

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)

RECEIVED

2022 NOV 14 A 10:48
HEBRON TOWN CLERK

Board of Selectmen Regular Meeting

Thursday, November 17, 2022 7:00 PM (EST)

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Thursday, November 17, 2022

7:00 p.m.

AGENDA

Time Guideline

7:00 p.m. 1. CALL TO ORDER

7:00 p.m. 2. PLEDGE OF ALLEGIANCE

7:02 p.m. 3. ADDITIONS AND CHANGES TO THE AGENDA

7:05 p.m. 4. PUBLIC COMMENT

This section of the agenda is reserved for persons in attendance who wish to briefly address the Board. The Board requests that comments be limited to three minutes or less. Persons wishing to comment should type "comment" and your name in the chat box and you will be recognized.

7:15 p.m. 5. GOOD TO KNOW/SPECIAL RECOGNITION

Hebron Business Spotlight and Public Service Announcements

Colin McNamara, Superintendent, Regional School District No. 8

7:20 p.m. 6. APPOINTMENTS AND RESIGNATIONS

- a) 2022 Board/Commission Reappointments
- b) Green Committee Resignation

7:25 p.m. 7. TOWN MANAGER'S REPORT

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

7:40 p.m. 8. OLD BUSINESS

- a) American Rescue Plan State and Local Recovery Funds Approval***
- b) Public Works Building Project Next Steps
- c) Any Other Old Business

*** No need for discussion or action at this time

7:50 p.m. 9. NEW BUSINESS

- a) Approve Willimantic Waste Contract Renewal
- b) Green Committee Sign Proposal
- c) Approve 2023 Board of Selectmen Meeting Schedule
- d) Draft Agenda for December 1, 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

10.a.2 November 3, 2022 – Regular Meeting (no quorum)

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
NOVEMBER 17, 2022**

APPOINTMENTS AND RESIGNATIONS

a. 2022 Board/Commission Reappointments

In accordance with Board policy the following lists appointed terms expiring in December 2022. Also included is the attendance record and the Policy Regarding Reappointments. This item will be continued on the November 18 agenda for the actual reappointments based on responses received.

Conservation Commission

- | | |
|--------------------------|-----|
| • Joanna Chester (10/12) | YES |
|--------------------------|-----|

Commission on Aging

- | | |
|-------------------------------------------------|-----|
| • Tonya Maurer (7/7) | YES |
| • Cecile Piette (4/7) | NO |
| • Carol Wheeler (1/1 not seated until May 2022) | NO |

Economic Development Commission

- | | |
|-------------------------|-----|
| • Neil Amwake (7/8) | YES |
| • Peter Casarella (8/8) | YES |

Housing Authority

- | | |
|--------------------------|-----|
| • Anne-Lee Boynton (8/8) | YES |
|--------------------------|-----|

Parks & Recreation Commission

- | | |
|------------------------|----|
| • Eric Lemieux (11/12) | NO |
|------------------------|----|

Public Building Committee

- | | |
|---------------------------|-----|
| • Richard Steiner (21/21) | YES |
| • David Foster (21/21) | YES |

Douglas Library Board of Trustee

- | | |
|---------------------------|-----|
| • Peter Casarella (11/12) | YES |
| • Susan Porter (6/12) | YES |
| • Althea Carr (9/12) | NO |
| • Gail Richmond (10/12) | YES |
| • Mary Ann Foote (12/12) | YES |
| • Colleen Brennan (7/12) | NO |

Water Pollution Control Authority

- | | |
|----------------------------|-----|
| • Chris Hemberger (10/12) | YES |
| • Benjamin Gilmore (11/12) | YES |

Proposed Motion:

Move that the Hebron Board of Selectmen reappoint the following individuals for a four-year term to run until December 2026:

CONSERVATION COMMISSION: Joanna Chester

COMMISSION ON AGING: Tonya Maurer

ECONOMIC DEVELOPMENT COMMISSION: Neil Amwake and Peter Casarella

HOUSING AUTHORITY: Anne-Lee Boynton

PUBLIC BUILDING COMMITTEE: Richard Steiner and David Foster

DOUGLAS LIBRARY BOARD OF TRUSTEES: Peter Casarella, Sue Porter, Mary Ann Foote and Gail Richmond

WATER POLLUTION CONTROL AUTHORITY: Chris Hemberger and Benjamin Gilmore

POLICY REGARDING REAPPOINTMENTS

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

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

b. Green Committee Resignation

Attached is a letter from Eileen Terlecki resigning her position on the Green Committee.

Proposed Motion:

Move that the Hebron Board of Selectmen accept the resignation of Eileen Terlecki from the Green Committee with thanks for her years of dedicated service.



Resignation

1 message

Eileen Terlecki

Thu, Sep 15, 2022
at 1:41 PM

To: dlanza@hebronct.com

RECEIVED

2022 OCT 27 3 4: 20

Carla J. Thompson
HEBRON TOWN CLERK

Hello, I am writing this email for resignation from the Green Committee. Due to current situations in my life I am unable to fulfill the obligations of the group. I wouldn't mind volunteering from time to time if needed. I do apologize for any inconveniences this might cause. Please feel free to contact me if you are in need of any other information.

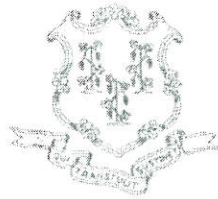
Sincerely,
Eileen Terlecki

11/17 BOS mtg

CORRESPONDENCE



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

October 3, 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 **September 2022**, the Hebron Resident Trooper, Hebron Police Constables, as well as Troop K Troopers responded to **223** Calls for Service in the Town of Hebron. Of these Calls for Service the most notable are:

Accidents: 11
Burglaries: 0
Larcenies: 0
Other Criminal: 3
Other Non-Criminal: 3
Medical Assists: 3
Non-reportable Matters: 162
Other Noteworthy Events (List):

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

DUI: 0
MV Stops: 40

Respectfully,

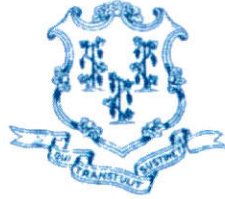
LT Adam Rosenberg #045

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



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

November 9, 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 **October 2022**, the Hebron Resident Trooper, Hebron Constable Officers, as well as Troop K Troopers responded to **249** Calls for Service in the Town of Hebron. Of these Calls for Service the most notable are:

Accidents: 9
Burglaries: 0
Larcenies: 2
Other Criminal: 0
Other Non-Criminal: 7
Medical Assists: 17
Non-reportable Matters: 202
Other Noteworthy Events (List):

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

DUI: 0
MV Stops: 26

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



Town of Hebron

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

ANDREW J. TIERNEY
TOWN MANAGER

DANIEL LARSON
CHAIRMAN

GAIL B. RICHMOND
VICE CHAIRMAN

PETER D. KASPER
SELECTMAN

MARC P. RUBERA
SELECTMAN

TIFFANY V. THIELE
SELECTMAN

October 4, 2022

Ms. Cheryl Wood
20 Alexander Drive
Colchester, CT 06415

Dear Cheryl:

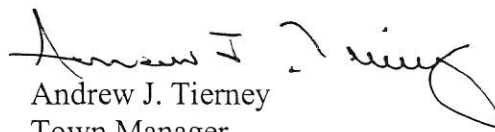
As the Town Manager of Hebron and on behalf of the Board of Selectmen and town residents, I want to personally congratulate and thank you for your 25 years of service at the Douglas Library.

Your continued dedication, support, diligence and hard work have not gone unnoticed. You are a valued employee who goes above and beyond, and it is much appreciated.

Every town should be so lucky to have an employee like you.

Again, congratulations on this milestone!!!

Sincerely,


Andrew J. Tierney
Town Manager

AJT:dw

cc: Board of Selectmen



ANDREW J. TIERNEY
TOWN MANAGER

Town of Hebron

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DANIEL LARSON
CHAIRMAN

GAIL B. RICHMOND
VICE CHAIRMAN

PETER D. KASPER
SELECTMAN

MARC P. RUBERA
SELECTMAN

TIFFANY V. THIELE
SELECTMAN

November 1, 2022

Mr. Matthew Bordeaux
708 Gilead Street
Hebron, CT 06248

Dear Matt:

As the Town Manager of Hebron, I want to recognize your completion of the probationary period as outlined in the Employee Handbook and confirm your permanent employment with the Town of Hebron as Director of Planning and Development.

You have demonstrated the skills and essential functions of your position in a manner consistent with its requirements.

Congratulations!

