

## MISSION STATEMENT

The Board of Selectmen, acting as stewards of the Town and agents of the people, will provide services that promote safety; an affordable healthy living environment; and through effective land use and town resources, an economic base that creates jobs and tax assistance to the community while preserving our rural historic character.

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

RECEIVED

2023 JAN 13 P 12:07  
*J. Asot*  
HEBRON TOWN CLERK

### Board of Selectmen Regular Meeting

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

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

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Thursday, January 19, 2023

7:00 p.m.

## AGENDA

### Time Guideline

- |           |    |   |
|-----------|----|---|
| 7:00 p.m. | 1. | <b>CALL TO ORDER</b>  |
| 7:00 p.m. | 2. | <b>PLEDGE OF ALLEGIANCE</b>   |
| 7:02 p.m. | 3. | <b>ADDITIONS AND CHANGES TO THE AGENDA</b>  |
| 7:05 p.m. | 4. | <b>PUBLIC COMMENT</b><br>This section of the agenda is reserved for persons in attendance who wish to briefly address the Board. The Board requests that comments be limited to three minutes or less. Persons wishing to comment should type "comment" and your name in the chat box and you will be recognized. |
| 7:15 p.m. | 5. | <b>GOOD TO KNOW/SPECIAL RECOGNITION</b><br>Hebron Business Spotlight and Public Service Announcements   |
| 7:20 p.m. | 6. | <b>APPOINTMENTS AND RESIGNATIONS</b><br><br>a) Planning and Zoning Resignation<br>b) Parks and Recreation Commission Appointment  |
| 7:25 p.m. | 7. | <b>TOWN MANAGER'S REPORT</b><br><br>a) Recent Activities<br>b) Correspondence<br>c) Town Manager Updates  |

**7:35 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

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

**7:50 p.m.      9.      NEW BUSINESS**

- a) Award Bid for Sale of Used Roll Off Truck
- b) Approve Revised Job Description: Assistant Town Clerk
- c) Draft Agenda for February 2, 2023 Meeting
- d) Any Other New Business

**8:05 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**

**8:20 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

**8:30 p.m.      12.      PUBLIC COMMENT**

**8:35 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 19, 2023**

**APPOINTMENTS AND RESIGNATIONS**

**a. Planning and Zoning Commission Resignation**

Attached is a letter from Eric Lindquist resigning his position on the Planning and Zoning Commission.

Proposed Motion:

Move that the Hebron Board of Selectmen accept the resignation of Eric Lindquist from the Hebron Planning and Zoning Commission with regret and thanks for his service. Further, that the Selectmen designate Friday, January 27, 2023, as the posting date for the vacancy notice. The 35<sup>th</sup> and final day by which nominations shall be received is Friday, March 3, 2023.

**b. Parks and Recreation Commission Appointment**

Attached is correspondence from Adam Thiele (D) expressing his interest in being appointed to the Parks and Recreation Commission.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint Adam Thiele as a regular member of the Parks and Recreation Commission for a term to run until December 2026.

January 5, 2023

Matthew R. Bordeaux  
Director of Planning and Development  
15 Gilead Street  
Hebron, CT 06248

To the commission:

Please accept this letter as formal notification that I am resigning from my position as an alternate on the Hebron Planning and Zoning Commission effective immediately.

While it was short lived, it was a privilege being appointed and working with the members of the board on various projects. I regret that I was not able to remain a Hebron resident to complete my term, and I truly hope that my absence was not a hindrance.

Regards,



Eric R. W. Lindquist

11 Anderson St.,  
Manchester, CT 06040  
(860) 634-7475

2023 JAN -5 PM 12:59  
Eric R. W. Lindquist  
HEBRON TOWN CLERK

RECEIVED



## Donna Lanza

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**From:** Andy Tierney  
**Sent:** Monday, January 09, 2023 7:58 PM  
**To:** Donna Lanza  
**Subject:** Fwd: P&R Commission

Sent from my iPhone

Begin forwarded message:

**From:** Adam Thiele <athielski@gmail.com>  
**Date:** January 9, 2023 at 7:03:48 PM EST  
**To:** Ken Jardin <kjardin@hebronct.com>, Andy Tierney <atierney@hebronct.com>  
**Cc:** erin.bussiere1@gmail.com  
**Subject:** P&R Commission

Hi Andy,

Happy New Year!

I would like to be considered by the selectmen for the full-time open position on the Parks and Rec Commission. I have attended two meetings and have spoken with the chair about the possibility of joining. My wife and I bought our first home in Hebron nine years ago. I love living here and am eager to contribute my expertise and volunteer on a town board.

Please don't hesitate to reach out to me with any questions.

Best,  
Adam Thiele

# **CORRESPONDENCE**



Lieutenant Stephen King #033  
Commanding Officer



Sergeant Paul Piper #188  
Acting Executive Officer

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

January 5, 2023

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

Dear Mr. Tierney

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

During the month of **December 2022**, the Hebron Resident Trooper, Hebron Constable Officers, as well as Troop K Troopers responded to **164** Calls for Service in the Town of Hebron. Of these Calls for Service the most notable are:

Accidents: 6  
Burglaries: 1  
Larcenies: 0  
Other Criminal: 4  
Other Non-Criminal: 1  
Medical Assists: 10  
Non-reportable Matters: 128  
Other Noteworthy Events (List):

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

DUI: 1  
MV Stops: 19

Respectfully,

*LT Stephen King #033*

Lieutenant Stephen King #033  
Commanding Officer  
Connecticut State Police – Troop K

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



ANDREW J. TIERNEY  
TOWN MANAGER

## *Town of Hebron*

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

DANIEL LARSON  
CHAIRMAN

GAIL B. RICHMOND  
VICE CHAIRMAN

PETER D. KASPER  
SELECTMAN

MARC P. RUBERA  
SELECTMAN

TIFFANY V. THIELE  
SELECTMAN

January 10, 2023

Ms. Susan Hushin  
785 East Street  
Hebron, CT 06248

Dear Sue:

As the Town Manager of Hebron and on behalf of the Board of Selectmen, town residents and staff, I want to personally congratulate you on your retirement from the Town of Hebron.

While it is with great sadness that we say good-bye, I can only imagine you are excited by the new adventures that await you in the future. Please know that we will forever remember your dedication, accomplishments and personal integrity that you brought to the Finance Office for many years. People like you truly make our workplace a joy. Every town should be so lucky to have had an employee like you.

Again, thank you and congratulations on this milestone!!!

Sincerely,

Andrew J. Tierney  
Town Manager

cc: Board of Selectmen

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
JANUARY 19, 2023**

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

Attached is a summary of the ARPA projects that have been approved to date and a list of projects that are yet to be decided. The listing has been enhanced to include more information on each approved project. Please keep in mind the initial approval authorized the Town Manager to approve 20 % above budgeted amounts if needed to complete the individual projects.

The Selectmen should review the list of projects awaiting approval to indicate either support of the project or remove the project from further consideration. Funding allocations can be approved at a future date.

We are awaiting attorney review on several projects.

State and Local Recovery Funds  
American Rescue Plan  
PROPOSED PROJECTS

1/13/2023 11:59 AM

TOTAL FUNDING ANTICIPATED			\$	2,812,714		
Date	Approved	Priority	Original Approval	Revised Amount	Final Expense	Status/Disposition
7/21/2022	1	Police Vehicle w/ MLPR	97,125	*		Vehicle purchased, MLPR to be purchased
7/21/2022	2	Security Measures - Town Buildings	143,000			Working with vendors
7/21/2022	3	CERT Vehicle Replacement (pre-owned)	115,000			EMD searching for vehicle
7/21/2022	4	Fire Department Marine	23,000		22,870	Complete
7/21/2022	5	Battery Operated Rescue Tools	50,000	52,039	52,039	Complete
7/21/2022	6	Martin Road Construction Engineering	25,000			In progress
7/21/2022	7	Senior Center Generator Switch Gear/Connection	14,000			In progress
7/21/2022	8	Pendleton Drive to Library Pedestrian Bridge	101,886			Awaiting STEAP Grant decision
7/21/2022	9	Skate Park Veteran's	145,000			Parks & Recreation working on this
7/21/2022	10	Pickle Ball Courts (2) Veteran's	65,000			Parks & Recreation working on this
7/21/2022	11	Playscape Veteran's	150,000			Parks & Recreation working on this
7/21/2022	12	Gilead Hill School Playscape	120,000			Board of Education working on this
7/21/2022	13	HAMR Softball Field Veteran's	20,000		20,000	Complete
7/21/2022	14	Construction Fire Co # 1 Ambulance Bay Expansion	100,000			Building Committee
7/21/2022	15	AHM HVAC System Upgrade (tri-town split)	55,000	**	55,000	RFP has been issued
7/21/2022	16	Virtual Meeting Room Conference Equipment (Library & TOB)	66,000			Working with vendors
7/21/2022	17	Vandal-Proof Surveillance Cameras - Veteran's	12,000			Working with vendors
7/21/2022	18	EV Charging Stations (TOB, SC, BHP)	33,000			Awaiting Eversource Reimbursement
7/21/2022	19	Peters House Accessibility - ADA Parking/Ramp	100,000			In progress
7/21/2022	20	Trail Repairs	12,000			In progress
7/21/2022	21	Dog Park - Location TBD	50,000			On hold pending P & R recommendaiton
7/21/2022	22	Green Committee Funding Special Projects	25,940			In progress
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

1/13/2023 11:59 AM

**Awaiting Town Attorney Approval and BOS Approval**

Collins: GHS Water System		Tentative Attorney Approval
Collins: Fund for Affordable Home Ownership		Tentative Attorney Approval
Gull School Roof		20,000
P & R Trail Development	50,000 to	80,000
P & R Field Upgrades (Burnt Hill Parks & St. Peter's)		TBD
P & R Field Lighting (Veteran's baseball field)	150000 to	250,000
Fence Between Library and Legion		7,500
Police Accreditation		28,000
Hebron Green Parking Lot Improvements		\$ TBD
Horton House Maintenance		\$ TBD
Document Storage Review - Horton House		\$ TBD
Hebron Center Signage (wayfinding and community event 85/66)		35,000
Beautify Veterans Memorial Route 85/66 - Trees/Bushes		600
CoDE Support for Juneteenth Event		4,000
Land Acknowledgement Plaques (CoDE)		TBD
Police Department Tasers (five years)		26,800
		<b>451,900</b>

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

1/13/2023 11:59 AM

**Round 2 Projects:**

**Approved by Town Attorney and BOS**

5/19/2022	Old Town Hall (OTH) Building Maintenance/Repairs	25,000		Historical Society
8/2/2022	Contribution Toward Emergency Generator for Stonecroft Housing	70,000	84,000	In progress
9/1/2022	Cyber Threat Assessment and Security Measures	25,000		In progress
9/1/2022	Hebron Interfaith Human Services (HIHS) Food Pantry Support	10,000		10,000 Complete
9/1/2022	Wall Street Sidewalk Project	146,000		Awaiting DOT Approvals
9/1/2022	Winter Heating Assistance	25,000		In progress
9/1/2022	Police Vehicle	80,000		Order Placed
9/1/2022	Active Shooter Training and Police Vehicle/Classroom Toolkits	20,000		In progress
9/15/2022	WPCA Sewer System Improvements	82,140		In progress
1/5/2023	ACO Vehicle	10,000		Vehicle Purchased

**Approved by Town Attorney Awaiting BOS Approval**

EV Charging Stations - Locations TBD (tentative approval 5/19/2022)	TBD
Support for Local Small Businesses	TBD
The Town Center Project (TTCP) Storage Shed	30,000
Peters House Renovation/Restoration	TBD
CoDE Request: Implicit Bias Training Town Employees/Elected Officials	5,000
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 approved HGC request)	3,000

**ROUND 2 GRAND TOTAL      \$      756,140**





*Reinventing the Heart of Hebron*

May 18<sup>th</sup>, 2022

Reference: American Rescue Plan Act - Non Profit Sector

Dear Hebron Town Manager and Hebron Board of Selectmen,

The Town Center Project, Inc. (TTCP) would like to apply for the recently available ARPA Grant. The Town Center Project has been an all-volunteer, 501(c)(3) nonprofit organization serving Hebron since 2017. Since that time, each year we found ourselves growing – within the community, through our events our name was becoming recognizable. We were looking towards the future, developing new programs, assisting other local nonprofits, supporting our community; “Reinventing the Heart of Hebron”, and then Covid hit.

The pandemic proved to be a troubling two years for TTCP. We did our best to continue to bring free events to Hebron, in unconventional ways that kept everyone six feet apart and followed every CDC recommended guideline. Community apart is a very strange concept, but TTCP did it. In 2020, we held Make Music Day on lawns, porches and street corners... providing a map of locations for people to drive by and participate at a safe distance. We slowly reintroduced our summer concert series in the Town Center. Once restrictions lifted, we hopped on the opportunity to bring thousands of visitors into town with Harvest Moon Festival. But with limited offerings, we struggled to maintain consistent brand awareness and funding. Overall, we saw a huge decrease in revenue due to the pandemic.

Having to sustain our programs for the last two years with little to no fundraising or grant writing has certainly drained our resources. Covid-19 stunted TTCP’s growth, and while we are hitting the ground running this year, present fundraising is 100% being applied to our current events. We believe the ARPA – Non Profit Sector Grant will help TTCP put the last two years behind us, pick up where we would have naturally come to without the negative economic impact the pandemic has produced.

The Town Center Project is requesting to be considered for a \$30,000 grant to purchase a storage shed. A storage shed is a vital part of our future, our sustainability. TTCP has helped beautify the center of Hebron since 2018 with various art installations. The Chairs of Hebron, which recently debut six new Adirondack chairs, exquisitely painted by RHAM’s National Art Honor Society, need winter storage. The SnoFolk need an indoor summer home, as well as TTCP’s marketing materials and other various event apparatus. TTCP dedicates itself to bringing people downtown, to the heart of Hebron.

Through researching sheds, I have found that the size we would require (12x20 or greater) is of considerable cost. I have spoken to The Barn Yard in Ellington in reference to a “roll-off” type of a shed as well as Kloter Farms. Each had options that will fit our need. The building cost falls between \$21k



*Reinventing the Heart of Hebron*

and \$23k without site preparation and delivery. Both of these are viable options, both offer vinyl siding and come with 10-year shingles. Upkeep should be minimal for at least the next 5-10 years.

I also met with Country Carpenter's here in town and I must say I am most interested in their product for a number of reasons. Their "cabin" with an enclosed lean-to would fulfil our current need, space wise as well as provide ample room for growth. The building is much more esthetically pleasing, would be more cohesive within various locations around town and with proper maintenance has the potential to last 25+ years. Material on the Country Carpenter's cabin would be \$16k to \$18k. Site work and labor would be extra. TTCP is an advocate of the Country Carpenter building not only for the above mentioned reasons but also because we would then be working with another local entity. Any granted funds could be characterized as assisting both a nonprofit and supporting a local small business.

Craig Bryant, Hebron's Parks and Recreation Director and I have continued the discussion started with Rich Calarco about locating the shed at Burnt Hill Park. The new Town Planner, Matthew Bordeaux and I have also had brief conversations on need and the location. Investing in a building that will maintain the charm of Hebron and meld with the buildings already in the area is a significant factor to us all.

TTCP is appreciative of any amount you would consider and we would be happy to provide more information should you require it to move our application forward.

Sincerely,

Holly Habicht  
President  
The Town Center Project, Inc.

## Donna Lanza

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**From:** DONNA LANZA <dmlanza@comcast.net>  
**Sent:** Wednesday, July 20, 2022 6:29 AM  
**To:** Donna Lanza; Andy Tierney  
**Subject:** Fwd: Storage at St. Peter's field

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

From: Holly Habicht <hollymhacht@gmail.com>  
To: Craig Bryant <cbryant@hebronct.com>  
Cc: DONNA LANZA <dmlanza@comcast.net>  
Date: 07/19/2022 8:59 PM  
Subject: Storage at St. Peter's field

Hello Craig,

Thank you for your time this morning. I appreciate all the time and effort that you have dedicated to a storage facility for The Town Center Project.

Just to recap, TTCP's first choice for a storage unit would be through the ARPA funds and Country Carpenters. As previously stated, Country Carpenter's will be able to provide a space that not only will meld with the charm that is Hebron, but they will be able to create a building that has proper access and will sustain TTCP and our growth for many years. I like the idea of locating this storage unit at the St. Peter's field.

The St. Peter's storage facility is a sound building and TTCP would be able to utilize it if we can get a larger garage door or a double door system put in. The snowman's widest point is 36"-38" in diameter. Both doors on the storage unit are standard 34" doors. The unit will sustain us for the next year or so - but will not allow for any growth. And I am thinking we will have to split the chairs up, that all of them will not fit in the St. Peter's unit.

As we discussed, I wanted to just recap our discussions today to loop Donna in.

Thank you again for your time ~ be well.  
Holly

## Work To Be done at the Peters House

Driveway and small parking lot for handicapped and deliveries

Walkway from parking lot to handicap ramp

Front porch renovation including removal of concrete and front wall, engineered beam for roof, repair of porch area sill, brick or stone surface for porch.

Raising and leveling of brownstone steps to meet code.

Scraping, sanding of clapboards, or preferably replacing clapboards in the front of house.

Structural repairs of purlin beam in ballroom. Interior and exterior.

Make Interior doors to match original ones.

Replacement of cast Iron vent pipe and vent cap on roof.

Cosmetic repair and some stone replacement of fireplaces.

Plaster work, paint stripping, floor sanding and repair in two rooms upstairs

Replacement of 1930's windows in front and at least one side of house. Originals were 12 over 12 pane windows.

Concrete floors with interior perimeter drain in basement.

Finish stairs in ell to second floor, Treads, Risers, Ballusters and handrail matching Federal period.

Cabinets and plumbing in warming kitchen area.

Electrical work upstairs, with additional lighting fixtures.

Steps from street to porch .

This list covers most of the work needed but I am sure there will be other items.

