

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

January 5, 2023, 7:00 PM (America/New_York)

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

<https://meet.goto.com/942886933>

You can also dial in using your phone.

Access Code: 942-886-933

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

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Thursday, January 5, 2023

7:00 p.m.

AGENDA

Time Guideline

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

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

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

7:05 p.m. 4. **PUBLIC COMMENT**

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

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

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

a) Planning and Zoning Commission Appointment(s)

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

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

- 7:40 p.m. 8. OLD BUSINESS**
- a) American Rescue Plan State and Local Recovery Funds Update
 - b) Public Works Building Project Next Steps
 - c) Any Other Old Business
- 7:50 p.m. 9. NEW BUSINESS**
- a) RHAM Strategic Planning Committee
 - b) Charter Revision Discussion
 - c) Police Department Accreditation
 - d) Draft Agenda for January 19, 2023 Meeting
 - e) Any Other New Business
- 8:20 p.m. 10. CONSENT AGENDA**
- Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.
- a) **APPROVAL OF MINUTES**
 - 10.a.1 November 17, 2022 – Regular Meeting
 - 10.a.2 December 1, 2022 – Regular Meeting
 - 10.a.3 December 15, 2022 – Regular Meeting
 - b) **TAX REFUNDS**
- 8:25 p.m. 11. LIAISON REPORTS**
- a) AHM Youth Services
 - b) Hebron BOE – Gail Richmond
 - c) Board of Finance – Peter Kasper
 - d) Land Acquisition – Tiffany Thiele
 - e) RHAM BOE – Marc Rubera
 - f) Parks & Recreation Commission – Peter Kasper
 - g) Economic Development Commission – Tiffany Thiele
 - h) Hebron Historic Properties Commission – Dan Larson
 - i) Commission on Aging/Senior Center – Gail Richmond
 - j) Fire Department – Dan Larson
 - k) WPCA – Andrew Tierney/Kevin Kelly
 - l) Green Committee – Tiffany Thiele
 - m) Douglas Library Board of Trustees – Gail Richmond
- 8:35 p.m. 12. PUBLIC COMMENT**
- 8:40 p.m. 13. ANTICIPATED EXECUTIVE SESSION**
- a) Town Manager Annual Evaluation
- 9:00 p.m. 14. ADJOURNMENT**

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TOWN OF HEBRON BOARD OF SELECTMEN REGULAR MEETING (VIRTUAL)

RECEIVED

2022 DEC 30 A 11:34

HEBRON TOWN CLERK

Board of Selectmen Regular Meeting

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**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 5, 2023**

APPOINTMENTS AND RESIGNATIONS

a. Planning and Zoning Commission Appointment

Attached is correspondence from Jason Boice (D) and Terry McManus (D) expressing interest in being appointed to the Planning and Zoning Commission. There are currently two vacancies: one for a regular member, with a term to run until 2023 and the other for an alternate member with a term to run until 2025.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint _____ as a regular member of the Planning and Zoning Commission for a term to run until November 21, 2023.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint _____ as an alternate member of the Planning and Zoning Commission for a term to run until November 18, 2025.

Donna Lanza

From: Andy Tierney
Sent: Monday, December 12, 2022 8:05 AM
To: Daniel Larson; Gail Richmond; Marc Rubera; Peter Kasper; Tiffany Thiele
Cc: Donna Lanza; Dori Wolf
Subject: FW: Hebron Planning and Zoning Commission vacancy

fyi

From: Jason Boice <jasonboice.realtor@gmail.com>
Sent: Saturday, December 10, 2022 12:01 PM
To: Andy Tierney <atierney@hebronct.com>; Matthew Bordeaux <mbordeaux@hebronct.com>
Subject: Hebron Planning and Zoning Commission vacancy

Town Manager Tierney,

I wanted to introduce myself as a town resident interested in serving on the Planning and Zoning Commission. I wanted to tell you a little about my background and why I am now interested in serving.

I grew up in Glastonbury and went to Georgetown University on a baseball scholarship. I have lived in Hebron since 2006 and absolutely love the town. Employment wise, I worked as a project manager for a custom home builder in Glastonbury for 4 years, a foreman for a custom woodworking company in Bolton for 6 years, a property agent for the Connecticut Department of Transportation in the Division of Rights of Way for 8 years and a local real estate agent in town for over a year. I have also purchased, renovated and sold multi-family and single family properties since 2013.

In full disclosure, I do not pretend to be an expert on zoning regulations. I do want to be clear about that. However, I have some experience with them based on my time at the CONNDOT and renovating properties. While at the CONNDOT I secured 30+ variances based on property impacts to private property owners as a result of government projects. I also presented at 15+ town public informational meetings regarding private property impacts as a result of Town or State projects.

As I have gotten older (I am 41 now) and my love for the Town of Hebron has grown, I started to think of ways to become involved at the Town. As someone with prior government regulatory and building experience, I'm hoping that I can help the Town of Hebron by serving on the Planning and Zoning Commission to in some small part help improve a community that I love. As someone who is younger, loves the community, and is a proponent of smart and sustainable development, I would be honored by the opportunity to serve; and possibly play a small role in the economic development and growth of Hebron; while at the same time balancing the historic charm and conservation that defines our town.

Thanks,



Jason Boice | **Real Estate Agent**
eXp Realty

Cell (860) 690 1201 | Office (860) 200 3704

jasonboice.realtor@gmail.com

Licensed in CT RES.0821682



Donna Lanza

From: Andy Tierney
Sent: Monday, December 19, 2022 1:33 PM
To: Terry McManus
Cc: Matthew Bordeaux; Donna Lanza
Subject: RE: Application for Appointment for Planning and Zoning Commission

Received we will be in touch

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

From: Terry McManus <termiddlemail@gmail.com>
Sent: Monday, December 19, 2022 12:55 PM
To: Andy Tierney <atierney@hebronct.com>
Cc: Matthew Bordeaux <mbordeaux@hebronct.com>
Subject: Application for Appointment for Planning and Zoning Commission

Dear Manager Tierney:

I am writing to volunteer to serve on the Hebron Planning and Zoning Commission.

Having been a resident of the town of Hebron since 2006, I've made efforts to familiarize myself with the workings and philosophies of the town. You've seen me at a few of town meetings over the years.

With the end of Covid, I've come to realize that I would like to increase my commitment to the town by applying for a vacancy on the Planning and Zoning Commission.

I stopped by the office of the Town Planner, Matthew Bordeaux, to inquire as to what he would expect from a member of the commission in order to further understand the scope of the commitment. I asked how I should put my name up for consideration and he asked if I could write to you, copying him, as to my wish to apply. Thus this email.

If you could let me know as to how I might progress this application and what steps I might need to do to further it, I would appreciate it.

Thanks for your assistance, Andy. I look forward to your reply.

Sincerely,
Terry McManus
169 North Street
Hebron, CT 06248

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

Chapter C. Charter

Chapter II. Elections

Section 208. Vacancies - Elective office.

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

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

1. Resignation from Elective Office:

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

2. Filing Vacancies in Elective Office:

2.1. Notification

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

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

2.2. Nomination Period

- 2.2.1. The date the notice of vacancy is filed with the Town Clerk and posted on the Town bulletin board shall commence the 35 day notice period as required by the Charter. Nominations will be accepted at the Town Manager's Office up to and including the 35th day or postmarked on the 35th day. If the 35th 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

From: Kevin J. Tulimieri <kjt.history@gmail.com>
Sent: Wednesday, December 28, 2022 10:48 AM
To: Board of. Selectmen; Donna Lanza; Andy Tierney
Subject: Letter for Public Record for BOS Meeting Jan. 5, 2023
Attachments: Warzecha William follow up letter 12 17 22.docx

December 28, 2022

Dear Chairman Larson and members of the Board of Selectmen,

Please accept this letter and attachment to include in the Public Record for the January 5, 2023 Board of Selectmen meeting. Attached is a letter from Mr. William Warzecha, hydrogeologist, dated December 17, 2022, in clarification of comments he made regarding the proposed Public Works facility at a December 8, 2022 meeting of the Hebron Green Committee. Unfortunately, at the December 15, 2022 Board of Selectmen meeting Chairman Larson publicly mischaracterized Mr. Warzecha's comments. As you will read in the attached letter, Mr. Warzecha remains opposed to the siting of the proposed Public Works at 17 Kinney Road. In the attached letter, Mr. Warzecha reiterated his opposition to the proposed plan and clarified his comments to the Hebron Green Committee, "You should know that I clearly stated during my opening and closing remarks to the Committee that the Town is using poor judgment in locating the public works facility on Kinney Road and the facility should not be built in that location. The proposed land use, which includes the storage and handling of deicing agents like road salt and liquid brine, pose a significant risk to surface and ground water." I hope the attached letter will serve to correct the record and acknowledge Mr. Warzecha's opposition. I also hope the Board of Selectmen will recognize the extensive experience Mr. Warzecha has with the Connecticut Department of Energy and Environmental Protection, 36 years in total, specifically his expertise in the contamination of ground water by road salt and deicing agents.

Mr. Warzecha's experience, informed opinion and opposition to siting the proposed Public Works facility at 17 Kinney Road relates directly to Connecticut's Potable Water Law, Connecticut General Statutes, Section 22a-471, which reads in part, "If the Commissioner of Energy and Environmental Protection determines that pollution of the groundwaters has occurred or can reasonably be expected to occur and the Commissioner of Public Health determines that the extent of pollution creates or can reasonably be expected to create an unacceptable risk of injury to the health or safety of persons using such groundwaters as a public or private source of water for drinking or other personal or domestic uses, the Commissioner of Energy and Environmental Protection may issue an order to the person or municipality responsible for such pollution requiring that potable drinking water be provided to all persons affected by such pollution." As reiterated by Mr. Warzecha's letter of December 17, 2022, there is indeed a reasonable expectation that the groundwater will be polluted by the activities surrounding the proposed Public Works facility. This would place the Town of Hebron in a position requiring the municipality to provide potable drinking water to all persons affected.

In addition, Mr. Warzecha also states in the December 17, 2022 letter, "Only if, after thoroughly evaluating all other alternative sites, the Town acts contrary to these facts and the facility is ultimately sited on Kinney Road, there are several issues that need to be addressed... The most important consideration is to proactively install public water to potentially affected homes along Kinney Road and Millstream Road. It is the only alternative for supplying a permanent, safe supply of drinking water to homeowners whose wells become polluted." If the Town continues to push for this dangerous and destructive plan, I ask the Board of Selectmen to include the expense of extending Town Water from John E. Horton Boulevard, through the 17 Kinney Road site and onto Kinney Road, as well as to the homes at risk on Church Street and Mill Stream Road, in the Town's cost estimates and this expense made public.

I urge the Board of Selectmen to abandon the plans to place the Public Works facility at 17 Kinney Road. The imminent contamination of groundwater, or the exorbitant expense in providing Town Water, are both too great to ignore any longer.

Sincerely,

Kevin J. Tulimieri

110 Kinney Road
Amston

Kevin Tulumieri
Marc Baribault
Hebron, CT

December 17, 2022

Kevin and Marc,

After hearing today from you both regarding remarks by Selectman Dan Larson attributed to me during the December 15, 2022 Board of Selectmen meeting regarding the siting of the proposed public works facility on Kinney Road, I felt compelled to respond in writing to set the record straight.

Apparently, Mr. Larson alleged that during a Zoom meeting held on December 8, 2022 for the Hebron Green Committee, I concurred with the proposed location for the public works garage. You should know that I clearly stated during my opening and closing remarks to the Committee that the Town is using poor judgment in locating the public works facility on Kinney Road and the facility should not be built in that location. The proposed land use, which includes the storage and handling of deicing agents like road salt and liquid brine, pose a significant risk to surface and ground water. That land use is not compatible at all with the state's ground water classification for the site and vicinity, which is GA (groundwater suitable for drinking without treatment).

Only if, after thoroughly evaluating all other alternative sites, the Town acts contrary to these facts and the facility is ultimately sited on Kinney Road, there are several issues that need to be addressed. I shared with the Green Committee the same recommendations identified in my September 16, 2022 letter to Kevin Tulumieri that was presented to the Public Building Committee and the Board of Selectmen. The most important consideration is to proactively install public water to potentially affected homes along Kinney Road and Millstream Road. It is the only alternative for supplying a permanent, safe supply of drinking water to homeowners whose wells become polluted. Additional considerations should include, among other things, the storage of all road salt/liquid brine completely under cover, overburden and bedrock monitoring wells, proper drainage, and pre- and post-construction sampling of domestic wells located in proximity to the proposed facility. The town should hire a qualified hydrogeologist familiar with the fate and transport of road salt materials in ground water to assist it in evaluating the issues mentioned in my letter.

Based on my long time DEEP career enforcing the state's ground water pollution laws and investigating road salt pollution problems, it is inevitable that surface and ground water on and migrating off site will be degraded by deicing agents, regardless of mitigative measures taken to combat pollution emanating from potential releases at the proposed site. From an environmental planning standpoint, the facility should be located in an area where ground

water is already impaired and public water available. As such, my position regarding the proposed siting of the public works facility on Kinney Road as poor judgement is unchanged.

Please feel free to share this letter with Mr. Larson and let him know I am available to talk with him directly should he feel it be necessary.

Regards,

William Warzecha

Norwich, CT

January 5, 2023

Dear Chairman Larson and members of the Board of Selectman,

I would like this letter and attachments to be submitted for Public Records and at the next BOS meet January 5, 2023.

As we continue to examine developing the Raymond Brook Watershed, I draw your attention to the latest map of the proposed Public Works facility. The map was submitted by Nathan L. Jacobson and Assoc. Inc, and can be found on the Town of Hebron webpage. This map has two obvious mistakes and one oversight.

The mistakes are, #1 there is no house #93 on Kinney Road, it is #95. And #2, the distance arrow, on the map, for this property (#95) is on top of an old barn and not aimed down at the family's home or well location. This is the third time this house has been referenced at BOS meetings. It is clearly visible from the road. It sits directly adjacent to the middle stream and their property is directly effected by the wet areas above. This is the same area the planned facility will send industrial trucks in and out of up to 50 trips a day.

The oversight is a second unidentified house on Church Street that will be negatively impacted by the proposed project.

These simple errors support the overwhelming feeling that residents are unimportant. Nobody bothered to double check the map or visit Kinney Road. These oversights do nothing to promote trust.

In addition to, please see the attached document, Horton Property Purchase. February 26, 2019. Could someone please explain the bottom half of this document? How does municipal and industrial development, combined with modern agricultural practices, protect the wetlands that feed our "potential future Town drinking water supplies", located just below?

It is time we put the Raymond Brook Watershed into a real watershed protection program and focus, instead, on the Old Colchester Road location in combination with the Eversource land. On May 10, 2016 Michael O'Leary submitted a letter to the Hebron Public Building Committee Meeting. This letter begins "As you know we now have preliminary plans for the construction of a new PW facility and Transfer Station. This is at the existing PW site...". From here his letter goes on to explain about Open Space's interest, the Eversource land, estimated costs and his meeting with Andrew Tierney. This plan of reusing the existing site follows Mr. O'Leary's ideas on protecting open space, wetlands and "Hebron's Rural Flavor" since 1997.

References:

[Hartford Courant December 28, 1997 "Michael O'Leary Wants Hebron to retain its Rural Flavor"

CACIWC.org Winter 2008 The Habitat. "Hebron's Coordinated Approach to Riparian Area Protection." John Mullaney and Michael O'Leary

October 16, 2012 Town of Hebron Planning and Zoning Meeting where preserving Open Space and prime farmland soils are discussed. POCD workshop.

PBC letter May 10, 2016 referenced above.]

The Raymond Brook Watershed should be preserved intact for other important matters, like... clean drinking water, open land and historic preservation. Road salts are showing up in wells all across our region. These numbers are only going to increase. An accident of any kind on this watershed will, no doubt, be expensive if not impossible to fully rectify.

Development here is terribly risky and we certainly hope you will reconsider your plans and put the Raymond Brook Watershed into Open Space protection.

Thank you.
Jean Tulumieri
110 Kinney Rd



Horton Property Purchase:

- On February 26, 2019, the Town of Hebron Planning and Zoning Commission unanimously recommended approval of the purchase of the Horton property and concluded that it was consistent with the Plan of Conservation and Development Goals and Policies.
- The Planning Commission report and recommendation included the following:
 - Purchase of this parcel is consistent with a number of Goals and Policies in the 2014 Town of Hebron *Plan of Conservation and Development* (POCD), and specifically:
 - The wetland corridors within the parcel are included within a Planned Greenway as shown on the Future Open Space map contained in the POCD;
 - In the Municipal Infrastructure Chapter of the POCD, several sections of the POCD encourage the Town to seek out land and opportunities for potential future public building needs including a replacement for Co. #1 Fire Station, Police services, Town offices, and a Public Works facility;
 - Purchase of the property is a large planning vision for Hebron Center; and, it demonstrates good, comprehensive, long-range planning to meet a variety of municipal needs including future municipal buildings and open space.
- The Town Of Hebron Public Building Committee has unanimously recommended this parcel of land be purchased for municipal uses.
- The purchase is consistent with the report and recommendation of the Town of Hebron's Open Space Land Acquisition Committee dated 1/16/19, and they specifically made the following findings:
 - The property abuts the Raymond Brook Preserve (town-owned open space), from which the Preserve's trail system could be extended north into the Village Square District, a goal established in the Town's 2014 Plan of Conservation and Development (POCD).
 - Planned extension of the Preserve's existing trail system to the west and southeast could connect the Neighborhood Convenience District and Air Line Trail State Park, respectively, to the Village Square District, enhancing trail enjoyment and business opportunities
 - Wetlands, existing conservation easements (16.9 acres) and areas of potential conservation easements comprise approximately 40%, or 35 acres of the property. The conservation easements provide a 50' wetland protective buffer.
 - Acquisition of the approximate 35 acres would provide protection to on-site wetlands and a tributary of Raymond Brook, a Class A watercourse. This tributary is upstream of the town's Groundwater Protection Zone (formerly named Aquifer Protection Zone) hence protecting this watercourse protects potential future Town drinking water supplies.
 - Located within the Future Open Space Greenways Map (Raymond Brook Greenway) as depicted in the Town's 2014 POCD
 - Potential agricultural use of a portion of the property could be continued
 - The Concept Plan includes an area for a "great lawn" (new Town Green), which could host community-wide activities and events
- Purchase of the property would permit a future coordinated and planned "Municipal Complex", similar to what is envisioned on "Concept Master Plan, Town of Hebron, New Town Complex", with sufficient land to accommodate present and future public building needs, all within walking distance of Main Street;
- Located in Village Square Zoning District (formerly named the Village Green Zoning District) where Municipal facilities, Community centers, and Civic buildings and uses are all currently permitted uses by the Zoning Regulations;
- Concept Plan for Phase II of Village Green District and the new Municipal Complex Concept Plan both show a mix of land uses:
 - Concept Master Plan for Village Green District in the Phase II area showed up to 75,000 s.f. of either office or industrial space; 23,000 s.f. of retail or office space, and 48 apartments and a 1500 s.f. community building. And, the Plan showed a new Town Hall in Phase I.
 - Municipal Complex plan shows potentially 75,000 s.f. in future municipal offices or community center, 50,000 in municipal non-office use (fire station / PW garage and storage), and 16-20 senior housing units.

From: Mike O'Leary <MOLeary@hebronct.com>

To: Andy Tierney <atierney@hebronct.com>; Kevin Kelly <kkelly@hebronct.com>; 'rsteiner183@aol.com' <rsteiner183@aol.com>; 'wwarwick31@gmail.com' <wwarwick31@gmail.com>; 'Wayne Warwick' <wwarwick31@me.com>; tfenton <tfenton@nlja.com>

Cc: Mike O'Leary <MOLeary@hebronct.com>

Subject: RE: DPW Facility

Date: Tue, May 10, 2016 12:52 pm

Hi all,

Andy asked me to provide a brief update.

As you know we now have preliminary plans for the construction of a new PW facility and Transfer Station. This is at the existing PW site including a few acres that the Town would have to purchase from Eversource. We have had a number of meetings with Eversource on this property and they are running the possible sale of this land through their internal process as well as through DEEP who would need to sign off on the sale. The Town's Open Space Land Acquisition Committee has expressed interest in the remainder of the Eversource 34 acre parcel for open space. And, myself and the Town Manager have met on a preliminary basis with representatives of the Odd Fellows as they have historically used portions of this Eversource property.

