

**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.**

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**Thursday, December 1, 2022**

**7:00 p.m.**

**AGENDA**

Time Guideline	
7:00 p.m.	<b>1. CALL TO ORDER</b>
7:00 p.m.	<b>2. PLEDGE OF ALLEGIANCE</b>
7:02 p.m.	<b>3. ADDITIONS AND CHANGES TO THE AGENDA</b>
7:05 p.m.	<b>4. PUBLIC COMMENT</b> 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.	<b>5. GOOD TO KNOW/SPECIAL RECOGNITION</b> Hebron Business Spotlight and Public Service Announcements  a) Board of Selectmen Statement b) Colin McNamara, Superintendent, Regional School District No. 8
7:25 p.m.	<b>6. APPOINTMENTS AND RESIGNATIONS</b>  a) Hebron Board of Education Appointments b) Acting Town Clerk Appointment

**7:45 p.m. 7. TOWN MANAGER'S REPORT**

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

**7:55 p.m. 8. OLD BUSINESS**

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

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

**8:05 p.m. 9. NEW BUSINESS**

- a) Douglas Library Strategic Plan Presentation
- b) Approve Connecticut Water Firefighter Support Grant Application
- c) Town Manager's Annual Evaluation
- d) Draft Agenda for December 15, 2022 Meeting
- e) Any Other New Business

**8:35 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**

**8:45 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

**8:55 p.m. 12. PUBLIC COMMENT**

**9:00 p.m. 13. ADJOURNMENT**

**MISSION STATEMENT**

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

RECEIVED

2022 NOV 28 P 2:32

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*Carla A. Pompanin*  
HEBRON TOWN CLERK

**Thursday, December 1, 2022**

**7:00 p.m.**

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- 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
  - a) Board of Selectmen Statement
  - b) Colin McNamara, Superintendent, Regional School District No. 8
- 7:25 p.m. 6. APPOINTMENTS AND RESIGNATIONS**
  - a) Hebron Board of Education Appointments
  - b) Acting Town Clerk Appointment

## **STATEMENT OF THE HEBRON BOARD OF SELECTMEN**

**DECEMBER 1, 2022**

The Hebron Board of Selectmen is profoundly saddened by the recent incident at RHAM High School where a noose was discovered in the boys' locker room. We take a stand against any form of hate or intimidation in our community. There is no place for hate in Hebron.

We call upon all Hebron residents, students, businesses, organizations, houses of worship and schools to commit to working to eliminate discrimination, prejudice, intolerance, bigotry and acts of hate, violence and intimidation and promote goodwill, cooperation and understanding in the Hebron Community.

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

**APPOINTMENTS AND RESIGNATIONS**

**a. Hebron Board of Education Appointments**

Attached is correspondence from five individuals who have expressed interest in being appointed to the Hebron Board of Education:

Christopher Aker (R)  
Sera Coppolino (R)  
Kimberly Hills (R)  
Keith Petit (R)  
Alana Quinto (R)

There are currently two vacancies; one term until November 21, 2023 and the other term until November 18, 2025.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint \_\_\_\_\_  
to the Hebron Board of Education for the term to run until November 21, 2023.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint \_\_\_\_\_  
to the Hebron Board of Education for the term to run until November 18, 2025.

**b. Acting Town Clerk Appointment**

Carla Pomprowicz, Town Clerk, recently announced her retirement effective January 31, 2023. Francesca Villani, Assistant Town Clerk, has expressed interest in serving as Acting Town Clerk for the duration of the unexpired term (January 2026). Attached is Ms. Villani's letter of interest.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint Francesca Villani as Acting Town Clerk effective February 1, 2023, with a term to run until January 6, 2026.

## Donna Lanza

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**From:** Andy Tierney  
**Sent:** Monday, November 14, 2022 10:41 AM  
**To:** Donna Lanza; Dori Wolf  
**Subject:** FW: BOE Vacancies

fyi

-----Original Message-----

**From:** Christopher Aker <cla61012@gmail.com>  
**Sent:** Wednesday, September 28, 2022 8:29 AM  
**To:** Andy Tierney <atierney@hebronct.com>  
**Cc:** amandaveneziano@yahoo.com  
**Subject:** BOE Vacancies

Good morning Andy. It has come to my attention that there are going to be two vacancies on the Hebron Board of Education due to resignations. I am interested in being considered for one of those appointments. Please forward this information accordingly. Thank you. Chris Aker.

## Dori Wolf

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**From:** Andy Tierney  
**Sent:** Tuesday, October 11, 2022 8:00 AM  
**To:** Dori Wolf  
**Subject:** FW: BoE Vacancy

**From:** Sera Coppelino <sera.coppelino@yahoo.com>  
**Sent:** Monday, October 10, 2022 10:29 PM  
**To:** Andy Tierney <atierney@hebronct.com>  
**Cc:** hebronrepublicans@gmail.com  
**Subject:** BoE Vacancy

Dear Mr. Tierney,

I am writing to express interest in the vacant seat on the Hebron Board of Education. I have been a registered Republican since I moved to Hebron in 2011 so I am including Amanda Veneziano on this communication. My husband and I chose to move to Hebron in part for the beautiful country aesthetic, but also for the excellent reputation of the schools. As a member of the Board of Education, I will be mindful of considering both what is best for the town as well as what is best for the schools.

Two years after moving to Hebron, I was fortunate to be offered a job at RHAM High School as a science teacher. I love living and working in town and feel very connected to and invested in its future. This is precisely why I would like to get involved with the Board of Education—to serve our community in another capacity. Since I am an educator, I would bring a unique perspective to the Board. I will work to do what is best for our kids—mine are 7 and 10—but I also know that school budgets do not operate in a vacuum. I have diverse teaching experiences that include working in a private school and a magnet school prior to RHAM, all of which informs my thinking about what works in education and how to prioritize resources.

Thank you for considering me as a candidate to fill the vacancy on the Board of Education. I hope I can use my experience to continue the tradition of excellence in our schools and community.

Sincerely,

Sera Coppelino  
44 Hillcrest Drive  
Amston, CT 06231  
304-598-9217

## Donna Lanza

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**From:** Andy Tierney  
**Sent:** Saturday, October 08, 2022 6:55 PM  
**To:** Donna Lanza  
**Subject:** Fwd: Hebron Board of Education Vacancy

Sent from my iPhone

Begin forwarded message:

**From:** Kimberly Hills <kim.hills312@gmail.com>  
**Date:** October 7, 2022 at 5:42:35 PM EDT  
**To:** Andy Tierney <atierney@hebronct.com>  
**Cc:** Amanda Veneziano <amandaveneziano@yahoo.com>  
**Subject:** Hebron Board of Education Vacancy

October 7th 2022

Hebron Town Hall  
15 Gilead Street  
Hebron, CT 06248

To Town Manager Andrew Tierney,

The purpose of this letter is to express my interest in the open Hebron Board of Education seat. My educational and work experience will allow me to bring valuable attributes to the position. I am thrilled to have the support of the Hebron Republican Town Committee.

I grew up in Hebron and was a student at Gilead Hill School as well as RHAM Middle and High Schools. Later, I attended the University of Rhode Island where I earned my Bachelor of Science degree in Physical and Health Education while playing division one softball. My first teaching positions were at Jack Jackter Elementary School, in Colchester and Hebron Elementary school, both part time. In the fall of 2005, I was hired at RHAM High School, and I have just begun my 18th year of teaching there. Over the course of the past 18 years I have written and revised health curriculum and pacing guides, served as a TEAM mentor, organized health related and community building events including the Power of Words (a collaboration with AHM) and RHAM Wellness Day, and been an advisor to the class of 2010. I have my Master's Degree in Experiential/Adventure Education from Plymouth State University and I am currently taking classes for an additional Health certificate. Furthermore, I teach a Health Pedagogy course at Eastern CT State University to train future Health educators in the field.

Before having children, I enjoyed coaching youth athletics including RHAM Youth Tee Ball, RHAM Middle School Softball, both RHAM High School JV and Varsity Softball as well as RHAM Varsity Soccer as the assistant coach. My family owns and operates Hills Farm in town, and I manage the budget, complete all of the bookkeeping responsibilities, and advertising of products. My husband Greg and I have three children in the Hebron school system. Will is starting 4th grade, Maggie 1st grade and Ellie is in preschool.

These are critical times for public education and I want to put children first and revive family voices and involvement in education. Hebron has a wonderful school system and I want to keep it that way. I will represent Hebron family values on the Board of Education while collaborating with other board members to create the best learning environment for our students. Marian Wright Edelman said, "If we won't stand up for children, then we won't stand for much." I believe this is the right time for me to serve on the Hebron Board of Education and stand up for Hebron children and their education.

Thank you for your time and consideration. I look forward to hearing your decision on this exciting opportunity.

Sincerely,  
Kimberly R. Hills  
312 Old Slocum Rd.  
Hebron, CT

October 28<sup>th</sup>, 2022

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

Re: Legal Notice – Hebron Board of Education Vacancy

Mr. Tierney, Mr. Larson, and the Board of Selectmen,

I am writing to express my interest in filling a vacancy on the Hebron Board of Education. As you know, I was elected to serve on the board in 2019. Unfortunately, I took a professional position last year which was found to be a conflict of interest with service on a local school board and had to resign my elected position to maintain the integrity of the board. Now, with a new job at the State of Connecticut Comptroller's Office, and no conflicts between my professional and political positions, I am able to serve our town again. I would love to have the opportunity to fulfil the obligation that Hebron voters originally entrusted me with in 2019. Having previously served on the Board of Education, I feel I will be able to be more effective for the remaining portion of the vacated term than someone who is new to this kind of town service. During my time on the board, I participated in two budget cycles and served as the Policy Committee Chair. With this experience and familiarity with school services I can help the Hebron Board of Education put forth a comprehensive and responsible budget again this year.

I thank you all for your time and consideration. I hope to have the opportunity to continue to serve our beautiful town.

Keith Petit

92 Old Colchester Rd

## Donna Lanza

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**From:** Alana Q <alana.quinto@gmail.com>  
**Sent:** Friday, October 14, 2022 9:55 AM  
**To:** Andy Tierney; Board of. Selectmen; HebronRepublicans@gmail.com  
**Cc:** boe@hebron.k12.ct.us  
**Subject:** Hebron Board of Education

Dear Andrew Tierney, Amanda Veneziano and Hebron Board of Selectmen,

I am writing to express my interest in the vacant position on the Hebron Board of Education.

I am a current resident of Hebron, residing at 6 Wood Pond Road, Amston, CT. Professionally I have been a dedicated employee of Aetna/CVS Health for almost 17 years. I have been married to my husband Justin for almost 17 years and we have 2 wonderful children who are currently in 5th and 3rd grades at Hebron Elementary School. I am active in the community and enjoy attending many of the wonderful events in town.

I currently serve on the Hebron Public Schools PTA Executive Board and have been an active member in the PTA for 4 years. Throughout my involvement in the PTA I have witnessed first-hand how amazing our school system can be. We have dedicated leadership, passionate staff and appreciative families. As a PTA board member and mother it is very important to cultivate a sense of community. I have helped make the PTA more successful and fun for kids and their families. The PTA works with school Principals and our Superintendent to support the staff by fulfilling mini grants & teacher wish lists, Staff Appreciation week and leading fundraisers to benefit the schools. I also work with the PTA board on fun events for our students including the Scholastic Book Fair, Lego Night, Virtual Magician Tricky Tim, Field Day, and Boo Bash.

I served on the ReEntry Committee as a Parent Rep. for Gilead Hill School during the 2020 Covid Pandemic. This committee was led by Dr. Thomas Baird with a ReEntry team established to collaborate on how to best reopen our schools in the safest, most effective way possible. I was able to foster constructive relationships with everyone from the superintendent to teachers, staff and other parents while I was on this committee.

I have also been vocal at BOE meetings voicing my opinion on the importance of parental choice. I am a strong believer in parental choice and allowing parents the opportunity to be involved in their children's education and decision making for their children.

It would be an honor to join the BOE and be the voice of the families in our town. My actions and decisions will always reflect the best interests of every student in this town, and be made to provide them the best educational opportunities possible. I feel that together we can make Hebron a great place to learn!

Thanks for your consideration,

Alana Quinto

Francesca Villani  
110 Hoadly Road, Amston, CT 06231  
860.338.1913  
franvillani@gmail.com

November 03, 2022

Andrew Tierney  
Hebron Town Manager  
15 Gilead Street  
Hebron, CT 06248

Re: Pending vacancy of the unexpired term of Hebron Town Clerk

Dear Andy,

I am pleased and excited to express my interest in serving the Town of Hebron, CT in the capacity of Town Clerk for the duration of the unexpired term of current Town Clerk, Carla Pomproicz.

I have enclosed my resume to reacquaint you and the Board of Selectmen with my education, experience and unique qualifications for this position. I am confident that you will find that my technical and educational credentials meet or exceed those desirable in our town clerk. Years in this role have fostered the development and honing of a wide variety of requisite skills essential to both the smooth operation of a municipal office and the assessment and fulfillment of the diverse needs of our callers and visitors to the town office building. I have had the opportunity, during my tenure, to manage the responsibilities of the office in the absence of the Town Clerk. I am eminently qualified to fully assume this role and look forward to continuing to serve the Hebron community, as Town Clerk.

As Assistant Town Clerk, I have established effective, cooperative working relationships with staff and elected officials within town government and with businesses, professionals, and residents who frequent the town clerk's office. Offering efficient, competent service to each person who seeks assistance is a challenge I willingly and cheerfully embrace each day. I have a great deal of experience, expertise, and energy to bring to the position of Town Clerk and believe that I am the best person to fill that role.

Thank you for your consideration of my qualifications and interest in assuming the responsibilities of Town Clerk for the duration of the unexpired term of Carla Pomproicz.

Very truly yours,

  
Francesca Villani

## FRANCESCA VILLANI

110 Hoadly Road · Amston, CT 06231 · 860.338.1913 · franvillani@gmail.com

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### **Professional Profile:**

Experienced Assistant Town Clerk. Accomplished administrator with exhibited proficiency in all aspects of the responsibilities associated with the operation of the office of a Town Clerk. Adept at recognizing, prioritizing, and resolving issues, identifying organizational strengths and weaknesses, and providing clear direction for progress. A persuasive, passionate communicator who exhibits tact, poise, and professionalism.

### **Experience:**

- Land records indexing, verifying, e-recording, and maintenance.
- Public and vital records retention and management.
- Voter registration and absentee ballot administration and coordination.
- Statute and ordinance analysis, update, and maintenance.
- Contract evaluation, negotiation, and administration.
- Employee oversight and training.
- Budgeting and financial planning.
- Public information resource.
- Communication expertise, oral and written.
- Real estate law.
- Microsoft Office Suite: Word, Powerpoint, Excel, Access & Outlook, and database literacy.
- Performing duties of a Notary Public.

### **Employment:**

#### **Town of Hebron, Hebron CT**

##### **Assistant Town Clerk**

2018 - Present

- Administering and performing all functions of the Town Clerk's Office.
- Maintaining land records systems, recording, processing, indexing, and verifying.
- Recording and maintaining veterans' discharge records and trade name certificates.
- Calculating fees and receipting taxes related to real estate and other transactions.
- Registering voters, issuing absentee ballots, preparing ballot content, providing election information, and assisting in tabulating and reporting election night results.
- Issuing, certifying, and recording all vital records.
- Balancing all cash and non-cash receipts, maintaining a record of monetary transactions, and posting to appropriate accounts.
- Producing monthly revenue reports.
- Providing information to attorneys, title companies, and the public, and resolving customer problems and complaints.
- Implementing and maintaining an organization-wide system of records retention.
- Administering oaths to elected and appointed town officials and notaries public.
- Posting and maintaining agendas, minutes, and calendars for town boards and commissions.
- Preparing and publishing legal notices.
- Acting as agent for service in all legal actions involving the town.
- Researching and preparing information for applications regarding grant funding.
- Generating and releasing content for the town's website relevant to the Town Clerk's Office.
- Evaluating proposals for and selecting vendor services.
- Budgeting and purchase order management.

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<b>Town of Windsor, Windsor CT</b> <b>Deputy Town Clerk</b>	2014 - 2018
<b>Webster Bank, N.A., Cheshire, CT</b> <b>Senior Closer - Business Banking</b>	2013 - 2014
<b>Connecticut Adoption &amp; Family Services, New London, CT</b>  2007 -2013 <b>Office Manager and Facilitation Collaborator</b>	
<b>Self-Employed</b> <b>Attorney</b>	1992 -1994
<b>Lawyers Title Insurance Corporation, White Plains, NY</b> <b>Managing Attorney</b> for Northern Westchester County office	1991 -1992
<b>LTIC Associates, New York, NY</b> <b>Real estate attorney</b> with departmental oversight of paralegal and secretarial staff of 25	1987 -1991

**Education & Certifications:**

Connecticut Town Clerks Association ~ Certified Connecticut Town Clerk  
International Institute of Municipal Clerks ~ Certified Municipal Clerk  
NEMCI ~ New England CMC Certification  
Bar Admission: State of New York (Retired)  
Notary Public: State of Connecticut  
New York Law School, New York, NY ~ Juris Doctor  
Fordham University, Bronx, NY ~ BS, Finance and Management  
Bronx High School of Science, Bronx, NY ~ Regents Diploma

**Professional Associations:**

Connecticut Town Clerks Association  
· Chair Advanced Education Subcommittee.  
· Co-Chair Education Committee.  
· Member Public Records Advisory Committee

New England Association of City & Town Clerks  
International Institute of Municipal Clerks

*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**

## Donna Lanza

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**From:** Kevin J. Tulimieri <kjt.history@gmail.com>  
**Sent:** Monday, November 28, 2022 11:55 AM  
**To:** Board of. Selectmen; Donna Lanza  
**Cc:** Andy Tierney  
**Subject:** Information for BOS Public Record  
**Attachments:** Road Salt Storage Technical Guidance\_04\_30\_2013.pdf; Archeology Public Works Phase 1.pdf; KJT Thorson Letter SHPO 10 2022.docx; Thorson Robert Hebron Laneways B.jpg

November 28, 2022

Dear Chairman Larson and the Board of Selectmen,

Please include the following information in the Public Record for your December 1, 2022 meeting. As you requested at The Board of Selectmen meeting on November 17, 2022, please find below information and links relating to your decision regarding the proposed Public Works facility at 17 Kinney Road. I strongly urge you to abandon this plan and believe the information provided clearly illustrates that placing such a facility at this location will irrevocably damage Hebron's environment and destroy our unique history.

Your presentation and the comments of the Town Engineer at the Nov. 17, 2022 meeting dismissed legitimate concerns relating to the placement of a 2,000 ton salt shed, and all of the ensuing activities surrounding it, at 17 Kinney Road. These attempts to discredit the informed opinion of Mr. William Warzecha, a hydrogeologist with 36-years-experience dealing with road salt contamination of groundwater are deeply troubling. Your efforts to place the Public Works and road salt storage shed are in violation of the Best Management Practices established by CT DEEP and the Bureau of Water Protection, "A salt storage facility should **not be located** in any of the following... In areas where the ground water has been classified as GAA or GA, unless it is not feasible to locate the facility in a less sensitive area." The ground water at 17 Kinney Road is rated as GA, suitable for drinking without treatment. Feasible options were first published in the 2014 Plan of Conservation and Development. Yet, you use the very same BMP to defend your decision.

\*\*Please see CT DEEP Best Management Practices document Attached Below.

I would like to bring your attention to a recent study of a road salt storage facility in Shelburne, Vermont. Published in 2020, this two year study investigated road salt contamination originating at a modern State Permitted facility constructed in 2016. The study found that elevated chloride concentrations from road salt were originating from a stormwater pond and a shallow groundwater seep. Both of these elements are present at the proposed Public Works site at 17 Kinney Road and have a high potential to result in the same source of contamination. The study also found serious concerns in the under-reporting of contamination levels by the facility permittees, well below the levels independently determined by the study's authors.

Please visit: <https://environmentalsystemsresearch.springeropen.com/articles/10.1186/s40068-020-00185-2>

In a situation closer to Hebron, I would direct you to the minutes of the Board of Selectmen Meeting for the town of Woodstock, Connecticut for October 18, 2018. The Conservation Commission of Woodstock established that road salt contamination from the State DOT Salt Storage Shed had been leaching into local groundwater for at least four years before being detected. Certainly, the State of Connecticut has ample resources to keep their facility updated and monitor the impact of road salt contamination. The fact it was many years before the contamination was detected is troubling. Six area homes had their well water contaminated and the State is now responsible for the cost of remediation. However, the affected homeowners have had to deal with significant property damage, devaluation and even the death of pets following exposure to contaminated water.

Please visit: [https://www.woodstockct.gov/sites/g/files/vyhli5481/f/minutes/10-18-18\\_bos\\_minutes.pdf](https://www.woodstockct.gov/sites/g/files/vyhli5481/f/minutes/10-18-18_bos_minutes.pdf)

In addition to the risk to the environment, the location at 17 Kinney Road also places significant historic features in jeopardy due to this plan. Please refer to the Phase I Archeology Report provided by Dr. Sarah Holmes in May 2022. In that report Dr. Holmes clearly states the need for additional study of the historic nature of the property and the potential eligibility for listing on the National Register of Historic Places. This report was provided to the Town of Hebron over six months ago and no action has been taken to address Dr. Holmes' concerns.

**\*\*Please see Dr. Holmes Archeology Report Attached Below\*\***

In addition to Dr. Holmes' report, new information on the historic nature of 17 Kinney Road has been established by Prof. Robert M. Thorson of the University of Connecticut, Earth Science Department and The Stone Wall Initiative. Prof. Thorson has documented a "compelling" connection between the three stone wall laneways and the underlying glacial "lodgment till" soil at 17 Kinney Road. This is the most important and high-quality agricultural soil available, with the largest patch in the area located on Kinney Road. Prof. Thorson overlaid the maps of the stone wall laneways and the soil types and called the alignment of the laneways and the underlying lodgment till soil "just beautiful." This soil deposit is "the most precious resource" historically and currently, comprising less than 20% of the soil in Connecticut, probably somewhere between 10% and 15% of all the soil in the State. The lodgment till soil is highly productive and in the 18th and 19th centuries was reserved for cereal grains and grass, and was carefully protected from damage by roaming livestock. He stated that this location has the potential to illustrate evidence of a significant collective community effort to protect this important soil by controlling livestock and preserving these highly productive fields. He noted the preservation of 17 Kinney Road is vital "because this is a larger state wide concept and this may be the best place to show and illustrate it." More details on the stone wall laneways and the connection to Hebron history are discussed in a letter submitted by me to the State Historic Preservation Office on October 19, 2022.

**\*\*Please see KJT Thorson Letter and map Attached Below\*\***

I also urge the Board of Selectmen to halt your efforts to block the designation of Kinney Road as Hebron's second Scenic Road. The roadway meets the qualifications necessary for the Scenic Road designation and the residents have met all the criteria of the listed Town Ordinance. Using your standing to influence the independently elected members of the Planning and Zoning Commission is unacceptable and contrary to your mission to act as "agents of the people." I would like to bring your attention to Hebron's Zoning Regulations, Chapter 3, Section 3C, page 63, the Village Square District. The Village Square Edge Zoning is designed to provide a transition area, protecting the residential area of Kinney Road from commercial development, "Village Square Edge - The Village Square Edge component is intended to be the least dense area of the Village Square District. This area is expected to contain primarily residential, civic, recreational and open space uses. It provides a discernible boundary for the Village Square District, preserves natural features, accommodates greenways as shown in the Plan of Conservation and Development, contains buffer areas along the edge of the District, and ensures compatibility with the surrounding uses in Hebron Center by serving as the transitional area of the Village Square District." Clearly, the designation of Kinney Road as a Scenic Road only supports these qualities required by the Zoning Regulation.

Please visit: <https://hebronct.com/uploads/2018/04/Hebron-Zoning-Regulations-FINAL-Effective-04-09-18.pdf>

Thank you for your time and consideration.

Sincerely,

Kevin J. Tulimieri

110 Kinney Road

Amston



## **BUREAU OF WATER PROTECTION AND LAND REUSE TECHNICAL GUIDANCE**

### **BEST MANAGEMENT PRACTICES FOR SALT STORAGE FACILITIES**

In order to prevent a salt storage facility from becoming a source of pollution, practice the following guidelines when siting a new salt storage facility.

#### **Location of Salt Storage Areas**

A salt storage facility should **not be located** in any of the following areas:

- Within a 100-year flood plain
- Within 250 feet of a well, utilized for potable water
- Within an Aquifer Protection Area
- Where adjacent surface water bodies are tributary to public water supply reservoirs, unless it is not feasible to locate the facility in a less sensitive area
- In areas where the ground water has been classified as GAA or GA, unless it is not feasible to locate the facility in a less sensitive area.

#### **Storage and Handling**

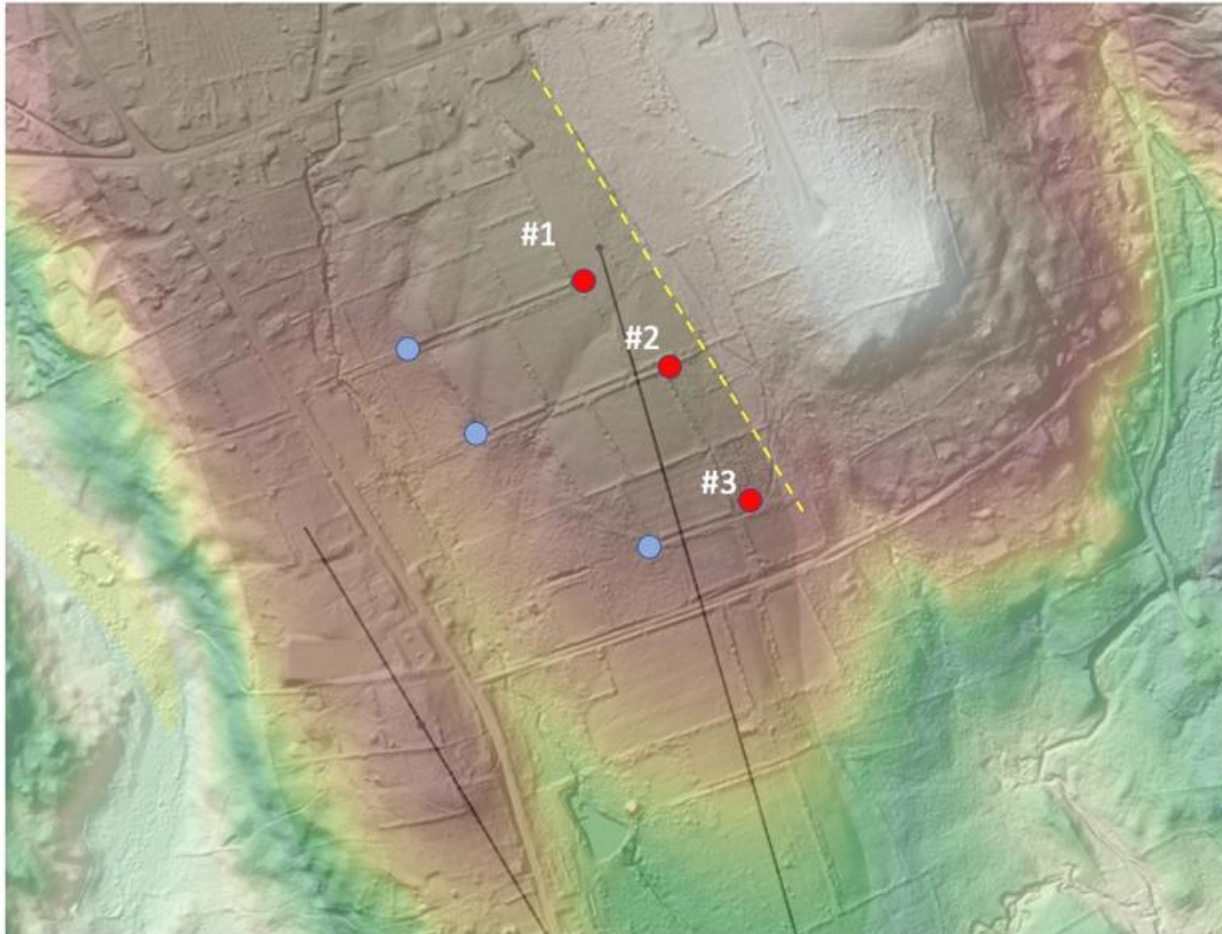
- Salt should be stored on an impervious surface under a roof.
- Within an Aquifer Protection Area, salt storage should meet all Best Management Practices required by the Aquifer Protection Area Regulations.
- For guidance on mixing salt and sand consult the Snow and Ice Policy Manual, (Connecticut Department of Transportation) as revised on an annual basis.

#### **Stormwater Management**

- It is preferable to discharge stormwater run-off to surface waters rather than to groundwater resources that are host to potable water wells.
- Run-off to the facility from rainfall should be diverted around the facility by berms, swales, or drains.
- Obtain necessary general permits for stormwater discharges.

**For more information on salt storage, call 424-3020. For more information on general permits for stormwater discharges call 424-3018.**

## Laneways 1, 2, and 3 in Hebron, CT in vicinity of 17 Kinney Road, Hebron, CT



Robert M. Thorson. October 8, 2022

Laneways identified by Kevin Tulumieri on 1934 Fairchild Aerial Photo (below) superimposed on composite map (above) showing Northwest-shaded LIDAR imagery, digital elevation model (DEM with green rising in elevation to yellow, red, brown, white) and USGS Quaternary geology map (Stone et al, 2005). Red and blue circles approximate east and west end of massive wall laneways. Yellow dashed line shows glacial grain (streamlined topography, which perfectly overlaps geological contact of lodgment till (dark greenish brown to west) and stonier, rougher meltout till (gray-brown to east). Thorson notes that the east termination of laneways (red) parallel the glacial grain just west of the important contact, suggesting they guide livestock to and from rough pasture to east on poor land through cultivated or hayed land to west. Western (blue) ends coincide with termination of flatter land on broad plateau of lodgment till above intervening valley. The preliminary meta-interpretation is that the laneways were a capital-intensive improvement to guide livestock between the main road (Church Street) and the rough pasture to east through better land (center). Given the mass of the stone walls in the vicinity, some were likely hauled west from the rough pasture. Zooming out on the Quaternary map, this is the largest patch of excellent soil (lodgment till) in the vicinity, helping to explain the commitment to stone walling.



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

**DRAFT**

May 2022

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

Report prepared by:  
Sarah Holmes, PhD  
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## Abstract

The Phase I Archaeology Reconnaissance Survey was conducted within the area of potential effect (APE) for the proposed Phase I of the Hebron Public Works facility in the field system north of Kinney Rd and located to the south of the Hebron Center Historic District. In the letter dated November 4, 2021, the State Historic Preservation Office (SHPO) requested an archaeological survey be conducted based on prior archaeological and historical research that identified the project area ranging from moderate/high in terms of archaeological sensitivity. In addition, the APE is adjacent to a previously identified archaeological site in 2005. The project is subject to review by SHPO under the Connecticut Environmental Policy Act and Section 106 of the National Historic Preservation Act.