Sincerely,

Andrew J. Tierney
Town Manager

cc: **Board of Selectmen**

Dori Wolf

From: Andy Tierney
Sent: Wednesday, November 09, 2022 8:11 AM
To: Daniel Larson; Gail Richmond; Marc Rubera; Peter Kasper; Tiffany Thiele
Cc: Chief Officers; Adrian MacClean; bryce.reed@ct.gov; Building Official; Craig Bryant; Donna Hartan; Donna Lanza; Dori Wolf; Elaine Griffin; Elizabeth Fitzgerald (Hebron.Dem@gmail.com) ; Republican Registrar; Kevin Kelly; Kevin Sullivan; Matthew Bordeaux; Mike O'Leary; Peter Starkel; Randy Blais; Sharon Garrard; Tina Corriveau; W Bell
Subject: FW: Project 0066-0111 Route 94 Hebron, CT

FYI

From: Collins, Matthew C <Matthew.Collins@ct.gov>
Sent: Tuesday, November 8, 2022 3:18 PM
To: Andy Tierney <atierney@hebronct.com>
Cc: LaRose, Kevin T <Kevin.LaRose@ct.gov>
Subject: Project 0066-0111 Route 94 Hebron, CT

Andy

We are in the process of backfilling and bringing the roadway up to final grade. We are hoping to have this finished by the end of the week. The contractor is looking to have a milling contractor on site around 11/14 and hopefully paving sometime around 11/18. The only item after that that we will need to complete is the installation of the guardrail and then we should be able to open the roadway.

Please be advised that this is a busy time of year, and the weather will impact our paving contractor and their schedule.

Please let me know if you have any other questions.

Matthew Collins
CTDOT District II Construction
860-402-5705 cell

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 17, 2022**

PUBLIC WORKS BUILDING PROJECT NEXT STEPS

In response to a request from one of the Selectmen attached are cost comparisons for the functions of the Public Works Department. Public Works Director, Kevin Kelly will be in attendance at the meeting to present and answer any further questions.

Also attached are responses to the comments received at the September 19, 2022, Public Building Committee Information Meeting on the Public Works Building Project.

Memo

To: Board of Selectmen, Town of Hebron
From: Kevin Kelly
cc: Andy Tierney, Town Manager
Date: November 9, 2022
Re: Public Works

Dear Board of Selectmen,

I am attaching documents in response to a request for costs and comparisons for the functions of the Public Works Department.

Respectfully,

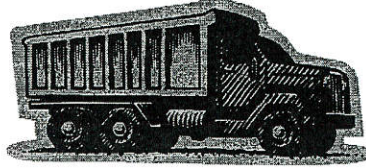
Kevin Kelly
Director of Public Works,
Town of Hebron

Response to the November 4th inquiry from Dan Larson,

1. Emergency response: Public Works employees only. Depends on the incident. Trees down or accidents, Fire support. 2 Responders at a minimum for safety concerns. Large removals could require the entire crew.
2. Tree Removal: Since the first of the year, the Public Works Department worked 50 days with the bucket truck and 1440-man hours. Using an average hourly rate of \$25 and \$10 for benefits, this totals at \$50,400. If this were subcontracted out, a bucket truck crew costs between \$1500 to \$2000 per day depending on the size of the trees. Using the lower rate this cost would be \$75,000
This we contracted with Distinctive Tree under the State contract for \$48,500. This is for multiple removals using the Senabogan (tree removal crane). Much of this work was in association with Eversource, sharing the cost.
3. Paving: All the major paving projects are subcontracted through the State contract, DAS bids. Minor road repair projects and paving are conducted with in house resources. The small paving box is no longer functional and has not yet been replaced.
4. Snow Plowing: We have been using one contractor to assist as a backup due to COVID. Thus far this year, we have not been able to lock in a contractor for this purpose and we are continuing to look. The rate paid last year was \$220 per hour. I have been notified by another town of substantial increases due to the cost of diesel. My experience with subcontractors for snow plowing is that they can be unreliable due to personnel and breakdown issues.
5. Catch Basin Cleaning: We currently subcontract this each year using the CRCOG bid list. We have 1573 catch basins, vortex structures, and sedimentation structures to clean every year per the MS4 requirements. Last year we budgeted \$37,000 for this service.
6. Sweeping: We priced out outsourcing the road sweeping in 2021 to satisfy an inquiry. I have included the quotes received. If we were to price this formally, it would need to go out to bid. The quote received was \$149,520 based on 8 weeks or \$24,440 per week as needed. This price will substantially escalate with the current price of fuel and manpower.
In house this would involve a sweeper, take away truck, water truck, and three operators. The cost of the equipment would be mostly fuel, approximately \$7,000 per month, Labor would cost approximately \$16,800 per month based on 20 working days a month. Approximate total of \$23,800 monthly. Owning our own sweeper allows working the remainder of the year for paving projects and emergency clean- ups.

C.C.L. & BOBCAT SERVICE

Steven M. Roy
P.O. Box 390
Colchester, CT 06415



Date: March 12, 2021

PROPOSAL

To: Kevin Kelly
Town of Hebron
Public Works Department
550 Old Colchester Road
Hebron, CT 06231

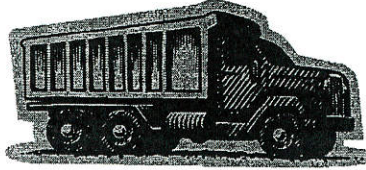
2021 SWEEPING

Sweeping of 80 miles of town paved roads
Two passes each side of road plus intersections
All sweeping debris will be dumped at a designated town location
2 – sweepers
1 – water truck
1 – 6 wheel dump truck
Support equipment: water pumps and men working signs
Total price for 8 weeks of sweeping at 40 hours per week

TOTAL PRICE - \$ 149,520.00

C.C.L. & BOBCAT SERVICE

Steven M. Roy
P.O. Box 390
Colchester, CT 06415



Date: March 12, 2021

PROPOSAL

To: Kevin Kelly
Town of Hebron
Public Works Department
550 Old Colchester Road
Hebron, CT 06231

2021 SWEEPING

Sweeping of 80 miles of town paved roads
Two passes each side of road plus intersections
All sweeping debris will be dumped at a designated town location
Weekly price for sweeping at 40 hours per week
Equipment included: 2 sweepers, water truck, dump truck and support equipment

TOTAL PRICE - \$ 24,440.00 per week

**PROPOSED DPW FACILITY
JOHN HORTON BOULEVARD**

**RESPONSES TO PUBLIC COMMENTS RECEIVED AT THE
PUBLIC BUILDING COMMITTEE MEETING ON SEPTEMBER 19, 2022**

- C. The site has a shallow water table and is located on a drainage divide. Concern was noted that Best Management Practices may not mitigate impacts with respect to salt storage and possible releases to the groundwater.

R. This site is characterized by high groundwater. The previously issued Environmental Review Team Report (ERTR) on this site notes that "the upland soils do have a high water table, but that the soils can support both roads and structures noting that the roads will require underdrains and structures will require foundation drains".

With respect to potential contamination from salt, the best management practices to be incorporated both during construction and post construction are for the purposes of avoiding such a release. Storage and handling of salt will be within enclosed structures and performed on impervious surfaces. Stormwater management systems will be designed to prevent pollution by avoiding stormwater coming in contact with other materials and providing impervious surfaces in these areas. Operational practices will include a spill prevention plan to avoid any unanticipated release.

Correspondence received from the Connecticut Department of Public Health (CDPH) in consultation with the Connecticut Department of Energy and Environmental Protection (CTDEEP) stated that "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."

In addition, in searching through their records, the State has indicated they have not received any reports of ground water or well water contamination from Salt Storage Facilities.

- C. How have historic boundary markers changed since 2016 and 2022?

R. There have been no substantive changes in the conceptual design plan from 2016 to the current plan. We are not aware of any changes in the historic boundary markers during that time.

- C. Additional concerns about potential for salt contamination were noted and a letter from William Warzecha was introduced.

R. Mr. Warzecha is a hydrogeologist previously employed by CTDEEP. His letter discusses concerns about potential impacts to residential properties from road salt emanating from the proposed site development. We are in no way minimizing the concerns raised by Mr. Warzecha. However, some clarifications and responses are warranted.

C = Comments

R = Responses

Comments are summarized to reflect specific concerns presented. Repetitive comments are not included.

Mr. Warzecha discusses impacts on properties downgradient of the project. As a point of clarification, there are only two developed residential lots located topographically downgradient of the project. These are 22 Kinney Road and 78 Kinney Road. Both are on the south side of Kinney Road and approximately 1,400 feet or over ¼ mile from proposed facility. Based on surficial topography of this area, surface runoff from the project will be directed to the existing wetlands on the property to the east and west and ultimately through culverts under Kinney Road. Surface runoff will not be directed towards these properties.