We have preliminary cost estimates from the architect on the proposed buildings that would be constructed on this site, and we have cost estimates from the engineer on the site work involved. The preliminary plans show a great deal of grading to accommodate a new PW facility on this site. The Eversource parcel is a high knob that would have to be flattened and the rear of the PW site would have to be filled to bring the site to a grade that would make this site work. From the preliminary cost estimates it is clear that this site work adds a significant amount to the project cost.

Before we decided to go any further, the project team wanted to explore any other reasonable possibility. One site that has been suggested in the past and continues to be mentioned is the rear of the Horton property. At this time we have asked LADA, a landscape architectural firm that works with our Town Engineer's Office, to develop a few conceptual plans on the Horton property to see if this is a feasible site to consider. An idea that I mentioned to the design firm is to develop a concept on the rear Horton property as a potential municipal complex site not only for the PW site, but for potential sites of other Town owned buildings that may be needed in the future. I drove through this property with LADA and Jim Celio last week so that they would be familiar with it. They have now generated a base map that can be used for planning purposes (boundaries, topo, wetlands, etc.). And, we expect to see some alternative concept plans next week. Let us know if the Committee would also like to see them

Thanks,

Mike

Michael K. O'Leary, AICP
Director of Planning and Development
Town of Hebron

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 5, 2023**

AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS UPDATE

Attached is an ARPA project update prepared by Elaine Griffin, Finance Director.

The Town Manager is requesting the Board of Selectmen's approval of the purchase of an Animal Control Officer vehicle from State surplus for \$5,600.

Proposed Motion:

Move that the Hebron Board of Selectmen approve funding from ARPA for the purchase of a vehicle from State of Connecticut surplus in the amount of \$5,600 to be assigned to the Hebron Animal Control Officer.

MEMORANDUM

TO: Board of Selectmen, Board of Finance, Town Manager

FROM: Elaine Griffin, Finance Director

DATE: December 21, 2022

SUBJECT: ARPA PROJECT UPDATE

As requested, please find a general ledger fund report summarizing the approved ARPA projects outlining expense and encumbrances to date. Eleven of the twenty-one approved projects are either complete or are in progress as detailed below.

One cruiser has been received and outfitted with this purchase beginning during the 2021-2022 fiscal year and the second cruiser has been ordered and the funds encumbered. The boat for the Fire Department has been purchased and received. The Fire Department rescue tools have also been purchased and received with this project over budget by \$2,039. The EV Charging Stations are all installed and we are awaiting the final invoice as well as the Eversource reimbursement. The softball field work and fencing at Veterans Park is almost complete. The contribution to Hebron Interfaith has been remitted. The Green Committee has \$1,714 remaining from their recycling bins purchase. Cyber threat security measures have begun but are yet to be paid for. Rifles, ammo, and other training equipment have been purchased from the Active Shooter funding. And lastly, the ACO vehicle payment has just been produced with pickup to be scheduled with the State.

Updates on these projects and the ARPA fund will become part of my monthly budget analysis reports.

Town of Hebron

General Ledger - On Demand Report

Fiscal Year: 2022-2023

From Date: 7/1/2022

To Date: 12/31/2022

21

Account Mask: 0341??????????????

Account Type: All

☒ Print Detail

☐ Include PreEncumbrance

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

034.1.2001.210.2055.0000	\$36,919.00	\$0.00	\$0.00	\$36,919.00	\$0.00	\$36,919.00	100.00%
CRUISER REPLACEMENT							

034.1.6500.300.2301.0000	\$145,000.00	\$0.00	\$0.00	\$145,000.00	\$0.00	\$145,000.00	100.00%
SKATE PARK VETERANS							

034.1.6500.300.2302.0000	\$143,000.00	\$0.00	\$0.00	\$143,000.00	\$0.00	\$143,000.00	100.00%
TOWN BLDG SECURITY MEASURES							

034.1.6500.300.2303.0000	\$115,000.00	\$0.00	\$0.00	\$115,000.00	\$0.00	\$115,000.00	100.00%
CERT VEHICLE REPLACE							

034.1.6500.300.2304.0000	\$23,000.00	\$22,970.00	\$22,970.00	\$30.00	\$0.00	\$30.00	0.13%
FD MARINE - BOAT							

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
2841468	2300378	2300378	AP POSTING	DEFENDER INDUSTRIES INC.	Accounts Payable	\$22,970.00
						Detail Total: \$22,970.00

034.1.6500.300.2305.0000	\$50,000.00	\$52,039.00	\$52,039.00	(\$2,039.00)	\$0.00	(\$2,039.00)	-4.08%
FD BATTERY RESCUE TOOLS							

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
IN1772060	2300377	2300372	AP POSTING	SHIPMAN'S FIRE EQUIPMENT	Accounts Payable	\$48,910.00
IN1772060	2300377	2300372	AP UN-POSTING	SHIPMAN'S FIRE EQUIPMENT	Accounts Payable	-\$24,455.00
IN1772149	2300379	2300373	AP POSTING	SHIPMAN'S FIRE EQUIPMENT	Accounts Payable	\$29,470.00
IN1772149	2300379	2300373	AP UN-POSTING	SHIPMAN'S FIRE EQUIPMENT	Accounts Payable	-\$14,735.00
V50121184IN1803	2300381	2300374	AP POSTING	SHIPMAN'S FIRE EQUIPMENT	Accounts Payable	\$12,849.00
						Detail Total: \$52,039.00

034.1.6500.300.2306.0000	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	100.00%
MARTIN RD ENGINEERING							

034.1.6500.300.2307.0000	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00	100.00%
FIRE CO 1 BAY EXPANSION							

034.1.6500.300.2308.0000	\$93,000.00	\$36,500.00	\$36,500.00	\$56,500.00	\$56,500.00	\$0.00	0.00%
EV CHARGING STATIONS							

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
1189882	2300370	2300369	AP POSTING	ENVIROMENTAL SYSTEMS CORP	Accounts Payable	\$9,300.00
1189840	2300370	2300369	AP POSTING	ENVIROMENTAL SYSTEMS CORP	Accounts Payable	\$27,200.00
						Detail Total: \$36,500.00

Encumbrance Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
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Town of Hebron

General Ledger - On Demand Report

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☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description

Budget Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

Encumbrance Detail (Standard)

034.1.6500.300.2308.0000

Reference Number Requisition Number PO/Ship Number Description

Name
ENVIROMENTAL SYSTEMS CORP

Journal

Amount

\$56,500.00

Detail Total:

\$56,500.00

034.1.6500.300.2309.0000

\$14,000.00

\$0.00

\$0.00

\$14,000.00

\$0.00

\$14,000.00

SR CTR GEN SWITCH GEAR

100.00%

034.1.6500.300.2310.0000

\$101,886.00

\$0.00

\$0.00

\$101,886.00

\$0.00

\$101,886.00

LIBRARY PEDESTRIAN BRIDGE

100.00%

034.1.6500.300.2311.0000

\$150,000.00

\$0.00

\$0.00

\$150,000.00

\$0.00

\$150,000.00

PLAYSCAPE VETERANS PK

100.00%

034.1.6500.300.2312.0000

\$120,000.00

\$0.00

\$0.00

\$120,000.00

\$0.00

\$120,000.00

PLAYSCAPE GHS

100.00%

034.1.6500.300.2313.0000

\$20,000.00

\$0.00

\$0.00

\$20,000.00

\$18,940.00

\$1,060.00

SOFTBALL FIELD VETERANS PK

5.30%

Encumbrance Detail (Standard)

Reference Number Requisition Number PO/Ship Number Description

Name
LANDWORKS FENCE LLC

Journal

Amount

\$18,940.00

Detail Total:

\$18,940.00

034.1.6500.300.2314.0000

\$12,000.00

\$0.00

\$0.00

\$12,000.00

\$0.00

\$12,000.00

TRAIL REPAIRS

100.00%

034.1.6500.300.2315.0000

\$25,940.00

\$24,226.00

\$24,226.00

\$1,714.00

\$0.00

\$1,714.00

GREEN COMMITTE PROJECTS

6.61%

Transaction Detail (Standard)

Reference Number Requisition Number PO/Ship Number Description

Name
WASTE WISE PRODUCTS
WASTE WISE PRODUCTS
WASTE WISE PRODUCTS
WASTE WISE PRODUCTS

Journal

Amount

\$38,839.60

Accounts Payable

\$19,319.80

Accounts Payable

\$9,812.40

Accounts Payable

\$4,908.20

Detail Total:

\$24,226.00

034.1.6500.300.2316.0000

\$25,000.00

\$0.00

\$0.00

\$25,000.00

\$0.00

\$25,000.00

CYBER THREAT SECURITY MEASURES

100.00%

034.1.6500.300.2317.0000

\$10,000.00

\$10,000.00

\$10,000.00

\$0.00

\$0.00

\$0.00

HIHS PANTRY SUPPORT

0.00%

Transaction Detail (Standard)

Reference Number Requisition Number PO/Ship Number Description

Name
HEBRON INTERFAITH HUMAN SERV INC

Journal

Amount

\$10,000.00

Accounts Payable

\$10,000.00

Detail Total:

\$10,000.00

Printed: 12/21/2022 9:17:54 AM

Report: rptNewOnDemandGLRpt

2022.3.11

Page:

2

Town of Hebron

General Ledger - On Demand Report

Fiscal Year: 2022-2023

From Date:7/1/2022

To Date:12/31/2022

Account Mask: 0341??????????????

Account Type: All

☒ Print Detail

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☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

034.1.6500.300.2318.0000

\$80,000.00

\$0.00

\$0.00

\$80,000.00

\$67,219.74

\$12,780.26

ADDL POLICE VEHICLE

15.98%

Encumbrance Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
0	427	2300810		MHQ MUNICIPAL VEHICLES		\$47,709.24
0	783	2301159		NORTHEASTERN COMMUNICATIONS INC		\$4,065.50
0	827	2301227		TELREPCO		\$15,435.00
Detail Total:						\$67,219.74

034.1.6500.300.2319.0000

\$20,000.00

\$5,435.00

\$5,435.00

\$14,565.00

\$2,088.00

\$12,477.00

ACTIVE SHOOTER TRAINING KITS

62.39%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
39697	272	2300662	AP POSTING	JUREK BROTHERS INC.	Accounts Payable	\$2,435.00
39698	273	2300663	AP POSTING	JUREK BROTHERS INC.	Accounts Payable	\$3,000.00
Detail Total:						\$5,435.00

Encumbrance Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
0	668	2301063		COLT'S MANUFACTURING COMPANY LLC		\$2,088.00
Detail Total:						\$2,088.00

034.1.6500.300.2320.0000

\$10,000.00

\$5,600.00

\$5,600.00

\$4,400.00

\$0.00

\$4,400.00

ACO VEHICLE

44.00%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
V17206401	851	2301240	AP POSTING	STATE OF CT DAS STATE SURPLUS PROGRAM	Accounts Payable	\$5,600.00
Detail Total:						\$5,600.00

Fund: 034

\$1,319,745.00

\$156,770.00

\$156,770.00

\$1,162,975.00

\$144,747.74

\$1,018,227.26

Town of Hebron

General Ledger - On Demand Report

Fiscal Year: 2022-2023

From Date: 7/1/2022

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Account Mask: 0341??????????????

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☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description

Budget Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

Grand Total:

\$1,319,745.00

\$156,770.00

\$156,770.00

\$1,162,975.00

\$144,747.74

\$1,018,227.26

End of Report

State and Local Recovery Funds
American Rescue Plan
PROPOSED PROJECTS

12/29/2022 10:16 AM

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

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

**Hebron's share - funding anticipated to be shared by AHM Towns.

Alternately, may be funded by a Community Project Funding Grant.

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

12/29/2022 10:16 AM

Round 2 Projects:

Approved by Town Attorney and BOS

Old Town Hall (OTH) Building Maintenance/Repairs	25,000
Additional EV Charging Stations - Locations TBD	TBD
Contribution Toward Emergency Generator for Stonecroft Housing	70,000
Cyber Threat Assessment and Security Measures	25,000
Hebron Interfaith Human Services (HIHS) Food Pantry Support	10,000
Wall Street Sidewalk Project	146,000
Winter Heating Assistance	25,000
Police Vehicle	80,000
Active Shooter Training and Police Vehicle/Classroom Toolkits	20,000
WPCA Sewer System Improvements	82,140

Approved by Town Attorney Awaiting BOS Approval

Support for Local Small Businesses	TBD
The Town Center Project (TTCP) Storage Shed	30,000
Peters House Renovation/Restoration	TBD
ACO Vehicle Regional Hebron/Columbia	10,000
CoDE Request: Implicit Bias Training Town Employees/Elected Officials	7,878
Hebron Historical Society - OTH Restroom/Accessibility	125,000
Hebron Historical Society Ancient Cemetery Repair/Maintenance	100,000
5 Cemeteries at \$20,000/each	
Green Committee: Bike Racks - (included in already approve HGC request)	3,000
ROUND 2 GRAND TOTAL	\$ 759,018

Awaiting Town Attorney Approval and BOS Approval

Collins: GHS Water System	Tentative Attorney Approval
Collins: Fund for Affordable Home Ownership	Tentative Attorney Approval
MA Foote Gull School Roof	20,000
P & R Trail Development	50,000-80,000
P & R Field Upgrades (Burnt Hill Parks & St. Peter's)	TBD
P & R Field Lighting (Veteran's baseball field)	150,000-250,000
Fence Between Library and Legion	TBD

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 5, 2023**

PUBLIC WORKS BUILDING PROJECT NEXT STEPS

The Town Manager will provide an overview of the proposals received from BL Companies and Nathan L Jacobson for the Public Works Facility, to include preliminary funding discussion with the goal of having the Town Manager come back at a future meeting with proposals for how to fund the pre-referendum design and engineering services.

A representative from Dornenburg Kallenbach Advertising (DKA) will be in attendance to provide the Selectmen with a presentation on public relations services they provide and discuss a potential community survey

WATER QUALITY CLASSIFICATIONS HEBRON, CT

SURFACE WATER QUALITY CLASSES



Notes: 1. Water Quality Classifications beginning with S, B, or SA are based on the Surface Water Quality Class (SWQC) as defined in the Connecticut Water Quality Standards (CWS) for the State of Connecticut. The SWQC is a part of Connecticut's Clean Water Act (CWA) implementation plan. 2. The SWQC is a part of Connecticut's Clean Water Act (CWA) implementation plan. 3. The SWQC is a part of Connecticut's Clean Water Act (CWA) implementation plan.

GROUND WATER QUALITY CLASSES



EXPLANATION

WATER QUALITY CLASSIFICATIONS (WQCL) are used to assess the quality of water bodies in the State of Connecticut. The WQCL is a part of Connecticut's Clean Water Act (CWA) implementation plan. The WQCL is a part of Connecticut's Clean Water Act (CWA) implementation plan. The WQCL is a part of Connecticut's Clean Water Act (CWA) implementation plan.

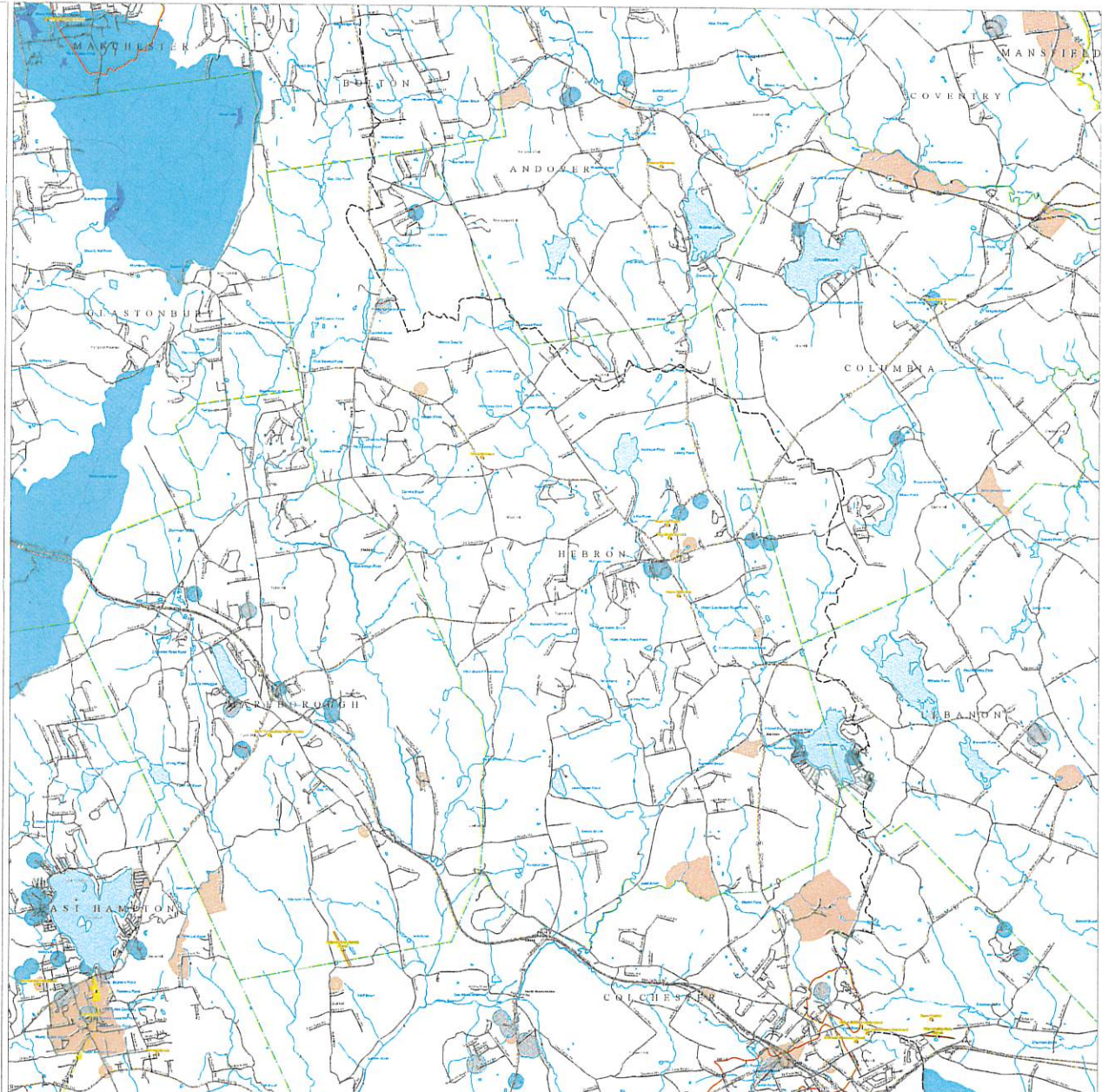
WATER QUALITY CLASSIFICATIONS (WQCL) are used to assess the quality of water bodies in the State of Connecticut. The WQCL is a part of Connecticut's Clean Water Act (CWA) implementation plan. The WQCL is a part of Connecticut's Clean Water Act (CWA) implementation plan. The WQCL is a part of Connecticut's Clean Water Act (CWA) implementation plan.

DATA SOURCES

WATER QUALITY CLASSIFICATIONS (WQCL) are used to assess the quality of water bodies in the State of Connecticut. The WQCL is a part of Connecticut's Clean Water Act (CWA) implementation plan. The WQCL is a part of Connecticut's Clean Water Act (CWA) implementation plan. The WQCL is a part of Connecticut's Clean Water Act (CWA) implementation plan.

ADOPTED DATES
Water Quality Standards
October 20, 2001
Basin Water Quality Standards and Technical Support
December 1990
Connecticut River and South Central Coastal Basins
February 1993
Connecticut River, Housatonic River and Southern Coastal Basins
March 1995

STATE OF CONNECTICUT
DEPARTMENT OF
ENERGY & ENVIRONMENTAL PROTECTION
700 Capitol Avenue
Hartford, CT 06103-1217



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March 1995

STATE OF CONNECTICUT
DEPARTMENT OF
ENERGY & ENVIRONMENTAL PROTECTION
700 Capitol Avenue
Hartford, CT 06103-1217





An Employee-Owned Company

December 7, 2022

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

Re: Project: Hebron Public Works Facility Buildings
Site: Corner of Kinney Road & Church Street, Hebron CT 06248
BL Project No.: 2202421.00

Dear Mr. Tierney:

We are pleased to submit this Agreement to perform professional Services in connection with the above-referenced Project.

