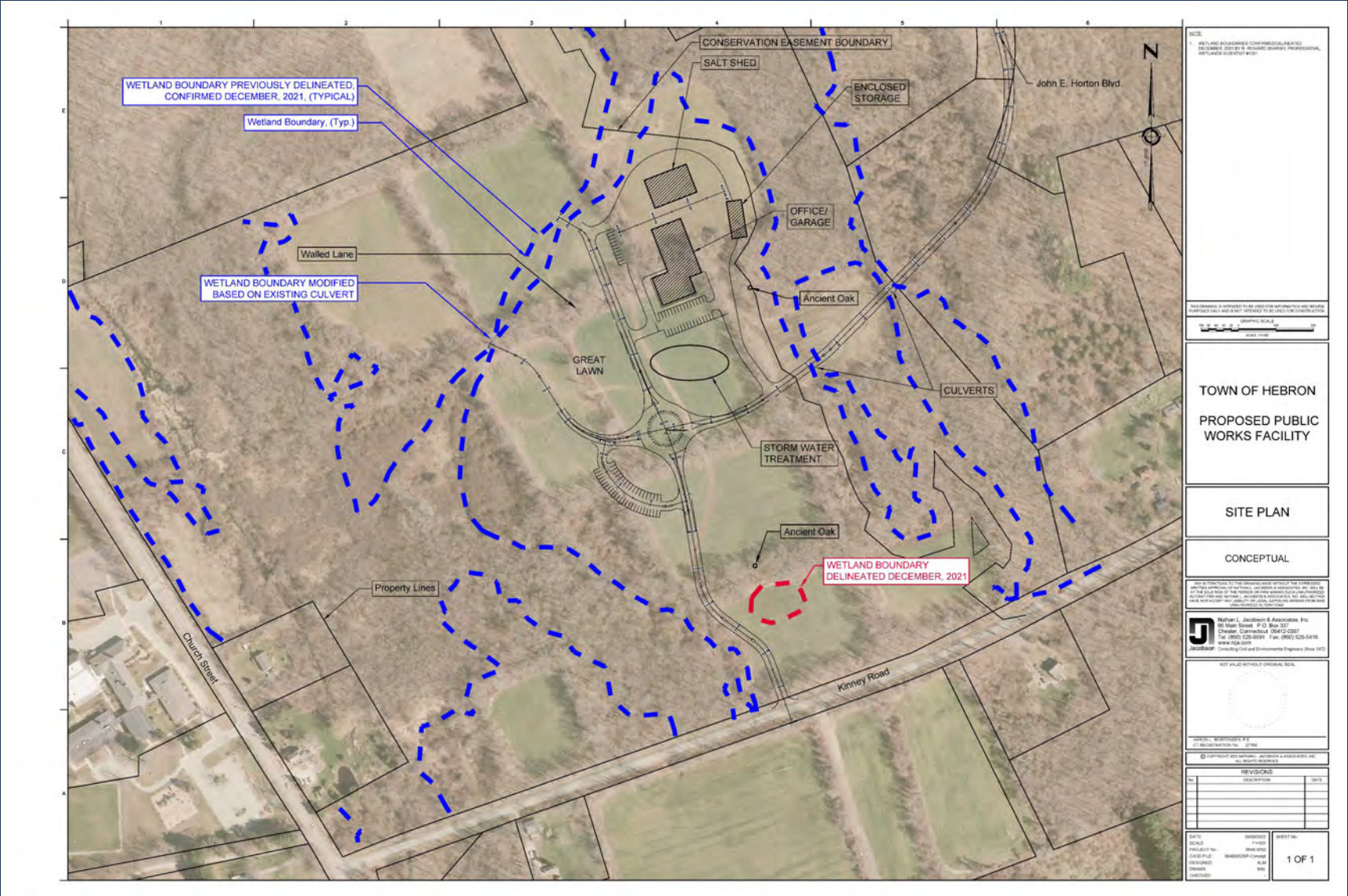
# DPW NEEDS AND SITE SELECTION AND ANALYSIS

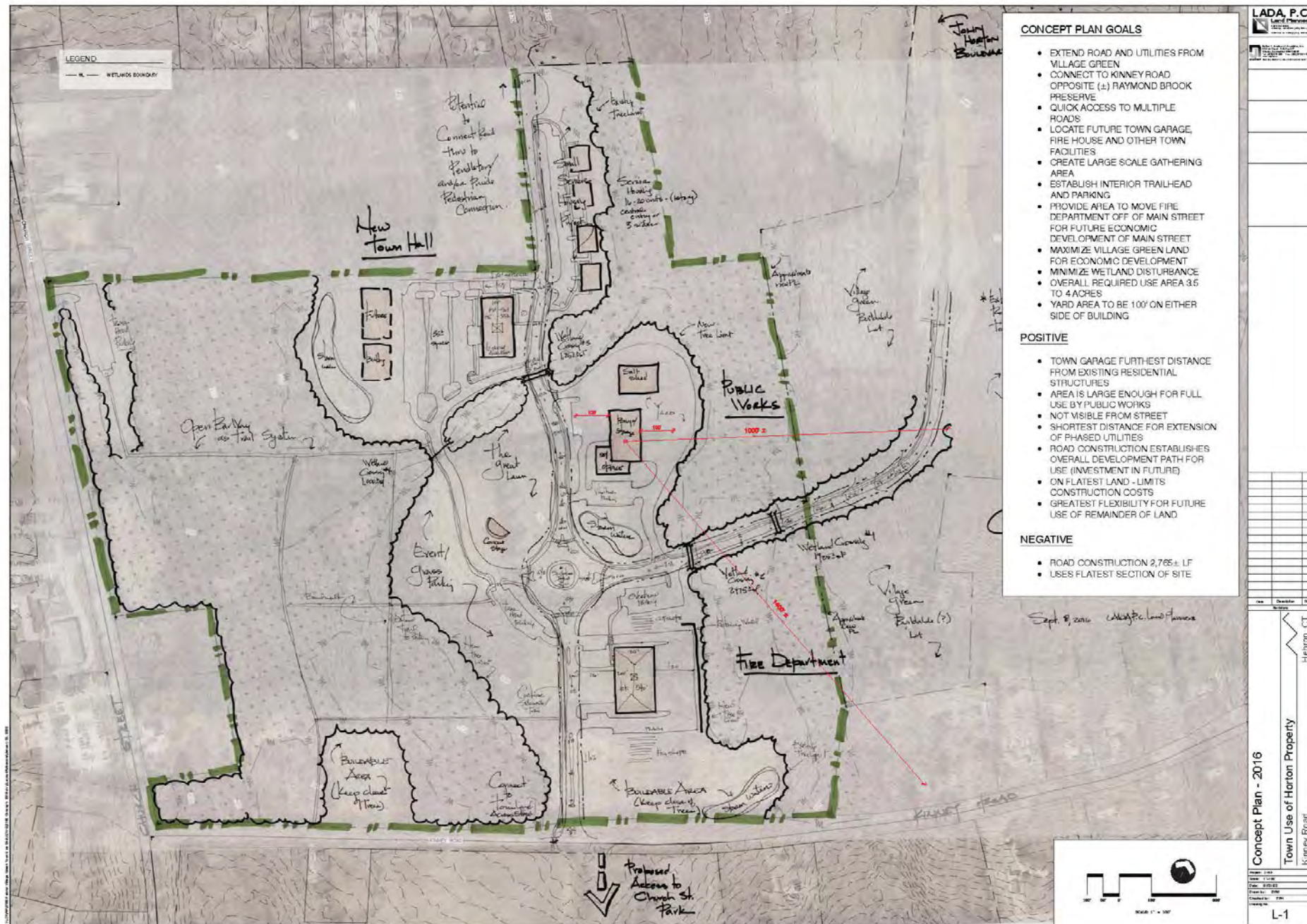
- 2010 Town of Hebron Municipal Facilities Study by Town Staff
- 2013 DPW Facility Study by CME Associates
- 2017 DPW Feasibility Study – BL Associates
- 2018 DPW Facility Study – Board of Selectmen Presentation
- 2019 Horton Parcel Purchase Presentation
- 2021 HPBC Report and Presentation – Board of Selectmen Presentation

# **SUPPLEMENTARY PRELIMINARY STUDIES NEEDED**

- Soil Scientist to Confirm Wetland Boundaries
- Further Site Analysis to Consider Alternate Layout
- Referral to State Historic Preservation Office (SHPO)
- Phase I Archaeological Reconnaissance Survey

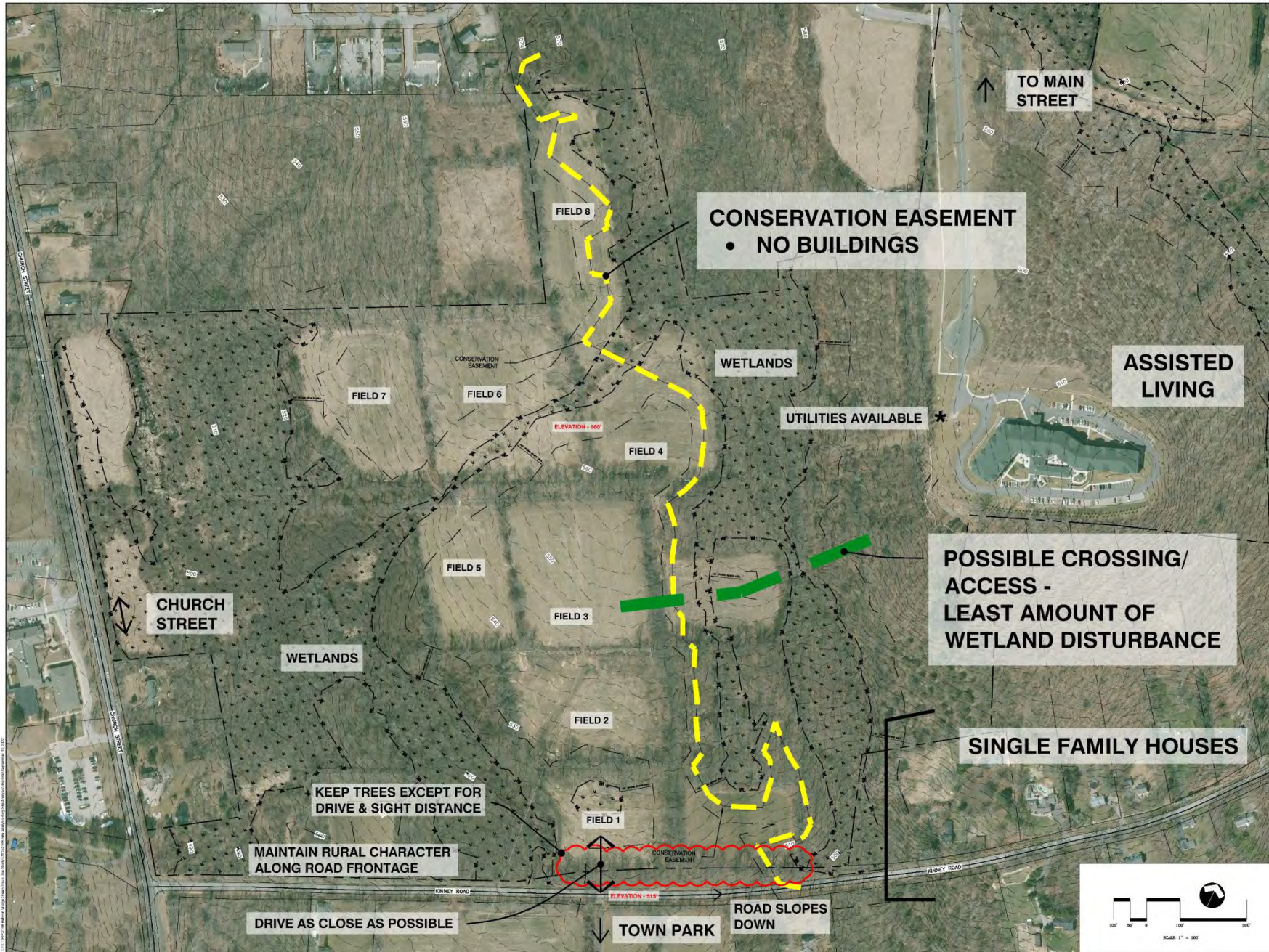
# WETLAND DELINEATION





2016 Plan



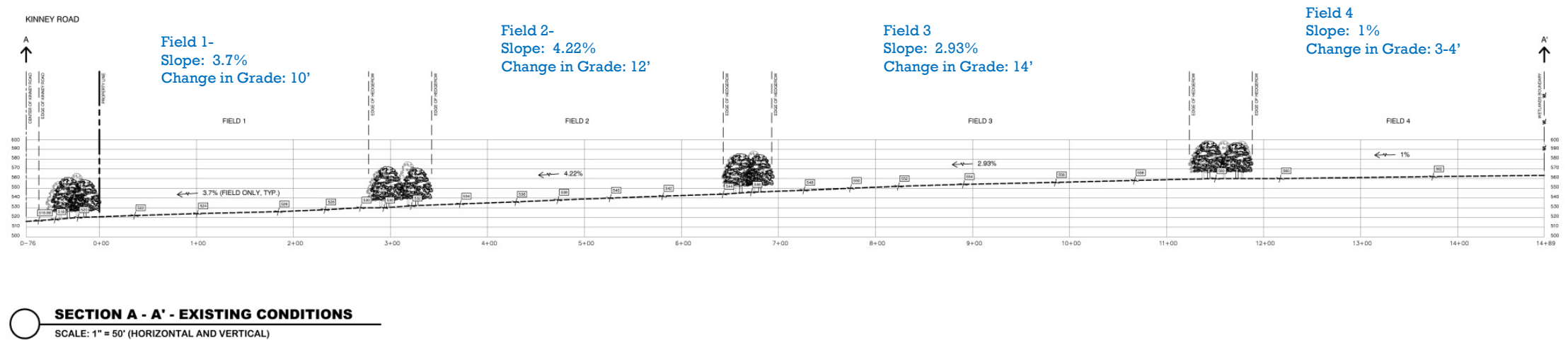


**LADA, P.C.**  
Land Planners  
1000 Main Street, Suite 200  
Hebron, CT 06245  
Phone: (860) 281-1111  
Fax: (860) 281-1112  
Email: info@lada.com

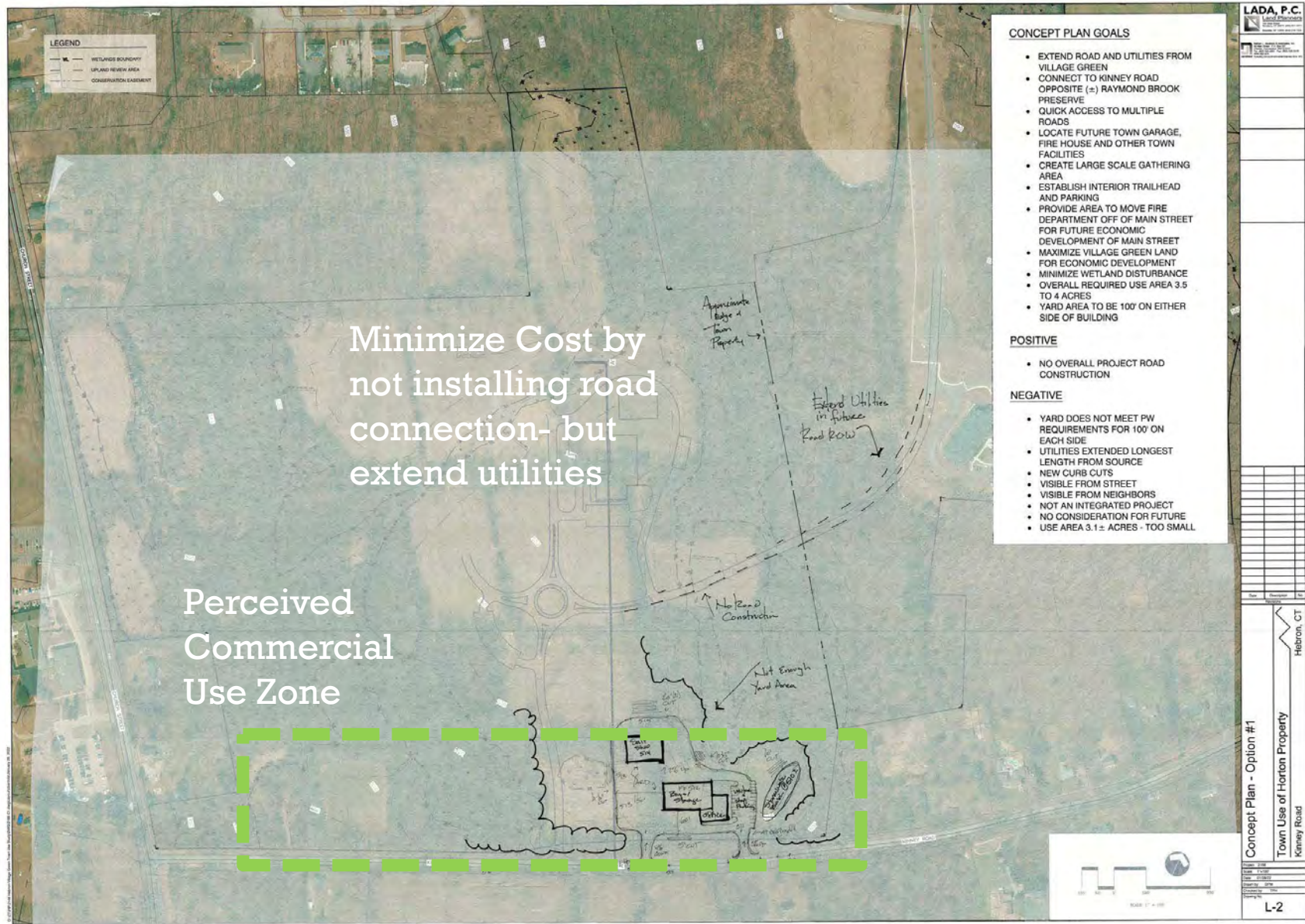
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99	08/08/12	REVISED	ML	
100	08/08/12	REVISED	ML	

**Site Analysis - Updated**  
Town Use of Horton Property  
Kinney Road  
Hebron, CT

L-1.1



- Land is steeper closer to Kinney Road
- Change of Grade from Kinney Road to Field 4 – 45'