Mr. Warzecha suggests locating the project at a location where groundwater has already been impaired. There is no such suitable site within the Town. The reason for the proposed relocation of this facility is that the existing site cannot physically accommodate the Department's current and future needs.

Mr. Warzecha notes that CTDEEP ranks public works garages as a land use that poses a significant risk to groundwater quality and to domestic wells topographically down gradient of the site. We believe that this reference is applicable to older developed sites that were constructed and operated prior to the current standards; and that this assertion is not applicable to facilities that need to meet current permit requirements and need to incorporate current best management practices. As noted above, correspondence received from the Department of Health in consultation with CTDEEP concerning this project included the following: "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."

The recommendations that Mr. Warzecha suggested regarding salt storage and handling and truck washing being performed under covered enclosures is part of the project plan and will be incorporated into the design documents. This aspect of the plan has been discussed and presented at public meetings concerning the project.

The Town agrees that baseline testing of residential wells downgradient of the project in the area should be done prior to the start of construction. There is no plan for consideration of extending public water to residences in the area since that would be based on an assumption that wells will be contaminated which is not the case.

- C. Why were only two sections of the Plan of Conservation and Development (POCD) discussed in the presentation? The proposal is in conflict with other sections of the POCD. The June 2000 ERT Report sites fractured bedrock and notes the corollary between increased permeability and increased dispersal of contaminants. The questioner refutes the contention that no other suggestions for site were given.

- R. *The presentation referenced the two sections of the POCD that are directly relevant to this project. Those sections are Municipal Facilities and the Zoning of the Parcel. More information would need to be provided by the questioner as to how they see that the project conflicts with other portions of the POCD in order to provide a response to that comment.*

The concern with respect to bedrock geology assumes contaminants will be released into the groundwater which is not the case.

We are not aware of any alternate specific sites having been suggested, with the exception of the existing site on Old Colchester Road, which has been thoroughly studied and found not viable for reconstruction and expansion.

- C. How far will the driveway be from Church Street? What would happen to the existing salt sheds on Old Colchester Road and Salt Box Road? Is Connecticut Water Company confident they can supply amount of water needed?

R. The Driveway entrance is about 1,250 feet or about a ¼ of mile from Church Street. There is an existing gravel entrance pad that can be seen at this location.

Existing salt sheds on Old Colchester Road and Salt Box Road would be eliminated. One central site to service the town will replace these.

A review by the Connecticut Water Company as to water needs for the site and their ability to provide it is currently being conducted. However, it is known that the proposed use of the site has relatively low water demands.

- C. What will the impact on traffic be as there will understandably be many vehicles coming and going from the public works facility to carry out their duties?

R. Traffic impacts will be minimal. Normal hours of operation are 7:00 -3:30 and traffic during that time includes employees coming to and from work and crews going out for their assignments during the workday. An estimate of current activities indicates about 50 vehicle trips per day, which equals about 6 vehicles per hour over that period. It is estimated that 80-90% of the daily traffic will use John Horton Boulevard via Main Street for access and egress to the property. With respect to trucks passing Hebron Elementary School (HES), during a typical day the number will be diminished since the new facility will be relocated further to the north as compared to the existing facility.

In regards to snow removal this can be analyzed by current and future plow truck routes. There are currently 13 plow routes; nine of these typically pass (HES) to reach points north, east, and west. In the future, the only truck that would need to pass HES would be the truck that plows that facility. However, assuming all truck routes leave and return to the facility by the north end of John Horton Boulevard, which is the plan, perhaps two additional routes would pass HES. This would be significantly less than the current condition.

- C. How will the project impact wetlands?

R. Direct impact to wetlands will be limited to the two road crossings for the John Horton Boulevard extension. All other land disturbances are outside of wetland and conservation areas. Erosion controls during construction and best management practices after construction will mitigate impacts to wetlands. Stormwater runoff from developed areas will be treated in accordance with the CTDEEP Stormwater Quality Manual.

- C. Has there been any studies on impact to endangered species?

R. The area has been reviewed with respect to the Natural Diversity Database Areas mapping and there are no State and Federal Listed Species within the project area.

- C. The facility should be kept in its current location in an industrial zone. Kinney Road is a residential neighborhood. Concerns about truck traffic, diesel and gasoline storage, truck washing and a stormwater pond were noted.

R. The current facility is located in a residential zone not an industrial zone. The proposed site on the Horton Parcel is in a commercial (mixed-use) zone. Based on the proposed new building location the closest existing residential house is about 1,300 feet away or about ¼ of mile. Whereas the current building on Old Colchester Road is about 160 feet from the closest residence and there are four residences within 500 feet.

Truck traffic from the proposed facility will, in the majority of the cases, be using John Horton Boulevard heading north to access Main Street. Because of the minimal changes in traffic using Kinney Road no improvements to Kinney Road are needed or proposed.

Fuel storage must be above ground in environmentally compliant tanks with secondary containment. An environmentally compliant truck wash bay will be included in the project and will include drains that will discharge to an oil/water separator and then ultimately into the sanitary sewer system. The stormwater ponds are for the purpose of capturing and treating stormwater runoff and are employed to prevent impacts from them.

- C. Who from the Town will monitor best management practices?

R. There will be one plan that will apply to activities that occur during the Construction Phase and another plan that will apply to the Occupancy of the facility.

The CTDEEP General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities requires that a Stormwater Pollution Prevention Plan be prepared for the project. During the Construction Phase the General Contractor, Construction Manager or the Sitework Trade Contractor are obligated to perform, at a minimum, weekly inspections. These inspections are logged on a form that will be composed by the Civil Engineer. They must be maintained in a Log Notebook readily available within the construction trailer or office. In the case of a pending inclement weather event and upon the cessation of an inclement weather event, these inspections must be performed with the forms being completed. In all cases, any deficiencies that are noted must be addressed immediately. The Civil Engineer is obligated to conduct regular and routine on-site inspections to be sure that every aspect of the Stormwater Permit is being complied with.

The CTDEEP General Permit for the Discharge of Stormwater Associated with Industrial Activity requires that an operation and maintenance plan be prepared with requirements for best management practices after construction. During the Occupancy Phase, monthly inspections are done by the Department. Semi-annual audits are done by an outside engineer. Records must be maintained on site and the site is subject to inspections/audits by CTDEEP at any time.

- C. Statement that the facility on Old Colchester Road is a feasible alternative, that this is Phase I of a larger project, that no other Town has a DPW facility near their Town Center and that the project should be brought to referendum now.

R. As previously discuss and presented, the existing site at Old Colchester Road is not adequate for reconstruction or expansion, even with additional adjacent land added.

The master plan is a long-term conceptual proposal. The current project does not require, nor does it anticipate that other buildings or Town facilities be relocated to this site. It does, however present a concept of how this might be accomplished sometime in the distant future. The overall master plan is subject to review and reconsideration based on the Town's needs and further environmental studies of the land. In addition, assertions being made that the Town is considering in the near future proposing to construct a new Town Office Building and a new Public Safety Building are not correct or accurate. Likewise, the assessment that the costs for the overall plan would be in the range of \$50-million dollars are also not accurate, since the Town has no plans to propose the construction of these other buildings.

The statement was made that no other Town has its Public Works facilities near their Town center, however no data or findings were provided to support this. A recent survey through the University of Connecticut's "listserv", regarding location of public works facilities in the center of towns found that there are many facilities located there. As an example, this is one of the responses that was received: "The Town of Bethlehem's public works department and garage are directly in the center of town. The town hall, library, fire department, and public works garage are all next to each other. Public works has been in the towns center since the 1960's; space and storage tend to be difficult as we are limited to open available land. Being in the center has its advantages during storm events (i.e., creating efficient snow plowing routes and having a central location for dispatching and staging during weather events)." Some of the many Towns that have their Public Works Facilities in or near their centers are South Windsor, Winchester, Mansfield, Ridgefield, Avon, Woodbridge and Thompson.

We understand the desire to bring the project to referendum as soon as possible, however, it is imperative that the project design be developed to a point that it can provide all of the information necessary to fully address all concerns and questions. As can be seen by the comments presented at this meeting, there are clearly still questions that need to be fully addressed. Additionally, a detailed project estimate is needed in order to accurately establish a required funding amount to be sought at a referendum. The project design will provide confidence in the amount that is required.

- C. The areas considered seem limited due to Hebron's Zoning Laws. Could another site be found and rezoned? Why is there a necessity for public sewer and water?

R. Hebron's zoning laws are established to be consistent with the Town's Plan of Conservation and Development. Any other viable location for this project would be in an area currently zoned residential and intended for that use. While governmental uses are permitted in residential zones, extensive studies have been conducted and an alternative suitable location was not found.