BL Companies, Inc. directly or through one or more affiliated companies or wholly owned subsidiaries, referred to collectively below as the “**Consultant**” will perform professional Services for Town of Hebron referred to below as the “**Client**”.

I. PROJECT UNDERSTANDING

This Agreement is based on Consultant’s understanding that the nature of the Project is to provide Schematic Design and Presentation materials to the Town of Hebron’s Department of Public Works, for three (3) new buildings. The buildings will consist of a garage with supporting offices, a pre-engineered cold storage building, and a pre-engineered salt shed building, based on the site plan dated 09/09/2022 provided by NLJA. Landscape Architecture, Civil, and Site analysis and design to be provided under separate contract with the Town by NLJA.

The location of the Project is at the corner of Kinney Road & Church Street, referred to below as the “**Site**”.

The professional Services to be provided are more specifically described in the Scope of Services below. Consultant’s Services generally will consist of Architectural and Engineering schematic design services. These services include preparation of schematic drawings, exterior renderings,

structural and MEP narratives, and professional services/building construction cost estimates, to be used for presentation at the Town's Referendum hearing scheduled for early Spring of 2023.

All work in regard to this Project is subject to this Agreement.

II. CLIENT RESPONSIBILITIES

Client is responsible for providing the following information or other items to Consultant. Delays in providing, or omissions in, such information or items will likely result in Additional Services. Consultant may use such information in performing its Services and is entitled to rely upon the accuracy and completeness thereof. Unless specifically stated in the Scope of Services set forth below, Consultant will not independently verify such information and is not liable for any errors or omissions. The information and other items to be provided by Client, or other consultants acting on behalf of Client, are:

- Providing Consultant with lawful access to the Site.
- A Survey of the existing site in a usable AutoCAD format.
- Geotechnical report showing site borings & Geotechnical evaluations.
- Any documents, including certifications, which Consultant is requested to sign shall be provided to Consultant at least seven days before the execution deadline.
- Any record documents.
- Trade literature for equipment that is to be accommodated in the new buildings, to be used to verify that equipment can be appropriately accommodated spatially.

III. SCOPE OF SERVICES

A. Basic Services

Consultant will perform the following phases of Basic Services in relation to the Site:

1. Meetings and Hearings.
2. ASMEP Schematic Design.
3. Conceptual Renderings.
4. Schematic Building Construction Cost Estimates.

1. Meetings and Hearings. Consultant will attend in-person and video conference call meetings to coordinate the schematic design of the three buildings, with the Client's Landscape Architect/Civil Engineer and the Town Selectman.

Consultant will send up to two (2) staff members to attend up to two (2) in-person coordination meetings with the Town Selectman to review the program, schematic design plans, and schematic elevations. Consultant will also attend up to two (2) schematic design coordination meetings with Client's Landscape Architect and Civil Engineer. Upon finalizing the schematic plans and elevations, Consultant will send up to two (2) staff members to attend the Town's

Referendum scheduled for early Spring of 2023. Up to five meetings including the Referendum hearing are anticipated.

2. ASMEP Schematic Design. Consultant will provide the Town of Hebron with schematic design documents for the design of an 18,600sf Facilities Building, a 9,600sf Salt Shed and a 4,000sf Cold Storage Building. Consultant will give Client the opportunity to review the schematic drawings. If after 14 days Client has not responded, Client waives all claims for discrepancies between the schematic drawings and the project program.

2.1 Architectural Schematic Design. Consultant will provide schematic design services to produce drawings of the Facilities Building, Salt Shed and Cold Storage Building. A preliminary building code analysis will be completed at this stage. Schematic drawings will include floor plans, exterior elevations, building sections, and typical exterior wall sections labeling proposed materials.

The design will be based on coordination meetings with the Client's Landscape Architect/Civil Engineer and the Town's Selectman. A digital set of progress drawings will be provided to the client in preparation for each meeting electronically. One (1) round of limited revisions per design coordination meeting is included in this fee. Up to four (4) design coordination meetings are anticipated. Extensive revisions will be an additional fee.

Interior design, including but not limited to MEP fixtures, equipment specifications, furniture and millwork design is excluded from this agreement.

2.2 Structural Engineering Schematic Design. The Consultant will review the preliminary floor plans for the three (3) buildings along with the preliminary Site and Grading Plan from the Civil Engineer and will assist in the preparation of Schematic Design Documents by the Architect. It is assumed that the Facilities Building will be conventionally framed, the Salt Shed superstructure to be pre-fabricated wood roof trusses on concrete foundations and the Cold Storage to be a pre-engineered metal building (PEMB). The Geotechnical Investigation (by others) shall be coordinated with this work in order to identify any soil and/or groundwater issues that will affect the building foundations. The proposed structural fee assumes that the building will be founded on conventional spread-type footings, and that requirements for deep foundations, such as piles or caissons, shall constitute additional design fees. A narrative describing the framing of each building will be included.

2.3 MEP, Fire Alarm, and Fire Protection Schematic Design. Consultant will prepare a narrative with proposed MEP systems as outlined below:

Mechanical – BL Companies will investigate HVAC for the office space and heating & ventilating equipment for other areas. Preliminary information regarding exhaust fan requirements and unit heaters for the various buildings will also be included.

Plumbing – BL Companies will investigate collection of the roof/rainwater for all buildings. Further, plumbing shall investigate requirements for cold water service to the garage/office building as well as trench drain requirements for the truck wash area and truck storage

areas. BL shall provide preliminary information on sanitary and domestic water utility for the buildings as well as natural gas requirements.

Electrical – BL Companies will provide preliminary electrical service sizing for the garage/office building. Further, preliminary information for feeders from the garage/office building to the salt shed and enclosed storage buildings will be provided. Light fixtures will be discussed for each building type.

Fire Protection – BL Companies shall review each building type and the requirements for a wet, automatic sprinkler system(s).

Fire Alarm – BL Companies will investigate all code required fire alarm systems for the garage/office building, the salt shed, and the enclosed storage building.

3. Conceptual Renderings. Consultant will provide three (3) total views. Views will include (2) rendered aerial views to show all building structures with immediate context and one (1) street level view, the location of which will be determined by team. Preliminary versions of these views will be submitted digitally to the Client for review prior to final production of renderings. One (1) round of revisions of the renderings is included in this fee. Additional views can be provided at request for (\$2,500 / view).

Hardcopy prints in color of the finalized four (4) renderings will be presented to the Town's public at the Referendum, mounted on presentation boards. Digital copies of the finalized renderings will be provided to the Client. Samples of the exterior finishes will be presented on a finish board. One (1) sample of exterior finishes will be shown on the finish board.

One (1) hardcopy print of the Floor Plans and Exterior Elevations of the three buildings will be mounted on presentation boards.

Consultant will prepare and present the Schematic Design drawings, Renderings and Finish Board to the Town's public at the Referendum.

4. Schematic Building Construction Cost Estimates. Consultant will provide a schematic design phase construction cost estimate for each of the three buildings, based on the final schematic design. Consultant will also include professional services fees as a line item in the estimate. The schematic construction cost will be presented to the Town's public, together with the presentation renderings and drawings at the Referendum hearing. Estimator will not be present at the referendum. However, upon request, along with other cost estimating services, they may be provided for an additional fee at an hourly rate.

B. Exclusions And Additional Services

The Scope and Fee for Basic Services are based on information provided by Client. If Project parameters or field conditions vary significantly or if unforeseen circumstances arise, such changes will likely result in Additional Services and may affect construction costs and other Project costs.

The Services being provided within the Fee for Basic Services are only those which are expressly set forth in this Agreement. All other Services are Additional Services. Additional Services will be provided only if authorized by Client.

Except as may be described in the Basic Services set forth above, Consultant shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the Site.

Consultant can provide any or all of the following Additional Services which is not an exhaustive list. Any Additional Services not listed below may be provided by others. Additional Services provided by Consultant will be paid on an hourly basis invoiced at the Consultant's Hourly Billing Rates in effect when the Services are performed.

1. In addition to the specific items identified as Additional Services under individual work phases, Consultant can provide additional types of Services including:
 - a. Survey Services including property surveys, topographic surveys, aerial mapping, easement maps, subdivisions, wetlands delineation and mapping, boundary monumentation and construction layout.
 - b. Environmental Services including (i) Phase I and Phase II Environmental Site Assessments, (ii) Hazardous Building Materials Inspection (HBMI), and (iii) investigation of vapor intrusion and supervising the design and implementation of remediation or mitigation strategies including vapor barrier and/or ventilation systems.
 - c. Geotechnical investigation, analysis and recommendations.
 - d. Subsurface utility engineering (SUE) to locate underground utilities.
 - e. Site concept plans.
 - f. Traffic studies and analysis.
 - g. Civil site design.
 - h. Off-site improvement design.
 - i. Regulatory analysis and permitting strategies including zoning, wetlands and other local, state and federal requirements.
 - j. Regulatory permitting including local, state and federal environmental permitting
 - k. Regulatory permitting associated with local and state road opening, highway occupancy, encroachment and related traffic permitting.
 - l. Architectural, structural, mechanical, electrical, plumbing, and fire protection construction documents.
 - m. Design and specification of voice and data cabling systems, infrastructure and equipment.
 - n. Interior Design.
 - o. Landscape Architecture.
 - p. Bid phase Services.
 - q. Construction cost estimating beyond a schematic level.
 - r. Construction administration.
 - s. Construction inspection.
 - t. Assistance with LEED, Green Globe or similar energy or environmental certifications.
 - u. Commissioning.

- v. Cultural Resource services including Section 106 compliance; historic architecture and archaeological investigations; and Geographic Information Systems (GIS) analysis.
 - w. Natural Resource services including National Environmental Policy Act (NEPA) and any state and local environmental policy act compliance, state and federal wetland delineations, jurisdictional determinations and wetland functional assessments including stream assessments and restoration techniques, habitat assessments, vernal pool assessments and surveys as well as Section 7 coordination under the Endangered Species Act, including bat habitat assessments
 - x. Topical and comprehensive planning services, including community and economic revitalization programs, open space and historic resource preservation, and funding/revenue alternatives, grant writing and management.
2. Redesign or excessive revisions required by Client or public agencies. The Fee specified is based on reasonable and customary revisions required by public agencies. Redesign or excessive revisions will constitute Additional Services.
 3. Any services in support of litigation, mediation, an administrative action or arbitration relating to the Project or the Site and any additional design or permitting activities resulting from the final resolution of such litigation, mediation, administrative action or arbitration.
 4. Modifications to Consultant's work required by changes in applicable federal, state and local law, including statutes, ordinances and regulations.
 5. Services necessary to respond to the recommendations of any value engineering exercise including modifications to any reports, drawings, specifications, bidding or other documents.
 6. Unless otherwise specified, the Scope and Fee is based on the understanding that the Project delivery method is Design – Bid – Build. Change to a different Project delivery method will likely result in Additional Services.
 7. Services necessary to prepare multiple bid packages for phased construction or other reasons.
 8. Services necessary to address issues which arise if the Client elects to bid the Project based on documents other than complete and final construction documents.
 9. Preparation and maintenance of a Building Information Model (BIM).
 10. Review, revision and execution of certifications required by Client or Client's lender. Consultant will not certify to matters that are beyond the scope of services provided by Consultant. Additionally, Consultant can only certify as to visible surface features as shown on the construction documents. Review and revision of lenders' form documents to conform them to Consultant's scope and to reflect actual project considerations is an Additional Service.

IV. SCHEDULE

Consultant will work with the Client to develop a schedule that is mutually agreeable to both parties, which schedule may be revised during the course of the Project by mutual agreement of the parties.

V. FEES AND EXPENSES

A. Fees For Basic Services

The Fee specified is based on Consultant providing all of the Services included in Basic Services. If the Client desires Consultant to perform some, but not all, of the Services included in Basic Services, then the Fee for individual phases may increase. The revised Fee will be negotiated separately.

The Fee specified is based on Consultant performing the Basic Services in a logical and efficient sequence. If Client directs a different sequence of Services, such revised sequence will likely require Additional Services and may impact the Schedule of the Project including regulatory review and approvals. Consultant shall not be responsible for any increased costs or delay in the Project resulting from Client's decision to alter the sequence.

The breakdown of the Total Fee among the phases as set forth below is a good faith estimate. The cost of particular phases of Basic Services may exceed the estimate below, but Consultant will not incur Fees beyond the Total Fee as presented below without Client authorization.

Phases of Basic Services	Services / Description	Fee Type	Fee
1	Meetings and Hearings	Hourly Estimated	\$ 8,000
2	ASMEP Schematic Design	Fixed	\$ 43,000
3	Conceptual Renderings	Fixed	\$ 9,500
4	Schematic Building Construction Cost Estimates	Fixed	\$ 6,800
	Reimbursable Expenses (Estimated)		\$ 2,500
	Total Fixed and Hourly Estimated Fee and Expenses	Total Fee	\$ 69,800

The Reimbursable Expenses are only an estimate. All actual Reimbursable Expenses will be paid.

Fixed Fee. Consultant will provide the Basic Services identified as "Fixed" for the Fixed Fee set forth. Fees for each phase will be billed monthly on the basis of percentage completion.

Hourly Estimated Fee. Consultant will provide the Basic Services identified as “Hourly Estimated” on an Hourly basis at its Hourly Billing Rates in effect when the Basic Services are performed and Client will pay for the time actually spent. The Hourly Estimated Fee has been provided at the Client’s request for tasks as to which: (a) the scope is not fully defined and, therefore, no Total Fee can be provided or (b) the extent of Consultant’s effort that will be required to perform the scope is unknown at this time. Accordingly, the Hourly Estimated Fee is a good faith estimate based on the information currently available about the Project, the Scope of Service and the level of effort. Consultant cannot and does not guarantee that the Basic Services can be completed within the Hourly Estimated Fee. Fees for each phase will be billed monthly on the basis of time spent.

Consultant will not incur Fees above the Hourly Estimated Fee without authorization or approval by the Client.

B. Fees for Additional Services

All Additional Services will be paid in addition to the Total Fee. Unless otherwise agreed, such Additional Services will be paid on the basis of actual time spent using the Hourly Billing Rates in effect when the Services are performed.

C. Reimbursable Expenses

1. Expenses included as overhead:

Routine copies and printing, first class postage, routine local and long-distance telephone service and facsimile transmission and receipt will be provided without charge.

2. Expenses reimbursable to Consultant:

All other out-of-pocket expenses including subconsultants, subcontractors, materials, equipment rentals, mileage, travel expenses, traffic control, additional insurance requirements imposed by the Client, multi-set or large volume copying and printing, binding, overnight delivery service, deed and map copies and application fees and related expenses required for agency or Client submissions are Reimbursable Expenses. Client will pay Reimbursable Expenses to Consultant at cost plus fifteen percent (15%) for administration and overhead.

D. Hourly Billing Rates

Consultant will utilize the following Hourly Billing Rates, which include fringe, burden and overhead:

Hourly Billing Rates

April 1, 2022*

*Rates will change January 1

Classification:

Senior Principal

Hourly Rate:

\$225-\$300

ARCHITECTURE

Principal Architect	\$200-\$280
Senior Project Manager	200-260
Project Manager	160-230
Senior Architect	160-230
Project Architect	145-175
Job Captain	125-170
Staff Architect	70-125
Senior Designer	110-145
Designer	90-130
CADD Operator	75-120
Project Coordinator	90-105
Administrative Assistant	60-95

STRUCTURAL ENGINEERING

Principal Engineer	\$200-\$280
Senior Project Manager	210-260
Project Manager	170-230
Senior Engineer	150-230

MEP ENGINEERING

Principal Engineer	\$200-\$280
Senior Project Manager	210-260
Project Manager	170-230
Senior Engineer	150-230
Project Engineer	115-175
Staff Engineer	100-135
Senior Mechanical Gas Designer	150-190

E. Fee Protection

The Fee proposed in this Agreement shall remain valid for three months after the date of this Agreement. Consultant retains the right to revise the Fee and/or update this Agreement if this Agreement is not executed by the Client or work has not yet begun, due to no fault of the Consultant, within three months of such date.

The Hourly Billing Rates shall remain in effect for work done during the calendar year. Consultant adjusts its Hourly Billing Rates annually on January 1.

F. Billing

Consultant will bill Client by issuing invoices at the end of each month beginning with the commencement of work and continuing through Project completion. Each monthly invoice will be for all Fees earned (whether for Basic Services or Additional Services) and Reimbursable Expenses incurred by Consultant during the month. Sales and Use Tax, if any, imposed on the Consultant will be added to the bill. Client agrees that all invoices are due no later than thirty days after the date of the invoice. Client's payment of the invoice will acknowledge that Client is satisfied with Consultant's services and knows of no defect or deficiency in Consultant's services at the time of payment. If Client objects to all or any portion of the invoice, Client will notify Consultant within ten (10) business days from the date of receipt of the invoice and shall make timely payment of the undisputed portion of the invoice. The parties will immediately confer to resolve the disputed portion of the invoice.

Consultant reserves the right to charge interest at 1.5% per month on the unpaid balance of any invoice beginning on the 31st day after the date of the invoice. Consultant also reserves the right to suspend or terminate Services on all of Client's Projects if any balance remains unpaid for more than 30 days after the date of the invoice. If Client is or has been delinquent in its payments, Consultant reserves the right to require payment prior to the commencement of additional work. Consultant shall not be liable to Client for any costs or damages or any impact on Project Schedule that may result from Consultant's suspension of services due to Client's nonpayment. If Consultant resumes services after all invoices have been paid, the schedule and compensation may be equitably adjusted to reflect any delays or additional costs caused by such suspension of services. Continuation of service is not a waiver of Consultant's right to collect all sums due and is not a waiver of Consultant's right to suspend or terminate Services at a later time. The suspension or termination of Services shall be without further obligation or liability from Consultant to the Client but shall not relieve the Client of the obligation to pay for Services performed by Consultant through the date of termination. Consultant reserves the right to withhold any deliverables until Client has paid in full. If Consultant engages an attorney or collection agency to collect any unpaid balances, the Client shall be responsible for all costs, expenses, attorney fees for outside and in-house counsel and collection fees incurred by Consultant in the collection of any unpaid balances.

Send remittances to:

By Check via USPS Mail: BL Companies, Inc.
PO Box 845920
Boston, MA 02284-5920

By Check Via FedEx or: BL Companies, Inc.
UPS Attn: Lockbox Operations – Box 845920
1 Cabot Road, Suite 202
Medford, MA 02155

By Wire: Wire Routing Number: 011500120
ACH Routing Number: 211170114

Citizens Bank Account Number: 2202501333
Swift Code # (for international wire) CTZIUS33

Bank info: Citizens Bank
1 Citizens Drive
Riverside, RI 02915

When initiating a wire, please send remittance advice to AR@BLCompanies.com.
Include your invoice number(s) to assure your payment is applied properly.

G. Retainer

An initial payment of \$ Zero dollars (\$ 0) shall be made at the time the executed Agreement is returned to Consultant, and shall be credited to the Client's account at the time of final payment. Consultant will not commence services until Consultant has received both the executed Agreement and Retainer.

VI. TERMS & CONDITIONS

This Agreement is subject to the attached Consultant Contract Provisions, which are incorporated into this Agreement in their entirety.

VII. CLOSING STATEMENT


If this Agreement, along with the attached Consultant Contract Provisions, is agreeable, please indicate your acceptance by signing on the attached acceptance form, and by returning an executed Agreement along with the retainer, if required, to the named individual below. A signature transmitted by electronic means shall be binding and have the same force and effect as an original signature. Any changes to this Agreement must be initialed by both parties to be binding.

After we receive the executed Agreement from you, and any required retainer, we will execute it to make it a binding Agreement and return one (1) fully executed Agreement to you.

We look forward to participating in the successful realization of this Project.

Very truly yours,

BL COMPANIES, INC.

By: 

Christen M. Robbins, AIA
Senior Project Manager

[Execution signatures on following page]

ACCEPTED AND AGREED

CLIENT
TOWN OF HEBRON

By: _____

Date: _____

Printed Name: _____

Title: _____

CONSULTANT
BL COMPANIES, INC.

