

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 APR 28 A 9:31
HEBRON TOWN CLERK

Board of Selectmen Regular Meeting

May 4, 2023, 7:00 PM (America/New York)

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Thursday, May 4, 2023

7:00 p.m.

AGENDA

Time Guideline

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

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

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

7:05 p.m. 4. PUBLIC COMMENT

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

7:10 p.m. 5. GOOD TO KNOW/SPECIAL RECOGNITION

- a) Apraxia of Speech Proclamation
- b) The Town Center Project

7:25 p.m. 6. APPOINTMENTS AND RESIGNATIONS

- a) Catchment Area Council 15 Appointment

7:30 p.m. 7. TOWN MANAGER'S REPORT

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

7:40 p.m. 8. OLD BUSINESS

- a) American Rescue Plan State and Local Recovery Funds Update
- b) Public Works Building Project Survey Committee Update
- c) 2023-2024 Budget Update
- d) Public Works Building Project Next Steps ***
- e) Charter Revision Discussion ***
- f) Any Other Old Business

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

7:45 p.m. 9. NEW BUSINESS

- a) Update on Hebron Plan of Conservation and Development
- b) Housing Choices Plan Sub-Committee
- c) Commons Community Development Corporation Resolution of Support and Approval of Communities Challenge Grant Application
- d) Approve Revised Job Description: Building Official
- e) Connecticut Neighborhood Assistance Act Tax Credit Program
- f) Review Tax Abatement Interest Rate for 2023
- g) Draft Agenda for May 18, 2023 Meeting
- h) Any Other New Business

8:15 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 March 28, 2023 – BOS/BOF Budget Meeting

10.a.2 April 6, 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

8:45 p.m. 13. ANTICIPATED EXECUTIVE SESSION

 a) Town Manager Annual Evaluation

 b) Collective Bargaining – The Hebron Supervisors Union

9:10 p.m. 14. ACTION AS A RESULT OF EXECUTIVE SESSION

9:15 P.M. 15. ADJOURNMENT



TOWN OF HEBRON PROCLAMATION
Recognizes
CHILDHOOD APRAXIA OF SPEECH



Whereas, May 14, 2023 marks Childhood Apraxia of Speech Day during which awareness will be raised throughout Connecticut about childhood apraxia of speech, an extremely challenging speech disorder that affects 1-in-1,000 children.

Whereas, childhood apraxia of speech (CAS) causes children to have significant difficulty learning to speak and is among the most severe speech deficits in children.

Whereas, the act of learning to speak comes effortlessly to most children, those with apraxia require early, appropriate, and intensive speech therapy, often for many years to learn to speak.

Whereas, without appropriate speech therapy intervention, children with apraxia will have diminished communication skills, but are also placed at high risk for secondary impacts in reading, writing, spelling, and other school-related skills.

Whereas, that such primary and secondary impacts diminish future independence and employment opportunities and challenge the ability to become productive, contributing citizens if not resolved or improved.

Whereas, public awareness about childhood apraxia of speech in Connecticut is essential for families of children with this neurological disorder and the professionals who support them to achieve the needed services for those learning to use their own voice.

Whereas, our highest respect goes to these children, as well as their families, for their effort, determination, and resilience in the face of such obstacles.

Let it be resolved, that the Town of Hebron hereby designate May 14, 2023 as "**Apraxia Awareness Day**" and citizens of Hebron and surrounds are encouraged to work within their communities to increase awareness and understanding of childhood apraxia of speech.

Daniel Larson, Chairman
Board of Selectmen

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MAY 4, 2023**

APPOINTMENTS AND RESIGNATIONS

a. Catchment Area Council 15 Appointment

Attached is a letter from Maureen Shaffer (D) expressing her interest in serving as Hebron's representative to Catchment Area Council 15.

Proposed Resolution:

Move that the Hebron Board of Selectmen appoint Maureen Shaffer as Hebron's representative to Amplify Catchment Area Council 15.

Catchment Area Council membership is comprised of town residents who are living with behavioral health challenges, family members, concerned citizens as well as behavioral health providers. This group reviews and evaluates current behavioral health services and identifies gaps based on town needs then recommends changes that will serve the region. Your life experience, knowledge of the ins and outs of your community, combined with quality research and data can bring needed services to strengthen our region. CAC 15: Andover, Bolton, Ellington, Hebron, Manchester, South Windsor, Tolland and Vernon.

March 16, 2023

Dear Mr. Tierney,

My name is Maureen Shaffer and I am writing to express my interest in being the representative for Hebron on the Catchment Area Council 15 For AmphF. I am a registered voter in Hebron. I have been a resident for twenty years.

I have recently retired after a forty year career in nursing. The last twenty years as a school nurse. I have worked with students from preschool through high school. I have worked with students who have behavioral health and substance abuse issues themselves or within their family. Personally, I have extended family members with behavioral health and substance abuse issues.