The proposed Phase I development is within the 88.6 acre property purchased by the town in 2018 for municipal use. The public works facility encompasses approximately 11 acres and will include access roads, a rotary, 18,000 sq. ft. office and garage building, 9,600 sq. ft. salt storage building, 4,800 sq. ft. equipment storage building, pavement, curbing, sidewalks, storm drainage, storm water control, utilities and lawn. The archaeological testing focused only within the 11 acre area directly impacted by the proposed development.

The APE consists of a field system of seven agricultural fields bordered with wetlands. A total of 147 subsurface test pits (STPs) were placed at a 15 meter interval within the APE of the proposed building sites and along the centerline of the access roads. Limited metal detecting was conducted around the western and eastern sides of field #3 and in field #2 south of the stone wall. A total of 18 STPs contained historic artifacts dating from the 18<sup>th</sup> century to the 20<sup>th</sup> century including creamware, pearlware, and ironstone earthenware, window glass, machine cut nails, a 1930 wheat penny and miscellaneous scrap metal. Two quartz lithics were identified. In addition, artifacts identified as surface finds and from metal detecting totaled 13. Modern scrap metal was not saved.

The APE is situated in an area subject to agricultural site disturbances that often displace soils, therefore artifacts distributions did not cluster into any specific pattern. A denser concentration of material culture was present in field #3 and 6 and along the south side of the stone wall in field #2. The fields have been subject to intensive metal detection over the years that further impacted site integrity. Preliminary title search of land records connect the property to several heirs of Sylvester Gilbert, several who were deaf. The Backus landholdings may also overlap in this area, in addition to other Hebron landowners. Ironically, Jabez Backus' son, Levis S. Backus, also deaf, published and edited the first newspaper for the deaf in the early 1830s (John Baron communication). In some respects these lands represent a cluster or small community of people with similar life experiences and social adaptations.

In terms of the archaeology conducted, the APE did not meet the criteria for National Register eligibility. However, "Criteria B" and the association with Judge Sylvester Gilbert and his deaf children links a prominent resident and his family's association with Hebron's deaf community. Although a Phase II archaeology survey is not recommended,

modifications to Hebron's current Phase I development plans should include additional title search into Gilbert and Backus landholdings. The archaeological sensitivity would heighten if the proposed development expands to the north where older dwellings and farmsteads were once present along Rte. 66/Main St. Refer to "Conclusions and Recommendations" on page 39 of this report for additional information.

### Authority

The survey was accomplished in compliance with the guidelines set by the Connecticut State Historical Preservation Office (SHPO) and the Office of the State Archaeologist (OSA) as published in the Connecticut Historic Preservation Office's *Environmental Review Primer for Connecticut's Archaeological Resources* (1987).

### Acknowledgements

Special thanks to John Baron from the Hebron Historical Society for conducting a site visit and sharing his knowledge of Hebron town history, Hebron residents and land deed research. Also to Geoff Kirkham's for his site visit and analysis regarding nearby mill sites and field drainage.

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## Project Description

The Phase 1 Archaeology Reconnaissance Survey APE encompassed approximately 11 acres of the 88.6 acre Horton property purchased by the town in 2018 and covers an expanse of seven agricultural fields enclosed within stonewalls. This initial phase of municipal development focused on the public works facility and will include an office building, garage, salt shed, equipment storage building, access roads, traffic rotary and infrastructure improvements. This archaeological survey did not test the entire parcel slated for future development. Please refer to appendix C for maps of the proposed development.

The consultant numbered the fields 1 thru 7. Field #3, 4 and 6 showed evidence of being under recent cultivation in the past growing season, specifically corn. Field #1, located at the entrance from Kinney Rd, is a grassy field/meadow enclosed within stonewalls on all sides with remnants of a stonewall and wetland on the west. Field #2 is a grassy field/meadow with clover growing throughout. The 1934 aerials indicate a small orchard once stood in the northwest corner of this field along the north wall (refer to fig. 12).

On the northern edge of field #3 & 4 there are visible remnants of the walled lane or road that is currently overgrown and extends west across the field system. The proposed access road that runs east across field #7 and connects to the Colebrook Village complex was not tested due to poor drainage and disturbed soils from prior construction of that facility. Two culverts will be constructed in this area and on northwest edge of field #4. Field #5 and 6 are divided by a stonewall running north/south. These fields are bordered on a wetland and possible drainage ditch that was quite prominent in the 1934 aerials and remains a visible boundary today as reflected in the vegetation. There are also two white oaks of significant age on site. The project is subject to wetland and conservation boundaries throughout. Other than the stone walls there is no visible evidence of above ground structures, or buried foundations, although sections of several walls appeared to have been bulldozed or displaced on the perimeters. There is slight surficial evidence of domestic and farm related materials having been buried or dumped on site.

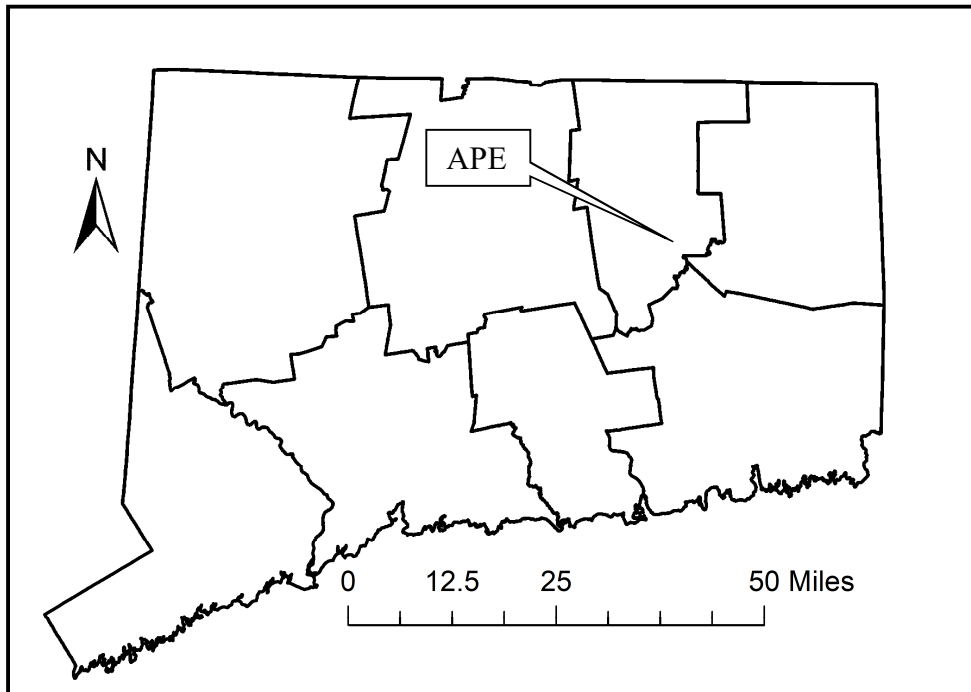


Fig. 1: Connecticut map locating APE in Tolland County (magic.lib.uconn.edu)

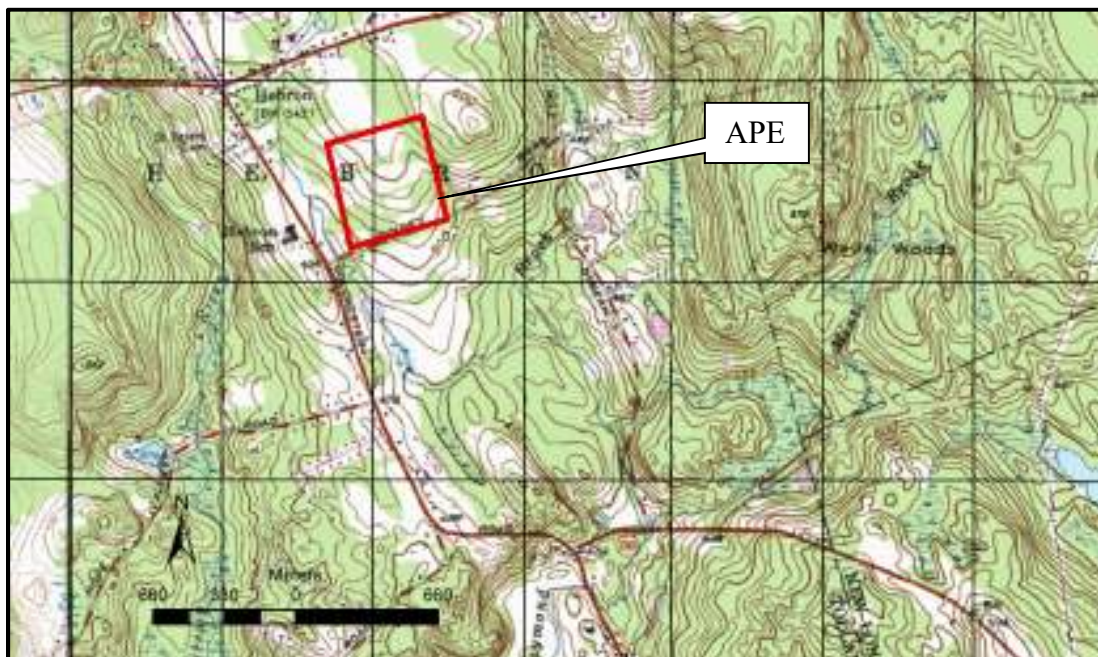


Fig. 2 1997 USGS topographic map of Public Works APE (magic.lib.uconn.edu)

## Background Research

The background research for the proposed Public Works buildings and access roads consisted of a review of the following sources:

- Archaeological site files and reports archived for the Connecticut State Historic Preservation Office (SHPO) and the Office of the State Archaeologist (OSA).
- Local town histories, state documents, maps identifying historic period Indigenous and Euro-American sites and structures within or immediately adjacent to the project area.

### *Criteria for Determining Archaeological Potential*

Pre-contact, contact and historic period sites are rarely visible on the surface and are typically located through subsurface testing. The presence of Indigenous and some early colonial sites is predicted by implementing models based on known site locations in Connecticut and throughout southern New England. These sites correlate with environmental criteria based on geology, soils, and topography as listed below. The criteria include:

- 1) Known archaeological sites within or immediately adjacent to the project area.
- 2) National Register properties within or adjacent to the project area.
- 3) Distance from a fresh water source
- 4) Soil characteristics such as slope, drainage, texture and suitability for cultivation.
- 5) Topographic features such as degree of slope, aspect and elevation.
- 6) Proximity to raw material sources such as a lithic quarry, pond or inland wetland.
- 7) Proximity to areas of historic and modern development
- 8) Degree of disturbance from plowing, gravel mining, and modern construction.

### *Criteria for Stratification*

The Phase I Reconnaissance Survey entails a walkover of the project area to identify visible cultural or natural features on the landscape. Cultural features include stonewalls, stone piles, and house foundations. Natural (geological) features include bodies of water, streams, swampland and rock shelters that represent a landscape conducive to human site selection.

To locate archaeological sites, project areas are typically stratified (divided) into sections with low, moderate and high sensitivity. Topographic and surficial geology maps compiled by the United States Geological Survey and soil data compiled by the United States Department of Agriculture are used to delineate areas of well-drained soils and minimal slope. Areas with less than a 5% slope, with moderate to well-drained soils within 150 meters of a wetland or stream are considered to be of high potential. Areas

further from a water source with poorly drained soils or excessive slope are considered less sensitive. These levels of sensitivity are categorized as follows:

**High.** Undisturbed areas less than 150 meters (450ft) from a water source, on moderate to well-drained soils and slopes less than 5% are subjected to a more intensive program of systematic subsurface testing including additional judgment test pits when considered necessary.

**Moderate.** Areas greater than 150 meters (450ft) from a water source on moderate to well-drained soils on slopes between 5-8% are subjected to systematic subsurface testing.

**Low.** Areas that are poorly drained, in excess of 8% slope or have been disturbed are not subsurface tested.

The preliminary walkover determines the testing strategy when required and placement of the subsurface test pits when warranted. For the Public Works complex, subsurface test pits were placed strategically along the APE and followed the centerline of the access roads. The landscape features included stonewalls, wetlands, brooks on the western and eastern boundaries and two ancient white oak trees.

## Pre-Contact Overview

### *Paleoindian Period (12,500-9,500 BP)*

In the Northeast, the Paleoindian Period dates from 12,500 to 9,500 BP, during the final glacial period known as the Younger Dryas. This was a time marked by a return to severe glacial conditions (McWeeney 1999). The earliest archaeological evidence for human occupation in the New England region dates to approximately 12,500 BP (Singer 2017). Sites from this period are characterized by distinctive fluted points and flaked stone assemblages dominated by unifacial tools.

The archaeological record reflects a settlement system based primarily on small, highly mobile social groups seasonally dispersed in search of resources. Their diet consisted of a wide range of food sources, including small and large game, fish, wild plant foods, and perhaps currently extinct megafauna (Meltzer 1988; Jones 1998). Caribou likely played a significant, if seasonal, role in subsistence. However, small game, fish, fowl, reptiles and wetland tubers were also important components of the diet at this time.

Data reflecting Paleoindian Period land use patterns and subsistence activities in the Northeast is relatively scarce (Spiess, Wilson and Bradley 1998). Few intact Paleoindian sites have been found in Connecticut. To date, five sites have been investigated and published in detail: the Templeton Site in Washington (Moeller 1980, 1984), three on the Mashantucket Pequot Reservation: the Hidden Creek Site (Jones 1997), the Ohomowauke Site and a third within 100 meters of the Ohomowauke Site (Singer). The fourth, the Dr. Brian D. Jones site, was identified in Avon in 2019. A small number of additional sites have received more cursory attention. Upwards of 50 fluted points have

been recovered as isolated finds across Connecticut. The scarcity of identified sites in the region indicates that population density was likely very low at this time. The small size of sites dating to this period, and the high degree of landscape disturbance over the past 12,500 years, also contributes to poor site visibility overall.

### **Archaic Period (9,500-2,700 BP)**

The Archaic Period dates from 9,500 to 2,700 BP in the Northeast and is characterized by generalist hunter-gatherer populations utilizing a variety of seasonally available resources. The period is subdivided into the Early, Middle, Late and Terminal Archaic Periods on the basis of associated changes in environment, projectile point styles and inferred adaptations (Snow 1980; McBride 1984). Artifacts dating to the Middle and Late Archaic Period have been identified within a mile radius of current APE. Each sub-period is discussed below.

#### *The Early Archaic Period (9,500-8,000 BP)*

Pollen evidence indicates a gradual trend toward a warmer climate beginning around 10,000 BP (McWeeney 1999). By this time Pleistocene megafauna had disappeared and given way to modern game species such as moose, muskrat and beaver. It is feasible deer was not abundant until the end of this period when oak began to dominate upland forests. Plant and animal resources became more predictable and abundant as the climate stabilized, permitting Early Archaic populations to utilize a wider range of seasonal resources. Population density remained low during this period as reflected in the sparse representation of Early Archaic sites in the regional archeological record. This low representation could be due to changing environmental conditions deeply burying, inundating or destroying many early sites through erosion, or due to the difficulty of recognizing Early Archaic assemblages (Funk 1997, Jones 1998).

Stone tool assemblages dating to the Early Archaic period have been recovered from several sites in the Northeast and indicate this period can be characterized by a number of distinct episodes. The most poorly understood period between 9,500 and 9,000 BP reflects the local Late Paleoindian and intrusive southern Piedmont Tradition Early Archaic influences. A quartz lithic industry in which projectile points are extremely rare occurs locally between roughly 9,000 and 8,500 BP as demonstrated at the Sandy Hill Site on the Mashantucket Pequot Reservation (Forrest 1999). The period concludes with the appearance of a temperate forest-adapted culture utilizing bifurcate-based projectile points typically manufactured from non-regional materials (Jones 1998, 1999). However, field excavations in 2006 adjacent to the Cedar Swamp at Mashantucket unearthed a chert assemblage that included bifaces and debitage likely of local manufacture from low quality chert. The Dill Farm Site in East Haddam is one of the best-documented bifurcate sites in Connecticut (Pfeiffer 1986). Archaeological investigations at this site identified cooking and refuse features, quartz flakes, retouched tools, bifurcate-based projectile points, and subsistence remains including charred nuts and mammal bone associated with a radiocarbon date of 8560 +/- 270 BP.

### *The Middle Archaic Period (8,000-6,000 BP)*

Pollen evidence indicates a trend toward a warmer, drier climate during the Middle Archaic Period, as well as the development of alluvial terraces along Connecticut's major river systems (Jones 1999). Most modern nut tree species established themselves during this period providing a new food resource for human foragers and many game animals including deer, turkey and bear. Evidence of Middle Archaic Period occupation in Connecticut is more widely documented than for the preceding periods and indicates specialized seasonal activity in different resource zones during a period of population increase (McBride 1984; Jones 1999). The development of grooved axes suggests the increased importance of wood being used as a raw material, while the presence of pebble net sinkers on some regional sites implies a growing reliance on marine and riverine resources (Dincauze 1976; Snow 1980).

Despite their relative abundance, sites in Connecticut yield limited information on Middle Archaic subsistence and land use patterns (Jones 1999). Archaeological assemblages are characterized by the presence of Neville and Stark projectile points and large flake tools. The settlement patterns are oriented, at least seasonally, toward large upland interior wetlands (McBride 1984; Jones 1999). The data suggest seasonal re-use of such locales over a long period of time. This pattern is evident at the Dill Farm Site and those around the Great Cedar Swamp on the Mashantucket Pequot Reservation (Jones 1999). Coastal and riverine sites may be poorly documented because of rising sea levels that resulted in deep alluvial burial.

### *Late Archaic Period (6,000-3,700 BP)*

The Late Archaic Period in the Northeast is characterized by an essentially modern distribution of plant and animal populations. This period is considered a time of cultural florescence reflected in evidence of burial ritual, population increase, and long-distance exchange networks (Ritchie 1994; Dincauze 1975; Snow 1980; Cassedy 1999). The Late Archaic Period is one of the best-known temporal sequences in southern New England. During most of this period, large revisited seasonal settlements are located in riverine areas and along large wetland terraces, while smaller more temporary and special-purpose sites are situated in the interior and uplands (Ritchie 1969a and b, McBride 1984; Cassedy 1997, 1999). The nature and distribution of sites suggest aggregation during summer months, with seasonal dispersal into smaller groups during the cold weather (McBride and Dewar 1981).

### *Terminal Archaic Period (3,700-3,000 BP)*

A transition in settlement and subsistence patterning began to occur with the onset of the Susquehanna Tradition, also referred to as the Terminal Archaic Period (Dincauze 1975). A number of technological innovations appear as well. These include the use of steatite bowls and the rare manufacture of cord-marked and grit-tempered ceramics. Lithic assemblages contain high proportions of chert and other non-local lithics such as argillite, rhyolite and felsite. Regionally available quartzite was commonly used as well, but the use of local quartz became uncommon at this time. Settlement focused on upper river terraces rather than floodplains as well as expansive lacustrine and wetland

settings (McBride and Dewar 1981). The interior and uplands were used less extensively (McBride 1984). Human cremation burials were common at this time (Dincauze 1968; Robinson 1996; Leveillee 1999). These changes in technology, lithic material preference and settlement organization may represent the arrival of non-regional peoples or ideas rather than in situ developments, though the debate over the possibility of migration remains active (Robinson 1996).

## The Woodland Period (2,700-450 BP)

The Woodland Period is characterized by the increased use of clay pottery, celts and non-local raw materials as well as the introduction of bow and arrow technology, smoking pipes and horticulture (Lavin 1984, Feder 1984, 1999). An increase in site size and complexity along with greater sedentism and social complexity was likely the result of an increase in population, particularly at the end of this period (McBride and Dewar 1987; Lavin 1988). The Woodland Period is traditionally subdivided into Early, Middle, and Late periods based on ceramic styles, settlement and subsistence patterns, as well as political and social developments (Ritchie 1969a & b; Snow 1980; Lavin 1984). Despite these changes, most recent scholars see the Woodland Period as a continuation of the traditions and lifeways of the preceding Archaic Period (Feder 1984, 1999).

### *The Early Woodland Period (2,700-2,000 BP)*

Early Woodland regional complexes are generally characterized by stemmed, tapered and rare side-notched point forms; thick, grit-tempered, cord-marked ceramics; tubular pipe-stones; burial ritual; and suggestions of long-distance trade and exchange networks (Lavin 1984; Juli 1999). The Early Woodland Period remains poorly understood, and is less well represented in the archaeological record than the preceding phases of the Late Archaic. This may be the result of shifts in settlement that promoted the formation of larger, but fewer seasonal aggregation camps. It is possible that incipient horticulture focused on native plant species (George 1997). The existence of stone pipes suggests the trade of tobacco into the region by this time.

### *The Middle Woodland Period (2,000-1,200 BP)*

The Middle Woodland Period is characterized by increased ceramic diversity in both style and form, continued examples of long-distance exchange, and at its end the introduction of tropical cultigens (Dragoo 1976; Snow 1980; Juli 1999). Much of our current knowledge of the Middle Woodland Period in southern New England is from work done by Ritchie (1994) in New York State. Ritchie noted an increased use of plant foods such as goosefoot (*Chenopodium sp.*), which he suggested had a substantial impact upon social and settlement patterns. Ritchie further noted an increased frequency and size of storage facilities during the Middle Woodland Period, which may reflect a growing trend toward sedentism (Ritchie 1994; Snow 1980). At this time jasper tool preforms imported from eastern Pennsylvania are entering the region through broad exchange networks (Luedtke 1987).

Settlement patterns in Connecticut indicate an increased frequency of large sites adjacent to tidal marshes and wetlands along the Connecticut River, a decrease in large

upland occupations, and a corresponding increase in upland temporary camps (McBride 1984). This may indicate reduced residential mobility from earlier time periods and is likely due to the development of modern tidal marshes in low-lying riverine areas by 2,000 BP. The tidal marshes supported a wide variety of terrestrial and aquatic animal and plant resources, allowing for longer residential stays (McBride 1984).

#### *Late Woodland Period (1,200-450 BP)*

The Late Woodland Period is characterized by the increasing and intensive use of maize, beans, and squash and changes in ceramic technology, form, style, and function. Settlement patterns reflect population aggregation in villages along coastal and riverine locales and the eventual establishment of year-round villages. However, the use of the upland-interior areas by small, domestic units or organized task groups on a temporary and short-term basis remains apparent as does this trend toward fewer and larger villages near coasts and rivers. It has been hypothesized that these changes can be attributed to the introduction of maize, beans, and squash, but it is unclear how important cultigens were to the aboriginal diet of southern New England groups, especially those with access to coastal resources (Ritchie 1994; Ceci 1980; McBride 1984; McBride and Dewar 1987; Bendremer and Dewar 1993; Chilton 1999). Although sites clearly demonstrate the use of tropical cultigens in the Connecticut River Valley, wild plant and animal resources were still a primary component of the aboriginal diet. The use of imported chert increases over time in the Connecticut River Valley implying social, economic, and/or political ties to the Hudson Valley region. Ceramic style affinities also suggest western ties at the end of this period (Feder 1999).

Activities associated with a more sedentary subsistence pattern, such as the cultivation of maize, beans, and squash, resulted in the development of a more complex social organization. Regional variation between various tribal entities is reflected in stylistic design elements found on pottery in particular. Prior to this time, the populations were fairly mobile, loosely based kin-groups that required little, if any, form of centralized authoritative power. Leadership roles were determined on a case-by-case basis and often shifted according to circumstance. This began to change with increasing sedentism.

### **Contact Period Overview**

#### *The Seasonal Round*

Although the European trading networks impacted the daily lives of Indigenous peoples throughout southern New England, they continued to practice many of their traditional subsistence strategies. Archaeological sites in coastal and inland locations throughout Connecticut reflect a series of occupations taking place within specific resource rich areas on an annual and seasonal basis. Communities settled closer to the coastline and riverbanks to fish and gather mollusks in the spring, summer, and autumn months. Large amounts of shell found along the coastline of Connecticut attest to these activities taking place. For riverine settings there is evidence of ancient fishing weirs and intensive horticulture.

In addition to attracting wildlife, wetlands and marshland provided raw materials such as rushes, cattails and other fibrous plants for making basketry and matting. By mid-April many groups cultivated maize, beans, squash, and tobacco in the fields adjacent to their settlements. Like their neighbors to the south, many communities in the Connecticut River Valley adopted maize horticulture early on and foodstuffs were considered an integral part of trading networks in the area. Local plants were collected, such as nuts, berries, herbs, and tubers. In the colder months, provisions cached away from summer habitations were utilized. As the winter months approached, family groups or bands on the immediate coast removed further inland to wooded areas where archaeological sites reflect the presence of smaller temporary hunting camps.

In contrast to the end of the Late Woodland, after European contact, cultural rather than environmental factors influenced the subsistence patterns of local Indigenous peoples (Ceci 1979). The impact from European trading networks, Native wampum production and the fur trade disrupted the balance of power in the years just prior to the Pequot War in 1637 (McBride 1994:44). After contact, European trade affected Indigenous populations who opted to shift their settlements to one geographical area to intercept and negotiate with their trading partners. This was certainly the case for inland groups along the Connecticut River and other tributaries including those within the current APE. The same applied to coastal dwelling peoples who constructed fortified villages for protection while vying for trade (Ceci 1979). Fortifications were often occupied on a continual basis for at least a segment of the population, possibly housing the sachem's family. However, other horticultural activities took place within close proximity to these structures.

At the time of European contact the socio/political organization of Indigenous communities living in coastal and inland areas of southern New England was becoming more highly stratified. In the larger village sites, the demographic included extended families whose sachem was a close family relation. In the 17<sup>th</sup> century, it is important to note, infectious disease introduced by the European voyagers and fishermen decimated local Indigenous communities and disrupted traditional leadership roles observed just after contact that were often matrilineal.

### **Historic Period - Hebron**

The lands within modern day Hebron were granted by Attawanwood (Joshua), son to the Mohegan Sachem Uncas, in his will dating to 1676 to Thomas Buckingham, William Shipman and many others referred to as the 'Saybrook legatees" (Trumbull 1797). In the 17<sup>th</sup> century, the territory in the upper Connecticut River Valley was the aboriginal homeland of the Podunk, Tunis, Poquonnoc, Wangunk and Sicoags and further north of Bolton, the Nipmuc Wabaquasset. In 1637, prior to the English attack on the Pequot fort in Mystic, these communities coalesced along the river and paid tribute to the Pequot who controlled trade along the Connecticut River. After the Pequot War, the Mohegan claimed the territory up to the southern border of the Nipmuc Wabaquasset as part of their hereditary right and the Wabaquasset lands through conquest. This issue came to light as a result of the controversy with Owaneco and Samuel Mason over lands transferred to Connecticut. John Chandler's 1705 survey of Mohegan lands was used as

evidence in the complaints by the Mohegan over the loss of their land rights. Hebron's town bounds were encompassed within Chandler's survey where the previous year Connecticut's General Assembly granted several colonists the right to settle on the land. (Trumbull)

Although settlement in Hebron occurred slowly due to the ongoing legal conflicts, many of the first inhabitants were from Saybrook, Windsor, Long Island and Northampton. They included William Shipman, Timothy Phelps, Samuel Filer, Gary Hilbert, Caleb Jones and six others. (ibid.)

First established as an agricultural town, Hebron remains an agricultural community in part to this day with its farms that focus on dairy, vegetables and fruit. This agricultural economy continued into the late 19<sup>th</sup> and early 20<sup>th</sup> century when immigrant populations from Eastern Europe established their homes in Hebron, many thriving as dairy and egg farmers.

Hebron had two ecclesiastical societies, the first served by the ministers Rev. John Bliss and Benjamin Pomeroy. In 1748, a second ecclesiastical society was established in the Gilead section of town with Rev. Samuel Peters as minister. Peters being the owner of the enslaved Cesar Peters, freed with the help of Hebron residents.

As with many New England towns, the village green became a focal point of the community especially in the 19<sup>th</sup> century. Hebron's central green is currently listed as a National Register Historic District. Many of Hebron's residents served in the Civil and Revolutionary Wars where the Veterans Memorial Park on the Green honors veterans from WWII, Korean and Vietnam Wars.

Acknowledging the importance of education, Hebron built many schoolhouses throughout the years. The Burrows Hill schoolhouse was the first built in 1730 and is one of nine still standing.

Many of the first established mills in Hebron were grist and saw mills. The 18<sup>th</sup> century mill town of Gay City contained several mill complexes including a textile mill, a paper mill and distillery. A silk mill was in operation prior to the Civil War in the Amston section of town to the south of current APE. Amston, initially known as Turnerville, sustained a thriving mill industry. In addition, the 19<sup>th</sup> century maps of Hebron identify many place names, landowners and mills in operation throughout the town of Hebron that include grist, fulling, sorghum, shingle mills, and tanneries. The publication, "Lost Mill Sites in Hebron, Connecticut" (Symonds 2016) located 29 water powered mill sites in town. The current APE is to the east and north of mill sites identified as the Ezra Backus mill (RBT1) and Frederick Bissel Mill (RBT2) in this publication.

### **The Kinney Rd APE**

Land deeds from the 18<sup>th</sup> and 19<sup>th</sup> century and historic 19<sup>th</sup> century maps identify several inhabitants living in the vicinity of the current APE. To the west, landowners Jabez and Ezra Backus owned approximately 29 acres of land and operated a tannery on a 1 acre lot in the southwest corner of property (J. Baron communication). The location of the tannery is outside of the current project but is likely within the bounds of town land. Other neighbors included John Bascom in the vicinity of Backus and Henry Peters to the

north of the APE along present day Rte. 66 (Main ST). From these land records dating to as early as 1807 (Hebron Land Records Volume II, Pg. 43) Sylvester Gilbert is mentioned as the abutter on the east of Backus (J. Baron communication). Although the title search is preliminary, probate records from the estate of Sylvester Gilbert dating to 1846 suggest the distribution of his estate, in part, encompasses all or at least a portion of the current APE. Gilbert was a prominent figure in Hebron society; a State's Attorney, Congressman and Judge. The Gilbert heirs inherited his extensive landholdings that included several houses, shops, barns, orchards and fields. The property referred to as his East Farm (88 acres) is likely a part of the 88 acre Horton lands purchased by the town. The Gilbert lands bound the Henry Peters estate on all three sides. As the son of Cesar Peters, Henry owned at least 5 acres of land along Main ST (Hebron Land Records Vol. 22, Pg. 999: dtd. 3/20 1863). The Gilbert heirs conveyed small plots of land to Henry Peters during his lifetime from their inheritance. Henry's son Horace Peters also lived on these lands.

The East Farm boundary descriptions include an old road running south and eventually meeting up at Kinney Rd. This road may be on the west side of the Colebrook Village complex. At Kinney Road, the bounds continue to run west along the road to Backus land. A "mowing field" is set aside for grandson Sylvester G. Gilbert, possibly including one of the three fields along Kinney Rd or field #1 where the proposed access road is located.