By: _____

Date: _____

Printed Name: _____

Title: _____

Please send executed Agreement to:
crobbins@blcompanies.com
Attention: Christen Robbins

CONSULTANT CONTRACT PROVISIONS

1. **CONTRACT** – This Agreement constitutes the full and complete agreement between the parties and may be changed, amended, added to, superseded or waived only if both parties specifically agree in writing to such amendment of the Agreement. This Agreement supersedes all prior communications, understandings and agreements, whether oral or written. In the event of any inconsistency between this Agreement and any proposal, contract, purchase order, requisition, notice to proceed or like document, this Agreement shall govern.

2. **RIGHT OF ENTRY** – When entry to property is required for the Consultant to perform its Services, the Client agrees to obtain legal right-of-entry on the property.

3. **DOCUMENTS** – All reports, notes, drawings, specifications, data, calculations and other documents, including those in electronic form, prepared by Consultant are instruments of Consultant's service that shall remain Consultant's property. The Client agrees not to use Consultant-generated documents for marketing purposes, for purposes other than the purpose for which the documents were prepared by Consultant, or for future modifications, without Consultant's express written permission.

Any reuse, distribution to third parties or modification without such express written permission or specific adaptation by Consultant will be at the Client's sole risk and without liability to Consultant or its employees, subsidiaries, independent professional associates, subconsultants and subcontractors. Client shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless Consultant from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions and damages whatsoever arising out of or resulting from such unauthorized reuse, modification or distribution.

4. **CONSTRUCTION PHASE SERVICES** – If Consultant performs any Services during the construction phase of the Project, Consultant shall not supervise, direct, or have control over contractor's work. Consultant shall not have authority over or responsibility for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the contractor. Accordingly, Client shall require all of its contractors and subcontractors to indemnify and hold harmless Consultant from any and all claims, losses, suits, damages, and liabilities, including attorneys' fees and costs, arising in any way from such contractors' or subcontractors' services or work product, except to the extent caused by Consultant's sole negligence. Consultant does not guarantee the performance of the construction contract by the contractor and does not assume responsibility for the contractor's failure to furnish and perform its work in accordance with the contract documents.
5. **STANDARD OF CARE** – Consultant and its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors will exercise that degree of care and skill ordinarily practiced under similar circumstances by design professionals providing similar services. Client agrees that Services provided will be rendered without any warranty, express or implied. The Client recognizes that the professional standard of care does not require that the Consultant's instruments of service be perfect and that some change orders may be required even by instruments of service that meet the professional standard of care. Accordingly, and in recognition of the possibility of unforeseen circumstances

occurring during the life of the Project, the Client agrees that the Project budget for design and construction will include a contingency which is reasonable in light of the stage of the Project and the information available at the time the budget is established. Consultant will not be liable for increased construction costs that are within a reasonable contingency.

The Client shall promptly report to the Consultant any defects or suspected defects in the Consultant's Services of which the Client becomes aware, so that the Consultant may take measures to minimize the consequences of such a defect.

In the event a change is required because the Consultant breached the standard of care, then: (1) the Consultant shall be responsible for revising its instruments of service at no cost to the Client; (2) if a required item or component of the project is omitted from the construction documents or if a change order is otherwise required, Consultant shall be responsible for paying the incremental cost of adding or correcting that item or component, excluding the reasonable cost that would have been incurred by the Client at the time of the original bid for such Project item or component to the extent such item or component would have been required and included in the original construction documents; (3) in no event will the Consultant be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

Consultant shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws, rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.

6. **OPINION OF PROBABLE COSTS** – When required as part of its work, Consultant will furnish opinions of probable cost, but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by Consultant hereunder will be made on the basis of Consultant's experience and qualifications and will represent Consultant's judgment as an experienced and qualified design professional. However, users of the probable cost opinions must recognize that Consultant does not have control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices or performing the work.
7. **SUSPENSION OF WORK** – The Client may, at any time, by written notice, suspend further work by Consultant. The Client shall remain liable for, and shall promptly pay Consultant for all Services rendered to the date of suspension of Services. Continuation of the Services at a later date may result in additional fees.
8. **TERMINATION** – This Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Client will pay Consultant for all Services rendered and Reimbursable Expenses incurred under this Agreement to the date of termination.
9. **INSURANCE** – Consultant will maintain Worker's Compensation insurance meeting statutory requirements and will maintain general liability, automobile liability, and professional liability coverage of at least one million dollars (\$1,000,000.00) during the time Consultant is providing Services to Client.

10. **AGREED REMEDY.** In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that, to the maximum extent permitted by law, Client agrees to limit the total liability, in the aggregate, of Consultant and Consultant's officers, directors, employees, agents and subconsultants for any and all of the Client's or anyone claiming by, through or under the Client's damages, injuries, claims, losses, or expenses whatsoever arising out of or in any way related to Consultant's Services, the Project or this Agreement, to the sum of two hundred fifty thousand dollars (\$250,000.00) or the Consultant's Total Fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

It is the intent of the Client and Consultant that the Consultant's Services under this Agreement shall not subject the Consultant's individual employees, officers or directors to any personal legal exposure for claims and risks associated with the Services that are performed under this Agreement.

Client may not assert any claim against Consultant after the shorter of three (3) years from substantial completion of Services giving rise to the claim or the statute of repose provided by law.

11. **CHANGES OR DELAYS**—The Fees described in Section V constitute Consultant's estimate to perform the services required to complete the Project. Required services often are not fully definable in the initial planning; accordingly, developments may dictate a change in the scope of services to be performed. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made.

Costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by the Client's failure to provide specified facilities, direction, or information, or if Consultant's failure to perform is due to any act of God, labor trouble, fire, inclement weather, act of governmental authority, failure of transportation, accident, power failure, or interruption or any other cause beyond the reasonable control of Consultant. Temporary work stoppages caused by any of the above may result in additional costs. When such delays beyond the Consultant's reasonable control occur, the Client agrees that the Consultant shall not be responsible for damages, nor shall the Consultant be deemed in default of this Agreement.

12. MISCELLANEOUS

Governing Law and Dispute Resolution: The laws of the State of Connecticut shall govern the validity and interpretation of this Agreement.

The Client and Consultant agree to submit all claims and disputes arising out of Consultant's performance under this Agreement to non-binding mediation prior to the initiation of legal proceedings. This provision shall survive completion or termination of this Agreement; however, neither party shall seek mediation of any claim or dispute arising out of this Agreement beyond the period of time that would bar the initiation of legal proceedings to litigate such claim or dispute under the applicable law.

Client and Consultant mutually consent and submit to the jurisdiction of the federal and state courts for the State of Connecticut and agree that any action, suit or proceeding arising out of this Agreement may be brought in the federal or

state courts for the State of Connecticut. The parties mutually acknowledge and agree that they will not raise, in connection with any such suit, action or proceeding, any defense or objection based upon lack of personal jurisdiction, improper venue or inconvenience of forum.

Invalid Terms: In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provision will be stricken. Striking such a Contract Provision shall have no effect on the enforceability of the remaining Contract Provisions and those remaining Contract Provisions shall continue in full force and effect as if the unenforceable Contract Provision were never included in the Agreement.

Reliance: Consultant shall be entitled to rely on the accuracy and completeness of any and all information provided by the Client, Client's consultants and contractors and information from public records without the need for independent verification.

Non-solicitation: The Client and the Consultant agree that during the term of this Agreement and for one year thereafter not to for themselves or for any other person or entity, directly or indirectly (1) cause or induce or attempt to cause or induce any employee of the other party who is working on the Project to leave employment or (2) employ or engage or attempt to employ or engage any employee of the other party who is working on the Project.

Assignment: Neither party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party.

Certifications: Consultant shall not be required to sign any documents, no matter by whom requested, that would result in Consultant's having to certify, guaranty, or warrant the existence of conditions that Consultant cannot ascertain.

Intended Beneficiaries: No one other than Consultant and Client are the intended beneficiaries under this Agreement and, therefore, nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or Consultant.

Consequential Damages: Neither the Client nor the Consultant shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.

Project Information: Consultant shall have the right to include photographic or artistic representations and a description of the project among Consultant's promotional and professional materials, print and electronic. Consultant shall be given reasonable access to the completed Project to take photographs or make such representations.

Authorization: Client agrees that the individual signing this Agreement is duly authorized to fully bind the Client, its successors and assigns.



December 14, 2022

Mr. Andrew J. Tierney
Town Manager
Town of Hebron
15 Gilead Street
Hebron Connecticut 06246

RE: Proposal for Survey and Engineering Design Services
New Department of Public Works Facility and
Extension of John Horton Boulevard
Hebron, Connecticut

Dear Mr. Tierney:

In accordance with your request, we are pleased to submit this budget proposal for providing survey and civil engineering design services for the extension of John Horton Boulevard and development of a new department of public works facility. The project is currently proposed to be located on an 88-acre parcel owned by the Town of Hebron, more commonly known as the Horton Parcel.

The proposed improvements are generally as shown on a drawing titled "Conceptual Site Plan Town of Hebron Proposed Public Works Facility" dated 09/19/22, prepared by Nathan L. Jacobson & Associates, Inc.

For the purposes of this proposal, our scope of services is divided into several design tasks corresponding with various elements of the overall project as follows:

- Extension of John Horton Boulevard includes approximately 1,700-feet of proposed roadway from the existing John Horton Boulevard to a proposed roundabout and another 750-feet from the roundabout to Kinney Road. It includes storm drainage, two wetland culvert crossings, and the extension of public utilities. The public utilities consist of water, sewer, power, gas, telecommunications, and cable.
- Supplementary Public Improvements includes the roadway roundabout, the Great Lawn, and an additional parking lot for public use.
- Department of Public Works Facility includes a new complete public works facility including a public works garage and office building, salt shed, equipment storage building, and associated site improvements. Associated site improvements consist of access drives; parking areas; sidewalks; utilities including service connections to public water and sewer; storm drainage; stormwater management practices; industrial treatment systems for vehicle wash water and salt storage facility; above ground fueling facilities; landscaping; and site amenities.
- Integrated Project Design includes overall project design tasks including combining design elements from tasks above to create complete integrated project plans.



Mr. Andrew J. Tierney, Town Manager
Town of Hebron

RE: Proposal for Engineering Design Services
New Department of Public Works Facility and
Extension of John Horton Boulevard
Hebron, Connecticut

December 14, 2022

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- Pre-referendum Tasks includes the development of cost estimates and public presentation materials, overall project reviews with Town Staff, Town Officials, Land Use Commissions, Permitting Agencies, and presentations at public informational meetings.

Nathan L. Jacobson & Associates, Inc. will provide civil engineering services and serve as the lead consultant for design of site improvements for the project. Specialty consultant services will be provided by the following:

Landscape Architectural services will be provided by LADA, P.C.

Wetland Scientist services will be provided by Richard Snarski, CPSS.

Land Surveying Services will be provided by our affiliate company, Land Survey & Technical Services, Inc.

Geotechnical investigations will be provided by Welti Geotechnical, P.C.

This proposal is based on the following assumptions:

- A. Site improvements will generally be as shown on the conceptual plan previously prepared and referenced above. The scope of services under this proposal does not include developing alternative overall facility layouts or investigating alternate sites.
- B. This is the pre-referendum phase of the project. The design will be developed and plans prepared to represent site improvements for presentation to Town Officials and to the public. Opinions of probable construction costs will be developed to determine a budget amount required for funding the project.
- C. Preparation of construction contract documents and services during bidding and construction are not in the scope of this proposal and would be considered in a separate proposal should the project be approved for funding.
- D. Acquisition of federal, state, and local permits are not included in the scope of this proposal. However, site design elements shall consider known permit requirements and incorporate common practices required for permit compliance. Pre-application and informal meetings with permitting agencies or land use commissions are included as noted in the scope of services to determine regulatory agency requirements.
- E. Existing topography of the site is from mapping provided by Megson, Heagle & Friend Civil Engineers & Land Surveyors in conjunction with development of the Village Green Master Plan. This mapping is generally adequate for the current level of design. Topographic survey will be supplemented as needed for areas not covered in the original survey or that have been modified since the original survey such as the end of John Horton Boulevard and the intersection of the proposed road extension



Mr. Andrew J. Tierney, Town Manager
Town of Hebron

RE: Proposal for Engineering Design Services
New Department of Public Works Facility and
Extension of John Horton Boulevard
Hebron, Connecticut

December 14, 2022

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with Kinney Road, and to locate existing utilities, test pits or monitoring wells for underdrains or stormwater practices.

- F. Architectural services for design of the public works garage & office building, salt shed, and equipment storage facility are by BL Companies under a separate contract with the Town of Hebron.
- G. Pre-staking and flagging of proposed site features are not included in this proposal, but can be provided as additional services.
- H. Wetland boundaries had been previously delineated by Megson, Heagel and Friend. Wetland delineation was recently confirmed by Richard Snarski, CPSS. The additional wetland flags confirmed by Mr. Snarski were mapped. Additional wetland flagging is not anticipated and is not included in this scope of services.
- I. The proposed development area has been the subject of a Phase I Archeological Reconnaissance Survey. The State Historic Preservation Office (SHPO) reviewed the Survey and determined that they have no objection to the development of the currently proposed 11-acre Area of Potential Effect (APE). Any proposed improvements outside of this area may require further study which is not included in this proposal.
- J. Based on review of the June 2021 Natural Diversity Data Base (NDDDB) map, the project is not located within an area where State listed species and significant natural communities occur.
- K. Given the relatively low level of traffic generated by the proposed facility, a traffic study is not included in this proposal.
- L. The site was previously the subject of an Environmental Review Team Report in conjunction with the proposed Village Green Development. No further environmental investigations are included in this proposal.
- M. Based on the concept plan, direct wetland impacts are limited to two wetland crossings for the extension of John Horton Boulevard. These will be subject to an Army Corps of Engineers Self Verification Application and designed in accordance with best management practices required for that level of permitting.
- N. The contemplated area of proposed disturbance for this project is greater than five acres and will require a Connecticut Department of Energy and Environmental Protection (CTDEEP) General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities. While this permit application is not within the scope of this proposal, the design will consider and incorporate required best management practices.
- O. Due to the proposed use, the project is subject to a CTDEEP General Permit for the Discharge of Stormwater Associated with Industrial Activity. While this permit application is not within the scope of this proposal, the design will consider and incorporate best management practices.



Mr. Andrew J. Tierney, Town Manager
Town of Hebron

RE: Proposal for Engineering Design Services
New Department of Public Works Facility and
Extension of John Horton Boulevard
Hebron, Connecticut

December 14, 2022

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- P. Due to the proposed use, the project is subject to a CTDEEP General Permit for Vehicle Wastewater. While this permit application is not within the scope of this proposal, the design will consider and incorporate best management practices.
- Q. Building exterior lighting will be addressed by others within the architect's scope of services. Site lighting design is not included in our scope of services.

Based on the foregoing, our scope of services is as follows:

Task 1: Extension of John Horton Boulevard

- 1.1. Obtain field topographic survey for areas beyond existing survey limits or where conditions have changed since the original survey as necessary to perform the design services within this proposal. Visible features will include but not be limited to roads, curbs, driveways, above ground utilities, trees, stonewall, storm drainage structures, and wetland flags.
- 1.2. Prepare a digital topographic survey worksheet for the survey obtained in 1.1 above at a convenient scale and an elevation contour interval of two (2) feet or less depicting planimetric features, structure elevations, and ground elevations.
- 1.3. Conduct a field investigation of the existing site and take digital photographs as needed to document existing conditions.
- 1.4. Prepare project existing conditions base map from previously acquired survey mapping and supplemental survey worksheet.
- 1.5. Research and coordinate with Connecticut Water Company and Town Planning Department with respect to extension of public water supply within the extension of John Horton Boulevard.
- 1.6. Research and coordinate with the Hebron WPCA Administrator regarding the extension of sanitary sewer within the extension of John Horton Boulevard.
- 1.7. Coordinate the services of a geotechnical engineer to perform subsurface investigations, conduct a geotechnical evaluation, and prepare a report for the two proposed culverts required for the extension of John Horton Boulevard.
- 1.8. Solicit review of the culvert sites from U.S Fish and Wildlife and CTDEEP Inland Fisheries Division.
- 1.9. Perform a Soil Conservation Service TR-55 hydrologic analysis of the contributing watershed areas to determine design discharges to the proposed culverts. Perform a hydraulic analysis to properly size the culverts to accommodate the contributing peak flow rates from a 100-year storm event.



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Town of Hebron

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- 1.10. Perform a hydrologic analysis of existing and proposed conditions, determine pre-development and post development peak runoff rates and water quality treatment volumes and design necessary stormwater treatment and control measures.
- 1.11. Prepare a computer-generated preliminary design drawing set using AutoCAD 2023 or later version and our English unit CAD standards. It is anticipated that the following drawing sheets will be prepared:
 - Existing Conditions Plans
 - Roadway Plan & Profile Sheets with grading, storm drainage, and utilities
 - Culvert General Plans
 - Typical Roadway Sections and Details
- 1.12. Submit drawings to Town and Utilities for review.
- 1.13. Attend one meeting with Town staff and utility representatives.
- 1.14. Make necessary plan revisions based on comments from Town Staff and utility representatives.

Task 2: Supplementary Public Improvements

- 2.1. Prepare project existing conditions base map from previously acquired survey mapping covering areas of the roadway roundabout, great lawn, supplementary parking, and access drives.
- 2.2. Develop civil design for site improvements including the roundabout, supplementary parking area, access drives, walkways, storm drainage, and the great lawn.
- 2.3. Perform a hydrologic analysis of existing and proposed conditions, determine pre-development and post development peak runoff rates and water quality treatment volumes and design stormwater treatment and control measures.
- 2.4. Prepare a computer-generated preliminary design drawing set utilizing AutoCAD 2023 or later version and our English unit CAD standards. It is anticipated that the following drawing sheets will be prepared:
 - Existing Conditions Plans
 - Site Plans
 - Landscaping Plans
 - Site Details and Notes
- 2.5. Submit drawings to Town for review.
- 2.6. Attend one meeting with Town staff.
- 2.7. Make necessary plan revisions based on review by Town Staff.



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Task 3: Department of Public Works Facility

- 3.1. Attend an initial project coordination meeting with Town Officials and BL Companies.
- 3.2. Prepare project base map from available survey mapping.
- 3.3. Conduct a field investigation of the existing site and take digital photos of significant physical features as needed for design.
- 3.4. Obtain an accurately drawn AutoCAD file from BL Companies representing the proposed building footprints (exterior faces that intersect the ground) for the public works office/garage, salt shed, and cold storage building for positioning on the civil drawings including location of exterior doors, overhangs, external equipment pads, or similar ancillary features that might impact site design.
- 3.5. Position the building footprints provided by BL Companies on the base mapping for Preliminary Design and submit drawing back to BL Companies to confirm positioning.
- 3.6. Develop civil design for all exterior facilities including access drives, parking area, walkways, and storm drainage.
- 3.7. Perform a hydrologic analysis of existing and proposed conditions, determine pre-development and post development peak runoff rates and water quality treatment volumes, and design stormwater treatment and control measures.
- 3.8. Coordinate with BL Companies with respect to the salt storage shed. Design containment and drainage system to convey runoff from building interior drainage and exterior areas subject to salt deposition to sanitary sewer system in accordance with CTDEEP best management practices.
- 3.9. Coordinate with BL Companies with respect to the vehicle wash bay. Design vehicle wastewater and containment system to be directed to an oil-water separator and sanitary sewer system.
- 3.10. Observe the excavation of deep test pits and install groundwater monitoring wells to determine seasonally high groundwater for the purposes of design stormwater treatment practices. Monitor groundwater elevations on eight occasions between January and April 2023.
- 3.11. Determine water quality treatment volume based on site impervious coverage and design stormwater treatment practices in accordance with the CTDEEP Stormwater Quality Manual.
- 3.12. Coordinate review of proposed site improvements by the project Landscape Architect for the purposes of their development of a Landscaping Plan.
- 3.13. Perform design of water distribution system.
- 3.14. Perform design of sanitary sewer system including grinder pump station.