Public water and sewer are critically important to the project. The septic system and well at the existing Old Colchester Road site have been problematic. The 2000 ERT Report noted that "Clearly a central community water supply system in the Town Center is desirable over further proliferations of individual supplies." Sanitary sewers are desired for handling of vehicle wash water which would otherwise need to be stored in tanks, pumped, and hauled off site. Also, public sewers would minimize localized environmental concerns within the project area.

- C. What is the cost of the facility? When permit applications are completed can they be posted on the website? Has there been a traffic study? What about cut through traffic from Main Street? Should

previous analyses be redone to reflect that population growth has slowed? Has there been a geotechnical study? If the Town Hall and Firehouse move to this site what will happen to those properties?

R. A detailed construction cost estimate has not yet been prepared but will be as part of one of the many pre-referendum tasks. A conceptual estimate developed several years ago when the project was first conceptualized put the project cost in the range of \$11-\$12 million. However, because of price escalation and current inflated construction costs, that cost is now more likely in the range of \$16-20 million.

Yes, all permit applications and actions will be posted on the Town website.

A traffic study has not been prepared for this project. The Planning & Zoning Commission may request a traffic study as part of their Special Permit/Site Plan review but given the minimal levels of traffic the project will generate, a traffic study is not likely needed.

The Needs Analysis that was conducted for the public works facility is based on the amount of Town owned infrastructure that is needed to be maintained. It is not population dependent and therefore updating previous studies would not yield any substantive changes. Although there has been a slight decline in the Towns' population the amounts of roads and related infrastructure that the DPW has to maintain has not decreased. In addition, as all of the existing infrastructure continues to age, it will require more attention by the DPW and not less.

There have not yet been site specific geotechnical studies. These are typically performed as needed during further design phases.

Relocating the Town Hall and Firehouse to this property are considered in the far distant long range master plan. These actions would require additional studies and their own detailed site plan review. If and when that were to happen, the existing sites would be available for commercial development. However, the future use of the existing sites would be dictated by the Town's Zoning regulations and subject to review and approval by the Planning and Zoning Commission.

- C. Since the town has issues with the current site, how can we be sure that the future site will be properly maintained? Why do we need a green for concerts?

R. Most of the deficiencies at the existing site are caused by a lack of usable space, both inside the buildings and on the site. This would be resolved by having a newly constructed environmentally compliant facility with adequate space. Additionally, while necessary repairs to the existing facility will be undertaken, it is recognized that they are only providing temporary and not long-term solutions.

It was thought that this large open area would be a desirable asset because the Town currently lacks a Town Green. The original Town Green was lost when the Department of Transportation redesigned the traffic flow within the center of Town.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 17, 2022**

APPROVE WILLIMANTIC WASTE CONTRACT RENEWAL

Attached is the Renewal to Bulky Waste, Municipal Solid Waste & Single Stream Processing Agreements between Willimantic Waste Paper Co., Inc. and the Town of Hebron extending the contract for an additional five year period, until November 14, 2027.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the Renewal to Bulky Waste, Municipal Solid Waste & Single Stream Processing Agreements between Willimantic Waste Paper Co., Inc. and the Town of Hebron as presented and authorize Andrew J. Tierney, Town Manager, to sign the agreement.

**RENEWAL TO
BULKY WASTE, MUNICIPAL SOLID WASTE & SINGLE STREAM PROCESSING
AGREEMENTS**

This **RENEWAL TO AGREEMENTS** (this “Renewal”) is made as of the last date of signature below by and between **WILLIMANTIC WASTE PAPER CO., INC.**, a Connecticut corporation with its principal place of business at Recycling Way, Willimantic, Connecticut (“WWP”) and the **TOWN OF HEBRON**, 15 Gilead Street, Hebron, CT, 06248, a municipal corporation with its territorial limits within the State of Connecticut (the “Town”).

WHEREAS, WWP and the Town are parties to three separate agreements, (each an “Agreement, or collectively the “Agreements”), a Bulky Waste Processing Agreement, dated as of December 8, 2011 (the “Bulky Waste Agreement”); A Municipal Solid Waste Processing Agreement, dated as of December 8, 2011 (the “MSW Agreement”), A Single Stream Recycling Agreement, dated as of December 8, 2011 (the “Single Stream Agreement”)

WHEREAS, in accordance with Section 3 of the Agreements, the Town wishes to renew the Agreements for an additional period of five years:

WHEREAS, capitalized terms used herein and not otherwise defined carry the same meaning as in the Agreements;

NOW THEREFORE the Town and WWP agree as follows:

1. RENEWAL OF AGREEMENT

The Agreement is hereby renewed for an additional period of FIVE YEARS through November 14, 2027, in accordance with the terms and conditions contained herein.

2. SCHEDULE OF FEES AND CHARGES UPON RENEWAL

Upon renewal, the current Exhibit A to the Agreement entitled “SCHEDULE OF FEES AND CHARGES” will be deleted in its entirety and the attached Exhibit A entitled “RENEWAL TERM SCHEDULE OF FEES AND CHARGES” will be inserted in its place.

3. PAYMENT OR CREDIT FOR RECYCLABLE MATERIALS

Upon Renewal, Payment or Credit will be based on fluctuating single stream price form attached to schedule A.

4. ALL OTHER TERMS AND CONDITIONS TO REMAIN IN EFFECT

All other terms and conditions of the Agreement not otherwise affected herein remain in full force and effect for the entire period of the renewal term.

IN WITNESS WHEREOF, the Town and WWP have caused this Agreement to be executed by their duly authorized officers as of the day and year written.

TOWN OF HEBRON

BY: Duly authorized

Date: _____

WILLIMANTIC WASTE PAPER CO., INC.

BY: Marc Fitzsimmons, Region VP of Operations
Duly authorized

Date: _____

EXHIBIT A**RENEWAL TERM
SCHEDULE OF FEES AND CHARGES**

Disposal Fees for Municipal Solid Waste	<p>The Town shall pay WWP for the disposal of Municipal Solid Waste as follows:</p> <p>FY 2022-2023: \$ 105.00 per ton FY 2023-2024: \$ 108.15 per ton FY 2024-2025: \$ 111.39 per ton FY 2025-2026: \$ 114.73 per ton FY 2026-2027: \$ 118.17 per ton</p> <p>The Town shall pay WWP for the disposal of Municipal Bulky Waste as follows:</p> <p>FY 2022-2023: \$ 95.00 per ton FY 2023-2024: \$ 97.85 per ton FY 2024-2025: \$ 100.79 per ton FY 2025-2026: \$ 103.81 per ton FY 2026-2027: \$ 106.92 per ton</p> <p>WWP shall invoice the Town monthly for the above charges, and payment shall be due from the Town to WWP within 30 days of the invoice date. Overdue payments shall be subject to interest charges of 1.5% per month (18% per annum).</p> <p>CREDIT/CHARGE FOR RECYCLABLE MATERIALS The Town shall receive a credit/charge per ton of Recyclable Materials delivered to WWP based on Schedule A Pricing Terms attached. Such credit/charge shall be applied monthly against the Disposal Fees as calculated above.</p>
Changes in Laws	<p>In the event of a change in applicable taxes governing the acceptance and/or processing of Municipal Solid Waste and/or Recyclable Materials or a change in laws that causes an increase in WWP's cost to accept or process Municipal Solid Waste or Recyclable Materials, the charges listed above shall be adjusted accordingly.</p>

PRICING TERMS

Single Stream Pricing Formula:

ACR - Threshold = Rebate (Charge) September 2022 ACR = 49.08

Average Commodity Revenue (ACR) - means the current market value for each recyclable commodity (including residue tons) multiplied by the product mix percentage for each recyclable commodity tons from that facility for the residential line of business over the same month, less any direct costs of Processor related to transportation, storage, or marketing of product. In addition, if there is a material change in the ACR during any thirty-day period, the Processor reserves the right to make an immediate adjustment to the ACR

Rebate (Charge) - means the percentage of value paid to the Generator when the ACR is greater than the Threshold. When the Rebate is negative, each dollar below the Threshold will be charged to the Generator.

Rebate Split = 50% to Generator when ACR is above Threshold

Threshold = \$125 - means the base rate required to process Recyclable Materials (including increases in labor expenses and to cover capital investments). Threshold shall be updated periodically to account for these changes in costs.