## Peter's House Work Plan

Revised January 18, 2022

Updated March 30, 2022

**Items in Green = Priorities for getting first floor open. These are priority projects for using already allocated CIP funds**

Item	Status	Next Steps
1. Install fire alarm system	Dan has completed wiring. Alarms need to be installed and connected (most likely via phone lines)	Will be installed in coordination with installs at other Town buildings
2. Install bathroom grab bars	<b>COMPLETE</b>	
3. Install HVAC vent in bathroom	<b>COMPLETE</b>	
4. Complete plaster work in new stairway and kitchenette area	<b>COMPLETE</b>	
5. Repair front door	Not complete	
6. Install WiFi	Not complete	See if P&R or Park WiFi can be extended to Peter's House
7. Purchase and install lighting fixture in front entryway	Lights sent, need to order	Pat L. to send specs to Pat and Andy for review Purchase and install light
8. Make ADA ramp. Removable w/ pressure treated lumber	<b>COMPLETE</b>	
9. Coordinate with DPW on bucket truck for tree trimming, vent cap, and foliage removal on chimney stack.	Not Complete	Coordinate with DPW
10. Furnishings – period furniture in specific rooms. Tasteful, non-period décor in other rooms to support community uses.	Not Complete	Coordinate with HHPC and Town Manager's Office. Need to identify funding source

**Items in Yellow = Items that can be addressed after 1<sup>st</sup> floor is open and are dependent on future year CIP funding**

1. Plaster the room above stairway
2. Complete kitchenette (cabinets, appliances, etc.)



3. Obtain and install stone steps for door at the end of the ell – if needed for emergency exit. Follow up with Randy.
4. Doors – Fancy Parlor, Floorcloth Parlor, Bathroom closet and shelves, Kitchenette, Top of new stairs, (two doors). Check fire code.
5. Fireplace cleaning, repointing, and replacing stone in the hearth when necessary. Mike had originally gotten a quote from Paul Pribble.

Follow Up Items:

- Beam in ballroom – potential SHPO grant item in combination with other items. Could be a five-figure expense
- Parks & Rec online system could be used for community space reservations.
- Coordinate building opening/closing after use by community groups. Staff to coordinate.

-

## Donna Lanza

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**From:** Amy D'Amaddio <adamaddio@gmail.com>  
**Sent:** Wednesday, October 12, 2022 4:23 PM  
**To:** Andy Tierney; Donna Lanza  
**Cc:** Donna Jolly  
**Subject:** ARPA requests  
**Attachments:** CoDE Options for ARPA Funds (1).docx

Hi Andy,

I am responding to the request by the Board of Selectmen to provide other options for funding from ARPA funds, as discussed at the meeting on September 16<sup>th</sup>.

While we have other ideas listed on the attached document, the CoDE membership feels strongly that the Implicit Bias training for Hebron employees and elected officials should be funded and is the first step along a path of awareness and commitment to a more vibrant, inclusive community. Regarding the concern that this type of training is not effective, I have here's an [article](#) from the Harvard Business Review that acknowledges that not all training is effective but that the training, when embedded in a philosophy and climate of continuous improvement, inclusion and growth, can absolutely be transformative. On behalf of CoDE, I ask that the Hebron Selectboard and the Administration commit to beginning this journey with an eye toward evolving as a town to be a place our children would be proud to live.

To that end, we have discovered another option for providing the training (addressing the other concern stated at the meeting that for-profit entities are 'getting into the game' of providing implicit bias training because it's popular right now). The University of CT, Institute for Municipal and Regional Policy, conducts Implicit Bias Training. Ken Barone, Associate Director at the Institute, has indicated he is able to conduct 4 sessions (approximately 25 people per session) for 3 hours per session for about \$1,200.

I appreciate your willingness to reconsider the Implicit Bias training and to consider the other ideas as well. I am happy to discuss further if you would like.

Sincerely,

Amy



<https://hbr.org/2021/09/unconscious-bias-training-that-works>

## Donna Lanza

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

Dear Andy,

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

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

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

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

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

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

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

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

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

Thank you for your consideration.

Amy D'Amaddio and Donna Jolly

## Donna Lanza

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**From:** Andy Tierney  
**Sent:** Wednesday, August 17, 2022 11:50 AM  
**To:** Donna Lanza  
**Subject:** Fwd: American Rescue Plan

Sent from my iPad

Begin forwarded message:

**From:** Mary-Ellen Gonci <mergonci65@comcast.net>  
**Date:** August 17, 2022 at 11:39:58 AM EDT  
**To:** Andy Tierney <atierney@hebronct.com>  
**Subject:** American Rescue Plan

Good morning, Andy,

This letter is a follow up to our July 18, 2022 correspondence re: the Round 2 funds that may be available through the American Rescue Plan.

The Board of the Hebron Historical Society met and voted to request \$125,000.00. We understand this is far above the amount initially suggested. Our thoughts centered on the age of the building - erected in 1838 - and the continued maintenance required to keep it sound.

We are also aware of the requirement that in the event of the failure of the Society, the building reverts to the Town. While we do not want that to happen, it is an ever-present caution.

Our records indicate that repairs have been required on an every 10-year basis. This includes re-shingling of the roof in 2014, replacement of the furnace in 2015 and cupola repair for a leak in 2020. We are currently in discussions with contractors to paint the building. The windows will be painted and re-glazed at that time also.

In addition, we would like to bring the building into the 21st century by adding water and rest room facilities as well as a handicap entrance.

We also own the Burrows Hill School house which requires continuous maintenance.

Our funds, by themselves, do not cover all of the maintenance required for these buildings. We are preparing to apply for an Assessment Grant to determine the current stability of the buildings and plan to develop an ongoing maintenance plan covering both buildings.

Thank you for your involvement and support of our efforts to maintain these icons of Hebron's heritage.

Respectfully,

Mary-Ellen Gonci

President  
Hebron Historical Society

## Donna Lanza

---

**From:** Andy Tierney  
**Sent:** Tuesday, September 06, 2022 8:01 AM  
**To:** Donna Lanza  
**Subject:** FW: American Rescue FUNds

FYI

**From:** Mary-Ellen Gonci <mergonci65@comcast.net>  
**Sent:** Monday, September 5, 2022 9:24 PM  
**To:** Andy Tierney <atierney@hebronct.com>  
**Subject:** American Rescue FUNds

Andrew Tierney, Town Manager  
Hebron, Connecticut  
[atierney@hebronct.com](mailto:atierney@hebronct.com)

September 5, 2022

subject: American Rescue Funds

Good morning, Andy

Thank you for submitting The Hebron Historical Society's request for \$125,000 for American Rescue Funds. We noted that the original amount for \$25,000 is still listed and feel that we do not need both amounts.

Also, at our recent Board Meeting, a motion was made to request funds be set aside for use in the Town supported cemeteries. We agreed on a sum of \$20,000 for each cemetery.

Many gravestones have broken since they were placed and could be repaired out of respect for the people they honor. As we discussed previously, I obtained an estimate for some of the stones in the Old Cemetery several years ago. I was overwhelmed with the \$17,000.00 fee. That was much beyond our means.

We also feel these funds could be used for tree removal or branch trimming for those that pose a hazard for falling limbs that could destroy some of the surviving ancient gravestones or visitors passing beneath the trees.

Each of these cemeteries could also use signage.

Thank you for your consideration of this request. Thank you too, for your support of the Hebron Historical Society and its efforts to research and share Hebron's history.

Respectfully,

Mary-Ellen Gonci

President  
Hebron Historical Society

## Donna Lanza

---

**From:** Andy Tierney  
**Sent:** Thursday, September 08, 2022 8:55 PM  
**To:** Donna Lanza  
**Subject:** Fwd: Round Two ARPA funding request

Sent from my iPhone

Begin forwarded message:

**From:** Denise Rodosevich <drodosev@gmail.com>  
**Date:** September 8, 2022 at 2:21:17 PM EDT  
**To:** Andy Tierney <atierney@hebronct.com>  
**Cc:** Kait Hershey <kaithershey@gmail.com>, Craig Bryant <cbryant@hebronct.com>  
**Subject:** Round Two ARPA funding request

Hello, Andy (Craig and Kait).

The Green Committee respectfully requests that the Board of Selectmen consider allocating ARPA funding for bike racks in Town. I have spoken with Craig Bryant, and while his budget includes money for a few, he supports the Green Committee's request for additional ones.

At this time, we request bike racks at the following three (3) locations, but would certainly entertain other suggestions:

- (1) The Town Hall Complex on Route 85
- (2) The start of the Raymond Brook Airline Trail (I'm referring to the trail by Juliano Pools)
- (3) The Church Street entrance to the Raymond Brook Preserve.

(Once installed, a nice article can be written up about their availability).

We are thinking bike racks like the one found at this website would be appropriate for the Airline Trail and the Raymond Brook Preserve locations: <https://www.theparkcatalog.com/7-bike-sonic-wave-rack>

And while that same type would be fine at the Town Hall Complex on Rt. 85, a more understated version may be more appropriate, such as this one: <https://cyclesafe.com/bike-parking/bike-racks/bike-u-rack-crossbar/>

We have not spoken to vendors yet, but based on the above links, it looks like we would be talking no more than \$2000. These prices may not reflect the current craziness in costs though, so we probably should estimate at about \$3000.

(While probably not eligible for ARPA funding, it would be fabulous if we could persuade the owner of Ted's Plaza, the CVS, the library (if they don't already have one) and either the American Legion or the Flour Girl to install one in that vicinity, as well. Your thoughts on this would be appreciated).

Please let us know if this type of request would be favorably received, and, if so, we can work on more concrete numbers.

As an aside, if you are not already in discussions with CTDOT about "complete streets," I would be happy to assist you with that.

Thank you, Andy.

- Denise



**TOWN OF HEBRON  
PLANNING AND DEVELOPMENT DEPARTMENT**

**TO:** Andrew J. Tierney, Town Manager  
Board of Selectmen

**FROM:** Matthew R. Bordeaux, Town Planner

**DATE:** December 30, 2022

**RE:** Gull Schoolhouse Roof Replacement

The Gull School (c. 1790) is located below the Town Hall parking lot, adjacent Marjorie Circle. The historic schoolhouse's roof has reached the end of its useful life and has begun to leak, causing stains to appear on the interior ceiling. A tarp has been installed to limit additional damage, but the roof must be replaced. Three written work proposals have been directly solicited and are attached for your review. The Hebron Historic Properties Commission has reviewed the proposals and associated cost estimates and has endorsed the lowest bid provided by Thomas Archambault.

I am requesting the Board of Selectmen consider the use of American Rescue Plan Act (ARPA) funding to pay for the necessary improvements.

MRB

H:\Matt\HPC\School House\Memo to BOS.docx

Attach.

**Proposal  
Thomas Archambault  
Building & Remodeling LLC  
34 Chesbro Bridge Road  
Columbia, CT 06237  
(860) 228-4089  
(860) 343-3653 cell  
License #00542674**

Proposal submitted to:

Date:

Town of Hebron  
Gull School House  
Hebron, CT

November 27, 2022

The removal of existing wood shingle roof and re-shingle using 18" western red cedar perfection wood shingles 5" to the weather.

1. Demo existing shingles
2. Shingle using western red cedar perfection shingles 5" to the weather over existing roof boards (which are spaced apart)
3. Apply cedar ridge with copper flashing under ridge
4. Allowed cost chimney re-point \$500.00
5. Clean up and haul away debris
6. Obtain permit

Not included in proposal: Rot repair, changes, painting and staining

Note: Material pricing is based on current market conditions, if price goes down (which market indicates are pointing towards) Cost will go down and I can refund the difference at the time of job. Price is only good for 30 days,

We propose hereby to furnish material and labor- complete in accordance with above specifications, for the sum of \$19,825.00

Payment to be made as follows: First payment of \$8,900.00 due at start of the job, second payment of \$6,000.00 after roof is stripped and final payment of \$4,925.00 due when work is completed with any changes.



29 Northridge Dr  
North Windham, CT 06256  
(860) 563-7661

## PROPOSAL # 2227912

Created Date: Oct 24, 2022    Expiration Date : Nov 7, 2022

**Job Address:**

**Matt Bordeaux**  
15 Gilead St  
Hebron, CT 06248

**Billing:**

**Matt Bordeaux**  
15 Gilead St  
Hebron, CT 06248

### Scope Of Work

Sales Representative:  
**PATRICK GELDERMAN**  
**860-200-1419**

☐

Remove and dispose of all debris generated during project from premises.

☐

Tear off and Dispose of existing wood shake roofing material

☐

Supply and Install 18" Western Red Cedar Shingles with 5" exposure

☐

Install one single strip of copper cap on one side the ridge of the roof to prevent the growth of algae moss, and other fungi, and to extend the life of the roof.

☐

Remove and replace flashing on chimney with new copper flashing.

☐

Supply and Install Cedar Breather® protects the beauty and life of wood roofing by providing a space for continuous airflow between the solid roof deck and shingles or shakes.

☐

Supply and install 30lb felt paper underlayment



29 Northridge Dr  
North Windham, CT 06256  
(860) 563-7661

## PROPOSAL # 2227912

Created Date: Oct 24, 2022 Expiration Date : Nov 7, 2022

### Job Address:

Matt Bordeaux  
15 Gilead St  
Hebron, CT 06248

### Billing:

Matt Bordeaux  
15 Gilead St  
Hebron, CT 06248

## Contract

### Sales Representative:

**PATRICK GELDERMAN**  
**860-200-1419**

THIS AGREEMENT (the "Agreement"), is made by and between **KLAUS LARSEN LLC, lic./reg NO: 0646137** having his principal place of business at 29 Northridge Dr North Windham, CT 06256, (the "Contractor") and **Matt Bordeaux** (the "Owners") to construct, reconstruct, or rehabilitate, as the case may be, improvements to the property. In consideration of the mutual covenants contained herein, Owners and Contractor hereby agree as follows:

**ARTICLE 1 - Scope of Work.** The Contractor agrees to furnish all labor, materials, equipment, permits, licenses and services for the proper completion of the work to be performed on the property (the "Work") which is described in the scope of work. All Work shall be completed in a professional manner according to standard practices and as described in the scope of work.

**ARTICLE 2 - TIME OF COMMENCEMENT AND COMPLETION.** Contractor shall commence the Work on or about **11/21/2022** and shall fully complete the Work on or before **12/5/2022** (the "Completion Date"), provided however that the Completion Date shall be extended as reasonably required due to any circumstances outside Contractor's control, including weather and other force major.

**ARTICLE 3 - CONTRACT SUM.** This is a fixed sum contract. The Owners shall pay to the Contractor for the performance of the Work: **\$26,936.23**

**ARTICLE 4 - PAYMENTS.** The Owners shall make payments on account of this Agreement, upon the Contractor's request as follows:

Payment made to **Klaus Larsen, LLC** upon delivery of materials to site: **\$8,080.87**

Payment Made to **Klaus Larsen, LLC** on completion of Project: **\$18,855.36**

**ARTICLE 5 - CONTRACTOR'S INSURANCE.** The Contractor shall be responsible for all damages to persons or property that occur on the job site or adjacent thereto as a result of his fault or negligence in connection with this Agreement.

**ARTICLE 6 - GENERAL RESPONSIBILITIES OF THE CONTRACTOR.** The Contractor shall perform the Work using his best skills and attention. The Contractor shall not employ on the Work any person unfit or not skilled in the task assigned to him. The Contractor shall be responsible for acts and omissions of all his employees and agents, all subcontractors, suppliers and material persons, their respective employees and agents and all other persons performing any of the Work. Photos will be taken throughout the process for documentation of the project and for marketing purposes.

**ARTICLE 7 - GENERAL RESPONSIBILITIES OF THE OWNERS.** The Owners shall permit the Contractor to use, at no extra cost, existing utilities (if available) such as light, heat, power and water necessary for the proper execution and completion of the Work. The Owners shall cooperate and shall cause all occupants to cooperate with the Contractor to facilitate the performance of the Work. The Owners shall provide the Contractor with access to the property during normal working hours on normal working days as agreed to by Owners and Contractor.

**ARTICLE 8 - GUARANTEES AND WARRANTIES.** See warranties in Scope of Work section.

**ARTICLE 9 - ARBITRATION.** In the event of any dispute concerning the Contractor and the Owners, the parties agree to enter into arbitration to resolve their disputes.



29 Northridge Dr  
North Windham, CT 06256  
(860) 563-7661

## PROPOSAL # 2227912

Created Date: Oct 24, 2022 Expiration Date : Nov 7, 2022

### Job Address:

**Matt Bordeaux**  
15 Gilead St  
Hebron, CT 06248

### Billing:

**Matt Bordeaux**  
15 Gilead St  
Hebron, CT 06248

## Project Checklist

Sales Representative:  
**PATRICK GELDERMAN**  
**860-200-1419**

Thank you for choosing Klaus Larsen LLC as your preferred roofing contractor! We appreciate your business and are enthusiastic about the opportunity to serve you on this important home improvement project. To ensure that your project goes as smoothly as possible, please carefully read over the following information and initial in the spaces provided. If you have any questions, you can address them to your sales representative, and they will be happy to assist you.

### 1. Project Payments

Payment for the project is due immediately upon completion. If you have a material delivery payment, it is due when you meet your project manager the morning of the install. Both the project manager and the installation crews will remain on site until after the walk around is completed and will be ready to address any questions or issues that you may have. Once you are satisfied that the project is complete, the project will collect the final payment by cash, check, or credit card. If you financed your project through Klaus Larsen LLC, your foreman will be able to assist you in finalizing your loan.

### 2. Scope of Work

Please review the Scope of Work on your contract carefully and ensure that you fully understand all of the work being performed. If you have any questions or concerns regarding anything on the scope of work, your sales representative will be happy to assist you. It is important to note that only those items specifically written on the contract will be completed during the installation process. If you would like to add any work to your project after the project has started, either your project manager or your sales consultant will provide you with a detailed written quote for the additional work for your review and approval prior to the commencement of the work.

### 3. Homeowners Preparation

A. Providing for protection Of Items in Unfinished Areas (i.e., attics, garages, eaves, etc.) before the installation date.

Often during the installation of a new roof, dust and debris will sift through the small gaps in the decking and into the attic and/or garage. It is the responsibility of the homeowner to cover, move, or protect any items in the attic and/or garage. Klaus Larsen LLC assumes no responsibility for the cleanliness of the attic and/or garage or its contents in the installation of the new roof.

### B. Items on Walls And/or Shelves

The installation of a new roof can cause vibrations throughout the structure of a house that can sometimes cause pictures to fall off the walls or small, unstable items to fall off of shelves against the walls. We recommended that any valuable and/or delicate items be moved to a safe place prior to installation of your new roof. Klaus Larsen LLC assumes no responsibility for any items that fall and are damaged as a result of the installation of the new roof.