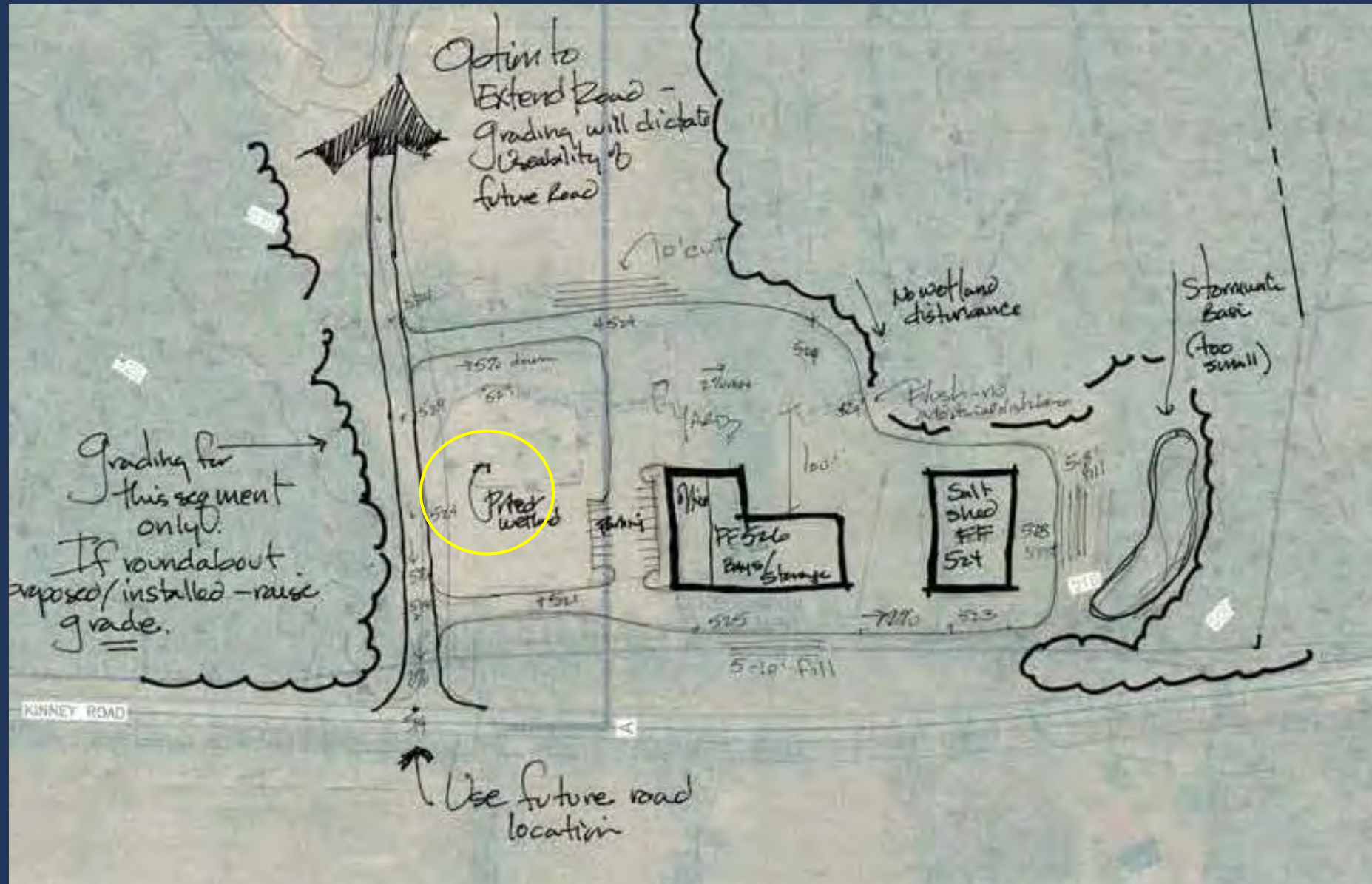


2022 Option 1

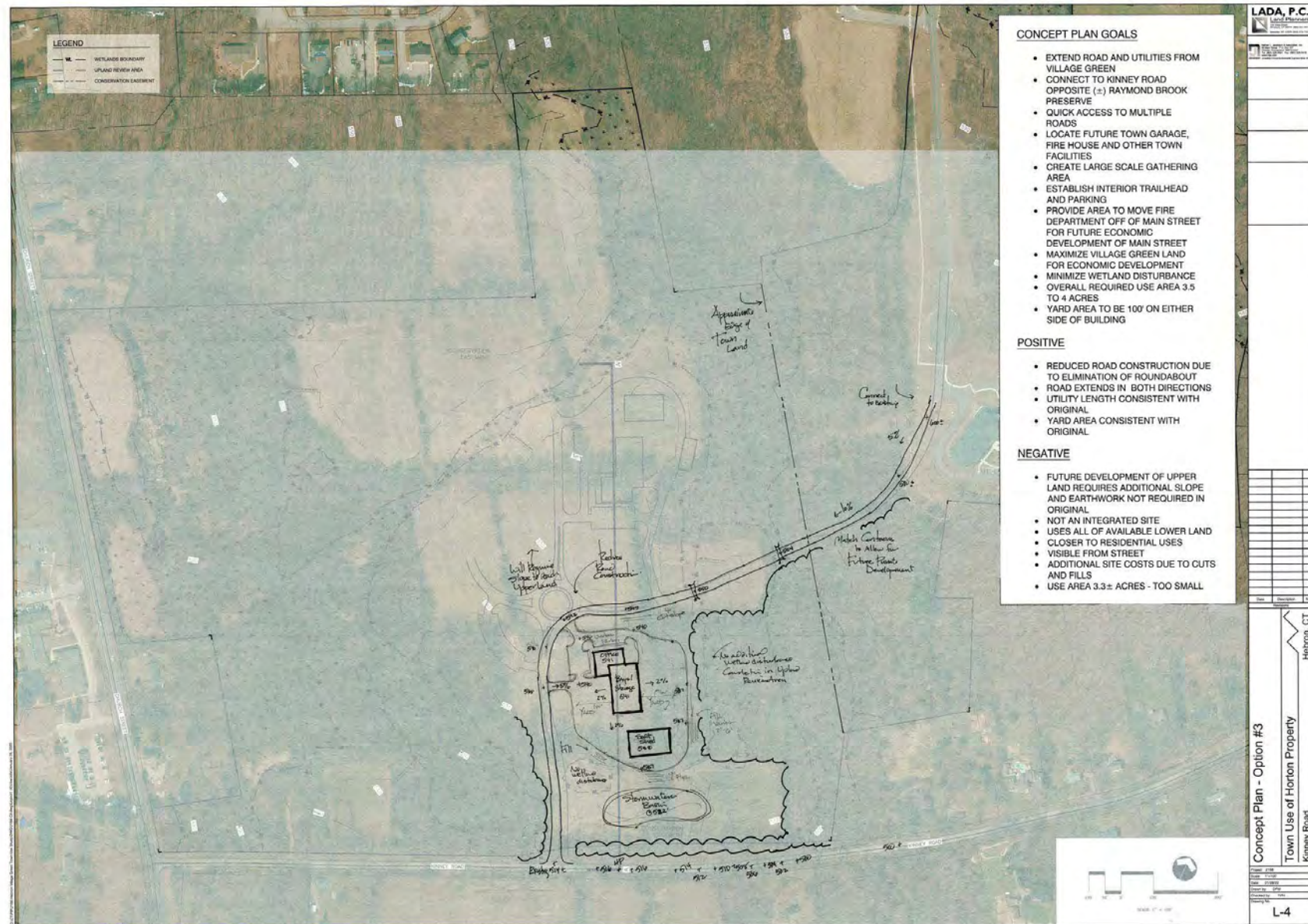




## 2022 Option 2



- Reduced cuts and fills
- New wetland area- no disturbance
- Conservation Area disturbed
- Not enough land available for stormwater
- Road needs to match grades for extension to JH Boulevard – need to raise



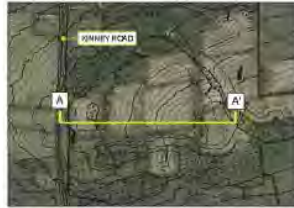
## 2022 Option 3





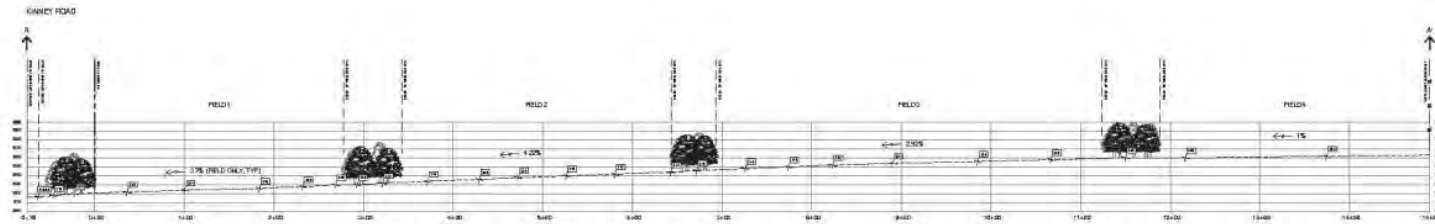
## 2022 Option 3

- Road grade to be lowered to minimize cuts and fills
- When that happens- cuts off future extension and reduces usability of rest of land.
- Conservation Area disturbed
- Ancient Tree Removed

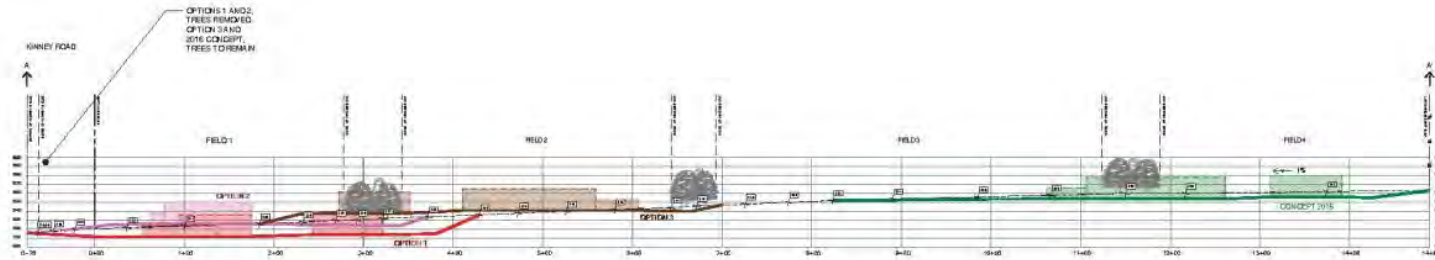


**LOCATION PLAN**  
N.T.S.

- LEGEND**
- OPTION 1
  - OPTION 2
  - OPTION 3
  - CONCEPT 2016
  - EXISTING CROSS SECTION

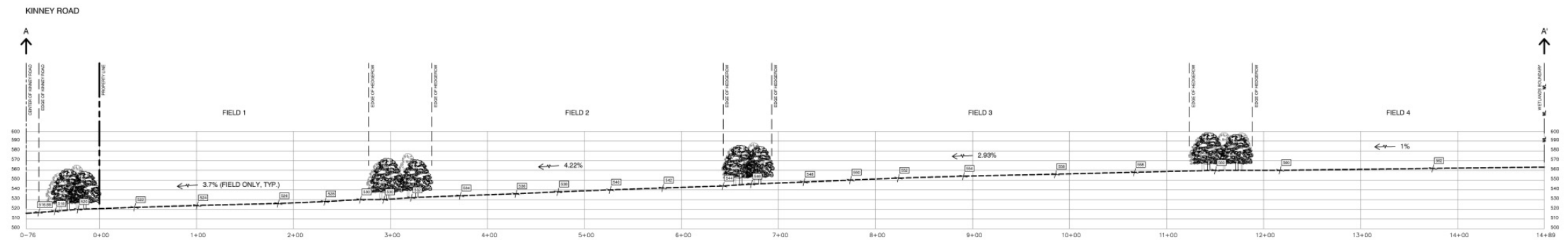


**SECTION A - A' - EXISTING CONDITIONS**  
SCALE: 1" = 50' (HORIZONTAL AND VERTICAL)

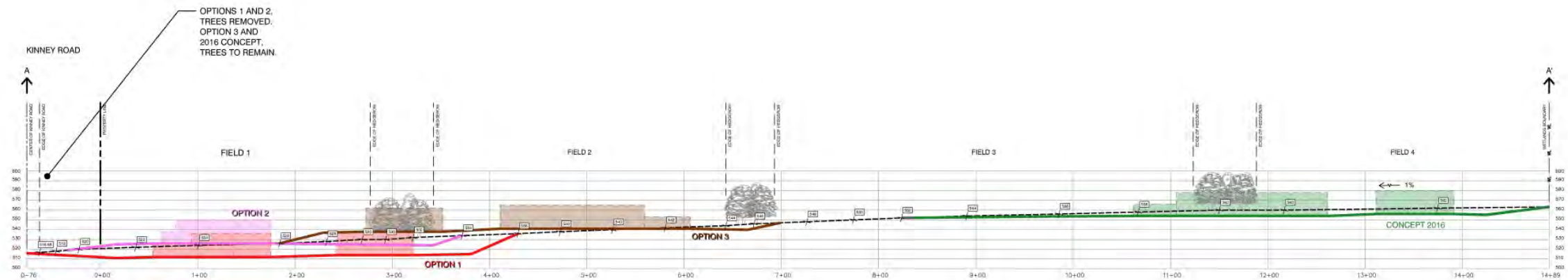


**SECTION A - A' - CONCEPT OPTIONS**  
SCALE: 1" = 50' (HORIZONTAL AND VERTICAL)

DUE TO SECTION LOCATION, BUILDING OR PARTS OF BUILDING MAY BE IN ELEVATION



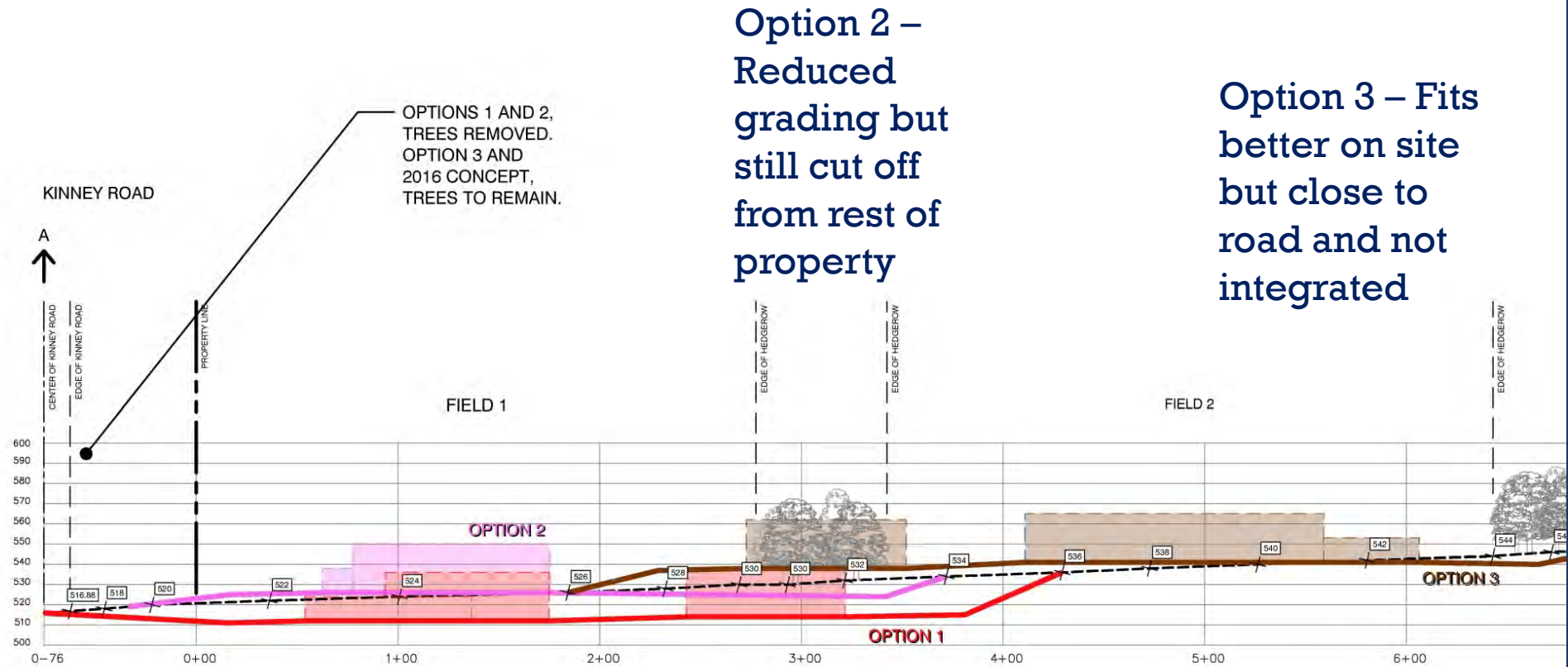
**SECTION A - A' - EXISTING CONDITIONS**  
 SCALE: 1" = 50' (HORIZONTAL AND VERTICAL)



# SECTION A - A' - CONCEPT OPTIONS

SCALE: 1" = 50' (HORIZONTAL AND VERTICAL)

DUE TO SECTION LOCATION, BUILDING OR PARTS OF BUILDING MAY BE IN ELEVATION.



Option 2 –  
Reduced  
grading but  
still cut off  
from rest of  
property

Option 3 – Fits  
better on site  
but close to  
road and not  
integrated

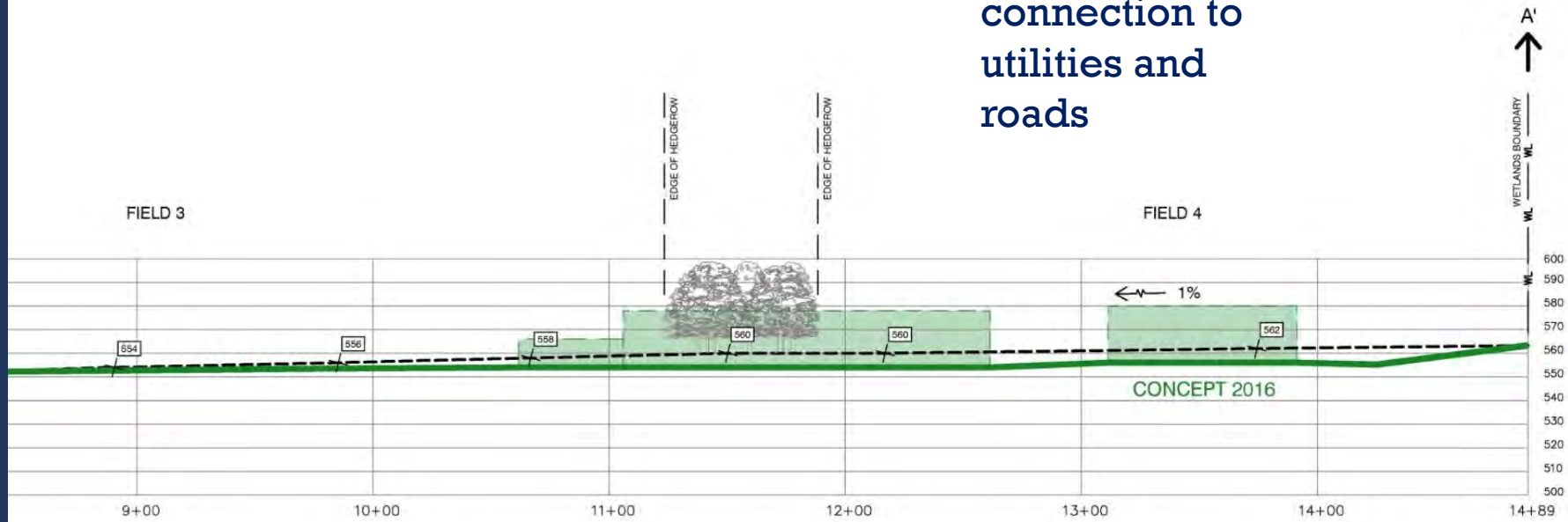
Option 1 –  
significant  
grading  
required- too  
small

**SECTION A - A' - CONCEPT OPTIONS**

SCALE: 1" = 50' (HORIZONTAL AND VERTICAL)

DUE TO SECTION LOCATION, BUILDING OR PARTS OF  
BUILDING MAY BE IN ELEVATION.

Proposed  
location –  
Land is flat  
Good  
connection to  
utilities and  
roads





# ARCHAEOLOGY

## Report on Phase I Archaeological Reconnaissance Survey For the Hebron Town Complex Phase I - Public Works Facility in Hebron, CT

May 2022

Report prepared for  
Town of Hebron  
&  
Nathan L. Jacobson & Associates, Inc.  
Thomas H. Fenton, P.E.