Census data identify several of Sylvester Gilbert's children as deaf. In Gilbert's last will and testament he made sure his loved ones were provided for after his death. This is especially true for son, William Pitt Gilbert whom he left the cabinet shop to. Gilbert also appointed a "faithful friend" in Pliny Parker to be William's conservator and to protect William from "strangers and improvident contracts" (Andover Probate: 1846 no. 971). Gilbert's daughters, Clarissa Force and Mary Gilbert who were also deaf, retained rights of way through the field system and rights to graze their livestock in various fields. This connection with the deaf community is interesting as Gilbert's neighbor, Jabez Backus' son, Levi S. Backus, was deaf. As mentioned above, Levi Backus would go on to publish the first newspaper for the deaf community in the 1830s (John Baron communication).

The 1870 and 1880 Federal non-population census data for Sylvester Gilbert's grandson, Sylvester G. Gilbert, who inherited lands along with Clarissa and Mary, lists 12 acres of tilled and fallow pasture or meadow, 30 acres of permanent meadows, pastures and orchards and 10 acres of woodland. The farm included 10 acres of apple orchards with 300 trees. The Gilbert's farm revenue was generated from milk, butter, Irish potatoes, Indian corn, oats, buckwheat and hay. In addition to farmer, Gilbert's occupation in 1880 census is listed as a music teacher.

Historic Maps



Fig. 3: Tanner map in 1796 (magic.lib.uconn.edu)

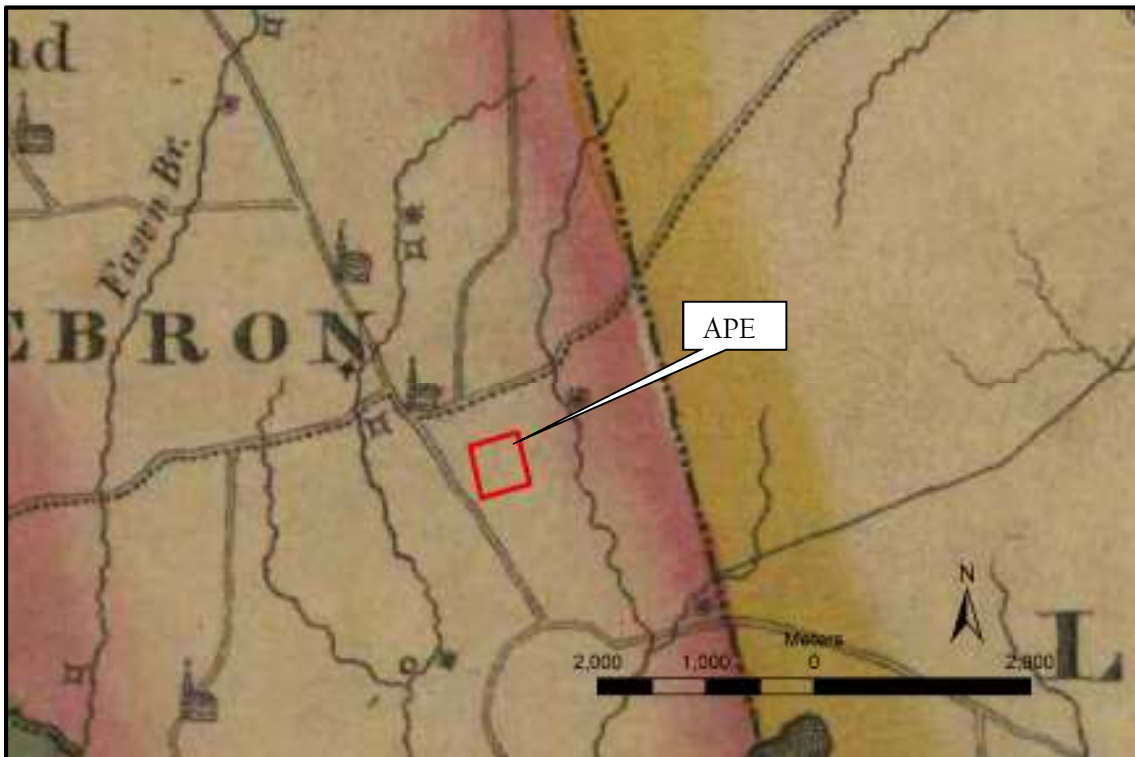


Fig.4: 1811 Warren & Gillet map of APE (magic.lib.uconn.edu).



Fig. 5: 1857 Eaton map identifies Ezra Backus tannery at the intersection with Kinney Rd and Rte. 85. Backus is associated with mill site RBT1 identified in Symonds et.al. publication on “Lost Mill Sites in Hebron, CT”. (magic.lib.uconn.edu)



Fig. 6: 1859 Clark & Tackabury map with tannery to the west of APE (magic.lib.uconn.edu)



Fig. 7 1869 Baker & Tilden map identifying J.H. Bascom as an abutter on the west and H. Peters to the north (Peterson Collection, magic.lib.uconn.edu)



Fig. 8: 1893 Hurd map (magic.lib.uconn.edu)

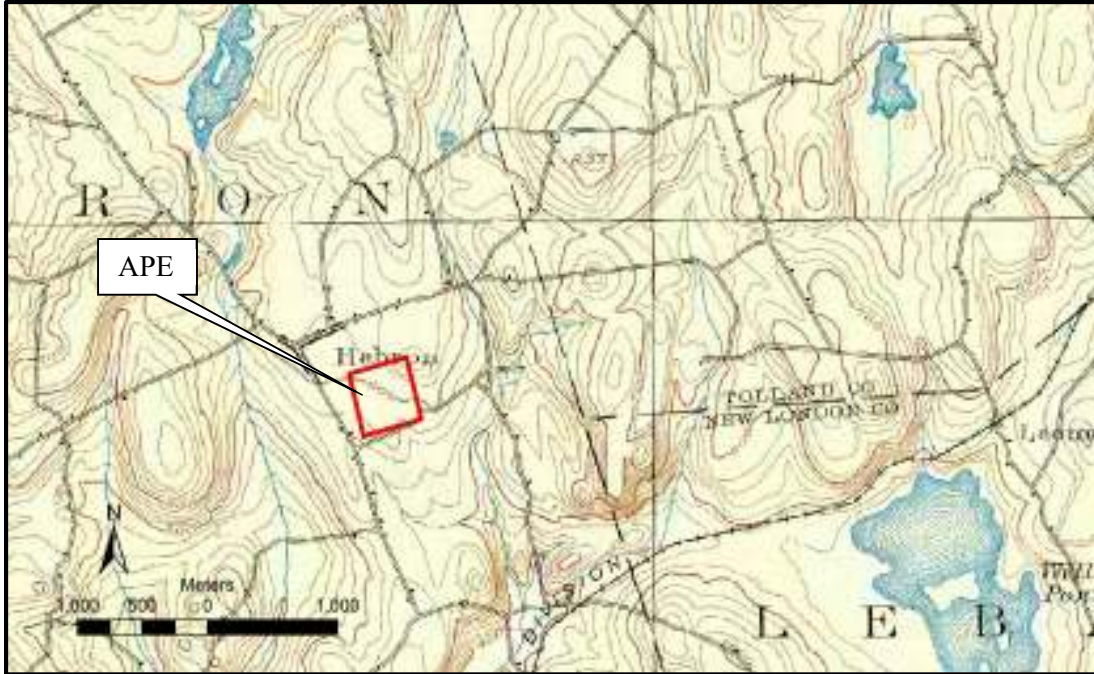


Fig. 9: 1895 USGS topographic map (magic.lib.uconn.edu)



Fig. 10 1934 aerial reflects Hebron's agricultural economy in the early 20<sup>th</sup> century. (magic.lib.uconn.edu)

## Environmental and Geological Setting

Climate conditions noted by the USDA for Hebron estimates the mean annual precipitation of 46.37 inches annually with an average temperature is 49.9° F with 120 to 185 days frost free (<http://websoilsurvey.usda.gov>). The land use within the current APE remains agricultural farmland, primarily corn fields bordered with woodland and wetland areas with deciduous maple (*Acer*), oak (*Quercus*), American hornbeam (*Carpinus caroliniana*), shag bark hickory (*Carya ovata*).

The Hebron APE is situated within the Eastern Uplands and consists of surficial fine to coarse sandy loams with gravel and stone identified as metamorphic gneiss, quartz and quartzite. The average depth of topsoil/AP horizon measured 20-30 cmbs and subsoil/B horizon terminated at approximately 48 to 60 cmbs. These soil horizon are quite shallow. The C horizon on the western edge of field #3 & 5 and northeastern side of field #4 contained polished cobble indicative of an ancient riverbed or river plain suggesting the watershed was diverted at one time, possibly for agricultural or irrigation practices. The NRCS soil maps listed six soil designations for the project area. The soil map reflects conditions observed in the field that identify soils ranging from Woodbridge to Paxton and Montauk fine sandy loams. Refer to NRCS map in Table 1 below. The Munsell chart soil descriptions fell within the range of the 10yr hue.

Table 1 Soil designation based on NRCS (<https://websoilsurvey.sc.egov.usda.gov>)

Soil ID	Soil	(estimated) Acres	Area
2	Ridgebury fine sandy loam 0 to 3% slopes	0.4	0.7%
3	Ridgebury, Leicester, and Whitman soils 0 to 8% slopes extremely stony	18.3	25.0%
45A	Woodbridge fine sandy loam, 0 to 3% slopes	14.3	23.4%
45B	Woodbridge fine sandy loam, 0 to 3% slopes	16.5	27.0%
46B	Woodbridge fine sandy loam, 0 to 8% slopes very stony	14.3	23.3%
Totals for Area of Interest		61.2	100.0%



Fig. II NRCS soil map of Public Works in proximity to APE included in Nathan L. Jacobson & Associates, Inc. proposal (<https://websoilsurvey.sc.egov.usda.gov>)

### Previous archaeological research in the vicinity of the Kinney Rd APE.

The archaeological site files at the Office of State Archaeology listed several Pre-Contact sites within one to two miles of the public works facility APE. To the east in Lebanon, in the vicinity of Williams Pond, artifacts identified date from the Middle to Late Archaic Period (8,000-3,700 BP) with one fluted point dating to the Paleolithic (12,500-9,500 BP). Another early site consisting of chert, quartz and quartzite debitage was identified along the Mint Brook in 2021.

Additional surveys conducted to the north of Kinney Rd included a Phase I & II Archaeology Reconnaissance survey conducted by the Public Archaeology Survey Team in 2005 for the Hebron Village Green Development identified clusters of historic 19<sup>th</sup> century artifacts suggesting the presence of a dwelling nearby. The artifact assemblage on this site dated to the 18<sup>th</sup> and 19<sup>th</sup> century and included creamware, pearlware, porcelain, bottle glass and nails. This Phase II focused on an area to the east of field #6.

In 2020 and 2021, Phase I surveys were conducted for the Raymond Brook Preserve trail extensions. Additional Office of State Archaeology (OSA) excavations involved the possible location of the Cesar and Lowis Peters archaeological site near Wall St. Cesar, an enslaved African American, lived on the landholdings of Rev. Samuel Peters and was able to gain his emancipation through the help of Hebron residents and an act of Connecticut's General Assembly in 1789. Henry Peters' son lived in the vicinity of the Horton property along Rte. 66 north of the current APE.

Other National Register properties within Hebron include the Hebron Center Historic District to the north of the APE. This district includes 41 private and public buildings and appurtenances on Church, Gilead, Main and West Main Streets and along sections of Wall St and Marjorie Circle. The Hebron Historical Society website provides several resources including links to the WPA architectural survey. The documented mills sites identified in the publication "Lost Mill Sites in Hebron, Connecticut" (Symonds) reflect an entire industrial complex throughout the Town of Hebron worthy of National Register consideration.

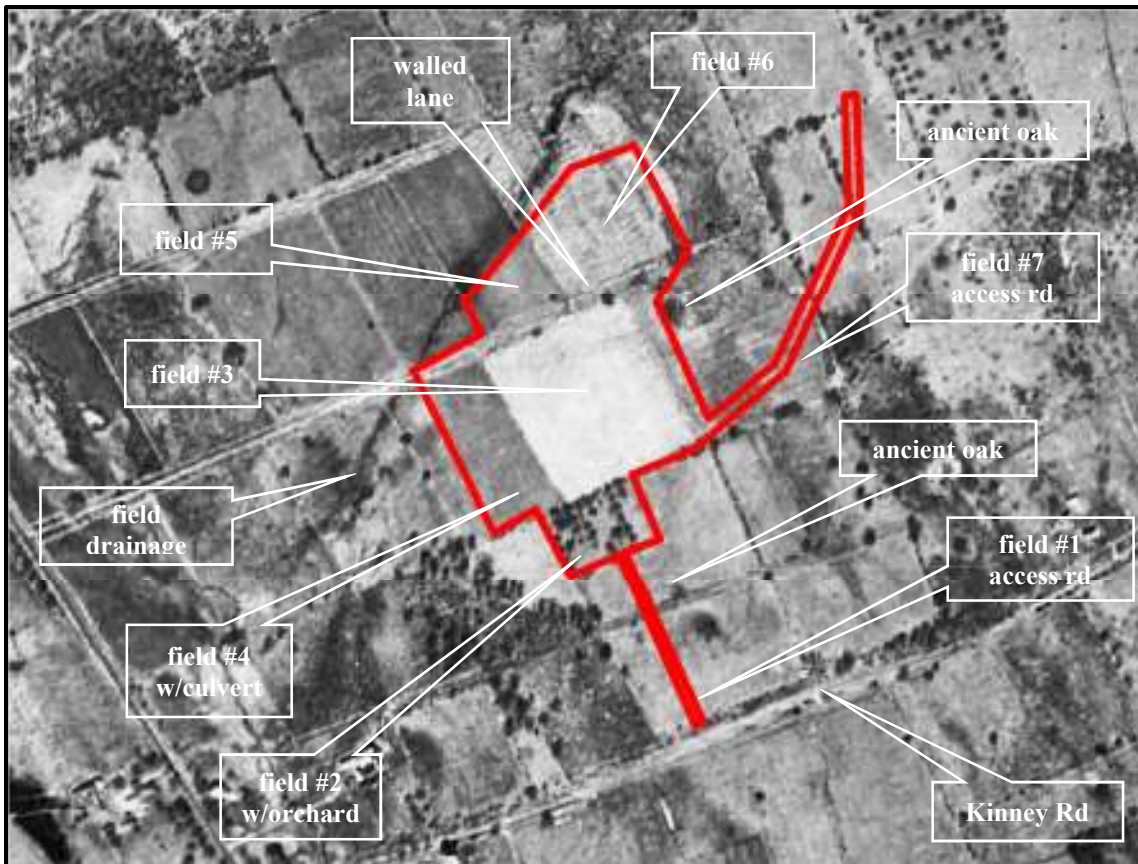


Fig. 12 1934 aerial mark-up with approximate bounds of APE identifying numbered field system and features such as a walled lane and location of existing ancient white oak trees (magic.lib.uconn.edu)

### Survey and assessment

The Phase 1 Archaeology Reconnaissance Survey entailed subsurface testing only within the immediate APE. The topography of the field system north of Kinney Rd was relatively level for fields #1, 4-7 with little to no slope. However, the topography within field #3 was the most pronounced ranging from 10 to 15% and field #2 slightly less, at around 5 to 10%. As a result of slope, natural and cultural archaeological site formation processes result in soils and artifacts drifting downhill, being displaced and concentrated within proximity of the bounding stonewalls on the edge of each field. This was the case for artifact densities retrieved from field #3 in particular. Site wide, artifact distributions did not cluster into any specific pattern and artifact counts did not intensify per STP with a majority of STPs containing one artifact per pit. Additional judgement STPs were tested in areas with soil anomalies.

The testing strategy included 25 transects numbered T1 through T16 and T18 through T26. T17 was not used. The STPs were placed on a grid at 15 meter intervals within each field and placed down the centerline of the proposed access roads. A baseline beginning at NOE0 was established on the northern end of field #5 and ran south through field #3

to the T14 line. A total of 18 STPs out of 147 STPs contained historic artifacts dating from the 18<sup>th</sup> to early 20<sup>th</sup> century including creamware, pearlware, and ironstone earthenware, window glass, a 1930 wheat penny, machine cut nails, miscellaneous scrap metal. Two quartz lithics were identified. Limited metal detecting was conducted around the western and eastern sides of field #3 and in field #2 south of the stone wall where the orchard existed in 1934. An additional 13 artifacts were surface collections and identified through consultant metal detecting.

In field #2 where the old orchard once stood, there was a higher density of scrap metal, including tractor parts and machine-cut nails identified through metal detecting. Field #2 STPs, in the vicinity of the old orchard, were sterile. On the proposed access road in field #2 at T22-4 adjacent to the southern wall there was evidence of buried domestic debris including tarmac. A higher concentration of material culture was present on the western edge of field #3 due to slope. There was evidence of extensive rodent burrow activity in the western section of field #3 near STP's T8 & T9 at W60 to W75 line. In field #6, oxidized soils were prevalent on the eastern end of transects near the wetland boundary. Six STPs in field #6 contained historic artifacts. There were several ceramic and glass fragments lying on the surface throughout this field. It is unclear whether the artifacts were disturbed by metal detectorists.

Domestic and agricultural refuse present on the landscape included aluminum cans, tractor parts, electric lamp parts, a panel from a 1940s Philgas Tappan gas stove and other debris.

STP soil depths were quite shallow throughout the 11 acres, terminating on average at 48-50 cmbs. The soils throughout the APE ranged from coarse loamy sand to coarse sand with gravel and rock. Soils in field #6 and 7 and the proposed access road along transects T21 and T22 were extremely saturated and muddy on the surface, and several STPs contained standing water.

A majority of the artifacts were identified within the AP horizon. Other than the stonewalls and walled lane, no distinctive features such as hearths, storage pits, living floors or buried foundations were identified during Phase I testing. Refer to excavation summary below in Table 2 for information on soils and Munsell chart soil color descriptions.



Fig. 13 Survey map of Phase 1 testing transects T1 thru 16 and T18 thru 26. Red represents STPs where artifacts were retrieved. (aerial base map <https://cteco.com/>)

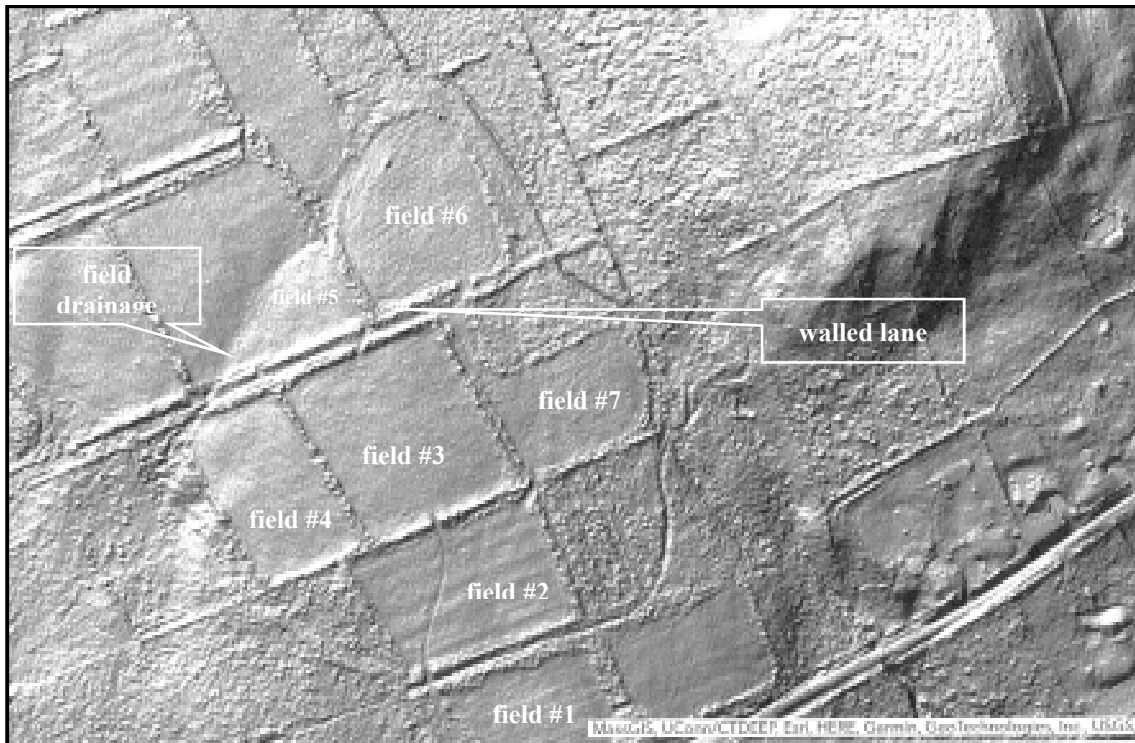


Fig. 14 LiDAR imagery reflects extensive field system, existing walls, walled lane, and irrigation/field drainage. Artifact densities of surface finds increased slightly to the north in field #5. Field #3, 4 & 6 were recently cultivated cornfields. Refer to 1934 aerial that reflects crop rotation. (<https://cteco.maps.arcgis.com/>)

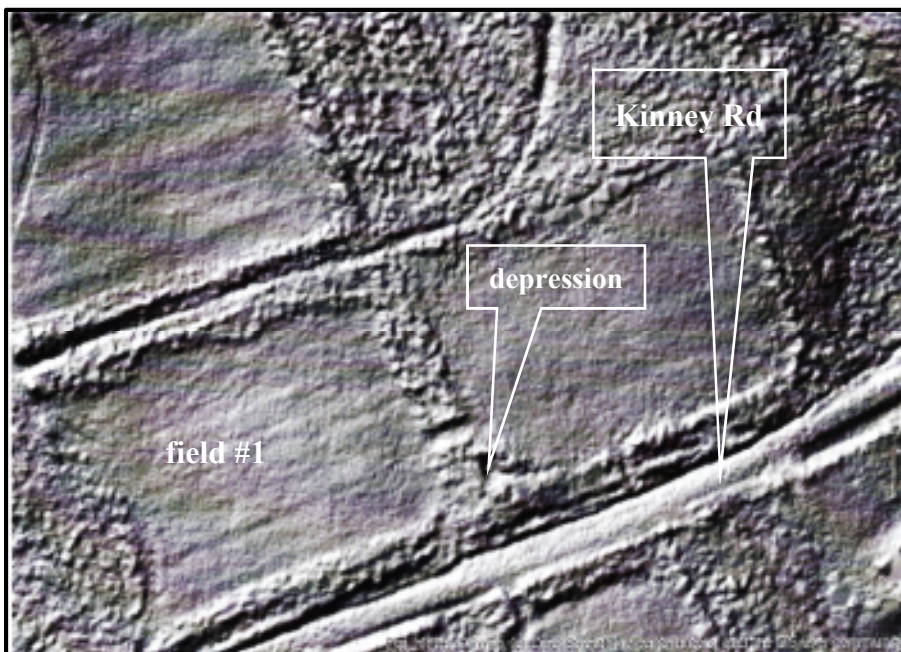


Fig. 15 LiDAR imagery, close-up of field #1 along Kinney Rd and depression just off current APE to the east where metal detectorists retrieved artifacts in the past. This may be the section of Kinney Rd that eventually was straightened. Refer to map in fig. 7. (<https://cteco.maps.arcgis.com/>)

Table 2: Excavation summary

Excavation Summary								
STP#	Bag	AP soils	Depth	B1 soils	Depth B1	C soils	Depth C	Comments
J2	0	dk bn sd lm 10yr 3/3	0-32 cmbs	dk yw bn sd 10yr 5/6	32-63 cmbs	dk gy sd 10yr 2/4	63 cmbs	field #2, 12 meter north of T15-2 J2
J3	0	dk bn slt 10yr 3/3	0-58 cmbs	dk yw bn slt 10yr 5/8	58-93 cmbs	dk gy cl 10yr 8/2	93 cmbs	field #1, against stonewall, south 7 meter from T23-0
T01E0	0	dk bn sd/lm 10yr 3/3	0-31 cmbs	yw bn sd 10yr 5/8	31-57 cmbs	lt ol bn sd 2.5y 6/4	57-60 cmbs	field #5, west side stonewall
T02E0	0	bn sd lm 10yr 4/3	0-27 cmbs	dk yw bn sd w/ gr 10yr 5/6	27-60 cmbs	crs gy sd 10yr 2/1	60 cmbs	field #5, west side stonewall
T03E0	0	dk bn sd 10yr 3/3	0-38 cmbs	dk yw bn sd 10yr 5/6	38-64 cmbs	lt ol bn sd 2.5y 6/4	64 cmbs	field #5, west side stonewall
T04E0	0	bn sd lm 10yr 4/3 - wet soil	0-17 cmbs	yw bn sd 10yr 5/8	17-48 cmbs	fn gr sd 10yr 2/1	48-50 cmbs	field #5, west side stonewall
T05E0	0	dk bn sd sd lm w/rk 10yr 3/3	0-10 cmbs	dk yw bn crs sd 10yr 5/6	10-46 cmbs			rock, middle of lane to field #5 in north edge of walled path
T05E15	1	bn sd lm 10yr 4/3	0-17 cmbs	yw bn sd 10yr 5/8	17-56 cmbs	crs gy sd 10yr 2/1	56-58 cmbs	in walled lane, 1 bottleneck clear glass 0-10 cmbs
T05E30	0	bn sd lm 10yr 4/3	0-24 cmbs	yw bn sd 10yr 5/8	24-60 cmbs	crs gy sd 10yr 2/1	60 cmbs	in walled lane
T05E45	0	dk bn sdy lm 10yr 3/3	0-23 cmbs	dk yw bn sd 10yr 5/6	23-62 cmbs	crs gy sd 10yr 2/1	62 cmbs	in walled lane
T05E60	0	wet, standing water						in entrance to field #6
T05W15	0	dk bn sdy lm 10yr 3/3	0-38 cmbs	yw bn sd 10yr 5/6	38-73 cmbs	crs gy sd 10yr 2/1	73 cmbs	in walled lane
T05W30	0	dk bn sdy lm 10yr 3/3	0-32 cmbs	dk yw bn sd 10yr 5/6	32-64 cmbs	crs gy sd 10yr 2/1	64 cmbs	in walled lane
T06E0	1	bn crs sd lm 10yr 4/3	0-23 cmbs	yw bn sd lm 10yr 5/6	23-48 cmbs	gy sd 10yr 2/1	48-51 cmbs	field #3 south of stonewall, 2 calcined bone, 1 sq. nail, 1 wire nail, shotgun shell 0-10 cmbs
T06W15	0	dk bn sd lm w/rk 10yr 4/3	0-19 cmbs	dk yw bn sd w/ gr & rk 10yr 5/6	19-47 cmbs	gy crs sd w/gr 10yr 2/1	47-48 cmbs	field #3, in path (S90W15)
T06W30	1	crs bn sd lm 10yr 4/3	0-32 cmbs	yw bn sd 10yr 5/6	32-59 cmbs			field #3. rock, 1 quartz chunk 0-20 cmbs

Excavation Summary								
STP#	Bag	AP soils	Depth	B1 soils	Depth B1	C soils	Depth C	Comments
T06W45	0	dk bn sd lm w/rk 10yr 3/3	0-24 cmbs	dk yw bn sd w/ rk 10yr 5/6	24-54 cmbs	crs gy sd w/gr 10yr 2/1	54-56 cmbs	field #3, coarse polished cobble - ancient riverbed
T06W60	0	dk bn sd lm w/rk 10yr 3/3	0-38 cmbs	dk yw bn crs sd 10yr 5/6	58-43 cmbs			field #3, rock, B1 disturbed
T07E0	0	dk bn sdy lm 10yr 3/3	0-24 cmbs	dk yw bn sd 10yr 5/6	24-55 cmbs	crs gy sd 10yr 2/1	55 cmbs	field #3
T07E15	0	dk bn sdy lm 10yr 3/3	0-22 cmbs	dk yw bn sd 10yr 5/6	22-47 cmbs	gy sd 10yr 2/1	47 cmbs	field #3, gravel
T07E30	0	dk bn sd lm 10yr 3/3	0-24 cmbs	dk yw bn sd w/ gr 10yr 4/6	24-55 cmbs			field #3, rock and root
T07W15	0	crs bn sd lm 10yr 4/3	0-30 cmbs	dk yw bn sd 10yr 5/6	30-60 cmbs			field #3, disturbed soils in path, rock, charred wood, insect nest
T07W30	0	bn sd lm 10yr 4/3	0-28 cmbs	yw bn sd 10yr 5/8	28-51 cmbs	crs gy sd 10yr 2/1	51-53 cmbs	field #3
T07W45	0	dk bn sd lm w/rk 10yr 3/3	0-16 cmbs	yw bn sd w/rk 10yr 5/8	16-50 cmbs			field #3, rock
T07W60	0	dk bn sd lm 10yr 3/3	0-16 cmbs	dk yw bn sd w/rk 10yr 5/6	16-48 cmbs	crs gy sd w/ gr 10yr 2/1	48-50 cmbs	field #3, 15 meter east of stonewall
T08E0	0	bn sdy lm w/gr 10yr 4/3	0-18 cmbs	rd bn sd w/gr 10yr 4/4	18-40 cmbs	crs gy sd 10yr 2/1	40-42 cmbs	field #3
T08E15	0	bn sd lm 10yr 4/3	0-18 cmbs	dk yw bn 10yr 5/6	18-66 cmbs	crs gy sd 10yr 2/1	66-68 cmbs	field #3
T08E30	0	crs bn sd w/gr 10yr 4/3	0-28 cmbs	yw bn crs sd 10yr 5/8	28-33 cmbs			field #3, crumbly stone and coarse rock
T08W15	0	bn sd lm 10yr 4/3	0-29 cmbs	yw bn sd 10yr 5/8	29-62 cmbs	gy sd 10yr 2/1	62-65 cmbs	field #3, in road
T08W30	0	bn sd lm w/rk in wall 10yr 4/3	0-28 cmbs	yw bn sd 10yr 5/8	28-43 cmbs			field #3, (@1 meter to east 18 <sup>th</sup> century coin - metal detectorist)
T08W45	1	bn sd lm 10yr 4/3	0-32 cmbs	yw bn sd 10yr 5/6/bn sd lm 10yr 4/3	32-42 cmbs/42-90 cmbs	gy sd 10yr 2/1	90 cmbs	field #3, 1 glass, 1 1930 wheat penny - disturbed by rodent burrow 42-90 cmbs
T08W52.5	1	crs bn sd 10yr 4/3	0-30 cmbs	yw bn sd 10yr 5/8	30-64 cmbs	cr gy sd 10yr 2/1	64 cmbs	field #3, 1 Rockingham ceramic w/brown glaze 0-10 cmbs
T08W60	1	bn sd lm 10yr 4/3	0-15 cmbs	dk yw bn sd w/rk 10yr 5/8	15-48 cmbs	gy crs sd 10yr 2/1	48-50 cmbs	field #3, plastic-leather