INITIAL \_\_\_\_\_

## Notice Of Cancellation

DATE OF TRANSACTION: \_\_\_\_\_

YOU MAY CANCEL THIS TRANSACTION WITHOUT ANY PENALTY OR OBLIGATION WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE.

IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST OUT OF THE TRANSACTION WILL BE CANCELED.

IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER, AT YOUR RESIDENCE, IN SUBSTANTIALLY AS GOOD CONDITION AS YOU RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF THE CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER , OR IF YOU AGREE TO RETURN THE GOODS TO THE SELLER AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT.

TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO KLAUS LARSEN LLC AT 29 N RIDGE DR NORTH WINDHAM, CT 06256-1061 NOT LATER THAN MIDNIGHT OF \_\_\_\_\_.

I HEREBY CANCEL THIS TRANSACTION.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

Math

## Pierce Carpentry & Remodeling

325 West Main Street

Amston, CT 06231

860.593.6283

860.228.0273

nathanpiercecarpentry@yahoo.com

CT H.L.C. #0617442

November 28, 2022

To: Town Of Hebron  
Gull School House  
Church Street  
Hebron, CT 06053  
Fax (860) 228-4859  
dlanza@hebronct.com

### Estimate For Replacement of Roof

This invoice includes labor and material unless otherwise noted:

- Removal and disposal of existing roof shingles
- Installation of 30# starter underlayment at roof eave
- Re-apply triple coverage western red cedar #1 perfection roof shingles with stainless steel nails
- Installation of mold/moss preventative strip on both sides of roof peak
- Immediate installation of tarp for winter roof protection and wooden gable vents.

Total: \$23,350.00

**Hebron Parks and Recreation Commission  
American Rescue Plan Act Funds – Round 2  
Requested Project Funding**

**Project 1: Trail Development**

**Estimated Cost: \$50-80K**

Hire outside contractor to clear, develop, mark and install signage on walking trails located on Hebron Open Space. This would increase passive use of these properties by residents of Hebron and surrounding towns. Land to be considered are the Bernstein, Way, Harasimowitz, and Yaps properties and the Grist Mill Chestnut Hollow trails.

**Project 2: Field Upgrades**

**Estimated Cost: TBD**

Upgrade baseball fields at Burnt Hill Park and St. Peter's Field to improve field conditions, repair fencing and dugouts, and correct drainage issues.

**Project 3: Field Lighting**

**Estimated Cost: \$150-250K**

Install LED lighting on 70' field at Veteran's Park, to allow league to host extended play for RHAM Youth Baseball. Field could possibly be used for other sports such as HAMR and Adult softball, and P&R Special Events to celebrate holidays or music concerts.

There is potential for financial support from RHAM Youth Baseball for this project.

Ken Jardin  
Chair, Parks & Recreation Commission  
September 22, 2022



# ARROW FENCE, INC.

**P.O. BOX 86**

**EAST HAMPTON, CT 06424**

Phone 860.267.6636 Fax 860.267.7851

# Proposal

Date	Proposal #
11/7/2022	31473

Email: [fences@arrowfenceinc.com](mailto:fences@arrowfenceinc.com)

Website: [www.arrowfenceinc.com](http://www.arrowfenceinc.com)

SUBMITTED TO:

Town of Hebron  
Public Works Dept.  
15 Gilead Street  
Hebron, CT 06248

Customer Phone

860-608-2976

Customer E-mail

kkelley@hebronct.com

P.O. No.	TERMS	ESTIMATED INSTALL DATE	REP	FOB
	Net 30	APPROX. 3 WEEKS	MD	JOB SITE

Description	Qty	Unit Price	Total
PRICE #2			
RE: DOUGLAS LIBRARY, 22 MAIN STREET, HEBRON			
- TAKE DOWN THE EXISTING FENCE AND LEAVE ON THE PREMISES - TOWN WILL DISPOSE OF FENCE.			
- IN ITS PLACE, FURNISH AND INSTALL A TOTAL OF (13) SECTIONS AND (1) 4' WIDE SINGLE GATE OF 6' HIGH ACTIVEYARDS VINYL "HOME DOGWOOD" PRIVACY FENCE, AS DISCUSSED DURING THE SITE VISIT ON 11/3/22. FENCE COLOR: SAND			
MATERIALS REQUIRED:			
ACTIVEYARDS HOME SERIES "DOGWOOD" 6' HIGH X 8' WIDE VINYL TONGUE AND GROOVE PRIVACY FENCE. COLOR: SAND	13	240.52	3,126.76T
ACTIVEYARDS VINYL 5" X 5" X 108" END POST - SAND	6	57.34	344.04T
ACTIVEYARD VINYL 5" X 5" X 108" CORNER POST - SAND	1	57.34	57.34T
ACTIVEYARDS VINYL 5" X 5" X 108" LINE POST - SAND	9	57.34	516.06T
ACTIVEYARDS VINYL 5"X5" FEDERATION TOP - SAND	16	9.25	148.00T
ACTIVEYARDS HOME SERIES "DOGWOOD VINYL TONGUE AND GROOVE PRIVACY 6' HIGH X 46" WIDE GATE LEAF - SAND	1	454.50	454.50T
5" X 5" X 1' ALUMINUM POST INSERT (PER FOOT) - GATE POSTS ONLY	18	8.20	147.60T
D & D DELUXE LOKK-LATCH KEYED SAME COLOR: BLACK	1	92.30	92.30T
BOERBOEL HEAVY DUTY GATE HINGE SET	1	77.72	77.72T
BOERBOEL GATE HANDLE	1	5.35	5.35T
BOERBOEL GATE STOP	1	9.10	9.10T
SUBTOTAL MATERIALS			4,978.77
CONCRETE PER POST	16	17.00	272.00T
INSTALLATION LABOR			2,160.00T

To place your order please sign and return one copy as your acceptance

**Subtotal** \$7,410.77

CUSTOMER IS RESPONSIBLE FOR ALL TOWN ZONING/PERMIT REQUIREMENTS AND ESTABLISHING  
PROPERTY LINES. PLEASE SIGN AND RETURN ATTACHED DOCUMENT.  
HIC 0537503

Sales Tax (0.0%)	\$0.00
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Arrow Fence, Inc.

Customer Acceptance &amp; Date

<b>Total</b>	<b>\$7,410.77</b>
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# ARROW FENCE, INC.

P.O. BOX 86

EAST HAMPTON, CT 06424

Phone 860.267.6636 Fax 860.267.7851

## Proposal

Date	Proposal #
11/7/2022	31470

Email: [fences@arrowfenceinc.com](mailto:fences@arrowfenceinc.com)

Website: [www.arrowfenceinc.com](http://www.arrowfenceinc.com)

### SUBMITTED TO:

Town of Hebron  
Public Works Dept.  
15 Gilead Street  
Hebron, CT 06248

### Customer Phone

860-608-2976

### Customer E-mail

[kkelley@hebronct.com](mailto:kkelley@hebronct.com)

P.O. No.	TERMS	ESTIMATED INSTALL DATE	REP	FOB
	Net 30	APPROX. 3 WEEKS	FWB	JOB SITE

Description	Qty	Unit Price	Total
PRICE #1 RE: DOUGLAS LIBRARY, 22 MAIN STREET, HEBRON - TAKE DOWN THE EXISTING FENCE AND LEAVE ON THE PREMISES - TOWN WILL DISPOSE OF FENCE. - IN ITS PLACE, FURNISH AND INSTALL A TOTAL OF (13) SECTIONS AND (1) 4' WIDE SINGLE GATE OF 6' HIGH ACTIVEYARDS VINYL "HOME DOGWOOD" PRIVACY FENCE, AS DISCUSSED DURING THE SITE VISIT ON 11/3/22. FENCE COLOR: WHITE MATERIALS REQUIRED:			
ACTIVEYARDS HOME SERIES "DOGWOOD" 6' HIGH X 8' WIDE WHITE VINYL TONGUE AND GROOVE PRIVACY FENCE	13	185.25	2,408.25T
ACTIVEYARDS WHITE VINYL 5" X 5" X 108" END POST	6	47.50	285.00T
ACTIVEYARDS WHITE VINYL 5" X 5" X 108" CORNER POST	1	47.50	47.50T
ACTIVEYARDS WHITE VINYL 5" X 5" X 108" LINE POST	9	47.50	427.50T
ACTIVEYARDS VINYL 5"X5" FEDERATION TOP - WHITE	16	8.00	128.00T
ACTIVEYARDS HOME SERIES "DOGWOOD" WHITE VINYL TONGUE AND GROOVE PRIVACY 6' HIGH X 46" WIDE GATE LEAF	1	421.20	421.20T
5" X 5" X 1' ALUMINUM POST INSERT (PER FOOT) - GATE POSTS ONLY	18	8.20	147.60T
D & D DELUXE LOKK-LATCH KEYED SAME COLOR: BLACK	1	92.30	92.30T
BOERBOEL HEAVY DUTY GATE HINGE SET	1	77.72	77.72T
BOERBOEL GATE HANDLE	1	5.35	5.35T
BOERBOEL GATE STOP	1	9.10	9.10T
SUBTOTAL MATERIALS			4,049.52
CONCRETE PER POST	16	17.00	272.00T
INSTALLATION LABOR			2,160.00T

To place your order please sign and return one copy as your acceptance		<b>Subtotal</b>	\$6,481.52
CUSTOMER IS RESPONSIBLE FOR ALL TOWN ZONING/PERMIT REQUIREMENTS AND ESTABLISHING PROPERTY LINES. PLEASE SIGN AND RETURN ATTACHED DOCUMENT. HJC 0537503		<b>Sales Tax (0.0%)</b>	\$0.00
Arrow Fence, Inc.	Customer Acceptance & Date	<b>Total</b>	\$6,481.52

**PROPOSAL FOR SERVICES  
POLICE CONSULTANT SERVICES**

FOR THE

HEBRON CT POLICE DEPARTMENT



**DLG**  
DAIGLE LAW GROUP, LLC

PROPOSAL PRESENTED BY  
ERIC P. DAIGLE, ESQ.

DAIGLE LAW GROUP, LLC  
960 S MAIN STREET PLANTSVILLE CT 06479  
(860) 270-0060  
[WWW.DAIGLELAWGROUP.COM](http://WWW.DAIGLELAWGROUP.COM)

## POLICE CONSULTANT SERVICES

### A. DLG Consulting Services

---

Daigle Law Group, LLC, Attorney Eric P. Daigle submits a proposal for Police Consulting Services for the Hebron CT Police Department. The Daigle Law Group, LLC (hereinafter “DLG”), incorporated in the State of Connecticut, is a law firm that takes great pride in providing our clients with specialized, focused representation. We provide police practices consultation to law enforcement agencies across the country in the area of operational liability, with an emphasis on policies, operations, and investigations. DLG focuses on police best practices, specifically in the areas of policy development, training, investigation, and operations.

#### **Introduction:**

A police department’s policies and procedures provide the agency with core liability protection. Policies that are comprehensive and current are the backbone of effective and constitutional policing. It is not enough, however, to simply have sound policies. Officers must be trained on the policies, supervisors must hold officers accountable, and, when the policies are violated, a sound disciplinary process should be engaged.

A Police Department’s policies and procedures shall reflect and express the Department’s core values and priorities, while providing clear direction to ensure that officers lawfully, effectively, and ethically carry out their law enforcement responsibilities. Daigle Law Group, LLC developed the DLG Policy Center to meet the increasing need of Police Departments all across the United States. We are dedicated to working with Departments to develop sound, effective policies based on constitutional accreditation standards. Daigle Law Group operates under a philosophy that every Police Department is unique in its operation and structure. We work with Police Departments to mold proper standards into the operation and structure of the individual agency. Our clients range in size from small to very large departments, each with unique challenges.

Law enforcement operational standards dictate that police departments develop and maintain sound and proper policies and procedures. Utilizing the expertise of Attorney Eric Daigle, and a team of experts in law enforcement operations, we work with clients to analyze the risks associated with their current policies. Through a process of examination and analysis, we identify areas of risk and work to develop sound policies based on the principles of common law enforcement standards. We encourage members of the department, who are the subject matter experts, to be involved in every aspect of the process to ensure not only that the policies are sound, but that personnel understand and have confidence in them. We can review and revise individual department policies or conduct a complete policy manual review and revision. The Daigle Law Group is committed to work with the command staff of any police department to ensure that its policies meet the standards or effective and constitutional policing.





## POLICE CONSULTANT SERVICES

### **B. Scope of Police Practices Consultant Services**

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As a Police Practices Consultant, Attorney Daigle provides resources and guidance to police organizations and management in multiple areas of law enforcement operation. Daigle Law Group, LLC is dedicated to forming a partnership with the management of the Hebron CT Police Department and the Town of Hebron to identify and maintain a proper standard of law enforcement operation.

Daigle Law Group, LLC, through its principal Attorney Daigle provides the following proposed approaches, capabilities, and experiences in the following areas:

#### **1. Department Policy and Procedure Development**

Attorney Daigle has extensive experience in developing, implementing, and maintaining police policies, which meet local and national accreditation, while ensuring the Department complies with constitutional policing standards.

##### **a. Approach**

Through our process police departments are encouraged to mold the policy standards into their unique operational structure and practice. The process begins with an analysis of the department's current policies and procedures to identify a blueprint for success. Our consultants will work with the department, utilizing the input from various department resources, to produce a model set of policies for consideration. We will then work with the department to modify the policies to meet the operational needs of the agency without undermining liability protections. Once complete, we will assist the department in providing training on the updated policies and maintaining effective updates on the policies.

DLG proposes the following methodology and dissemination process for development of policies. The process of policy development for the proposed options will maintain the same methodology.

1. DLG will review and analyze the current policy and procedure manual in operation at the Hebron CT Police Department.
2. DLG will utilize its model policies that meet the national standards including legal standards, Consent Decree and review of national accreditation standards in the form of model Policies and common police practices.



## Proposal for Services

### POLICE CONSULTANT SERVICES

3. Utilizing subject matter experts and legal counsel the policies will be developed to meet CT law, court rulings, and state statutes.
4. The draft policies will be provided to the Hebron CT Police Department for review and approval.
5. A word version of the sample policies will be provided to the Hebron CT Police Department with guidance and instruction for final development and implementation. This must occur with an accountability mechanism to ensure that the version provided can be proven later if litigation occurs. The DLG Policy Center only uses PowerDMS as our document management software and an initial subscription will be purchased with this project.
6. After initial dissemination, a maintenance option will be provided for continuous evaluation of the policies and procedures based on Appellate and Supreme Court rulings, State Statutes, risk management practices and current law enforcement incidents.

We believe that every police department is unique. Therefore, it has long been the DLG methodology that if you only provide a police department with a set of model policies, and nothing more, you will only put a Band-Aid on future liability issues. The reason is that departments with limited skills and knowledge set may not properly implement the liability protector.

#### **b. Capabilities and Experience**

Attorney Daigle and the DLG Policy Center, a division of Daigle Law Group, LLC, currently works with multiple police departments around the Country and in Connecticut to review, revise, and develop new department policies. Attorney Daigle and the Consultants have worked on projects with agencies under Federal and State Consent Decrees to revise and implement new policies, which govern high liability and high frequency incidents. Attorney Daigle currently works with multiple departments to develop and implement policy and improve their operational management, including: Yale University Police Department, New Milford Connecticut Police Department, Middletown Connecticut Police Department, Westport Police Department, Greenville South Carolina Police Department, Lavonia Michigan Police Department, Niagara Falls New York Police Department, Puerto Rico Police, Anchorage Alaska Police Department, and Wichita Kansas Police Department, to identify a few.



## Proposal for Services

# POLICE CONSULTANT SERVICES

### c. Timetables

Prior experience with full policy manual revisions has shown that a minimum of twelve (12) to eighteen (18) months is necessary to achieve completion. This figure incorporates the time necessary for both the police department and the consultants to find the best fit for the department, while maintaining the appropriate level of police practices. Additional time may be required, however, if issues such as union objection or legal oversight processes delay the process.

This project will be completed in stages. Stage one will include reviewing the current policies of Hebron Police Department, re-organizing and structuring policy index and developing (new) Hebron Police Department policies using the DLG Model Policies. The Department will take delivery of approximately 110-135 developed policies for their review. An Index of the anticipated policies can be found in Attachment A to this proposal. Stage two will include editing and finalizing the policies and Stage three will be meeting accreditation standards,

### d. Price

Prices for these services are detailed in Section C below.

## 2. General Police Practices Consulting Services

### a. Approach

Attorney Daigle and his consultants have extensive experience working with departments as police practices consultants. The scope of this advisement includes:

- Meet the requirements of the CT / CALEA Accreditation
- Revising, developing, implementing, and maintaining policies and training required by common police practices standards;
- Providing recommendations and guidance to implement and meet the standards of common police practices and Consent Decree requirements;
- Monitoring the department's field procedures and operations to assure implementation and compliance with common police practices and Consent Decree requirements, to include review of Internal Affairs investigations, use of force investigations, and stop and frisk standards;
- Working with the Chief of Police and department members to develop, update, and change operational standards; and
- Participating in the review of high liability field situations, including those involving the use of force and deadly force incidents.





## Proposal for Services

# POLICE CONSULTANT SERVICES

### b. Capabilities and Experience

Attorney Daigle has extensive experience providing police practices consulting to police departments. These include work in Federal and State Consent Decrees and Operational Management Studies.

Our experience includes:

- Working as law enforcement officers and executives responsible for the development, implementation, management, and evaluation of policies and procedures;
- Providing expert assistance to a variety of law enforcement agencies on policing issues, including use of force policies, procedures and training, stop and detentions, community policing, complaint systems, disciplinary systems, investigations, and accountability mechanisms;
- Designing and implementing programs to correct systemic deficiencies in law enforcement agencies;
- Addressing legal issues specific to law enforcement;
- Monitoring and consulting with departments in responding to crisis situations following police shootings and other significant uses of force, and making the difficult judgments about the propriety of particular uses of force;
- Assisting in investigations of cases involving alleged excessive use of force;
- Working with government officials, police unions, and community groups on a variety of policing issues;
- Working with the U.S. Department of Justice investigating law enforcement agencies with systemic civil rights violations;
- Participating in public policy and criminal justice research to assess the impact of management systems on police integrity and police use of force;
- Designing and implementing leadership development programs to ensure that supervisors have the tools, ability, and will to uphold policies and procedures related to use of force and police integrity; and
- Compliance monitoring of law enforcement agencies.