Report prepared by:  
Sarah Holmes, PhD  
Archaeology Consultant  
slh@att.net (860) 501-1446



State Historic Preservation Office  
Department of Economic and Community Development

August 19, 2022

Andrew Tierney, Town Manager  
Town of Hebron  
15 Gilead Street  
Hebron, CT 06248  
(via email only to [atierney@hebronct.com](mailto:atierney@hebronct.com))

Subject: Hebron Public Works Facility/Municipal Complex  
John E. Horton Boulevard and Kinney Road  
Hebron, Connecticut

Dear Mr. Tierney:

The State Historic Preservation Office (SHPO) has been assisting the Town of Hebron (Town) with its responsibilities to avoid or minimize impacts to historic resources that may occur as a result of the proposed referenced project. SHPO provided comments to the Town as part of the planning process for the currently proposed Area of Potential Effect (APE) which encompasses 11 acres within the larger project parcel. This letter is intended to provide clarification of prior correspondence.

To date, our office has not received sufficient evidence to suggest that the APE or larger project parcel meets the threshold of significance for inclusion on the National Register of Historic Places applying the criteria for evaluation (36 CFR 60.4). SHPO understands that this potential may exist, but substantial additional research, documentation, and survey would be required to prepare a formal eligibility assessment. After reviewing the property characteristics, known historic properties in the vicinity, and recently submitted information with SHPO staff, our office concluded that development of the currently proposed APE is minor and would not diminish the potential significance of the 86-acre project parcel. Therefore, SHPO has no objection to the development of the currently proposed APE. As relayed in prior correspondence, however, SHPO requests that a professional cultural resources survey be completed prior to any subsequent phases of development; additional research to substantiate an eligibility evaluation should be completed as part of future investigations.

We look forward to additional consultation as subsequent phases of this project development move forward. This letter supersedes all prior communications. For additional information, please contact Cory Atkinson, Environmental Reviewer, at (860) 500-2458 or [cory.atkinson@ct.gov](mailto:cory.atkinson@ct.gov).

Sincerely,

Jonathan Kinney  
State Historic Preservation Officer

860 Columbus Blvd., Suite 500 | Hartford, CT 06103 | (860) 500-2458 | [portal.ct.gov/shpo](http://portal.ct.gov/shpo)

**From:** Atkinson, Cory <[Cory.Atkinson@ct.gov](mailto:Cory.Atkinson@ct.gov)>  
**Sent:** Friday, September 9, 2022 4:59 PM  
**To:** Mary-Ellen Gonci <[mergonci65@comcast.net](mailto:mergonci65@comcast.net)>  
**Cc:** Andy Tierney <[atierney@hebronct.com](mailto:atierney@hebronct.com)>; Kinney, Jonathan <[Jonathan.Kinney@ct.gov](mailto:Jonathan.Kinney@ct.gov)>  
**Subject:** Horton Municipal complex

Ms. Gonci,  
I hope this email finds you well. The State Historic Preservation Office (SHPO) would be happy to clarify its position for you.

As stated in prior correspondence to the town and their consultant, this office maintains that the Phase I development of the proposed municipal center will have no adverse effect on historic properties. We acknowledge that there have been several historical associations/connections to the subject property raised in the archaeological report prepared for the town by their consultant as well as by the Hebron Historical Society (HSS). To date, however, our office has not received any information to suggest that these associations meet the threshold of significance for listing on the National Register of Historic Places (NRHP) applying the criteria for evaluation (36 CFR 60.4[a-d]). It is important to note that ownership of a property by a person(s) considered historically important does not ensure that the parcel is considered significant.

I think it may be helpful to schedule a phone call to discuss the concerns you've outlined in your letter in more detail. Please feel free to reach out with your availability and we can talk through the process as well as our office's position.

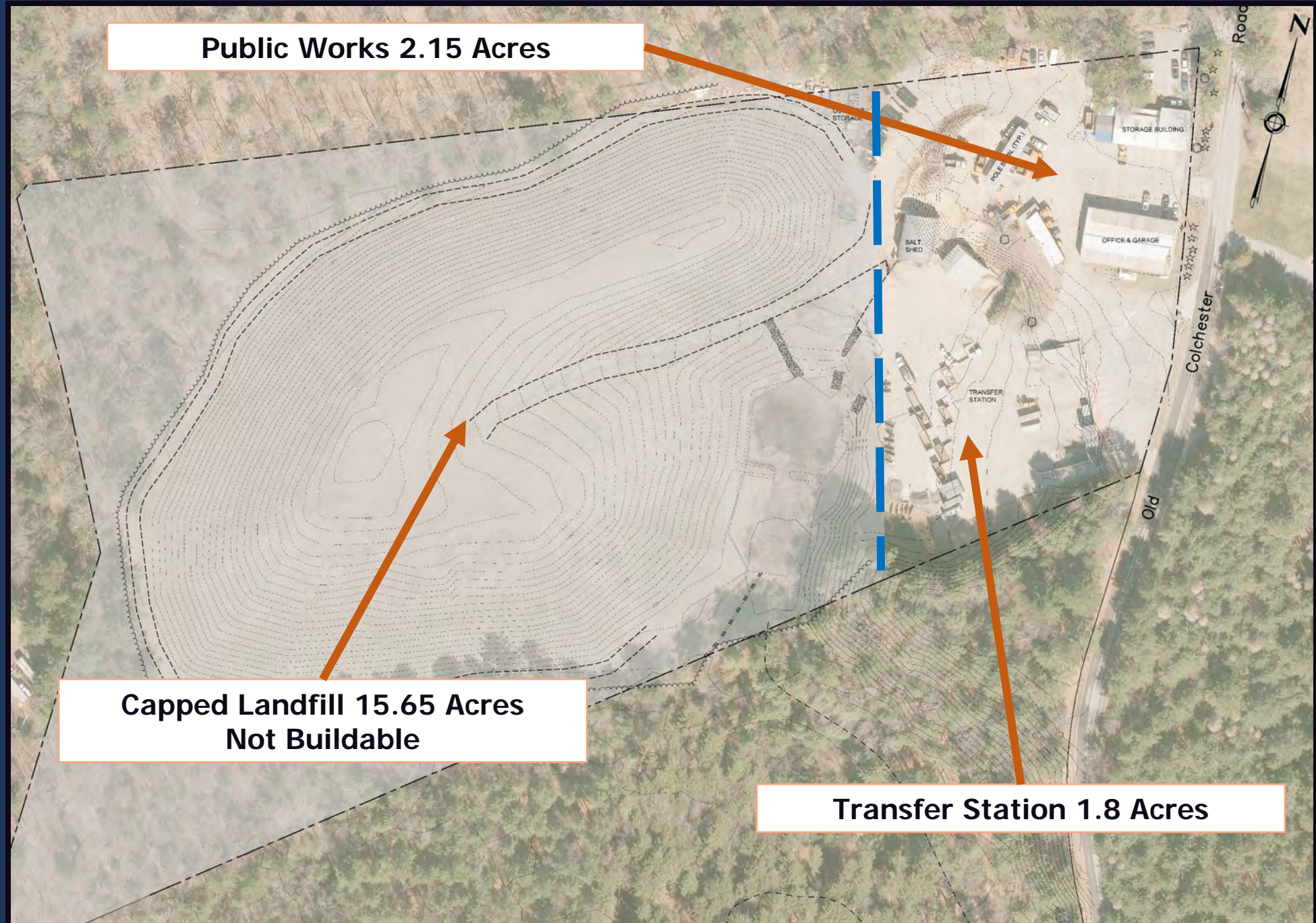
Sincerely,  
Cory

**Cory Atkinson**  
Staff Archaeologist  
State Historic Preservation Office  
Department of Economic & Community Development  
450 Columbus Boulevard, Suite 5  
Hartford, CT 06103  
(860) 500-2458 (direct)  
[Cory.Atkinson@ct.gov](mailto:Cory.Atkinson@ct.gov)



# EXISTING SITE

Old Colchester Road  
Total Site Area:  
19.6 Acres



# Site Deficiencies

Employee & Equipment Parking Off Property

Outside Storage Off Property

Steep Grades  
20'+ Elevation Change

Inadequate area for equipment & material handling and storage

OUTDOOR  
STORAGE

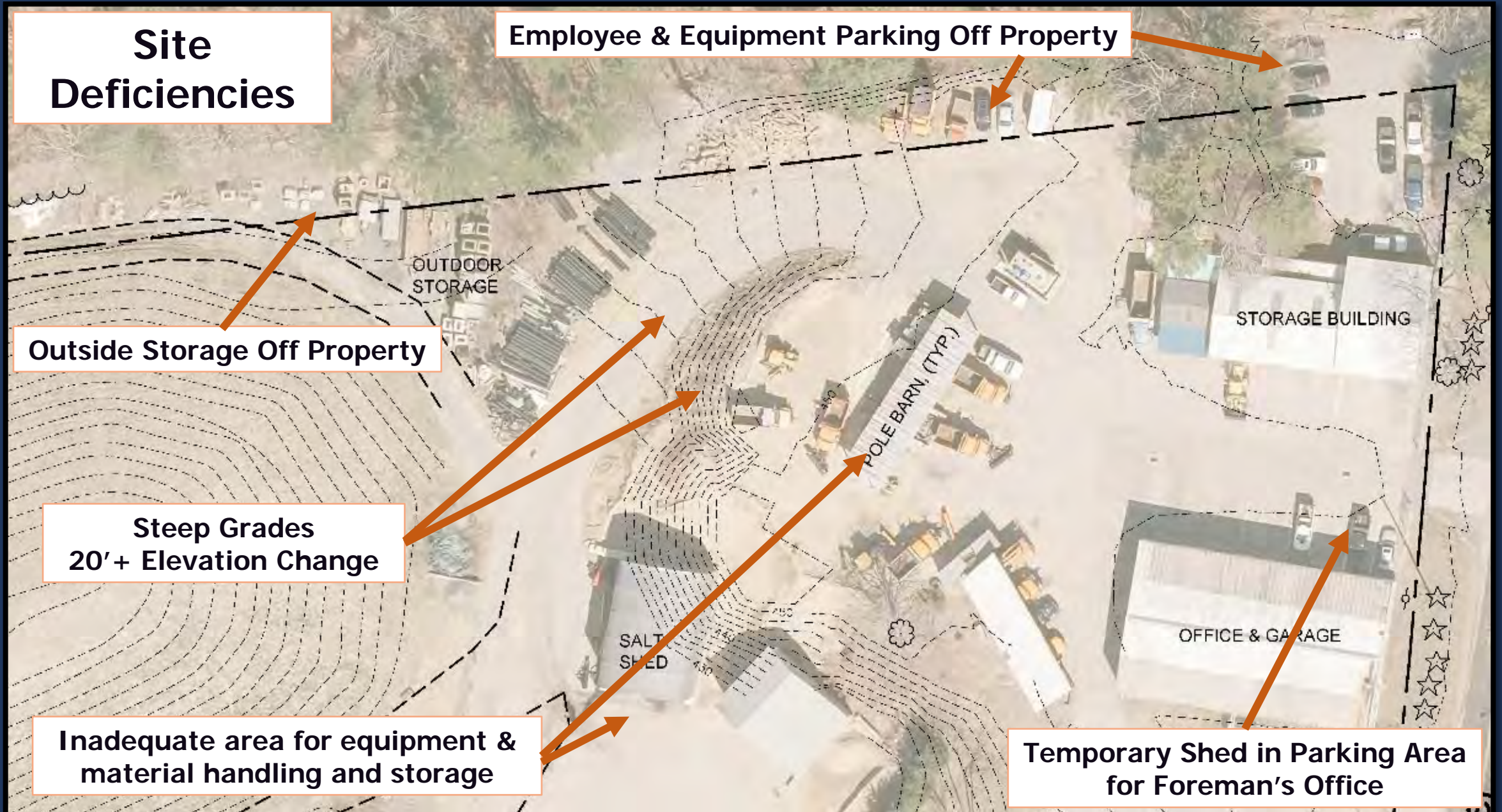
POLE BARN (TYP.)

STORAGE BUILDING

SALT  
SHED

OFFICE & GARAGE

Temporary Shed in Parking Area  
for Foreman's Office



# BUILDING INADEQUACIES

## Lack of:

- Indoor Truck Parking
- Wash Bay
- Maintenance Bay Lifting Mechanism



## Lack of:

- Office & Storage Space
- Break & Resting Facility



## Lack of:

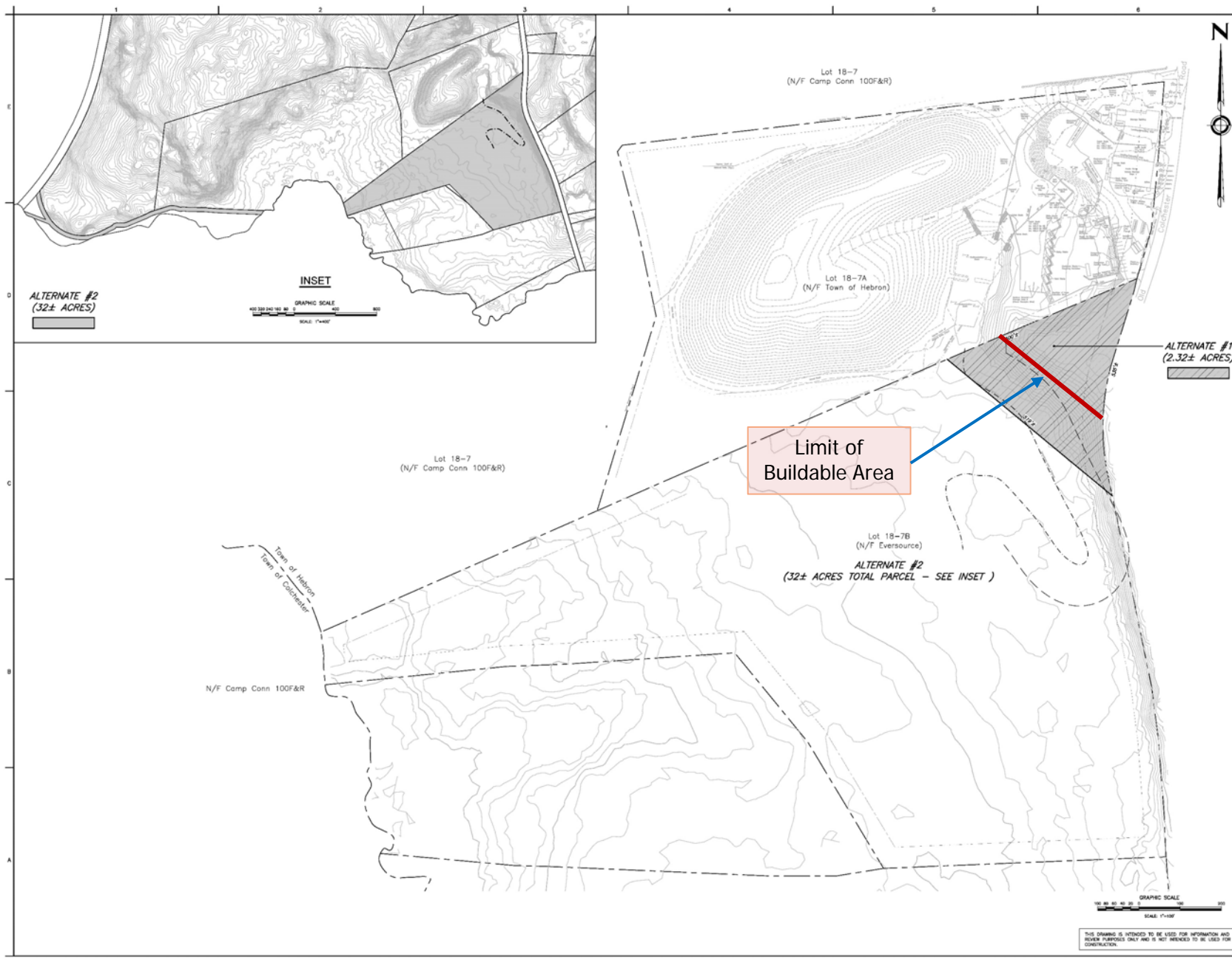
- Enclosed Equipment Storage
- Deicing Materials Coverage Storage



# ADDITIONAL SITE LIMITATIONS

- No Access to Public Sewer
- No Access to Public Water
- No Access to 3-Phase Power
- Steep Slopes
- Combined use as transfer station
- Location at the extreme southerly limits of Town

**Conclusion: Inadequate for existing & future needs**



**NOTES:**

1. In General, Lower Case Text Identifies Existing Features/Conditions.
2. In General, UPPER CASE TEXT IDENTIFIES PROPOSED FEATURES/CONDITIONS UNLESS OTHERWISE SPECIFIED.
3. THIS MAP WAS PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300a-1 THROUGH 20-300a-20 AND THE "STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 26, 1984. THIS IS A DATA ACCUMULATION PLAN AND WAS COMPILED FROM OTHER MAPS, RECORDS, RESEARCH, OR OTHER SOURCES OF INFORMATION. IT IS NOT TO BE CONSIDERED AS HAVING BEEN OBTAINED AS THE RESULT OF A FIELD SURVEY, AND IS SUBJECT TO SUCH CORRECTIONS AS AN ACCURATE FIELD SURVEY MAY DISCLOSE.
4. REFERENCE IS MADE TO THE FOLLOWING DRAWINGS:  
"HEBRON MUNICIPAL LANDFILL CLOSURE PLAN," PREPARED FOR TOWN OF HEBRON, SHEETS C1, DATED 8-19-95, PREPARED BY PAUL ENGINEERING CORPORATION.  
"PUBLIC WORKS DRAINAGE, OLD COLCHESTER ROAD, PROPOSED ABOVE GROUND PUMP STATION, DRAIN, SHEET 1, DATED JUNE 1999, PREPARED BY: NATHAN L. JACOBSON AND ASSOCIATES, INC.  
"TOWN OF HEBRON, TRANSFER STATION IMPROVEMENT LOCATION PLAN," SHEET 1 OF 1, DATED 5-20-06, PREPARED BY NATHAN JACOBSON AND ASSOCIATES, INC.
5. UNDERGROUND UTILITIES, STRUCTURES AND OTHER FACILITIES EXISTING HEREON HAVE BEEN COMPILED FROM RECORD DRAWINGS AND FIELD LOCATIONS OF ABOVE GROUND FACILITIES AND MANHOLES. ALL UNDERGROUND FACILITY LOCATIONS SHOWN SHOULD BE CONSIDERED APPROXIMATE. ONLY ALL FACILITIES MAY NOT BE SHOWN.