### Excavation Summary

STP#	Bag	AP soils	Depth	B1 soils	Depth B1	C soils	Depth C	Comments
T08W75		bn sd lm w/rk 10yr 4/3	0-30 cmbs	dk yw bn sd w/rk 10yr 5/6	30-58 cmbs	cy crs sd 10yr 2/1	58-60 cmbs	field #3
T09E0	0	dk bn sd lm 10yr 3/3	0-18 cmbs	dk yw bn sd w/gr 10yr 5/6	28-32 cmbs			field #3, rock
T09E15	1	crs bn sd lm 10yr 4/3	0-28 cmbs	yw bn sd 10yr 5/8	28-51 cmbs	gy sd 10yr 2/1	51-52 cmbs	field #3, 1 tinted window glass, 1 charcoal 0-28 cmbs
T09E30	0	bn sd lm w/gr 10yr 4/3	0-28 cmbs	dk yw bn lmy sd w/ gr & rk 10yr 5/6	28-65 cmbs	gy crs sd 10yr 2/1	65-66 cmbs	field #3
T09W15	0	crs bn sd lm 10yr 4/3	0-30 cmbs	yw bn crs sd 10yr 5/8	30-57 cmbs	gy sd 10yr 2/1	59-60 cmbs	field #3
T09W30	0	dk bn sd lm w/ gr 10yr 3/3	0-30 cmbs					field #3, rock
T09W45	0	bn sd lm 10yr 4/3	0-30 cmbs	yw bn sd 10yr 5/6	30-50 cmbs	gy sd 10yr 2/1	50-51 cmbs	field #3
T09W60	0	bn sd lm 10yr 4/3	0-24 cmbs	yw bn sd w/gr 10yr 5/8	24-55 cmbs	crs gy sd 10yr 2/1	55-56 cmbs	field #3
T09W75	0	bn sdy lm w/gr 10yr 4/3	0-30 cmbs	dk yw bn sd w/ gr 10yr 5/6	30-67 cmbs	crs gy sd 10yr 2/1	67-68 cmbs	field #3, 1 nut/bolt 1 coal 10-20 cmbs not saved, rodent burrow 40-67 cmbs
T10E0	0	bn sdy lm w/rk 10yr 4/3	0-26 cmbs	dk yw bn sd w/gr 10yr 5/6	26-48 cmbs	gy sd 10yr 2/1	48-50 cmbs	field #3, surface find 1 creamware
T10E15	0	bn sd lm 10yr 4/3	0-28 cmbs	yw bn sd 10yr 5/8	28-57 cmbs	gy sd 10yr 2/1	57 cmbs	field #3, rock in stp wall in B1 horizon
T10E30	0	bn sdy lm w/rk 10yr 4/3	0-22 cmbs	dk yw bn sd w/ gr 10yr 5/6	22-49 cmbs	pale bn sd 10yr 7/4	49-50 cmbs	field #3, 9 meters west of stonewall
T10W15	0	bn sd lm 10yr 4/3	0-43 cmbs	dk yw bn sd 10yr 5/6	43-45 cmbs			field #3, rocks, dumping area
T10W15 N7.5	0	bn sd lm 10yr 4/3	0-27 cmbs	yw bn sd 10yr 5/8	27-35 cmbs			field #3, inspection of rock near T10- W15, rocks on surface, deep soil in T10-W15 due to rock removal
T10W30	0	bn sdy lm w/rk 10yr 4/3	0-14 cmbs	dk yw bn sd w/ gr 10yr 5/6	14-46 cmbs	gy crs sd 10yr 2/1	46-47 cmbs	field #3

### Excavation Summary

STP#	Bag	AP soils	Depth	B1 soils	Depth B1	C soils	Depth C	Comments
T10W45	0	bn sd lm w/rk. 10yr 4/3	0-29 cmbs	yw bn sd 10yr 5/8	29-57 cmbs	gy sd 10yr 2/1	57 cmbs	field #3
T10W60	0	bn sdy lm w/rk 10yr 4/3	0-30 cmbs	yw bn sd 10yr 5/8	30-54 cmbs	gy crs sd 10yr 2/1	54-56 cmbs	field #3
T11E0	0	bn sd lm 10yr 4/3	0-23 cmbs	yw bn sd 10yr 5/6	23-57 cmbs	gy crs sd 10yr 2/1	57 cmbs	field #3, nut & bolt assembly not saved @10-20 cmbs
T11E15	1	dk bn sdy lm 10yr 3/3	0-17 cmbs	yw bn sd w/gr 10yr 5/6	17-43 cmbs	pale bn crs sd 10yr 7/4	43-44 cmbs	field #3, rock, 1 ironstone ceramic 10-20 cmbs
T11E30	0	bn sd lm 10yr 4/3	0-22 cmbs	yw bn sd 10yr 5/4	22-55 cmbs	gy crs sd 10yr 2/1	55 cmbs	field #3
T11W15	0	bn sdy lm w/gr 10yr 4/3	0-17 cmbs	yw bn sd w/gr 10yr 5/8	17-56 cmbs	crs gy sd 10yr 2/1	56 cmbs	field #3
T11W30	0	bn crs sd lm 10yr 4/3	0-25 cmbs	crs yw bn sd 10yr 5/8	25-45 cmbs	crs gy sd 10yr 2/1	45-47 cmbs	field #3, 1 meter north - window glass fragment on surface
T11W45	0	bn sd lm w/gr 10yr 4/3	0-24 cmbs	dk yw bn sd w/ gr 10yr 5/6	24-50 cmbs	gy crs sd 10yr 2/1	50-52 cmbs	field #3
T11W60	0	bn sd lm 10yr 4/3	0-25 cmbs	yw bn sd 10yr 5/8	25-53 cmbs	gy sd 10yr 2/1	53-58 cmbs	field #3
T11W75	1	bn sd lm w/gr 10yr 4/3	0-24 cmbs	dk yw bn sd w/ gr 10yr 5/6	24-52 cmbs	crs gy sd 10yr 2/1	52-54 cmbs	field #3 other ceramic 10-20 cmbs
T12E0	0	bn sd lm w/gr 10yr 4/3	0-16 cmbs	yw bn sd w/gr 10yr 5/8	16-48 cmbs	crs gy sd 10yr 2/1	48-50 cmbs	field #3
T12E15	1	bn sd lm w/gr 10yr 4/3	0-20 cmbs	dk yw bn sd w/ gr 10yr 5/6	20-48 cmbs	crs gy sd 10yr 2/1	48-50 cmbs	field #3, 1 ceramic 10-20 cmbs, lost
T12E30	0	bn sd lm 10yr 4/3	0-29 cmbs	yw bn sd 10yr 5/8	29-35 cmbs			field #3, 1 meter north - surface find ceramic
T12W15	0	bn sd lm 10yr 4/3	0-27 cmbs	yw bn sd 10yr 5/8	27-63 cmbs	crs gy sd 10yr 2/1	63-68 cmbs	field #3
T12W30	0	bn sd lm w/gr 10yr 4/3	0-20 cmbs	yw bn sd w/gr 10yr 5/8	20-44 cmbs	crs gy sd 10yr 2/1	44-45 cmbs	field #3
T12W45	0	bn sd lm 10yr 4/3	0-23 cmbs	yw bn sd 10yr 5/8	23- 50 cmbs	mottled B1/C gy sd 10yr 2/1	50-56 cmbs	field #3

### Excavation Summary

STP#	Bag	AP soils	Depth	B1 soils	Depth B1	C soils	Depth C	Comments
T12W60	0	bn sd lm w/gr 10yr 4/3	0-22 cmbs	dk yw bn sd 10yr 5/6	22-44 cmbs			field #3, rock, surface find in between T12-W60 and T11-W60
T12W75	0	bn sd lm 10yr 4/3	0-28 cmbs	yw bn sd 10yr 5/8	28-50 cmbs	gy sd 10yr 2/1	50-53 cmbs	field #3
T13E0	0	dk bn sdy lm 10yr 3/3	0-70 cmbs					field #3, disturbed
T13E0N2	0	dk bn sdy lm 10yr 3/3	0-34 cmbs	dk yw bn sd 10yr 4/6	34-63 cmbs	dk gy sd	63 cmbs	field #3,
T13E15	0	bn sd lm w/gr 10yr 4/3	0-18 cmbs	dk yw bn sd w/ gr 10yr 5/6	18-48 cmbs	crs gy sd 10yr 2/1	48-50 cmbs	field #3
T13W15	0	bn sd lm 10yr 4/3	0-19 cmbs	yw bn sd w/gr 10yr 5/8	19-48 cmbs	cra gy sd 10yr 2/1	48-50 cmbs	field #3
T13W30	0	bn sd lm 10yr 4/3	0-22 cmbs	dk yw bn sd w/ gr 10yr 5/6	22-46 cmbs	crs gy sd 10yr 2/1	46-47 cmbs	field #3, 1 meter east of dirt rd
T13W45	0	dk bn sdy lm 10yr 3/3	0-37 cmbs	dk yw bn sd w/ gr 10yr 5/6	37-56 cmbs	crs gy sd 10yr 2/1	56 cmbs	field #3, ceramic on surface
T13W60	0	bn sd lm w/gr 10yr 4/3	0-25 cmbs	dk yw bn sd w/ gr 10yr 5/6	25-48 cmbs	crs gy sd 10yr 2/1	48-49 cmbs	field #3
T13W75	0	dk bn sdy lm 10yr 3/3	0-32 cmbs	dk yw bn sd 10yr 5/6	32-60 cmbs	gy crs sd 10yr 2/1	60 cmbs	field #3, rocks
T14E0	0	dk bn sdy lm 10yr 3/3	0-32 cmbs	dk yw bn sd 10yr 5/6	32-61 cmbs	dk gy sd 10yr 2/4	61 cmbs	field #3
T14E15	1	bn sdy lm 10yr 4/3	0-28 cmbs	dk yw bn sd 10yr 5/6	28-53 cmbs	crs gy sd 10yr 2/1	53-55 cmbs	field #3, 1 whiteware ceramic 0-10 cmbs
T14E30	0	dk bn sdy lm 10yr 3/3	0-27 cmbs	dk yw bn sd 10yr 5/6	27-57 cmbs	crs gy sd 10yr 2/1	57 cmbs	field #3
T14W15	0	bn sd lm 10yr 4/3	0-23 cmbs	yw bn sd 10yr 5/8	23-38 cmbs			field #3, rock
T14W30		rock outcrop						field #3
T14W45	0	bn sd lm 10yr 4/3	0-27 cmbs	yw bn sd 10yr 5/8	27-56 cmbs	crs gy sd 10yr 2/1	56-58 cmbs	field #3
T15-0	0	bn sd lm 10yr 4/3	0-32 cmbs	yw bn sd lm 10yr 5/8	32-79 cmbs	crs gy sd 10yr 2/1	79-82 cmbs	field #2
T15-1	0	bn sd lm 10yr 4/3	0-27 cmbs	yw bn sd lm 10yr 5/8	27-70 cmbs	crs gy sd 10yr 2/1	70-75 cmbs	field #2
T15-2	0	bn sd lm 10yr 4/3	0-25 cmbs	yw bn sd lm 10yr 5/8	25-60 cmbs	crs gy sd 10yr 2/1	60-62 cmbs	field #2
T15E30	0	bn sd lm 10yr 4/3	0-23 cmbs	yw bn sd w/gr 10yr 5/8	23-50 cmbs	gy crs sd 10yr 2/1	50-56 cmbs	field #3
T16-0	0	bn sd lm w/rk 10yr 4/3	0-26 cmbs	yw bn sd w/rk 10yr 5/8	26-58 cmbs	crs gy sd 10yr 2/1	58-60 cmbs	field #2

### Excavation Summary

STP#	Bag	AP soils	Depth	B1 soils	Depth B1	C soils	Depth C	Comments
T16-1	0	bn sd 10yr 4/3	0-24 cmbs	yw bn sd w/gr 10yr 5/8	24-64 cmbs	crs gy sd 10yr 2/1	64-65 cmbs	field #2
T16-2	0	bn sd w/gr & rk 10yr 4/3	0-22 cmbs	yw bn sd w/gr & rk 10yr 4/6	22-50 cmbs			field #2, rock
T16-3	0	bn sdy lm 10yr 4/3	0-20 cmbs	dk yw bn sd 10yr 5/6	20-40 cmbs			field #2, rock
T17		not used						
T18-0	0	bn sdy lm w/gr & rk 10yr 4/3	0-20 cmbs	yw bn crs sd w/gr & rk 10yr 5/8	20-47 cmbs	crs gy sd 10yr 2/1	47-48 cmbs	field #4, 15 meter off south wall running east/west and 10 meter west of wall running north/south
T18-1	0	dk bn sdy lm 10yr 3/3	0-24 cmbs	dk yw bn sd 10yr 5/6	24-53 cmbs	dk gy sd 10yr 2/4	53 cmbs	field #4
T18-2	0	bn sd lm w/gr & rk 10yr 4/3	0-22 cmbs	dk yw bn sd w/gr 10yr 5/6	22-48 cmbs	crs gy sd 10yr 2/1	48-50 cmbs	field #4
T18-3	0	dk bn sdy lm 10yr 3/3	0-27 cmbs	dk yw bn sd w/gr 10yr 5/6	27-48 cmbs	dk gy sd 10yr 2/4	48 cmbs	field #4, stp closest to wall entrance
T18-4	0	bn sd lm w/gr 10yr 4/3	0-17 cmbs	yw bn sd w/gr 10yr 4/6	17-56 cmbs	gy sd 10yr 2/1	56 cmbs	field #4
T18-5	0	dk bn sdy lm 10yr 3/3	0-31 cmbs	dk yw bn sd 10yr 5/6	31-48 cmbs	dk gy sd 10yr 2/4	48 cmbs	field #4. 15 meters off stonewall
T18-6	0	dk bn sdy lm 10yr 3/3	0-38 cmbs	dk yw bn sd 10yr 5/6	38-55 cmbs	dk gy sd 10yr 2/4	55 cmbs	field #4, no smooth cobble present
T19-0	0	bn sd lm w/gr 10yr 4/3	0-30 cmbs	yw bn sd w/gr 10yr 5/8	30-56 cmbs	crs gy sd 10yr 2/1	56-58 cmbs	field #4, polished cobble in C horizon - old riverbed
T19-1	0	bn sd lm w/gr 10yr 4/3	0-22 cmbs	dk yw bn sd 10yr 5/6	22-64 cmbs	crs gy sd 10yr 2/1	64-65 cmbs	field #4, polished cobble in C horizon, 15 meter west of stonewall
T19-2	1	dk bn sdy lm 10yr 3/3	0-24 cmbs	dk yw bn sd 10yr 5/6	24-65 cmbs	crs gy sd 10yr 2/1	65 cmbs	field #4, polished cobble present in C horizon, 1 nail 0-10 cmbs
T20-0	0	bn sd lm 10yr 4/3	0-27 cmbs	yw bn sd lm 10yr 5/8				access road running north on east side of field #3 stonewall, 10 meter off wall - roots

### Excavation Summary

STP#	Bag	AP soils	Depth	B1 soils	Depth B1	C soils	Depth C	Comments
T20-1	0	bn sd lm 10yr 4/3	0-21 cmbs	yw bn sd lm 10yr 5/8	21-35 cmbs			access road running north on east side of field #3 stonewall, 10 meter off wall, roots
T20-2	0	dk bn sdy lm w/rk 10yr 3/3	0-30 cmbs	dk yw bn sd 10yr 5/6	30-60 cmbs	standing water	60 cmbs	access road running north on east side of field #3 stonewall
T20-3	0	bn sd lm 10yr 4/3	0-24 cmbs	yw bn sd lm 10yr 5/8	24-53 cmbs	gy sd 10yr 2/1 standing water	53 cmbs	access road running north on east side of field #3 stonewall
T20-4	0	dk bn sdy lm 10yr 3/3	0-16 cmbs	yw bn sd 10yr 5/8	16-43 cmbs	crs gy sd 10yr 2/1 standing water	43-44 cmbs	access road running north on east side of field #3 stonewall, 10 meter off wall
T20-5	0	bn sdy lm 10yr 4/3	0-27 cmbs	yw bn sd lm 10yr 5/8	27-53 cmbs	gy sd 10tr 2/1	53-56 cmbs	access road running north on east side of field #3 stonewall, 9 meter off wall
T20-6	0	dk bn sdy lm 10yr 3/3	0-17 cmbs	yw bn sd 10yr 5/8	17-58 cmbs	crs gy sd 10yr 2/1	58-60 cmbs	at edge of intersection with walled lane
T21-0	0	dk bn mud 10yr 3/3	0-20 cmbs					access road to the east
T21-1	0	wetland						access road to the east
T21-2	0	wetland						access road to the east, at surveyors stake
T21-3	0	wetland						access road to the east
T21-4	0	wetland						access road to the east, at surveyors stake
T21-5	0	wetland						access road to the east
T21-6	0	wetland						access road to the east, at surveyors stake
T21-7	0	disturbed						access road to the east, 15 meter west of stonewall, 5

### Excavation Summary

STP#	Bag	AP soils	Depth	B1 soils	Depth B1	C soils	Depth C	Comments
								meters west of brook
T22-0	1	bn sd lm 10yr 4/3	0-30 cmbs	yw bn sd lm 10yr 5/8	30-60 cmbs	gy sd 10yr 2/1	60-62 cmbs	field #2, 15 meter south of T16-0, access road to Kinney Rd, 1 metal 10-20 cmbs
T22-1	0	bn sdy lm w/gr 10yr 4/3	0-20 cmbs	yw bn sd w/gr 10yr 5/8	20-53 cmbs	crs gy sd 10yr 2/1	53-54 cmbs	field #2, access road to Kinney Rd, stp in existing road
T22-10	0	dk bn sd lm w/ rk & rt 10yr 3/3	0-26 cmbs	yw bn sd 10yr 5/8 - wet	26-50 cmbs			field #1, last stp on access road to Kinney Rd, root and rock - very wet B horizon
T22-2	0	bn sd lm 10yr 4/3	0-40 cmbs	yw bn sd lm 10yr 5/8	40-42 cmbs			field #2, access road to Kinney Rd
T22-3	0	bn sd lm 10yr 4/3	0-28 cmbs	yw bn sd lm 10yr 5/8	28-58 cmbs	crs gy sd 10yr 2/1	58-60 cmbs	field #2, access road to Kinney Rd
T22-4	1	bn sd lm 10yr 4/3	0-33 cmbs	yw bn sd lm 10yr 5/8 - mottled bn soil	33-61 cmbs	gy sd 10yr 2/1	61-75 cmbs	field #2, access road to Kinney Rd, disturbed soils, dumping site on north edge of stonewall, 1 redware 25-33 cmbs
T22-5	0	dk bn sd lm 10yr 3/3	0-22 cmbs	dk yw bn sd - wet 10yr 5/6	22-50 cmbs			field #1, 10 meter south of stonewall - technically wetland, access road to Kinney Rd
T22-6	0	bn sd lm 10yr 4/3	0-18 cmbs	yw bn sd lm 10yr 5/8- standing water	18-44 cmbs			field #1, access road to Kinney Rd, technically wetland - standing water
T22-7	0	bn sd lm 10yr 4/3	0-20 cmbs	yw bn sd 10yr 5/8	20-49 cmbs	gy sd 10yr 2/1	49-50 cmbs	field #1, access road to Kinney Rd
T22-8	0	bn sd lm 10yr 4/3	0-26 cmbs	yw bn sd 10yr 5/8	26-57 cmbs	gy sd 10yr 2/1	57-58 cmbs	field #1, access road to Kinney Rd, edge of existing road
T22-9	0	bn sd lm 10yr 4/3	0-16 cmbs	yw bn sd 10yr 5/8	16-47 cmbs	crs gy sd 10yr 2/1	47-48 cmbs	field #1, access road to Kinney Rd
T23-0	0	bn sd 10yr 4/3	0-30 cmbs	yw bn sd 10yr 5/8	30-70 cmbs	crs gy sd 10yr 2/1	70 cmbs	field #6, 5 meter east of stonewall, disturbed

### Excavation Summary

STP#	Bag	AP soils	Depth	B1 soils	Depth B1	C soils	Depth C	Comments
T23-1	0	dk bn slt 10yr 3/3	0-25 cmbs	dk yw bn slt 10yr 5/6	25-52 cmbs	dk gy slt 10yr 2/4	52 cmbs	field #6, oxidized B horizon
T23-2	0	bn sd 10yr 4/3	0-32 cmbs	yw bn slt sd 10yr 5/8	32-61 cmbs	gy bn cl 10yr 2/1	61-63 cmbs	field #6
T23-3	0	dk bn slt 10yr 3/3	0-27 cmbs	dk yw bn slt 10yr 5/6	27-54 cmbs	gy bn cl 10yr 2/4	54 cmbs	field #6
T23-4	0	bn sd 10yr 4/3	0-15 cmbs	yw bn slt sd w/rk 10yr 4/6	15-68 cmbs	dk gy cl 2/4	68-70 cmbs	field #6
T23-5	0	dk bn slt 10yr 3/3	0-22 cmbs	dk yw bn slt 10yr 5/8	22-62 cmbs	dk gy cl 10yr 2/4	62 cmbs	field #1, oxidized soils
T24.4N7. 5	1	bn slt 10yr 4/3	0-20 cmbs	yw bn sd w/oxidization 10yr 5/8	20-56 cmbs	crs gy sd 10yr 2/1	56-58 cmbs	field #6, flood plain, 1 pearlware ceramic 0-10 cmbs
T24-0	0	bn sd lm 10yr 4/3	0-25 cmbs	yw bn sd 10yr 5/8	25-58 cmbs	crs gy sd 10yr 2/1	58-60 cmbs	field #1
T24-1	0	bn sd lm 10yr 4/3	0-25 cmbs	yw bn sd 10yr 5/8	25-60 cmbs	gy cl 10yr 2/1 - hard pan	60-64 cmbs	field #1
T24-2	0	bn sd lm 10yr 4/3	0-23 cmbs	yw bn sd w/gr 10yr 5/8	23-62 cmbs	crs gy sd 10yr 2/1 w/oxidation	62-63 cmbs	field #1
T24-3	1	bn sd lm 10yr 4/3	0-20 cmbs	yw bn sd 10yr 5/8	20-54 cmbs	gy sd 10yr 2/1 w/oxidation	54-60 cmbs	field #1, flood plain, 1 metal 0-20 cmbs
T24-4	1	bn sd w/rk 10yr 4/3	0-24 cmbs	yw bn sd w/rk 10yr 5/8	24-49 cmbs	cy crs sd 10yr 2/1	49-50 cmbs	field #1, large boulder to the north lines up between T24-1 & T24-2 @45 meters north, 1 ceramic, modern cloth covered wire not saved
T24-5	0	bn sd lm w/rk 10yr 4/3	0-27 cmbs	yw bn sd 10yr 5/8	27-40 cmbs	gy sd 10yr 2/1 w/oxidation	40-54 cmbs	field #1, flood plain
T25-0	0	bn sd lm w/rk 10yr 4/3	0-22 cmbs					field #1, 10 meter east of stonewall, rock
T25-1	0	bn sd lm w/rk 10yr 4/3	0-20 cmbs	yw bn sd 10yr 5/8	20-60 cmbs	gy sd 10yr 2/1 w/oxidation	60-62 cmbs	field #1, flood plain
T25-2	0	bn sd lm 10yr 4/3	0-18 cmbs	yw bn sd 10yr 5/8	18-50 cmbs	crs gy sd 10yr 2/1 w/oxidation	50-52 cmbs	field #1, surface find 1 ceramic 1 meter south of stp
T25-3	0	bn sd lm 10yr 4/3	0-24 cmbs	yw bn sd 10yr 5/8	24-38 cmbs	crs sd 10yr 2/1 w/oxidation	38-41 cmbs	field #1, flood plain, stp in shallow

Excavation Summary								
STP#	Bag	AP soils	Depth	B1 soils	Depth B1	C soils	Depth C	Comments
T25-4	0	bn sd lm w/rk 10yr 4/3	0-18 cmbs	yw bn sd w/rk 10yr 5/8	18-52 cmbs	crs gy sd 10yr 2/1 w/oxidation	52-54 cmbs	field #1, flood plain
T25-5	0	bn sd lm 10yr 4/3	0-21 cmbs	yw bn sd 10yr 5/8	21-54 cmbs	crs gy sd 10yr 2/1	54-58 cmbs	field #1
T26-3	0	bn sd lm 10yr 4/3	0-13 cmbs	yw bn sd 10yr 5/8 w/oxidation	13-47 cmbs	gy sd 10yr 2/1	47 cmbs	field #1
T26-4	1	bn sd lm 10yr 4/3	0-33 cmbs	yw bn sd 10yr 5/8	33-58 cmbs	crs gy sd 10yr 2/1 w/oxidation	58-60 cmbs	field #1, evidence of metal detecting nearby, 2 metal fragments, 1 ceramic 10-20 cmbs
T26-5	0	bn sd lm 10yr 4/3	0-17 cmbs	dk yw bn crs sd 10yr 5/6 w/mottling	17-48 cmbs	crs gy sd 10yr 2/1 w/oxidation	48-50 cmbs	field #1, mottled soil lens at @22 cmbs, flooding event, flood plain

Table 3: Artifact Catalog

ID #	STP#	Phase	Artifact	Qty	Material	Description	Depth	Soil	Comments
1.0	T5E15	1	glass	1	glass	clear glass bottle neck w/seam	0-10 cmbs	AP	field #5, late 19 <sup>th</sup> - early 20 <sup>th</sup> century
2.0	T6E0	1	lithic	2	faunal	calcined bone	10-20 cmbs	AP	field #3, S90E0
3.0	T6E0	1	metal	1	wire	wire nail	10-20 cmbs	AP	field #3, 1810-1900s
4.0	T6E0	1	metal	1	iron	machine-cut square nail frag.	10-20 cmbs	AP	field #3, 1810-1900s
5.0	T6W30	1	lithic	1	quartz	chunk w/ cortex	0-20 cmbs	AP	field #3
6.0	T8W45	1	glass	1	glass	tinted window glass-flat	10-20 cmbs	AP	field #3
7.0	T8W45	1	metal	1	copper	1930 wheat penny	10-20 cmbs	AP	field #3
8.0	surface	1	lithic	1	quartz	chunk w/ cortex	surface find		field #3, T8E0
9.0	T8W52.5	1	ceramic	1	earthenware	Rockingham - brown glaze	0-10 cmbs	AP	field #3, mid-19th century
10.0	T8W60	1	fabric	1	leather	unidentified - small strap	10-20 cmbs	AP	field #3, plastic?
11.0	T9E15	1	glass	1	glass	tinted window glass-flat	0-28 cmbs	AP	field #3

Table 3: Artifact Catalog

ID #	STP#	Phase	Artifact	Qty	Material	Description	Depth	Soil	Comments
12.0	surface	1	ceramic	1	earthenware	whiteware rim frag./plate	surface find		field #3, T10E0, 1820-current
13.0	T11E15	1	ceramic	1	earthenware	Ironstone frag.	0-10 cmbs	AP	field #3, 1815-1900s
14.0	T11W75	1	lithic	1	earthenware	unidentified frag., brown gaze	10-20 cmbs	AP	field #3
15.0	surface	1	ceramic	1	earthenware	pearlware-bowl/vase base frag.	surface		field #3, 1775-1890, 1 meter north T12E30
16.0	surface	1	ceramic	1	earthenware	hand-painted green-dark red polychrome pearlware frag. curved	surface		field #3, 1795-1820, 7.5 N X 7.5 meter of T12W60
17.0	T14E15	1	ceramic	1	earthenware	whiteware-possible rim frag	0-10 cmbs	AP	field #3, 1820-current
18.0	T19-2	1	metal	1	iron	nail frag., machine-cut	29 cmbs	B1	field #4, 1810-1900s, south side wall
19.0	T22-0	1	metal	1	tin/aluminum	rim fragment/can	10-20 cmbs	AP	access rd
20.0	T22-4	1	ceramic	1	earthenware	redware -	25-33 cmbs	AP	access rd, possible modern-north edge of wall, 20 <sup>th</sup> century
21.0	T24-4	1	ceramic	1	earthenware	whiteware w/ blue transfer pint	10-20 cmbs	AP	access rd, 1820-current
22.0	surface	1	ceramic	1	earthenware	hand-painted pearlware frag. blue stripe - teacup	surface		field #6, 1775-1890, 1 meter north of 25-5
23.0	surface	1	glass	1	glass	dark green thick bottle glass frag. curved	surface		field #6, 3 meter west of T25-1
24.0	surface	1	ceramic	1		gray bodied w/gray glaze - curved, unidentified	surface		field #6, 1 meter north of T25-2
25.0	T24-4N7.5	1	ceramic	1	earthenware	pearlware frag.	0-10 cmbs	AP	field #6, 1775-1890
26.0	T25-1	1	glass	1	glass	aqua bottle glass, thick-apothecary	10-20 cmbs	AP	field #6, 1850-1915, "THE" embossed
27.0	T26-4	1	metal	2	iron	nail frag.	10-20 cmbs	AP	field #6,
28.0	T26-4	1	ceramic	1	earthenware	creamware	10-20 cmbs	AP	field #6, 1762-1820
		1							
29.0	T8E0	1	metal	1	iron	nail/drill frag.	0-10 cmbs	AP	field #3, metal detecting

Table 3: Artifact Catalog

ID #	STP#	Phase	Artifact	Qty	Material	Description	Depth	Soil	Comments
									10 meter west of T7E0
30.0	T13E0	1	metal	1	iron	machine-cut nail frag.	0-10 cmbs	AP	field #3, 1810-1900s, metal detecting 2 meter west of T13E0
31.0	T13E0	1	metal	1	iron	harrow blade-plow	0-10 cmbs	AP	field #3, metal detecting -large boulder on surface
32.0	T13W75	1	metal	1	iron	machine-cut nail frag.	0-10 cmbs	AP	field #3, 1810-1900s, metal detecting, within 1 meter south of T13W75
33.0	T16E0	1	metal	1	iron	machine-cut nail	0-10 cmbs	AP	field #2, 1810-1900s, metal detecting within 4 meter west of T16-0
34.0	T6W60	1	metal	1	iron	machine-cut nail frag.	0-10 cmbs	AP	field #3, 1810-1900s, metal detecting, 5 meter west of T6W60
35.0	T14E0	1	metal	1	zinc	unidentified fused white scrap metal	0-10 cmbs	AP	field #3, metal detecting- 1 meter south T14E0

### Conclusions and Recommendations

The Phase I Archaeology Reconnaissance Survey for the Hebron Public Works Facility entailed a visual assessment of the landscape, subsurface testing and land deed research. A total of 147 STPs were inspected with a total of 18 STPs yielding historic ceramics, window and bottle glass, a 1930 wheat penny, machine-cut and wire nails. Two quartz lithics were also identified. As mentioned above, the fields within the APE have been subject to agricultural practices over the years and to some extent by intensive metal detection that further impacted site integrity. As a result of cultural and natural disturbances and the low artifact count per STP, it was determined a Phase II would not provide additional archaeological information regarding land use. However, title search of land deeds, probate documents and census data provided additional information on

19<sup>th</sup> century history through connecting the Gilbert and possibly Backus estates to this field system.