For these reasons, I would be honored to serve Hebron as their representative on the Catchment Area 15 Council for Hebron. I would like this opportunity to help make Hebron a healthier place to live.

If you have any questions,

I can be reached at 860-803-5571.

Thank you for your time and consideration

Maureen Shaffer

90 Windsorish Lane

Hebron, CT 06248

CORRESPONDENCE



Lieutenant Adam Litwin #064
Commanding Officer



Master Sergeant Shawn Mansfield #078
Executive Officer

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

April 4, 2023

Andrew 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 **March 2023**, the Hebron Resident Trooper, Hebron Constables, as well as Troop K Troopers responded to **135** Calls for Service in the Town of Hebron. Of these Calls for Service the most notable are:

Accidents: 7
Burglaries: 2
Larcenies: 2
Other Criminal: 1
Other Non-Criminal: 0
Medical Assists: 8
Non-reportable Matters: 112
Other Noteworthy Events (List):

- Resident Trooper Office Inspection - Completed
- New Police Vehicle – Pending
- 72 lbs. of Prescription Medication Collected & Destroyed
- Hebron Maple Festival – Completed (Post-Meeting Scheduled)
- National DEA Drug Take Back Day – RHAM 10 am – 2 pm
- Rural Road Speed Enforcement Grant – Submitted & Pending

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

DUI: 0
MV Stops: 9

Respectfully,

LT Adam Litwin #064

Lieutenant Adam Litwin #064
Commanding Officer
Connecticut State Police – Troop K

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

Donna Lanza

From: Frank Zitkus <annfrankz@att.net>
Sent: Sunday, April 09, 2023 9:27 PM
To: Daniel Larson; Gail Richmond; Peter Kasper; Tiffany Thiele; Marc Rubera; Diane DelRosso; Malcolm Leichter; David Veschi; Janet Fodaski; Michael McCormack
Cc: Andy Tierney; Donna Lanza
Subject: Clarification - CGS 52-557g: No Municipal Liability on Open Space lands
Attachments: Private landowner liability immunity code.docx; Recreational Liability CT Statute 52-557f -i.docx

Hello Board Members,

Please find clarification below and attached relative to public comment (of the March 7, 2023 Board of Selectmen budget meeting) which suggested that Open Space land exposes the Town to potential liability issues.

In truth, the Town has no liability regarding recreational use of any Open Space properties.

Below is Connecticut General Statute Section 52-557g. This legislation, enacted in 2011, protects landowners, including Municipalities, from liability when Open Space land is made available to the public for recreation. This immunity applies as long as the Town (landowner) does not charge an entry fee.

As well as protecting the Town from liability, the legislation states that the landowner is not required to keep the land safe for entry or recreational use. This extends to any condition or structure on the land.

This legislation was enacted because preserving Open Space and nature is a needed public good and the fear of liability would inhibit acquisition of and access to Open Space lands.

Respectfully,

Frank and Ann Zitkus
91 West Street
860 228-9206

P.S. Please consider this message as Board correspondence.

2011 Connecticut Code

Title 52 Civil Actions

Chapter 925 Statutory Rights of Action and Defenses

Sec. 52-557g. Liability of owner of land available to public for recreation; exceptions.

Sec. 52-557g. Liability of owner of land available to public for recreation; exceptions. (a) Except as provided in section 52-557h, an owner of land who makes all or any part of the land available to the public without charge, rent, fee or other commercial service for recreational purposes owes no duty of care to keep the land, or the part thereof so made available, safe for entry or use by others for recreational purposes, or to give any warning of a dangerous condition, use, structure or activity on the land to persons entering for recreational purposes.

(b) Except as provided in section 52-557h, an owner of land who, either directly or indirectly, invites or permits without charge, rent, fee or other commercial service any person to use the land, or part thereof, for recreational purposes does not thereby: (1) Make any representation that the premises are safe for any purpose; (2) confer upon the person who enters or uses the land for recreational purposes the legal status of an invitee or licensee to whom a duty of care is owed; or (3) assume responsibility for or incur liability for any injury to person or property caused by an act or omission of the owner.

(c) Unless otherwise agreed in writing, the provisions of subsections (a) and (b) of this section shall be deemed applicable to the duties and liability of an owner of land leased to the state or any subdivision thereof for recreational purposes.

See attachment for Sec. 52-557h-i.

(1971, P.A. 249, S. 2-4; P.A. 73-70, S. 1, 2; P.A. 82-160, S. 228.)

History: P.A. 73-70 deleted language limiting applicability to owners of "five or more acres" of land and specified that landowner may make "all or any part" of land available for public use without liability; P.A. 82-160 rephrased the section.