### c. Price

Police Practices Consulting will be conducted at an hourly rate. Prices for these services are detailed in Section C below.





## POLICE CONSULTANT SERVICES

### C. Police Practices Consultant – Costs and Expenses

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The most difficult part of this proposal is identifying the costs associated with completion of the requested scope of service. DLG will provide an itemized monthly invoice detailing all services rendered.

1. Policy Development:

The hourly rate for Attorney Daigle and consultants will be \$200 dollars an hour. \*Based on our experience the revision of a complete Policy Manual takes approximately 18-24 months and we anticipate the cost to be **approximately** \$15,000 to complete.

2. Accreditation Program:

In addition to policy services, the Daigle Law Group offers an Accreditation Program Development Services. Accreditation Program services are delivered on an hourly rate basis and can provide any of the following services at the request of the client:

- Policy Audit,
- Assessment Creation,
- Assessment Maintenance, or
- Full Assessment Compliance Audit.

\*Accreditation Services are estimated to start at **approximately** \$10,000 for policy audits or assessment creation; Assessment Maintenance or Full Assessment Compliance Audits are estimated to start at \$10,000 – \$20,000.

3. Police Practices Consulting:

Consulting services including accreditation consulting will be provided at the request of the Chief of Police on an as needed project basis for a rate of \$200 dollars an hour.

**\*Please note: the client understands this is only an estimate and could be *more or less* based upon the complexity of the project and the hours needed to complete the project.**



## POLICE CONSULTANT SERVICES

### D. Consultant Qualifications

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DLG brings to bear a wide breadth of experience that will facilitate a high-quality evaluation and provide effective technical assistance to the Hebron CT Police Department.

Attorney Daigle and Attorney Race will serve as the points of contact between DLG and the Parties. In our experience, when assessing policy and procedure, working as a collaborative team yields the most positive results.

#### Eric P. Daigle:



Attorney Daigle is the principal and founder of Daigle Law Group, LLC, a firm that specializes in law enforcement operations, with an emphasis on management operational consulting services. His experience focuses on civil rights actions, including police misconduct litigation and employment actions. Mr. Daigle acts as legal advisor to police departments across the country, providing legal advice to law enforcement command staff and officers in the areas of legal liability, policy development, employment issues, use of force, laws of arrest and search and seizure. His experience focuses on internal affairs operations and use of force, specifically in the training, investigation, and supervision of force and deadly force incidents. Attorney Daigle speaks at seminars and conferences across the Country focusing on legal standards for effective and constitutional police operation.

He has served as a member of the Independent Monitoring Teams for Oakland CA and formally for Niagara Falls NY. He has worked with Law Enforcement Agencies who are under investigation of a Consent Decree by the Department of Justice Civil Rights Litigation Section. Attorney Daigle developed the DLG Policy Center which provides consulting services on policy development to departments across the Country.

Attorney Daigle is General Counsel for FBI- Law Enforcement Executive Development Association and a member of their instructor cadre teaching Supervisory Liability. He acts a General Counsel for National Internal Affairs Investigators Association (NIAIA) and FBI- National Academy Associated. He was the former Chair of the IACP Legal Officers Section and instructs at the IACP conference. Attorney Daigle is the Chairman of the Legal Section for the National Tactical Officers Association. He has completed the Force Science Institute Certification and Advanced Specialist training programs. He is a former member of the Connecticut State Police and now maintains his certification as a reserve officer.



## Proposal for Services

# POLICE CONSULTANT SERVICES

### Joseph A Race:



Joseph Race is an Associate Attorney with the Daigle Law Group and specializes in policy and accreditation issues. Mr. Race recently retired as a Captain of the Madison (CT) Police Department where he commanded the Administrative Division which included Internal Affairs, Training, Accreditation, Recruitment & Selection and Public Information. During his time in Madison, Mr. Race successfully led the Madison Police Department to dual CALEA Accreditation for Law Enforcement and Public Safety Communication as well as State of Connecticut Tier III Accreditation.

Mr. Race is actively involved in accreditation and currently serves as a CALEA Assessment Team Leader and is the current president of the Connecticut Police Accreditation Coalition (ConnPAC). Mr. Race previously served as a Prison Rape Elimination Act (PREA) auditor and has conducted numerous mock and onsite assessments for various accrediting organizations. Additionally, Mr. Race is a member of the Connecticut Police Officer Standards & Training Council (POSTC) Accreditation subcommittee and is actively involved in revising and updated the State of Connecticut Accreditation standards.

In addition to policy and accreditation issues, Mr. Race is a Connecticut Police Officer Standards & Training Council (POSTC) certified instructor in numerous subjects and is a Risk Management & Liability Mitigation instructor for the University of Louisville, Southern Police Institute, Command Officers Development Course (CODC).

Mr. Race is a graduate of Winona State University in Winona, Minnesota and the Quinnipiac University School Law in Hamden, Connecticut. Mr. Race is a practicing member of the Connecticut state bar as well as the U.S. District Court for the District of Connecticut. Mr. Race is a graduate of the Southern Police Institutes 76th Command Officers Development Course and the 270th Session of the FBI National Academy. Mr. Race is also proud United States Marine Corps veteran.





**POLICE CONSULTANT SERVICES**

**HEBRON POLICE DEPARTMENT**

**POLICIES AND PROCEDURES**

**INDEX**

**CHAPTER 1 - DEPARTMENT ROLE AND AUTHORITY**

<b><u>Section</u></b>	<b><u>Subject</u></b>
1.01	Law Enforcement Function
1.02	Limits of Authority
1.03	Written Policy System
1.04	Jurisdiction and Mutual Aid
1.05	Harassment and Discrimination
1.06	Strip and Body Cavity Searches
1.07	Investigatory Stop Policy
1.08	H.R. 218
1.09	Bias-Based Policing

**CHAPTER 2 – ORGANIZATION AND MANAGEMENT**

<b><u>Section</u></b>	<b><u>Subject</u></b>
2.01	Department Organizational Structure
2.02	Goals and Objectives
2.03	Unity of Command/Span of Control
2.04	Authority and Management
2.05	General Management and Administration
2.06	Recording Police Officers
2.07	Line and Staff Inspections
2.08	Public Information – Media Relations

## **POLICE CONSULTANT SERVICES**

- 2.09 Uniform Standards and Dress Code
- 2.10 Reserve Police Officers
- 2.11 Fiscal Management

### **CHAPTER 3 – RULES OF CONDUCT**

<b><u>Section</u></b>	<b><u>Subject</u></b>
3.01	Use of Force – General
3.02	Electronic Control Weapon
3.03	Chemical Agents
3.04	Impact Weapons
3.05	Reporting and Investigating Force
3.06	Pursuit Policy
3.07	Firearms Policy
3.08	Patrol Rifles
3.09	Canine Policy

### **CHAPTER 4 – DISCIPLINARY PROCEDURES**

<b><u>Section</u></b>	<b><u>Subject</u></b>
4.01	Citizen Complaint
4.02	Investigation of Misconduct and Citizen Complaints
4.03	Disciplinary Policy
4.04	Off Duty Action Policy
4.05	Grievance Procedures
4.06	Employee Drug Testing Policy
4.07	Alcohol & Substance Abuse
4.08	Use of Medical Marijuana
4.09	Officer Involved Domestic Violence
4.10	Electronic Monitoring Policy

## POLICE CONSULTANT SERVICES

### CHAPTER 5 – PATROL FUNCTIONS

<u>Section</u>	<u>Subject</u>
5.01	Patrol Administration
5.02	Vehicle Operations
5.03	Equipment
5.04	Lost or Missing Persons Complaint
5.05	Family Violence Investigations
5.06	Mentally Ill and Homeless Individuals
5.07	Arrest Processing
5.08	Traffic Accident Investigations
5.09	Traffic Enforcement
5.10	Securing Prisoners
5.11	Prisoner Transportation
5.12	Mobile Data Computers
5.13	Americans with Disabilities Act
5.14	Social Media
5.15	Report Writing
5.17	Intoxicated Individuals
5.18	Body Worn/Mobile Cameras
5.19	Transporting Civilians
5.20	Towing Motor Vehicles
5.21	Abandoned Motor Vehicles
5.22	Radio Procedures
5.23	Dignitaries and VIP Security

### CHAPTER 6 – INVESTIGATIVE FUNCTIONS

<u>Section</u>	<u>Subject</u>
6.01	Criminal Investigation Administration
6.02	Criminal Investigation Operation
6.03	Collection of Evidence – Administration
6.04	Collection of Evidence – Operations



## **POLICE CONSULTANT SERVICES**

6.05	Property and Evidence Control
6.06	Youth Investigations
6.07	Sexual Assault Investigations
6.08	Confidential Informants
6.09	Eyewitness Identification
6.10	Child Abuse Investigation
6.11	School Resource Officer
6.12	Narcotics Investigations
6.13	Crime Prevention
6.14	Victim/ Witness Assistance – Administration
6.15	Victim/Witness Assistance – Operations
6.16	Death Notifications

## **CHAPTER 7 – SPECIAL OPERATIONS**

<b><u>Section</u></b>	<b><u>Subject</u></b>
7.01	Special Response Team & Hostage Negotiations Team
7.02	Hazardous Devices
7.03	Unusual Occurrences
7.04	Crowd Management and Control
7.05	Critical Incident Management

## **CHAPTER 8 – PERSONNEL**

<b><u>Section</u></b>	<b><u>Subject</u></b>
8.01	Recruitment
8.02	Selection
8.03	Promotion
8.04	Performance Evaluations
8.05	Pregnancy
8.06	FMLA policy
8.07	Military Leave
8.08	Line of Duty Deaths

## **POLICE CONSULTANT SERVICES**

8.09	Secondary Employment
8.10	Awards and Commendations
8.11	Time Cards
8.12	Scheduling
8.13	Workers Compensation
8.14	Part Time and Auxiliary Officers

## **CHAPTER 9 - TRAINING AND SELECTIONS**

<b><u>Section</u></b>	<b><u>Subject</u></b>
9.01	Training – Administration
9.02	Academy Training
9.03	Training Instructors
9.04	Recruit Training
9.05	In-service, Roll Call, and Advanced Training
9.06	Civilian Training
9.07	Career Development

## **CHAPTER 10 – SUPPORT AND TECHNICAL SERVICES**

<b><u>Section</u></b>	<b><u>Subject</u></b>
10.01	Legal Process – Records
10.02	Legal Process – Criminal Process
10.03	Communications – Administration
10.04	Communications – Procedures
10.05	Portable Radios
10.06	Dispatch Center and Operation
10.07	Logging Recorder
10.08	Records Management
10.09	Freedom of Information
10.10	Parking Tickets
10.11	Traffic Stop Statistics



## Hebron Green Parking Lot Improvements

While it is privately owned, the parking and driveways located on the Southeast corner of the Main St./Church St. intersection (Hebron Green), are considered and used as a public parking area. There are some improvements required that are the result of the intensity of use and minor design flaws. Notably, an area to the rear of 4 and 10 Main St. has a narrow aisle with irregular turning radii that has caused vehicles to mount and damage curbs. Contributing to the problem is a curb bump-out intended to spare a large ash tree. The tree is dying and should be removed. Drive aisles can then be realigned for safe, navigable movements around the various parking areas.

The improvements should be limited to XX square feet of new bituminous paved area and XX linear feet of cast-in-place bituminous curbing. Minor landscape establishment will also be required.

### Attachments

- Site Plan depicting existing and proposed conditions
- Cost Estimate

## Horton House Maintenance

The Horton House houses the Planning and Development Department. The structure has a Preservation Restriction administered by the CT State Historic Preservation Office. The House has seen many renovations over the years including heating and cooling, and new windows. However, due to its age and use, the Horton House requires more demanding routine maintenance that you can get away without on a new structure. Additionally, as a Town-owned, historic asset, at a highly visible traffic intersection, the structure warrants the attention of one with the intent to make a certain impression.

The House must be painted, the north side is in need of attention now. The bathrooms may have been renovated within memory, but are now in need of revisitation. Certain interior features need work as well, including water damaged window sills, light and vent fan fixtures, etc.

## Hebron Planning and Development Department Document Storage Review

- Review various work areas (roles/responsibilities) categorically and inventory all materials in possession.
- Create database to identify material in the most useful manner
- Review materials with relevant staff members to define criteria for keeping or purging
- Prepare required documentation for materials purge
- Develop or redevelop materials storage strategy
  - Reduce redundancy
  - Integrate electronic storage where appropriate
  - Create or replace storage files with more permanent and durable storage and access
- Submit and execute materials purge according to applicable State and local law

Seeking a qualified individual to assist the Hebron Planning and Development Department in improving the storage and access to files and records. With a transition in Department leadership, there is an interest in reviewing, creating an inventory of, and developing a new system to store and maintain access to many historical files and documents. The task will also work with applicable staff to identify material to be purged in accordance with State and local requirements. The task requires an individual with an ability to create a database of existing files and records and provide recommendations for systems or means to efficiently and effectively store future material as necessary.

## Hebron Center Signage

Thanks in part to the success of the Town Center Project, certain small businesses, and the on-going improvement of public assets in the center of town, a more sophisticated wayfinding signage strategy is becoming a necessity. The Town has improved multiple public and quasi-public parking areas throughout the District. Many visitors enter Hebron Center before seeking tangential routes to other Town assets such as Burnt Hill Park, the Hebron Lions Fairgrounds, schools, etc. Not all assets and routes are obvious to the passing vehicle operator.

Such improvements should acknowledge the significance of the aging population in Hebron and the region. The Hebron Green District is located in the National Register of Historic Places, so any improvements should contribute to the historic nature of the area. As has been done with the historically appropriate pedestrian streetlights on Main Street, a signage plan should be compatible and consistent across the various zoning districts, from the Hebron Green, Main Street and Village Square Districts. A few centrally located hubs will be complemented by small, ancillary signs with a specific message.

The signage plan could also be informed by the Branding and Marketing Study currently underway with the Hebron Economic Development Commission and consultant FHI Studio. A new Hebron logo will likely be a result of the Study and can be incorporated into the signage plan.

Note: There is such a thing as sign pollution, so great care will be required to execute this project, particularly in the Hebron Green District.

# Hebron Greater Together Community Fund

- Name of Applicant Organization - Private Citizen  
Contact Person - Gordy Rathbun  
Phone - Cell 860-933-6926  
Email - [rathbun.gordy@gmail.com](mailto:rathbun.gordy@gmail.com)
- Name of 501c3 sponsor American Legion 95 Hebron
- New Project Goal – Beautify background of the Veterans Memorial on RTE 85
- Description of the New Project  
Plant holly bushes along the tree line at the back of the Veterans Memorial
- New Project budget \$571
- Hebron Greater Together Community Fund Grant Request.

Plant 15 Blue Princess Holly Shrubs at a cost of \$35 each, along the tree line. Clean up low branches on existing trees. This will give a green background to the Veterans Memorial site hiding unsightly underbrush, in the winter, on the tree line at the back of the site. Cost of 3 bags of Espoma Organic Holly Tone fertilizer is \$14 each. Cost of labor to plant, fertilize and water the holly bushes is estimated at \$200. Total cost of this project is \$571 with the labor being donated.

## **CoDE Requests for ARPA Funds**

### **Support for Juneteenth Event, June**

- Event is in collaboration with Hebron Parks and Recreation's Hebron Day
- Other partners: Douglas Library, RHAM High and Middle School, Hebron Historic Properties, Hebron Historical Society, St. Peter's Episcopal Church
- Showcases Town-owned Peters House
- Educates residents and visitors about Hebron's proud history
- Opportunity to showcase Hebron as welcoming community
- Funding could support: speakers, entertainers, books, supplies like tents/signs, etc.