In terms of National Register eligibility, this specific APE of 11 acres does not meet the criteria for the Federal Register in regard to the archaeology, therefore a Phase II archaeological survey is not recommended. As the field system within the APE is so remote, construction of the Public Works facility, depending on the height of structures such as the salt shed, should not be visible from the Historic District to the north. However, for National Register Criteria B, pertaining to the association with the land to prominent individuals, such as Judge Sylvester Gilbert and to the Levi S. Backus' family members, the APE may fall within this category. Also the connection with the property to the Gilbert family heirs and the population cluster of a small community of deaf individuals who shared similar life experiences is unique and compelling. For this reason, whenever feasible, it is recommended that preservation of stonewalls, or section of wall be considered during the planning process or incorporated into current or future designs. From an historical perspective, stonewalls delineate the boundaries of field systems and other form of real estate. Although probate records do reference fencing existed in the 19<sup>th</sup> century, some walls date to at least 1846 and others may date back to the earliest divisions within the town in early 18<sup>th</sup> century. The walled lane on the north of field #3 is of interest as it once provided access or rights of way to pass through the fields to Rte. 85. Sections of the lane are still visible on the west side bound just outside the current APE. Lastly, two white oak trees of great age still stand on the property Refer to photographic images in fig. 28 & 29.

Furthermore, it is recommended that additional archaeology and title search is merited for the Gilbert and Backus estates if future modifications are made to the existing plan. This is in specific regard to field #1 along Kinney Rd and land at the intersection of Rte. 85 and Kinney Rd - the site where the Backus tannery operated. The publication "Lost Mills Sites in Hebron, Connecticut" (Symonds) reference the RBT1 Ezra Backus Mill in close proximity to the tannery. Probate records infer the fields located to the north near Rte. 66 are in closer proximity to old farmsteads or dwellings. These issues suggest future research or consideration is needed based on the land deed research and in addition to what is known of Henry Peters' landholdings along Main St/Rte. 66 from prior archaeological surveys.

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Appendix A: Site Photographs



Fig. 16 Field #1 view facing north over proposed access road, possibly the southern mowing field mentioned in Gilbert probate. Note old white oak in center of photograph



Fig. 17 Field #2 Looking toward northwest corner of field to stonewall bounding field #3. This is area that shows up as an orchard on the 1934 aerial.



Fig. 18 Field #3 facing toward the south



Fig. 19 View facing southwest over field #3 toward entrance to field #4.



Fig. 20 Field #4 facing toward the north toward walled lane



Fig. 21 Field #5 facing north toward location where there is drainage for the fields



Fig. 22 Field #6 facing north



Fig. 23 Walled lane facing west between field #3 on south (left) and field # 5 & 6 on north (right)



Fig. 24 Area of proposed access road on east side of field #3 heading north and connecting to field #6. Ancient white oak on right side of path



Fig. 25 Field #7 facing northeast toward Colebrook Village and proposed access road.



Fig. 26 View facing east toward brook, stonewall on Colebrook Village complex



Fig. 27 View facing north toward proposed access road connection to Colebrook Village



Fig. 28 Ancient white oak on east side of dirt road south of field #5 and east of field #3



Fig. 29 Ancient white oak at southern wall of field #2

Appendix B: Artifact photographs



Fig. 30 T26-5 creamware sherd @10-20 cmbs/AP soil



Fig. 31 T6-0 iron machine-cut nail fragment @10-20 cmbs/AP soil



Fig. 32 T25 aqua bottle glass, apothecary @10-20 cmbs, AP/topsoil



Fig. 33 On edge of T13E0 iron harrow blade - metal detecting



Fig. 34 Surface find between T12W60, hand painted pearlware



Fig. 35 Surface find 1 meter north of T25-5, hand painted pearlware

Appendix C:



Fig. 36 Public Works location plan (conceptual), Nathan L. Jacobson & Associates, Inc.



Fig. 37 Public Works location plan (conceptual). Plan does not show stonewalls. Nathan L. Jacobson & Associates, Inc.

Appendix D: Letters from SHPO



State Historic Preservation Office  
Department of Economic and Community Development

November 5, 2021

Ms. Danielle Marzitelli  
Nathan L. Jacobson & Associates, Inc.  
86 Main Street, P.O. Box 337  
Chester, CT 06412  
(sent only via email to [dmarzitelli@nlja.com](mailto:dmarzitelli@nlja.com))

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

Dear Ms. Marzitelli:

The State Historic Preservation Office (SHPO) has reviewed the referenced project in response to your request for our comments regarding potential effects to historic properties. SHPO understands that the Town of Hebron is planning to develop a portion of an 88.6 acre parcel that will include a new office building, garage, storage structures, and related infrastructural improvements. The proposed project will require a Stormwater Discharge permit issued by the Department of Energy and Environmental Protection through the authority of the Environmental Protection Agency; therefore, it is subject to review by this office pursuant to the Connecticut Environmental Policy Act and Section 106 of the National Historic Preservation Act.

The project parcel is situated adjacent to and southeast of the Hebron Center Historic District, a property listed on the National Register of Historic Places. As described in your project description, an archaeological survey that identified a potentially significant archaeological site was completed as part of a previously proposed project. Based on information on file at our office, however, the survey does not appear to include the currently proposed project area. Rather, it was centered along the current extent of John E. Horton Boulevard. As demonstrated by this survey, the area possesses environmental characteristics frequently associated with archaeological sites. For this reason, SHPO requests that a professional cultural resources reconnaissance survey be completed prior to construction. SHPO acknowledges that portions of the property have been subjected to prior ground disturbances, but their extent is not known. Subsurface archaeological testing should assess all areas of anticipated ground disturbance that are considered to have a moderate/high sensitivity for containing significant archaeological deposits, unless sufficient research or fieldwork documents that this level of effort is unwarranted. All work should be in compliance with our *Environmental Review Primer for Connecticut's Archaeological Resources* and no construction or other project-related ground disturbance should be initiated until SHPO has had an opportunity to review and comment upon the requested survey.

This office looks forward to additional consultation. Do not hesitate to contact Catherine Labadie, Staff Archaeologist and Environmental Reviewer, for additional information at (860) 500-2329 or [catherine.labadie@ct.gov](mailto:catherine.labadie@ct.gov).

Sincerely,

Jonathan Kinney  
Deputy State Historic Preservation Officer

450 Columbus Blvd., Suite 5 | Hartford, CT 06103 | P: 860.500.2300 | [ct.gov/historic-preservation](http://ct.gov/shpo/historic-preservation)

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Mr. Jonathan Kinney  
State Historic Preservation Officer  
Department of Economic & Community Development  
450 Columbus Boulevard, Suite 5  
Hartford, CT 06103

October 19, 2022

RE: Prof. Robert Thorson and the stone wall laneways at 17 Kinney Road in Hebron.

Dear Mr. Kinney,

I would like to bring to your attention emerging information regarding the historic stone wall laneways found at 17 Kinney Road in Hebron, the site of the proposed Public Works facility. These important stone wall laneways are noted in the Phase I Archeology Report submitted to the State Historic Preservation Office by Dr. Sarah Holmes. Recent conversations with Prof. Robert M. Thorson of the University of Connecticut, Earth Science Department and The Stone Wall Initiative, have added to the significance of these stone wall laneways. As you likely know, Prof. Thorson is considered the leading authority in stone wall research in New England and his book "Stone by Stone" is an important tool in the understanding and research of stone walls. Attached is a brief description of Prof. Thorson's observations and interpretation of available information. I shared the information with Hebron's Board of Selectmen and the Public Building Committee and I would like SHPO to be aware of it as well.

Prof. Thorson has documented a "compelling" connection between the three stone wall laneways and the underlying glacial "lodgment till" soil at 17 Kinney Road. This is the most important and high-quality agricultural soil available, with the largest patch in the area located on Kinney Road. He overlaid the maps of the laneways and the soil types and called the alignment of the stone wall laneways and the lodgment till soil "just beautiful." This soil deposit is "the most precious resource" historically and currently, comprising less than 20% of the soil in Connecticut, probably somewhere between 10% and 15%. The lodgment till soil was highly productive and reserved for cereal grains and grass, protected from damage by roaming livestock. He stated that this location has the potential to illustrate evidence of a significant collective community effort to protect this important soil by controlling livestock and preserving these highly productive fields. He noted the preservation of 17 Kinney Road is important "because this is a larger state wide concept and this may be the best place to show and illustrate it." Prof. Thorson continues to state, "In terms of historic significance, and if my hypothesis is true (verified by other sources), then this can be considered an excellent example, perhaps best in state, where the community really got organized to maximize land potential." I believe information is available that will verify Prof. Thorson's hypothesis.

The attached document includes the following observations provided by Prof. Thorson,

“Laneways identified by Kevin Tulimieri on 1934 Fairchild Aerial Photo (below) superimposed on composite map (above) showing Northwest-shaded LiDar imagery, digital elevation model (DEM with green rising in elevation to yellow, red, brown, white) and USGS Quaternary geology map (Stone et al, 2005). Red and blue circles approximate east and west end of massive wall laneways. Yellow dashed line shows glacial grain (streamlined topography), which perfectly overlaps geological contact of lodgment till (dark greenish brown to west) and stonier, rougher meltout till (gray-brown to east). Thorson notes that the east termination of laneways (red) parallel the glacial grain just west of the important contact, suggesting they guide livestock to and from rough pasture to east on poor land through cultivated or hayed land to west. Western (blue) ends coincide with termination of flatter land on broad plateau of lodgment till above intervening valley. The preliminary meta-interpretation is that the laneways were a capital-intensive improvement to guide livestock between the main road (Church Street) and the rough pasture to east through better land (center). Given the mass of the stone walls in the vicinity, some were likely hauled west from the rough pasture. Zooming out on the Quaternary map, this is the largest patch of excellent soil (lodgment till) in the vicinity, helping explain the commitment to stone walling.”

In conversation, and in “Stone by Stone,” Prof. Thorson notes that the peak of stone wall construction in Connecticut was about 1799. With the economic and population expansion of the New Republic era, post-Revolutionary War labor combined a widespread desire to improve the land and agriculture. The result was a surge in the creation of stone walls throughout the area. One of the most important early 19th century owners of a large section of the parcel at 17 Kinney Road in Hebron was Governor John S. Peters (1772-1858). In a recently discovered manuscript autobiography, John S. Peters reports on his return to Hebron and the expansion of his farming activities, likely starting between 1795 and 1805, “I then overlooked the business of improving my farms, building large walls & making the land productive. I had built a house of brick in 1806, & an office in 1816 on land in the center of the town which I bought of Sylvester Gilbert, Esqr. in 1805... I bought in 1808 of Judah Porter 23 acres of land on the east side of sd. Road - & in 1820 of George O. Gilbert 27 acres north of the Porter lot, together the whole of the old Barber lot (so called).” A “lane” is specifically mentioned in a deed between Sylvester Gilbert and John S. Peters dated 1816. As noted by Sylvester Gilbert, the parcel included “bounded West by the road leading to the Green... East by my own land & North by land I formerly bought of the heirs of Col. Obadiah Hosford, deceased, and a lane I bought of Geo. O. Gilbert, Esqr... The tract sold is called the Wass lot & contains about 27 acres.” Please find attached pages 1, 4 and 5 from the John S. Peters manuscript memoir and the Sylvester Gilbert deed of 1816 for you reference.

Additional information is also emerging on Governor John S. Peters also includes extensive account book and ledger documentation connecting him to the free Black community in Hebron. This includes involvement with Cesar Peters (ca.1750-1814), his sons Henry Peters (1788-1862) and Cesar Peters II (b.1787) their neighbor Lewd / Lude Barber (ca.1784-1854). Please find attached images of a small example of the extensive entries in the John S. Peters Ledgers. In combination with Prof. Thorson's research, the connections to John S. Peters and the free Black community are enhancing the importance of the stone wall laneways found at 17 Kinney Road.

The stone wall laneways and the land on which they occupy are a valuable asset for the town of Hebron, the State of Connecticut and beyond. Their preservation, and the preservation of the landscape in which they exist, is vital as part of Hebron's cultural, economic and social identity.

Thank you for your time and consideration. Please let me know if you have any questions.

Sincerely,

Kevin J. Tulumieri

110 Kinney Road  
Amston, CT 06231

## Donna Lanza

---

**From:** Kevin J. Tulimieri <kjt.history@gmail.com>  
**Sent:** Monday, November 28, 2022 12:11 PM  
**To:** Board of. Selectmen; Donna Lanza  
**Cc:** Andy Tierney  
**Subject:** Public Works - Transfer Station Suggestions  
**Attachments:** KJT PBC suggestions transfer station 10 12 22.docx

Dear Chairman Larson and the Board of Selectmen,

Please find a letter to the Public Building Committee dated October 12, 2022 that I would like the letter entered into the Public Record of the Board of Selectmen. The letter contains suggestions on moving the Transfer Station to a new location and allowing the Public Works to expand on its current location. I believe several of these sites provide a feasible option to placing a new facility at 17 Kinney Road.

Please let me know if you have any questions.

Sincerely,

Kevin J. Tulimieri  
110 Kinney Road  
Amston

Public Building Committee  
Chairman Wayne Warwick  
RE: Proposed Public Works Facility

October 12, 2022

Dear Chairman Warwick and members of the Public Building Committee,

Thank you for your time, effort and careful consideration of the proposed Public Works facility. A wide variety of residents addressed your meeting on September 19, 2022 and voiced considerable concerns and significant opposition to placing a Public Works facility at 17 Kinney Road. As noted in the letter by William Warzecha, which was presented to the PBC on September 19, 2022, "DEEP ranks public works garages due to, among other things, the storage and handling of deicing agents (granular salt and sand/salt mixes and liquid brine), truck washing, and fuel storage facilities for trucks, vehicles and other machinery, as a land use that poses a significant risk to ground water quality and to the domestic wells topographically downgradient of the site. Ground water for the site and vicinity is classified by the CT DEEP as GA, which means it is suitable for drinking without treatment. The residential properties on Kinney Road and Millstream Roads topographically downgradient of the proposed facility are served by domestic wells that tap either the underlying fractured bedrock or shallow dug wells that tap the overburden ground water. Ground water from the proposed site in both the overburden glacial sediments and fractured bedrock flows north to south. Consequently, releases of any pollutant or pollutants emanating from the proposed facility poses a definite risk to drinking water well quality to the homes on Kinney and Millstream Roads." This clear warning from a professional hydrogeologist and supervising environmental analyst with 36-years-experience at Connecticut's Department of Energy and Environmental Protection needs to be heeded and alternative plans explored immediately.

The PBC's September 19th presentation stated that no suggestions regarding the proposed Public Works project have been received from the public. It would be helpful if the PBC would provide the public with an email address for these suggestions. I urge the PBC to advise the Board of Selectmen and the residents of Hebron on the option of relocating the Transfer Station and allow Public Works to expand on the current site at Old Colchester Road. The relocation of the Transfer Station would not present the same high level of risk to the environment as relocating the Public Works to a new site. I believe there are a variety of possible locations, several of which are included in the PBC's August 19, 2021 presentation on the "Evaluation, Study and Recommendations" for a proposed Municipal Complex.

In that presentation, the current Transfer Station is identified as occupying 1.8 acres. Certainly an increase to a site with 2.5 or even 5 acres would be favorable and easy to locate. The Eversource property adjacent to the current Transfer Station is shown on "Vacant Land Map #148, 616 Old Colchester Rd., Parcel 17-7B." I see two possibilities, occupying the small triangle of land on Old Colchester Road or creating an access road to the flatter area near the middle of the property or further south along Old Colchester Road.

Although man-made wetlands may be present, I believe the Transfer Station could be constructed to pose little or no risk. Along with the Eversource land option, I would suggest the PBC explore the United States Environmental Protection Agency's Landfill Reclamation program, which can be found at <https://www.epa.gov/sites/default/files/2016-03/documents/land-rcl.pdf>. While this program is geared towards expanding landfill space, perhaps it can be used to expand access to a new Transfer Station or perhaps additional Public Works storage. An area of access could be constructed between the steep slope and the identified wetlands, opening up a large relatively flat area for a new Transfer Station site.

I suggest that a highly desirable site for a new Transfer Station would be the property titled "Vacant Land Map #96, Old Colchester Road, Parcel 12-18". This parcel features 26.59 acres located at the intersection of Rte. 85 / Church Street and Old Colchester Road. This property offers ample space for an expanded Transfer Station and the added benefit of keeping traffic on Rte. 85 / Church Street and out of neighborhoods. The location is centrally located and flat, offering ease of access and construction. The wetlands and woods at the rear of the property would also offer a natural buffer to the few residential homes nearby.

Adjacent to the current Public Works facility is "Vacant Land Map N/A, 540 Old Colchester Road, Parcel 18-7". This parcel of 62 acres offers a large front section connected to a larger back section by a narrow neck. The small front section is certainly much larger than the current Transfer Station. From the map it appears possible to access the south western corner of the larger section around the edge and the back of the current landfill. Again, perhaps the EPA Landfill Reclamation program could offer additional areas of access.

Identified on "Vacant Land Map #99, 168 Church Street, Parcel 12-53, is a 40.92 acre lot with a wide road frontage on Rte. 85 / Church Street. This long and deep section of land would allow for traffic to access the Transfer Station directly from a main road and allow a significant buffer to the few surrounding residential properties. The Transfer Station would pose little environmental risk and a wide buffer can be given to the on-site wetlands and the Jeremy River.

An available parcel of land located north of Route 66 is identified as "Vacant Land Map #237, Gilead Street, Parcel 33-10." Featuring 39 acres, the property offers extensive road frontage on Gilead Street / Route 85 and again would keep traffic out of residential neighborhoods. It is not far from Gilead Hill School, however, high traffic times would be on the weekend when the school is closed. Abundant space along Gilead Street is already cleared and offers the ability for immediate relocation of the Transfer Station. The ample space between the road and the wetlands would offer protection to the wetlands and the forest land located in the back of the property. Placing the Transfer Station in the north end of Hebron would give a much-needed break to residents of that area who had to travel to the extreme southern end of town for many years.

While not including the relocation of the Transfer Station, additional land at the current Public Works facility could be made available by following the recommendation of the

2014 Plan of Conservation and Development. On Page 179, the POCD states that a combined Public Work and Parks and Rec maintenance garage and storage at Burnt Hill Park would offer "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 occasional use of vehicles for maintenance and seasonal access to storage would not result in a major increase of Public Works traffic on East Street or in Burnt Hill Park. Perhaps creating this combined maintenance garage and storage facility with moving the Transfer Station to the Eversource land would allow for considerable expansion of Public Works at the current site.

The PBC has publicly stated that you are not an advocacy group, you are an advisory group. I strongly urge the PBC to advise the Board of Selectmen and the residents of Hebron that there are options available. Allowing the Public Works to remain at its current location would protect Hebron's environment from any new contamination risk and is strongly recommended by environmental professionals.

Thank you for your time and consideration. Please let me know if you have any questions.

Sincerely,

Kevin J. Tulumieri  
110 Kinney Road  
Amston

860-373-6303  
kjt.history@gmail.com

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

**PUBLIC WORKS BUILDING PROJECT NEXT STEPS**

The Selectmen will continue discussion on the next steps for the Public Works building project and consider methods to provide information to and receive feedback from the community.

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

**DOUGLAS LIBRARY STRATEGIC PLAN PRESENTATION**

Kevin Sullivan, Library Director, and members of the Douglas Library Board of Trustees and the Strategic Plan Committee will be in attendance to provide a presentation on the Douglas Library of Hebron Strategic Plan 2022-2027. Attached are the presentation and details of the Strategic Plan.

Proposed Motion:

Move that the Hebron Board of Selectmen endorse and accept the Douglas Library Strategic Plan as presented and express appreciation to the Strategic Planning Committee and Library Board of Trustees for their dedication and commitment to providing quality library services.

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the page, framing the central white area where the text is placed.

# Douglas Library of Hebron Strategic Plan 2022-2027

Five years of W.I.S.E. decisions

# Strategic Planning Committee

Patricia Ayars  
Peter Casarella  
Emily Cyr  
Brenda Keleher  
Donna Lanza  
Gail B. Richmond  
Kevin Sullivan

# Purpose of Strategic Planning

- ▶ Align the library's actions with its mission, vision, and values
- ▶ Set concrete goals
  - ▶ Concrete goals are measurable goals with a time-frame for accomplishment
- ▶ Focus the priorities, energy, and resources of the library
- ▶ Get staff and board members 'on the same page'
- ▶ Evaluate the library's past and present, and course-correct for its future.
- ▶ Communicate the library's intentions and progress to the community

# Collecting Data

- ▶ Survey 1 - Public Survey
  - ▶ September 2021
- ▶ Survey 2 - Community Partners Survey
  - ▶ September 2021
- ▶ Public Forum
  - ▶ February 2022

# Public Survey

- ▶ Distributed physical and digital copies
  - ▶ Responses received between September 1-30, 2021
- ▶ 174 responses
- ▶ Sample Questions:
  - ▶ What are your main reasons for visiting the library or using its service?
  - ▶ What is the best time of day for you to use the library?
  - ▶ Do you have any suggestions for new programs or enhancements to existing programs that would improve library services for the Town of Hebron?

# Community Partners Survey

- ▶ Distributed physical and digital copies to 35 invited participants
  - ▶ Responses received between August 31-September 30, 2021
- ▶ 11 responses received
- ▶ Sample Questions:
  - ▶ Have you used any services at the Douglas Library to support the work of your organization?
  - ▶ Would your organization be interested in co-sponsoring programs with the Douglas Library in the future?
  - ▶ What is the best time of year for your organization to use the library?

# Public Forum

- ▶ February 28, 2022, 7-8:30PM
- ▶ 10 participants
- ▶ Sample Questioning:
  - ▶ What would you consider to be the values of the community? Does the Douglas Library share those values?
  - ▶ What are the elements that make an ideal public library?
  - ▶ Do the current hours of the Douglas Library fit your needs?

# Structural Changes

## 2017-2022 Strategic Plan

- ▶ Safe Space
- ▶ Technology
- ▶ Diversity
- ▶ Community
- ▶ Lifelong Learning

## 2022-2027 Strategic Plan

- ▶ Welcoming
- ▶ Integral
- ▶ Safe
- ▶ Evolving

# What are our Values?

- ▶ From the Mission Statement
  - ▶ “all member of the Hebron community” - **Accessibility, Intellectual freedom**
  - ▶ “state-of-the-art,” “quality” - **High quality services**
  - ▶ “preserving records entrusted to the library” - **Preservation, Trustworthiness**
- ▶ From the Vision Statement
  - ▶ “Integral part of our community” - **Indispensable, Social responsibility**
  - ▶ “welcoming, ..., diverse environment” - **Emotional safety**
  - ▶ “safe...environment” - **Physical safety**
  - ▶ “ever-evolving” - **Always improving**
- ▶ Other
  - ▶ **Privacy, Education/Lifelong Learning, Fiscal Sustainability, Democracy, Innovation**

# Reframing Values as Goals (1)

- ▶ **The Douglas Library is a welcoming and inclusive environment in which to pursue lifelong learning.**
  - ▶ A ‘welcoming and inclusive environment’ provides equitable access to information from a diverse collection of sources and creators in an emotionally safe environment.
    - ▶ Values covered: Accessibility, Intellectual Freedom, Emotional Safety, Education, Lifelong Learning, Social Responsibility

# Reframing Values as Goals (2)

- ▶ **The Douglas Library is an integral part of the Hebron community.**
  - ▶ An integral member of the community is an active participant in local events and discussions that makes its trusted services accessible to its members and has a desire to build upon and improve society.
    - ▶ Values covered: Accessibility, Intellectual Freedom, Trustworthiness, Democracy, Social responsibility, Indispensable

# Reframing Values as Goals (3)

- ▶ **The Douglas Library is a safe environment in which to pursue lifelong learning.**
  - ▶ A physically safe environment is a well-maintained facility with appropriate security protocols and policies to protect the well being of its patrons and the collection.
    - ▶ Values covered: Physical safety, Privacy, Preservation

# Reframing Values as Goals (4)

- ▶ **The Douglas Library provides ever-evolving services, collections, and technologies to its users.**
  - ▶ An ever-evolving library ensures that patrons will have access to innovative services that are continually being evaluated to ensure that they are high-quality, cost effective, and appropriate for the community.
    - ▶ Values covered: Fiscal sustainability, Always improving, High quality services, Education/Lifelong Learning, Innovation

# Have we addressed all our values?

- ▶ From the Mission Statement
  - ▶ “all member of the Hebron community” - **Accessibility, Intellectual freedom**
  - ▶ “state-of-the-art,” “quality” - **High quality services**
  - ▶ “preserving records entrusted to the library” - **Preservation, Trustworthiness**
- ▶ From the Vision Statement
  - ▶ “Integral part of our community” - **Indispensable, Social responsibility**
  - ▶ “welcoming...diverse environment” - **Emotional safety**
  - ▶ “safe...environment” - **Physical safety**
  - ▶ “ever-evolving” - **Always improving**
- ▶ Other
  - ▶ **Privacy, Education/Lifelong Learning, Fiscal Sustainability, Democracy, Innovation**

**WELCOMING**

**INTEGRAL**

**SAFE**

**EVOLVING**

# Restating our Goals

1. The Douglas Library is a **welcoming** and inclusive environment in which to pursue lifelong learning.
2. The Douglas Library is an **integral** part of the Hebron Community.
3. The Douglas Library is a **safe** environment in which to pursue lifelong learning.
4. The Douglas Library offers ever-**evolving** services, collections, and technologies.

# W.I.S.E. Goals

Welcoming

Integral

Safe

Evolving

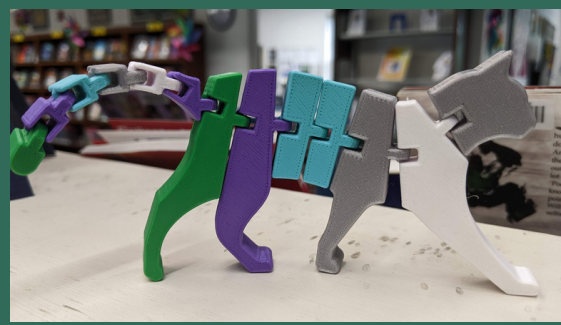




Strategic Plan 2022-2027

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# W.I.S.E. DECISIONS



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# EXECUTIVE SUMMARY: W.I.S.E. DECISIONS

W.I.S.E. Decisions is the Douglas Library's Strategic Plan for the remainder of 2022 through the end 2027. During this five year period, the library staff and Board of Trustees will work together to better align their actions to the institution's mission, vision, and values. W.I.S.E. Decisions also acts as a tool to communicate the library's intentions and progress to the citizens of Hebron.

This plan was created by a subcommittee of the Board of Trustees after it conducted two surveys and a public forum to determine what the public wants and needs from its local library. A list of concrete, measurable objectives were created based on that research and organized underneath following four themes:

1. The Douglas Library of Hebron is a welcoming and inclusive environment in which to pursue lifelong learning.

*The library provides equitable access to information from a diverse collection of sources and creators in an emotionally safe environment.*

2. The Douglas Library of Hebron is an integral part of the Hebron community.

*The library is an active participant in local events and discussions that makes its trusted services accessible to its members and has a desire to build upon and improve society.*

3. The Douglas Library of Hebron is a safe environment in which to pursue lifelong learning.

The library facility is a well-maintained facility with appropriate security protocols and policies to protect the well being of its patrons and the collection.

4. The Douglas Library of Hebron is a source of ever-evolving services, collections, and technologies.

i. Patrons have access to innovative services that are continually being evaluated to ensure that they are high-quality, cost effective, and appropriate for the community.

# INTRODUCTION

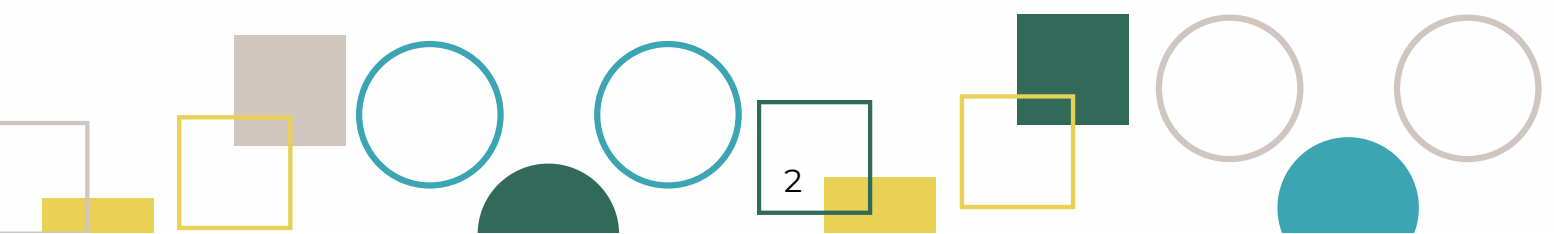
“W.I.S.E.” Decisions: Douglas Library of Hebron’s Strategic Plan: 2022-2027! is the result of over a year’s worth of work by the Douglas Library of Hebron (DLOH) Strategic Planning Committee (SPC). It maps out an exciting vision for the library’s next five years that will continue the library’s reputation of being a Welcoming, Integral, Safe, and Evolving presence and source of information services to Hebron.

The DLOH’s existing strategic plan was intended to be active from 2016-2021. When that plan was written, the library had not operated with a strategic outline for 24 years. The library was overdue for an evaluation of existing services and a plan for the institution. In the ensuing five years, the instrument was proven to be a useful and effective tool for library leadership. Movement to develop an updated strategic plan began in early 2021. At that time, it was believed that the library’s goals could be updated fairly quickly, and a that new plan could be in place well before the end of the year.



Actual work on the update proceeded slower than anticipated, but the extra time and energy was well spent collecting data about the desires of the Hebron community and developing a new structure for the document.

The Board of Trustees (BOT) and SPC are thrilled to begin the library’s next chapter. Join us as we make some W.I.S.E. decisions to support the evolution of the Douglas Library of Hebron!



# DOUGLAS LIBRARY OF HEBRON YESTERDAY AND TODAY

The Douglas Library serves a population of 9,500 nestled midway between Hartford and Norwich. The library became a department of the Town of Hebron in 2001, but its history goes back much further. It started life as the 'Hebron Literary Society' before the Hebron Library Association was formed in 1889. The Association's 200-volume collection was housed in a private residence until a facility was constructed in 1899. The library was eventually renamed after Dr. Charles Douglas made an endowment in memory of his wife, Ida Porter, who had been a volunteer at the library for 40 years before passing. After going through major renovations in 1957 and 2000, the 400 square foot original building is now 16,800 square feet and the breadth of services offered to the public has grown in kind.



The Douglas Library is proud to offer a wide variety of services that go beyond traditional library resources. The physical collection of 45,000 items is bolstered by a significant investment in digital materials available through a variety of services such as Libby, Hoopla, Kanopy, Biblio+, and the Palace Project. DLOH's 'library of things' has been expanded to include cake pans, portable Wi-Fi hotspots, and a collection of yard games. The makerspace is comprised of two 3D printers, a 3D pen, a book scanner, a Cricut machine, and a sewing machine - all of which are available for at no out-of-pocket expense to the user.