Cited. 204 C. 435. Applies to all municipal and private landowners. 221 C. 256; decision reconsidered and overruled, see 238 C. 653. Connecticut recreational land use act, Sec. 52-557f et seq. cited. Id. Connecticut recreational land use act, Secs. 52-557f-52-557i cited. 226 C. 446. Cited. 238 C. 653. Recreational land use act Sec. 52-557f et seq. cited. Id. Cited. Id., 687. Recreational land use act Sec. 52-557f et seq. cited. Id.

Cited. 7 CA 164. Void for vagueness doctrine does not require prior warning of civil immunity to potential claimants. 10 CA 86. Sec. 52-557f et seq. apply to all landowners including governmental entities; municipality's immunity under section extends to its employees. 24 CA 592. Sec. 52-557f et seq. cited. Id. Cited. Id., 832. Cited. 39 CA 280. Sec. 52-557f et seq. cited. Id. Recreational Land Use Act cited. Id. Cited. 45 CA 17. Recreational Land Use Act cited. Id.

Subsec. (a):

Cited. 226 C. 446.

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2011 Connecticut Code

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(b) Except as provided in section 52-557h, an owner of land who, either directly or indirectly, invites or permits without charge, rent, fee or other commercial service any person to use the land, or part thereof, for recreational purposes does not thereby: (1) Make any representation that the premises are safe for any purpose; (2) confer upon the person who enters or uses the land for recreational purposes the legal status of an invitee or licensee to whom a duty of care is owed; or (3) assume responsibility for or incur liability for any injury to person or property caused by an act or omission of the owner.

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Subsec. (a):

Cited. 226 C. 446.

Sec. 52-557f. Landowner liability for recreational use of land. Definitions. As used in sections 52-557f to 52-557i, inclusive:

(1) “Charge” means the admission price or fee asked in return for invitation or permission to enter or go upon the land;

(2) “Land” means land, roads, water, watercourses, private ways and buildings, structures, and machinery or equipment when attached to the realty, except that if the owner is a municipality, political subdivision of the state, municipal corporation, special district or water or sewer district: (A) “Land” does not include a swimming pool, playing field or court, playground, building with electrical service, or machinery when attached to the realty, that is also within the possession and control of the municipality, political subdivision of the state, municipal corporation, special district or water or sewer district; and (B) “road” does not include a paved public through road that is open to the public for the operation of four-wheeled private passenger motor vehicles;

(3) “Owner” means the possessor of a fee interest, a tenant, lessee, occupant or person in control of the premises. “Owner” includes, but is not limited to, a municipality, political subdivision of the state, municipal corporation, special district or water or sewer district;

(4) “Recreational purpose” includes, but is not limited to, any of the following, or any combination thereof: Hunting, fishing, swimming, boating, camping, picnicking, hiking, pleasure driving, nature study, water skiing, snow skiing, ice skating, sledding, hang gliding, sport parachuting, hot air ballooning, bicycling and viewing or enjoying historical, archaeological, scenic or scientific sites.

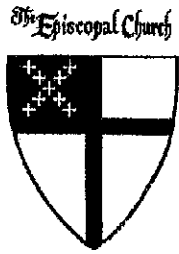
Sec. 52-557g. Liability of owner of land available to public for recreation; exceptions. (a) Except as provided in section 52-557h, an owner of land who makes all or any part of the land available to the public without charge, rent, fee or other commercial service for recreational purposes owes no duty of care to keep the land, or the part thereof so made available, safe for entry or use by others for recreational purposes, or to give any warning of a dangerous condition, use, structure or activity on the land to persons entering for recreational purposes.

(b) Except as provided in section 52-557h, an owner of land who, either directly or indirectly, invites or permits without charge, rent, fee or other commercial service any person to use the land, or part thereof, for recreational purposes does not thereby: (1) Make any representation that the premises are safe for any purpose; (2) confer upon the person who enters or uses the land for recreational purposes the legal status of an invitee or licensee to whom a duty of care is owed; or (3) assume responsibility for or incur liability for any injury to person or property caused by an act or omission of the owner.

(c) Unless otherwise agreed in writing, the provisions of subsections (a) and (b) of this section shall be deemed applicable to the duties and liability of an owner of land leased to the state or any subdivision thereof for recreational purposes.

Sec. 52-557h. Owner liable, when. Nothing in sections 52-557f to 52-557i, inclusive, limits in any way the liability of any owner of land which otherwise exists: (1) For willful or malicious failure to guard or warn against a dangerous condition, use, structure or activity; (2) for injury suffered in any case where the owner of land charges the person or persons who enter or go on the land for the recreational use thereof, except that, in the case of land leased to the state or a subdivision thereof, any consideration received by the owner for the lease shall not be deemed a charge within the meaning of this section.