Threshold may also be adjusted quarterly based on periodic contamination audits conducted by Casella. The below referenced pricing for contamination would apply:

Threshold will be increased annually beginning on the anniversary date of the Effective date, and each anniversary date thereafter, to an amount equal to the percentage increase of the BLS CPI-U trash and sewer (source – Survey of Current Business – Department of Labor) as compiled by the most recent twelve (12) month period for which such data is available as compared with the comparable figure for the prior twelve month period. Notwithstanding anything to the contrary, the increase shall not be less than three percent (3%) per year. Processor reserves the right to adjust the Threshold during the Term in the case of extraordinary fluctuation

Example Pricing Scenarios:

ACR above Threshold – Example	ACR below Threshold- September 2022
ACR = \$135 per ton Threshold = \$125 per ton	ACR = \$49.08 per ton Threshold = \$125 per ton
Pricing Formula $\$135 - \$125 = \$10$	Pricing Formula $\$125 - \$49.08 = \$75.92$
Rebate: 50% <i>over</i> Threshold (to Generator) and dollar for dollar below the Threshold (to Processor)	Rebate/Charge: 50% <i>over</i> Threshold (to Generator) and dollar for dollar below the Threshold (to Processor)
Net Payment to Generator is \$5.00/ton (\$10.00 x 50%)	Net Charge to Generator is \$75.92/ton (\$75.92 x 100%)

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 17, 2022**

HEBRON GREEN COMMITTEE TRANSFER STATION SIGNAGE REFRESH

Hebron Green Committee has recently compiled updates to the signage at the Transfer Station. Members of the Green Committee will be in attendance to discuss the proposed updates.

Hebron's Transfer Station Signage Refresh

ROUND 1

Funding from Lee Sawyer Community Waste Reduction and Recycling Grant, with possible overlap from ARPA.



WELCOME – OLD
Front Gate



WELCOME – NEW
Front Gate



TOWN OF HEBRON

RECYCLING CENTER

& TRANSFER STATION

SUMMER HOURS

Tues. & Thurs.	8:00 - 6:00
Saturday	8:00 - 4:00
Sunday	8:00 - 2:00

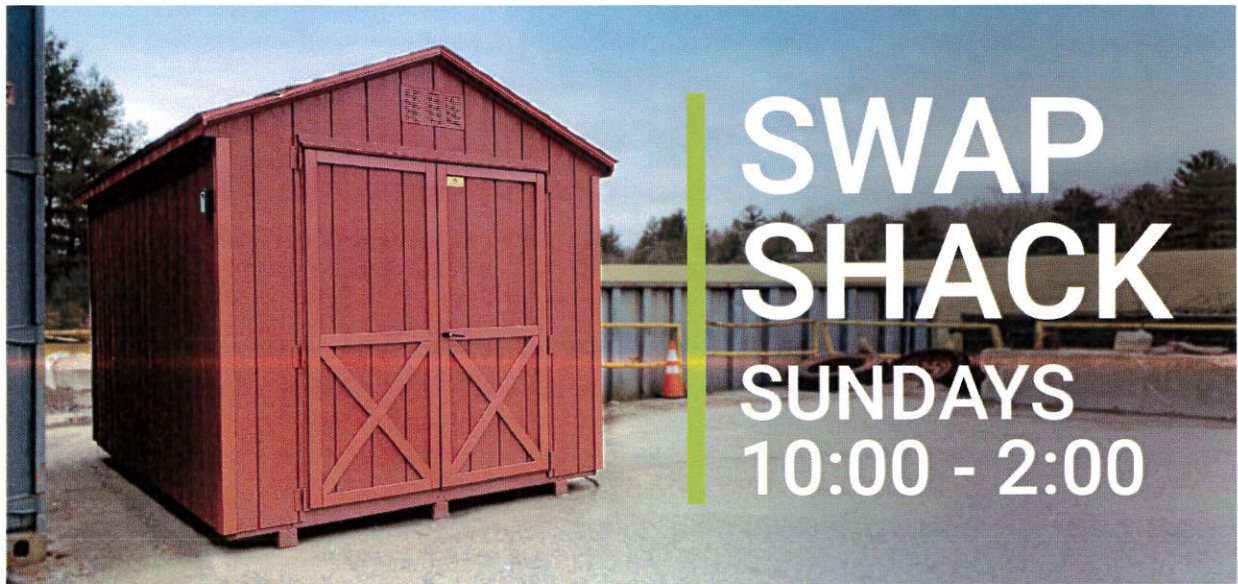
WINTER HOURS

Tues. & Thurs.	7:30 - 4:00
Saturday	7:30 - 4:00
Sunday	7:30 - 2:00

HEBRON RESIDENTS ONLY

REG# 0670947-MTSGP

CHAINLINK ENTRANCE – NEW



Recommend: Vinyl sign also near gate that can be zip tied to the chain link fence. Probably 2.5x4' - ish

DIRECTIONAL – OLD

Between upper and lower lots



DIRECTIONAL – NEW

Between upper and lower lots



RULES – OLD

Between upper and lower lots



RULES – NEW

Between upper and lower lots

FACILITY RULES

- All vehicles must have Transfer Station sticker affixed to windshield
- Waste **MUST** be from property in Hebron
- All vehicles using the lower lot must stop at attendant building first
- No stumps, rocks or dead animals may be disposed on premises
- No scavenging
- Children and pets must stay in vehicle

SLOW!

**5
MPH**

**MAX
SPEED**



BULKY FEE – OLD

Across from Gordy's lower lot shed



BULKY FEE – NEW

Across from Gordy's lower lot shed

LOWER LOT

**ALL PATRONS
MUST STOP TO
SEE ATTENDANT**

PAY TO THROW
SEE ATTENDANT FOR PRICES
MINIMUM CHARGE: \$5

- Leaves + brush
- Propane tanks
- Tires
- Demolition material
- Furniture
- General debris

FREE TO THROW
YOU STILL MUST SEE ATTENDANT

- Batteries
(car/lead acid)
- Clothing/textiles
- Electronics
- Mattresses
- Used oil
- Anti-freeze
- Large appliances
(with and without
refrigerant)
- Scrap metal
- Swap Shack

Adding 12" to height of original at bottom.

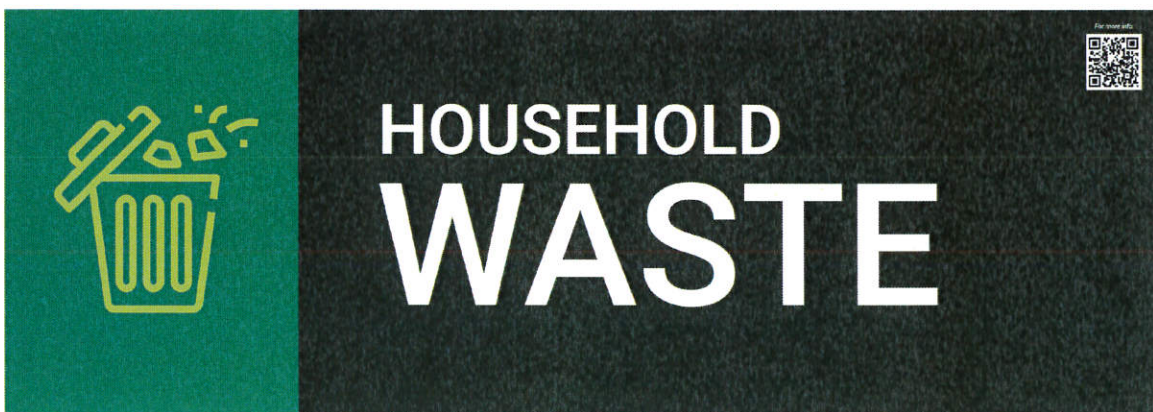
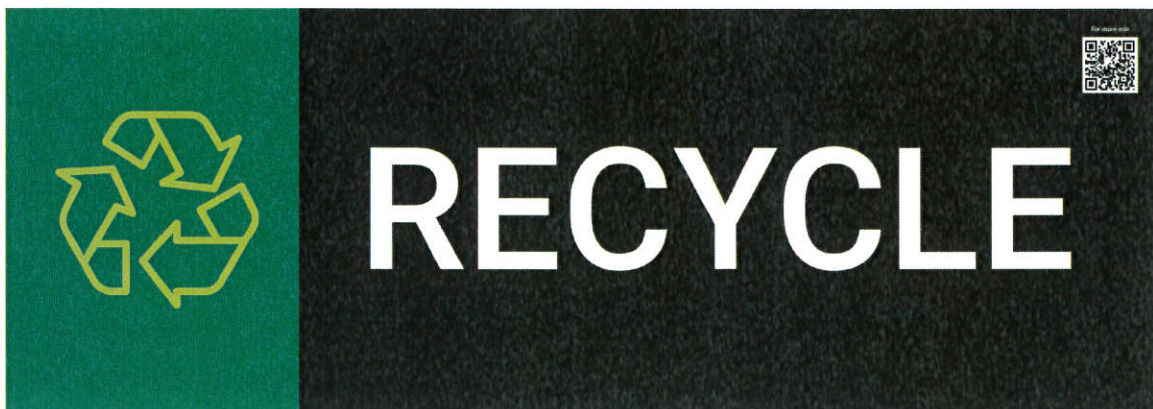
COMPACTOR – OLD