### **New Welcome to Hebron sign**

- with statement affirming that we are a welcoming community (e.g., Cooperstown, NY)

### **Land Acknowledgement Plaque**

- acknowledging Indigenous tribes that lived here before us
- potential sites: Town Hall, Library, Town Center (on building, freestanding on pole, attached to a rock on the lawn)



**Axon Enterprise, Inc.**  
17800 N 85th St.  
Scottsdale, Arizona 85255  
United States  
VAT: 86-0741227  
Domestic: (800) 978-2737  
International: +1.800.978.2737

**Q-431021-44851.913JE**

Issued: 10/17/2022

Quote Expiration: 02/01/2023

Estimated Contract Start Date: 02/15/2023

Account Number:  
Payment Terms: N30  
Delivery Method:

SHIP TO	BILL TO
Hebron Police Department 44 MAIN ST HEBRON, CT 06248-1515 USA	Hebron Troopers - CT 44 MAIN ST HEBRON, CT 06248-1515 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Jake Edelen Phone: Email: jedelen@axon.com Fax:	Bryce Reed Phone: 860 228 3710 Email: Fax:

## Quote Summary

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$25,200.00</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$26,800.00</b>

## Discount Summary

Average Savings Per Year	\$1,349.88
<b>TOTAL SAVINGS</b>	<b>\$6,749.40</b>

## Payment Summary

Date	Subtotal	Tax	Total
Jan 2023	\$5,039.76	\$320.00	\$5,359.76
Jan 2024	\$5,040.06	\$320.00	\$5,360.06
Jan 2025	\$5,040.06	\$320.00	\$5,360.06
Jan 2026	\$5,040.06	\$320.00	\$5,360.06
Jan 2027	\$5,040.06	\$320.00	\$5,360.06
<b>Total</b>	<b>\$25,200.00</b>	<b>\$1,600.00</b>	<b>\$26,800.00</b>

Quote Unbundled Price:	\$31,949.40
Quote List Price:	\$25,200.00
Quote Subtotal:	\$25,200.00

## Pricing

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
T7Cert	2021 Taser 7 Certification Bundle	7	60	\$76.07	\$60.00	\$60.00	\$25,200.00	\$1,600.00	\$26,800.00
<b>Total</b>							<b>\$25,200.00</b>	<b>\$1,600.00</b>	<b>\$26,800.00</b>



## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
2021 Taser 7 Certification Bundle	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	7	01/15/2023
2021 Taser 7 Certification Bundle	20018	TASER 7 BATTERY PACK, TACTICAL	8	01/15/2023
2021 Taser 7 Certification Bundle	20160	TASER 7 HOLSTER - SAFARILAND, RH+CART CARRIER	6	01/15/2023
2021 Taser 7 Certification Bundle	20161	TASER 7 HOLSTER - SAFARILAND, LH+CART CARRIER	1	01/15/2023
2021 Taser 7 Certification Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	21	01/15/2023
2021 Taser 7 Certification Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	14	01/15/2023
2021 Taser 7 Certification Bundle	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	21	01/15/2023
2021 Taser 7 Certification Bundle	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	14	01/15/2023
2021 Taser 7 Certification Bundle	22177	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, STANDOFF NS	14	01/15/2023
2021 Taser 7 Certification Bundle	22178	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, CLOSE QUART NS	14	01/15/2023
2021 Taser 7 Certification Bundle	22179	TASER 7 INERT CARTRIDGE, STANDOFF (3.5-DEGREE) NS	7	01/15/2023
2021 Taser 7 Certification Bundle	22181	TASER 7 INERT CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	7	01/15/2023
2021 Taser 7 Certification Bundle	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	1	01/15/2023
2021 Taser 7 Certification Bundle	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	01/15/2023
2021 Taser 7 Certification Bundle	74200	TASER 7 6-BAY DOCK AND CORE	1	01/15/2023
2021 Taser 7 Certification Bundle	80087	TASER 7 TARGET, CONDUCTIVE, PROFESSIONAL (RUGGEDIZED)	1	01/15/2023
2021 Taser 7 Certification Bundle	80090	TARGET FRAME, PROFESSIONAL, 27.5 IN. X 75 IN., TASER 7	1	01/15/2023
2021 Taser 7 Certification Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	14	01/15/2024
2021 Taser 7 Certification Bundle	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	14	01/15/2024
2021 Taser 7 Certification Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	14	01/15/2025
2021 Taser 7 Certification Bundle	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	14	01/15/2025
2021 Taser 7 Certification Bundle	22177	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, STANDOFF NS	14	01/15/2025
2021 Taser 7 Certification Bundle	22178	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, CLOSE QUART NS	14	01/15/2025
2021 Taser 7 Certification Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	14	01/15/2026
2021 Taser 7 Certification Bundle	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	14	01/15/2026
2021 Taser 7 Certification Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	14	01/15/2027
2021 Taser 7 Certification Bundle	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	14	01/15/2027

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
2021 Taser 7 Certification Bundle	20248	TASER 7 EVIDENCE.COM LICENSE	7	02/15/2023	02/14/2028
2021 Taser 7 Certification Bundle	20248	TASER 7 EVIDENCE.COM LICENSE	1	02/15/2023	02/14/2028

### Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
2021 Taser 7 Certification Bundle	80374	EXT WARRANTY, TASER 7 BATTERY PACK	8	01/15/2024	02/14/2028
2021 Taser 7 Certification Bundle	80395	EXT WARRANTY, TASER 7 HANDLE	7	01/15/2024	02/14/2028
2021 Taser 7 Certification Bundle	80396	EXT WARRANTY, TASER 7 SIX BAY DOCK	1	01/15/2024	02/14/2028

## Payment Details

### Jan 2023

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	T7Cert	2021 Taser 7 Certification Bundle	7	\$5,039.76	\$320.00	\$5,359.76
<b>Total</b>				<b>\$5,039.76</b>	<b>\$320.00</b>	<b>\$5,359.76</b>

### Jan 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	T7Cert	2021 Taser 7 Certification Bundle	7	\$5,040.06	\$320.00	\$5,360.06
<b>Total</b>				<b>\$5,040.06</b>	<b>\$320.00</b>	<b>\$5,360.06</b>

### Jan 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	T7Cert	2021 Taser 7 Certification Bundle	7	\$5,040.06	\$320.00	\$5,360.06
<b>Total</b>				<b>\$5,040.06</b>	<b>\$320.00</b>	<b>\$5,360.06</b>

### Jan 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	T7Cert	2021 Taser 7 Certification Bundle	7	\$5,040.06	\$320.00	\$5,360.06
<b>Total</b>				<b>\$5,040.06</b>	<b>\$320.00</b>	<b>\$5,360.06</b>

### Jan 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	T7Cert	2021 Taser 7 Certification Bundle	7	\$5,040.06	\$320.00	\$5,360.06
<b>Total</b>				<b>\$5,040.06</b>	<b>\$320.00</b>	<b>\$5,360.06</b>



Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

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Signature

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Date Signed

10/17/2022



**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
JANUARY 19, 2023**

**CHARTER REVISION DISCUSSION**

The Town Charter requires a review of the Charter every five years. The Selectmen may wish to discuss how to proceed with review and determine if there is a need to establish a Charter Revision Commission. Attached is detailed information on the charter revision process and a sample timeline with an anticipated vote for approval at the November 2024 election and process information.

Following is the Town of Hebron 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](https://www.cga.ct.gov/current/pub/chap_099.htm)

BOARD OF SELECTMEN – DRAFT SCENARIO 1/19/2024  
2023-2024 CHARTER REVISION COMMISSION  
2024 ELECTION VOTE

Board of Selectmen	Step 1 Initiate Charter Revision	4/ 6/2023
Board of Selectmen	Step 2 Appoint Charter Revision Com.	5/ 4/2023
Charter Revision Com.	Step 3 Organize and Set Hearing Date	by 5/31/2023
Charter Revision Com.	Step 3 First Public Hearing	by 6/15/2023
Charter Revision Com.	Step 4 Prepares First Draft	4/ 1/2024
Charter Revision Com.	Step 5 Second Public Hearing (1 <sup>st</sup> Draft)	4/15/2024
Charter Revision Com.	Step 6 Submit Draft Report to BOS	5/ 1/2024
Board of Selectmen	Step 7 Public Hearing on CRC Draft	5/15/2024
Board of Selectmen	Step 8 BOS Return to CRC	6/ 1/2024
Charter Revision Com.	Step 9 Finalizes Final Report	7/ 1/2024
Charter Revision Com.	Step 9 Presents Final Report to BOS	7/ 1/2024
Board of Selectmen	Step 10 Approval of Charter Revisions	7/11/2024
Legal Ad	Step 11 (45 days to Step 12)	7/19/2024
Board of Selectmen	Public Hearing on Final Report (suggested – not required by CGS)	TBD
Board of Selectmen	Step 12 Approved Revision and Question To Town Clerk	9/ 5/2024
Election	Step 13	11/ 5/2024
Effective Date	Step 14 30 Days After The Vote	12/ 5/2024

This schedule allows the CRC **twelve (12) months** to complete the draft report.

January 11, 2023

**KATZ & SELIGMAN, LLC**

ATTORNEYS AT LAW  
130 WASHINGTON STREET  
HARTFORD, CONNECTICUT 06106

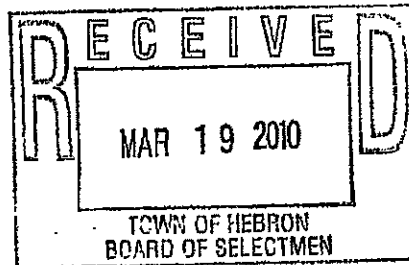
TELEPHONE (860) 547-1857  
FAX (860) 241-9127

LESTER KATZ  
STEVEN L. SELIGMAN  
JAMES A. ARMENTANO  
DONALD R. HOLTMAN  
CHRISTIAN A. STERLING

STEVEN C. READE  
OF COUNSEL

March 17, 2010

Ms. Donna Lanza  
Administrative Assistant  
15 Gilead Street  
Hebron, CT 06248



Dear Donna:

You have asked me, on behalf of the Board of Selectmen, to detail the shortest possible time line for the adoption of revisions to the charter.

I enclose, because it fully describes the process of revising a charter, a letter I dispatched to then Town Manager Lee in 1995 and for that purpose it may be useful. However, it defines the time lines in terms of maximums, not minimums.

The times within which each of the steps outlined must be taken are invariable described as "not later than" some prior step. None provide for a step to be taken "not earlier than" some other event. Thus I have attached hereto a revised "Attachment A-Schematic Time Line" to show how short the time can be in theory.

The actually scheduling of most of these events would be in the hands of the duly appointed charter revision commission, not the Board of Selectmen. That body is reasonably likely to want to take more time and care than the abbreviated "Attachment A" would allow. Indeed, the Charter being the Town's basic organic law, I strongly recommend against proceeding with such haste.

Three public hearings are required, but the statutes do not dictate how much advance notice of them must be given. It would be reasonably safe to use the rule of thumb which prescribes not less than 5 days advance notice for public hearings and public meetings generally. I have incorporated that principle into the abbreviated time line.

I hope this is all helpful to you and the BOS. If not, please give me a call.

Very truly yours,

Donald R. Holtman

Enc.

## **REVISED ATTACHMENT A—SCHEMATIC SHORTEST POSSIBLE TIME LINE**

1. Day 0: BOS adopts resolution Initiating revision process and simultaneously adopts resolution appointing charter revision commission ("CRC"), makes recommendations for change and prescribes date for filing of final draft report.
2. Day 1: CRC meets to organize itself and sets earliest possible date for first public hearing.
3. Day 6: CRC conducts first public hearing.
4. Day 7: CRC meets to digest input at first public hearing; prepares first draft of proposed revisions.
5. Day 12: CRC conducts second public hearing on the first draft report.
6. Day 13: CRC meets to digest input at second public hearing; prepares final report.
7. Day 14: CRC presents final report to Town Clerk, who submits same to BOS.
8. Day 15: BOS meets, schedules public hearing on final report.
9. Day 21: BOS conducts public hearing on final report.; BOS votes to accept final report and fixes date for special election. (Note: if BOS rejects any part of the final report, no further action can be taken for 45 days during which the submission of the rejected portions to the electorate can be petitioned. It is only if the report is accepted entirely that this 45 day period need not be kept open.)
10. Day 22: Warning of Special Election is published
11. Day 27: Special Election is conducted
12. Day 57: Charter Revisions approved at special election become effective unless the proposed revisions themselves contain an earlier date.



L. N.

KATZ & SELIGMAN  
ATTORNEYS AT LAW  
130 WASHINGTON STREET  
HARTFORD, CONNECTICUT 06106  
TELEPHONE (203) 547-1857  
FAX (203) 241-9127  
FAX (203) 525-0187

LESTER KATZ  
STEVEN L. SELIGMAN  
JAMES A. ARMENTANO  
DONALD R. HOLTMAN  
CYNTHIA M. BARLOW

January 4, 1995

SENT BY TELEFAX

Mr. Robert E. Lee, CAO  
Town of Hebron  
15 Gilead Street  
Hebron, CT 06248

Dear Mr. Lee:

You have called to my attention the provision of Section 1008. of the Charter and have asked me to detail the process of charter amendment.

As you are aware, Section 1008. does not provide a process for amendment itself (nor could it, that process being wholly governed by statute) but requires only a periodic review of the Charter by the Selectmen and a public filing of a report of that review. Presumably, the purpose of the requirement is to insure that the concerns of the Town's chief organ of government as to the Charter be timely laid before the public in advance, and in aid, of the process of charter revision prescribed in the statutes.

1. Charter revision is a process governed by Chapter 99 of the General Statutes and is not different from the process of initial adoption of a charter in any significant respect. It can be initiated in either one of two ways: first, by a resolution adopted by a two-thirds vote of the entire membership of the Board of Selectmen (4 in Hebron's case), or, second, by the filing of a petition therefor signed by at least 10% of the electors of the Town. (Conn. Gen. Stat. §7-188.)

2. Within 30 days of the adoption of the resolution initiating charter revision, the Board of Selectmen, by resolution, must appoint a Charter Revision Commission consisting of at least 5 but not more than 15 electors, not more than one-third of whom may hold any other public office in the Town and not more than a bare majority of whom may be members of the same political party. (Conn. Gen. Stat. §7190.) The resolution

Mr. Robert E. Lee, CAO  
January 4, 1995  
Page 2

appointing the Charter Revision Commission may, of course, be adopted contemporaneously with the resolution initiating charter revision, but this resolution requires only a simple majority vote, i.e., 3 votes. The resolution appointing the Commission may make recommendations of changes which the Commission must consider and specifically comment on in its report. The Commission is, however, free to consider any other proposals it wishes. The resolution appointing the Commission also directs the date by which it must submit its report to the Board of Selectmen. That date may not be later than 16 months from the adoption of the resolution appointing the Commission but may be an earlier date. (Ibid.)

3. The Commission is required to conduct at least 2 public hearings, one before it commences its substantive work, and one after it has drafted, but before it has submitted, its report. (It may of course, alter its draft report after the last public hearing, based on public input, before it submits the report.) It may hold as many other public hearings in between these two mandatory hearings as it deems necessary. (Conn. Gen. Stat. §7-19(a).)

4. After the Commission has made such alterations in its draft report as it is persuaded by its last public hearing to incorporate, it submits its report to the Town Clerk, who transmits it to the Board of Selectmen. Within 45 days of the Town Clerk's receipt of the report, the Board of Selectmen must itself conduct a public hearing on the report. Within 15 days thereafter, the Selectmen are to make any recommendations they deem desirable to the Commission for changes in the draft report. Within 30 days after its receipt of the Selectmen's recommendations, the Commission is required to confer with the Selectmen, vote to accept or reject the recommendations of the Selectmen, incorporate the changes required by the recommendations which it has accepted into its reports and submit the same to the Board of Selectmen as its final report. (If the Selectmen recommend no changes in the draft report initially transmitted to it after its own public hearing, the draft report is treated as the final report.) (Conn. Gen. Stat. §7-191.)

Mr. Robert E. Lee, CAO  
January 4, 1995  
Page 3

5. Within 15 days after their receipt of the Commission's final report, the Selectmen must vote to approve or reject the proposed changes. (They may selectively approve some and reject others.) If the proposed changes are rejected, no further action is required, except that a petition filed within 45 days of the rejection, signed by at least 10% of the electors, can compel the submission of the provisions rejected by the Selectmen to the electorate. The Selectmen must publish the text of the changes they have approved at least once within 30 days of approval. (Conn. Gen. Stat. §7-191(d).)

6. The Selectmen, finally, must determine when the changes they have approved (and the changes they have rejected but for which a petition has been filed) will be submitted to the electorate. The date selected must be either a regular election or a special election warned and held for that purpose. The date selected must be not later than 15 months following the Board's approval (or the certification of a petition). Note that the voting is done at an "election", not a Town Meeting or referendum. The procedure is thus that dictated by Title 9 of the General Statutes, dealing with elections, not that dictated by Title 7, pertaining with Town Meetings. It is generally most convenient to direct that the vote on the changes be taken at the time of the next regularly schedule election. The changes may be submitted to the electorate either in toto for a "yes" or "no" vote, or in the form of several questions. The changes approved at the election (provided the votes to approve equal at least 15% of the electorate) become effective either 30 days after approval or on that date specified as the effective date in the changes themselves. (Conn. Gen. Stat. §7-191 (e) and (f).)

7. Within 30 days after the approval of any changes, the Town Clerk is required to file 3 certified copies of the complete charter incorporating the changes with the Secretary of the State. (Conn. Gen. Stat. §7-191(h).)

A schematic time line, using the longest time periods permitted by statute, and thus reflecting the longest possible time for Charter amendments to become effective, is attached as Attachment A. I also enclose, as Attachment B, model resolutions

Mr. Robert E. Lee, CAO  
January 4, 1995  
Page 4

initiating the revision process, and appointing a Commission, directing the consideration of certain recommendations and prescribing a completion date, as models.

In its consideration of possible changes to the Charter, may I take the liberty of recommending the following 3 areas of concern which have arisen during my term as Town Attorney:

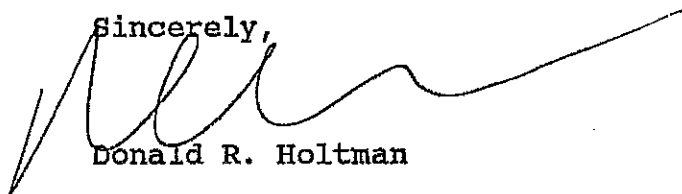
A. Whether Sections 301. and 304. ought to be amended to reflect that the Town Meeting has legislative authority for all matters as to which legislative authority is not vested in the Board of Selectmen by Section 402.

B. Whether Sections 304..E. and 402. ought to be amended to reflect that the legislative authority for approval of leases (including lease-purchase agreements) and lease options regarding personal property is vested in the Board of Selectmen.

C. Whether the phrase "including non-certified employees of the Board of Education" ought to be deleted from Section 905.

Please call if any of the above is incomplete or needs further explication.

Sincerely,

A handwritten signature in dark ink, appearing to read "DRH", with a long, sweeping horizontal line extending to the right.

Donald R. Holtman

DRH/sjt  
Enclosure

ATTACHMENT A - SCHEMATIC TIME LINE

1. Day 0: BOS adopts resolution initiating revision process (4 affirmative votes required)
2. Day 30: BOS adopts resolution appointing Charter Revision Commission ("CRC"), makes recommendations for change and prescribes date for filing final draft reports (3 affirmative votes required.)
3. Day 30 +: CRC conducts first public hearing before commencing substantive work. (Presumably it will meet, organize itself and select the date for hearing shortly after its appointment. There is no prescribed advertisement procedure for the public hearing, leaving the CRC to select reasonable modes for advertisement of same).
4. Day 30 + to Day 480 -: CRC conducts such further public hearing as it deems desirable and commences preparation of first draft report.
5. Day 480 -: CRC conducts final public hearing on first draft report, sufficiently in advance of next date shown to enable it to incorporate any changes generated by the final public hearing into its final draft report in time to submit same by next date shown.
6. Day 480: CRC submits its final draft.
7. Day 525: BOS conducts public hearing on CRC's final report.
8. Day 540: BOS returns CRC's final draft to it with recommendations. (If none, report is "final report." Proceed to step no. 10., below, deleting 45 days from it and all subsequent steps.)
9. Day 570: CRC submits final report.

10. Day 585: BOS votes to accept or reject CRC's final report in whole or in part.
11. Day 615: BOS publishes CRC proposals which are accepted.
12. Day 630: BOS selects date of election at which proposed changes (those it approved and those which it rejected for which a timely petition was filed) will be acted upon.
13. Day 1035: Date by which proposed changes must have been presented to the electorate.
14. Day 1065: Effective date of changes approved by electorate (unless otherwise specified); date for Town Clerk to file certified copies with Secretary of State.