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- 3.15. Coordinate review of proposed site improvements by the project wetland scientist and incorporate recommendations for wetland buffer plantings and stormwater basin plantings.
- 3.16. Prepare a computer-generated preliminary design drawing set utilizing AutoCAD 2023 or later version and our English unit CAD standards. It is anticipated that the following drawing sheets will be prepared:
 - Existing Condition Plans
 - Site Layout Plans
 - Grading and Civil Utility Plans
 - Landscaping Plan
 - Site Details and Notes
- 3.17. Submit drawings to Town for review.
- 3.18. Attend one meeting with Town staff.
- 3.19. Make necessary plan revisions.

Task 4: Integrated Project Design

- 4.1. Review stormwater designs for Tasks 1-3 and prepare a comprehensive stormwater management plan for the integrated site.
- 4.2. Coordinate review of proposed site improvements with the project Landscape Architect for the purposes of their development of a Landscaping Plan.
- 4.3. Consult with project wetland scientist regarding wetland buffer and stormwater basin plantings and incorporate recommendations into the project plans.
- 4.4. Prepare integrated project drawings to develop an overall comprehensive plan set incorporating all elements of the project. Drawing set to include all relevant drawings from Tasks 1-3 along with the following drawings:
 - Cover Sheet
 - Overall Site Plan
 - Stormwater Pollution Prevention Control Plan
 - Construction Phasing Plan
- 4.5. Submit plans and meet with Town Staff and utility companies to review integrated project design.
- 4.6. Submit plans to CTDEEP and CTDOH for review and comment to the extent that they will review without a formal permit application.
- 4.7. Make necessary plan revisions based on Town and agency comments.



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Task 5: Pre-Referendum Tasks

- 5.1. Prepare a preliminary opinion of probable construction costs for all site improvements.
- 5.2. Prepare for and present the project at one (1) meeting of the Hebron Inland Wetlands Commission.
- 5.3. Prepare for and present the project at one (1) meeting of the Hebron Planning and Zoning Commission.
- 5.4. Prepare for and present the project at two (2) Board of Selectman / Public informational meetings (two meetings total).
- 5.5. Revise plans once based on feedback from Town Boards, involved agencies and public comments.
- 5.6. Revise preliminary opinion of probable construction costs based on plan revisions.
- 5.7. Prepare for and present the project at one (1) final pre-referendum public informational meeting.

We understand that the Town will provide and/or pay for the following:

1. Information in the Town's possession, or which can reasonably be obtained, that is pertinent to the proposed work described herein above and that would be helpful in performing our services.
2. Backhoe, operator, and materials for excavation of test pits and installation of groundwater monitoring wells as required and take weekly readings during the monitoring period.
3. The cost of reproduction for municipal services or for purposes other than our own internal design work (the cost of reproduction for design work is already included in our basic services).

We propose to provide our services for this project and any other additional services beyond the services defined in the tasks above, as authorized by the Town, on an hourly rate basis plus reimbursement for out-of-pocket expenses with no mark-ups. No allowance for additional services has been included in the budgeted fees listed below. The fee shall be based on the 2023 hourly rates listed below for the type of personnel involved in performing the service multiplied by the total hours devoted to performing said services by each type of personnel.



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Hourly Rates for Services Rendered

<u>Personnel Category</u>	<u>Hourly Rate</u>
Principal Engineer, P.E.	\$163-\$170/hr
Senior Engineer, P.E.	\$139-\$142/hr
Staff Engineer	\$100-\$111/hr
Licensed Surveyor, L.S.	\$158/hr
Geologist/Environmental Analyst	\$135-\$145/hr
Inspector	\$110-\$118/hr
CADD Technician	\$107-\$114/hr
Survey Crew	\$191.00/hr
Technical Assistant	\$66/hr

We propose to provide our services for the following estimated Total Budget Fee as shown below:

Professional Service or Expense	NLJA	Consultant/Expenses	Task Total
Task 1:			\$49,300
Nathan L. Jacobson & Associates, Inc.	\$35,300		
Land Survey & Technical Services, Inc.		\$4,000	
Walti Geotechnical Associates, P.C.		\$10,000	
Task 2:			\$21,700
Nathan L. Jacobson & Associates, Inc.	\$19,400		
LADA, P.C.		\$2,300	
Task 3:			\$48,200
Nathan L. Jacobson & Associates, Inc.	\$45,700		
LADA, P.C.		\$1,900	
New England Environmental Services, Inc.		\$600	
Task 4:			\$18,800
Nathan L. Jacobson & Associates, Inc.	\$16,700		
LADA, P.C.		\$1,500	
New England Environmental Services, Inc.		\$600	
Task 5:			\$37,000
Nathan L. Jacobson & Associates, Inc.	\$32,700		
LADA, P.C.		\$4,300	
Total Budget Fee	\$149,800	\$25,200	\$175,000

We will not exceed this estimate without prior written authorization.



Jacobson

Mr. Andrew J. Tierney, Town Manager

Town of Hebron

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In providing services under this agreement, Nathan L. Jacobson & Associates, Inc. will endeavor to perform in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

If this proposal is acceptable to you, please sign below and return a copy for our records. Should you have any questions or need any additional information, please feel free to contact me.

Sincerely,

NATHAN L. JACOBSON & ASSOCIATES, INC.

Thomas H. Fenton, P.E.
Principal Engineer

THF/thf

cc: DocStar

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Accepted: Town of Hebron, CT

(Authorized Signature)

(Print Name)

Date: _____

DECEMBER 2022

AGENCY CAPABILITIES



DORNENBURG | KALLENBACH ADVERTISING



DORNENBURG KALLENBACH ADVERTISING

16 Southwood Drive
Bloomfield, CT 06002
(860) 726-9740

www.dk-advertising.com
jeffd@dk-advertising.com
todk@dk-advertising.com

- Advertising & Marketing Communications Agency
- Dornenburg Group is a Limited Liability Corporation founded in 1994
- Dornenburg Kallenbach Advertising is the registered trade name of Dornenburg Group, LLC

SERVICES

Strategic Marketing Communications Planning

Advertising Design, Creative, Production & Media Placement

Websites & Social Media

Brand Identity & Logo Design

Collateral Design & Production
(Annual Reports, Brochures, Newsletters, Point-of Sale Materials)

Direct Mail & Email Design, Production & Fulfillment

Public Relations & Events



OUR EXPERIENCE & EXPERTISE

DKA is a marketing communications agency that puts senior-level professionals to work on your most critical communications challenges.

- We're easy to work with, respect your knowledge, understand your needs, and adhere to your deadlines and budgets.
- For each of our clients we help create a brand identity that's strong, unique and memorable.
- We integrate the brand into effective messages that deliver results through a variety of strategies, including advertising, collateral, websites, direct mail and point-of-sale.

Strategy

Our strategic consulting services help you see new opportunities and refine your market strategies. Our research and planning help ensure that your programs are based on solid marketplace intelligence and insightful analysis of real data. Our highly experienced account service team not only keeps your projects on a solid footing, we offer proactive guidance and insight at every step of the development process.

Creative

Our creative services give your organization a voice that's strong, unique, and memorable. DKA's creative is grounded in the disciplines of consistent branding, clear messaging, and hitting your target audience directly where they live: at their emotional core.

Media

Our media services connect you with the right audience at the right time, while maximizing your buying efficiency. Our extensive media experience, along with the latest media research, planning and buying tools, means we can map out the right media mix to deliver the reach and frequency that your goals demand, and at the right price. We know how to negotiate skillfully on your behalf to take advantage of discounts and value-added exposure wherever possible.

PRESENT & FORMER CLIENTS

Nonprofits & Associations

American Heart Association
Auerfarm
Aurora Women & Girls Foundation
Brazilian and American Youth Cultural Exchange
Capital Workforce Partners
Channel 3 Kids Camp
Children's LAW Center of Connecticut
City of Norwalk
Community Housing Advocates, Inc.
Community Solutions, Inc.
Connecticut Arts Alliance
Connecticut Historical Society
Connecticut Main Street Center
Connecticut Sports Foundation Against Cancer
Farmington Valley Arts Center
Hartford Fiddle Festival
Hartford Foundation for Public Giving
Hartford Hospital Auxiliary
Hartford Parking Authority
Hoffman SummerWood Independent and Assisted Living
Hop Meadow Country Club
International Jazz Hall of Fame
Klingberg Family Centers
Leadership Greater Hartford
Mansfield Downtown Partnership
New Milford Downtown
New Horizons Village
Partnership for Strong Communities
RE-Center for Race & Equity in Education
Simsbury Main Street Partnership
Simsbury Meadows Performing Arts Center
The Governor's Prevention Partnership
The Lyceum Center
The Village for Families and Children
Trauma Recovery
Town of Mansfield
Urban League of Greater Hartford
YMCA of Greater Hartford
YWCA Hartford Region

Healthcare

Aetna
Aging Care Academy
BHcare
CIGNA Medicare
Companions for Living
Community Mental Health Affiliates
Connecticut Children's Medical Center
FamilyMeds
Gerolymatos Pharmaceuticals
Hebrew Senior Care
Masonicare
Paradigm Health Corporation
Saint Francis Hospital and Medical Center
Saint Mary's Hospital
Trauma Recovery
Wellmore Behavioral Health

Education

Connecticut Technical Education and Career System (CTECS)
Eastern Connecticut State University
Global Experience Magnet School – Bloomfield Public Schools
Goodwin College
Greater Hartford Regional School Choice Office
Hartford Public Schools
Hartford School Readiness Program
Kingswood-Oxford School
Tunxis Foundation
University of Connecticut
University of Saint Joseph
Watkinson School
West Hartford Public Schools
Western New England College
WVUJH, University of Hartford

Consumer/Leisure

Ballet Theatre Company
Cambodian Living Arts
Cambridge House Brewing Company
Chamber Music Plus
Connecticut Historical Society
Connecticut Repertory Theatre
Contours Spa & Wellness
Downtown Storms
DRM Home Improvement
Ehrlich Decorating
Falcetti Music
Farmington Valley Arts Center
Golfers' Warehouse
Goodspeed Musicals
Grote and Weigel
Hartford Chorale
Hartford Courant
Hartford Fiddle Festival
Hartford Symphony Orchestra
International Jazz Hall of Fame
LAZ Parking
Mind Your Manor
Old State House
Palace Theater
Palm Beach Opera
Panera Bread
Planet Bark
Playhouse on Park
Redco Foods, Inc.
Ski Sundown
The Bushnell Center for the Performing Arts
The Mark Twain House and Museum
The Shoppes at Farmington Valley
Thomas Hooker Brewing Company
Total Fitness
VOCE – New England's Chamber Choir
Wadsworth Atheneum Museum of Art
Weston Playhouse Theatre Company

Business to Business

Advanced Benefit Strategies
Bartholomew Contract Interiors
Brymill Cryogenic Systems
Carrier Corporation
CNC Software
Ehrlich Decorating
Ensign Bickford
Federman, Lally & Remis, LLC
Gems Sensors
Gerber Optical
Gerber Scientific Products
Gerber Technology
Horton International
Human Resource Consortium
IDR
iHeart Media
Laticrete
Linal, Inc.
McGovern Development Consulting, LLC
Morrow Machine
Moeller Marine
Morris Group
Motion, Inc.
Myllykoski Paper
Nielsen Sessions
Signs Plus
Titan Energy
Udolf Properties
Wingsite Displays
XL-Color

Financial Services

Advice One, LLC
Avalon Consulting, LLC
CIGNA Retirement & Investment Services
Connecticut Health & Educational Facilities Authority
Connecticut Office of the Treasurer
Endurance Specialty Holdings
Hartford Life
HSA Bank
KPMG Peat Marwick
MassMutual
NewAlliance Bank
Prudential Financial
SEI Investments
Spurstone Executive Wealth Management
The Phoenix Companies, Inc.
Travelers
Webster Bank

KEY STAFF MEMBERS

JEFFREY DORNENBURG

President / Creative Director

The founder of Dornenburg Design (now DKA), Jeff is an expert in consulting with clients to help them shape their positioning and core messages – the disciplines around which successful branding campaigns are built. Prior to opening his own business, Jeff was Assistant Creative Director for The Travelers and Art Director for ITT Hartford Life Insurance Companies. A graduate of Boston College, he holds a B.A. in Philosophy. He has served on the Board of Managers of the Farmington Valley YMCA, the Simsbury Economic Development Commission, the Farmington Valley Arts Center and the Urban League of Greater Hartford. He recently finished a seven-year term as trustee of the Watkinson School where he served as vice president of the board. Jeff currently serves on the board of Simsbury Meadows Performing Arts Center and as a member of Simsbury's Economic Development Task Force.

KATHY BOUSQUET

Art Director

Kathy leads DKA's design process and crafts communications that make strong emotional connections and deliver results. Over her career with DKA, she has created consistently impressive and effective work across the design spectrum, including brand/identity development, websites, digital/social and traditional media, audio/video and print/publications. Kathy's design enables each of our clients to develop and tell their own unique story. Previously, Kathy held graphic design positions with Ensign-Bickford, Fitzgerald Direct Marketing, Inc. and Pratt & Whitney Aircraft. She is a graduate of Paier College of Art in Hamden, CT where she earned a B.F.A. in Graphic Design.

TOD KALLENBACH

Vice President / Client Services
& Media Director

Tod has a solid understanding of how to bring strategy and creative to life in diverse markets and media. Prior to joining DKA in 2004, Tod was Senior Director of External Relations for The Bushnell Center for the Performing Arts. He also held positions as Assistant Director of Corporate Communications for Gerber Scientific, Inc. and VP/Sr. Account Supervisor at O'Neal & Prella Advertising & Public Relations. His in-depth experience in agency, corporate and non-profit marketing includes market research, strategic planning, brand development, product positioning, advertising, public relations, sales promotion and special events. Tod is a graduate of the University of Connecticut with a B.A. in Communications. He is Chairman of the Burlington Economic Development Commission and Past President of the American Marketing Association-Connecticut Chapter.

SHEN MORANTE

Graphic/Web Designer

Shen is a multi-talented graphic designer who has passion for art and design. Prior to joining DKA, Shen worked and interned for leading marketing and manufacturing firms in Connecticut, collaborating with design and management teams to create distinctive branding and effective campaigns including logos, websites, digital and social media. She earned her Bachelor of Arts degree in Graphic/Information Design from Central Connecticut State University and is pursuing a Masters in Professional Studies degree in UX Design from Maryland Institute College of Art.



Our typical work assignment – whether it's a single project or an integrated campaign – starts with our strategic planning services to develop an understanding of objectives and needs for communications programs.

We respect our clients' knowledge as critical to guiding our work. We listen and we ask a lot of questions to comprehend and help refine the marketing strategy and identify new opportunities.

Often, we find the need to gather additional information to help focus the objectives through research and more discussions with your internal and external customers.

Before we start creative development, we prepare a creative brief which includes a SWOT analysis (strengths, weaknesses, opportunities and threats), a competition screening, identification of communications objectives, target audience, a distinct competitive advantage, supporting copy points and the audience call-to-action.

We also develop detailed cost estimates, and production and media schedules, to complete the projects on budget and on time. Our estimates typically include two sets of copy and layout revisions to account for the refining process to get to final approval and go into production.

When we present creative concepts, we typically provide three or more ideas that offer different ways of achieving the same communications objective – providing the variability to choose the best match to your organization and brand personality. Based on further discussion and feedback, we then develop copy, layouts, and refined budgets and estimates based on the preferred concept.

Our media department has solid relationships with local, national and international media vendors, and extensive research capabilities to ensure low rates.

Finally, we don't feel that our work is finished when we deliver the job. We gauge our success – and yours – based on how well the communications achieved the desired marketing objectives that were established up front. In-depth experience and interaction with you and your marketing program is the basis for developing a productive and long-standing relationship.

PUBLIC RELATIONS SERVICES

If you're looking for resources to create and manage a specific project or ongoing public relations activities, we offer an array of services to get your message across and your story told.





I DEVELOP A DIGITAL PRESS KIT

- Provide the “boilerplate” description of the organization, including key facts and figures, biographies of your leadership, a brief history, supporting photos, and two or three stories on current trends and issues.
- This will function as instant background material when a story arises.
- With the ever-growing impact the Internet has on news, the best opportunity is to deliver the press kit instantly on your website.
- When a reporter wants a document or photograph, he or she can turn to your website and obtain information that can be used accurately and with a minimum of additional work.



2 UPDATE AND FURTHER DEVELOP THE MEDIA CONTACT LIST

- Taking time to do some research to update and enhance your media contact list can produce greater results for PR efforts.
- This will include finding the reporters we want to reach and knowing the format and medium that they prefer for receiving information. Delivering the story in the right format to the right media is more likely to ensure successful coverage.
- We also recommend investigating if news wires will be helpful in getting major announcements out to a wider audience.



3 WRITING & DISTRIBUTION OF PRESS RELEASES

We recommend developing press release content in several ways designed to build consistency and frequency of media contact:

- **Announcements:** Brief press releases should be issued on such topics as new product or personnel announcements, special events at your locations, plus external events such as speaking engagements, etc. These typically result in one- to two-paragraph stories in social media, websites and publications, and keep your name in front of the target audience.
- **Major Announcements:** These could be about new or high-profile events, major new institutional initiatives or new enhancements in business direction. These typically result in 500- to 800-word print and online stories, and often merit radio and television coverage. Occasionally, a press conference or press briefing may be appropriate in conjunction with major announcements.



3 WRITING & DISTRIBUTION OF PRESS RELEASES, con'd.

- **Trend Press Releases:** These are usually the most valuable to the news media, and will help us establish your reputation as a source. These can be about developing trends and topical expertise that would otherwise be difficult for the media to obtain.
- **Feature Story Releases:** Although a feature story must be newsworthy, in the broad sense of the word, it is also timeless. It can run in today, tomorrow or next week. A feature story is often called "evergreen" for this reason – it's always fresh and will not fade. Unlike a news story, a feature can have a point of view, an "angle," and is often longer than a hard news story on the same subject.
- **B-roll or Video News Releases:** Background video will help get a story on television. Again, B-roll is most useful when a subject is difficult or inconvenient to film by TV stations themselves. We may want to do a complete video news release (VNR) when there is an important announcement, or simply have background footage available for various television stations to put together their own stories.
- **Podcasts:** This has become a major publicity tool for people to take advantage of the Internet's multimedia capabilities (think TED Talks). Podcasts can be live events or archived and available on demand. They are a cost-effective, instantaneous method to communicate with media in a compelling, interactive manner that meets journalists' needs. Using podcasts, we can extend the reach of your PR efforts, ensure your message is communicated consistently across all audiences, and provide more compelling supporting elements.



4 PREPARING MEDIA SPOKESPEOPLE

- The media usually want to speak to an authority within the organization or in the industry, versus the public relations person, for in-depth stories.
- We can help recommend the appropriate spokespeople per topic, and provide the talking points and preparation for media interviews.
- In the event that you would like more in-depth media training for your spokespeople, we can help facilitate that as well, with a coaching session including practice interviews.



5 PREPARING AND DISTRIBUTING SOURCE MATERIALS

One of the key strategies of a successful public relations plan should be to provide source content for the media when the issue is relevant to current events and news topics. The source material can also take several forms, such as these:

- **“Op-ed” Articles:** So named because they typically run opposite the editorial page, these are an excellent opportunity to comment on issues of the day and to build name recognition as an expert in the field. They run under the by-line of the author (i.e. your spokesperson), and give you a chance to state your case in your own words, with minimal editing by a reporter. Once published, they can be effectively used as reprints.
- **Letters to the Editor:** These are typically short, concise and focused on a single point; however, they can be an effective tool for praising news coverage on a specific event or topic, addressing a controversial issue, clarifying any misconceptions or inaccurate reporting about your business, or introducing a new initiative or program.
- **“Riding” a News Story:** When a topic on which you or your organization has expertise is in the news, it is important to issue a release immediately that includes a brief comment and the statement that you are available for interviews.
- **Specialized Fact Sheets:** When we have more details and facts and figures than can fit in a one-page press release, we may need to do a fact sheet. It can be several pages long and include historical perspectives, anecdotes, and data. This gives us the best of both worlds: a short press release that quickly gives reporters and editors the essence of the story, and material to do an in-depth article.
- **Bylined or Feature Articles:** Beyond getting exposure for your organization, bylined articles can be used in a number of ways. Writing an article for a newspaper, magazine or online publication has a longer shelf life than that one issue. Reprints can be made available for downloading on your website, and given to media to establish expertise in a particular area. These articles should be timely and targeted. Usually it is wise to pitch the idea to a publication prior to writing it, using bullet points or a summary.
- **Internet Monitoring of Blogs and Other Social Media:** The Internet offers an incredibly wide range of public forums, in addition to the traditional array of print and broadcast sources, for dissemination of news and information. In addition to your own Facebook and Twitter accounts, you should make efforts to stay in touch regularly with appropriate bloggers, news groups and websites.