Under each opening for the chutes, red box



COMPACTOR – NEW

Under each opening for the chutes, red box



TRASH COMPACTOR – OLD

On back compactor wall and hanging on fence to right



TRASH COMPACTOR – NEW

On back compactor wall and hanging on fence to right

WASTE CHUTE

 **WHAT'S IN** 



Kitchen,
bath and
food waste
ONLY



All takeout
or ice cream
containers,
pizza boxes



Plastic
bag/film/
wrap and
styrofoam



Hot or cold
coffee cups,
lids and
straws

 **WHAT'S OUT** 



Papers,
glass, metal,
plastic



Bulky
items or
furniture



Leaves,
stumps or
rocks



Electronics
and any size
appliance

RECYCLING COMPACTOR – OLD

To right of recycling chute



RECYCLING COMPACTOR – NEW

To right of recycling chute

RECYCLING CHUTE

✓ WHAT'S IN ✓



PAPER

Cardboard, junk mail, papers, magazines,
Soft/hard cover books, milk/broth cartons



PLASTIC

Bottles and jugs
Plastics with triangles numbered #1-5 and #7 (NO #6!)



METAL

Cans for food and beverage,
Foil containers and catering trays



GLASS

Bottles and jars for food and beverage

✗ WHAT'S OUT ✗



SOILED ITEMS

Anything that is not rinsed or dirty belongs in the waste chute



PROHIBITED PLASTICS

Plastic bags/film/wrap/pockets, black plastics and any styrofoam products



TAKE-OUT ITEMS

ANY take-out containers, pizza boxes, black plastic, and hot/cold coffee cups + lids



ITEMS UNDER 2"

Straws, pens, toothbrushes, pill bottles and anything under 2"

For more specifics about recycling in Hebron, visit hebrongoesgreen.com



What's in/out flyer box hanging here

Recommendation: Fresh lines painted for parking spots and official handicapped painting in farthest left spot. Powerwashing everything.

TWIN BIN – NEW

One sign on each side of the twin bin systems

TRASH

Food • Hot and Cold Coffee Cups
Dirty Bottles/Containers • Wrappers
Straws • Take-out Containers



THANK YOU FOR HELPING
KEEP HEBRON CLEAN!



SCAN FOR MORE
INFO ON HEBRON'S
GREEN INITIATIVES



RECYCLE

Empty glass and plastic beverage bottles •
Cans • Newspapers • Magazines
Reusable metal bottles •



THANK YOU FOR HELPING
KEEP HEBRON CLEAN!



SCAN FOR MORE
INFO ON HEBRON'S
GREEN INITIATIVES



(What the bins will look like)



**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 17, 2022**

APPROVE 2023 BOARD OF SELECTMEN MEETING SCHEDULE

Attached is a proposed meeting schedule for the Board of Selectmen 2023 meetings. Also attached are the Town of Hebron Holiday Schedule and the school calendars. This schedule includes a recommendation that March budget workshop meetings be held each Tuesday during the month of March for a total of four (4) joint meetings of the Boards of Selectmen and Finance. The Town Manager will present his budget recommendation on Thursday, March 2, 2023.

Proposed Motion:

Move that the Hebron Board of Selectmen adopt the 2023 Board of Selectmen Meeting Schedule as presented (or amended).

DRAFT NOVEMBER 17, 2022

**TOWN OF HEBRON
BOARD OF SELECTMEN
2023 MEETING SCHEDULE**

January	5 and 19	
February	2 and 16	
March	2 and 16	**
(Town Manager's Budget Presentation March 2 Budget Workshops 7, 14, 21 and 28)		
April	6 and 20	(Good Friday 7, Passover 4-13)
May	4 and 18	
June	1 and 15	
July	6 and 20	
August	3 and 17	
September	7 and 21	(Hebron Fair 7, 8, 9, 10)
October	5 and 19	
November	2 and 16	
December	7 and 21	(Chanukah 7-15)
2024		
January	4 and 18	

Meetings will be held at 7:00 p.m. at the Hebron Town Office Building or the Douglas Library Community Room.

**** March meetings will be held in the Douglas Library Community Room.**

Meeting format to be determined; virtual or in-person meetings may be scheduled.



Town of Hebron

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

ANDREW J. TIERNEY
TOWN MANAGER

DANIEL LARSON
CHAIRMAN

GAIL B. RICHMOND
VICE CHAIRMAN

PETER D. KASPER
SELECTMAN

MARC P. RUBERA
SELECTMAN

TIFFANY V. THIELE
SELECTMAN

TOWN OF HEBRON

2023 HOLIDAYS

<u>Holiday</u>	<u>Observed on</u>
New Year's Day	Monday, January 2, 2023
Martin Luther King Jr. Day	Monday, January 16, 2023
President's Day	Monday, February 20, 2023
Good Friday	Friday, April 7, 2023
Memorial Day	Monday, May 29, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Columbus Day	Monday, October 9, 2023
Veteran's Day	Friday, November 10, 2023
Thanksgiving Day	Thursday, November 23, 2023
Day after Thanksgiving	Friday, November 24, 2023
Christmas Day	Monday, December 25, 2023
Day after Christmas	Tuesday, December 26, 2023

2024 Holiday

New Year's Day	Monday, January 1, 2024
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**Hebron Town Departments will not be closed for the Juneteenth holiday.

HEBRON PUBLIC SCHOOLS 2022-2023 CALENDAR (BOE revised: 11/10/2021)

29 Staff Development Day
30 Staff Meeting Day
31 First Day of School

AUGUST 2022 1				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2023 18				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17+
20	21	22	23	24
27	28			

17 Early Dismissal (PD)
20-21 President's Day Recess

5 Labor Day
23 Early Dismissal (PD)

SEPTEMBER 2022 21				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23+
26	27	28	29	30

MARCH 2023 22				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23+	24+
27	28	29	30	31

3 Staff Development Day
23-24 Parent Conferences
Early Dismissal

7 Staff Development Day
10 Columbus Day

OCTOBER 2022 19				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 2023 14				
M	T	W	Th	F
3	4	5	6+	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

6 Early Dismissal (PD)
7 Good Friday
10-14 School Recess

8 Day and Evening
Parent Conferences
11 Veterans Day
23 Early Dismissal
24-25 School Recess

NOVEMBER 2022 18				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23+	24	25
28	29	30		

MAY 2023 22				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26+
29	30	31		

26 Early Dismissal (PD)
29 Memorial Day

7 Early Dismissal (PD)
23 Early Dismissal
26-30 School Recess

DECEMBER 2022 17				
M	T	W	Th	F
			1	2
5	6	7+	8	9
12	13	14	15	16
19	20	21	22	23+
26	27	28	29	30

JUNE 2023 9				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13+	14	15	16
19	20	21	22	23
26	27	28	29	30

13 180th Day – Last Day of
School – Early Dismissal*
14 Staff Development Day

*If weather or other emergencies require the closing of school, the last days will be made up by extending the school year in June up to 7 days. If additional days are needed, they will be taken from April Recess, beginning April 10th.

2 School Recess
16 M. L. King Jr. Day
17 Staff Development Day

JANUARY 2023 19				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

No School
+ Early Dismissal

First Day of School: August 31, 2022
Last Day of School: June 13, 2023

1st Marking Period: August 31st – December 1st

2nd Marking Period: December 2nd - March 10th

3rd Marking Period: March 13th – June 13th

Parent/Teacher Conferences: November 8th, March 23&24

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, December 1, 2022 7:00 PM (EST)

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

<https://meet.goto.com/757841245>

You can also dial in using your phone.

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

Access Code: 757-841-245

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

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

Thursday, December 1, 2022

7:00 p.m.

AGENDA

Time Guideline

7:00 p.m. 1. CALL TO ORDER

7:00 p.m. 2. PLEDGE OF ALLEGIANCE

7:02 p.m. 3. ADDITIONS AND CHANGES TO THE AGENDA

7:05 p.m. 4. PUBLIC COMMENT

This section of the agenda is reserved for persons in attendance who wish to briefly address the Board. The Board requests that comments be limited to three minutes or less. Persons wishing to comment should type "comment" and your name in the chat box and you will be recognized.