The staff prides itself in offering a slate of enriching and entertaining programs such as Equity Bootcamp, a series of programs sponsored by the Hebron Greater Together Community Fund to provide opportunities for residents to discuss and examine their relationships with racism and white supremacy. Most recently, the library installed exterior pick-up lockers to increase access to materials for those unable to easily visit the facilities.



Over the past three years, the library has undergone a series of large-scale building projects including the replacement of the flooring, HVAC system, and windows in the building; the library is also in the middle of a project – partially funded through a State Library Construction Grant - to replace and bring its roof up to current building code. All that construction will help to keep the Douglas Library an attractive and modern space ready to serve the community for decades to come.



The DLOH is currently overseen by director Kevin Sullivan, who has served in the role since 2018. He works closely with a supportive Board of Trustees and a first-rate staff as well as two tireless booster groups: the Douglas Library Association and the Friends of the Douglas Library of Hebron. More information about services and how to get involved with the library can be found online at [douglaslibrary.org](http://douglaslibrary.org).





# VISION

The Douglas Library is an integral part of our community offering a welcoming, safe, and inclusive environment in which to pursue lifelong learning by utilizing our ever-evolving collections, services, and technologies.

# MISSION

The mission of the Douglas Library of Hebron is to support the informational, educational, cultural, and recreational needs of all members of the Hebron community by providing access to a professional staff, a state-of-the-art facility, quality resources, programs and services, and preserving records of the town's history that are entrusted to the library.



# LIBRARY BOARD OF TRUSTEES

The Douglas Library Board of Trustees is a governing board that has legal and fiduciary authority and responsibility for the library. The Trustees are a volunteer group of nine members appointed by the Board of Selectmen. The Library Director reports to the BOT. The BOT works with the Library Director to create policy, manage the library budget, and oversee strategic initiatives to improve services for the Town of Hebron. The BOT is ultimately responsible for adopting and enacting this strategic plan.

## Board of Trustees 2022


Patricia Ayars, Chairperson  
Peter Casarella, Vice Chairperson  
Mary Ann Foote, Treasurer  
Dale Bland  
Colleen Brennan  
Althea Carr  
Emily Cyr  
Susan Porter  
Gail B. Richmond

# STRATEGIC PLANNING COMMITTEE

## Strategic Planning Committee 2021-2022

Patricia Ayars  
Peter Casarella  
Emily Cyr  
Brenda Keleher  
Donna Lanza  
Gail B. Richmond  
Kevin Sullivan

The SPC was formed by the BOT in February 2021 for the purpose of updating the library's five-year plan. The Committee is made up of individuals from the BOT, Douglas Library Association, Friends of the Douglas Library, public library users, library staff members, and a representative from the Town Manager's Office.





# TIMELINE OF EVENTS

FEB 2021

SPC formed by BOT

JUL 2021

SPC has first meeting

AUG 2021

'Public' and 'Partner' surveys developed and approved by SPC

SEP 2021

Surveys disseminated

OCT 2021

'Public' survey results analyzed

NOV 2021

'Partner' survey results analyzed

DEC 2021

Public forum developed

JAN 2022

Strategic Plan organizational format developed

FEB 2022

Public forum held

MAR 2022

Public forum analyzed

APR 2022

Goals list finalized

MAY 2022

'Plan of Action' finalized

JUN 2022

Draft of Strategic Plan presented to SPC

JUL 2022

Draft of Strategic Plan presented to BOT

OCT 2022

BOT approved Strategic Plan

# METHODOLOGY

## Structure

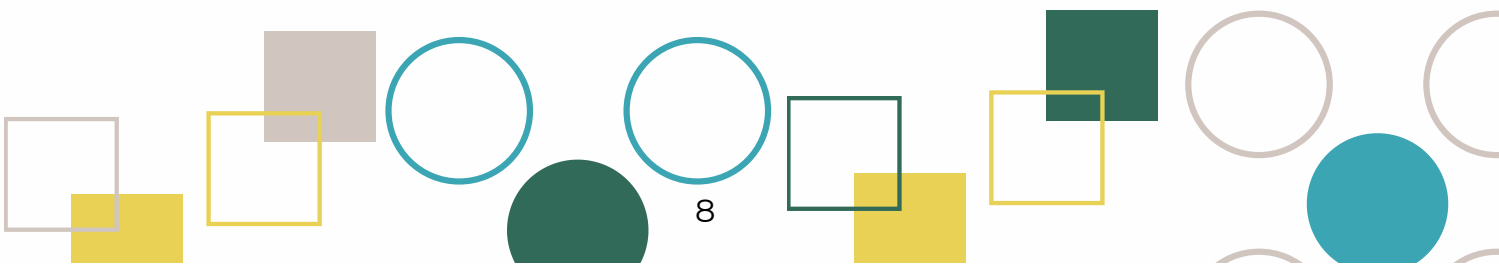
The SPC entered this process with the intention of using the same structure as the previous Strategic Plan, which organized its goals under five categories: safe space, technology, diversity, community, and lifelong learning. As the Committee began to write new goals, it was discovered that those categories needed to be refined and broadened. The committee took a close look at the library's institutional values and developed four overarching goals for the new strategic plan:


1. The Douglas Library is a **welcoming** and inclusive environment in which to pursue lifelong learning.
2. The Douglas Library is an **integral** part of the Hebron community.
3. The Douglas Library is a **safe** environment in which to pursue lifelong learning.
4. The Douglas Library provides ever **evolving** services, collections, and technologies to its users.

These goals are shortened to 'Welcoming,' 'Integral,' 'Safe,' and 'Evolving' and further abbreviated as 'W.I.S.E.' The Committee was able to use these large goals to create specific, measurable sub-goals based on feedback gathered from the public.

## Data Collection

To ensure that the goals of the library align with the needs and desires of the community, the SPC gathered data from various stakeholders before developing goals for the strategic plan. Data was collected through two surveys - one for patrons and potential library users and one for community partners - in Fall 2021, and a public forum conducted in Winter 2022. These feedback opportunities were advertised with posters and social media posts by the library, town hall, and other town departments. Additionally, a press release was published in the Rivereast News Bulletin in advance of each event.





Responses for the surveys were gathered during September 2021 and presented to the SPC at their October 2021 meeting. The committee received 177 responses from the public survey and 11 from the community partners survey. Copies of the surveys and a summary of the responses can be found in Appendix I-IV.

The public forum was held via Zoom in February 2022. There were ten attendees and the discussion lasted approximately 90 minutes. Responses were presented to the SPC at their March 2022 meeting. At this point, the Committee opted to forgo holding additional forums and begin work on the writing of the plan. A summary of data collected in public forum can be found in Appendix V.

## Goals

Using the gathered data, the SPC began a process of creating specific, measurable goals to address the concerns of survey and public forum participants. Each objective was then organized underneath the overarching category ('Welcoming,' 'Integral,' 'Safe,' and 'Evolving') that best embodied its spirit. The committee then ranked the goals for importance and difficulty in order to ensure that the items that made the final list would be achievable and accurately prioritized.

## Suggested Workflow

The SPC has drafted a suggested plan of action and timetable for executing overarching and individual goals contained in the plan. The Committee suggests that the BOT form subcommittees made up of members of the BOT and library staff, as well as members of the community and other town departments, if appropriate, to address each overarching goal. These subcommittees would be charged with monitoring progress, working with library administration, steering resources, and reporting back to the Board during each regular BOT meeting.

Additionally, the Board may create a subcommittee to monitor and keep track of the work of the other four committees, adjust committee assignments as necessary, and make decisions about allocating board resources. This 'Holistic View' committee would prepare an annual 'State of the Strategic Plan' report to share with the BOT and begin the process of forming the next strategic planning committee when that time comes.



# W.I.S.E. DECISIONS

1. The Douglas Library of Hebron is a welcoming and inclusive environment in which to pursue lifelong learning
2. The Douglas Library of Hebron is an integral part of the Hebron community.
3. The Douglas Library of Hebron is a safe environment in which to pursue lifelong learning.
4. The Douglas Library of Hebron is a source of ever-evolving services, collections, and technologies.



# THE DOUGLAS LIBRARY IS A WELCOMING AND INCLUSIVE ENVIRONMENT IN WHICH TO PURSUE LIFELONG LEARNING.

1. Increase library facility access by
  - a. standardizing and, if possible, expanding the library's open hours to 10AM-8PM on weekdays and 10AM-5PM on Saturdays
  - b. revisiting the need/feasibility of adding Sunday hours to the schedule.
  
2. Train all library staff to better respond to the needs and sensitivities of patrons and other staff members by
  - a. requiring that all library staff attend at least one training session annually on this topic.
  
3. Improve the representation of minority experiences throughout the collection by
  - a. performing a diversity audit of the library's physical and digital collections.
  - b. creating collection development strategies to improve the representation of minority experiences.

4. Make library services more accessible to patrons who cannot use the library building by
  - a. exploring the possibility of offering library curbside delivery.
  - b. increasing promotion of and expenditures on digital services.
  - c. exploring improvements to the existing homebound delivery service.
  
5. Increase the use of outdoor space at the library by
  - a. making outdoor space more conducive to programming by increasing safety and installing seating areas.
  - b. putting up barriers to make spaces near parking lots safer.
  - c. planning at least one outdoor children's program each month from May-September.
  
6. Make the library a more physically welcoming and comfortable place in which to spend time by
  - a. identifying areas where existing furniture is due for replacement and, if appropriate, replace with more comfortable seating.
  - b. by improving the cleanliness of the space by holding our cleaning company accountable for their performance.
  
7. Improve patron experience by enhancing signage in and around the building and examining signage on an annual basis for improvements.
  
8. Examine the library's policy manual and make alterations to make library services more welcoming and inclusive.

# PLAN OF ACTION

## WELCOMING

Goal	Plan of Action	Parties Responsible	Begin Date	End Date
1a	Develop a funding proposal for hours increase for inclusion in budget package. Work with town employees, elected officials, and general public to build enthusiasm and pass the measure. Work with library director to create a timeline for introduction of the new hours.	BOT 'Welcoming' committee, library director	2022	2024
1b	Once 1a is in place, gather data from public regarding Sunday hours. If desired, follow 1a's plan of action to achieve.	BOT 'Welcoming' committee, library director	2023	2026
2	Create a policy outlining training requirements. Work with the library director on funding and execution of plan.	BOT 'Welcoming' committee, library director, Board of Trustees	2022	ongoing
3a	Create a diversity audit plan using information from the state library. Library director develops staff workflow and trains staff to conduct audit during inventory. Develop workflow for digital audit. Report findings to the Board of Trustees.	BOT 'Welcoming' committee, library director	2023	2024

# WELCOMING

Goal	Plan of Action	Parties Responsible	Begin Date	End Date
3b	Amend the collection development policy to add diversity balance goals. Work with library director to create a plan to adjust the collection make-up, if necessary.	BOT 'Welcoming' committee, library director, Board of Trustees	2024	2024
4a	Create a budget plan to implement curbside pick-up service. If deemed worth the expense, include in budget proposal. Work with library director for implementation and marketing.	BOT 'Welcoming' committee, library director	2022	2023
4b	Meet with library director to determine a proposed balance of expenditures on physical vs digital materials. Determine if additional funding for digital materials is necessary. If so, create a budget proposal and work to include it in upcoming budgets.	BOT 'Welcoming' committee, library director	2022	2023
4c	Meet with homebound delivery coordinator to discuss potential improvements to the program. Evaluate cost/benefit of improvements. Seek funding increase if necessary. Program coordinator enacts improvements as funding and staff time allows.	BOT 'Welcoming' committee, library director	2022	2023
5a	Meet with library staff to create a plan for more usable outdoor spaces. If construction is necessary, meet with public works, recreation, and library department heads to make a plan for space transformation. Seek funding as appropriate.	BOT 'Welcoming' committee, library director, public works department head, recreation department head	2023	2027
5b	Meet with public works, recreation, and library department heads to make a plan for space transformation. Seek funding as appropriate.	BOT 'Welcoming' committee, library director	2023	2027



# WELCOMING

Goal	Plan of Action	Parties Responsible	Begin Date	End Date
5c	Work with children's librarian to plan at least one outdoor program each month during warm weather months. Assist with marketing as needed to make programs a success. Listen to feedback from children's librarian for how to make outdoor programs safer and more successful.	BOT 'Welcoming' committee, library director, children's librarian	2023	ongoing
6a	Visit libraries and conduct research to get ideas for transforming our physical space. Tour the library as a committee making a list of potential improvements. Determine prioritization and secure funding.	BOT 'Welcoming' committee, library staff	2025	2027
6b	Library director meets with cleaning company to reiterate cleanliness expectations and create a plan to get the building up to standards. If necessary, work to secure additional funding to hire a new company.	Library director	2022	2023
7	Library staff forms a 'signage committee' to periodically meet and work with the library director to improve and replace signage as necessary.	Library staff	2023	ongoing
8	Work with the Board of Trustees to amend policies as necessary. Consider the creation of new policies addressing diversity, equity, and inclusion in the library.	BOT 'Welcoming' committee, library director, Board of Trustees	2022	ongoing

# THE DOUGLAS LIBRARY IS AN INTEGRAL PART OF THE HEBRON COMMUNITY.

1. Ensure that library services are clearly communicated to the community by
  - a. increasing the number of channels, quality, and consistency of marketing content.
  - b. by streamlining the creation of and dissemination of marketing content.
2. Create five new partnerships with local organizations.
3. Determine a method to accurately track public computer and Wi-Fi usage. Use those statistics to create a plan to increase the use of those services.
4. Retain a skilled and enthusiastic library staff by lobbying for fair wages and striving to maintain a positive work environment.
5. Create and enact a plan to foster and deepen existing partnerships with Hebron Public Schools, RHAM, AHM, the Senior Center, local governmental departments, and other local organizations.



6. Increase room usage by outside organizations by amending the room use policy to reduce barriers of entry, expanding hours of availability, and increasing advertising for this service.
7. Increase the average number of items circulated on an annual basis by 10 percent over the course of the strategic plan.
8. Increase the number of library card holders in Hebron on an annual basis by 10 percent over the course of the strategic plan.

# PLAN OF ACTION

## INTEGRAL

Goal	Plan of Action	Parties Responsible	Begin Date	End Date
1a	Library staff creates a marketing plan for library services and events that includes existing channels, contacts, material creation tools, and calculates the amount of staff time to effectively market events. Determine if plan can be enacted with existing staff. If not, create budget proposal for additional staff time, training, and materials and work with Board of Trustees to include in a future budget request.	BOT 'Integral' committee, library staff, Board of Trustees	2023	2023
1b	Library staff creates a plan to reduce points of contact for marketing materials and making clear who is responsible for what actions. This can be included as part of the marketing plan.	Library staff	2023	2023
2	Create a list of local organizations whose goals align with the library's. Develop a collaboration opportunity for each organization. Meet with organizations to propose collaborations and enact plan as amenable to both organizations.	BOT 'Integral' committee, library director	2023	2027
3	Work with Novus Insight to evaluate products that would allow statistics tracking. Choose the best one for the library's needs. Seek additional funding for products if necessary. Library director works with vendor to install software. After one year, examine statistics and develop strategies to increase use of those services.	BOT 'Integral' committee, library director	2023	2025

# INTEGRAL

Goal	Plan of Action	Parties Responsible	Begin Date	End Date
4	Monitor average wages for positions at other libraries in comparable towns. Lobby the BOT to include fair wage increases in the budget. Maintain an open line of communication with staff members to discover issues leading to a poor work environment.	BOT 'Integral' committee, library director, library staff	2022	Ongoing
5	Create a list of existing partnerships and contacts and develop a plan for keeping those partnerships active and useful. Work with library staff to develop new collaboration opportunities as necessary.	BOT 'Integral' committee, library staff	2024	Ongoing
6	Evaluate existing room usage policy and make changes as desired to increase room usage. Propose new policy to Board of Trustees. Once approved, work with library staff to promote new features of this service.	BOT 'Integral' committee, library staff, Board of Trustees	2023	2023
7	Work with library director and library staff to develop strategies for increasing circulation. Enact some of these strategies and evaluate their effectiveness.	BOT 'Integral' committee, library staff	2025	2027
8	Work with library director and library staff to develop strategies for increasing library card holders. Enact some of these strategies and evaluate their effectiveness. Meet with schools to discuss integration of public library cards with student IDs.	BOT 'Integral' committee, library staff	2025	2027



# THE DOUGLAS LIBRARY IS A **SAFE ENVIRONMENT** IN WHICH TO PURSUE LIFELONG LEARNING.

1. Upgrade the security infrastructure of the Douglas Library by
  - a. improving exterior lighting and increasing the number of security cameras inside and outside of the building.
  - b. introducing technology to keep track of which staff are in the building at a given time.
2. Meet with the town's public safety and fire departments to evaluate library safety for patrons and staff and ensure that those departments are familiar with the facility and its services.
3. Maintain the integrity of the physical plant by
  - a. completing the window replacement, roof replacement, parking lot repave, and other in-progress building projects.
  - b. working with the Town Manager's Office, Public Building Committee, and Public Works Department to evaluate other building projects and capital needs.
  - c. creating a schedule of foreseeable large maintenance projects for 10 years into the future.
4. Train staff in policies and procedures for fire extinguishers, AEDs, CPR, bloodborne pathogens, bomb threats, active shooters, and other relevant emergency response skills.
5. Meet with the Chatham Health District on a regular basis to receive recommendations regarding ways the library can facilitate better public health.

# PLAN OF ACTION

## SAFE

Goal	Plan of Action	Parties Responsible	Begin Date	End Date
1a	Work with Town Manager's office to monitor the expenditure of CIP funds for security improvements on the library. If CIP enhancements are not satisfactory, develop a plan to attain satisfaction. Develop a budget request for additional technology as needed.	BOT 'Safe' committee, Library director	2022	2023
1b	Work with Town Manager's office to monitor expenditures of CIP funds for security improvements on the library. If CIP enhancements are not satisfactory, develop a plan to attain satisfaction. Develop a budget request for additional technology as needed.	BOT 'Safe' committee, Library director	2022	2023
2	Schedule a meeting with the police department, fire department/EMS, fire marshal, emergency management, and other relevant parties. Develop an agenda for the meeting and a plan for recurrence.	BOT 'Safe' committee, Library director, public safety, and fire departments	2023	ongoing
3a	Create a spreadsheet showing ongoing building projects and tracking their process. Monitor projects to ensure that nothing stalls out.	Library director	2022	2026

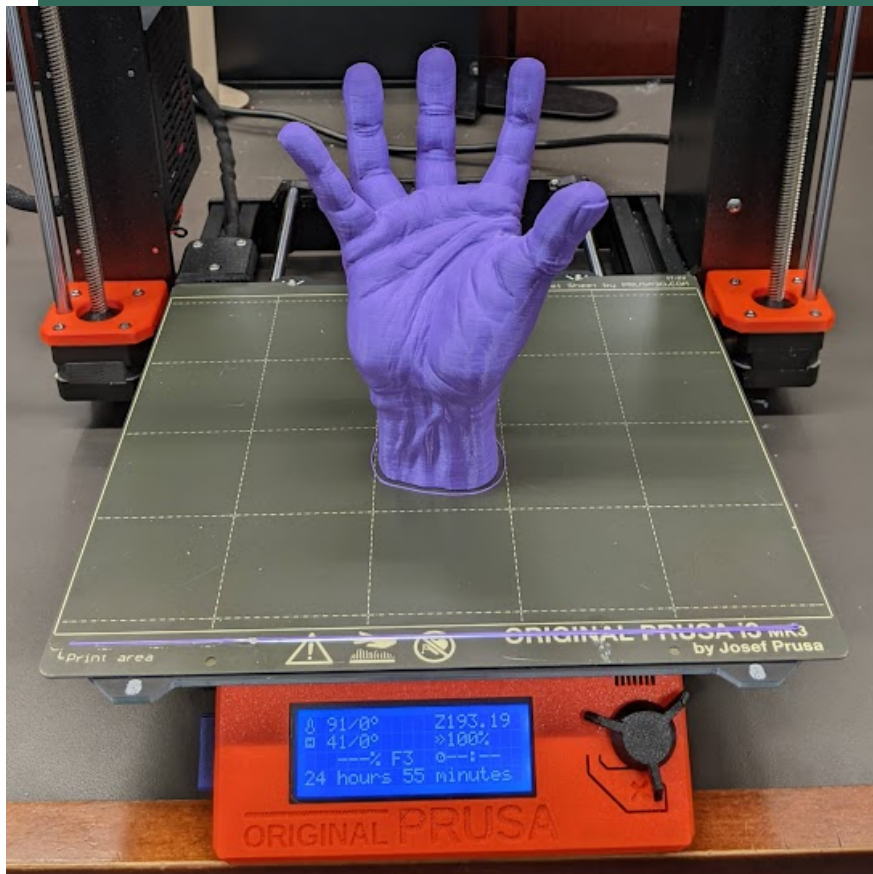
# SAFE

Goal	Plan of Action	Parties Responsible	Begin Date	End Date
3b	Meet with town manager's office, public building committee, and public works department to discuss the state of the building and determine if there are any areas where maintenance, upgrades, or replacement are necessary. Develop a plan to fund projects as necessary.	BOT 'Safe' committee, Library director	2023	ongoing
3c	Create a spreadsheet of ongoing building maintenance along with contact information and budgeting figures. Periodically review spreadsheet and keep up to date.	BOT 'Safe' committee, Library director	2023	ongoing
4	Create a list of desired emergency response skills for trained staff members. Work with public safety departments to create a schedule of training activities. Determine if additional training or staff funds will be necessary. Work to secure additional funding if necessary.	BOT 'Safe' committee, Library director	2024	ongoing
5	Schedule a meeting with the Chatham Health District. Develop an agenda for the meeting and a plan for recurrence.	BOT 'Safe' committee, Library director	2023	ongoing



# THE DOUGLAS LIBRARY IS A SOURCE OF **EVER-EVOLVING** SERVICES, COLLECTIONS, AND TECHNOLOGIES.

1. Explore ways to upgrade and utilize existing technology to improve the patron experience and free up staff time by
  - a. considering upgrading the collection to RFID tags and seek to invest in self-check stations.
  - b. evaluating the design of the website to improve user experience.
  - c. developing an electronic payment method for user fees and lost items.
  
2. Increase the type, variety, and number of library programs offered to the public by
  - a. adding at least two additional children's programs to the calendar each month. At least one of these new programs should be held after 5PM.
  - b. holding an average of at least one young adult program in the library each week.
  - c. adding at least two additional adult programs to the calendar each month. At least one of these new programs should be held before 5PM.
  
3. Narrow the digital divide in Hebron by expanding internet access to the town by
  - a. increasing the library's Wi-Fi footprint
  - b. increasing the number of technology training opportunities for patrons.
  - c. improving the staff's ability to assist patrons in using technology.



4. Increase the variety and quality of technologies offered to the public by making investments in virtual reality, maker space, public computing, and other relevant emergent technologies.
5. Search for innovative ways to bring new content to the community by
  - a. researching the feasibility and legality of hosting our own e-books and other digital content.
  - b. introducing new collections of interest.

# PLAN OF ACTION

## EVOLVING

Goal	Plan of Action	Parties Responsible	Begin Date	End Date
1a	Get quotes on switching the collection over to RFID, including equipment upgrades, installation, and staff training time. Make a decision about whether the cost is worth the benefits. If worth pursuing, determining how to fund the project and begin work on obtaining funds and implementation.	BOT 'Evolving' Committee, RFID vendor, library staff	2022	2025
1b	Make a list of the features and functionalities of an ideal library website. Gather community opinion and/or use a professional agency to provide an opinion. Create a document outline of proposed changes. Gather quotes from programmers to make the changes. Secure funds. Hire company to make the changes. Train staff to use new site.	BOT 'Evolving' Committee, library staff	2025	2027
1c	Research existing technology and fee structure. Discuss barriers to use with relevant town departments. Determine whether the value of the service is worth the cost. Develop workflow and implement system.	BOT 'Evolving' Committee, library staff	2023	2025
2a	Determine staff time and materials investment to add two additional programs to the calendar. Determine whether additional staff time is needed to make this work. Secure funds for additional staff time and materials, if necessary. Work with children's librarian to plan programs.	BOT 'Evolving' Committee, library director, children's librarian	2023	ongoing

# EVOLVING

Goal	Plan of Action	Parties Responsible	Begin Date	End Date
2b	Determine staff time and materials investment to offer consistent YA programming. Determine whether additional staff time is needed to make this work. Secure funds for additional staff time and materials. Work with library director to appoint or hire a dedicated individual for YA programming. Work with library director and dedicated YA program staff to plan programs.	BOT 'Evolving' Committee, library director, library staff	2023	ongoing
2c	Determine staff time and materials investment to add two additional programs to the calendar. Determine whether additional staff time is needed to make this work. Secure funds for additional staff time and materials. Work with head of circulation to plan programs.	BOT 'Evolving' Committee, library director, head of circulation	2023	ongoing
3a	Utilize ARPA funds and Novus Insight to purchase and install Wi-Fi repeaters on the exterior of the building. Make sure that the library is in compliance with the Children's Internet Protection Act before making this service available.	BOT 'Evolving' Committee, library director, Novus Insight	2022	2023
3b	Determine staff time and materials investment to add tech programs to the calendar. Determine whether additional staff time is needed to make this work. Secure funds for additional staff time and materials, if necessary. Work with head of circulation to plan programs.	BOT 'Evolving' Committee, library director, head of circulation	2023	ongoing



# EVOLVING

Goal	Plan of Action	Parties Responsible	Begin Date	End Date
3c	Evaluate existing staff's computer proficiency. Determine knowledge-level expectations for future hires. Provide training opportunities for staff to meet or exceed knowledge-level expectations. Determine cost of staff training time and seek additional funds if required.	BOT 'Evolving' Committee, library director, library staff.	2023	ongoing
4	Prioritize emergent technologies. Work with Computer Technology committee to appropriate funds for purchases each year, prioritizing emergent technologies. Support purchases with programming. Seek out alternative funding sources for technology purchases. Train staff on new technology acquisitions.	BOT 'Evolving' Committee, Computer Technology Committee, library director, library staff.	2023	ongoing
5a	Seek out other libraries and organizations who host their own e-content for patrons and ask about data infrastructure, workflow, and legal issues. Reach out to town attorney, Bibliomation, and State Library for opinions and assistance with service. Determine legal standard for content retention, workflow for digitization, storage for physical copies of digital items. Train staff.	BOT 'Evolving' Committee, library director, library staff, Bibliomation, State Library, town attorney	2024	2027
5b	Look for community needs that could be filled by the library. Determine cost, feasibility, special needs, and workflows of item acquisition and circulation. Introduce new collections.	BOT 'Evolving' Committee, library director, library staff	2022	ongoing



# SELF EVALUATION AND THE NEXT STRATEGIC PLAN

These goals are a guide for a future at which the SPC is only able to guess. It is ultimately the responsibility of the BOT and Library Director to adjust this plan as necessary over the next five years. It is suggested that the BOT examine the holistic status of the plan on an annual basis to adjust committee assignments and fund allocations and that work on the 2028 plan begin in late 2026.

Thank you for taking the time to review this document. Together, we can continue to enhance the information services offered to the Hebron community.



# APPENDIX I PUBLIC SURVEY

## Douglas Library of Hebron Library Services Questionnaire

Thank you for taking the time to fill out this survey. Your answers will help to determine the future of the Douglas Library as we update our strategic plan. Completed surveys can be returned to the Douglas Library before September 30, 2021. If you prefer to participate electronically, a digital version of this survey can be found on [douglaslibrary.org](http://douglaslibrary.org).

1. How often do you use the Douglas Library (This includes visiting the website and using electronic materials, as well as coming to the physical library)?

Mark only one oval.

- Daily Skip to question 4
- Weekly Skip to question 4
- Monthly Skip to question 4
- Annually Skip to question 2
- Less than annually Skip to question 2
- Never Skip to question 2

2. What would encourage you to visit the library more often?

\_\_\_\_\_

Only answer these if you replied 'Annually,' 'Less than annually,' or 'Never' to question 1.

3. How would you prefer to interact with the library in the future?

Check all that apply.

- In person
- Through the website
- Through social media
- By email
- By phone

Other:  \_\_\_\_\_

Skip to question 9

4. How do you interact with the library currently?

Check all that apply.

- In person
- Through the website
- Through social media
- By email
- by phone

Other:  \_\_\_\_\_

5. How would you like to interact with the library in the future?

\_\_\_\_\_

6. What are your main reasons for visiting the library or using its services?

Check all that apply.

- Check out items from the physical collection (books, movies, audiobooks, Wi-Fi hotspots, etc)
- Check out items from the digital collection (e-books, e-audiobooks, streaming video, museum passes, etc.)
- Programs
- Meeting/Study rooms
- Quiet Reading/Study
- Tutoring
- Technology Assistance
- Reading/Watching Suggestions
- Copy Machine, Printers, Fax
- Wi-Fi
- Public Computers
- Genealogy Research (Ancestry)
- General Research

Other:  \_\_\_\_\_

7. Did you find what you were looking for on your last visit?

Mark only one oval.

- Yes
- No
- Yes, but the item was checked out
- Yes, but it had to be ordered from another library
- Other: \_\_\_\_\_

8. How would you describe the overall service you received?

Mark only one oval.

- Exceptional
- Good
- Fair
- Poor
- Other: \_\_\_\_\_

9. How would you rate each of the following services

Check all that apply.

	Excellent	Good	Fair	Poor
Collection (physical items)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection (digital items)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printers, Copier and Fax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours of Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interlibrary Loans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. How important are each of the following library services to you?

Check all that apply.

	Very important	Somewhat important	Not important
Collection (physical items)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection (digital items)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference/Research Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Rooms/Study Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printers, Copier and Fax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspapers or Magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homebound Delivery Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. What, if any, library services would you identify as important that were not included in the previous question?

\_\_\_\_\_

12. What is the best time of year for you use the library?

Check all that apply.

- School-year (September - June)
- Summer (July - August)

13. When is the best time of day for you to use the library?

Check all that apply.

- Weekday Morning (10 a.m. - 12 p.m.)
- Weekday Afternoon (12 p.m. - 5 p.m.)
- Weekday Evening (5 p.m. - 8 p.m.)
- Saturday Morning (10 a.m. - 12 p.m.)
- Saturday Afternoon (12 p.m. - 3 p.m.)
- The library is not open when I would like to use it

14. Do you have any suggestions for new programs or enhancements to existing programs that would improve library services for the town of Hebron?

\_\_\_\_\_

15. In your opinion, how does the library benefit you or the community?

\_\_\_\_\_

16. Would you allow the Strategic Plan Committee to potentially contact you for follow up questions?

Mark only one oval.

- Yes Skip to question 17
- No Skip to question 20

17. Name Only answer these if you replied 'Yes' to question 16.

\_\_\_\_\_

18. Phone

\_\_\_\_\_

19. Email

\_\_\_\_\_

20. What is your Zip Code?

\_\_\_\_\_

21. Age

Mark only one oval.