5 PREPARING AND DISTRIBUTING SOURCE MATERIALS, con'd.

- **Press Conferences:** These are usually appropriate for major announcements, and require some care in preparation and scheduling for a few reasons. One is that there is no time of day that is convenient for all of the news media, given differing deadline pressures. And if a major event conflicts with our press conference, we will lose media attendance altogether. Another reason is that many print reporters dislike press conferences because they want to get a better story than their competition (particularly broadcast outlets that can issue the coverage that same day.) And if everybody has the same information, it is difficult for a reporter to shine by virtue of doing more research.
- **Media Tours:** For the reasons cited above, media tours can be good options to a press conference. There are two types of media tours. Incoming – opening your doors to the media. Outgoing – taking your message to the media – is also effective, though somewhat more time consuming. An outgoing media visit is often best used for meeting with groups of journalists at one time, such as a newspaper's editorial board.
- **Community Meetings:** It may be important to hold small community meetings to explain various portions of a program that will directly or indirectly impact a group of citizens. In addition to an ongoing public relations campaign, it may be necessary to reach out to head off any negative publicity caused by lack of accurate information. Examples of appropriate use of community meetings might include property developments or changes.
- **Support of Special Events:** There will be specific events for which it will be appropriate and opportunistic to invite members of the media. Special events can be leveraged to bring attention to the organization or specific individuals, make an announcement, or spotlight something very visual that cannot be communicated via a press release. However, it is just as important to provide the media with background material – a one-page release, copies of statements made, information that will help them write a good story, event programs, souvenirs, etc. And, as with press conferences, follow-up is crucial. Often the press will not cover an event itself but will use it as a "news peg" for an advance story.
- **Public Service Announcements (PSAs):** Public service announcements should also be considered, although the topic needs to be in the interest of the public good, community service-minded, to the point and concise (e.g. 10, 15 or 30 seconds at the most). Since PSAs are short, broadcasters run a lot of them and they are easier to get than specials, interviews, features, or news coverage. We can actually say a lot in a short spot, and since it is likely to be repeated several times, the message will gain impact through frequency. These can be done as "live" copy, where the announcer reads the material live. We may also submit pre-recorded material. Live copy to TV stations needs to include a visual image – photo(s) or a short video clip.



6 SPEECH WRITING

- Remarks by your leadership can attract positive attention. These can include greetings to guests at receptions and dinners and remarks at special events, as well as guest-speaking engagements at external events (breakfast or luncheon talks, and panel discussions to service or professional groups, are among the possible forums).
- There is an art to writing speeches and more goes into the process than doing research on the speech topic. Knowing the person for whom the speech is written is important – the speaking style, the vocabulary, the cadence, and the preferences. Is he/she the type to go off on tangents? If so, we need to get our key points communicated early on. Does the speaker know the audience well? If so, he/she may want to speak more personally vs. formally. Will there be visual aids and is the speaker comfortable using them? Can the speaker carry off a humorous approach, if appropriate? Who is the audience and is there likely to be any opposition or media present, food being served while speaking, etc.?
- Can the speech be used in any other ways – turned into a newsletter article, posted on a blog or the website, or distributed to media directly? All of these issues should be considered in addition to the topic.



7 OTHER ITEMS FOR CONSIDERATION

- **Assistance with writing and design of internal news content:** This may include help with stories for your newsletters, annual report, etc.
- **PR campaign measurements:** In addition to counting media “clips,” one way to create news is to conduct a survey and report the results. Surveys are most helpful when you can use numbers to make a before-and-after comparison. They can be used to gauge the knowledge of your audience and determine the effectiveness of the PR campaign. Using your website or e-newsletter to conduct a survey can provide quick feedback at minimal cost.
- **Crisis management:** Crises are not always necessarily bad. An emergency or controversy may give you the opportunity to reach large numbers of people with your perspective. Good or bad, a few things are critical in handling crises. “No comment” is often the worst comment. Instead, we recommend being prepared and forthright. Advance preparation can turn a rough situation into a smooth operation with the best possible outcome. This includes having facts and figures ready, making sure spokespeople are well briefed and trained to deal with media, plus knowing key reporters and how to reach them off-hours, so we can proactively address concerns.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 5, 2023**

RHAM STRATEGIC PLANNING COMMITTEE

Attached is an email from Colin McNamara, RHAM Superintendent, requesting a member of the Board of Selectmen consider serving on the RHAM Strategic Planning Committee. The Selectmen should consider delegating a member of the Board to serve.

Donna Lanza

From: Andy Tierney
Sent: Thursday, December 22, 2022 4:30 PM
To: Daniel Larson; Gail Richmond; Marc Rubera; Peter Kasper; Tiffany Thiele
Cc: Donna Lanza; Dori Wolf
Subject: FW: RHAM Strategic Plan

FYI

From: Colin McNamara <colin.mcnamara@rhamschools.org>
Sent: Thursday, December 22, 2022 3:22 PM
To: Andy Tierney <atierney@hebronct.com>
Subject: RHAM Strategic Plan

Andy -

Thanks for taking the time to speak with me this morning. I am following up on our conversation regarding the strategic planning process we are preparing to embark upon for the district. The current strategic plan was developed in 2018. While it was originally intended to be a three-year plan per school board policy, the decision to extend it to a five-year plan was ultimately made due to the COVID-19 pandemic. Therefore, we need to have a new/revised strategic plan developed for the start of the 2023 - 2024 school year.

When the current plan was developed in 2018, a Selectman from each of the three towns that comprise RHAM was a member of the Strategic Planning Committee. I am hoping that the same would be true again, and ask that you forward this message to your Board of Selectman in the hopes of identifying someone to be a part of the process. The timeline would begin in January and should conclude by the end of April. The committee will meet with some regularity during this time following a schedule that is collaboratively developed.

I have provided a link to the current plan below:
<https://drive.google.com/file/d/1nuDcfHM0-FwMgES5aiQ3wowlXmhl0MUI/view>

I look forward to hearing back from you, and am available to answer any questions you or your Board of Selectman may have.

Have a restful and safe holiday!

Colin

Colin McNamara
Superintendent
Regional School District 8
860-228-2115

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 5, 2023**

CHARTER REVISION DISCUSSION

The Town Charter requires there be a review of the Charter every five years. The Selectmen may wish to begin discussions on how to proceed with review and potential establishment of a Charter Revision Commission. A charter revision would be voted upon at the November 2024 election.

Following is the Charter reference and link to the State Statute governing charter revision.

Section 1207 **Review and amendment of Charter.**

The Board of Selectmen shall review the several provisions of this Charter from time to time as it deems such review to be in the best interest of the Town, but at least once every five years, said review to be filed with the Town Clerk, who shall publish notice of receipt of said report. Amendments to this Charter shall be in accordance with C.G.S. Chapter 99, as the same may be from time to time amended.

https://www.cga.ct.gov/current/pub/chap_099.htm

CHAPTER 99*

MUNICIPAL CHARTERS AND SPECIAL ACTS

*See Conn. Const. Art. X and Sec. 2-14.

Cited. 147 C. 60. If charter empowers legislative body of municipality to adopt and amend its own rules of order in exercising certain legislative function, such body need not act by ordinance or resolution. 148 C. 33, 44. Cited. 149 C. 631, 747. Home Rule Act covers entire field of charter drafting or amendment by municipalities so far as that is allowed to be done by them without action of General Assembly; act controls previously enacted special laws which are inconsistent with it, and methods it prescribes may be employed irrespective of any existing charter provisions; home rule, so far as it relates to charter changes, may be exercised only in accordance with provisions of general statutes; when Sec. 2-14 is read in connection with Home Rule Act, it becomes clear that legislature intended to provide two separate methods—one with, and one without, action by General Assembly—for inaugurating and securing adoption or amendment of a municipal charter. 150 C. 24. Cited. 152 C. 676; 156 C. 260. Plaintiffs as taxpayers had no standing as individuals to challenge the constitutional and legal existence of city of Danbury in action for declaratory judgment; doctrine of de facto municipal corporations discussed. Id., 347. Cited. 171 C. 74; 172 C. 60; 174 C. 282; 178 C. 81; 180 C. 243; 182 C. 93; 185 C. 88. Provisions do not authorize a municipality to restrict the candidacy of unclassified state employees for elective office. 192 C. 399. Does not authorize municipal recall elections. 195 C. 524. Cited. 196 C. 623; 197 C. 554; 201 C. 377; 208 C. 543; 216 C. 112; 219 C. 217; 225 C. 378; 234 C. 513; 242 C. 678.

Cited. 16 CA 213; 42 CA 599.

Omission of zoning powers from enumeration of specific powers granted towns under chapter compels conclusion that legislature did not intend that any action under chapter should alter the declared law under the general zoning enabling act; that law is that zoning commissions have the exclusive power to enact and change zoning regulations and zone boundaries. 25 CS 378. Cited. 28 CS 286, 298, 413; 36 CS 74; 40 CS 539.

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Sec. 7-187. Definitions. Whenever used in sections 7-188 to 7-193, inclusive:

(a) “Appointing authority” means the body having authority to appoint a charter commission, charter revision commission or home rule ordinance revision commission, which shall be the board of selectmen of a town not having a council or board of directors, the council or board of directors of a town having such a council or board, the common council or other body empowered to make ordinances of a city or the board of burgesses of a borough;

(b) “Commission” means any such charter commission, charter revision commission, or home rule ordinance revision commission;

(c) “Home rule ordinance” means any ordinance or resolution which has been adopted by a municipality prior to October 1, 1982, in substitution for a special act relating to its government, which ordinance or resolution may contain the provisions of such special act with or without amendments and which ordinance or resolution shall not be inconsistent with the Constitution of the state or the general statutes;

(d) “Municipality” means a town, city, borough, consolidated town and city or consolidated town and borough.

(1957, P.A. 465, S. 1; 1959, P.A. 678, S. 1; P.A. 81-451, S. 1, 10; P.A. 85-253, S. 1, 10.)

History: 1959 act added home rule ordinance commission; P.A. 81-451 added definitions of “commission”, “home rule ordinance” and “municipality” and rephrased definition of “appointing authority”, effective October 1, 1982; P.A. 85-253 redefined “home rule ordinance” to include resolutions.

Cited. 150 C. 26; 188 C. 276; 190 C. 39; 193 C. 1; 196 C. 623.

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Sec. 7-188. Initiation of action for adoption, amendment or repeal of charter or home rule ordinance. (a) Any municipality, in addition to such powers as it has under the provisions of the general statutes or any special act, shall have the power to (1) adopt and amend a charter which shall be its organic law and shall supersede any existing charter, including amendments thereto, and all special acts inconsistent with such charter or amendments, which charter or amended charter may include the provisions of any special act concerning the municipality but which shall not otherwise be inconsistent with the Constitution or general statutes, provided nothing in this section shall be construed to provide that any special act relative to any municipality is repealed solely because such special act is not included in the charter or amended charter; (2) amend a home rule ordinance which has been adopted prior to October 1, 1982, which revised home rule ordinance shall not be inconsistent with the Constitution or the general statutes; and (3) repeal any such home rule ordinance by adopting a charter, provided the rights or benefits granted to any individual under any municipal retirement or pension system shall not be diminished or eliminated.

(b) Any action pursuant to subsection (a) of this section shall be initiated by a resolution adopted by a two-thirds vote of the entire membership of the appointing authority of such municipality, or by petition filed with the clerk of such municipality for submission to the appointing authority and signed by not less than ten per cent of the electors of such municipality, as determined by its last-completed registry list; provided, in the case of a consolidated town and city having a town clerk and a city clerk, such petition shall be filed with the city clerk.

(c) No signature on any petition filed pursuant to subsection (b) of this section shall be valid unless it has been obtained within ninety days of the filing of the page of the petition on which it appears. Any elector signing such a petition may

cause his signature to be removed at any time prior to the filing of such petition with the clerk. The clerk with whom the petition is filed shall proceed forthwith to determine its sufficiency by comparing the signatures thereon with those contained in said registry list and shall certify its sufficiency or insufficiency to the appointing authority.

(d) After a resolution has been so adopted by the appointing authority or a petition has been so certified as sufficient, as the case may be, the appointing authority shall not adopt any resolution initiating such action and the clerk shall not accept any petition for the initiation of such action until such time as the commission appointed pursuant to such original resolution or petition has been terminated.

(1953, S. 271d, 272d; 1957, P.A. 465, S. 2; 1959, P.A. 678, S. 2; February, 1965, P.A. 269, S. 1; P.A. 81-451, S. 2, 10; P.A. 84-153; P.A. 85-253, S. 2, 10; P.A. 87-278, S. 2, 5.)

History: 1959 act added home rule ordinance provisions; 1965 act provided no signature is to be valid unless obtained within 90 days of filing petition; P.A. 81-451 provided that no new home rule ordinances should be adopted after October 1, 1982, and that no new petition could be accepted until a commission appointed pursuant to a previous petition had been terminated, effective October 1, 1982; P.A. 84-153 amended Subsec. (d) to apply provisions to resolutions and to clarify that only one commission can exist at any time; P.A. 85-253 amended Subsec. (a) to replace the word "revise" with the word "amend" and to add language concerning inclusion of special acts in Subdiv. (1); P.A. 87-278 inserted the word "otherwise" in the phrase "shall not otherwise be inconsistent" in Subsec. (a).

See Sec. 7-328a re home rule action.

Cited. 140 C. 517. Home rule, so far as it relates to charter changes, may be exercised only in accordance with general statutes. 150 C. 24. Purpose behind act is to enable municipalities to draft or amend charters without necessity of action by General Assembly; as to method or procedure of assessment, the Home Rule Act, being later in time, takes precedence over any inconsistent provisions in the Waterbury charter. 152 C. 423. Act exhibits legislative intent to add a new power to those which municipalities already had without affecting existing powers. Id., 424. Cited. 178 C. 81; 180 C. 243; 182 C. 253; 188 C. 276; 190 C. 736; 193 C. 1; 216 C. 112; 234 C. 513.

Cited. 37 CA 348.

Adoption of municipal charter does not invalidate special acts prior thereto establishing special districts. 28 CS 413. A charter provision cannot repeal or nullify the general statutes. 31 CS 392.

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Sec. 7-189. Form of petition. (a) The form of the petition for adopting or amending a charter or amending a home rule ordinance shall be as follows: WARNING: ALL SIGNATURES SHALL BE IN INK OR INDELIBLE PENCIL. We, the undersigned electors of the town, city or borough of (here insert name of town, city or borough), hereby present this petition under the provisions of section 7-188 requesting the appointment of a commission for (insert one of the following: "The adoption of a charter, the amendment of its charter, or the amendment of its home rule ordinance", using such words as are applicable) and we certify that we are electors of the town, city or borough of residing at the addresses set opposite our names and that we have signed this petition on the dates opposite our names and not more than once. (Here follow the signatures, dates and addresses.)

(b) Each page of such petition shall contain a statement, signed under penalties of false statement as defined in section 53a-157b, by the person who circulates the same, setting forth such circulator's name and address, and which shall be in the form as follows: "Each person whose name appears on this page signed the same in person in my presence and such person is known to me or has satisfactorily identified himself to me." Any page of a petition which does not contain such a statement by the circulator shall be invalid.

(c) Such petition may also include, immediately after the statement provided in subsection (a) of this section, a list of general or specific recommendations for consideration by such commission.

(1957, P.A. 465, S. 3; 1959, P.A. 678, S. 3; February, 1965, P.A. 269, S. 2; P.A. 81-451, S. 3, 10; P.A. 85-253, S. 3, 10.)

History: 1959 act added home rule ordinance provisions; 1965 act added provision for placing date of signing on petition; P.A. 81-451 added Subsec. (b) concerning the statement of the circulator and Subsec. (c) concerning recommendations for

consideration by the commission and revised wording of petition form in Subsec. (a), effective October 1, 1982; P.A. 85-253 amended Subsec. (a) to refer to amendments of charters and home rule ordinances rather than to revisions.

Cited. 188 C. 276; 193 C. 1; 196 C. 623; 234 C. 513.

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Sec. 7-190. Commission: Appointment, membership, duties, report, termination. (a) Within thirty days after such action has been initiated by vote of the appointing authority or by certification of a petition, the appointing authority shall by resolution appoint a commission consisting of not fewer than five nor more than fifteen electors, not more than one-third of whom may hold any other public office in the municipality and not more than a bare majority of whom shall be members of any one political party, which commission shall proceed forthwith to draft a charter, or amendments to the existing charter, or amendments to the home rule ordinance, as the case may be.

(b) The appointing authority shall direct the commission to consider those recommendations included in the petition and may make other recommendations to the commission. The commission may also consider other items for inclusion in the proposed charter, other changes to the charter or home rule ordinance and such other items as it deems desirable or necessary. The commission shall in its reports comment on each recommendation which it has been directed to consider, if any, and on such other changes or items. The appointing authority shall specify by resolution when the commission shall submit its draft report, which shall be not later than sixteen months from the date of its appointment.

(c) The commission shall terminate upon acceptance or rejection of its final report by the appointing authority.

(1957, P.A. 465, S. 4; 1959, P.A. 678, S. 4; 1967, P.A. 76; P.A. 75-179; P.A. 81-451, S. 4, 10; P.A. 83-188, S. 2; P.A. 85-253, S. 4, 10.)

History: 1959 act added home rule ordinance provisions; 1967 act made minor change in wording; P.A. 75-179 distinguished between charter commissions and charter revision or home rule ordinance commissions re report deadlines; P.A. 81-451 divided section into subsecs., clarified language of existing provisions, required consideration of recommendations in petition and recommendations of appointing authority, changed deadline for report from 18 to 16 months from date of appointment and added Subsec. (c) re termination of commission, effective October 1, 1982; P.A. 83-188 made minor change in wording of Subsec. (b), requiring submission of draft report rather than of final report; P.A. 85-253 replaced the words "revision of" with the words "amendments to" and made certain technical changes.

Cited. 150 C. 27; 184 C. 30. Interpretation of statute not unconstitutional. 188 C. 276. Cited. 193 C. 1; 196 C. 623; 234 C. 513.

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Sec. 7-191. Charters, charter amendments and home rule ordinance amendments: Hearings; draft and final report; public notice; referendum; effective date; filing of copies with Secretary of the State; file maintained by State Library. (a) The commission shall hold at least two public hearings on the proposed charter, charter amendments or home rule ordinance amendments; one prior to the beginning of any substantive work on such charter, charter amendments or home rule ordinance amendments, and one after the draft report to the appointing authority has been completed, but not submitted, after which hearings the commission may amend such report. The commission may hold such other public hearings as it deems necessary.

(b) The commission shall submit its draft report, including the proposed charter, charter amendments or home rule ordinance amendments, to the clerk of the municipality, who shall transmit such report to the appointing authority. The appointing authority shall hold at least one public hearing on the draft report and shall hold its last hearing not later than forty-five days after the submission of the draft report to such clerk. Not later than fifteen days after its last hearing, the appointing authority shall make recommendations to the commission for such changes in the draft report as it deems desirable.

(c) If the appointing authority makes no recommendations for changes in the draft report to the commission within such fifteen days, the report of the commission shall be final and the appointing authority shall act on such report. If the appointing authority makes recommendations for changes in the draft report to the commission, the commission shall confer with the appointing authority concerning any such recommendations and may amend any provisions of the proposed

charter, charter amendments or home rule ordinance amendments, in accordance with such recommendations, or the commission may reject such recommendations. In either case the commission shall make its final report to the appointing authority not later than thirty days after receiving such recommendations.