**TOWN OF  
HEBRON, CONNECTICUT**

**PUBLIC WORKS /  
TRANSFER STATION  
EXPANSION**

**LAND  
ACQUISITION PLAN**

**CONCEPTUAL**

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Geomatics and Environmental Engineers Since 1976

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THOMAS H. FENTON, P.E.  
CT REGISTRATION NO. 14400

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REVISIONS	
No.	DATE

DATE	SCALE	PROJECT NO.	CHECKED	DESIGNED	DRAWN	CHECKED
JULY 2015	AS NOTED	0840002	0840002	THF	AJS	

SHEET NO:  
**1 OF 1**



# RECONSTRUCTION ON EXISTING SITE

- Schematic plan to address minimum building and parking needs
- Does not consider on-site sewage disposal, fueling facilities, holding tanks, and stormwater treatment
- Requires complete reconfiguration of Transfer Station
- Site topography requires multi-level buildings or steep driveways and parking
- No room for future expansion
- Operations cannot be maintained during construction
- Site must be vacated up to 2 years
- Temporary facilities:
  - Would require another location
  - Would require State and local permitting
  - Cost estimated at 2.5 to 3.5 million

**Conclusion: Not feasible**

# CONSIDERATION OF BURNT HILL PARK

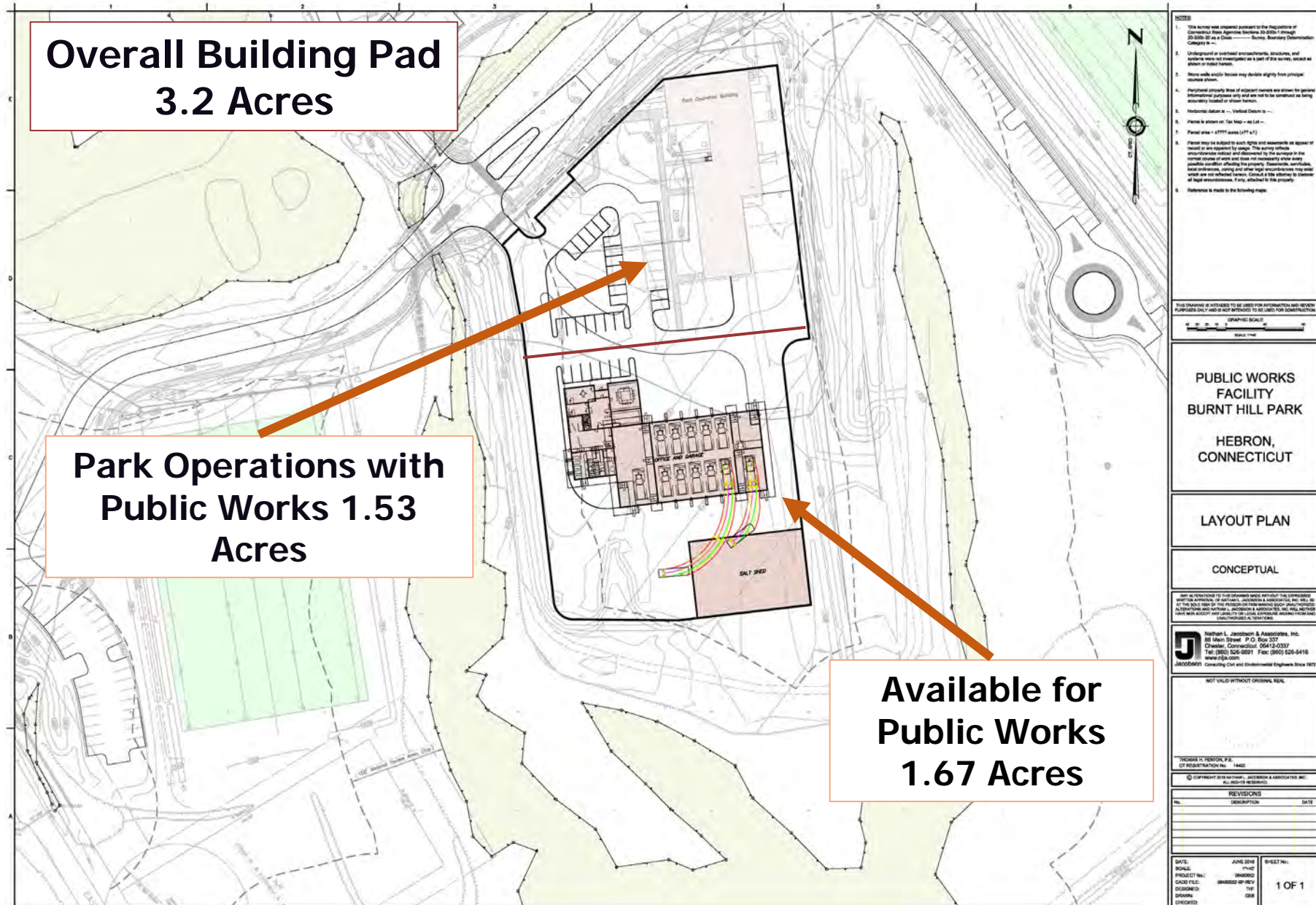




**Overall Building Pad  
3.2 Acres**

**Park Operations with  
Public Works 1.53  
Acres**

**Available for  
Public Works  
1.67 Acres**



## RELOCATION TO BURNT HILL PARK – NOT FEASIBLE

- Existing entry road is sole access point to site
- Only developable area is the park operations pad (old chicken coop)
- Not enough area to support garage / office building & salt shed
- Inadequate for truck access and turning movements
- No space for additional enclosed storage
- Eliminates:
  - Current park outside storage
  - Approved recreation use parking

# AVAILABLE AREA FOR PUBLIC WORKS OPERATIONS



**Existing Site Old Colchester Road**  
**2.15 Acres**



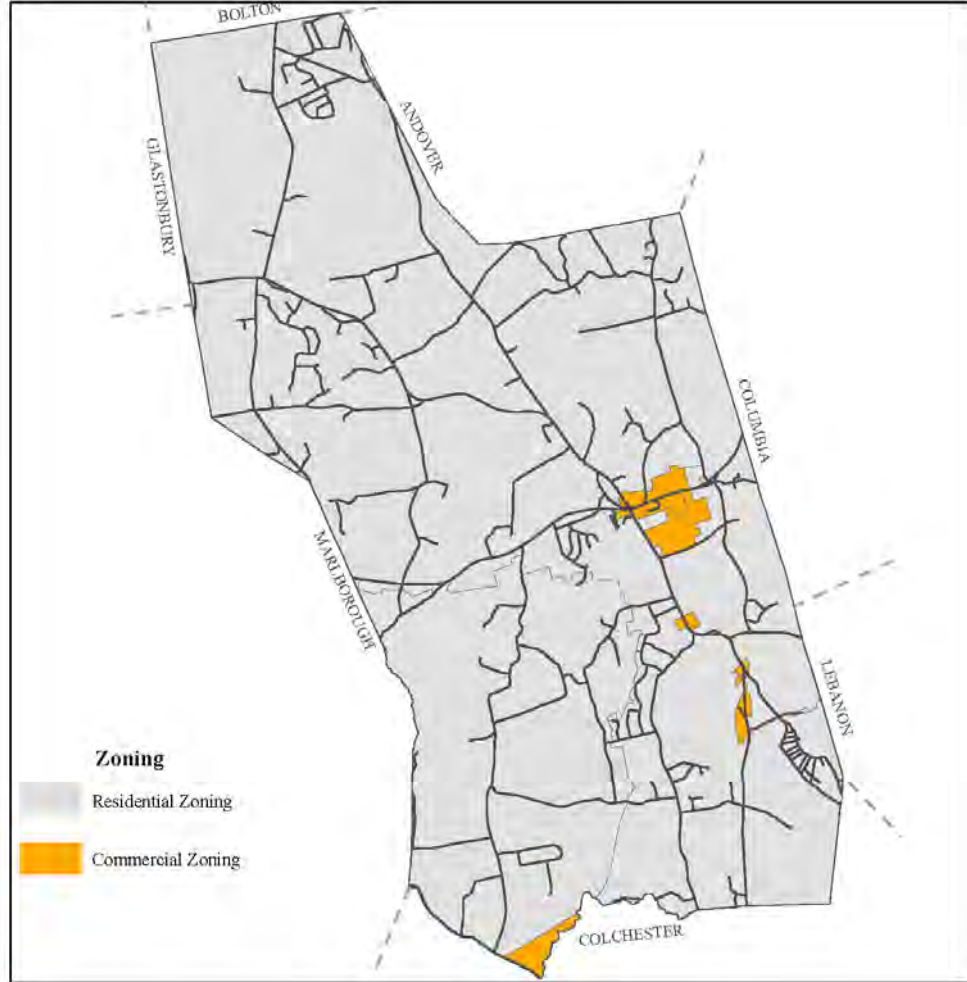
**Burnt Hill Park**  
**1.67 Acres**



**Horton Parcel**  
**5.65 Acres**

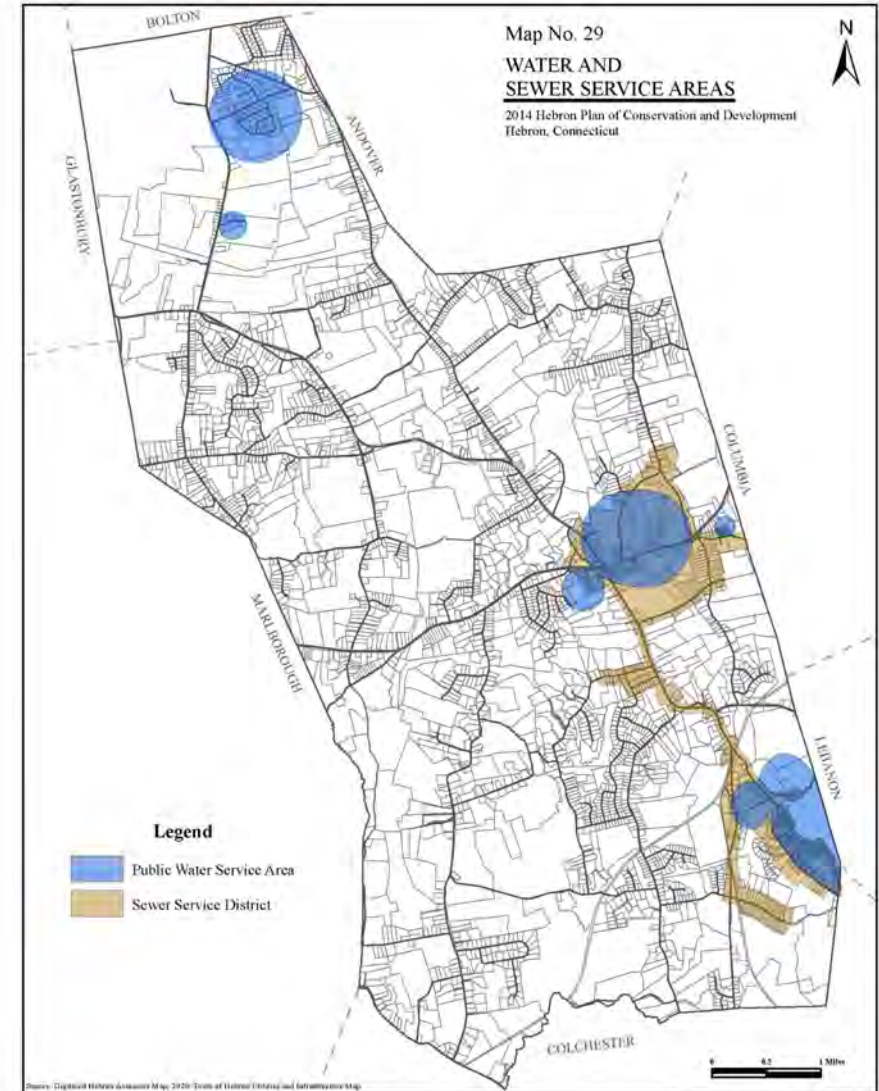
## OTHER SITES CONSIDERED

- Over 30 sites considered
- Review conducted by Town Planner, Consultants and Public Building Committee (PBC)
- Findings presented in 2021 PBC Report and Presentation
- PBC urged residents to provide suggestions - None provided to date
- None of the alternate sites considered were in a commercial zone and had access to public water & sewer



Source: Digitized Hebron Associates Map, 2020; Hebron Zoning 2018

NATHAN L. JACOBSON & ASSOCIATES, INC.



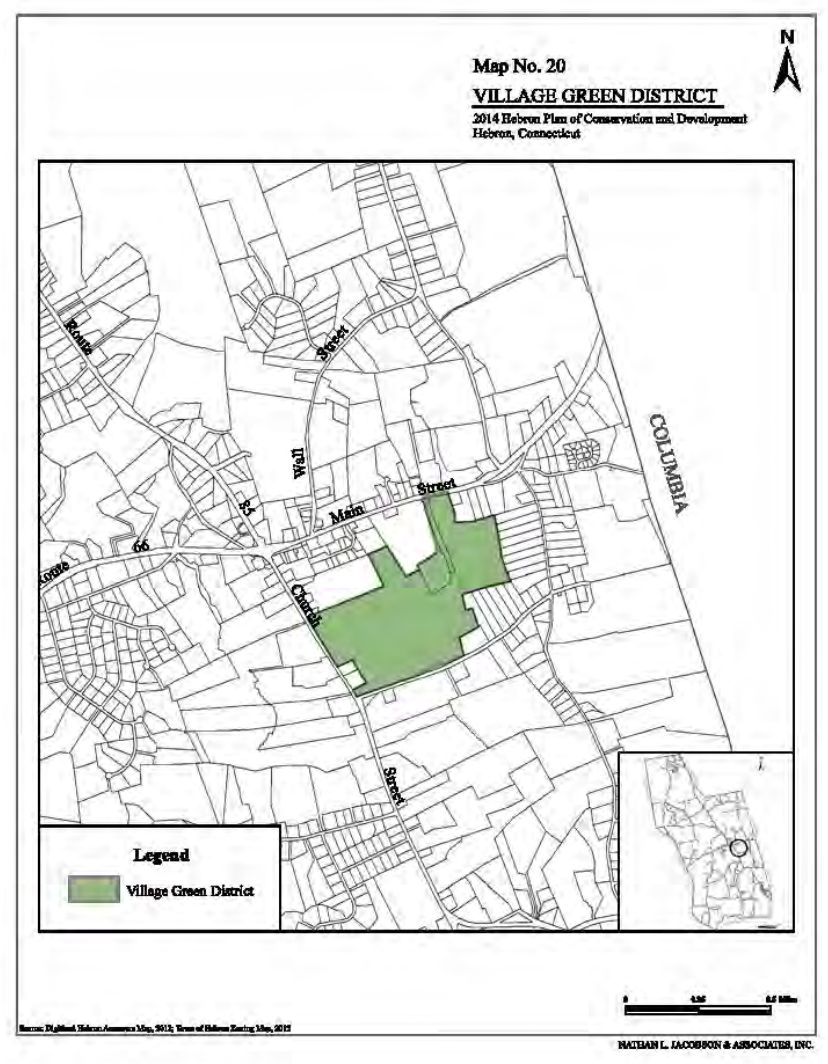
Source: Digitized Hebron Associates Map, 2020; Town of Hebron Planning and Information Map

NATHAN L. JACOBSON & ASSOCIATES, INC.

# CONSISTENCY WITH ENVIRONMENTAL PLANS & STUDIES

## *The Plan of Conservation and Development*

Town of Hebron, Connecticut  
2014



## Village Green Master Plan

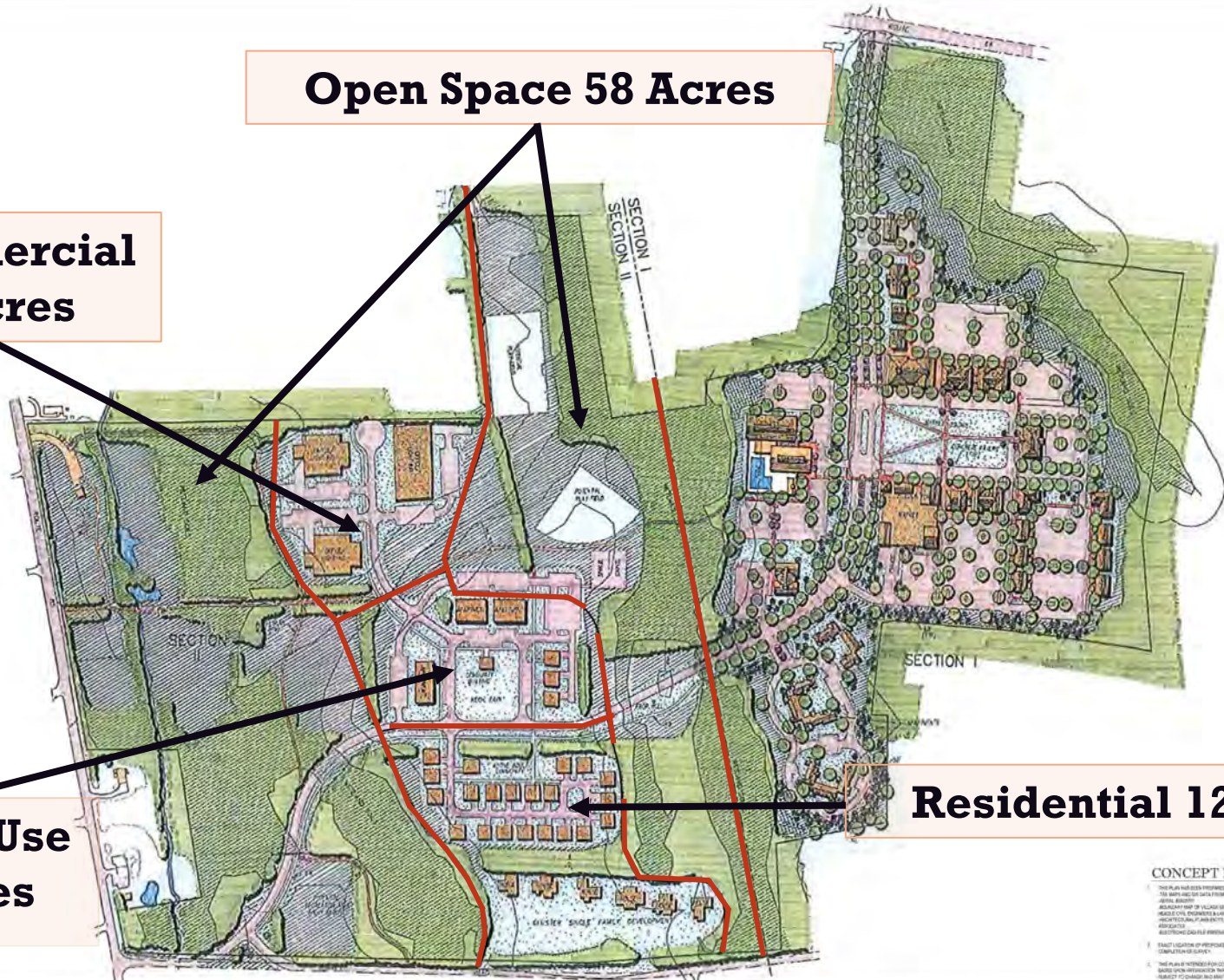


**Commercial  
7 Acres**

**Open Space 58 Acres**

**Mixed Use  
7 Acres**

**Residential 12 Acres**



### CONCEPT LAYOUT PLAN NOTES

1. THIS PLAN HAS BEEN PREPARED BASED ON INFORMATION RECEIVED FROM THE TOWN OF WEBSTER. THE TOWN OF WEBSTER HAS NOT BEEN ADVISED OF THE PREPARATION OF THIS PLAN.
2. THE PLAN IS INTENDED FOR CONCEPTUAL USE ONLY. THE TOWN OF WEBSTER HAS NOT BEEN ADVISED OF THE PREPARATION OF THIS PLAN.
3. THE PLAN IS INTENDED FOR CONCEPTUAL USE ONLY. THE TOWN OF WEBSTER HAS NOT BEEN ADVISED OF THE PREPARATION OF THIS PLAN.