7:15 p.m. 5. GOOD TO KNOW/SPECIAL RECOGNITION
Hebron Business Spotlight and Public Service Announcements

7:20 p.m. 6. APPOINTMENTS AND RESIGNATIONS

- a) 2022 Board/Commission Reappointments
- b) Hebron Board of Education Appointment(s)
- c) Acting Town Clerk Appointment
- d) Planning and Zoning Commission Appointment

7:25 p.m. 7. TOWN MANAGER'S REPORT

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

- 7:40 p.m. 8. OLD BUSINESS**
- a) American Rescue Plan State and Local Recovery Funds Approval
 - b) Public Works Building Project Next Steps
 - c) Any Other Old Business
- 7:50 p.m. 9. NEW BUSINESS**
- a) Parks & Recreation Park Policies Update
Town Code Chapter 272 – Attachment 272a
 - b) Approve Parks & Recreation Department Mandated Reporter Policy
 - c) Douglas Library Strategic Plan Presentation
 - d) Draft Agenda for December 15, 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 November 17, 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. ANTICIPATED EXECUTIVE SESSION**
- a) Town Manager's Annual Evaluation
- 9:20 14. ADJOURNMENT**

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 17, 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 October 6, 2022 – Regular Meeting
- 10.a.2 November 3, 2022 - Regular Meeting (no quorum)

b) TAX REFUNDS

10.b.1 David & Terri Kilfoyle	\$ 122.68
10.b.2 Vault Trust	\$ 371.47
10.b.3 Vault Trust	\$ 685.67
10.b.4 Corelogic	\$2,507.19
10.b.5 January Violette	\$ 35.85
10.b.6 T and A Developments	\$3,140.55
10.b.7 Vault Trust	\$ 242.68
10.b.8 Vault Trust	\$1,195.80
10.b.9 June Burleigh	\$1,406.83

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

Thursday, October 6, 2022

7:00 p.m.

MINUTES

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

Board of Selectmen Not Present:

Staff Present: A.Tierney, D.Lanza, K.Kelly, D.Wolf

Board of Finance Present: M.Leichter

Guests: Lilli Rhodes, Community Voice Channel, Richard Steiner, Kathy Williams, Jack Cunningham, Terry McManus, Kaitlin Hershey, Brendan Smith

1. **CALL TO ORDER** – D.Larson called the Board of Selectmen to order at 7:00pm.
2. **PLEDGE OF ALLEGIANCE** - was recited.
3. **ADDITIONS/CHANGES TO THE AGENDA**
None
4. **PUBLIC COMMENT**
K.Tulimieri had forwarded a letter from Mr. Wyzika regarding the Kinney Rd. Public Works project. The letter was forwarded to the selectmen.
5. **GOOD TO KNOW**
Nothing discussed
6. **APPOINTMENTS AND RESIGNATIONS**

A. Hebron Board of Education Resignation

D.Larson made the following 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 35th and final day by which nominations shall be received is Friday, November 18, 2022.

The motion passed with all in favor.

B. Hebron Board of Education Resignation

D.Larson made the following motion:

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HEBRON TOWN CLERK

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 35th and final day by which nominations shall be received is Friday, November 18, 2022.

The motion passed with all in favor.

G.Richmond noted that A.Veziano has worked very hard to be on the board and she now has conflicts that do not allow her to properly serve. She has been a great addition to her town work and her assignment on the Board of Education.

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.

D.Larson made the following 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 35th 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.

The motion passed with all in favor.

G.Richmond noted that as a genealogist, she has had plenty of dealings with Carla other than being on the Board of Selectmen. Carla goes out of a way to preserve all the old records vital to the town's history, and to people obtaining records for their families who have been in the area for many years, but she has obtained grants to get those records permanently preserved. Selectmen Kasper, Thiele, Rubera and Larson also expressed appreciation for Carla, noting that she has been a strong asset to the town, is always willing to help community members, she has an inspiring record of non-profit work (which will continue into her retirement, specifically working with a medical clinic in West Africa), and that her pleasantness and friendly demeanor will be missed.

A.Tierney gave an overview of the information about filling a vacancy for an elected office that is stated in the town charter.

7. TOWN MANAGER'S REPORT

Town Manager Updates

A.Tierney gave the Town Manager's report. They have been interviewing for the P&R Admin position, and are still continuing on search for the Social Worker for the Senior Center. Has been working on the planning for the Harvest Moon Festival, which this year will include a road closure, for safety's sake (closed from Church St. to 316. Wall St. Sidewalks update – has been reviewed by DOT, and comments are minor. Hoping to go out to bid in the next month or so. Have been working with the new superintendent at RHAM regarding the generator grant. There are currently delays on the generator and switchgear, which would not be available until 2024. A.Tierney attended the FD Award Dinner on Sat Oct 1st at the RHAMs Den – Dave Lynch and Tony Pitrone were honored for many years of service to the town. Attended the AHM fundraiser at Gina Marie's, which went great and was well attended. There was a meeting with MapleFest about moving the initiative forward, planning next steps. Location will be the same as last year. CIP Budgets have been sent to department heads; they will be compiling information and will submit to the town managers office in about a month. Town of Hebron received a STEAP Grant (STEAP AWARD: \$493,200.00 MUNICIPAL MATCH: \$100,000.00) for the Pendleton Drive pedestrian bridge. Kudos to Matt Bordeaux on getting this grant submitted and received.

CORRESPONDENCE:

A petition has been received from residents of Kinney Rd. requesting to make Kinney Rd. a scenic road. The planning and zoning meeting scheduled for October 11th has been cancelled due to lack of quorum/chairperson unavailable. P&Z and the Town Planner will review the Plan of Conservation & Development regarding this request.

8. OLD BUSINESS

A. PUBLIC WORKS BUILDING PROJECT NEXT STEPS

A.Tierney read the following summary: 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.

A 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.

A.Tierney provided the following updates following the meeting on September 19th. The town has compiled the questions and reviewed the video, and the town staff, town engineer and Public Building Committee will respond to all questions in writing and backup data. There was a letter from Bill Wyzika that

was read at the meeting – he is a retired hydrologist from DEEP. A.Tierney spoke with the new person in this position, Graham Stevens, Bureau Chief, who will provide a letter to Hebron stating his thoughts on the issue of salt facilities and any concerns. Larger concerns over the roadway applications than the building of a new storage facilities built under today's regulations and best maintenance practices.

D.Larson made the following resolution:

BE IT RESOLVED that the Hebron Board of Selectmen do hereby determine that based on extensive studies and research, the selected location for the proposed public works facility will be the Horton property on Kinney Road.

BE IT FURTHER RESOLVED that the Hebron Board of Selectmen authorize the Town Manager to move forward with planning by attaining a budget amount from the town engineer to prepare the final project design and budget estimates for the Selectmen to approve at a future meeting and preparation to bring the public works facility project to be located at the Horton Property on Kinney Road to referendum.

The resolution passed with all in favor.

There was discussion on the motion: D.Larson noted the time that has been put into this project, and the extensive search for a location that has occurred over the last 12 years. Another advantage of having this facility there (instead of what was originally planned through the charrettes), this plan is the best option to keep the rural character of Kinney Rd. maintained. P.Kasper noted that the town is very fortunate to have the quality of people that are on the Building Committee, and they have been put in a difficult position as the providers of the information and vilified for doing so. P.Kasper noted that he is in support of the actions and work of the Building Committee. He asked if all potential options have been re-reviewed. A.Tierney responded with reasons and rationale for this location a) not many available options in industrial or commercial zone, b) infrastructure needs for this type of facility are available at this location, c) eminent domain was ruled out. For many locations suggested by the public, there were development rights sold off and conservation easements through them. M.Leichter noted that properties in all zones were considered, and both M.Leichter and R.Steiner were in support of doing another review of available properties in case anything has opened up or become available since the previous review, and findings will be reported back. R.Steiner noted that the costs referenced in the motion is to establish a benchmark for project pricing – the costs would be used as a benchmark for any location (adjustment may be made for alternate site). P.Kasper asked about addressing OSHA concerns at the current building until a new facility is built. K.Kelly addressed this question: he gave an overview of the major issues, including no breakroom, no shower facilities, restroom facilities are undersized, no where for overnight/storm rest for employees, roof leaks, bird and rodent issues with equipment parked in current storage facility. D.Larson noted that some of the “disrepair” is due to changing requirements for buildings and equipment. A.Tierney reiterated that the town has outgrown the current site – an expansion is required, and there is not enough room on the

property to do so, or store all of the equipment necessary. M.Rubera expressed support for the public works department and a facility that will properly support the staff and equipment.

B. AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS

A.Tierney read the following summary: The updated ARPA Project list was provided. The discussion at this meeting should focus on consideration offering a local small businesses program.

Support for Local Small Businesses

Amount TBD 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.