- Under 18 years old
- 18-24 years old
- 25-34 years old
- 35-44 years old
- 45-54 years old
- 55-70 years old
- 71 or older

22. Gender

Mark only one oval.

- Male
- Female
- Transgender
- Non-binary
- Prefer not to say
- Other: \_\_\_\_\_

23. Are you of Hispanic, Latino, or of Spanish origin?

Mark only one oval.

- Yes
- No

24. How would you describe yourself?

Check all that apply.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Prefer not to say
- Other:  \_\_\_\_\_

**Thank you for taking the time to complete this survey! Please return it to the main desk at the Douglas Library. The updated strategic plan will be posted on [douglaslibrary.org](http://douglaslibrary.org) in 2022.**

# APPENDIX II PUBLIC SURVEY RESULTS

## Question 1: Do you have a library card?

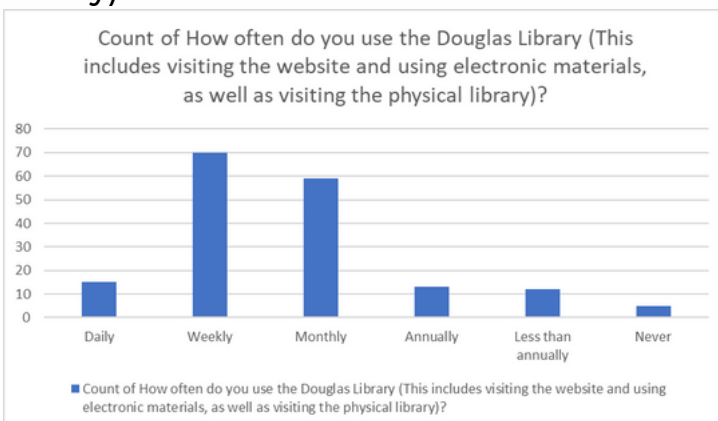


No, I do not have a library card.	6
Yes, I have a library card from a different library	11
Yes, I have a library card from the Douglas Library of Hebron	157

## Question 2: From which library did you get your library card?

Andover	2
Columbia	1
Johnathan Trumbull- Lebanon	1
Mansfield	1
Marlborough	1
Naugatuck Library	1
Willimantic	2
Windsor Locks Public Library	1

## Question 3: How often do you use the Douglas Library (This includes visiting the website and using electronic materials, as well as visiting the physical library)?

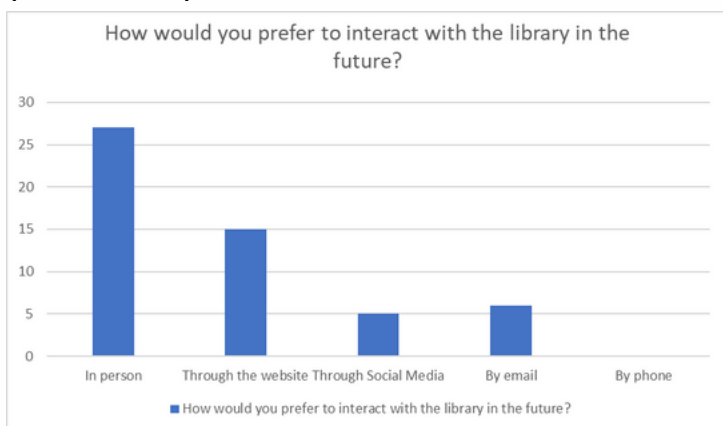


Daily	15
Weekly	70
Monthly	59
Annually	13
Less than annually	12
Never	5

**Question 4: What would encourage you to use the library more often? (Non-users)**

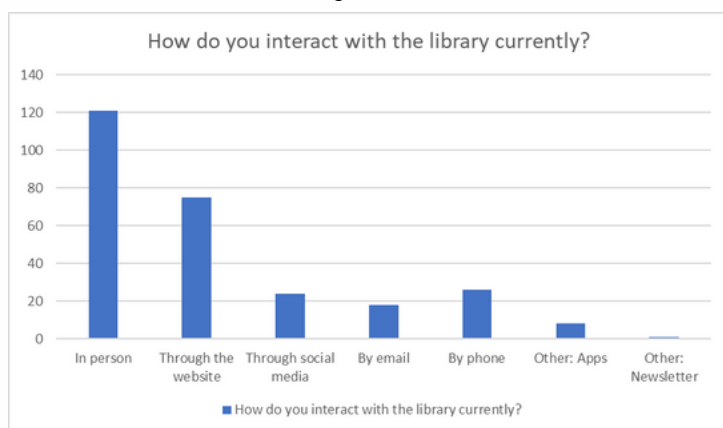
- not sure, I use it primarily for inter-library loan pick-up of research materials
- End of covid pandemic
- No masks
- Will use it more often now that I am retired, and kids are in college.
- Toddler Playtime/ Story Time
- Activities for toddlers.
- Do you have a cafe/coffee shop? Some libraries have this and it makes a welcome addition. Also, like comfy couches
- I'm not sure.
- Families & children's events

**Question 5: How would you prefer to interact with the library in the future? (Non-users)**



In person	27
Through the website	15
Through social media	5
By email	6
By phone	0

**Question 6: How do you interact with the library currently? (Current users)**



In person	121
Through the website	75
Through social media	24
By email	18
By phone	26
Other: Apps	8
Other: Newsletter	1

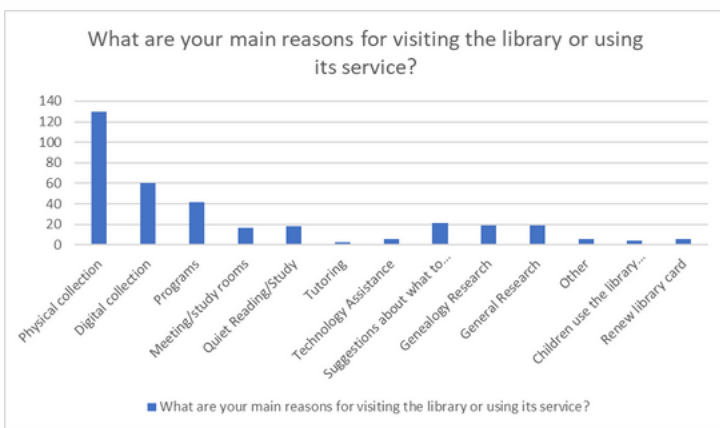
**Question 7: How would you like to interact with the library in the future?**

- All of the above
- Through these same ways, including email & phone
- phone or in person after the pandemic
- I like downloading eBooks when available but do visit library for books that are only available in hard copy.
- TikTok
- in person! I can't figure out how to set up an acct on the website
- In person, Libby/Hoopla, library website
- Electronically would be great!
- In person, phone, text, website
- Get back in to the habit of in person

**Question 7: How would you like to interact with the library in the future? (continued)**

- An app
- More hours of operation
- In person, internet with s USER FRIENDLY system
- Access to more books- eBooks. Go through both Libby and hoopla allotment every month.
- I appreciate prompt digital responses, as I think most people do these days. I recognize that this requires staff availability and training. I would love to see a well-developed online presence. However, the most important library service for me is the physical library and librarians. I would love extended hours so I can drop by later in the evenings. Weekend availability is also important for working families. Parents can't always afford to stay home and attend early story hours and children's library times don't often accommodate the families who need these services the most. Let our library lead the way.
- I am an avid eBook reader. I enjoy this service of the library and intend to continue to avail myself of it.
- Libby

**Question 8: What are your main reasons for visiting the library or using its services?**

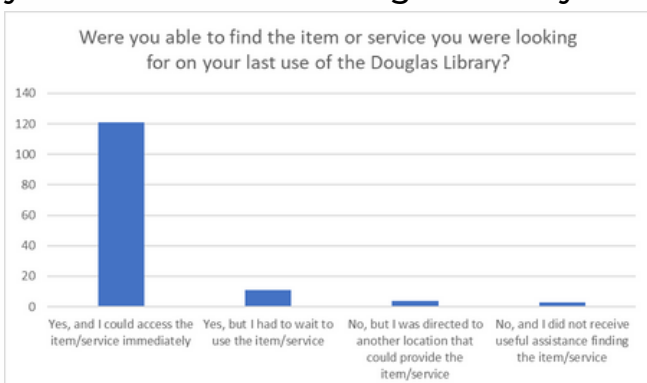


Physical collection	130	37%
Digital collection	60	17%
Programs	42	12%
Meeting/study rooms	17	5%
Quiet reading/study	18	5%
Tutoring	3	1%
Technology Assistance	6	2%
Suggestions about what to read/watch	21	6%
Genealogy research	19	5%
General research	19	5%
Other	6	2%
Children use the library after school	4	1%
Renew library cards	6	2%

**'Other submissions:**

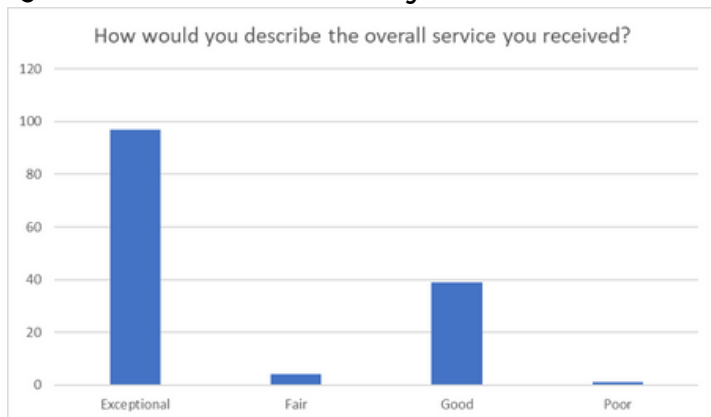
- Storytime, book sales, museum passes
- Reading things that will get my mind on anything other than politics.
- Storytime, crafts for kids
- Purchasing books from the book sale
- Friends' sales
- Book sale
- Personal interactions are important
- Friends of the library sales
- 3d printer, used books
- Kids section, puzzles
- Strong early childhood library

**Question 9: Were you able to find the item or service you were looking for on your last use of the Douglas Library?**



Yes, and I could access the item/service immediately	121
Yes, but I had to wait to use the item/service	11
No, but I was directed to another location that could provide the item/service	4
No, and I did not receive useful assistance finding the item/service	3

Question 10: How would you describe the overall service you received?

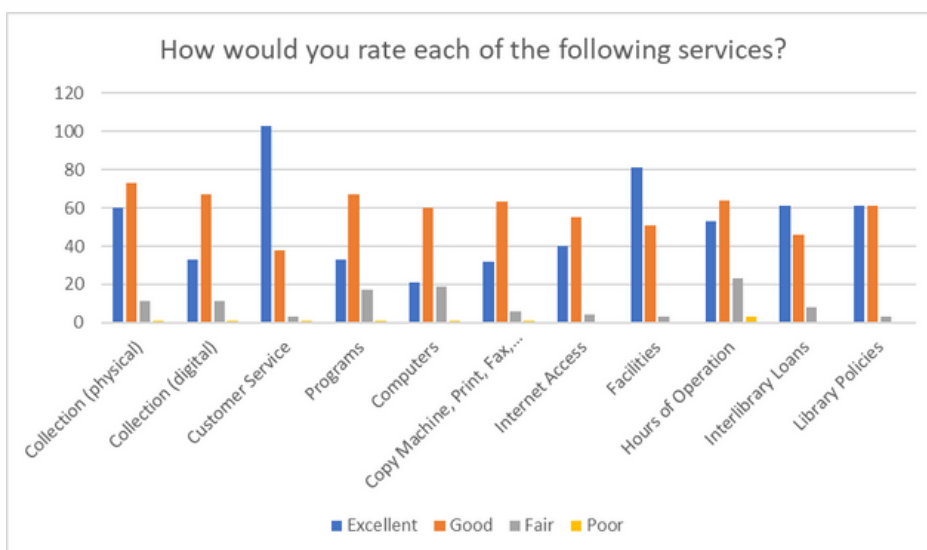


Excellent	27
Fair	15
Good	5
Poor	6
By phone	0

'Other' submissions:

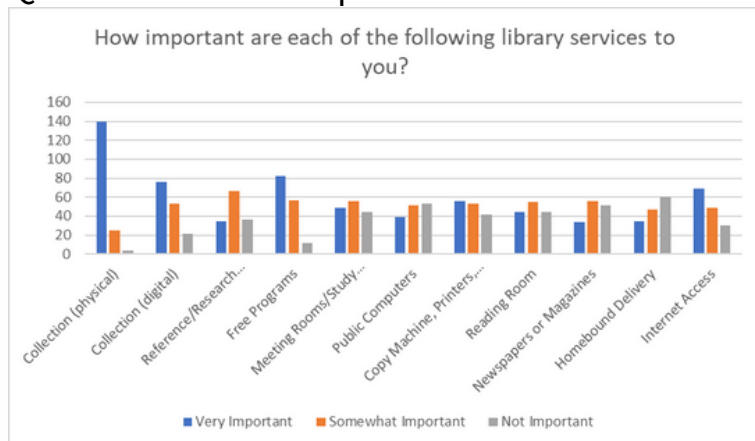
- Staff very friendly
- I didn't receive service because I didn't check out anything

Question 11: How would you rate each of the following services?



	Count				Percent			
	Excellent	Good	Fair	Poor	Excellent	Good	Fair	Poor
Collection (physical)	60	73	11	1	41%	50%	8%	1%
Collection (digital)	33	67	11	1	29%	60%	10%	1%
Customer Service	103	38	3	1	71%	26%	2%	1%
Programs	33	67	17	1	28%	57%	14%	1%
Computers	21	60	19	1	21%	59%	19%	1%
Copy Machine, Print, Fax, Scanner	32	63	6	1	31%	62%	6%	1%
Internet Access	40	55	4	0	40%	56%	4%	0%
Facilities	81	51	3	0	60%	38%	2%	0%
Hours of Operation	53	64	23	3	37%	45%	16%	2%
Interlibrary Loans	61	46	8	0	53%	40%	7%	0%
Library Policies	61	61	3	0	49%	49%	2%	0%

Question 12: How important are each of the following library services to you?



	Count			Percent		
	Very Important	Somewhat important	Not important	Very Important	Somewhat important	Not important
Collection (physical)	140	25	4	83%	15%	2%
Collection (digital)	76	53	21	51%	35%	14%
Reference/Research Assistance	35	66	36	26%	48%	26%
Free Programs	82	57	12	54%	38%	8%
Meeting Rooms/Study Spaces	49	56	44	33%	38%	30%
Public Computers	39	51	53	27%	36%	37%
Copy Machine, Printers , Fax, and Scanner	56	53	42	37%	35%	28%
Reading Room	44	55	44	31%	38%	31%
Newspapers or Magazines	34	56	51	24%	40%	36%
Homebound Delivery	35	47	60	25%	33%	42%
Internet Access	69	49	30	47%	33%	20%

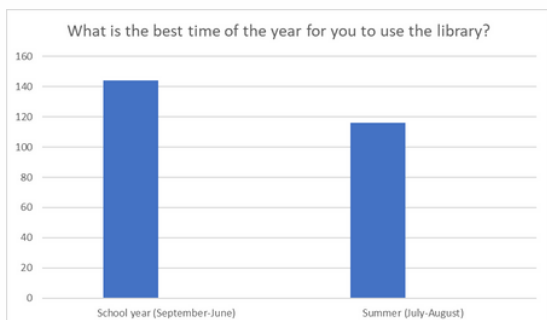
Question 13: What, if any, existing library services would identify as important that were not included in the previous question?

- I truly appreciate that the employees take the time to get to know the patrons. They are able to tell me about new acquisitions when I arrive. The personal treatment is so needed in this day and age.
- Interlibrary loans
- used book sales
- Library social media accounts
- Community information
- outreach to elementary schools to ensure kids have library cards.
- Children's services
- i would love a way to access things through the internet from home
- Kids programs
- Children's programs
- Nothing needs to be changed to meet my current needs. As the town grows I suspect space may become an issue.
- Storytime
- Book clubs, meetings with authors
- I miss the study carrels that used to be on the main floor! They provided an excellent place to focus.
- Lectures
- Better discounts to educational resources/ museums/ parks

**Question 13: What, if any, existing library services would identify as important that were not included in the previous question? (continued)**

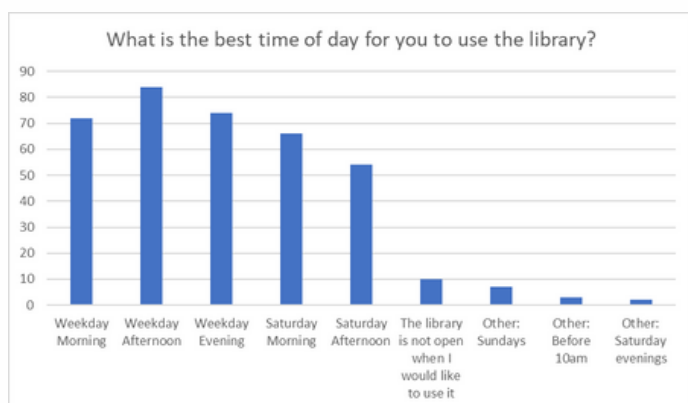
- Hire new employees that are cordial and another act as if they are doing me a favor
- Children’s programs/bag of books/puppet
- Interlibrary service, extended to most CT libraries.
- Book sale
- Coffee
- Children’s library programs and family literacy outreach.
- would prefer to see less politically correct selections in digital selections and more objective material where I can form my own opinion
- Up to date program information on website and Facebook
- personal interaction with staff - very important
- Non-public Wi-Fi for sensitive materials i.e.: SS, IRS, and others
- Book sales more often and be able to obtain through website for home delivery or pick-up
- used books for sale
- The craft activities for children.
- Children's section is very important.
- Quiet, clean, and safe.
- personnel
- kid's library
- Lobby pick-up was so convenient and a life saver during COVID shut down.
- Fee based programs or programs in partnership with another organization such as Parks & Rec or AHM. Summertime program for children to promote reading. Kids at summer camp at Gilead to visit library or do reading challenges. Challenges are fun way to engage for kids & community.

**Question 14: What is the best time of the year for you to use the library?**



School year (September-June)	144	86.7%
Summer (July-August)	116	69.9%

**Question 15: What is the best time of day for you to use the library?**



	#	%
Weekday Morning	72	42%
Weekday Afternoon	84	49%
Weekday Evening	74	44%
Saturday Morning	66	39%
Saturday Afternoon	54	32%
The library is not open when I would like to use it	10	6%
Other: Sundays	7	4%
Other: Before 10am	3	2%
Other: Saturday evenings	2	1%

**'Other' submissions (with less than 2 submissions)**

- No Preference
- Hours are confusing
- Should be open more
- Order online
- Later/longer
- Anytime with Libby
- Varies

### Question 16: Do you have any suggestions for new programs or enhancements to existing programs that would improve library services for the Town of Hebron?

- I would love to see the later elementary - middle school collection of books grow, encompassing more recent titles.
- More free make-and-take programs, speakers of interest to adults, more free passes, nature programs/talks for adults.
- More genealogy programs!! You used to offer more, would love to attend programs on learning to research and possibly receive help with current research
- Allowing older 6th graders into teen activities
- I often find the children's library lacking books that I am looking for and often have to rely on interlibrary loans that take at least a week to receive. I also have done some of the children's story hours and find them lacking. I would love a sensory experience or interactions with art.
- More collaboration with local groups and artists in library programming.
- Fewer restrictions on outside groups using the meeting rooms
- Please continue to offer children's programs throughout the year!
- Speakers, such as authors
- It would be great if there was a larger digital collection and if we were allowed more borrows from Hoopla.
- continue with current services
- Nope! Y'all are doing great.
- Continue with the movies
- Open at 10 6 days a week
- More online classes and programs
- More educational events & trips
- Children's programs on weekends or evenings
- More children's programs
- Homeschool programs
- I'll have to give it some thought.
- Library could help people connect to book clubs. Offer more adult programs
- More free toddler programs!
- More adult activities
- Programs for kids who aren't able to get out of school as early as the teen programs
- I love the craft programs! I wish you had more involved and frequent ones for adults. Please bring back the study carrels!
- Lectures on civics
- In person toddler story time/ play time that include lots of music and movement for active little ones! Bubbles, puppets, free play, interactive stories etc.
- Open more hours
- I would like more programming for the fresh out of college population
- Allow non-profit organizations to use the meeting rooms for free. We have limited funds to pay to use meeting space.
- We would love more kids programs (sewing classes, art classes, bubble shows, animal shows, etc.)
- Weekend toddler/children activities
- Adults Ed programs- gardening, photography, dog training, maple syrup, local historical
- Willimantic just started outdoor wi-fi cafe, book bike, free libraries see chronicle article 9/18. Good ideas for Hebron
- Coffee shop
- Keep the children's section well-stocked and the programs coming please!
- I am not impressed with the movie selections in Kanopy at all!! You can discontinue it. I also feel that a lot of content throughout the library reflects the Director's preferences
- Anything child related
- Movie night
- More comfy chairs in the Reading Room. Make it a classic space to read and relax.
- More hands on programs for children with friendly staff.
- Encourage individuals to pay/donate books to electronic collection.
- I often need to get other books outside of the Bibliomation consortium as the collection in Hebron and it's consortium aren't as robust.

**Question 16: Do you have any suggestions for new programs or enhancements to existing programs that would improve library services for the Town of Hebron? (continued)**

- with the use of technology I believe the library could offer "field trips". Take is to historic places with an interesting connection to the town, state, and encourage people to share their history.
- more copies of digital new releases.
- more elementary programs on weekends or after school.
- work with high school
- more children books in Spanish.
- Program with the police about senior safety, avoiding scams, and avoiding identity theft.
- Reading challenges, contests in partnership with other organizations in town, such as parks and rec, lions, town ctr. project or AHM. Events that promote community. Book clubs for school age kids 1 night a week to read and discuss with group. Legos or stem clubs. Discussions or presentations on current topics such as accepting and appreciating differences and embracing diversity.

**Question 17: In your opinion, how does the library benefit you or the community?**

- Opportunity to read current books
- Absolutely
- Tremendously
- It gives current and future generations a place to go and learn.
- It is different things to different people. I place to read email, I place to study quietly, a place to access adventure in a book, etc.
- it is an essential part of the community that I support though I rarely use it
- Outside of this unusual pandemic situation, the library is a wonderful place for people in the community to gather, wonderful source for materials especially books, magazines and movies for family viewing. I particularly enjoy going to the free programs and talks that are interesting. The library staff is wonderful and always very helpful and friendly. Thanks for doing this survey and asking for our feedback.
- Libraries are an extremely important part of the community, they benefit all residents young and old in many various ways!
- Gives us access to much more literature and media than we would have at home
- provides information and community
- Having a strong library is key for families with school age children, we love to go and take out a basket of books to enhance our reading; we love to meet friends there; I love that my kids are familiar with the librarians and have learned how to ask questions and get help
- Yes big benefit to the community especially those without a computer or internet access
- To get books and (pre Covid) meet new families through the children's programs
- Free access to a variety of materials.
- Personally I borrow and read a lot of books myself and for my kids. For the community it's important to have a place people can access internet and printers, tax information, as well as information on public services they may need,
- It is a major part of our community as a central location for groups to meet, families to gather, library materials to be used. I would also like to see more connections with the elementary schools in town.
- A welcoming place to sit and read and use of rooms for meetings
- Great for my kids
- It allows members of the community a quiet and free space to work and study, connect with reading materials, and access internet.
- Great asset!!
- Resource center for information, daily living, inspiration, relaxation
- Amazing resources for college students bookworms. Lots of new younger authors which is great.
- It provides computers and a large collection of books to assist with education.
- It's always available
- Provides entertainment

### Question 17: In your opinion, how does the library benefit you or the community? (continued)

- The library is essential to our community, giving us access to physical and electronic books, movies and music. Access to the internet for all is another important benefit as well as the multiple programs for kids and adults. The Douglas Library is a real cornerstone of our town.
- Center piece of Hebron
- It is a community anchor.
- Helps increase knowledge of interesting topics
- Builds community
- The library is a valuable resource for my literary and other media needs. I also find it a god resource as a grandparent.
- Gathering place, place to learn from others, source of all kinds of help
- Yes it has been a ray of light for us since we moved here in 2016. Our children love it and so do we
- It provides me with books, and occasionally a DVD, that my home library may not have.
- You were there during the pandemic when we really needed you. We can all take a trip while reading a good book.
- Provides a central location to promote literacy and build community
- It is very important to me.
- I see it as a cooperative arrangement, if I need a resource and don't have it, I can check with you. If you don't have it, I can request you to borrow it or buy it; and there may be books I have that you don't, and I can donate them for other people's use.
- it's provides services not available online.
- I always find what I need. The staff is helpful, friendly and resourceful.
- A great resource for the community. It is essential to keep kids reading
- It allows for our community to access free material to help us inform ourselves about current events as well as provides us opportunities to read leisurely. I believe the library is an essential element to a high functioning community.
- I borrow books frequently.
- Libraries are the life blood to any community
- yes. feel strongly
- Has a lot of resources available
- This library is amazing. Please know that you are one of my favorite places in the world. You bring the community together and are a level playing field where everyone (regardless of income) can benefit from reading, learning, technology, etc.
- It is the best service on any number of services.
- Builds a love of learning in children starting at a young age
- The library is essential! Always have books on hand and would be lost without them!!
- Access to books
- Reading is critical and while digital sources are available nothing beats a physical book. Especially true for our young readers
- Our library and staff are wonderful. They are kind, professional, helpful and caring. They are attentive and they listen and have a very good relationship with its patrons. They interact with patrons and are truly interested in hearing thoughts on books and helping me find books that would interest me :)
- Allows us to access books and DVDs for free, also through the book sales
- Hugh part of the town center, wonderful resource for families and adults.
- The library is a HUGE part of our life because we love books and reading and makes us happy just being at the library. We love the holiday parties too!
- Free available space for learning
- Yes, but would like to see more programs. In my other community we nearly lived at the library because of programs, the kids group that way and then it became the place to meet up JR kids. Which was a good feeling for parents
- I absolutely love this library. I love the peace and quiet and it's a safe space to hang out!!! Excellent offerings
- Meeting place. Unfortunately the library isn't a place I typically think of when I need a meeting space, research, quiet reading place, or printing services. I think you have a marketing problem. I am a graduate student that lives 2 hour from my university and this is the first time I've heard of the Douglas Library.
- Community resource for connection with others.

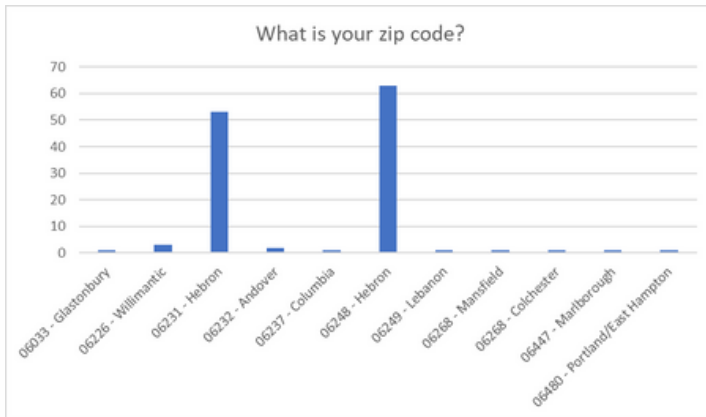
### Question 17: In your opinion, how does the library benefit you or the community? (continued)

- I feel strongly that a well-stocked and funded library is the cornerstone of a community. In the US we talk a lot about effort and hard work leading to success, well the library provides the space and resources to make that possible. The library is a clean, air conditioned, free space where people of any age are welcome. It is a resource I leaned on heavily in times when I had little or no money and needed a safe place for myself and my son to connect with resources for education or entertainment. I have charged my phone there after storms and the staff has helped me report outages when I had no power/service to do so myself. I have used the Wi-Fi and computers to apply for jobs. I have written college papers there when my apartment was blistering hot and far too loud. Years later my son wrote his own papers in the same quiet spaces. I passed summers when I didn't have ac reading endless books to my child in this library and watching him play quietly with other children using books and toys that I could not have afforded on my own. He made crafts and forged friendships in the library. I am a happy and successful educator who raised a happy and successful high school graduate because of this library. It has so immeasurable value.
- I do like being able to borrow books online but recently have noticed that selections are limited and recent fiction is severely limited
- I think it is so important for everyone to have access to reading materials and information and the library is a safe space that people can go to access those resources at no additional cost.
- Free access to new books, welcome center for everyone
- Can do research
- An overall great asset to the community.
- The library is a priceless resource. This community would suffer greatly should we lose any of the services provided.
- The Library benefits our whole community just as it was intended to.
- Bringing the community together and providing books and materials.
- Community events; place of knowledge and information for all
- Shared resource, meeting rooms
- very well
- Very important part of our community. We have attended educational meetings here. I love the digital audiobook availability. Libraries are an essential part of the community.
- Yea
- Access to relatable resources and current texts.
- I love our library – It's great that the most up-to-date books are available as well as donated books for sale
- It is the best place for people that enjoy literature.
- Enhanced community engagement
- Immensely, by providing wholesome activities
- Has current book and audio releases, provides programs, access to computers, copiers when needed, discounts on places- amazing an
- It opens to world to anyone who chooses to explore. It helps satiate curiosity. Computer helps those who don't have them. Programs and guest speakers induce creativity. Community is precious part of society that we all should strive to flourish.
- Great source of personal entertainment reading.
- it's a positive benefit and has programs to encourage participation
- central place for ideas, programs, and lending materials
- unable to afford to buy books and I need to read daily.
- It allows my preschooler practice of being in public in a place with good COVID protocols.
- The library is very important to the community.
- Quiet, clean, safe place to read. A destination for news, books, information, and stories. .
- Gives access to materials I would not normally have.
- It allows access to free books, DVDs, and informational programs
- A+
- personal interactions, books and movies I wouldn't buy, suggestions
- Provides necessary services to others who may not be able to afford. Serves all ages in community. Always a welcoming atmosphere.
- books make life better

**Question 17: In your opinion, how does the library benefit you or the community? (continued)**

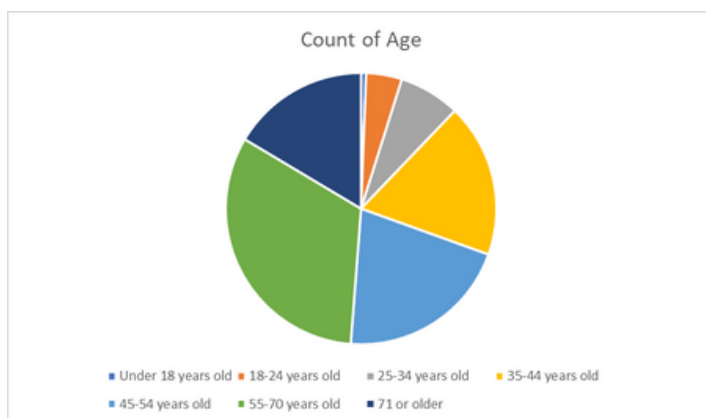
- Great benefit as community meeting space, education and entertainment/programs. Keep up the good work.
- serves all ages and income levels. Entertainment and information available to all.
- Great learning facility
- Love the library- our cultural hub.
- Library is a place in town for people with any and all diversities to go to learn, share and grow together as one community.
- I feel the library is the heart of the town!