NOTE: The above represents the outermost dates within which the process must be conducted. Step no. 2 may be contemporaneous with Step no. 1, deleting 30 days from all subsequent steps. Step no. 5 is the latest date which the BOS may fix for the filing of the CRC's final draft report. Any earlier date may be selected (consistent with the obligation of CRC to conduct at least 2 public hearings and to prepare a first draft report and a final draft report), deleting from all subsequent steps the number of days "saved" in shortening the process. Steps 7. through 14. inclusive must occur within described time periods from the occurrence, not the scheduling, of a preceding step, and thus the actual date by which a step may be required may be substantially less than shown, based on the date of the occurrence as follows:

- Step no. 7. must be within 45 days of Step 6;
- Step no. 8. must be within 15 days of Step 7;
- Step no. 9. must be within 30 days of Step 8;
- Step no. 10. must be within 15 days of Step 9;
- Step no. 11. must be within 30 days of Step 10;
- Step no. 12. should not occur until 45 days after  
Step no. 10 if BOS rejects any proposal  
changes;
- Step no. 13. must be within 450 days of Step no.  
10;
- Step no. 13. must occur within 450 days (i.e., 15  
months) of Step no. 10;
- Step no. 14. must occur within 30 days of Step  
no. 13.

ATTACHMENT B - PROPOSED RESOLUTIONS

NO. 1 (Requires 4 affirmative votes)

Be it RESOLVED that the Town of Hebron initiate the process of formal review of its Charter and of making such amendments therein as may be recommended thereby, pursuant to Conn. Gen. Stat. §7-188(b).

NO. 2 (Requires 3 affirmative votes)

Be it RESOLVED that:

a. The following persons are hereby appointed to the Charter Revision Commission, pursuant to Conn. Gen. Stat. §7-190(a):

1.

2.

3.

. . . . .

b. The following changes to the existing charter are recommended to the Charter Revision Commission:

1. Whether Section....ought to be (deleted) (amended to read as follows: "....")

. . . . .

c. The Charter Revision Commission is hereby directed to submit its draft report in accordance with Conn. Gen. Stat. §§7-190(b) and 191(b) by \_\_\_\_\_, 199\_\_.



**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
JANUARY 19, 2023**

**POLICE DEPARTMENT ACCREDITATION**

Selectmen Rubera will provide an update. Attached is a Proposal for Services for Police Consultant Services received from Daigle Law Group, LLC. We are awaiting ARPA eligibility determination from the Town Attorney.

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

**PROPOSAL FOR SERVICES  
POLICE CONSULTANT SERVICES**

FOR THE

HEBRON CT POLICE DEPARTMENT



**DLG**  
DAIGLE LAW GROUP, LLC

PROPOSAL PRESENTED BY  
ERIC P. DAIGLE, ESQ.

DAIGLE LAW GROUP, LLC  
960 S MAIN STREET PLANTSVILLE CT 06479  
(860) 270-0060

[WWW.DAIGLELAWGROUP.COM](http://WWW.DAIGLELAWGROUP.COM)

## POLICE CONSULTANT SERVICES

### A. DLG Consulting Services

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Daigle Law Group, LLC, Attorney Eric P. Daigle submits a proposal for Police Consulting Services for the Hebron CT Police Department. The Daigle Law Group, LLC (hereinafter “DLG”), incorporated in the State of Connecticut, is a law firm that takes great pride in providing our clients with specialized, focused representation. We provide police practices consultation to law enforcement agencies across the country in the area of operational liability, with an emphasis on policies, operations, and investigations. DLG focuses on police best practices, specifically in the areas of policy development, training, investigation, and operations.

#### **Introduction:**

A police department’s policies and procedures provide the agency with core liability protection. Policies that are comprehensive and current are the backbone of effective and constitutional policing. It is not enough, however, to simply have sound policies. Officers must be trained on the policies, supervisors must hold officers accountable, and, when the policies are violated, a sound disciplinary process should be engaged.

A Police Department’s policies and procedures shall reflect and express the Department’s core values and priorities, while providing clear direction to ensure that officers lawfully, effectively, and ethically carry out their law enforcement responsibilities. Daigle Law Group, LLC developed the DLG Policy Center to meet the increasing need of Police Departments all across the United States. We are dedicated to working with Departments to develop sound, effective policies based on constitutional accreditation standards. Daigle Law Group operates under a philosophy that every Police Department is unique in its operation and structure. We work with Police Departments to mold proper standards into the operation and structure of the individual agency. Our clients range in size from small to very large departments, each with unique challenges.

Law enforcement operational standards dictate that police departments develop and maintain sound and proper policies and procedures. Utilizing the expertise of Attorney Eric Daigle, and a team of experts in law enforcement operations, we work with clients to analyze the risks associated with their current policies. Through a process of examination and analysis, we identify areas of risk and work to develop sound policies based on the principles of common law enforcement standards. We encourage members of the department, who are the subject matter experts, to be involved in every aspect of the process to ensure not only that the policies are sound, but that personnel understand and have confidence in them. We can review and revise individual department policies or conduct a complete policy manual review and revision. The Daigle Law Group is committed to work with the command staff of any police department to ensure that its policies meet the standards of effective and constitutional policing.



## POLICE CONSULTANT SERVICES

### **B. Scope of Police Practices Consultant Services**

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As a Police Practices Consultant, Attorney Daigle provides resources and guidance to police organizations and management in multiple areas of law enforcement operation. Daigle Law Group, LLC is dedicated to forming a partnership with the management of the Hebron CT Police Department and the Town of Hebron to identify and maintain a proper standard of law enforcement operation.

Daigle Law Group, LLC, through its principal Attorney Daigle provides the following proposed approaches, capabilities, and experiences in the following areas:

#### **1. Department Policy and Procedure Development**

Attorney Daigle has extensive experience in developing, implementing, and maintaining police policies, which meet local and national accreditation, while ensuring the Department complies with constitutional policing standards.

##### **a. Approach**

Through our process police departments are encouraged to mold the policy standards into their unique operational structure and practice. The process begins with an analysis of the department's current policies and procedures to identify a blueprint for success. Our consultants will work with the department, utilizing the input from various department resources, to produce a model set of policies for consideration. We will then work with the department to modify the policies to meet the operational needs of the agency without undermining liability protections. Once complete, we will assist the department in providing training on the updated policies and maintaining effective updates on the policies.

DLG proposes the following methodology and dissemination process for development of policies. The process of policy development for the proposed options will maintain the same methodology.

1. DLG will review and analyze the current policy and procedure manual in operation at the Hebron CT Police Department.
2. DLG will utilize its model policies that meet the national standards including legal standards, Consent Decree and review of national accreditation standards in the form of model Policies and common police practices.





## Proposal for Services

### POLICE CONSULTANT SERVICES

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3. Utilizing subject matter experts and legal counsel the policies will be developed to meet CT law, court rulings, and state statutes.
4. The draft policies will be provided to the Hebron CT Police Department for review and approval.
5. A word version of the sample policies will be provided to the Hebron CT Police Department with guidance and instruction for final development and implementation. This must occur with an accountability mechanism to ensure that the version provided can be proven later if litigation occurs. The DLG Policy Center only uses PowerDMS as our document management software and an initial subscription will be purchased with this project.
6. After initial dissemination, a maintenance option will be provided for continuous evaluation of the policies and procedures based on Appellate and Supreme Court rulings, State Statutes, risk management practices and current law enforcement incidents.

We believe that every police department is unique. Therefore, it has long been the DLG methodology that if you only provide a police department with a set of model policies, and nothing more, you will only put a Band-Aid on future liability issues. The reason is that departments with limited skills and knowledge set may not properly implement the liability protector.

#### **b. Capabilities and Experience**

Attorney Daigle and the DLG Policy Center, a division of Daigle Law Group, LLC, currently works with multiple police departments around the Country and in Connecticut to review, revise, and develop new department policies. Attorney Daigle and the Consultants have worked on projects with agencies under Federal and State Consent Decrees to revise and implement new policies, which govern high liability and high frequency incidents. Attorney Daigle currently works with multiple departments to develop and implement policy and improve their operational management, including: Yale University Police Department, New Milford Connecticut Police Department, Middletown Connecticut Police Department, Westport Police Department, Greenville South Carolina Police Department, Lavonia Michigan Police Department, Niagara Falls New York Police Department, Puerto Rico Police, Anchorage Alaska Police Department, and Wichita Kansas Police Department, to identify a few.



## POLICE CONSULTANT SERVICES

### c. Timetables

Prior experience with full policy manual revisions has shown that a minimum of twelve (12) to eighteen (18) months is necessary to achieve completion. This figure incorporates the time necessary for both the police department and the consultants to find the best fit for the department, while maintaining the appropriate level of police practices. Additional time may be required, however, if issues such as union objection or legal oversight processes delay the process.

This project will be completed in stages. Stage one will include reviewing the current policies of Hebron Police Department, re-organizing and structuring policy index and developing (new) Hebron Police Department policies using the DLG Model Policies. The Department will take delivery of approximately 110-135 developed policies for their review. An Index of the anticipated policies can be found in Attachment A to this proposal. Stage two will include editing and finalizing the policies and Stage three will be meeting accreditation standards,

### d. Price

Prices for these services are detailed in Section C below.

## 2. General Police Practices Consulting Services

### a. Approach

Attorney Daigle and his consultants have extensive experience working with departments as police practices consultants. The scope of this advisement includes:

- Meet the requirements of the CT / CALEA Accreditation
- Revising, developing, implementing, and maintaining policies and training required by common police practices standards;
- Providing recommendations and guidance to implement and meet the standards of common police practices and Consent Decree requirements;
- Monitoring the department's field procedures and operations to assure implementation and compliance with common police practices and Consent Decree requirements, to include review of Internal Affairs investigations, use of force investigations, and stop and frisk standards;
- Working with the Chief of Police and department members to develop, update, and change operational standards; and
- Participating in the review of high liability field situations, including those involving the use of force and deadly force incidents.



## Proposal for Services

# POLICE CONSULTANT SERVICES

### b. Capabilities and Experience

Attorney Daigle has extensive experience providing police practices consulting to police departments. These include work in Federal and State Consent Decrees and Operational Management Studies.

Our experience includes:

- Working as law enforcement officers and executives responsible for the development, implementation, management, and evaluation of policies and procedures;
- Providing expert assistance to a variety of law enforcement agencies on policing issues, including use of force policies, procedures and training, stop and detentions, community policing, complaint systems, disciplinary systems, investigations, and accountability mechanisms;
- Designing and implementing programs to correct systemic deficiencies in law enforcement agencies;
- Addressing legal issues specific to law enforcement;
- Monitoring and consulting with departments in responding to crisis situations following police shootings and other significant uses of force, and making the difficult judgments about the propriety of particular uses of force;
- Assisting in investigations of cases involving alleged excessive use of force;
- Working with government officials, police unions, and community groups on a variety of policing issues;
- Working with the U.S. Department of Justice investigating law enforcement agencies with systemic civil rights violations;
- Participating in public policy and criminal justice research to assess the impact of management systems on police integrity and police use of force;
- Designing and implementing leadership development programs to ensure that supervisors have the tools, ability, and will to uphold policies and procedures related to use of force and police integrity; and
- Compliance monitoring of law enforcement agencies.

### c. Price

Police Practices Consulting will be conducted at an hourly rate. Prices for these services are detailed in Section C below.





## POLICE CONSULTANT SERVICES

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### C. Police Practices Consultant – Costs and Expenses

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The most difficult part of this proposal is identifying the costs associated with completion of the requested scope of service. DLG will provide an itemized monthly invoice detailing all services rendered.

1. Policy Development:

The hourly rate for Attorney Daigle and consultants will be \$200 dollars an hour. \*Based on our experience the revision of a complete Policy Manual takes approximately 18-24 months and we anticipate the cost to be **approximately** \$15,000 to complete.

2. Accreditation Program:

In addition to policy services, the Daigle Law Group offers an Accreditation Program Development Services. Accreditation Program services are delivered on an hourly rate basis and can provide any of the following services at the request of the client:

- Policy Audit,
- Assessment Creation,
- Assessment Maintenance, or
- Full Assessment Compliance Audit.

\*Accreditation Services are estimated to start at **approximately** \$10,000 for policy audits or assessment creation; Assessment Maintenance or Full Assessment Compliance Audits are estimated to start at \$10,000 – \$20,000.

3. Police Practices Consulting:

Consulting services including accreditation consulting will be provided at the request of the Chief of Police on an as needed project basis for a rate of \$200 dollars an hour.

**\*Please note: the client understands this is only an estimate and could be *more or less* based upon the complexity of the project and the hours needed to complete the project.**



## POLICE CONSULTANT SERVICES

### D. Consultant Qualifications

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DLG brings to bear a wide breadth of experience that will facilitate a high-quality evaluation and provide effective technical assistance to the Hebron CT Police Department.

Attorney Daigle and Attorney Race will serve as the points of contact between DLG and the Parties. In our experience, when assessing policy and procedure, working as a collaborative team yields the most positive results.

#### Eric P. Daigle:



Attorney Daigle is the principal and founder of Daigle Law Group, LLC, a firm that specializes in law enforcement operations, with an emphasis on management operational consulting services. His experience focuses on civil rights actions, including police misconduct litigation and employment actions. Mr. Daigle acts as legal advisor to police departments across the country, providing legal advice to law enforcement command staff and officers in the areas of legal liability, policy development, employment issues, use of force, laws of arrest and search and seizure. His experience focuses on internal affairs operations and use of force, specifically in the training, investigation, and supervision of force and deadly force incidents. Attorney Daigle speaks at seminars and conferences across the Country focusing on legal standards for effective and constitutional police operation.

He has served as a member of the Independent Monitoring Teams for Oakland CA and formally for Niagara Falls NY. He has worked with Law Enforcement Agencies who are under investigation of a Consent Decree by the Department of Justice Civil Rights Litigation Section. Attorney Daigle developed the DLG Policy Center which provides consulting services on policy development to departments across the Country.

Attorney Daigle is General Counsel for FBI- Law Enforcement Executive Development Association and a member of their instructor cadre teaching Supervisory Liability. He acts a General Counsel for National Internal Affairs Investigators Association (NIAIA) and FBI-National Academy Associated. He was the former Chair of the IACP Legal Officers Section and instructs at the IACP conference. Attorney Daigle is the Chairman of the Legal Section for the National Tactical Officers Association. He has completed the Force Science Institute Certification and Advanced Specialist training programs. He is a former member of the Connecticut State Police and now maintains his certification as a reserve officer.



## POLICE CONSULTANT SERVICES

**Joseph A Race:**



Joseph Race is an Associate Attorney with the Daigle Law Group and specializes in policy and accreditation issues. Mr. Race recently retired as a Captain of the Madison (CT) Police Department where he commanded the Administrative Division which included Internal Affairs, Training, Accreditation, Recruitment & Selection and Public Information. During his time in Madison, Mr. Race successfully led the Madison Police Department to dual CALEA Accreditation for Law Enforcement and Public Safety Communication as well as State of Connecticut Tier III Accreditation.

Mr. Race is actively involved in accreditation and currently serves as a CALEA Assessment Team Leader and is the current president of the Connecticut Police Accreditation Coalition (ConnPAC). Mr. Race previously served as a Prison Rape Elimination Act (PREA) auditor and has conducted numerous mock and onsite assessments for various accrediting organizations. Additionally, Mr. Race is a member of the Connecticut Police Officer Standards & Training Council (POSTC) Accreditation subcommittee and is actively involved in revising and updated the State of Connecticut Accreditation standards.

In addition to policy and accreditation issues, Mr. Race is a Connecticut Police Officer Standards & Training Council (POSTC) certified instructor in numerous subjects and is a Risk Management & Liability Mitigation instructor for the University of Louisville, Southern Police Institute, Command Officers Development Course (CODC).

Mr. Race is a graduate of Winona State University in Winona, Minnesota and the Quinnipiac University School Law in Hamden, Connecticut. Mr. Race is a practicing member of the Connecticut state bar as well as the U.S. District Court for the District of Connecticut. Mr. Race is a graduate of the Southern Police Institutes 76th Command Officers Development Course and the 270th Session of the FBI National Academy. Mr. Race is also proud United States Marine Corps veteran.