**HEBRON VILLAGE GREEN**  
HEBRON, CT

**CURRENT MASTER PLAN** (PREPARED BY MEGSON & HEAGLE CIVIL ENGINEERS & LAND SURVEYORS)

SCALE: 1" = 150'  
DATE: 5/10/2016  
PROJECT #: W131110



# POCD – Plans and Objectives

brought to Willimantic Waste, while bulk metal is recycled. The transfer station does collect and recycle waste oil, anti-freeze, batteries, tires and expired phone books. Dried latex paint is accepted and is disposed of in the household trash compactor. As with the Public Works facilities, the department requests replacement of Transfer Station vehicles and equipment on a schedule through the CIP.

On an average, the town disposes of 131 tons of solid waste and 47 tons of bulky waste per month. Ten tons per month of plant materials are removed while 38 tons of recyclables are removed. Currently, there is a fee schedule approved by the Board of Selectmen to dispose of certain large items such as bulky waste, appliances, tires, furniture, mattresses, and brush. A private waste disposal contractor also serves the Town and offers single stream recycling.

While the physical condition of the transfer station is adequate, the facility is considered overcrowded and inadequate in terms of space for the future. The Town Facility Study identified several code deficiencies and safety concerns with the Transfer Station offices. Also, State regulations require that some method be used to prevent stormwater from entering the containers.

## Future Needs

Due to the inadequate conditions of the existing facilities as noted above, and the lack of remaining usable acreage at its present location, a new public works facility is required. The Town needs to develop a plan as to: a) how to use the current facilities; and b) what and where to build new facilities to complement what is kept at the current site.

**Public Works Complex:** Since 2004, the Town has reviewed several properties to determine the potential of expanding or relocating its operations. First, a review was conducted on the adjacent land owned by CL&P. The study revealed that an old sand and gravel removal operation removed much of the overlying soils down to the water table rendering the land unsuitable for Town use. Secondly, the Town made provisions in the purchase of the Burnt Hill Park property to reserve a 10 acre area for public works offices and some vehicle storage. This site remains a possible location for such uses.

A four to ten acre site is desirable to meet the Public Works Department's current and future needs. The 2013 CME needs assessment identified the need for 1,500 square feet of Administrative facilities, 1,200 square feet of Support Facilities, and 16,600 square feet of Equipment Facilities. A larger Salt Shed and Covered Exterior Equipment Storage areas are also needed.

The Public Works facilities are clearly the Town facilities most in need of replacement and upgrading. The Town needs to follow up on the 2010 Facility Study and the 2013 CME study to find a site that satisfies current and future needs for this important Town operation. While other sites may be considered, one option that should be

Office of Public Works  
(Department of Public Works Building)

Wellington Project  
April 11  
November 2, 2011



Prepared by:  
CME Associates, Inc.

further reviewed in some detail is to locate the Department administrative offices and some vehicle storage bays in a building addition to the Burnt Hill Park Parks and Recreation operations building. This could result in some added efficiencies by locating both department operations and vehicle storage and maintenance functions at the same location. This relocation project could be combined with leaving some vehicle storage spaces at the Old Colchester Road site with the Transfer Station and animal kennel. The Salt Box Road facility could likely be abandoned with this option. A master plan effort needs to move forward based on current studies.

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

## Goals & Objectives

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

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

## Objectives:

1. Complete a Master Plan of a new Public Works Facility utilizing the space needs analysis contained in the 2013 CME report. This should include an analysis of the Burnt Hill Park site, and any other location deemed practical. Potential sites should be selected to ensure future expansion opportunities of the department and to look comprehensively at Town and park maintenance equipment and operational efficiencies. The Study should consider that certain operations such as the Transfer Station and some vehicle storage could continue to exist at the present site. Care should be taken to adequately buffer abutting neighbors from view of the complex, wherever possible. Proper precautions to protect wetland soils are essential due to high vehicular use and the nature of storage materials necessary to operate the department. Following the Master Plan study, the Town needs to make a decision on which option to pursue, and quickly move to implementation, even if it is done in phases.
2. The department should continue to assess its current vehicular fleet and other equipment and structures for replacement through the town's Capital Improvement Program.
3. Construct adequate salt and sand/salt storage facilities in a manner that will accommodate new technologies and current practices in moving to a treated salt ice control process. Consider the most efficient location of such a facility. All facilities should be covered.

## Planning & Zoning Commission Endorsement of Municipal Use

- Considered the proposed municipal use on this property
- Provided a Report and Recommendation on February 26, 2019
- Recommended approval of the purchase of the Horton property
- Concluded that it was consistent with the Plan of Conservation and Development Goals and Policies

## Planning & Zoning Commission Report & Recommendation

- Purchase of this parcel is consistent with a number of Goals and Policies in the 2014 Town of Hebron *Plan of Conservation and Development* (POCD), and specifically:
  - The wetland corridors within the parcel are included within a Planned Greenway as shown on the Future Open Space map contained in the POCD;
  - In the Municipal Infrastructure Chapter of the POCD, several sections of the POCD encourage the Town to seek out land and opportunities for potential future public building needs including a replacement for Co. #1 Fire Station, Police services, Town offices, and a Public Works facility;
  - Purchase of the property is a large planning vision for Hebron Center; and it demonstrates good, comprehensive, long-range planning to meet a variety of municipal needs including future municipal buildings and open space.

# 2000 Environmental Review Team Report

## CBD Update and Proposed Business Expansion Area



Environmental Review Team Report

Prepared by the  
Eastern Connecticut Environmental Review Team  
of the Eastern Connecticut  
Resource Conservation and Development Area, Inc.

for the  
Conservation Commission and  
Economic Development Commission  
Hebron, Connecticut

June 2000

CT Environmental Review Teams  
1066 Saybrook Road, P.O. Box 70  
Haddam, CT 06442  
(860) 345-3977

1

## Introduction

### Introduction

The Hebron Conservation Commission and Economic Development Commission have requested assistance from the Eastern Connecticut Environmental Review Team in conducting an update of the 1984 ERT report for Hebron's Central Business District (CBD) and a review of an adjacent area for a potential business expansion zone.

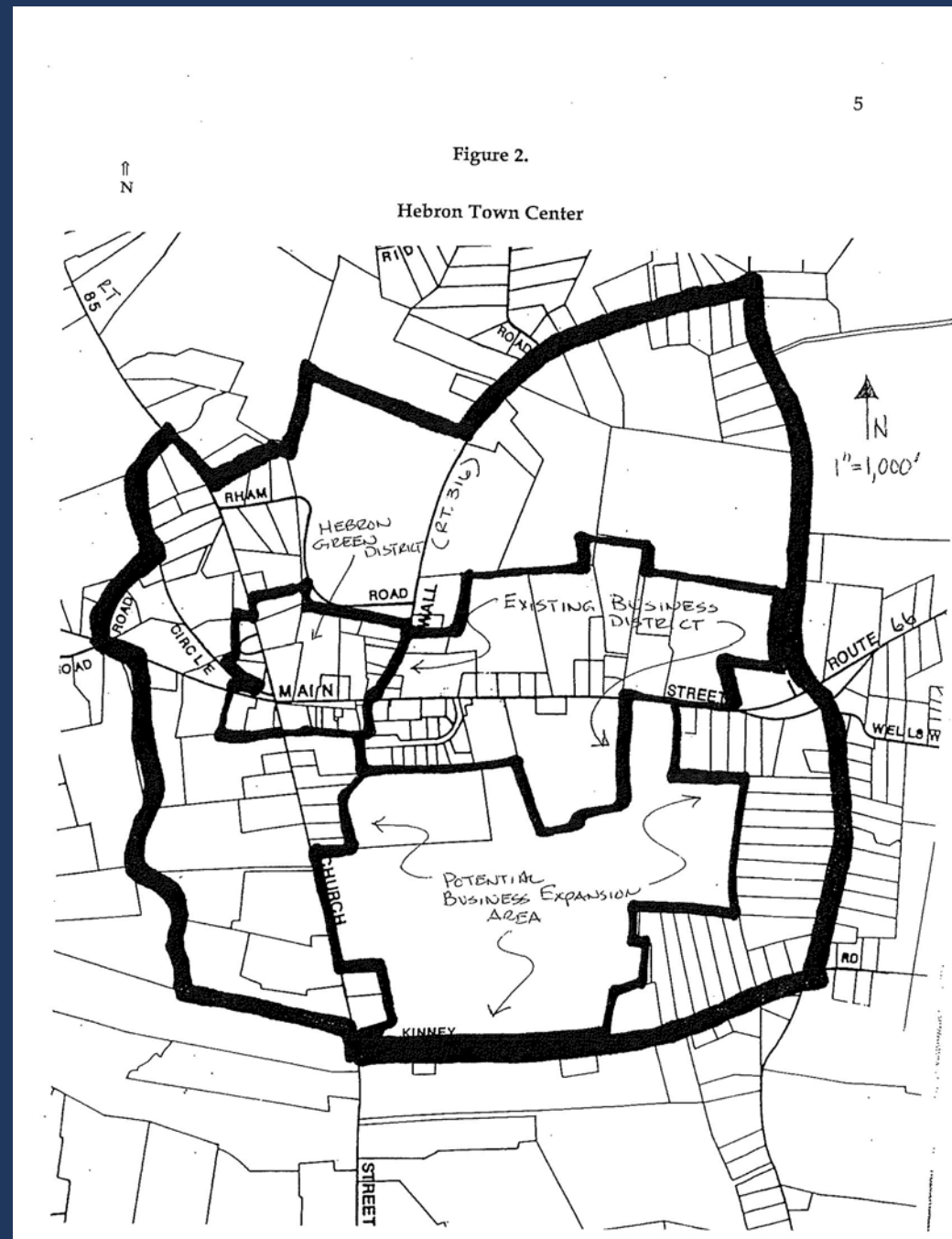
In 1984 the ERT was asked to prepare a natural resource inventory and evaluation of the Central Business District, an area of approximately 130 acres, north and south of Route 66 east of Route 85 (Church Street). The town was concerned with the rapid growth being experienced and its impact on the natural resources. At that time there were no public water or sewer lines available to the area. Soil conditions were found to be the major limitation to future development because of seasonal high water tables and stoniness. These conditions make the proper installation and functioning of on-site septic systems difficult and costly.

The town is now considering designating a business expansion area in the update of the Plan of Conservation and Development. The proposed business expansion zone is approximately 160 acres south of Route 66 with frontage on Route 66, Route 85 (Church Street) and Kinney Road. (See Figures 1, 2 and 3)

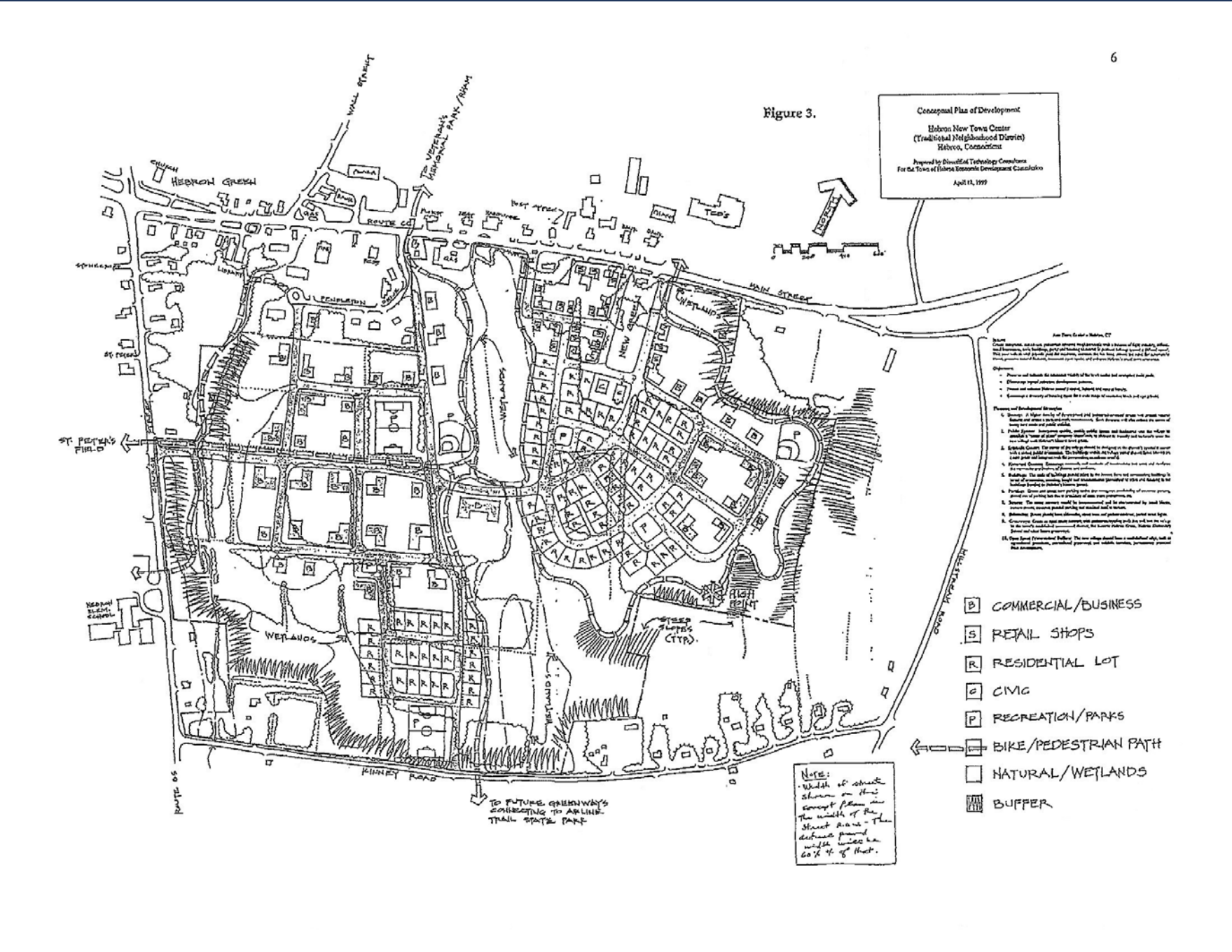
### Objectives of the ERT Study

The 1984 ERT report was a valuable review for the town. It identified a number of important issues at the time. Now, 15 years later, the town has requested an update due to significant changes that have occurred since 1984. Those changes include introduction of a sewer system, additional development in the existing Central

## Business Expansion Area



## Conceptual Plan of Development



## 2000 ETRR Relevant Review Comments

Page 7 - "Topography is relatively subdued with nearly flat or gentle slopes."

Page 13 - "The site and surrounding areas are served by public sewers. Sewers are clearly needed to support the type and density of the proposed uses."

Page 14 - "Clearly a central community water supply system in the Town Center is desirable over further proliferations of individual supplies."

Page 16 - "Concern was raised by the Town of the potential impact of this development on the potential large yielding stratified drift aquifer in the Raymond Brook Marsh area. The proposed business expansion site, and the surrounding area, are all in the upper Raymond Brook watershed and would not be in the direct recharge area of the aquifer."

## 2000 ERTR Relevant Review Comments

Page 16 - "Storage of hazardous materials should be indoors within a roofed structure with secondary containment. Loading and handling should be covered and have spill containment."

*The site provides enough buildable area that the storage and handling of hazardous materials will be within enclosed structures.*

Page 17 - "Studies have generally shown that water quality impacts in surface waters begin to show up when watershed impervious cover approaches 15%, between 30%-60% impacts can become significant and >60% can become severe."

*The total parcel area is 88.62 acres. The total impervious cover for the access road, DPW facility, parking, and connection to John Horton Boulevard within the property is approximately 5 acres. This results in an impervious coverage ratio of 5.6%, well below the recommended thresholds.*

Page 29 - "Generally direct impacts to wetlands should be limited to the two road crossings. The current "Conceptual Plan for Development" shows a number of unnecessary and avoidable impacts with proposed residential development on the east side of the parcel. Presumably, these impacts have feasible and prudent alternatives..."

*The current plan does in fact limit the direct impacts to wetlands and eliminates the residential development on the east side, thereby complying with the recommendation of the ERTR.*

## Department of Public Health Comments

**From:** Stone, Lisette <[Lisette.Stone@ct.gov](mailto:Lisette.Stone@ct.gov)>  
**Sent:** Wednesday, August 3, 2022 10:33 AM  
**To:** Kevin Kelly <[kkelly@hebronct.com](mailto:kkelly@hebronct.com)>  
**Cc:** Matthew Bordeaux <[mbordeaux@hebronct.com](mailto:mbordeaux@hebronct.com)>; James Cordier <[jcordier@hebronct.com](mailto:jcordier@hebronct.com)>  
**Subject:** Public Works Project: 17 Kinney Road

Good Morning,

I am an Environmental Analyst with the Source Assessment and Protection unit of the Department of Public Health Drinking Water Section. A concerned citizen of Hebron reached out to our department regarding a proposal for a 2,000 ton salt shed at 17 Kinney Road, Amston, with the claim that it is within a drinking water watershed and Aquifer Protection Area. I have consulted with our internal GIS and according to our data, 17 Kinney Road is not within or adjacent to a public drinking water watershed or State registered Aquifer Protection Area. The project is, however, adjacent to State identified private well parcels.

I have consulted with our colleagues at the Department of Energy and Environmental Protection in consideration of the citizen's concerns, namely potential impacts to fractured bedrock, Raymond Brook and Raymond Brook Marsh. According to the Assistant Director of Remediation Division and the Assistant Director of Water Planning and Management within the Department of Energy and Environmental Protection Water Protection and Land Use Bureau, given that the construction, maintenance and operations of the facility are conducted with best management practices, any chance of groundwater contamination associated with the project would not be of significant concern to the Departments.

I plan to share the aforementioned with the concerned citizen. In the event there is additional information regarding the project proposal, can you please provide any application or site map to the Department for further review and in confirmation of associated planning for best management practices?

Thank you and please feel free to respond with any clarifying questions.

Lisette

Lisette Stone, Environmental Analyst  
Drinking Water Section, Source Assessment and Protection Unit  
Connecticut Department of Public Health  
email: [lisette.stone@ct.gov](mailto:lisette.stone@ct.gov)  
state mobile: 860-994-6177  
fax: 860-509-7359  
DPH 24 hour emergency reporting line: 860-509-7333  
web-site: [www.ct.gov/dph/publicdrinkingwater](http://www.ct.gov/dph/publicdrinkingwater)



# BEST MANAGEMENT PRACTICES / ENVIRONMENTAL PERMITTING REQUIRED

- General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities (DEEP-WPED-GP-015)
- General Permit for the Discharge of Stormwater Associated with Industrial Activity (DEEP-WPED-GP-014)
- Vehicle Maintenance Wastewater (DEEP-WPED-GP-010)

# BEST MANAGEMENT PRACTICES

## ➤ Construction

- Stormwater Pollution Prevention Plan
- Sequence of Construction Activities to Minimize Exposed Areas
- Erosion & Sediment Control Measures
- Site Stabilization and Restoration

## ➤ Post Construction

- Maintain Existing Drainage Patterns
- Treatment of Stormwater Runoff - Water Quality Volume
- Pre-Treatment for Suspended Solids and Floatables Removal
- Runoff Reduction and Low Impact Development Techniques
- Reduce Stormwater Runoff Rates to Pre-Development Levels

# BEST MANAGEMENT PRACTICES

- Operations
  - Good Housekeeping
  - Vehicle or Equipment Wash Bay
  - Floor Drains to Oil/Water Separator and Sanitary Sewer
  - Minimize Exposed Materials
  - Management of Stormwater Runoff
  - Spill Containment – Double Wall Above Ground Tanks with Secondary Containment
  - Solid Deicing Material Storage under Cover
  - Spill Prevention and Response Plan



# Comments/Questions

- Please keep your comments to three minutes or less
- Each person wishing to comment will be recognized
- Comments must be specific to the Public Works Building project
- Please do not speak out of turn or comment from the floor
- Be respectful of opinions

THANK YOU FOR COMMENTS

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
OCTOBER 6, 2022**

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

Attached is the updated ARPA Project list. The discussion at this meeting should focus on consideration offering a local small businesses program.