A.Tierney noted that \$2,812,714 in ARPA funding has been received so far and some projects are already moving forward. There was discussion on this item. D.Larson expressed concerns about "opening the floodgates" through funding these types of requests. T.Thiele noted that information about how much need there is would be helpful to make a determination. M.Rubera noted the difficulties in making evaluations of need and implementing a program of this nature. G.Richmond noted a need for criteria specifying a) one time assistance, b) a limit on how much money they could receive, and c) a demonstration of the need. D.Larson noted that there are challenges that most businesses are currently facing, such as staffing and acquisition of materials/products. P.Kasper noted that while he (and the other BOS members) support small business, he also agreed with the challenges of administration of a program of this nature and that the funds from ARPA are not to support money lost during COVID.

9. NEW BUSINESS

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

A.Tierney read the following summary: 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.

Jack Cunningham and Brandon Smith from ESC were in attendance and proposal presentation on solar options for Hebron. J.Cunningham gave an overview of some recent changes to the solar industry, including being able to host more panels on a building than its actual use needs.

ESC is recommending a power purchase agreement for the Town of Hebron. This type of program is run through a quasi-government agency, Greenbank.

The system will produce an estimated 307,000KW, and actual consumption is projected at 272,000 which means the town would have 100% of electric covered. Excess can be applied to other town properties. There would be a fixed rate for 9.78%, for 20 years. Projected costs and savings were discussed. This project will remove 241 tons of CO from the atmosphere (equivalent of removing 42 cars from the road, or replacing 50 acres of forest). The bid process would start in February, at which time the company would come back with final numbers and proposal amounts.

D.Larson asked about the life of the panels, and how that relates to the remaining life of the roofs. The roofs will be reviewed as part of the due diligence process. D.Larson asked if ground mounted panels were considered. Some locations were considered. Ground mounted panels are usually more expensive, and things such as access to three-phase power, are part of the consideration. D.Larson asked about battery storage options – these options are available as an add on, and more options will become available in the future.

D.Larson made the following 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.

P.Kasper asked J.Cunningham give an overview the process. There is an auction process, however the rate will be set prior to entering into the auction. There was discussion about utilizing an LOI to move forward with the auction, and would allow more input from the BOS.

D.Larson revised the motion as follows:

Move that the Hebron Board of Selectmen approve a non-binding letter of intent for 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 upon final approval of the Board of Selectmen.

The motion passed with all in favor.

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

Item description summary from Agenda: The proposed amendment to the Regional School District 8 Health and Medical Insurance Consortium Agreement and By-Laws was provided. 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.

A.Tierney noted that the Region 8 self-insurance program has been going very well, and due to the structure of this consortium any changes must go back to the governing bodies of the entities involved.

D.Larson made the following 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.

The motion passed with all in favor.

There was some discussion about ways the meeting agendas may be revised to accommodate for guests and presenters (to speak earlier in the meeting).

10. CONSENT AGENDA

A. APPROVAL OF MINUTES

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

CORRECTIONS:

- a. H.Petit and C.Reilly were incorrectly listed as BOF members – they were guests
- b. Noting individuals who have dual roles as employees, during ACO discussion.

D.Larson made a motion to approve the minutes of September 1, 2022 as amended. The motion passed with all in favor.

10.a.2 September 15, 2022 – Regular Meeting

CORRECTIONS:

Old Business – 7a – remove the word “strongly” for T.Thiele’s comment about implicit bias training.

D.Larson made a motion to approve the minutes of September 15, 2022 as amended. The motion passed with all in favor (one abstention, G.Richmond).

B. TAX REFUNDS

10.b.1 Keith & Susan Berry	\$ 95.27
10.b.2 David S. Bennett	\$ 47.94
10.b.3 Louis & Susan Marinelli	\$ 64.52

10.b.4 Theodore H. Weimer 3rd	\$ 49.78
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

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 – Sr. Center Director has been attending virtual meetings to gain information on programs that will benefit us. The State of CT Unit on Aging Disability has received \$10 million from ARPA specifically for senior center funding – more info to come. She has also attended meetings on heating and water assistance programs. She has also received updates on Medicare open enrollment.

Douglas Library – G.Richmond - Oct 13th at 6:00pm, a class on “Get to Know your Car” from a master technician, providing an overview of how cars function and more. Oct 22 will have the “Haunted Library” event. The movie of the week at 1:00pm on Friday is Where the Crawdads Sing

Hebron BOE – G.Richmond - Rachel Smith won first prize in Global Invention Convention Competition. She also won a prize for Most Innovative.

P&R – P.Kasper - Trash receptacles around town, update on current programs – going well. Truck or Treat and Ghost Run are coming up. Basketball registration is open, and they are considering ARPA funding requests and discussions of CIP.

Green Committee – T.Thiele - Finishing up commitments for Lee Sawyer grant. Figuring out plans for swap shack in the winter. Also working on a plan for the Nickel per Nip bill.

Open Space – T.Thiele - plan to hold a special meeting within a month for the O'Connor property appraisals. Matt Bordeaux submitted STEAP Grant application.

RHAM BOE – M.Rubera - Starting to train over 160 faculty and staff on active shooter response – starting tomorrow, is a year-long program.

WPCA – A.Tierney – Moving along with sewer upgrades, which will require a temporary closing to a section of the Airline Trail. Project continues to move forward.

12. PUBLIC COMMENT

T.McManus – was not able to get a feel for costs associated with the solar project. He also asked about if some of the changes to the by-laws could result in future payments or financial commitments.

13. ADJOURNMENT

G.Richmond moved to adjourn the meeting at 9:15pm. The motion passed unanimously.

Respectfully Submitted,
Kathryn Huntington

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

RECEIVED

Thursday, November 3, 2022

MINUTES

2022 7:00 p.m. 9:56

Board of Selectmen Present: D.Larson, M.Rubera

J. J. Asst
HEBRON TOWN CLERK

Board of Selectmen Not Present: G.Richmond, P.Kasper, T.Thiele

Staff Present: A.Tierney, D.Wolf

Board of Finance Present:

Guests: Kathy Williams, Lilli Rhodes, Terry McManus, Community Voice Channel, Richard Steiner

1. **CALL TO ORDER** – D.Larson opened the meeting at 7:00pm. There was not quorum.
2. **PLEDGE OF ALLEGIANCE** - was recited.
3. **ADDITIONS/CHANGES TO THE AGENDA**
D.Larson suggested postponing the executive session on the agenda until Vice Chair G.Richmond is in attendance.
4. **PUBLIC COMMENT**
D.Larson (as an individual) – thanks the Town Center Project for the Harvest Moon festival – it was a great time with great weather and the town is lucky to have a group like TCP who work so hard to make Hebron such a great place to live. Saturday, November 5th, 2022 at 7:00pm at St. Peters Episcopal Church; a donation is suggested.
5. **GOOD TO KNOW**
Nothing discussed
6. **APPOINTMENTS AND RESIGNATIONS**
The current list of boards with terms expiring in December 2022 was provided. This item will be continued on the November 17th agenda for the actual reappointments based on responses received.
7. **TOWN MANAGER'S REPORT**
Town Manager Updates
A.Tierney gave the Town Manager's report. Sad News – Mike Tarbell has passed away, he was instrumental in the Lion's club, and was a long time surveyor of properties in Hebron. There will be a memorial at Blackledge on November 7th. A.Tierney & M.Bordeaux met with DEEP regarding CT Water and Hebron's water needs and options for funding. There will be an upcoming meeting with CT water next week – working many angles to improve the water situation in Hebron. Nov 10th, Public Hearing on Wall Street Sidewalk project. After the public hearing this project will go out to bid. Town Depts are preparing

CIP budgets. There was an unpleasant visit from an AFA crew who came into town hall and were filming and then posted a video on social media. There is a new financial administrator, Kevin Laughton, starting November 10th (replacing S.Hushin who is retiring). Still working on the search for the social worker – another attempt will be made. CCM held their convention with the governor's debate at Mohegan Sun. Work on Rt. 94 is on schedule.

M.Rubera also expressed sadness over the passing of M.Tarbell, and wishes G.Richmond a speedy recovery.

8. OLD BUSINESS

Not discussed.

9. NEW BUSINESS

Not discussed.

10. CONSENT AGENDA

Not discussed.

11. LIAISON REPORTS

RHAM BOE – M.Rubera – working through the active shooter training program, will be working with EMS.

Chatham Health – A.Tierney – Busy working on budgets

Fire Department – D.Larson – will not be doing the Senior dinner this year; concerns over turkey availability.

12. PUBLIC COMMENT

13. ADJOURNMENT

The meeting ended at 7:19pm.

Respectfully Submitted,
Kathryn Huntington