## **POLICE CONSULTANT SERVICES**

### **HEBRON POLICE DEPARTMENT POLICIES AND PROCEDURES INDEX**

#### **CHAPTER 1 - DEPARTMENT ROLE AND AUTHORITY**

<b><u>Section</u></b>	<b><u>Subject</u></b>
1.01	Law Enforcement Function
1.02	Limits of Authority
1.03	Written Policy System
1.04	Jurisdiction and Mutual Aid
1.05	Harassment and Discrimination
1.06	Strip and Body Cavity Searches
1.07	Investigatory Stop Policy
1.08	H.R. 218
1.09	Bias-Based Policing

#### **CHAPTER 2 – ORGANIZATION AND MANAGEMENT**

<b><u>Section</u></b>	<b><u>Subject</u></b>
2.01	Department Organizational Structure
2.02	Goals and Objectives
2.03	Unity of Command/Span of Control
2.04	Authority and Management
2.05	General Management and Administration
2.06	Recording Police Officers
2.07	Line and Staff Inspections
2.08	Public Information – Media Relations

## **POLICE CONSULTANT SERVICES**

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- 2.09 Uniform Standards and Dress Code
- 2.10 Reserve Police Officers
- 2.11 Fiscal Management

### **CHAPTER 3 – RULES OF CONDUCT**

<b><u>Section</u></b>	<b><u>Subject</u></b>
3.01	Use of Force – General
3.02	Electronic Control Weapon
3.03	Chemical Agents
3.04	Impact Weapons
3.05	Reporting and Investigating Force
3.06	Pursuit Policy
3.07	Firearms Policy
3.08	Patrol Rifles
3.09	Canine Policy

### **CHAPTER 4 – DISCIPLINARY PROCEDURES**

<b><u>Section</u></b>	<b><u>Subject</u></b>
4.01	Citizen Complaint
4.02	Investigation of Misconduct and Citizen Complaints
4.03	Disciplinary Policy
4.04	Off Duty Action Policy
4.05	Grievance Procedures
4.06	Employee Drug Testing Policy
4.07	Alcohol & Substance Abuse
4.08	Use of Medical Marijuana
4.09	Officer Involved Domestic Violence
4.10	Electronic Monitoring Policy

## **POLICE CONSULTANT SERVICES**

### **CHAPTER 5 – PATROL FUNCTIONS**

<b><u>Section</u></b>	<b><u>Subject</u></b>
5.01	Patrol Administration
5.02	Vehicle Operations
5.03	Equipment
5.04	Lost or Missing Persons Complaint
5.05	Family Violence Investigations
5.06	Mentally Ill and Homeless Individuals
5.07	Arrest Processing
5.08	Traffic Accident Investigations
5.09	Traffic Enforcement
5.10	Securing Prisoners
5.11	Prisoner Transportation
5.12	Mobile Data Computers
5.13	Americans with Disabilities Act
5.14	Social Media
5.15	Report Writing
5.17	Intoxicated Individuals
5.18	Body Worn/Mobile Cameras
5.19	Transporting Civilians
5.20	Towing Motor Vehicles
5.21	Abandoned Motor Vehicles
5.22	Radio Procedures
5.23	Dignitaries and VIP Security

### **CHAPTER 6 – INVESTIGATIVE FUNCTIONS**

<b><u>Section</u></b>	<b><u>Subject</u></b>
6.01	Criminal Investigation Administration
6.02	Criminal Investigation Operation
6.03	Collection of Evidence – Administration
6.04	Collection of Evidence – Operations



## POLICE CONSULTANT SERVICES

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6.05	Property and Evidence Control
6.06	Youth Investigations
6.07	Sexual Assault Investigations
6.08	Confidential Informants
6.09	Eyewitness Identification
6.10	Child Abuse Investigation
6.11	School Resource Officer
6.12	Narcotics Investigations
6.13	Crime Prevention
6.14	Victim/ Witness Assistance – Administration
6.15	Victim/Witness Assistance – Operations
6.16	Death Notifications

## CHAPTER 7 – SPECIAL OPERATIONS

<u>Section</u>	<u>Subject</u>
7.01	Special Response Team & Hostage Negotiations Team
7.02	Hazardous Devices
7.03	Unusual Occurrences
7.04	Crowd Management and Control
7.05	Critical Incident Management

## CHAPTER 8 – PERSONNEL

<u>Section</u>	<u>Subject</u>
8.01	Recruitment
8.02	Selection
8.03	Promotion
8.04	Performance Evaluations
8.05	Pregnancy
8.06	FMLA policy
8.07	Military Leave
8.08	Line of Duty Deaths





## **POLICE CONSULTANT SERVICES**

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8.09	Secondary Employment
8.10	Awards and Commendations
8.11	Time Cards
8.12	Scheduling
8.13	Workers Compensation
8.14	Part Time and Auxiliary Officers

## **CHAPTER 9 - TRAINING AND SELECTIONS**

<b><u>Section</u></b>	<b><u>Subject</u></b>
9.01	Training – Administration
9.02	Academy Training
9.03	Training Instructors
9.04	Recruit Training
9.05	In-service, Roll Call, and Advanced Training
9.06	Civilian Training
9.07	Career Development

## **CHAPTER 10 – SUPPORT AND TECHNICAL SERVICES**

<b><u>Section</u></b>	<b><u>Subject</u></b>
10.01	Legal Process – Records
10.02	Legal Process – Criminal Process
10.03	Communications – Administration
10.04	Communications – Procedures
10.05	Portable Radios
10.06	Dispatch Center and Operation
10.07	Logging Recorder
10.08	Records Management
10.09	Freedom of Information
10.10	Parking Tickets
10.11	Traffic Stop Statistics

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
JANUARY 19, 2023**

**AWARD BID FOR SALE OF USED ROLL OFF TRUCK**

The Town of Hebron recently solicited bids for the used 2005 Kenworth roll off truck. One bid was received from Fowler's Auto Wrecking, Inc. for \$24,500. Attached is a memo from Kevin Kelly, Public Works Director, recommending acceptance of the bid. The Town Manager supports this recommendation.

**Proposed Motion:**

Move that the Hebron Board of Selectmen accept the bid in the amount of \$24,500 and award the sale of the 2005 Kenworth truck as is to Fowler's Auto Wrecking, Inc. of East Hampton, Connecticut, and authorize Andrew J. Tierney, Town Manager, to sign documents necessary for the sale and transfer.



Fowler's Auto Wrecking Inc.  
Belltown Recycling Center  
24 Old Coach Rd, East Hampton, CT 06424  
Telephone: 860-267-7140 Fax: 860-467-6513

12/12/2022

Andrew J. Tierney

Town Manager

Town of Hebron

15 Gilead Street, Hebron, CT 06248

## BID FOR TOWN OF HEBRON 2005 KENWORTH T800

**Company:** Fowler's Auto Wrecking Inc.

**Address:** 24 Old Coach Rd, East Hampton, CT 06424

**Contact:** Anthony Flannery

**Phone:** 860-250-9118

**Email:** BelltownRecycling@yahoo.com

**Federal Tax ID #:** 06-1394498

**Price Offer:** \$24,500

**Estimated Lead Time:** 1-2 Business Days

**Printed Name:** Anthony Flannery

**Authorized Signature:** 

**Date Signed:** 12/14/22

**TOWN OF HEBRON**

**LEGAL NOTICE**

The Town of Hebron is accepting bids for a 2005 Kenworth roll-off truck. The approximate mileage is 385259.

The Town of Hebron makes no warranty as to condition and this truck was purchased new by the Town of Hebron. The Town will furnish appropriate certification and bill of sale once the vehicle is paid in full by bank check or approved company check. Payment is due within 15 days. The truck will be sold "AS IS". Once payment is made, the owner has ten days to remove the vehicle from the premises of the Town of Hebron.

Sealed proposals will be received by the Town Manager, 15 Gilead Street, Hebron, CT 06248 until January 6, 2023 at 10:00 a.m. The bid opening is a public opening. Bids received later than the time specified will not be accepted. In the event of receipt of identical bids, the bid will be awarded based on first received as to date and time of receipt of the bid. Final award must be made by the Board of Selectmen.

QUESTIONS or viewing of the truck by appointment only, contact Kevin Kelly, Director of Public Works at (860) 228-2871.

The Town of Hebron reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, and to award the bid, that in the Town's judgment, will best serve the public interest.

## Donna Lanza

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**From:** Andy Tierney  
**Sent:** Monday, January 09, 2023 7:48 AM  
**To:** Donna Lanza  
**Subject:** FW: UPDATED QUOTE  
**Attachments:** HEBRON QUOTE 3-15-22.pdf

fyi

**From:** Kevin Kelly <[kkelly@hebronct.com](mailto:kkelly@hebronct.com)>  
**Sent:** Monday, January 9, 2023 7:47 AM  
**To:** Andy Tierney <[atierney@hebronct.com](mailto:atierney@hebronct.com)>  
**Subject:** FW: UPDATED QUOTE

Andy, this quote in 2022 had a trade of 25K. This was when the motor was ok. We looked on the internet for similar trucks and they range from 50-60K but they have running motors. We estimate that this engine could take over 30k to repair. In my opinion, \$24,500 is a fair price for this truck.

Thanks,  
Kevin

**From:** Rick Boudreau <[RBoudreau@tristatekw.com](mailto:RBoudreau@tristatekw.com)>  
**Sent:** Tuesday, March 15, 2022 1:33 PM  
**To:** Kevin Kelly <[kkelly@hebronct.com](mailto:kkelly@hebronct.com)>  
**Subject:** UPDATED QUOTE

Hi Kevin

Sent over the updated quote with the trade on it

**Rick Boudreau**  
**Sales Representative**  
**Tri-State Kenworth**  
1 Depot hill Rd  
Enfield CT 06010  
860-627-8030 x126 office  
860-883-2485 cell  
860-623-6967 fax



Tri-State Kenworth  
an Aviant Company

# 002 Quote

## Tri-State Kenworth



**Tri-State Kenworth**  
an Aviant Company  
888.853.6967

1 Depot Hill Road  
Enfield, CT 06082

Sales Person: Boudreau, Rick

Call 860.883.2485

Purchaser's Name: TOWN OF HEBRON		Date: 2022-Mar-15		
Purchaser's Addr: 15 GILEAD ST.		Mobile Phone: 860.228.2871		
City, State Zip: HEBRON, CT 06248		Work Phone: 860.228.2871		
Contact: KELLY, KEVIN	Email: KKELLY@HEBRONCT.COM			
<b>VEHICLE BEING PURCHASED</b>		<b>Cash Delivered Price Of Vehicle: \$ 172,945.00</b>		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Used	Additional Equipment (Options)	Price		
Vin No: Qte-922	Due to the unprecedented issues with costs and supply chain delivery, this order is subject to an adjustment equal to any surcharge(s) Kenworth applies to the order prior to delivery.	\$ 0.00		
Year: 2023				
Deal No: 0				
Stock No: Quote	SANITARY EQUIPMENT - ROLLOFF QUOTE	\$ 68,955.00		
Delivery Dt:				
Make: KENWORTH				
Model: T880				
Miles: 0				
Eng Type: PACCAR				
Body Type: ROLL OFF		Price Accessories Page 2 \$ 0.00		
Color: WHITE		Price Of Vehicle And Accessories \$ 241,900.00		
If a new vehicle sale... The only warranties applying to this vehicle are those offered by the manufacture.		0.00% Federal Excise Tax \$ 0.00		
		0.00% State Sales Tax \$ 0.00		
<b>IF USED VEHICLE CHECK APPROPRIATE BOX</b>		Extended Warranty \$ 0.00		
<p>AS IS: This vehicle is sold "as is" by us. This motor vehicle is sold as is without any warranty. The purchaser will bear the entire expense of repairing or correcting any defects that presently exist or that may occur in the Vehicle.</p> <p>The only Dealer Warranty on this vehicle is the Limited Warranty which is issued with and made a part of the order form.</p>		Purchaser Will Register Vehicle \$ (Pur) 0.00		
		<b>Total Price Of One Unit \$ 241,900.00</b>		
		<table border="1"> <tr> <td>#Units</td> <td>1</td> <td>Total Price</td> <td>\$ 241,900.00</td> </tr> </table> <p>For "AS IS" Sale Only: I understand that this vehicle is being sold "AS IS" with all faults and is not covered by any dealer warranty. I understand that the dealer is not required to make any repairs after I buy this vehicle. I will have to pay for any repairs this vehicle will need. (See #16 on Page 2)</p> <p>2022-Mar-15</p>	#Units	1
#Units	1	Total Price	\$ 241,900.00	
Date	Signature			

USED VEHICLE TRADE IN AND REQUIRED DEPOSIT DOWN			
Year	2005	Vin	1NKDXBEX65J096487
Make	Kenworth	Miles	378000
Model	T880	Trim	
Body Type	ROLLOFF	Color	
Eng Type			
Balance Owed To:			
Address:			
Used Trade-In Allowance		\$ 25,000.00	
Balance Owed On Trade-In		\$ 0.00	
Net Allowance On Used Trade-In		\$ 25,000.00	
Dealer Discount Adjustment		\$ 0.00	
Deposit Collected At Order Confirmation			
NonRefundable On Custom Truck		\$ 0.00	
Flat Dollar / PO		PO	

<b>Contractual Disclosure Statement For Used Vehicle Only</b>	<b>Unpaid Balance Due On Delivery \$ 216,900.00</b>
Information on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract sale.	
<b>No LIABILITY INSURANCE INCLUDED UNLESS SPECIFICALLY INDICATED</b>	
KENWORTH SALES COMPANY ("Seller") and purchaser referenced below ("Purchaser") agree as follows:	
<p><b>1. Obligation to Accept Delivery.</b> In consideration of the purchase price set forth herein, Seller will deliver possession of the vehicle(s) identified in the Vehicle Summary of Specifications ("the Trucks") to Purchaser. The Trucks will be delivered to Purchaser at Seller's business address. If Purchaser requests a different destination for delivery, Purchaser shall pay a reasonable charge for such delivery. Risk of loss will pass from Seller to Purchaser at the point of delivery.</p> <p><b>2. Purchase Price.</b> The Sales Price listed is based on the manufacturer's price to Seller as of the date this Agreement is signed by Purchaser. Purchaser will bear any manufacturer's increase in cost for the Trucks imposed subsequent to the execution of this agreement, and will accept delivery as tendered.</p>	
TERMS OF AGREEMENT ITEMS 3 - 20 LISTED ON FINAL 2 PAGES	
Accepted:	
Date	(Purchaser's Signature)
Date	(Tri-State Kenworth, INC. Seller)

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
JANUARY 19, 2023**

**APPROVE REVISED JOB DESCRIPTION  
ASSISTANT TOWN CLERK**

As you are aware, Carla Pomprowicz, Town Clerk, will be retiring effective January 31, 2023, and Fran Villani has been appointed Acting Town Clerk. The Town is currently recruiting to fill the position of Assistant Town Clerk.

The Assistant Town Clerk job description has been reviewed and updated with input from Fran Villani and further review by the Town Attorney and Labor Attorney. The proposed job description is attached.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the revised job description for the Assistant Town Clerk as presented.



# ASSISTANT TOWN CLERK

## **Position Purpose:**

This position is responsible for performing a wide range of administrative duties for the smooth and efficient operation of the Town Clerk's Office. An Assistant Town Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his or her direction and control.

## **Supervision:**

*Supervision Received:* Receives general supervision from the Town Clerk. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

## **Job Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in a moderately quiet office with regular interruptions during the day from visitors, staff, vendors and others. Requires the operation of telephones, computers, copiers, facsimile machines and other standard office equipment. Makes frequent contact with other municipal departments, the staff, outside agencies, vendors and the public. Communication is frequently in person, by telephone, email and in writing.

## **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Receives instruction from Town Clerk.
- Plans work according to established office procedures.
- Prepares correspondence in response to routine inquiries.
- Maintains land records systems, records, processes, index and verify all land related records including maps and surveys.
- Produces revenue reports and vital records reports for state agencies.
- Records and maintains veterans' discharge records and trade name certificates.
- Receives and files liquor permits.
- Registers voters, issues absentee ballots, prepares ballot content, provides election information and assists in tabulating, reports and certifies election data.
- Act as agent for the State of Connecticut in issuing dog and sports licenses.
- Issue, certify and record all vital records. Must be sworn in as an Assistant Registrar of Vital Statistics.
- Receives and reviews applications for certification as Notary Public.
- Assumes Town Clerk's duties and responsibilities as necessary in the absence of the Town Clerk.
- Participates in career development opportunities offered through the CT Town Clerk Association and related professional organizations.

- Generate and release content for the town's website relevant to the Town Clerk's Office.
- Calculates fees and receives taxes related to real estate and other transactions.
- Balances all cash and non-cash receipts, maintains a record of monetary transactions and posts to appropriate accounts.
- Administers oaths to elected and appointed town officials and notaries public.
- Posts and maintains agendas, minutes and calendars for town boards and commissions.
- Prepares and publish legal notices.
- Reports work accomplished to Town Clerk.

### **Other Functions:**

- Serves as clerk to Special Town Meetings in absence of Town Clerk, including preparation and recording of minutes.
- Provides technical information and assistance to title searchers, attorneys, and members of the public.
- May be required to train new Town Clerk.
- Interest and ability to become appointed as a Notary Public.
- Participation in occasional town meetings beyond scheduled office hours.
- Performs similar or related work as required or as the situation dictates.

### **Physical and Mental Effort:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

### **Minimum Required Qualifications:**

#### **Education Training and Experience:**

The skills and knowledge required would generally be acquired with a high school education with three years of progressively responsible secretarial or office administrative work, including two years experience in working with land records.

### Special Requirements:

Attain Certification as a Municipal Clerk by attending the Connecticut Town Clerk Association Academy twice a year for three years until eligible to take the certification test. Must be sworn to the duties of the office according to state statute.

### Knowledge, Ability and Skill:

*Knowledge:* Knowledge of office organization principles and practices. Knowledge and understanding of State Statutes, Town Ordinances and Charter.

*Ability:* Ability to answer phones and deliver accurate information. Ability to operate personal computer and basic and specialized software programs. Ability to work with extreme accuracy in recording information. Ability to type with speed and accuracy. Ability to transcribe minutes of meetings, correspondence and reports, etc. from rough notes or other means. Ability to establish and maintain complex files and record systems. Ability to work with a minimum of supervision. Ability to compose clear and correct letters and reports. Ability to process large quantities of paperwork accurately and efficiently. Ability to relate positively to those contacted. Ability to act discreetly in processing sensitive information. Ability to learn to operate data and word processing programs.

*Skill:* Effective speaking and listening skills are necessary. Excellent verbal and written communication skills; excellent listening skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using standard office equipment and in the use of Microsoft Office© automated applications and in particular Word™, Excel™, Outlook™, PowerPoint™, and Publisher™ software.

*(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)*

# ASSISTANT TOWN CLERK

## **Position Purpose:**

This position is responsible for performing a wide range of ~~administrative clerical and record keeping~~ duties for the smooth and efficient operation of the Town Clerk's Office. ~~Records and reports land records and vital statistics, issues licenses and permits; assists in the administration of elections; provides office administrative assistance to Town Clerk; and assumes responsibility of office in absence of Town Clerk. The employee is required to use tact in dealing with the public and judgment in interpreting notes, regulations and statutes.~~ An Assistant Town Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his or her direction and control.

## **Supervision:**

*Supervision Received:* Receives general supervision from the Town Clerk. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

## **Job Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in a moderately quiet office with regular interruptions during the day from visitors, staff, vendors and others. Requires the operation of telephones, computers, copiers, facsimile machines and other standard office equipment. Makes frequent contact with other municipal departments, the staff, outside agencies, vendors and the public. Communication is frequently in person, by telephone, email and in writing.