**Support for Local Small Businesses**

**Amount To Be Determined by BOS**

The Town of Hebron has received requests from a few small businesses expressing interest in an ARPA small business support option. Sample programs have been shared with the Selectmen to show what area towns have done. A designated maximum amount, criteria and an application process would need to be established if the Selectmen approve this concept. The Glastonbury program outline is attached.

Proposed Resolution:

BE IT RESOLVED that the Hebron Board of Selectmen approve an allocation of \$\_\_\_\_\_ in ARPA funds to establish the Local Small Business Program, with no single grant exceeding \$ \_\_\_\_\_.

BE IT FURTHER RESOLVED that Hebron's Local Small Business Program be modeled after the Glastonbury program and that the Town Manager's Office work with Selectman Kasper to draft a program proposal to bring to the Selectmen for approval.

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

9/30/2022 11:31 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
WPCA Sewer System Improvements	82,140

**Approved by Town Attorney Awaiting BOS Approval**

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 - (included in already approve HGC request)	3,000
<b>ROUND 2 GRAND TOTAL</b>	<b>\$ 759,018</b>

**Awaiting Town Attorney Approval and BOS Approval**

Collins: GHS Water System	Tentative Attorney Approval
Collins: Fund for Affordable Home Ownership	Tentative Attorney Approval
MA Foote Gull School Roof	TBD
P & R Trail Development	50,000-80,000
P & R Field Upgrades (Burnt Hill Parks & St. Peter's)	TBD
P & R Field Lighting (Veteran's baseball field)	150,000-250,000

State and Local Recovery Funds  
American Rescue Plan  
PROPOSED PROJECTS

9/30/2022 11:31 AM

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

## Small Business Assistance Program (FY2023)

Effective July 11, 2022, the Town of Glastonbury is accepting applications for the Small Business Assistance Program (SBAP) and will continue to accept applications through August 14th. Please review this page in its entirety before applying to familiarize yourself with the Program and application process.

### Program Overview

The Town of Glastonbury has established a Small Business Assistance Program (SBAP), to be funded through the American Rescue Plan Act (ARPA). The SBAP was developed to provide limited, one-time financial support to small businesses and nonprofits who were negatively affected by the COVID-19 pandemic. Through the SBAP, Glastonbury-based organizations who meet program eligibility requirements can apply for grants of up to \$5,000 to help them sustain and grow their business in the current marketplace.

### Who is eligible to apply?

Small businesses and nonprofits that are located in Glastonbury, CT may be eligible to apply for the SBAP. For the purposes of this program, a small business is defined as one that employs no more than 25 full-time equivalent (FTE) employees. (Small business status could be verified through a trade name certificate on file with the Town Clerk's office, paperwork filed with the CT Secretary of State's office, or appearance on the Town of Glastonbury Grand List.) A nonprofit entity is defined as an entity with a Glastonbury address organized and operated for a collective, public, or social benefit. (Nonprofit status may be demonstrated by supplying the organization's CT-990 form or 501(c) incorporation documents.) Sole proprietors and locally-owned franchises are also eligible to apply.

Please note: The Town will only accept one application per applicant (individual, partnership, etc.) Applicants who own more than one business must select one (1) eligible entity for which they will apply for grant funding.

### Eligibility Criteria

Applicants must self-certify the following eligibility requirements within their application:

Eligible businesses/nonprofits must be/have:

- Located in and registered with the Town of Glastonbury
- Currently in operation and in operation as of January 1, 2020 or earlier
- In "Good Standing" with the Connecticut Department of Revenue Services and current on federal, state, and local tax obligations with no outstanding liens or judgements. Letters of Good Standing (Status Letters) may be requested via [www.portal.ct.gov/DRS/TSC/Help-Text/status-Letter](http://www.portal.ct.gov/DRS/TSC/Help-Text/status-Letter) or via a [paper request](#)
- Compliant with Connecticut Department of Labor Office of Unemployment Assistance and all applicable State and Federal employment laws and regulations, including, but not limited to: minimum wages, unemployment insurance, workers' compensation, and child labor
- No more than 25 FTE employees. One FTE totals 40 hours per week. This can be one employee or any combination of part-time employees whose weekly hours total 40.

Applicants must provide:

- A written statement that identifies an organizational need and/or negative financial outcome derived directly from the COVID-19 public health emergency, and how this grant award will address said need.

- A signed certification that the information on the application is true, that the business sustained a negative financial outcome as a result of the pandemic, and that the grant funds will be used towards eligible expenses that will help grow or sustain the Glastonbury location.
- A list of all Federal/State assistance applied for and received (i.e. Payroll Protection Program loans, Restaurant Revitalization Fund, CT CARES Grant, etc.)

### Who is NOT eligible:

Residential or real estate projects, including short-term rental operators, are NOT eligible (e.g. landlords, property managers, condo associations, etc.) Additionally, Town employees and elected/appointed officials are NOT eligible to participate in this program.

### Eligible Use of Funds

Assistance grants may be used to address costs and expenses associated with recovery from the COVID-19 pandemic including, but not limited to:

- Payroll / Recruitment / Training
- Rent / Mortgage assistance
- Utilities
- Operational expenses
- Relocation / expansion of business footprint - e.g. outdoor dining areas
- Worker protection expenditures
- Equipment / Technology
- Capital improvements
- Compliance with public health measures
- Marketing programs to support business growth
- Investments to improve viability of the business

### Review Criteria

All applications will be reviewed for compliance with program requirements. The Town may seek additional information or documentation if necessary to verify eligibility - e.g. tax returns; Form W-9 Request for Taxpayer Identification Number & Certification; Quarterly Form 941 or CT 941.

Applicants must demonstrate that their organization has been adversely affected by the COVID-19 pandemic and that grant funds will enable the business/nonprofit to continue or grow its operations. The applicant must also present a reasonable likelihood for long-term viability. Businesses/nonprofits must have a clear and specific use for grant funds and applications must detail how such funds will be used. It is vital to demonstrate economic hardship resulting from the pandemic, and that operating funds are necessary and sufficient, when combined with other sources, to sustain the organization.

Applications will be evaluated and ranked based on the following criteria:

1. Application completeness and submission within the allotted time frame
2. Eligibility qualifications
3. Demonstrated economic hardship / negative outcome(s) resulting from the COVID-19 pandemic
4. Proposed use of funds
5. Documentation to support the funding request (budget/costs)
6. Projected influence the grant will have on the business/nonprofit

7. Viability of the business/nonprofit

8. Financial need

The review committee will also consider the extent to which the applicant has access to, or has received funding from additional sources.

## How much can I apply for?

Eligible organizations can apply for a maximum grant of up to \$5,000. Applicants should please note that program funding is limited, and an application does not guarantee an award. Additionally, organizations who are selected for an award may not receive the full grant amount. Awards will be based upon the number of applications received, demonstrated/documentated need, and other program criteria outlined herein.

## How do I demonstrate financial hardship?

Businesses/nonprofits must demonstrate negative outcomes resulting directly from the COVID-19 public health emergency through these and other examples:

- Loss of revenue during government-required shutdowns or an increase in COVID-19-related expenses
- Rent, utilities, and other carrying costs incurred during periods of closure
- Supply chain issues – e.g. lack of/delay in supplies
- Increased product or supply costs
- Additional cleaning expenses, personal protective equipment needs, etc.
- Physical improvement requirements – barriers, social distancing measures
- Additional advertising or e-commerce expenses
- Costs of other mitigation tactics - e.g. provision of outside dining areas
- Dates of closure due to the pandemic, if applicable
- Change in staffing/number of employees before the pandemic and at the time of the application

## How do I Apply?

Effective July 11, 2022, the Town is accepting applications for the Small Business Assistance Program (SBAP). Applications must be submitted online through our electronic application to be considered by the Review Committee.

Upon arriving at the application, please complete all of the form fields. Please be clear yet succinct in answering the open ended questions. If your comments exceed the character limit of the answer field, please make a note referring to an attachment and attach your response in the document upload section. (You will have the opportunity to add all of your attachments after your submit the initial form.)

Once you've completed all of the fields on the application, click the "Submit and Sign" button. AFTER you have signed and submitted the form, the system will provide you the opportunity to upload all of the applicable (and optional) attachments that are referenced throughout the application (e.g. State certification, DRS Letter of a "Good Standing", detailed proposal, itemized budget, and other supporting documents). As mentioned above, any responses that exceeded the character limit in the form can be uploaded as "supporting documents", but please keep your responses as succinct as possible.

Applications will be accepted from July 11, 2022 through August 14, 2022. All submissions will be reviewed in the order received by the designated Review Committee, which will be comprised of a cross-functional team of Glastonbury Town staff. Based on the number of applications and review of initial applications, the application period may be extended as remaining funds allow.

**Please click here to access the Small Business Assistance Program Application**

## Review Process and Award Conditions

Applications will be reviewed throughout the acceptance period highlighted above. Once authorized, an award letter will be issued to each grant recipient outlining the funding value, additional documentation required (if applicable), and any conditions of the grant agreement. All selected organizations will be required to enter into an award agreement with the Town. Recipient organizations who are requesting funding for future/prospective expenses must demonstrate that they have completed the proposed work or addressed the need(s) identified in their application before funds will be issued. Such proof may consist of receipts, bank statements, and other relevant documentation as requested by the Review Committee. Any organization found in violation of the award agreement will not receive funds and the award will be rescinded and reallocated.

If selected to receive a grant, the recipient must demonstrate an existing relationship with a banking, accounting and/or financial advisory firm. If no such relationship exists, the recipient must agree to participate in a free business consultation with one of the following technical assistance providers within two (2) months of the grant award: CT Small Business Development Center; HEDCO; SCORE Hartford Chapter; or the Entrepreneurial Center & Women's Business Center at the University of Connecticut.

The Town of Glastonbury would like to track the impact of this initiative. Recipients must agree to assist the Town by participating in follow-up surveys or interviews to discuss outcomes and highlight program successes.

## Equal Opportunity Policy

The Town of Glastonbury shall not discriminate upon the basis of sex, age, race, creed, color, religion, national origin, marital status, ancestry, or physical handicap in accepting and processing applications.

## Contact

Questions regarding the SBAP can be directed to Kathryn Paquette at

[marketing@glastonbury-ct.gov](mailto:marketing@glastonbury-ct.gov)

(860) 652-7518

**Town of Glastonbury Small Businesses Assistance Program (SBAP) Application – 2022**

Name of Business/Nonprofit: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owner/Applicant Name: First \_\_\_\_\_ Last \_\_\_\_\_

Owner/Applicant Phone Number \_\_\_\_\_

Owner/Applicant Email Address \_\_\_\_\_

Federal Employer Identification Number (EIN) / Tax ID Number \_\_\_\_\_

Month and Year business/non-profit was incorporated/registered: Month \_\_\_\_\_ Year \_\_\_\_\_

Business structure (non-profit, sole proprietorship, LLC, partnership, etc.) \_\_\_\_\_

Business Industry (e.g. retail, professional services, restaurant, manufacturing, etc.): \_\_\_\_\_

Number of Years located at Glastonbury address? \_\_\_\_\_

Do you own or rent the Glastonbury office location? ☐ Own ☐ Rent

Describe your organization: What products or services do you offer? Who is your clientele?

How many employees did you have on January 1, 2020? Full-time <sup>0</sup> \_\_\_\_\_ Part-time <sup>0</sup> \_\_\_\_\_

How many employees do you currently have on payroll? Full-time <sup>0</sup> \_\_\_\_\_ Part-time <sup>0</sup> \_\_\_\_\_

Does your business hold a State certification as a MBE, WMBE, DBE? ☐ Yes ☐ No

If yes, please attach a copy of the certification(s)

Is your business currently in "Good Standing" with the CT Department of Revenue Services (DRS)?

☐ Yes ☐ No If yes, please attach the DRS Status Letter

Underwriting

What was your Gross revenue in: 2020: \$ <sup>0</sup> \_\_\_\_\_ 2021: \$ <sup>0</sup> \_\_\_\_\_

Is your business current on all tax obligations to the Internal Revenue Services, the State of Connecticut, and the Town of Glastonbury? ☐ Yes ☐ No

Continued on next page...

**Town of Glastonbury Small Businesses Assistance Program (SBAP) Application – 2022**

Name of Business/Nonprofit: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owner/Applicant Name: First \_\_\_\_\_ Last \_\_\_\_\_

Owner/Applicant Phone Number \_\_\_\_\_

Owner/Applicant Email Address \_\_\_\_\_

Federal Employer Identification Number (EIN) / Tax ID Number \_\_\_\_\_

Month and Year business/non-profit was incorporated/registered: Month \_\_\_\_\_ Year \_\_\_\_\_

Business structure (non-profit, sole proprietorship, LLC, partnership, etc.) \_\_\_\_\_

Business Industry (e.g. retail, professional services, restaurant, manufacturing, etc.): \_\_\_\_\_

Number of Years located at Glastonbury address? \_\_\_\_\_

Do you own or rent the Glastonbury office location? ☐ Own ☐ Rent

Describe your organization: What products or services do you offer? Who is your clientele?

How many employees did you have on January 1, 2020? Full-time <sup>0</sup>\_\_\_\_\_ Part-time <sup>0</sup>\_\_\_\_\_

How many employees do you currently have on payroll? Full-time <sup>0</sup>\_\_\_\_\_ Part-time <sup>0</sup>\_\_\_\_\_

Does your business hold a State certification as a MBE, WMBE, DBE? ☐ Yes ☐ No

If yes, please attach a copy of the certification(s)

Is your business currently in "Good Standing" with the CT Department of Revenue Services (DRS)?

☐ Yes ☐ No If yes, please attach the DRS Status Letter

Underwriting

What was your Gross revenue in: 2020: \$ <sup>0</sup>\_\_\_\_\_ 2021: \$ <sup>0</sup>\_\_\_\_\_

Is your business current on all tax obligations to the Internal Revenue Services, the State of Connecticut, and the Town of Glastonbury? ☐ Yes ☐ No

Continued on next page...

Underwriting Continued...

Does your business have any outstanding liens or judgements? ☐ Yes ☐ No

If yes, please explain:

Is your business compliant with the Connecticut Department of Labor Office of Unemployment Assistance and all applicable state and federal employment laws and regulations, including but not limited to: minimum wages, unemployment insurance, workers' compensation, and child labor?

☐ Yes ☐ No. (If no, please explain)

Have you applied for any funding from federal programs such as the Payroll Protection Program (PPP) for SBA Economic Injury Disaster Grant/Loan Program related to the current pandemic and disaster declaration? ☐ Yes ☐ No

If yes, please provide details and amount awarded.

How much funding are you requesting through this application? (max of \$5,000) \$\_\_\_\_\_

If awarded, how will you use the funds? Please indicate which of the following categories listed under "Eligible Use of Funds" apply to your proposal. (check all that apply)

- 0
- ☐ Payroll, recruiting, training (Provide number of employees: \_\_\_\_\_)
  - ☐ Rent/mortgage assistance
  - ☐ Utilities
  - ☐ Operational expenses
  - ☐ Equipment and technology
  - ☐ Capital Improvements (e.g. renovation/expansion, outdoor dining, etc.)
  - ☐ Compliance with public health measures
  - ☐ Marketing programs
  - ☐ Worker protection expenditures
  - ☐ Investments to protect the viability of the business/organization

Please describe how your business was negatively affected by the COVID-19 pandemic, how your intended use of funding will help you sustain or grow your business in the current marketplace, and how the grant monies will contribute to the long-term viability of your organization. Examples could include, but are not limited to: loss of revenue, staff layoffs, government mandated closures, capital improvements, expansion/relocation expenses, etc.

Continued on next page...

Please describe your proposal in detail.

If applicable, please indicate if you have already begun planning/work on your project and if you are working with an architect, contractor, or other professional. Please provide photographs to depict current conditions, if applicable. Attach additional pages, if necessary.

Please provide an itemized budget for the assistance you are requesting and a total estimated cost of your overall project. The budget may include, but not be limited to: items to be purchased and their respective costs; activities proposed and their associated costs; number, type, and rate of personnel to be compensated; cost estimates or quotes, etc. You may attach a separate budget sheet if necessary.

#### Applicant Certification

- I hereby certify that the information contained herein is complete, true and accurate to the best of my knowledge and agree that the Town of Glastonbury does not assume any responsibility for the success or failure of the Applicant's existing business.
- I understand that the information in this application is provided for the purpose of applying for the Glastonbury American Rescue Plan Act Small Business Assistance Program. I authorize the Town of Glastonbury to make inquiries as necessary to verify the information contained in this application.
- I agree that all funds provided pursuant to this application will be exclusively allocated to the purpose(s) set forth in this application. Any amendments will still be within the scope and description of the objectives outlined in this application. Upon allocating the funds, I shall provide a final report to the Town of Glastonbury detailing all applicable costs and funding use. I further agree to return any/all unused funds to the Town of Glastonbury.
- I understand that any willful misrepresentation on this application could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001, and shall entitle the Town of Glastonbury to receive a return of any funding provided hereunder, in addition to any other remedies it may have against me at law or in equity.
- I further understand that false or misleading statements may result in forfeiture of benefits and criminal prosecution under the laws of this State.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
OCTOBER 6, 2022**

**SOLAR PROPOSAL FOR TOWN BUILDINGS BY  
ENVIRONMENTAL SYSTEMS CORPORATION (ESC)**

Representatives from ESC will be in attendance to provide a presentation on the proposal for solar installations at the Hebron Town Office Building, Hebron Senior Center and at the Park Operations Building at Burnt Hill Park.

**Proposed Motion:**

Move that the Hebron Board of Selectmen approve the solar installations as presented on the Town Office Building, Hebron Senior Center and Parks Operation Building at Burt Hill Park and authorize Andrew J. Tierney, seek appropriate approvals, permits and to sign any necessary contract documents with Environmental Systems Corporation (ESC) and other partners to complete the installations.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
OCTOBER 6, 2022**

**REGIONAL SCHOOL DISTRICT 8 HEALTH AND MEDICAL INSURANCE  
CONSORTIUM AGREEMENT AND BY-LAWS PROPOSED AMENDMENT**

Attached is the proposed amendment to the Regional School District 8 Health and Medical Insurance Consortium Agreement and By-Laws. The agreement was last updated in 2017 and is subject to review/update every five years. The Consortium Board of Directors had a Committee review the by-laws and have recommended the amendment as presented including a new section: Section 12 Budgeting and Reserves. The bylaws and agreement will need to be approved by each of the eight entities in the Consortium. The Consortium consists of: Towns of Andover, Hebron and Marlborough; RHAM, Andover, Hebron and Marlborough Boards of Education and AHM Youth and Family Services.

**Proposed Motion:**

Move that the Hebron Board of Selectmen on behalf of the Town of Hebron approve the Regional School District 8 Health and Medical Insurance Consortium Agreement and By-Laws amendment as presented.

**Regional School District 8 Health and Medical Insurance Consortium**  
**Agreement and By--Laws**

This agreement is made as of March 9, 2017; revised November 9, 2017; and revised     , 2022; by and among the Members, as hereinafter defined and identified.