(d) Not later than fifteen days after receiving the final report, the appointing authority, by a majority vote of its entire membership, shall either approve the proposed charter, charter amendments or home rule ordinance amendments or reject the same or separate provisions thereof. Not later than forty-five days after a vote of the appointing authority to reject such matter, a petition for a referendum thereon, signed by not less than ten per cent of the electors of such municipality, as determined by the last-completed registry list thereof, and filed and certified in accordance with the provisions of section 7-188, may be presented to the appointing authority. Not later than thirty days after approval by the appointing authority or the certification of such a petition (1) the proposed charter shall be published in full at least once in a newspaper having a general circulation in the municipality, or (2) the portion of the charter or home rule ordinance being amended shall be published at least once in a newspaper having a general circulation in the municipality with a notice that a complete copy of the charter or home rule ordinance and amendment is available in the town clerk's office and that a copy shall be mailed to any person who requests a copy. The town clerk shall mail or otherwise provide such copy to any person who requests a copy.

(e) The appointing authority shall, by a majority vote of its entire membership, determine whether the proposed charter, charter amendments or home rule ordinance amendments shall be submitted to the electors for approval or rejection at a regular election or at a special election warned and held for that purpose, which shall be held not later than fifteen months after either the approval by the appointing authority or the certification of a petition for a referendum.

(f) The proposed charter, charter amendments or home rule ordinance amendments shall be prepared for the ballot by the appointing authority and may be submitted in the form of one or several questions; and, if approved by a majority of the electors of the municipality voting thereon at a regular election or if approved by a majority which number equals at least fifteen per cent of the electors of the municipality as determined by the last-completed active registry list of such municipality at a special election, such proposed charter, charter amendments or home rule ordinance amendments shall become effective thirty days after such approval unless an effective date or dates are specified therein, in which event the date or dates specified shall prevail.

(g) Not later than thirty days after the approval by the electors of any proposed charter, charter amendments or home rule ordinance amendments, the town or city clerk shall file, with the Secretary of the State, (1) three certified copies thereof, with the effective date or dates indicated thereon, and (2) in the case of the approval of charter or home rule ordinance amendments, three certified copies of the complete charter or ordinance incorporating such amendments. The Secretary of the State shall distribute two copies, whether tangible or intangible in form, to the State Library, where a file of such charters, charter amendments and home rule ordinance amendments shall be kept for public inspection.

(1953, S. 271d; 1957, P.A. 465, S. 5; 1959, P.A. 678, S. 5; 1963, P.A. 184; P.A. 75-358, S. 1, 2; P.A. 77-196, S. 1; P.A. 79-207; P.A. 81-451, S. 5, 10; P.A. 82-472, S. 14, 183; P.A. 83-188, S. 3; P.A. 84-161; P.A. 85-253, S. 5, 10; P.A. 87-387, S. 3; P.A. 96-134, S. 6, 9; P.A. 00-92, S. 6; P.A. 02-89, S. 7; P.A. 03-99, S. 1; P.A. 07-227, S. 19.)

History: 1959 act added home rule ordinance provisions and changed "general" election to "regular" election; 1963 act specified subject matter of mandatory hearing by commission and provided for referendum re rejected matter on petition of electors; P.A. 75-358 made specific provisions re effective dates for charters, home rule ordinances etc., re validations of actions of municipality or its administrative agencies or officials; P.A. 77-196 required filing with secretary of the state within 15 days rather than 7 days; P.A. 79-207 required two public hearings rather than one, one before the substantive work and one after report is drafted but before its submission; P.A. 81-451 divided section into subsecs., clarified language of existing provisions, changed time for hearing from 30 to 45 days after submission of draft report, reduced the percentage of electors necessary to force a referendum from 15% to 10%, required that election be held within 15 months rather than one year after approval or certification of petition and provided that the appointing authority shall prepare the ballot, effective October 1, 1982; P.A. 82-472 made technical corrections; P.A. 83-188 made minor changes in wording of Subsec. (b); P.A. 84-161 amended Subsec. (h) to provide for 30-day filing period rather than 15-day period; P.A. 85-253 changed "revised charter" to "charter amendments" and "revised home rule ordinance" to "home rule ordinance amendments"; P.A. 87-387 added Subsec. (h)(2) re filing requirements in the case of approval of charter or home rule ordinance amendments; P.A. 96-134 added the word "active" before "registry list of such municipality" in Subsec. (f), effective May 29, 1996; P.A. 00-92 amended Subsec. (b) to require hearing "not later than" 45 days "after the submission" rather than former "within" 45 days "of the submission", and throughout the section substituted "not later than" for "within"; P.A. 02-89 deleted as obsolete former Subsec. (g) re effective date of any proposed charter, home rule ordinance or amendment or repeal thereof approved at any election on or after November 5, 1974, and prior to July 1, 1975, and re the validation of actions of a municipality or agency or official thereof taken prior to July 1, 1975, under a previously effective charter or home rule ordinance, and

redesignated existing Subsec. (h) as Subsec. (g); P.A. 03-99 amended Subsec. (d) to insert Subdiv. designators (1) and (2), to delete requirement that charter or home rule ordinance amendments be published in full and to provide that the portion of the charter or home rule ordinance being amended be published and that a copy be provided by the town clerk upon request; P.A. 07-227 added reference to tangible or intangible copies in Subsec. (g), effective July 1, 2007.

See chapter 152 re holding of referenda.

Cited. 140 C. 517. Legislature intended procedure outlined in Home Rule Act to be a complete, self-contained method of amending charter of a city irrespective of any existing charter provision; Home Rule Act controls previously enacted special laws which are inconsistent with it; home rule, so far as it relates to charter changes, may be exercised only in accordance with provisions of general statutes. 150 C. 24. Amendment of charter of consolidated city of Norwich to change tax and other provisions concerning its districts pursuant to Secs. 7-188 through 7-194 held valid when challenged by action for declaratory judgment by resident taxpayer. 155 C. 573. Cited. 184 C. 30. Interpretation of statute not unconstitutional. 188 C. 276. Cited. 193 C. 1; 196 C. 623; 234 C. 513.

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Sec. 7-191a. Adoption of home rule ordinance. Any home rule ordinance in effect on October 1, 1982, shall be part of the organic law of the municipality and the special act superseded thereby and any other special act relating to the government of such municipality inconsistent therewith are repealed.

(1959, P.A. 678, S. 6; P.A. 81-451, S. 6, 10.)

History: P.A. 81-451 made ordinances in effect on October 1, 1982, a part of municipality's organic law, replacing provision which had made any home rule ordinance a part of organic law upon its adoption, effective October 1, 1982.

Cited. 178 C. 81; 188 C. 276; 193 C. 1; 196 C. 623.

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Sec. 7-191b. Amendments to charters to modify budget adoption dates. Notwithstanding the provisions of this title and chapters 164, 170 and 204 and any special act, municipal charter or home rule ordinance, a municipality, upon a two-thirds vote of its legislative body, may amend its charter for the sole purpose of modifying its budget adoption dates. Such budget adoption dates may include, but need not be limited to, applicable dates relating to an executive presentation of a proposed budget, public hearings, fiscal authority action, publications, referenda or final budget adoption. Any vote by the legislative body of a municipality pursuant to this section shall include a reference to this section. For the purposes of this section, "municipality" has the same meaning as provided in section 7-401.

(P.A. 18-12, S. 1.)

History: P.A. 18-12 effective May 25, 2018.

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Sec. 7-192. Existing provisions not affected. Amendments to charters. Amendment or revision of home rule ordinance. Supersession of certain special acts by municipal ordinance. Termination of certain parking authorities and boards of health. (a) Every charter, special act and home rule ordinance in effect on October 1, 1982, shall continue in effect until repealed or superseded by the adoption of a charter, charter amendments or home rule ordinance amendments in accordance with this chapter, the provisions in any charter in existence on said date governing revision or amendment to the contrary notwithstanding. Nothing in this section shall prohibit the adoption of a revised home rule ordinance or home rule ordinance amendments by any method established in such home rule ordinance if the provisions concerning such method were in effect on July 15, 1959. Any municipality administering its local affairs under the provisions of the general statutes or special acts adopted prior to said date may continue to so administer its local affairs until the electors of such municipality avail themselves of the provisions of this chapter. Any municipality having as its organic law a home rule ordinance or a revised or amended home rule ordinance shall after any revision or amendment of such ordinance publish, in a single document, any such home rule ordinance and shall make such ordinance available at a nominal cost to any member of the public.

(b) Notwithstanding the provisions of subsection (a) of this section, the provisions of any special act relative to the number of holders of an office, or members of a board, commission, department or agency of a municipality (1) which does not administer its affairs under a charter, and (2) for which the legislative body, as defined in section 1-1, is a town meeting may be superseded by adoption of a municipal ordinance that is not otherwise inconsistent with the Constitution of the state or the general statutes.

(c) Notwithstanding the provisions of subsection (a) of this section, any consolidated town and city which (1) was consolidated in 1902, (2) has a mayor and board of aldermen form of government, and (3) has a population of more than one hundred thousand may terminate a parking authority established by special act in such consolidated town and city upon majority vote of the board of aldermen. The clerk of any such consolidated town and city shall notify the Secretary of the State of such termination not more than ten days after such vote.

(d) Notwithstanding the provisions of subsection (a) of this section, any municipality which (1) was incorporated in 1784, (2) administers its affairs under a charter and for which the legislative body is a town meeting, and (3) has a population of less than twelve thousand may terminate a board of health established in the municipality by special act by adoption of an ordinance that is not otherwise inconsistent with the Constitution of the state or the general statutes.

(1957, P.A. 465, S. 6; P.A. 81-451, S. 7, 10; P.A. 85-253, S. 6, 10; P.A. 92-172, S. 1; P.A. 03-256, S. 2.)

History: P.A. 81-451 transferred former provision concerning imposition of taxes to Sec. 7-192a and added provisions concerning revision of home rule ordinance by methods in effect prior to July 15, 1959, and to publication of home rule ordinances, effective October 1, 1982; P.A. 85-253 amended section to refer to amendment of charters and home rule ordinances rather than to their revision; P.A. 92-172 amended section by designating Subsec. (a) and adding Subsec. (b) re supersedence of special acts by municipal ordinance not inconsistent with the state constitution or general statutes; P.A. 03-256 made a technical change in Subsec. (b), added Subsec. (c) re termination of a parking authority in a consolidated town or city and added Subsec. (d) re termination of a board of health in a municipality, effective June 26, 2003.

Legislature intended procedure outlined in Home Rule Act to be a complete, self-contained method, not involving action by General Assembly, of amending charter of a city, irrespective of any existing charter provision; act confers no power on mayor to exercise a veto; a construction which would import into these amendatory proceedings the power of veto conferred on mayor by charter would be inconsistent with procedure provided for in Sec. 7-191. 150 C. 24. Cited. 155 C. 579; 171 C. 74. Retention of surplus was not an unauthorized exercise of taxing power in violation of statute. 178 C. 81. Charter provisions regarding consolidation prevail over parallel provisions in Home Rule Act. 179 C. 589. Cited. 188 C. 276; 193 C. 1; 196 C. 623.

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Sec. 7-192a. New tax not authorized by general statutes prohibited. Provisions affecting elections and electors not to be adopted. No provision of this chapter shall be deemed to empower any municipality to levy or collect any tax not authorized by the general statutes or to adopt a charter, charter amendments or home rule ordinance amendments which shall affect matters concerning qualification and admission of electors; duties and responsibilities of registrars of voters; duties and responsibilities of town clerks with respect to electors, voting and elections; forfeiture of electoral rights and restoration of the same; absentee voting; conduct of and procedures at elections; hours of voting; canvass of electors; preliminary, final and supplementary registry lists; warning of elections; election officials and their duties and responsibilities; election canvass and returns; election contests; corrupt practices; prohibited acts with respect to elections; nomination of candidates; adoption and amendment of party rules; primaries; and political parties and enrollment therein.

(1967, P.A. 417, S. 1; P.A. 81-451, S. 8, 10; P.A. 85-253, S. 7, 10.)

History: P.A. 81-451 added provisions concerning new taxes, formerly in Sec. 7-192, effective October 1, 1982; P.A. 85-253 amended section to refer to amendment of charters and home rule ordinances rather than to their revision.

Cited. 188 C. 276; 193 C. 1; 195 C. 524; 196 C. 623.

A town is not prohibited by section from adopting age requirements for local elective officers. 31 CS 447.

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Sec. 7-193. Required provisions. Organization of government. (a) Any charter adopted or amended under the provisions of this chapter shall conform to the following requirements:

(1) The municipality shall have a legislative body, which may be: (A) A town meeting; (B) a representative town meeting; (C) a board of selectmen, council, board of directors, board of aldermen or board of burgesses; or (D) a combination of a town meeting or representative town meeting and one of the bodies listed in subparagraph (C). In any combination, the body having the greater number of members shall have the power to adopt the annual budget and shall have such other powers as the charter prescribes, and the body having the lesser number of members shall have the power to adopt, amend and repeal ordinances, subject to any limitations imposed by the general statutes or by the charter. The number of members in any elective legislative body, the terms of office of such members and the method by which they are elected shall be prescribed by the charter.

(2) The municipality shall have a chief executive officer, who may be one of the following: (A) The first selectman; (B) a chief administrative officer appointed by the board of selectmen; (C) a mayor elected by the electors of the municipality; (D) a warden elected by the electors of the borough; (E) a town, city or borough manager appointed by the board of selectmen, the council, the board of directors, the board of aldermen or the board of burgesses; (F) a chief administrative officer appointed by the mayor. Any municipality having a manager as its chief executive officer may also have a mayor who shall be the presiding officer of its legislative body, shall be the ceremonial head of such municipality and shall have such other powers and duties as the charter prescribes. The powers, duties and term of office of the chief executive officer shall be those prescribed by the general statutes and he shall have such other powers and duties as the charter prescribes.

(b) Every municipality shall have all municipal officers, departments, boards, commissions and agencies which are required by the general statutes or by the charter. Each municipality may have any municipal officers, departments, boards, commissions and agencies which are specifically allowed by the general statutes or which are necessary to carry out any municipal powers, duties or responsibilities under the general statutes. All such officers, departments, boards, commissions and agencies shall be elected, appointed and organized in the manner provided by the general statutes, except as otherwise provided by the charter or by ordinances or resolutions adopted pursuant to such charter. Any municipality may, by charter or by ordinances or resolutions adopted pursuant to such charter, alter the method of election, appointment or organization of any or all of such officers, departments, boards, commissions or agencies, including combining or separating the duties of each, unless specifically prohibited from making such alteration by the Constitution or the general statutes.

(1957, P.A. 465, S. 7; P.A. 76-296, S. 1; P.A. 81-451, S. 9, 10; P.A. 85-253, S. 8, 10; P.A. 86-230.)

History: P.A. 76-296 included among those things prescribed by statute, the term of office of municipality's chief executive officer; P.A. 81-451 substituted "municipality" for "town, city, borough", effective October 1, 1982; P.A. 85-253 applied provisions to charter amendments; P.A. 86-230 changed the manner of subdividing the section and expanded the new Subdiv. (b) by clarifying that a municipality may alter the method of election, appointment or organization of its officers, departments, boards, commissions or agencies.

See Sec. 9-167a re minority representation.

Cited. 170 C. 62; 188 C. 276; 192 C. 399; 193 C. 1; 195 C. 524; 196 C. 623; 234 C. 513.

Cited. 41 CS 295.

Subsec. (b):

Cited. 216 C. 112; 219 C. 217.

Because Subsec. authorizes commissions to be elected, appointed and organized as provided by the charter or by ordinances or resolutions adopted pursuant to such charter, and because Plainville's charter requires five affirmative votes of the town council for the adoption of any resolution, ordinance or vote, the adoption of the resolution appointing members by only four affirmative votes renders their appointment and subsequent actions null and void. 47 CA 783. Trial court properly concluded that membership amendment was authorized by statute; however, it was improper for trial court to engage in analysis of common law doctrine of incompatible offices because language of statute precludes it. 70 CA 358.

Cited. 35 CS 645.

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Sec. 7-194. Powers. Subject to the provisions of section 7-192, all towns, cities or boroughs which have a charter or which adopt or amend a charter under the provisions of this chapter shall have the following specific powers in addition to all powers granted to towns, cities and boroughs under the Constitution and general statutes: To manage, regulate and control the finances and property, real and personal, of the town, city or borough and to regulate and provide for the sale, conveyance, transfer and release of town, city or borough property and to provide for the execution of contracts and evidences of indebtedness issued by the town, city or borough.

(1957, P.A. 465, S. 8; 1961, P.A. 490; 517, S. 89; 1967, P.A. 19; 1971, P.A. 802, S. 12; 1972, P.A. 279, S. 1, 2; P.A. 75-516, S. 1, 2; P.A. 79-531, S. 2; 79-618, S. 2; P.A. 80-403, S. 8, 10; 80-483, S. 19, 186; P.A. 81-219, S. 2, 3.)

History: 1961 acts made section applicable to municipalities having a charter as well as those which adopted or amended a charter under provisions of this chapter and amended Subdiv. (50) to remove obsolete exception for court officers; 1967 act amended Subdiv. (57) to raise maximum penalty from \$25 to \$100; 1971 act repealed Subdiv. (41) re building code regulation; 1972 act added Subdiv. (58) re merit and civil service systems; P.A. 75-516 added Subdiv. (59) re leasing real property; P.A. 79-531 added Subdivs. (60) and (61) re fair housing and data processing services; P.A. 79-618 added Subdiv. (62) re ethics code; P.A. 80-403 added Subdiv. (63) re discriminatory practices; P.A. 80-483 made technical changes; P.A. 81-219 transferred most powers from this section to Sec. 7-148, effective October 1, 1982.

Cited. 147 C. 60. Where charter points out particular way in which act is to be done, prescribed form must be pursued for act to be lawful. Id., 401. If charter of city grants, in general terms, power to take any land necessary to layout of highways, it is to be presumed, in absence of express words or necessary implication to the contrary, that it was not intended land already appropriated to one public use should be taken for another. Id., 478. Language in charters varies so that cases involving construction of some charters are not authoritative in determining power under others. 148 C. 233. Cited. 152 C. 422. Court held ordinances attempted to regulate public service company and were in conflict with state policy; New Haven and Hamden ordinances requiring private water company, which also served 11 other towns, to fluoridate the water it supplied them held invalid. Id., 563, 566. Ability of board of education to perform its statutory duties not destroyed by requirement that it select nonprofessional employees under civil service requirements of charter. Id., 568. A town, as a creature of the state, can exercise only such powers as are expressly granted to it, or such powers as are necessary to enable it to discharge the duties and carry into effect the objects and purposes of its creation. 153 C. 236. Regulation and disposal of refuse and garbage is town power and refuse disposal operation is not a nuisance where not in arbitrary or unreasonable manner. 156 C. 304. Cited. 158 C. 100; 162 C. 497; 171 C. 78. Town has broad authority to control traffic on its public streets which includes the closing thereof to vehicular traffic. 174 C. 282. That the legislature went to the extent of precisely enumerating numerous specific powers without mentioning subpoena power indicates it did not intend to grant municipalities such a power by way of charter adoption; former Subdiv. (26) did not authorize a municipality to grant its governing or legislative body the power to issue subpoenas. 180 C. 243. "Regulate" connotes the power to permit and control as well as to prohibit and infers limitations. 181 C. 114. Cited. 182 C. 253. Adoption of equal opportunities ordinance was valid exercise of Home Rule Act, but former Subdiv. (25) did not authorize municipality to create commission to resolve employment discrimination complaints. 183 C. 495. Cited. 185 C. 88; 186 C. 229; 188 C. 276; 193 C. 1; 196 C. 623; 203 C. 267; 208 C. 543; 237 C. 135; 241 C. 678.

Cited. 1 CA 417; 42 CA 599.

Omission of zoning powers from enumeration of specific powers granted towns under statute compels conclusion that legislature did not intend that any action under chapter should alter the declared law under the general zoning enabling act. 25 CS 378, 379. Cited. 31 CS 447; 34 CS 14. Former Subdiv. (58) provided authority to establish a merit or civil service system for selection and promotion; also contained implied power to establish a personnel appeals board. 35 CS 645. Cited. 36 CS 74; 37 CS 124.

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Sec. 7-195. Consolidation of governments. (a) As used in this section and sections 7-196 to 7-201, inclusive, "unit of local government" means a town or political subdivision thereof and "political subdivision" means a city, borough or district within a town.