## **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Receives ~~oral~~ instructions from Town Clerk.
- Plans work according to established office procedures.
- ~~Works with public in person or by telephone.~~
- Prepares correspondence in response to routine inquiries.
- ~~Explains and records land record information in day book and general indexes.~~
- Maintains land records systems, records, processes, index and verify all land related records including maps and surveys.
- ~~Determines information needed for Grantor and Grantee indexes. Enters information into an automated record system. Inputs grantees, grantors, document number, type of document, volume, page, description of land, date and time recorded by computer terminal. Verifies accuracy of information by comparing computer printout to source documents.~~
- Produces revenue reports and vital records reports for state agencies.
- ~~Transmits sales ratio forms to Connecticut State Department of Revenue Services.~~



- ~~Receives in, and calculates, recording fees and conveyance taxes for deed transfers, land maps, and trade name certificates.~~
- ~~Receives veterans discharge papers for recording.~~
- ~~Records and maintains veterans' discharge records and trade name certificates.~~
- ~~Receives and files liquor permits.~~
- Registers voters, issues absentee ballots, prepares ballot content, provides election information and assists in tabulating, reports and certifies election data.
- ~~Assists in distribution of absentee ballot forms and other details for general and special elections, including legal notices, liaison with printers, submission of information to Secretary of State, and coordinating of supplies for polling places.~~
- ~~Admits electors during office hours.~~
- Act as agent for the State of Connecticut in issuing dog and sports licenses.
- ~~Issues and receives fees for dog, hunting, trapping, fishing and related licenses. Enters dog licensing information into automated system by computer terminal.~~
- Issue, certify and record all vital records. Must be sworn in as an Assistant Registrar of Vital Statistics.
- ~~Acts as Assistant Registrar of Vital Statistics. Records and indexes births, deaths and marriages.~~
- Receives and reviews applications for certification as Notary Public.
- Assumes Town Clerk's duties and responsibilities as necessary in the absence of the Town Clerk.
- Participates in career development opportunities offered through the CT Town Clerk Association and related professional organizations.
- Generate and release content for the town's website relevant to the Town Clerk's Office.
- Calculates fees and receives taxes related to real estate and other transactions.
- Balances all cash and non-cash receipts, maintains a record of monetary transactions and posts to appropriate accounts.
- Administers oaths to elected and appointed town officials and notaries public.
- Posts and maintains agendas, minutes and calendars for town boards and commissions.
- Prepares and publishes legal notices.
- Reports work accomplished to Town Clerk.

### **Other Functions:**

- Serves as clerk to Special Town Meetings in absence of Town Clerk, including preparation and recording of minutes.
- ~~Types and transcribes letters, reports and meeting minutes from rough draft or transcription equipment. Screens telephone calls and responds as able.~~
- ~~Maintains office appointment calendar.~~
- ~~Microfilm land records and other documents.~~
- Provides technical information and assistance to title searchers, attorneys, and members of the public.
- May be required to train new Town Clerk.
- Interest and ability to become appointed as a Notary Public.
- Participation in occasional town meetings beyond scheduled office hours.

- Performs similar or related work as required or as the situation dictates.

### **Physical and Mental Effort:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

### **Minimum Required Qualifications:**

#### **Education Training and Experience:**

The skills and knowledge required would generally be acquired with a high school education with three years of progressively responsible secretarial or office administrative work, including two years experience in working with land records.

#### **Special Requirements:**

Attain Certification as a Municipal Clerk by attending the Connecticut Town Clerk Association Academy twice a year for three years until eligible to take the certification test. Must be sworn to the duties of the office according to state statute.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of office organization principles and practices. Knowledge and understanding of State Statutes, Town Ordinances and Charter.

*Ability:* Ability to answer phones and deliver accurate information. Ability to operate personal computer and basic and specialized software programs. Ability to work with extreme accuracy in recording information. Ability to type with speed and accuracy. Ability to transcribe minutes of meetings, correspondence and reports, etc. from rough notes or other means, transcription equipment. Ability to establish and maintain complex files and record systems. Ability to work with a minimum of supervision. Ability to compose clear and correct letters and reports. Ability to process large quantities of paperwork accurately and efficiently. Ability to relate positively to those contacted. Ability to act discreetly in processing sensitive information. Ability to learn to operate data and word processing programs.-equipment.



*Skill:* Effective speaking and listening skills are necessary. Excellent verbal and written communication skills; excellent listening skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using standard office equipment and in the use of Microsoft Office© automated applications and in particular Word™, Excel™, Outlook™, PowerPoint™, and Publisher™ software.

*(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)*



## 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

February 2, 2023, 7:00 PM (America/New York)

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

<https://meet.goto.com/173635605>

You can also dial in using your phone.

Access Code: 173-635-605

United States: [+1 \(571\) 317-3122](tel:+15713173122)

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

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

Thursday, February 2, 2023

7:00 p.m.

## AGENDA

### Time Guideline

- |           |    |   |
|-----------|----|---|
| 7:00 p.m. | 1. | <b>CALL TO ORDER</b>  |
| 7:00 p.m. | 2. | <b>PLEDGE OF ALLEGIANCE</b>   |
| 7:02 p.m. | 3. | <b>ADDITIONS AND CHANGES TO THE AGENDA</b>  |
| 7:05 p.m. | 4. | <b>PUBLIC COMMENT</b><br>This section of the agenda is reserved for persons in attendance who wish to briefly address the Board. The Board requests that comments be limited to three minutes or less. Persons wishing to comment should type "comment" and your name in the chat box and you will be recognized. |
| 7:15 p.m. | 5. | <b>GOOD TO KNOW/SPECIAL RECOGNITION</b><br>Hebron Business Spotlight and Public Service Announcements   |
| 7:20 p.m. | 6. | <b>APPOINTMENTS AND RESIGNATIONS</b><br><br>a)  |
| 7:25 p.m. | 7. | <b>TOWN MANAGER'S REPORT</b><br><br>a) Recent Activities<br>b) Correspondence<br>c) Town Manager Updates  |

**7:40 p.m.      8.      OLD BUSINESS**

- a) American Rescue Plan State and Local Recovery Funds Update
- b) Public Works Building Project Next Steps
- c) Charter Revision Discussion
- d) Police Department Accreditation
- f) 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) Tax Abatement Application 14/16 Main Street
- d) FY 2023-2024 CIP Budget Review
- e) FY 2023-2024 Budget Review Schedule
- f) Draft Agenda for February 16, 2023 Meeting
- g) 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 19, 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 19, 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 January 5, 2023 – Regular Meeting

**b) APPROVAL OF TAX REFUNDS**

10.b.1 Devin Hanelius	\$ 19.94
10.b.2 Nicholas Wallick	\$ 98.05
10.b.3 Derrick Hanelius	\$ 67.14
10.b.4 Timothy Carrier	\$ 314.53
10.b.5 Erick Dwelley	\$ 27.52

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Virtual)  
Thursday, January 5, 2023 - 7:00 PM**

**RECEIVED**

**MINUTES**

**ATTENDANCE:**

**Board of Selectmen (Present):** Daniel Larson (Chair), Tiffany Thiele, Peter Kasper, Marc Rubera

2023 JAN 10 A 9 22  
*Carly A. Raymond*  
HEBRON TOWN CLERK

**Board of Selectmen (Not Present):** Gail Richmond (Vice Chair)

**Public Building Committee:** Mal Leichter, Richard Steiner

**Staff Present:** Andrew Tierney, Dori Wolf, Donna Lanza, Matthew Bordeaux, Kevin Kelly

**Guests:** Tom Fenton, Tod Kallenbach, Andrea Lattanzi, Community Voice Channel, Kevin and Jean Tulimieri, Greg and Ellen Shortell, Terry McManus, Kathy Williams, Jason Boice, Gabe Ackerman

**1. Call to Order**

**2. Pledge of Allegiance**

D. Larson called the meeting to order at 7:02 p.m. and led the Pledge of Allegiance.

**3. Additions and Changes to Agenda**

None.

**4. Public Comment –** Copies of documents referenced below are included in the agenda package.

**A. Jean Tulimieri (110 Kinney Rd) –** Noted she had previously submitted a letter and three documents pertaining to the Public Works project and Raymond Brook watershed, pointing out several inaccuracies in the maps provided by Nathan Jacobson. She stated errors of this type make residents feel unimportant. She also referenced a letter (dated May 10, 2016) from then-Town Planner Mike O'Leary to town officials, which mentioned preliminary plans for a new facility at the existing Old Colchester Road site. She is opposed to the Horton site, and feels plans must be reconsidered.

**B. Andrea Lattanzi (151 Cannon Dr) –** Also referenced Mike O'Leary's letter, as well as Public Building Committee minutes from 2013, specifically discussions regarding the Burnt Hill site. She noted that plans from 2013-2016 seemed to favor rehabbing the existing site or using Burnt Hill, and wondered why those plans were abandoned, and are not being considered now.

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- C. Kevin Tulumieri (110 Kinney Rd)** – Submitted a letter from hydrogeologist William Warzecha, who stated his position was mischaracterized during previous discussions about the Horton site. He (and K. Tulumieri) are opposed to this site. Mr. Warzecha feels “the Town is using poor judgement in locating the public works facility on Kinney Road and the facility should not be built in that location.” K. Tulumieri referenced the CT Potable Water Law, noting the town would be held responsible for any pollution. He is excited to see alternative ideas.
- D. Greg and Ellen Shortell (22 Kinney Rd)** – Endorsed previous comments regarding Horton site, and fully support exploring other options.

**5. Good to Know/Special Recognition**

None.

**6. Appointments and Resignations**

**A. Planning and Zoning Commission Appointment(s)**

There are two candidates (Jason Boice and Terry McManus) interested in joining the Planning and Zoning Commission, which has two vacancies (one alternate and one regular seat). Typically, candidates are asked to attend a meeting prior to their appointment. This has not occurred yet, although both did speak with Town Planner M. Bordeaux. A. Tierney noted PZC Chair Natalie Wood and M. Bordeaux requested the usual procedures be followed. T. Thiele noted that procedure had not been followed during recent appointments to the Board of Education. D. Larson introduced both candidates.

**Motion by D. Larson that the Hebron Board of Selectmen appoint Jason Boice as a regular member of the Planning and Zoning Commission for a term to run until November 21, 2023. Passed unanimously (4-0).**

**Motion by D. Larson that the Hebron Board of Selectmen appoint Terry McManus as an alternate member of the Planning and Zoning Commission for a term to run until November 18, 2025. Passed unanimously (4-0).**

**7. Town Manager’s Report**

A. Tierney reported. The Christmas Eve storm left many residents without power for several days during frigid temperatures. The Town opened warming/charging facilities, and worked with emergency management personnel and utility companies to clear roadways, restore power, and assist residents. A social worker has been hired for the Senior Center, who will begin on June 17th. The Stonecroft senior living center contract is nearly ready to sign. The

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Douglas Library roof RFP is also nearly complete. He also noted the upcoming facilities study for town and school buildings. The sewer pump station project is continuing. CIP/budget proceedings have begun, with requests submitted from department heads. A. Tierney stated roughly \$3 million has been requested in total. The Wall Street sidewalk project is close to going to bid, with the goal of work being done in spring or early summer. Lastly, Public Works building committee discussions are ongoing.

**8. Old Business**

**A. ARPA Funds Update**

A. Tierney shared an update from Elaine Griffin (Finance Director) regarding current ARPA projects, included in the agenda package. Of the 21 approved projects, 11 are either complete or in progress. Highlights include the purchase of a boat for the Fire Department, installation of EV charging stations at the Town Offices, Senior Center, and Burnt Hill Park, and purchase of an additional police vehicle. M. Rubera noted the upcoming 3-phase police accreditation process, with an estimated \$20,000 - \$25,000 Phase 1 cost, and asked about using Round 2 ARPA funds towards that project. A. Tierney will ask the town attorney and report back to the BoS. T. Thiele asked about total ARPA funds spent to date, noting \$2.8 million had been anticipated. A. Tierney stated accurate numbers are hard to obtain due to the ongoing status of many projects; final numbers will be known when projects are completed, though he did state all expenditures were noted in the agenda package. The BoS then discussed current spending; previously, it was agreed to pause approving new, significant spending projects, primarily due to the unknown final cost of Round 1 projects. A threshold of \$50,000 or \$100,000 was considered, with the Board agreeing to construct a short list of triaged projects approved for consideration. Those projects will be prioritized once Round 1 expenditures are finalized.

**Motion by D. Larson that the Hebron Board of Selectmen approve funding from ARPA funds for the purchase of a vehicle from the State of Connecticut surplus in the amount of \$5,600 to be assigned to the Hebron Animal Control Officer. Passed unanimously (4-0).**

**B. Public Works Building Project Next Steps**

**1. Nathan Jacobson Presentation**

A. Tierney introduced Tom Fenton of Nathan Jacobson, who presented their proposal for design services pertaining to the Horton site and proposed DPW facility. The project was divided into four parts, with a total proposed cost of \$175,000. The proposal includes design costs for all necessary infrastructure



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efforts, such as the extension of John Horton Boulevard (including utilities), construction of roadways and parking, and the DPW building itself, among others. The purpose of the proposal is to obtain a design from which a project cost estimate could be developed. He noted the proposal includes his firm's services as civil engineers and lead design consultant. BL Companies would be the architect, and has submitted a separate, independent proposal (of \$69,800, per A. Tierney). Much work in the current proposal is specific to the Horton site, and must be duplicated if another site was selected. He estimated the designs, once approved, would take six to nine months to complete. A. Tierney clarified that the combined proposals from Nathan Jacobson and BL Companies put the estimated cost at \$244,800, which he would send to the Board of Finance, to be funded at their discretion, should the BoS recommend it. A detailed design proposal is necessary for any site sent to referendum, and BoS members agreed against making any decisions before hearing potential alternatives. A. Tierney also stated T. Fenton had updated the property map referenced during Public Comment.

**2. DKA Presentation**

Tod Kallenbach of DKA, an advertising agency, outlined a public information strategy to assist Hebron's new DPW project, specifically pertaining to site selection and public input. Primary tasks would be to develop and conduct a survey of residents, distribute a FAQ document, and conduct a public information meeting. BoS members would like to establish a diverse committee to work with a PR firm, should they choose to hire one. T. Thiele feels the town could benefit from dedicated part-time PR services, and asked if the town had previously engaged a firm for a single project, and the associated costs if so. T. Kallenbach provided a rough estimate of \$15,000 for the proposed scope of work. The BoS advised A. Tierney to move forward with soliciting a proposal from DKA, as well as asking the town attorney if the project is eligible to use ARPA funding. It was also agreed to move forward with establishing a committee prior to voting on a proposal. T. Thiele stated she would need answers to her questions regarding cost and precedent before voting.

**3. Public Building Committee**

M. Leichter and R. Steiner of the PBC reported that following direction from the BoS, the committee had produced several alternative options to the Horton site. They have reviewed all 37 properties previously considered and liaised with numerous officials (including the Town Planner, Chatham Health representatives, and several DEEP divisions), searching for suitable sites. M.

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Leichter stated their determination is that there is no ideal location within Hebron, as there are multiple limiting factors such as availability of utilities, traffic impact, etc. Main considerations were site size and topography; roughly 5.5 acres of level land is needed for an adequate facility (which includes the garage, salt shed, outside storage facilities, etc). The PBC also sought to avoid residential areas, and believes the project requires public input. He then introduced R. Steiner, who presented the PBC's list of alternative options, emphasizing they are ideas rather than recommendations. The PBC hopes the BoS will seek public input in narrowing those recommendations down, then guide the Committee to explore further.

**ALTERNATIVE OPTIONS:**

**#1 – John Horton Blvd** – New DPW facility at site, with continued transfer station services and DPW storage at existing Old Colchester site.

**#2 – Old Colchester Rd** – New DPW facility at existing site, requiring the relocation or termination of transfer station. Bulky waste would still be accepted at site.

**#3 Burnt Hill Park** – New DPW facility at site, facilitated by relocating one playing field to Horton site.

**#4 Lions' Fairground** – Solicit club regarding providing town with land parcel large enough for a new facility.

**#5 John Horton Blvd** – New DPW facility and associated support facilities at site, excluding the salt shed, which would be located elsewhere.

The BoS thanked the PBC for their work and creativity on these alternatives, and agreed to consider and narrow down the options at the next meeting, inviting M. Leichter and R. Steiner to join again.

**C. Other Old Business**

None.

**9. New Business**

**A. RHAM Strategic Planning Committee**

Superintendent Colin McNamara has requested a BoS representative join the RHAM Strategic Planning Committee. Both D. Larson and T. Thiele expressed interest; A. Tierney will inquire if two representatives would be acceptable. Item will be kept on the agenda.

**B. Charter Revision Discussion**

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A five-year review of the Town Charter is required. The BoS must determine if they wish to appoint a revision committee. D. Larson recommended they do so, and has asked D. Lanza for guidance regarding the timeline. A revised charter would need to be voted upon in November 2024. Item will be kept on the agenda.

**C. Police Department Accreditation**

M. Rubera noted state-required police department accreditation has been divided into three phases. Hebron must complete phase one by June 4 of this year. It is a detailed process requiring roughly 20-25 hours per week for the first six months. He (M. Rubera) has been listed as the accreditation manager, and must be certified and trained as such. He stated other police departments have appointed individuals full-time to achieve accreditation compliance, due to the amount of work required. D. Larson noted the importance of obtaining cost estimates for completing phase one in order to secure funding, either ARPA or otherwise. M. Rubera will provide the BoS with a phase one cost proposal at the next meeting. Item will be kept on the agenda.

**D. Draft Agenda for January 19, 2023 Meeting**

**E. Other New Business**

None.

**10. Consent Agenda**

**Motion by D. Larson that the Board of Selectmen approve the following consent agenda items and motions contained therein as if individually adopted:**

**A. Approval of Minutes**

1. November 17, 2022 – Regular Meeting
2. December 1, 2022 – Regular Meeting
3. December 15, 2022 – Regular Meeting

**B. Tax Refunds**

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

**Passed unanimously (4-0).**

**11. Liaison Reports**

None.

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**12. Executive Session**

Tabled to next meeting due to absence of G. Richmond.

**13. Public Comment**

- A. **Kevin Tulimieri (110 Kinney Rd)** – Expressed enthusiasm for PBC's alternative ideas, and believes all ideas should be presented to the public. He also asked if water at the existing Old Colchester site has been tested for current contamination status. He asserted not all of Hebron is classified as GA, and noted an example of contamination from a salt shed in Woodstock, Connecticut. He also expressed interest in serving on a committee pertaining to this project.
- B. **Gabe Ackerman (138 Millstream Rd)** – Posed the following three questions regarding the DPW facility:
  - 1. What is the cost estimate per resident due to impacts of proposed facility, were it to be approved at referendum?
  - 2. How does the town intend to fund the \$245,000 design estimate?
  - 3. Has the town estimated the cost of providing water to residents of Kinney Rd, Millstream Rd, and Church St?
- C. **Mal Leichter** - Clarified that he previously stated *almost* all property in Hebron is classified as GA.

**14. Adjournment**

**Motion by P. Kasper that the Board of Selectmen adjourn at 10:09 pm. Passed unanimously (4-0).**

Respectfully submitted,  
Hannah Walcott (Board Clerk)