**Question 22: What is your zip code?**



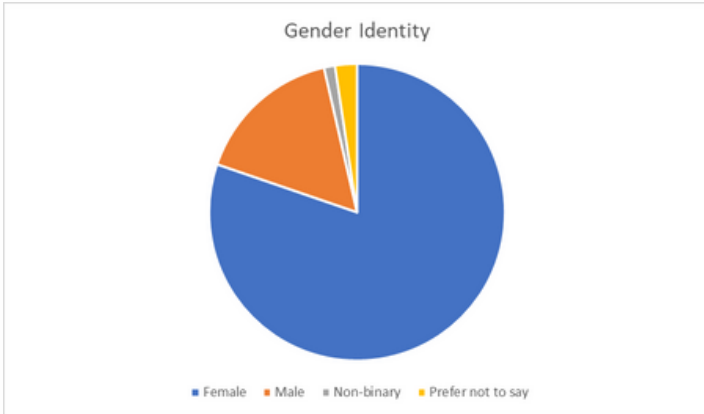
06033 - Glastonbury	1
06226 - Willimantic	3
06231 - Hebron	53
06232 - Andover	2
06237 - Columbia	1
06248 - Hebron	63
06249 - Lebanon	1
06268 - Mansfield	1
06268 - Colchester	1
06447 - Marlborough	1
06480 - Portland/East Hampton	1

**Question 23: What is your age?**



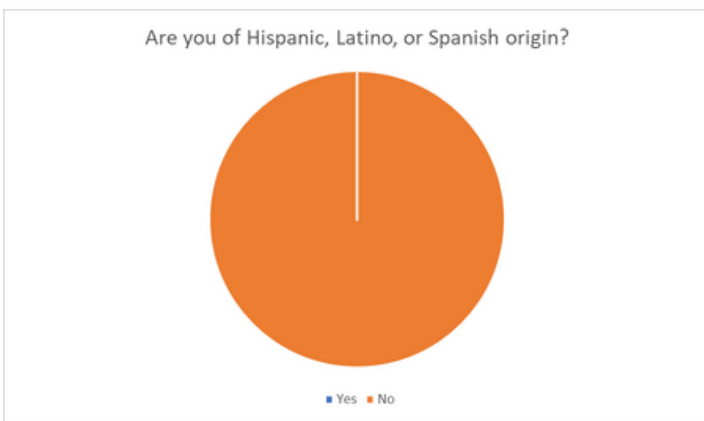
Under 18 years old	1	1%
18-24 years old	7	4%
25-34 years old	12	7%
35-44 years old	30	18%
45-54 years old	34	21%
55-70 years old	53	32%
71 or older	27	16%

Question 24: What is your gender identity?



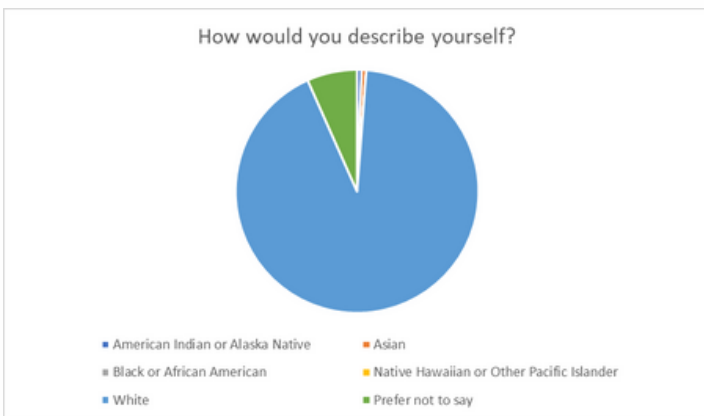
Female	134	80%
Male	27	16%
Non-binary	2	1%
Prefer not to say	4	2%

Question 25: Are you of Hispanic, Latino, or Spanish origin?



Yes	0
No	161

Question 26: How would you describe yourself?



American Indian or Alaska Native	1
Asian	1
Black or African American	0
Native Hawaiian or Other Pacific Islander	0
White	152
Prefer not to say	11

'Other' submissions

- PR
- Prefer not so say
- Born in America
- Irish-Italian American
- Nice person.
- American

# APPENDIX III COMMUNITY PARTNERS SURVEY

## Douglas Library of Hebron Library Partner Questionnaire

Thank you for taking the time to fill out this survey. Your answers will help to determine the future of the Douglas Library as we update our strategic plan. Completed surveys can be returned to the Douglas Library before September 30, 2021. If you prefer to participate electronically, a digital version of this survey can be found on [douglaslibrary.org](http://douglaslibrary.org).

This Survey is meant to be filled out from the point of view of the organization that you represent. If you would like to give input to the library as an individual, please fill out the individual survey as well (available on [douglaslibrary.org](http://douglaslibrary.org) or at the main desk of the library).

1. For which local organization are you providing responses? If you would like to respond for multiple organizations, please fill out the survey multiple times.

\_\_\_\_\_

2. Have you used any services at the Douglas Library to support the work of your organization?

Mark only one oval.

- Yes    *Skip to question 3*  
 No    *Skip to question 4*

3. What services have you used to support your organization?

Check all that apply.

- Check out items from the physical collection (books, movies, audiobooks, Wi-Fi hotspots, etc)  
 Check out items from the digital collection (e-books, e-audiobooks, streaming video, museum passes, etc.)  
 Programs  
 Meeting/Study rooms  
 Quiet Reading/Study  
 Tutoring  
 Technology Assistance  
 Reading/Watching Suggestions  
 Copy Machine, Printers, Fax  
 Wi-Fi  
 Public Computers  
 Genealogy Research (Ancestry)  
 General Research

Other:  \_\_\_\_\_

4. How else can the Douglas Library help to support your organization's mission?

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*Skip to question 6*

5. What, if any, services can you think of that the library could offer that would be of use to your organization?

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6. What is the best time of year for you use the library?

*Check all that apply.*

- School-year (September - June)
- Summer (July - August)

7. When is the best time of day for you to use the library?

*Check all that apply.*

- Weekday Morning (10 a.m. - 12 p.m.)
- Weekday Afternoon (12 p.m. - 5 p.m.)
- Weekday Evening (5 p.m. - 8 p.m.)
- Saturday Morning (10 a.m. - 12 p.m.)
- Saturday Afternoon (12 p.m. - 3 p.m.)
- The library is not open when I would like to use it

8. Do you have any suggestions for new programs or enhancements to existing programs that would improve general library services for the town of Hebron?

9. Would you allow the Strategic Plan Committee to potentially contact you for follow up questions?

Mark only one oval.

- Yes    *Continue to question 10*
- No    *Skip to end of survey*

10. Name	<b>Only answer these if you replied 'Yes' to question 16.</b>
_____	
11. Phone	
_____	
12. Email	
_____	

**Thank you for taking the time to complete this survey! Please return it to the main desk at the Douglas Library. The updated strategic plan will be posted on [douglaslibrary.org](http://douglaslibrary.org) in 2022.**

# APPENDIX IV

# COMMUNITY PARTNERS

# SURVEY RESULTS

## RHAM Middle School

- Have you used any services at the Douglas Library to support the work of your organization?
  - Yes
- What services have you used to support your organization?
  - Small Meeting/Event Space; Quiet Reading/Study; Tutoring; Frequently have tutors meet at the library and recommend that students use the library to check out books for summer reading or school use
- How else can the Douglas Library help to support your organization's mission?
  - I appreciate the support that you currently provide
- Would your organization be interested in co-sponsoring programs with the Douglas Library in the future?
  - Unsure
- What is the best time of year for you to use the library?
  - School-year (September - June); Summer (July - August)
- When is the best time of day for you to use the library?
  - Weekday Afternoon (Noon - 5 p.m.); Weekday Evening (5 p.m. - 8 p.m.)
- Do you have any suggestions for new programs or enhancements to existing programs that would improve general library services for the Town of Hebron?
  - None at this time

## Hebron Public Schools

- Have you used any services at the Douglas Library to support the work of your organization?
  - No
- Would your organization be interested in co-sponsoring programs with the Douglas Library in the future?
  - Yes
- What, if any, services can you think of that the library could offer that would be of use to your organization?
  - Summer reading programs and enrichment partnerships (STEAM or others)
- What is the best time of year for you to use the library?
  - School-year (September - June); Summer (July - August)
- When is the best time of day for you to use the library?
  - Weekday Afternoon (Noon - 5 p.m.); Weekday Evening (5 p.m. - 8 p.m.); Saturday Morning (10 a.m. - Noon); Saturday Afternoon (Noon - 3 p.m.)

### Hebron Elementary School Library

- Have you used any services at the Douglas Library to support the work of your organization?
  - Yes
- What services have you used to support your organization?
  - Check out items from the physical collection (books, movies, audiobooks, Wi-Fi hotspots, etc);Check out items from the digital collection (e-books, e-audiobooks, streaming video, museum passes, etc.)
- Would your organization be interested in co-sponsoring programs with the Douglas Library in the future?
  - Yes
- What is the best time of year for you to use the library?
  - School-year (September - June);Summer (July - August)
- When is the best time of day for you to use the library?
  - Weekday Morning (10 a.m. - Noon);Weekday Afternoon (Noon - 5 p.m.)

### Hebron Parks and Recreation (2 responses)

- Have you used any services at the Douglas Library to support the work of your organization?
  - No
- Would your organization be interested in co-sponsoring programs with the Douglas Library in the future?
  - Yes
- What, if any, services can you think of that the library could offer that would be of use to your organization?
  - Meeting/class space
- What is the best time of year for you to use the library?
  - School-year (September - June);Summer (July - August)
- When is the best time of day for you to use the library?
  - Weekday Morning (10 a.m. - Noon);Weekday Afternoon (Noon - 5 p.m.);Weekday Evening (5 p.m. - 8 p.m.) Possibly during PREP hours

### Hebron Parks and Recreation (2 responses)

- Have you used any services at the Douglas Library to support the work of your organization?
  - No
- Would your organization be interested in co-sponsoring programs with the Douglas Library in the future?
  - Yes
- What, if any, services can you think of that the library could offer that would be of use to your organization?
  - Meeting space. The restrictions on space use make it impossible to use and count on.
- What is the best time of year for you to use the library?
  - School-year (September - June)
- When is the best time of day for you to use the library?
  - Weekday Evening (5 p.m. - 8 p.m.);Saturday Morning (10 a.m. - Noon);Saturday Afternoon (Noon - 3 p.m.);Sunday afternoon
- Do you have any suggestions for new programs or enhancements to existing programs that would improve general library services for the Town of Hebron?
  - I'm not sure. Would need to brainstorm on that.

### St. Peter's Episcopal Church

- Have you used any services at the Douglas Library to support the work of your organization?
  - No
- Would your organization be interested in co-sponsoring programs with the Douglas Library in the future?
  - Yes
- What, if any, services can you think of that the library could offer that would be of use to your organization?
  - Both the library and the church have great meeting space and we might consider future ways of collaborating to benefit the wider community. We can hold as many as 120 in chairs safely and have special protections. Promoting programs like the online racism training we are launching November 1 and we could promote your book groups that you just got your grant. we could promote one another's events. Do book drives together.
- What is the best time of year for you to use the library?
  - School-year (September - June)
- When is the best time of day for you to use the library?
  - During the week we rarely are here to take advantage of the library. I know some older persons value the computers available.
- Do you have any suggestions for new programs or enhancements to existing programs that would improve general library services for the Town of Hebron?
  - We think you do a great job reaching out to the wider community

### Hebron Interfaith Human Services

- Have you used any services at the Douglas Library to support the work of your organization?
  - Yes
- What services have you used to support your organization?
  - Large Meeting/Event Space; Quiet Reading/Study
- Would your organization be interested in co-sponsoring programs with the Douglas Library in the future?
  - Yes
- When is the best time of day for you to use the library?
  - It would vary depending on the program/ event.
- Do you have any suggestions for new programs or enhancements to existing programs that would improve general library services for the Town of Hebron?
  - No

### Hebron Interfaith Human Services

- Have you used any services at the Douglas Library to support the work of your organization?
  - Yes
- What services have you used to support your organization?
  - Small Meeting/Event Space; Tutoring; Wi-Fi
- Would your organization be interested in co-sponsoring programs with the Douglas Library in the future?
  - Yes
- What is the best time of year for you to use the library?
  - School-year (September - June)
- When is the best time of day for you to use the library?
  - Weekday Morning (10 a.m. - Noon); Weekday Afternoon (Noon - 5 p.m.); Weekday Evening (5 p.m. - 8 p.m.)

### Town Center Project

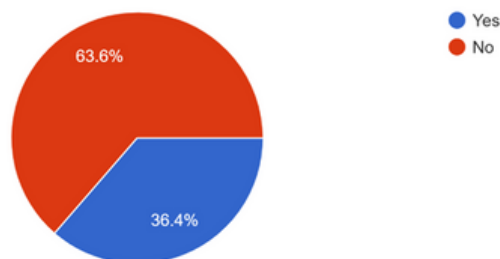
- Have you used any services at the Douglas Library to support the work of your organization?
  - No
- Would your organization be interested in co-sponsoring programs with the Douglas Library in the future?
  - Unsure
- What, if any, services can you think of that the library could offer that would be of use to your organization?
  - Our goal is creating community, perhaps we could hold some of our planned Community Chorus practices downstairs? Meeting space for our Board meetings, encourage visitors to add their family history to the map downstairs. Coordinate a history exhibit about July 4th, (what it meant at the founding of our country and what it means today).to line up with our celebration on that day at the old Town Hall. I believe that a library is the true heart of a town, TTCP would love to work with you on any project that might encourage more people in Hebron to come together with common purpose. We're open to suggestions!
- When is the best time of day for you to use the library?
  - Weekday Evening (5 p.m. - 8 p.m.);Saturday Morning (10 a.m. - Noon);Saturday Afternoon (Noon - 3 p.m.)

### Hebron Interfaith Human Services

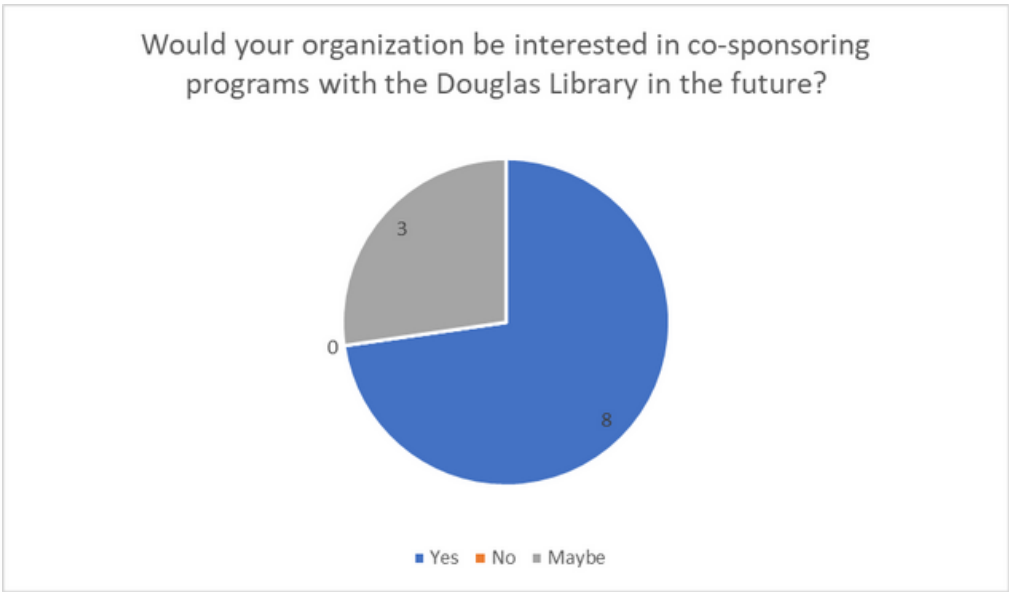
- Have you used any services at the Douglas Library to support the work of your organization?
  - No
- Would your organization be interested in co-sponsoring programs with the Douglas Library in the future?
  - Unsure
- What, if any, services can you think of that the library could offer that would be of use to your organization?
  - Faith Based Book Club; Support the lending library; any webinars/seminars that are community based (we can use our eNews to help advertise).
- What is the best time of year for you to use the library?
  - School-year (September - June);Summer (July - August)
- When is the best time of day for you to use the library?
  - Unsure

### A few graphs...

Have you used any services at the Douglas Library to support the work of your organization?  
11 responses

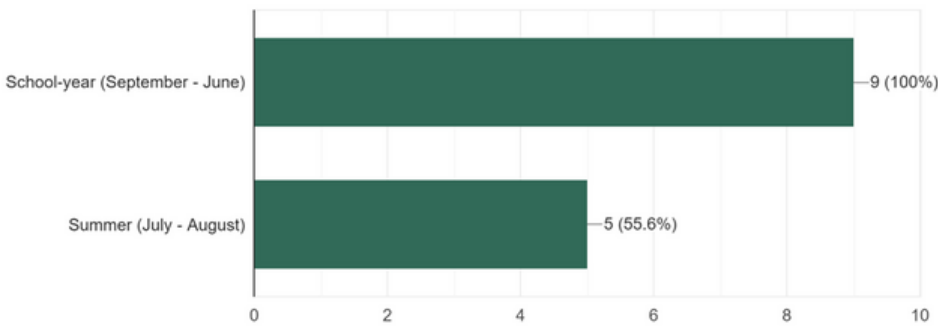


A few graphs... (continued)



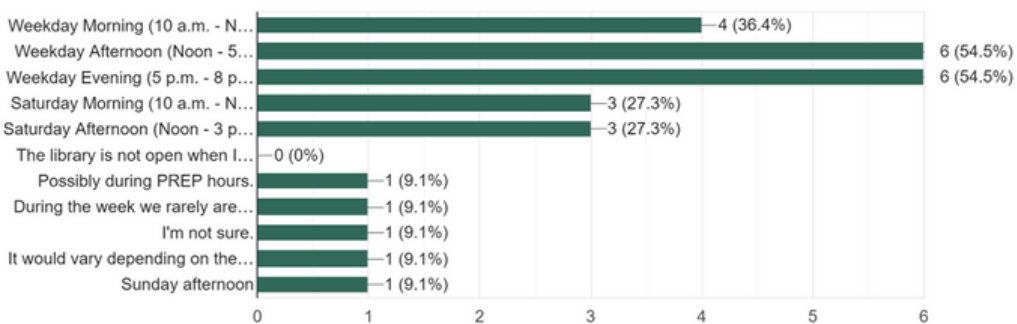
What is the best time of year for you to use the library?

9 responses



When is the best time of day for you to use the library?

11 responses



# APPENDIX V

# COMMUNITY FORUM

# SUMMARY

Date: February 28, 2022 from 7-8:30PM  
Venue: Zoom

## Agenda:

- Call to order (7:00 p.m.)
- Overview of evening (7:05 p.m.)
- Introductions (7:10 p.m.)
- Discussion (7:15 p.m.)
- Conclusion (8:25 p.m.)

## Discussion Questions:

1. What do you consider to be the values of this community? Does the Douglas Library share to those values?

- a. Small town feel.
- b. Close knit community.
- c. Focus on local history.
- d. It is important for the library to let local groups use the space for meetings

2. What are the elements that make an ideal public library?

- a. Access and availability of items.
- b. Excellent staff.
- c. Staff has solid knowledge of research.
- d. The staff knows the preferences of their customers.
- e. Sharing local history.
- f. Offers day trips.
- g. Everyone should feel comfortable in the library
- h. Would like to see more programming to engage young people in reading
  - i. Reflecting what our community looks like, but also what other people look like.
- j. More technology help. Used to have ½ an hour where anyone could come in.
  - i. Morning or afternoon would be the best time to bring this service back
- k. Discounted tickets to museums.
  - i. Need to advertise better. Maybe distribute bookmarks with HIHS.
- l. Love the Friends of the Library Book Sales.
- m. Love NYT crossword printout.
- n. Good selection.
- o. Suggested goals
  - i. Increase quantity of children's programs.
  - ii. Reinstate technology assistance programs.
  - iii. Improve marketing of library services among all demographics.

3. What would make it easier for you to attend more programs at the library? To use library materials (more often)?

- a. Programming time doesn't always line up with availability.
  - i. Morning sessions and evening sessions.
- b. Craft programs are terrific.
- c. Love to see more open hours and standardized hours
  - i. This is a popular suggestion
  - ii. Standardized hours during the week is more important than Sunday hours.



- d. Programs should be free to attend.
- e. Interesting speakers.
- f. Make the catalog easier to use.

- i. Autocorrect would be a useful tool

- g. Longer loan periods, particularly on DVDs.

- h. Morning programs for adults.

- i. Multiple people wanted this.

- ii. Partner with the senior center to make sure that people can and will come.

- i. **Suggested goals**

- i. Standardize library hours during the week (10AM-8PM, M-F). Expand Saturday hours to 5PM.

- ii. Increase number of adult programs held during the day.

4. How can the Douglas Library better understand and respond to the needs of our patrons?

- a. Suggestion box

- b. Possible to hold focus groups with young teens. Need to find ways to communicate.

- c. Reach out to art departments in schools to do student art shows.

- d. **Suggested goals:**

- i. Partner with schools to host events that will draw school-aged children and their parents into the library (i.e. art shows)

5. Do you primarily use another library besides the Douglas Library? If so, why? What programs and/or services do you see at other libraries or organizations that you wish the Douglas Library offered?

- a. Marlborough Library was able to receive ILL items more quickly (due to their consortium).

- b. Marlborough video selection is better.

- c. Colchester, Columbia and Lebanon have outdoor programs. Bridge is getting built in the back. Would like more of these.

- d. Craigin – Rice or water table. Good under 5 program there. Sensory program.

- e. Maybe set-up permanent outdoor space for programs

- f. Love lunches at the libraries. Eating outside.

- g. Use the memorial garden for storytimes.

- h. **Suggested goals**

- i. Increase outdoor programming, especially for children.

- ii. Make outdoor space more conducive to programming and recreational use.

6. Do the library's technology offerings meet your needs?

- a. No real responses to this one. These individuals do not use our technology. There was mention having more technology programs earlier in the discussion.

7. Do you feel welcome, comfortable and safe in the Douglas Library?

- a. Like home.

- b. Would like more rocking chairs.

- c. Better security camera coverage in nooks and crannies.

- d. Glass case is well decorated.

- e. Building design is strange. No people when you walk in.

- f. Would be nice to have staff out front, but maybe not the best use of staff time. Maybe way to do virtually with cameras?

- g. Would like to use the Front Door for entry.

- h. Perhaps have a digital display in entryway welcoming people to the library and giving people some direction.

- i. Better signage to get upstairs. Maybe display that automatically welcomes when comes in the door?

- j. **Suggested Goals**

- i. Improve signage in the lobby to make the library more welcoming.

- ii. Increase the coverage of security cameras throughout the building.

8. Do the current hours of the Douglas Library fit your needs?

- a. "I don't know when the library is open. I always have to check. It needs to be consistently open every day."

- i. Everyone agrees with this.

- b. Earlier than 10AM is not necessary and 8pm is probably late enough.

- c. Prefer consistent weekday over Sunday hours.

- d. Would appreciate if the library was open later on Friday nights

- i. This would be good for programming

- e. Library should be open past 3PM on Saturday

- f. Increase size of library hours on window so they can be read from your car.

- g. I love the lockers!

- h. **Suggested goals**

- i. Standardize library hours during the week (10AM-8PM, M-F). Expand Saturday hours to 5PM.

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

**APPROVE CONNECTICUT WATER  
FIREFIGHTER SUPPORT GRANT APPLICATION**

Attached is information from Connecticut Water regarding the Grant Program for Fire Departments. The Fire Department is requesting the Board of Selectmen's approval to submit the grant application. The Fire Department intends to purchase a hydrant valve if awarded the grant.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the Connecticut Water Firefighter Support Grant Program application in the amount of \$1,500 and authorize Andrew J. Tierney, Town Manager, to apply for, accept and receive the grant if awarded.



93 West Main Street  
Clinton, CT 06413

November 10, 2022

Peter Starkel, Fire Department Chief  
Town of Hebron Fire Department  
44 Main St., PO Box 911  
Hebron, CT 06248

Re: Grant Program for Fire Departments

Dear Chief,

We value the contribution firefighters and emergency responders provide to our communities every day to ensure our safety and protect our homes, businesses and public spaces. In recognition of your efforts and to support your vital work, Connecticut Water has opened applications for our 2023 Firefighter Support Grant Program.

The program will award up to a total of \$15,000 this year to uniformed volunteer or paid departments in our service communities to help fund the purchase of slow-close hydrant valves, backflow preventers, isolation valves, water handling equipment or other firefighting tools and educational materials. Eligible departments will be awarded at the discretion of the committee for amounts up to a maximum of \$1,500.

An application is enclosed with this letter and is also available on our website at [ctwater.com/community/firefighter-support-grant-program](http://ctwater.com/community/firefighter-support-grant-program). Applications must be submitted by March 1, 2023 for consideration.

This program is funded by Connecticut Water's Charitable Giving Program and will not be recovered via customer rates. For more information on the program, please email us at [giving@ctwater.com](mailto:giving@ctwater.com).

Thank you for your commitment to protecting lives and property in our community. We are proud to be your partners.

Sincerely,

A handwritten signature in blue ink, appearing to read 'DS' or similar initials.

Donald Schumacher  
Lead Superintendent, Connecticut Water



## Firefighter Support Grant Program

At Connecticut Water, we recognize the importance of having fire protection for the safety of residents and businesses in the communities we serve. We value the service firefighters and emergency responders provide to our communities every day to ensure our safety and protect our homes, businesses and communities. In recognition of their efforts and to support their vital work, Connecticut Water established our Firefighter Support Grant Program.

Through our Firefighter Support Grant Program, we will award up to \$15,000 in grants each year to fire and emergency organizations serving communities in the company's designated service areas, which include communities served by Avon Water and Heritage Village. The maximum grant amount per eligible organization is \$1,500.

Application form is below, and may also be downloaded via our website at:  
[ctwater.com/community/firefighter-support-grant-program](http://ctwater.com/community/firefighter-support-grant-program)

This program is funded as part of the company's Charitable Giving program, and is not recovered through customer rates.

### Eligibility Criteria

Grants are awarded to uniformed fire departments, whether professional or volunteer. Individuals are not eligible to receive grants through the program. Grants may be used to offset some or all of the cost for the purchase of the following:

- Slow-close hydrant valves, backflow preventers, isolation valves
- Water handling equipment
- Firefighting tools; and
- Education, training and related materials used to support fire protection.

Preference will be given to isolation valves, back flow preventers, or items that help protect the public water system.

### Application

To qualify, applicants must complete an application form and submit the completed form via e-mail to:  
[Giving@ctwater.com](mailto:Giving@ctwater.com). **Applications must be submitted by March 1, 2023.**

To be considered, applications must include the completed application form; documentation of the cost for the equipment, product, or service for which the grant would be used for; and a copy of the department's or parent organization's W9 Tax Identification Form.

Applications will be reviewed by Connecticut Water's Charitable Giving Committee, who oversees the grant program. All applicants will be notified by the committee of their application status regardless of whether or not it was chosen for funding.

**FOR MORE INFO:** Please send inquiries about the Firefighter Support Grant Program to [Giving@ctwater.com](mailto:Giving@ctwater.com)



## Firefighter Support Grant Application

Name of Organization / Fire Department:

Paid Department

Volunteer Department

Department Size:

Department Service Area, Service Area Population:

Street Address:

City:

State:

Zip Code:

Contact Name:

Contact Phone Number:

Contact Email Address:

Grant to be used for:

Slow-close hydrant valves, backflow preventers, isolation valves

Water handling equipment

Firefighting tools

Education, Training or Related Materials

Brief description of how this equipment, product or service will benefit the department:

Cost of the equipment, product or service (provide additional documentation as necessary):

My organization's W9 Tax ID Form is included with this application (required)  Yes  No

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

**TOWN MANAGER'S ANNUAL EVALUATION**

The Selectmen may wish to discuss the process for annual evaluation of the Town Manager which by contract is to be conducted during the month of January.

**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 15, 2022 7:00 PM (EST)

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

<https://meet.goto.com/242970101>

**You can also dial in using your phone.**

United States: [+1 \(872\) 240-3212](tel:+18722403212)

**Access Code:** 242-970-101

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

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

**Thursday, December 15, 2022**

**7:00 p.m.**

**AGENDA**

Time Guideline	
7:00 p.m.	1. <b>CALL TO ORDER</b>
7:00 p.m.	2. <b>PLEDGE OF ALLEGIANCE</b>
7:02 p.m.	3. <b>ADDITIONS AND CHANGES TO THE AGENDA</b>
7:05 p.m.	4. <b>PUBLIC COMMENT</b> This section of the agenda is reserved for persons in attendance who wish to briefly address the Board. The Board requests that comments be limited to three minutes or less. Persons wishing to comment should type "comment" and your name in the chat box and you will be recognized.
7:15 p.m.	5. <b>GOOD TO KNOW/SPECIAL RECOGNITION</b> Hebron Business Spotlight and Public Service Announcements
7:20 p.m.	6. <b>APPOINTMENTS AND RESIGNATIONS</b> a) Planning and Zoning Commission Appointment
7:40 p.m.	7. <b>TOWN MANAGER'S REPORT</b> a) Recent Activities b) Correspondence c) Town Manager Updates

- 7:50 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
- 8:00 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) Draft Agenda for January 5, 2023 Meeting
  - d) 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 December 1, 2022 – Regular Meeting
  - b) **TAX REFUNDS**
- 8:35 p.m. 11. LIAISON REPORTS**
- a) AHM Youth Services
  - b) Hebron BOE – Gail Richmond
  - c) Board of Finance – Peter Kasper
  - d) Land Acquisition – Tiffany Thiele
  - e) RHAM BOE – Marc Rubera
  - f) Parks & Recreation Commission – Peter Kasper
  - g) Economic Development Commission – Tiffany Thiele
  - h) Hebron Historic Properties Commission – Dan Larson
  - i) Commission on Aging/Senior Center – Gail Richmond
  - j) Fire Department – Dan Larson
  - k) WPCA – Andrew Tierney/Kevin Kelly
  - l) Green Committee – Tiffany Thiele
  - m) Douglas Library Board of Trustees – Gail Richmond
- 8:45 p.m. 12. PUBLIC COMMENT**
- 8:50 p.m. 13. ADJOURNMENT**

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

**CONSENT AGENDA**

Proposed Motion:

Move that the Board of Selectmen approve the following Consent Agenda items and motions contained therein as if individually adopted:

**a) APPROVAL OF MINUTES**

10.a.1 November 17, 2022 - Regular Meeting

**b) TAX REFUNDS**

10.b.1 Enterprise FM Trust	\$ 803.19
10.b.2 Honda Lease Trust	\$1,214.88
10.b.3 Toyota Lease Trust	\$1,323.19