(b) The consolidation of the government of any town with the government or governments of one or more political subdivisions therein shall be effected in the manner hereinafter prescribed. A proposal to consolidate setting forth the units of local government to be consolidated may be adopted by a majority vote of the entire membership of the legislative body of any unit of local government or, when the legislative body is the town meeting, by a majority vote of those present and voting. Upon adoption of such proposal, a copy thereof shall be transmitted to the legislative body of each other unit of

local government included in the proposed consolidation, which legislative body shall, within thirty days of the adoption of the proposal, accept or reject the proposal. Acceptance shall be by resolution adopted by at least a majority vote of the entire membership of the legislative body of each such other unit or, when the legislative body is the town meeting, by a majority vote of those present and voting, a copy of which resolution shall forthwith be filed with the town clerk.

(c) In addition to the method of initiating a consolidation set forth above, such action may also be initiated by petition. Such petition shall set forth the units of local government to be consolidated and shall be signed by not less than ten per cent of the electors of each political subdivision included in the proposed consolidation and by not less than ten per cent of the electors of the town, if any, residing outside the boundaries of any such political subdivision; provided, if a lesser number of signatures on such petition is required by any existing special act, such number shall be sufficient for the purposes of this section. Prior to the obtaining of any signatures on such petition, a copy thereof shall be filed with the town clerk and a period of ninety days from the date of such filing shall be allowed for the obtaining of the required signatures. Within not more than ninety days from the filing of the copy of the petition with the town clerk, the signed petition shall be filed with the town clerk, who shall proceed forthwith to determine its sufficiency by comparing the names thereon with those contained in the registry list of the town and shall certify its sufficiency or insufficiency to the presiding officer of the legislative body of the town; provided a separate petition may be signed by the electors of each political subdivision included within the proposed consolidation and by the electors residing outside the boundaries of any such political subdivision, in which case the clerk of each such political subdivision shall determine the sufficiency of the petition so far as such political subdivision is concerned and shall certify such sufficiency or insufficiency to the clerk of the town, who shall transmit the certification to the presiding officer of the legislative body of the town.

(1957, P.A. 465, S. 9; 1971, P.A. 55; P.A. 80-474, S. 1, 4.)

History: 1971 act required passage by two-thirds majority of those present and voting when legislative body is town meeting; P.A. 80-474 amended Subsec. (b) to require adoption and acceptance of consolidation by simple majority rather than two-thirds majority.

Cited. 152 C. 676. District means geographical subdivision, inhabitants of which are invested with power to discharge some function of government; since districts in consolidated city of Norwich are not units of local government but subdivisions of city, changes in city charter affecting them were properly made by amendment and not by consolidation procedures hereunder. 155 C. 573. Cited. 171 C. 74; 179 C. 589; 184 C. 30; 188 C. 276; 195 C. 524; 208 C. 543.

Watertown and Oakville Fire districts are units of local government and consolidation with Watertown is governed by Secs. 7-195 to 7-201. 28 CS 413.

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Sec. 7-196. Form of petition. The form of the petition for proposing a consolidation shall be as follows: WARNING: ALL SIGNATURES SHALL BE IN INK OR INDELIBLE PENCIL. We, the electors of the town, city or borough or unit of local government of (Here insert the name of the town, city, borough or unit of local government), hereby present this petition under the provisions of section 7-195 proposing a consolidation with the following-named town, city, borough or unit of local government ..., and we certify that we are electors of the town, city, borough or unit of local government of ... residing at the addresses set opposite our names and that we have not signed this petition more than once. (Here follow the signatures and addresses.)

(1957, P.A. 465, S. 10.)

Cited. 171 C. 74; 179 C. 589; 188 C. 276; 208 C. 543.

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Sec. 7-197. Consolidation commission. If, within thirty days of the adoption of the proposal to consolidate by the initiating legislative body, the legislative body of each other unit of local government included in the proposed consolidation has accepted the proposal, or if a sufficient petition has been certified to the presiding officer of the legislative body of the town, such presiding officer shall call a joint meeting of the legislative bodies of all of the units of local government included in the proposal, designate the time and place, and preside at the joint meeting. Such meeting shall by joint resolution appoint a consolidation commission of not fewer than five nor more than fifteen members. Each political subdivision included in the proposed consolidation and the area of the town, if any, outside the boundaries of any such political subdivision shall be

represented on the consolidation commission, as nearly as possible, in proportion to the number of electors residing in each such political subdivision and the number of electors residing outside the boundaries of any such political subdivision; provided there shall be at least one commission member from each political subdivision in the proposed consolidation and one member from the area of the town, if any, outside the boundaries of any such political subdivision.

(1957, P.A. 465, S. 11.)

Cited. 152 C. 676; 171 C. 74; 179 C. 589; 184 C. 30; 188 C. 276; 208 C. 543.

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Sec. 7-198. Duties of commission. Such consolidation commission shall prepare a consolidation ordinance in which provision shall be made for the allocation of local governmental functions and services to existing offices, departments, boards, commissions or other agencies of the town, city, borough or other unit of local government; the abolition of unnecessary offices, departments, boards, commissions or other agencies; the definition of areas in which services are to be rendered; the establishment of necessary taxing districts to pay the cost of such services; the distribution of assets and liabilities, and such other matters as are required to effectuate such consolidation, including the necessary revision of the charter of any of the units of local government under consolidation so as to eliminate unnecessary offices, departments, boards, commissions or other agencies or to expand existing offices, departments, boards, commissions or other agencies and so to render such charter effective as the charter of the consolidated municipality; provided the terms of the consolidation ordinance shall not, in terms or effect, impair the contractual obligations of the town, city, borough or other unit of local government.

(1957, P.A. 465, S. 12; 1963, P.A. 18, S. 1.)

History: 1963 act deleted the word “geographical” before the word “areas” in the phrase “the definition of areas” and specifically provided for necessary charter revision, deleting a prohibition against the establishment of new offices, departments, etc.

“Cost of such services” does not permit charges exceeding cost of acquiring, constructing and operating a sewage system; taxpayer cannot be charged for more than he is actually receiving. 171 C. 74. Cited. 179 C. 589; 188 C. 276; 208 C. 543.

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Sec. 7-199. Referendum. Not less than ninety days nor more than eighteen months after the appointment of such consolidation commission, such consolidation ordinance shall be submitted to the town clerk. Such ordinance shall be submitted to the electors of the town at the next general election following submission to the town clerk. A special election may be held before the next general election providing a petition for a special election is filed with the town clerk of such municipality for submission to the legislative body and signed by not less than ten per cent of the electors of such town. The sufficiency of such petition shall be determined in the manner specified in section 7-188. Such consolidation ordinance shall become effective if approved by a majority of the electors of the town voting thereon; provided such majority shall be no less than fifteen per cent of the electors as determined by the last-completed registry list of such town.

(1957, P.A. 465, S. 13; P.A. 75-212, S. 1, 2.)

History: P.A. 75-212 required submission of ordinance within 18 months rather than within one year to town clerk (previously to electors) and to voters at next general election following submission to clerk unless special election held.

Cited. 171 C. 74; 179 C. 589; 188 C. 276; 208 C. 543.

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Sec. 7-200. Consolidation of school districts. Charter revisions in consolidation process. Nothing in sections 7-195 to 7-201, inclusive, shall be construed to prevent the consolidation of school districts as heretofore provided by law. Nothing herein contained shall be construed to prevent a consolidation commission from making revisions in the charter of any of the units of local government in the process of consolidation so as more conveniently and appropriately to effectuate the process of

consolidation of that unit of government with the other unit or units of government concerned; nor shall the provisions of sections 7-187 to 7-191, inclusive, apply to any such consolidation commission.

(1957, P.A. 465, S. 14; 1963, P.A. 18, S. 2.)

History: 1963 act deleted language re appointment of combined charter and consolidation commission and added provision re charter revisions to facilitate consolidation procedure.

Cited. 179 C. 589; 188 C. 276; 208 C. 543.

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Sec. 7-201. Receipt of funds. Appropriations. Any charter commission or consolidation commission appointed under the provisions of this chapter is authorized to receive for its own use and purposes any funds or money from any source, including gifts and contributions, made by any individual, corporation or association. Any unit of local government is authorized to appropriate funds for expenses incurred by any charter commission, consolidation commission or combined charter and consolidation commission in the performance of its purposes. Within the amounts so received such commissions may engage employees and contract for the services of consultants.

(1957, P.A. 465, S. 15.)

Cited. 179 C. 589; 188 C. 276; 208 C. 543.

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**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 5, 2023**

POLICE DEPARTMENT ACCREDITATION

Selectmen Rubera will provide the Board with an update on the State of Connecticut requirement for Police Department Accreditation. The following link will provide details from the State of Connecticut website:

<https://portal.ct.gov/POST/Accreditation-Division/Accreditation-Division>

Hebron is scheduled for File Review May 8 – 19, 2023 and the On-Site Accreditation visit on June 6, 2023.

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

January 19, 2023, 7:00 PM (America/New_York)

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

<https://meet.goto.com/127562741>

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Access Code: 127-562-741

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

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Thursday, January 19, 2023

7:00 p.m.

AGENDA

Time Guideline

- | | |
|------------------|--|
| 7:00 p.m. | 1. CALL TO ORDER |
| 7:00 p.m. | 2. PLEDGE OF ALLEGIANCE |
| 7:02 p.m. | 3. ADDITIONS AND CHANGES TO THE AGENDA |
| 7:05 p.m. | 4. PUBLIC COMMENT
This section of the agenda is reserved for persons in attendance who wish to briefly address the Board. The Board requests that comments be limited to three minutes or less. Persons wishing to comment should type "comment" and your name in the chat box and you will be recognized. |
| 7:15 p.m. | 5. GOOD TO KNOW/SPECIAL RECOGNITION
Hebron Business Spotlight and Public Service Announcements |
| 7:20 p.m. | 6. APPOINTMENTS AND RESIGNATIONS

a) |
| 7:25 p.m. | 7. TOWN MANAGER'S REPORT

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

7:40 p.m.

8. OLD BUSINESS

- a) American Rescue Plan State and Local Recovery Funds Update
- b) Public Works Building Project Next Steps
- c) Charter Revision Discussion
- d) Police Department Accreditation
- e) Any Other Old Business

7:50 p.m.

9. NEW BUSINESS

- a) Parks & Recreation Park Policies Update
Town Code Chapter 272 – Attachment 272a
- b) Approve Parks & Recreation Department Mandated Reporter Policy
- c) FY 2023-2024 CIP Budget Review
- d) Tax Abatement Application 14/16 Main Street
- e) Draft Agenda for February 2, 2023 Meeting
- f) Any Other New Business

8:20 p.m.

10. CONSENT AGENDA

Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.

a) **APPROVAL OF MINUTES**

10.a.1 January 5, 2023 – Regular Meeting

b) **TAX REFUNDS**

8:25 p.m.

11. LIAISON REPORTS

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

8:35 p.m.

12. PUBLIC COMMENT

8:40 p.m.

13. ANTICIPATED EXECUTIVE SESSION

- a) Town Manager Annual Evaluation

9:00 p.m.

14. ADJOURNMENT

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 5, 2023**

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
- 10.a.2 December 1, 2022 – Regular Meeting
- 10.a.3 December 15, 2022 – Regular Meeting

b) APPROVAL OF TAX REFUNDS

10.b.1 Honda Lease Trust	\$472.64
10.b.2 Ryan T and Amy J Masse	\$432.87
10.b.3 Ahmed Hafnaoui	\$ 22.38
10.b.4 Seth Lavine	\$ 18.35
10.b.5 Timothy Scanlon	\$294.21

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

Thursday, December 15, 2022

RECEIVED
7:00 p.m.

MINUTES

2022 DEC 30 A 11:48

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

Carla A. Thompson
HEBRON TOWN CLERK

Board of Selectmen Not Present: G.Richmond

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

Board of Finance Present:

Guests: Kathy Williams, CVC, Florence O'Sullivan, Gabe Ackermann, Greg & Ellen Shortell, John Baron, Kevin & Jean Tulimieri, Lilli Rhodes, Marc & Ann Baribault, Peter Testa, Roarke McCormick, Terry McManus, Andrea Lattanzi, Dave & Erin

1. **CALL TO ORDER** – D.Larson opened the meeting at 7:00pm.

2. **PLEDGE OF ALLEGIANCE** - was recited.

3. **ADDITIONS/CHANGES TO THE AGENDA**

D.Larson requested the following additions/changes to the agenda:

- Addition: Town Clerk Appointment
- Change: Move K.Kelly (Item 9A) after Town Manager's report.

4. **PUBLIC COMMENT**

K.Tulimieri - 110 Kinney Road. Expressed opposition to the location of the Public Works Facility, citing concerns about salt impacting the groundwater. He referenced an expert, William Morris Wyczika, for further information. Concerns also were raised about the historical nature of the land.

Andrea Lattanzi, 151 Cannon Drive. Expressed opposition to the location of the Public Works Facility for environmental and historical reasons, and asked about a Plan B for the project.

John Baron, 33 Cone Rd. Expressed opposition to the location of the Public Works Facility for environmental reasons, noting storm surge examples in Florida.

Lilli Rhodes. Expressed opposition to the location of the Public Works Facility, and asked about a Plan B for this project.

Roarke McCormick. Expressed opposition to the location of the Public Works Facility, noting environmental concerns and increased taxes.

5. **GOOD TO KNOW**

6. **APPOINTMENTS AND RESIGNATIONS**

a) **Parks and Recreation Commission Appointment**

Maria Morelli-Wolfe (D) submitted a letter expressing interest in being appointed to the Parks and Recreation Commission.

D.Larson made the following motion:

Move that the Hebron Board of Selectmen appoint Maria Morelli-Wolfe as a regular member of the Parks & Recreation Commission for a term to run until December 2026.

The motion passed with all in favor.

b) Acting Town Clerk Appointment

Carla Pomproicz, 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).

BOS members expressed thanks for Carla's service and support for Fran stepping into this role. There was discussion about potentially adding this as a discussion item for potential charter revision in the future to make this an appointed position.

D.Larson made the following 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.

The motion passed with all in favor.

7. TOWN MANAGER'S REPORT

Town Manager Updates

A.Tierney gave the Town Manager's report. They have been working on budgets (Chatham Health, CIP, Department budgets), as well as Region 8 budget numbers. There was a meeting with CoDE, RHAM leadership, and RHAM town leaders met to discuss possible next steps for brining the community together in a positive manner – that went well. EV Charging Stations – being installed at Town Hall, Parks & Rec, and Senior Center. There will be a charge that will be managed through an app – more info to follow. A.Tierney is meeting with a PR firm (DKA Advertising) tomorrow to discuss possible help with the survey about the public works site and other PR issues; cost details to follow. Informational update – there will potentially be a tax abatement request from Jason Tinnelle, property owner on Main St. This will be discussed at a later date.

8. OLD BUSINESS

A. American Rescue Plan State and Local Recovery Funds Approval *

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

B. PUBLIC WORKS BUILDING PROJECT NEXT STEPS

A.Tierney provided an update on the progress made on attaining budget numbers for moving the project forward to referendum. The proposal from Nathan L. Jacobson was not received until the last 24 hours, and it will be included on the next agenda. B&L provided a quote for schematics and building design which came in around \$69,800. The quote from Nathan L. Jacobson is around \$175,000 for their piece of the work, making a total of around \$244,800 for design work (great lawn, road, rotary, public works facility, road exiting to Kinney Rd.). A.Tierney also ready the information from the PR firm to discuss public relations strategies around this initiative. An update on information for public relations will also be provided.

There was some discussion. P.Kasper asked about transferability of design costs, should a new site be considered. A.Tierney noted that a percentage of the design would be transferrable, even if at another site. T.Thiele asked about the source of the funding – it would have to be budgeted and approved through the BOF and BOS.

C. AMEND BID AWARD FOR SMALL CITIES STONECROFT BUILDING PROJECT

A.Tierney read the following agenda item summary:

At the August 18, 2022 Board meeting, the Selectmen awarded the contract for the Stonecroft Building Project to A-Preferred Construction in the amount of \$1,395,000. The project was bid April 22, 2022. As part of the final contract review and approvals from the State of Connecticut, A-Preferred updated the proposal reflecting current costs. After negotiations with the contractor the construction contract has increased to \$1,435,766 (an increase of \$40,766) due to increased costs for materials and labor. The exterior apartment doors/screen doors have been removed from the scope of the project due to insufficient funding. The Town is currently awaiting review of window and generator specifications.

P.Testa was in attendance and was able to confirm that the revised figure is accurate. He discussed the decision to change the scope regarding exterior doors. F.O'Sullivan, Chairperson of Hebron Housing Authority was also in attendance, and discussed the many revisions that have been done to get to the price indicated.

D.Larson made the following motion:

Move that the Hebron Board of Selectmen amend the bid award for the Stonecroft Building Project to A-Preferred Construction, LLC of Bridgeport, Connecticut, to an amount not to exceed \$1,435,766 and authorize Andrew J. Tierney, Town Manager, to sign contract documents and other necessary documents relating to the project.

The motion passed with all in favor.

9. NEW BUSINESS

A. TRANSPORTATION RURAL IMPROVEMENTS PROGRAM (TRIP) GRANT APPLICATION

K.Kelly was in attendance and discussed the request to apply for a Transportation Rural Improvement Program (TRIP) grant through CRCOG. The grant application is due to CRCOG by February 10, 2023, but there is preliminary work necessary to prepare the grant. This application would be for a paving project on Jones St. – \$1.1million. The town would be responsible for the design cost and administration, which the consulting engineer estimated to be anywhere from \$50,000-150,000.

D.Larson made the following motion:

Move that the Hebron Board of Selectmen approve the grant application for a road rehabilitation project on Jones Street through the Transportation Rural Improvement Program (TRIP) through CRCOG and authorize Andrew J. Tierney, Town Manager, to prepare and submit such application.

The motion passed with all in favor.

B. Draft Agenda for January 5, 2023

C. Any Other New Business

M.Rubera brought up an item to add to a future meeting for discussion – accreditation for policy department as required through the Police Accountability Bill.

10. CONSENT AGENDA

Not discussed.

11. LIAISON REPORTS

RHAM BOE – M.Rubera – recent incident – Hebron PD and Resident State Trooper Bryce Reed were involved. There was a lot of hard work involved with this investigation, and he commends the work of the police, town and school officials involved.

OSLAC – T.Thiele – the committee unanimously voted to approve the acquisition of the 115 acre O'Connor property, which is three parcels. A significant part of the parcel is around the roadway. The property is unique and has significant wildlife.

Green Committee – T.Thiele – there was discussion about the Public Works project. The last swap shack opening for the year will be next week.

Parks & Rec - P.Kasper – reaffirmed officers, updated programs (all going well), ARPA project updates, enhancements to football field to align with league requirements,

Chatham Health – A.Tierney – Still doing vaccine clinics, and putting together budgets.

WPCA – A.Tierney – pump station projects are progressing.

12. PUBLIC COMMENT

K.Tulimieri - 110 Kinney Road. Expressed further opposition to the location of the Public Works Facility, and suggested further review of comments/analysis from William Wyczika.

Lilli Rhodes. Expressed opposition to the location of the Public Works Facility, and asked again about a Plan B alternate location for this project.

John Baron, 33 Cone Rd. Asked about the town's plans to utilize a PR firm for this project, and the cost.

D.Larson shared a letter from S.Garrard commending one of the StoneCroft residents, Claude "Frenchie" Thibodeaux. He is known for helping other residents, and being an overall shining star in the community. D.Larson wants to thank people like Frenchie in our town who go the extra mile for the people in their community.

Dave and Erin, 203 Millstream. Expressed opposition to the location of the Public Works Facility for environmental and historical reasons.

Roarke McCormick. Expressed opposition to the location of the Public Works Facility, noting environmental concerns and increased taxes.

Gabriel Ackermann, 130 Millstream Rd. Expressed opposition to the location of the Public Works Facility, noting environmental concerns and costs.

Andrea Lattanzi, 151 Cannon Drive. Asked about the town's plans to utilize a PR firm for this project, particularly the public survey piece.

Jean Tulimieri, 110 Kinney Rd. Expressed opposition to the location of the Public Works Facility, noting environmental concerns, and recommending the reports of scientist Joel Snodgrass of Blacksburg Virginia.

13. ADJOURNMENT

The meeting adjourned at 8:20pm.

Respectfully Submitted,
Kathryn Huntington