**Whereas**, Connecticut Public Act 10-174 provides that a municipality or local or regional board of education may join together with any combination of other municipalities and local or regional boards of education by written agreement as a single entity for the purpose of providing medical or health care benefits for their employees and eligible retirees (“Enrollees”); and

**Whereas**, the legislative body or board of education of each Member, as defined below, has duly authorized the establishment of the Regional School District 8 Health and Medical Insurance Consortium (hereinafter the "Consortium") pursuant to Connecticut Public Act 10-174 to facilitate the purchasing of health and medical insurance coverage for the parties; and

**Therefore**, the parties hereto, in consideration of the mutual covenants hereinafter set forth, and intending to be legally bound, covenant and agree as follows hereafter.

**Article 1.**

**Purpose**

- 1.1 The purpose of the Consortium is to allow Members to pool their various enrollee counts in order to achieve cost savings and risk sharing in the purchasing of health, dental and welfare products insurance coverage. Any claims paid for a Member will be funded from the Consortium Fund and the risk of claims shall be shared by the Consortium collectively, not by member. The Consortium shall review the collective claims experience of the Members and any other issues of common interest, including without limitation, wellness initiatives, the merits of full or partial self-insurance, retention of an insurance broker and predicting, calculating and negotiating the health, dental and welfare insurance expenses of the respective Members for the next fiscal year.
- 1.2 The undersigned municipalities and boards of education agree to exercise their powers pursuant to Connecticut Public Act 10-174, as amended, to act in a cooperative manner to procure medical or health care insurance (“Plan(s)”) for their respective enrollees in a manner designed to stabilize and contain the cost of such insurance.
- 1.3 Eligibility requirements shall be determined by each Member’s collective bargaining agreement or their personnel policies and procedures.
- 1.4 In the event the Consortium determines that it shall engage an insurance broker to assist the Members in acquiring health insurance for their respective members, the contract for and performance of that insurance broker shall be evaluated at least annually.
- 1.5 Notwithstanding anything herein to the contrary, each Member shall be responsible for contracting for and paying for the health insurance premiums for their respective employees. Eligible retirees will be responsible for payment of health insurance premiums pursuant to the applicable retirement policies from whichever Member the retiree retired.

## **Article 2.**

### **Name, Address, Fiscal and Plan Year**

- 2.1 The name of the Consortium shall be Regional School District 8 Health and Medical Insurance Consortium.
- 2.2 The principal office of the Consortium is the Hebron Town Offices, 15 Gilead Street, Hebron, CT 06248. The Consortium may have other such offices within the State of Connecticut as determined by the Board of Directors ("Board") as defined in Article 7.
- 2.3 The Fiscal Year of the Consortium shall commence on July 1 and end on June 30.
- 2.4 The Plan(s) shall commence on July 1 and end on June 30 (the "Plan Year").

## **Article 3.**

### **Membership**

- 3.1. Any entity that is permitted by law to cooperate in the provision of health benefits to its employees, including, but not limited to, Connecticut Public Act 10-174, as amended, may become a "Member." Membership shall at all times be subject to the terms and conditions set forth in this Agreement, any amendments hereto and applicable municipal, state and federal law.
- 3.2. The original Members shall be the Town of Andover, the Town of Hebron, the Town of Marlborough (collectively, the "Towns"), the Andover Board of Education, the Hebron Board of Education, the Marlborough Board of Education (collectively, the "Boards"), Connecticut Regional School District Number 8 ("RHAM") and Andover, Hebron and Marlborough Youth and Family Services (aka AHM).
- 3.3. Participation in the Plan(s) by some, but not all collective bargaining units or employee groups of a Member is not encouraged and shall not be permitted without the prior consent of the Board. After receiving Board approval, any Member which negotiates an alternative health insurance plan offering other than a plan offering of the Consortium with a collective bargaining unit or employee group may be subject to a risk charge as determined by the Board.
- 3.4. The Board, by a majority vote of the Board membership, may elect to permit a municipality or board of education to become a Member subject to satisfactory proof, as determined by the Board, of such municipality or board of education's financial responsibility. Such municipality or board of education must agree to continue as a Member for a minimum of three (3) years upon entry.
- 3.5. Initial membership of additional members shall become effective on the first day of the Fiscal Year following the adoption by the Board of the resolution to accept the municipality or board of education as a Member.

- 3.6. A municipality or board of education that was previously a Member, but is no longer a Member and which is otherwise eligible for membership in the Consortium, may apply for re-entry after a minimum of three (3) years has passed since it was last a Member. Such re-entry shall be subject to the approval of two-thirds (2/3) of the entire Board. This re-entry waiting period may be waived by the approval of two-thirds (2/3) of the entire Board. In order to re-enter the Consortium, a municipality or board of education employer must have satisfied in full all of its outstanding financial obligations to the Consortium. A re-entering municipality or board of education must agree to continue as a Member for a minimum of three (3) years upon re-entry.

#### **Article 4.**

##### **Withdrawal from Membership**

- 4.1. After the initial three-year requirement, a Member may withdraw from the Consortium effective as of the last day of the Fiscal Year of the Consortium and after having given all other Members and the Consortium written notice not later than the last day of the previous fiscal year. Failure to provide timely written notice of withdrawal shall automatically extend the Member's membership and obligations under the Agreement for another Fiscal Year unless the Board shall waive the requirement by a two-thirds (2/3) vote of the Board.
- 4.2. Any withdrawing Member shall be responsible for its pro rata share of any Plan(s) deficit that exists on the date of the withdrawal, subject to the provisions of subsection 4.3 of this Article. The Consortium surplus or deficit shall be the actual expenses and the estimated liability of the Consortium as determined by the Board. These expenses and liabilities will be determined no later than one (1) year after the end of the Plan Year in which the Member last participated. A Member's pro rata share shall be based on the Member's relative premium or premium equivalency contribution to the Consortium as a percentage of the aggregate total net premium or premium equivalency contributions to the Consortium during the period of membership.
- 4.3. The surplus or deficit shall include recognition and offset of any claims, expenses, assets and penalties incurred at the time of withdrawal, but not yet paid. This percentage amount may then be applied to the surplus or deficit which existed on the date of the Member's withdrawal from the Consortium. There shall be no distribution of surplus funds. Any pro rata deficit amount shall be billed to the Member by the Consortium not later than one year after the effective date of the withdrawal and shall be due and payable within thirty (30) days after the date of such bill.

## Article 5.

### **Dissolution; Renewal; Expulsion**

- 5.1 The Board, at any time, by a two-thirds (2/3) vote of the entire Board, may determine that the Consortium shall be dissolved and terminated. If such determination is made, the Consortium shall be dissolved ninety (90) days after written notice to the Members effective at the end of the Plan Year.
- 5.2 Upon determination to dissolve the Consortium, the Board shall provide notice of its determination to the legislative bodies of the Members. The Board shall develop and submit to the legislative bodies for approval a plan for winding-up the Consortium's affairs in an orderly manner designed to result in timely payment of all benefits.
- 5.3 Upon termination of this Agreement, or the Consortium, each Member shall be responsible for its pro rata share of any deficit or shall be entitled to any pro rata share of surplus that exists, after the affairs of the Consortium are closed. No part of any funds of the Consortium shall be subject to the claims of general creditors of any member until all Consortium benefits and other Consortium obligations have been satisfied. The Consortium's surplus or deficit shall be based on actual expenses. These actual expenses will be determined no later than one year after the end of the Plan Year in which this Agreement or the Consortium terminates.
- 5.4 Any surplus or deficit shall include recognition of any claims and expenses incurred at the time of termination, but not yet paid. Such pro rata share shall be based on each Member's relative premium or premium equivalency contribution to the Consortium as a percentage of the aggregate net total premium contributions to the Plan during the period of membership participation. This percentage amount would then be applied to the surplus or deficit which exists at the time of termination.
- 5.5 The continuation of the Consortium under the terms and conditions of the Agreement, or any amendments or restatements thereto, shall be subject to Board review on the fifth (5th) anniversary of the effective date and on each fifth (5th) anniversary date thereafter (each a "Review Date").
- 5.6 At the annual meeting a year prior to the Review Date, the Board shall include as an agenda item a reminder of the Members' coming obligation to review the terms and conditions of the Agreement.
- 5.7 The Members acknowledge that it may be necessary in certain extraordinary circumstances to expel a Member from the Consortium. In the event the Board determines that a Member has acted inconsistently with the provisions of the Agreement in a way that threatens the financial well-being or legal validity of the Consortium; or a Member has acted fraudulently or has otherwise acted in bad faith with regards to the Consortium, or toward any other Member concerning matters relating to the Consortium, the Board may vote to conditionally terminate said Member's membership in the Consortium. Upon such a finding by the affirmative vote of two thirds (2/3) of the Board (exclusive of the Member under consideration), the offending Member shall be given sixty (60) days to correct or cure the alleged wrongdoing to the satisfaction of the Board. Upon the expiration of said sixty (60) day period, and ~~an~~ absent a satisfactory cure, the Board may expel the Member by an affirmative vote of two thirds (2/3) of the Board (exclusive of the Member under consideration). This section shall not be subject to the weighted voting provision provided in Article 11. Any liabilities associated with the Member's departure from

the Consortium under this provision shall be determined by the procedures set forth in Article 4 of this Agreement.

## Article 6.

### Member Liability

- 6.1 The Members shall share in the costs of, and assume the liabilities for health benefits provided under the Plan(s) to covered officers, employees, and their dependents. Each Member shall pay on demand such Member's share of any assessment or additional contribution ordered by the Board. The pro rata share shall be based on the Member's relative premium or premium equivalency contribution to the Plan(s) as a percentage of the aggregate net total premium or premium equivalency contribution to the Plan(s), as is appropriate based on the nature of the assessment or contribution.
- 6.2 New Members (each a "New Member") who enter the Consortium may, at the discretion of the Board, be assessed a fee for additional financial costs above and beyond the premium or equivalent premium contributions to the Plan(s). Any such additional financial obligations and any related terms and conditions associated with membership in the Consortium shall be determined by the Board, and shall be disclosed to the New Member prior to its admission. Upon admission to the Consortium, each "New Member" shall be included in the term "Member" for purposes of this Agreement.
- 6.3. Each Member shall be liable, on a pro rata basis, for any additional assessment required in the event the Consortium funding falls below those levels as follows:
  - 6.3.1 In the event the Consortium does not have admitted assets at least equal to the aggregate of its liabilities, ~~reserves and minimum surplus~~ required to meet its obligations within the current Plan Year, the Board ~~may shall~~ within thirty (30) days, order an assessment (an "Assessment Order") for the amount that will provide sufficient funds to remove such impairment and collect from each Member a pro-rata share of such assessed amount in alignment with Article 12.
  - 6.3.2 Each Member that participated in the Consortium at any time during the two (2) year period prior to the issuing of an Assessment Order by the Board shall, if notified of such Assessment Order, pay its pro rata share of such assessment within ninety (90) days after the issuance of such Assessment Order. This provision shall survive termination of the Agreement of withdrawal or expulsion of a Member.
  - 6.3.2 For purposes of this Article, a Member's pro-rata share of any assessment shall be determined by applying the ratio of the total assessment to the aggregate total net premium or premium equivalents contributed during the period covered by the assessment on all Members subject to the assessment to the premium or premium equivalent contributed during such period attributable to such Member.

## **Article 7.**

### **Board of Directors**

- 7.1 Each Member shall be represented at Consortium meetings by one (1) authorized officer, employee or elected official of that Member (the "Director"). The Board of Directors shall consist of the authorized officers (Directors).
- 7.2 Any Director who leaves employment or elected office of a Member of the Consortium will be considered as having resigned his or her position as a Director on the effective date of his or her leaving employment or elected office.
- 7.3 Each Director shall serve at the will of the appointing Member and may be removed from office at any time by the appointing Member, and written notice of such action shall be delivered to the Chairman and the Secretary of the Board. A Director may serve more than one term.
- 7.4 No vacancy or vacancies in the Consortium shall impair the power of the remaining Directors, acting in the manner provided by this agreement, to administer the affairs of the Consortium notwithstanding the existence of such vacancy or vacancies. Members shall appoint a replacement Director within ninety (90) days of the vacancy date.
- 7.5 Indemnification: The Members and the Directors shall not be liable for the acts or omissions of any Consultant, Third-Party Administrator, attorney, certified public accountant, investment manager, or other consultant, agent, or assistant employed in pursuance of this Agreement, if such Consultant, Third-Party Administrator, attorney, certified public accountant, investment manager, or other consultant, agent, or assistant was selected pursuant to this Agreement and such person's performance was periodically reviewed by the Member or Director who found such performance to be satisfactory.

To the extent permitted by the laws of the State of Connecticut, Regional School District # 8 Health and Medical Insurance Consortium shall indemnify any Executive Officer, Member, Director, or Employee of the Consortium who was or is a party or is threatened to be made a party to any threatened, pending or completed claim, action, suit or proceeding (other than an action by or in the name of the Consortium) by reason of the fact that he or she is an Executive Officer, Member, Director or Employee of the Consortium against expenses including attorney fees, judgments, fines and amounts paid in settlement activity and reasonably incurred by him or her in connection with any such claim, actions suit or proceeding; provided that no indemnification shall be provided with respect to any civil matter in which he or she shall have been finally adjudicated not to have acted in good faith in the reasonable belief that his or her action was in the best interest of the Consortium or in any criminal matter not to have had reasonable cause to believe that his or her conduct was lawful.

- 7.6 No Director, or any member of the Director's immediate family, shall be an owner, officer, director, partner or employee of any contractor or agency retained by the Consortium.

## Article 8.

### Officers

- 8.1. Structure: The Consortium shall include a Chairperson, a Vice Chairperson, a Secretary and a Treasurer; plus other such officers as may be deemed necessary by the Board. Executive Officers shall not be compensated for their service.
- 8.2. Election and Term of Office: The Consortium's officers specifically designated in Section 1 of this Article shall be elected every two years by the Board at its annual meeting or as soon thereafter as is practical. These Executive Officers shall comprise the Executive Committee of the Consortium.
- 8.3 Removal: Any Executive Officer may be removed at any time when in the judgment of the Board the best interest of the Consortium shall be served. Such removal shall be effected by a two-thirds (2/3) decision of the Directors at any meeting of the Board, provided that written notice of such meeting and purpose shall have been given to the Executive Officer(s) whose removal is to be considered. Such notice shall be met by sending it by first class mail to the Executive Officer's most recent address shown on the records of the Consortium.
- 8.4 Vacancies: Any position vacated by an officer may be filled by a majority decision of the Board for the unexpired portion of the term in the manner prescribed in these by-laws.
- 8.5 Chairperson: The Chairperson shall preside over all regular and special meetings of the Board, and shall call special meetings of the Board at his own discretion or upon petition as set forth in these by-laws.
- 8.6 Vice Chairperson: The Vice Chairperson will fulfill the duties of the Chairperson in the absence of the Chairperson
- ~~8.6~~ 8.7 Secretary: The Secretary shall perform all duties incident to the office of Secretary including, but not limited to, being the custodian of the Consortium's records, keeping minutes of the proceedings of the Board as well as other such duties from time to time as may be assigned by the Executive Committee of the Board.
- ~~8.7~~ 8.8 Treasurer: The Treasurer shall have charge and custody of, and shall be responsible for, all funds and financial instruments of the Consortium. The Treasurer shall also have charge of the books and records of account of the Consortium, which shall be kept at the principal office or other location as directed by the Board. The Treasurer shall provide a financial report of the Consortium to the Board at each regularly scheduled board meeting. The Treasurer is responsible for the filing of all reports and returns relating to or based upon the books and records of the Consortium kept under the direction of the Treasurer and other such duties from time to time as may be assigned by the Executive Committee or Board.
- ~~8.8~~ 8.9 The Executive Committee may, with majority approval of the Board, appoint and disband such Board committees as necessary to carry out the business of the Consortium.

## Article 9.

### Contracts and Use of Outside Experts/Staff: Authority

- 9.1 Contracts: The Board may enter into contracts and agreements in the name of and on behalf of the Consortium. Unless specifically authorized by the Board, no officers or agents shall have any authority to enter into any contracts on behalf of the Consortium.
- 9.2 Plan Administrators: Upon authorization of the Board, the Executive Committee may engage the services of a consultant, third party administrator, or other consultant, agent, assistant, or manager and other experts not otherwise employed by any of the Members or the Consortium who, acting on behalf of the Board, shall have responsibility for carrying out the business affairs of the Consortium. Compensation shall be approved by the Board.
- 9.3 Use of Outside Experts: Upon authorization of the Members at an annual meeting, the Executive Committee may engage the services of attorneys, actuaries, accountants, investment managers and other experts not otherwise employed by any of the Members or the Consortium, to assist in the administrative, financial, legal, or other matters affecting the Consortium. Compensation shall be approved by the Board.
- 9.4 Loans: No loans shall be contracted on behalf of the Consortium and no indebtedness shall be issued in its name unless authorized by a specific resolution of the Board of Directors.
- 9.5 Checks, Drafts or other Similar Orders: All checks, drafts, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Consortium, shall be signed by Secretary or Treasurer and an appointed member of the Board.

## Article 10.

### Meetings and Quorum

- 10.1 The Consortium shall ~~meet monthly~~ hold regular meetings consisting of monthly meetings, from, from September to June held on the second Thursday of each month ~~or at such other times as they deem it necessary to transact their business, at a place to be determined by the Members, and one annual meeting held in December. Any matters relating to the affairs of the Consortium may be brought up for discussion and added to the agenda by a two-thirds (2/3) vote of those present at such regular meeting of the Consortium. Special meetings may be called by the Chairperson, provided the notice of the special meeting is delivered to all Board members at least five business days before the day on which the meeting is scheduled to occur. Every notice of a special meeting shall state the time and place of the meeting and the purpose of the meeting..~~ The Executive Officers of the Consortium may, and upon the written request of any two (2) Members shall, call a special meeting of the Consortium at any time giving at least five (5) days written notice of the time and place and purpose thereof to the remaining Members. The Executive Officers of the Consortium may, and upon the written request of any two (2) Members shall, call an emergency meeting of the Consortium at any time giving at least one (1) day written notice of the time and place thereof to the remaining Members.
- 10.2 Notwithstanding the provisions of Paragraph 10.1, to the extent required by law,

meetings will be held consistent with the requirements of Connecticut's Freedom of Information Act. Discussions of medical or health information, as defined in Connecticut General Statutes 1-210(b)(2), as amended; as subject to HIPAA Privacy Protections; or as otherwise protected as confidential under law; will be held in executive session.

10.3 Agendas for meetings of the Consortium shall be distributed and posted at least twenty-four (24) hours in advance or as otherwise required by law. Agendas and minutes shall be filed with the Town Clerk in Andover, Hebron and Marlborough.

10.4 There shall be at least one annual meeting in December of each year to:

10.4.1 Elect officers.

10.4.2 Receive and undertake a review of a proposed ~~adopt the final~~ budget for the next Fiscal and Plan Year for the Consortium prepared in accordance with Article 12.

10.4.3 Address any financial related matters of the Consortium which may arise. ~~consider or enact such other business as shall be deemed advisable at such meeting. Any matters relating to the affairs of the Consortium may be brought up for discussion and added to the agenda by a two-thirds (2/3) vote of those present at the annual meeting or of any other meeting of the Consortium.~~

10.5 ~~In addition to the monthly meetings in September through June, a special meeting will be held each December to establish the rates for health insurance for the next Plan Year. The~~ Mmeetings will take place at the Hebron Town Offices. Alternate meeting sites may be designated by the Consortium. ~~Special meetings may be called by the Chairperson, provided the notice of the special meeting is delivered to all board members at least five business days before the day on which the meeting is scheduled to occur. Every notice of a special meeting shall state the time and place of the meeting and state the purpose of the meeting.~~ Meetings and voting may take place electronically or by telecommunications in the event of extraordinary circumstances and shall be determined by the Chairperson. In the conduct of its meetings, the Consortium shall be guided by Robert's Rules of Order unless such provisions are inconsistent with these by-laws or any subsequent modifications to these by-laws.

10.6 Quorum: The majority of the entire Consortium shall constitute a quorum, and no action except a vote to adjourn or fix the time and place of the next meeting shall be adopted by less than a majority of the entire Consortium Members.

## Article 11

### Voting

11.1 Any action taken by the Board shall be by affirmative vote of a majority of the entire Consortium Members unless this Agreement specifies a minimum affirmative percentage requirement.

11.2 Each Member has one (1) vote unless a Member has a pro rata share of premium or premium equivalency contribution of greater than one-third (1/3) percentage of the aggregate total net premium or premium equivalency contribution to the Consortium, for health insurance plans during the preceding Plan Year, as determined by the Board based on annual reports designated by the Board, in which instance that Member will be granted two voting shares. The pro rata share will be determined on the first month of the Fiscal Year.

## Article 12

### Budgeting and Reserves

12.1 The Members agree there is benefit in maintaining viable self-funded health benefit programs for their respective employees and qualified retirees. Historically, self-funded health benefit programs have resulted in lower operating expenses, more control over operating funds related to benefits, better stability in budget and fiscal results, and greater flexibility in addressing plan costs over multiple cycles or plan years.

Further, the Members recognize that a key objective of the self-funded health benefit program is to meet the obligations of plan participants while also minimizing the costs of the plans to the taxpayers.

To maintain viable self-funded programs, the Members also recognize that there must be adequate and consistent budgeting of plan expenses and maintenance of appropriate plan-level reserves.

It is the intention of the parties to maintain maximum flexibility regarding making changes to their underlying health plan designs, which would include but not be limited to the ability to make changes to their health benefit plans, to their benefit plan administrators, to their risk retention levels, to their health benefit consultants used by the plans and to make changes to their health benefit plan vendors. Accordingly, nothing in this article shall be construed, interpreted or applied to prevent any party from making any changes to their underlying health plans. If one party wishes to make a change that will affect the other parties, the change will be discussed by the Consortium Board of Directors.

12.2 The purpose of this article is to provide guidance for determining and establishing the appropriate level of reserves that should be maintained in the employee health self-insurance accounts, and for defining the processes: (a) to maintain their adequacy, (b) to address plan expenses in the event of a reserve inadequacy or surplus position; and (c) to address operational questions related to the reserves.

12.3 It is the intention of the Members to adequately fund the liabilities of their respective health insurance plans and provide sufficient financial resources to fund unexpected paid claim levels above those budgeted for a given fiscal/plan year cycle. Accordingly, the Members will fund; 1.) Incurred But Not Reported ("IBNR") reserves, 2.) Aggregate Stop Loss Corridor (ASLC) and 3.) Claim Fluctuation Margin (CFM) at adequate levels as described below. The Consortium Board of Directors with advice from the consultants will agree on specific methodologies when determining exactly how the three components described above will be calculated.

The IBNR reserve shall be established no later than March 31 of the preceding fiscal year, at levels deemed appropriate by The Consortium Board of Directors, after consultation with the insurance consultants and insurance carriers/vendors.

The ASLC is determined by calculating the difference between the projected claims provided by carrier/consultant and the Aggregate Stop Loss, which for the July 1, 2021 – June 30, 2022 policy period is 115%. The ASLC rate will remain at 115% unless amended by the Members at a later date.

In consideration that a plan year following a year with unfavorable claims experience,

in which all or most of the reserve account balance was expended, would result in a substantial health care budget increase, the Members recognize that a CFM Reserve component is desirable. Although there will be no formal maximum set for the CFM, this account target must have at least fifteen percent (15 %) of projected paid claims.

Funds cannot be considered for withdrawal from the reserve account balance for self-insurance purposes until the Total Reserve Target (TRT = sum of IBNR, ASLC and CFM) is fully funded.

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An illustration of the calculation of the TRT funding level is provided below:

Assumptions:

- a. Projected Paid claims of \$8,000,000
- b. Agreed upon IBNR: \$450,000
- c. Aggregate Stop loss at 115%
- d. CFM at 15% of projected paid claims

<u>IBNR:</u>	<u>\$450,000</u>
<u>ASLC</u>	<u>\$1,200,000 (8,000,000 * 15%)</u>
<u>CFM</u>	<u>\$1,200,000 (8,000,000 * 15 %)</u>

Total Reserve Target (TRT)      \$2,850,000

If the account balance falls below the TRT, then the reserve account should be replenished to the TRT amount over a period not to exceed two fiscal years. (Must budget for a minimum of 50 % of the shortfall in the coming year.)

It is agreed that reserve accounts cannot be utilized for any purpose other than employee health related expenses. When the Total Reserve Target is fully funded the members MAY reduce their future fiscal years individual requests by:

- 1. Offsetting future rate actions and/or
- 2. Offering a premium holiday and/or
- 3. Support of other employee health related expenses.

The impact to any of the above will be a reduction of the reserve account balance to no less than a minimum of the funding goals discussed above.

- 12.4 During the annual budget preparation the Members goal will be to include in their respective budget requests sufficient budget amounts to cover expected claims for the upcoming year, plus additional funds to fully fund the Total Reserve Target (TRT) pursuant to this article. Prior to March 31, the Board of Directors will adopt final premium rates for the following fiscal year. The detailed calculation to arrive at the established rates and the total reserve target for the upcoming Plan Year will be presented during a meeting of the Board of Directors and included in minutes of the meeting.

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In addition, the budget amounts to fund the cost for the upcoming Health Insurance policy period should include other costs outlined below:

- 1. Commissions
- 2. Consulting Fees
- 3. Individual and Aggregate Stop Loss Coverage Premiums

4. Other fees or costs associated with the administration of the plans

Therefore, the Members agree that they will meet the TRT and include other fees and costs associated with health benefits before considering any action to utilize excess reserve account balance funds in the next fiscal year.

In addition, each entity should adequately budget any other insurance related expenses that occur outside of the Consortium funding.

**Article 13.**

**Reporting and Records**

- 13.1 The Board is authorized to designate any annual or ad hoc reporting as determined necessary by a majority vote of the Board.
- 13.2. The Board shall have custody of all records and documents, including financial records, associated with the operation of the Consortium. Each Member may request records and documents relative to their participation in the Consortium by providing a written request to the Executive Committee. The Consortium shall respond to each request no later than thirty (30) days after receipt thereof, and shall include all information which can be provided under applicable law.

**Article 14.**

**Confidentiality**

- 14.1 Nothing contained in this Agreement shall be construed to waive any right that a covered person possesses under the Plan(s) with respect to the confidentiality of individually identifiable information or personal health information and medical records and that such rights will only be waived upon the written consent of such covered person except as required or permitted by law.

**Article 15.**

**Amendment of this Agreement.**

- 15.1 This Agreement may be amended, in whole or in part, by an instrument in writing duly executed on behalf of a two-thirds (2/3) vote of the Board, with the approval of the legislative or governing boards.

**Article 16.**

**Termination**

- 16.1 This Agreement may be terminated by an instrument in writing duly executed on behalf of a two-thirds (2/3) vote of the Board.

## Article 17.

### **Miscellaneous**

- 17.1 This Agreement and the Consortium is created in accordance with the laws of the State of Connecticut.
- 17.2 Each Member specifically agrees that it is its intent that this Agreement, under all circumstances and in every respect, shall comply with all applicable statutes, governmental regulations and judicial decisions. However, in the event any provision of this Agreement be held to be unlawful, or unlawful as to any person or instance, such fact shall not adversely affect the other provisions herein contained or the application of such provisions to any other person or instance.
- 17.3 Whenever any words are used in this Agreement in the masculine gender, they shall be construed to include the feminine or neuter gender in all situations where they would so apply; whenever any words are used in the singular, they shall be construed to include the plural in all situations where they would so apply; and whenever any words are used in the plural, they shall also be construed to include the singular.
- 17.4 Whenever the word "person" is used in this Agreement, it should be construed to include a natural person or organization, as would be applicable, including, but not limited to, a firm, labor organization, partnership, association, corporation, legal representative, or trustee.
- 17.5 The Article and Section titles are included solely for convenience and shall, in no event, be construed to affect or modify any part of the provisions of this agreement or be construed as part thereof.
- 17.6 Each copy of this Agreement shall be considered an original when duly executed by one of the parties hereto.

### **THE TOWN OF ANDOVER**

\_\_\_\_\_  
By:  
Its Duly Authorized \_\_\_\_\_

Date \_\_\_\_\_

**THE TOWN OF HEBRON**

\_\_\_\_\_  
By:  
Its Duly Authorized \_\_\_\_\_  
Date \_\_\_\_\_

**THE TOWN OF MARLBOROUGH**

\_\_\_\_\_  
By:  
Its Duly Authorized \_\_\_\_\_  
Date \_\_\_\_\_

**THE ANDOVER BOARD OF EDUCATION**

\_\_\_\_\_  
By:  
Its Duly Authorized \_\_\_\_\_  
Date \_\_\_\_\_

**THE HEBRON BOARD OF EDUCATION**

\_\_\_\_\_  
By:  
Its Duly Authorized \_\_\_\_\_  
Date \_\_\_\_\_

**THE MARLBOROUGH BOARD OF EDUCATION**

\_\_\_\_\_  
By:  
Its Duly Authorized \_\_\_\_\_  
Date \_\_\_\_\_

**CONNECTICUT REGIONAL SCHOOL  
DISTRICT NUMBER 8**

\_\_\_\_\_  
By:  
Its Duly Authorized \_\_\_\_\_  
Date \_\_\_\_\_

**ANDOVER, HEBRON AND MARLBOROUGH  
YOUTH SERVICES**

\_\_\_\_\_  
By:  
Its Duly Authorized \_\_\_\_\_  
Date \_\_\_\_\_

## 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 20, 2022 7:00 PM (EDT)

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

<https://meet.goto.com/926748861>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3311](tel:+18722403311)

Access Code: 926-748-861

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

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

**Thursday, October 20, 2022**

**7:00 p.m.**

### AGENDA

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#### Time Guideline

- |                  |  |
|------------------|--|
| <b>7:00 p.m.</b> | <b>1. CALL TO ORDER</b>  |
| <b>7:00 p.m.</b> | <b>2. PLEDGE OF ALLEGIANCE</b>   |
| <b>7:02 p.m.</b> | <b>3. ADDITIONS AND CHANGES TO THE AGENDA</b>  |
| <b>7:05 p.m.</b> | <b>4. 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. |
| <b>7:15 p.m.</b> | <b>5. GOOD TO KNOW/SPECIAL RECOGNITION</b><br>Hebron Business Spotlight and Public Service Announcements   |
| <b>7:20 p.m.</b> | <b>6. APPOINTMENTS AND RESIGNATIONS</b><br><br>a) Planning and Zoning Commission Appointment   |
| <b>7:25 p.m.</b> | <b>7. 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)      Regional School District 8 Health and Medical Insurance Consortium Agreement and By-Laws Proposed Amendment
- b)      American Rescue Plan State and Local Recovery Funds Approval
- c)      Public Works Building Project Next Steps
- d)      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 November 3, 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    October 6, 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  
OCTOBER 6, 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 September 1, 2022 – Regular Meeting
- 10.a.2 September 15, 2022 – Regular Meeting

**b) TAX REFUNDS**

10.b.1 Keith & Susan Berry	\$ 195.27
10.b.2 David S. Bennett	\$ 147.94
10.b.3 Louis & Susan Marinelli	\$ 164.52
10.b.4 Theodore H. Weimer 3 <sup>rd</sup>	\$ 149.78
10.b.5 Corelogic	\$2,507.19
10.b.6 Darin D'Amaddio	\$ 70.37
10.b.7 Anna David	\$ 219.73
10.b.8 Jeffrey & January Violette	\$3,694.64

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

Thursday, September 1, 2022

**MINUTES**

**RECEIVED**

7:00 p.m.

2022 SEP 26 P 12: 29

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

**Board of Selectmen Not Present:**

HEBRON TOWN CLERK

*Carol A. Thompson*

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

**Board of Finance Present:** D.DelRosso, Terry McManus, Kathy Williams, Claudia Reilly, Heather Petit

**Guests:** Community Voice Channel, Kenneth Slater, Allyson Schmeizl, T.McManus

1. **CALL TO ORDER** – D.Larson called the Board of Selectmen to order at 7:01pm.
2. **PLEDGE OF ALLEGIANCE** - was recited.
3. **ADDITIONS/CHANGES TO THE AGENDA**  
D.Larson asked to move the Cannabis Moratorium item 8C with Atty. Slater to under item 5.
4. **PUBLIC COMMENT**  
None
5. **GOOD TO KNOW**  
Nothing discussed
6. **APPOINTMENTS AND RESIGNATIONS**

**A. Animal Control Officer Appointment**

A.Tierney read the following summary: 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.

D.Larson made the following 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.

The motion passed with all in favor.

There was discussion that included the following topics: any potential conflict resulting from the dual appointment (current FT town employee), required trainings for this role, possible regionalization of role in the future.

**7. TOWN MANAGER'S REPORT**

**Town Manager Updates**

A.Tierney gave the Town Manager's report. The Hebron Fair is rapidly approaching, there have been lots of logistical planning meetings. Kids are back to school and busses are running well – first day went smooth. Working with public building committee about the proposed public works facility which will include summaries of recent findings and recommendation for next steps. Meeting will be September 19<sup>th</sup>. Has been working with Father Ryan and his group; looking for funding and partnering with town on some projects. Had meeting with ESC about solar on town buildings – buildings being considered are town hall, senior center, fire company 2, parks and rec. The DOT will be closing Rt. 94 near Foote Farm to repair the broken culvert – potential road closing for 60-90 days.

**8. OLD BUSINESS**

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

A.Tierney noted that this item is in response to the request by the BOE for an additional SRO, and while a new SRO could not be onboarded immediately, there have been some solutions that can be implemented that will help as the process is underway. A.Tierney read the following item summary: 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).

There was discussion that included the following: support for enacting immediate measures, the need for an additional car for this potential expansion of the police force in town; larger issues for broader consideration such as better gun regulations and mental health support.

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

A.Tierney read the following agenda item summary: The 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 following projects were reviewed 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. The town has 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 onetime expenses; others will become on-going and will be factored into future budget requests. D.Lanza will be contacting the town's insurance provider for an updated quote.

**2. HIHS Food Pantry      \$10,000**

See letter from HIHS requesting support for the Food Pantry. There is strong support for this initiative to help people of Hebron facing food insecurity.

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

See memo regarding funding for this project. A.Tierney noted the other funding sources for this project including STEAP grant funding. This project has been long awaited and is greatly needed for safety concerns.

**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 information comparing 2021 and 2022 awards and 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. There was discussion about how need this year will be greater than ever, particularly considering high fuel prices and inflation. Eligibility information for the program will be reviewed.

**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. These items benefit both the town and school. There was discussion about the salary for the increased staffing for this role (increase to current PT lines), which is separate from this request for the vehicle and toolkits.

D.Larson made the following 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

The resolution passed with all in favor.

P.Kasper expressed thanks for M.Rubera's expertise in this area. D.Larson also expressed gratitude for this service to the town.

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

Attorney Ken Slater was in attendance and discussed the topic of cannabis sales, ordinances, and public input (ballot questions) regarding cannabis sales in town. The following options were outlined in the agenda item:

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.

There was discussion and conversation that included the following topics: permanence of the ordinance; authority of the planning and zoning committee; informational sessions for the public; D.Lanza clarified that if selectmen propose an ordinance before the ordinance is adopted there must be a public hearing. There was discussion about changing the language from prohibition to appropriate regulation. M.Bordeaux gave an overview of the potential process that would be enacted if recommendation for action by P&Z passed, which included public hearings at multiple phases of process, including when businesses apply for permits (case by case basis). M.Rubera expressed strong concern over any type of marijuana sales in town. P.Kasper and T.Thiele support the regulation by P&Z, since they have expertise in this area and also support utilizing their platform to get feedback, input from and information to town residents.

D.Larson made the following motion: move that the Board of Selectmen request that the Planning and Zoning Commission write up regulations that will regulate the sale of cannabis in the Town of Hebron, and also that they write up regulations which would regulate the commercial cultivation of cannabis in the Town of Hebron. The motion passed 3:2 (Yes: G.Richmond, P.Kasper, T.Thiele. No: D.Larson, M.Rubera).

## **9. NEW BUSINESS**

### **A. APPROVE REVISED JOB DESCRIPTION PARKS AND RECREATION OFFICE ASSISTANT**

A.Tierney read the following item summary: 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. The recommended revised job description was provided.

D.Larson made the following motion:

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

The motion passed with all in favor.

### **B. APPROVE CONSERVATION EASEMENT 155 REIDY HILL ROAD**

A.Tierney read the following summary: A memo from Town Planner Matthew Bordeaux was provided regarding acceptance of a Conservation Easement for 155 Reidy Hill Road.

D.Larson made the following 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.

The motion passed with all in favor.

There was discussion about locations of easements, and monitoring of such easements.

**C. HEBRON HARVEST FAIR PERMIT FEE WAIVER REQUEST**

A letter from the Hebron Lions Agricultural Society, Inc. requesting a waiver from the permit fees for the 2022 Hebron Harvest Fair was provided. This request is submitted annually, and the Town greatly appreciates all of the donations from the Lions Club to organizations in Hebron. The Lions have also helped the town with vehicle storage at the fairgrounds, and have done many other things to help the town; BOS members appreciate the Lions support of the town.

D.Larson made the following 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.

The resolution passed with all in favor.

**D. Draft Agenda for September 15, 2022 Meeting**

The draft agenda was reviewed.

**10. CONSENT AGENDA**

**A. APPROVAL OF MINUTES**

**10.a.1 August 18, 2022 - Regular Meeting**

The minutes will be tabled until the next 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

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** – Will be taking applications for energy assistance program. Call Sr. Center with questions. AHM Chores program is open again, and they will be taking outdoor yard project requests.

**Douglas Library – G.Richmond** – Chess Night (tonight 4:30-7:30), Movie "The Gray Man" tomorrow 1:00. Library is closed for Labor Day. Teen Game club on Tuesday, 2:30-3:30. BOT for Library meeting Monday, Sept. 12.

**Hebron BOE – G.Richmond** – There was an excellent first day, and the BOE appreciated having officers at both buildings.

**Parks & Rec – P.Kasper** – very excited about uptick in program and PREP activity. Lots of fall activities including Ghost Run are happening. Still discussing potential locations for dog park. ARPA funds requests discussions ongoing. There was some discussion about no smoking signage.

**Board of Finance – P.Kasper** – Tax collection (including back tax collection) are on track. There was discussion about BoE SRO request and discussion of non-lapsing fund.

**Fire Department – D.Larson** – FD corporation approved new bylaws.

## 12. PUBLIC COMMENT

T.McManus – had asked about regarding SRO funding during the meeting – noted his questions had been answered. He asked about if this position was already in next year's budget – A.Tierney explained this will still have to go through the town budgeting process.

## 13. ADJOURNMENT

G.Richmond moved to adjourn the meeting at 9:04pm. The motion passed unanimously.

Respectfully Submitted,  
Kathryn Huntington