Sec. 52-557i. Obligation of user of land. Nothing in sections 52-557f to 52-557i, inclusive, shall be construed to relieve any person using the land of another for recreational purposes from any obligation which he may have in the absence of said sections to exercise care in his use of such land and in his activities thereon, or from the legal consequences of failure to employ such care.



Saint Peter's Episcopal Church

April 6, 2023

Dan Larson
First Selectman and
Members of the Hebron Board of Selectmen
Town of Hebron
15 Gilead Street
Hebron, CT 06248

Dear Members,

I am adding my voice to that of others in the community to ask for restoration of at least some of the funding that has been reduced in the current budget to the Land Conservation Commission. As you all know in 2021, St. Peter's parish purchased 16.5 acres of land between the church and rectory properties. We did so for several reasons:

1. Parking on west side of Route 85

All of us are aware of the danger to individuals crossing Route 85 to attend the many events at St. Peter's.

2. Affordable Housing

We thought that the site would be ideal for housing at some point in the future.

3. New Water Source

We are also exploring the possibility of this land being a source of a community well that could serve the housing proposal on our rectory property and God willing provide a source of water sorely needed in the town center.

3. Preservation of Wetlands

The parish felt from the start that it was important to be good stewards of the land and particularly the wetlands of the Jeremy River.

In the process of this purchase, we had early conversations with the Commission about these wetlands. The parish went through the extra expense prior to purchase to do a separate appraisal of the wetlands and a survey to determine what constitutes the wetlands. In total we discovered that five of the 16.5 acres are part of the Jeremy River wetlands. The appraisal came in at a modest \$7500 for the five acres (the entire purchase price being \$200,000). So, in addition to the appraised value of the property there will be some additional cost to delineate the parcel for eventual sale to the town, plus some fees that may be associated with providing run-off from the project around the rectory or on the upper portion of this parcel in the future.

P. O. Box 513, Hebron CT 06248

Phone: 860-228-3244 Fax: 860-228-4490 Email: office@stpetershebron.com

www.stpetershebron.com

The parish took these extra steps at the request of the Commission and is concerned that the significant reduction to the Commission's funding in 23-24 may make it difficult for us to complete this transaction. At its April 5, 2023 meeting the Commission expressed continued interest and enthusiasm for the parcel as one of the few pieces left on the Jeremy River that remain unprotected under their jurisdiction.

In closing, being in a small parish like ours we understand the pressures of budgets and the funding needed to operate. Again, this would not be a significant amount of money overall and hope you can find your way to increasing the budget of the Land Conservation Commission.

With all best wishes,



Ron Kolanowski
Rector
St. Peter's Episcopal Church
Hebron

cc: Andy Tierney, Town Manager
Matt Bordeaux, Town Planner



AQUARION
Water Company

Stewards of the Environment™

Donald J. Morrissey
President

203.336.7650 phone
203.336.5639 fax

dmorrissey@aquarionwater.com

April 7, 2023

The Honorable Daniel E Larson
Chairman Board of Selectmen
Town of Hebron
15 Gilead Street
Hebron CT 06248

Dear Chairman Larson:

As proud *Stewards of the Environment*, Aquarion Water Company has a special appreciation for Connecticut's environmental volunteers. Their passion for the environment translates into cleaner water and air, fertile soils, and safe habitats for plants and wildlife. To recognize this work, we are pleased to announce the 13th annual Aquarion Environmental Champion Awards program, an opportunity for your constituents to be acknowledged for their work and earn statewide honors.

Winners in the Adult, Non-Profit Organization, and Business categories will have the opportunity to choose an environmental non-profit to receive a \$5,000 grant. The winner in our Student (grades 9-12) category will receive a \$1,000 award. All winners will receive statewide promotion highlighting their environmental leadership and commitment to sustainability.

The deadline for submissions is May 5, 2023 and the winners will be announced on June 3, 2023 at an awards ceremony held at Connecticut's Beardsley Zoo.

We hope you will share this opportunity with your constituents. To help with this effort, you can download digital graphics and a poster at www.aquarionwater.com/docs/toolkit. For additional information, please visit www.aquarionwater.com/awards.

Thank you in advance for your support; please feel free to reach out with any questions.

Sincerely,

Donald J. Morrissey
President



AQUARION
Water Company

Stewards of the Environment™

Help Us Find Connecticut's Environmental Champions



AWARDS

Business,
Non-profit
organization and
Adult: **\$5,000**
grant to an
environmental
non-profit

Student: **\$1,000**
scholarship

As New England's largest investor-owned water utility, Aquarion carefully protects the natural resources of more than 20,000 acres of land surrounding our Connecticut water sources. This gives us a special appreciation for the thousands of volunteers who tirelessly work to protect and improve the health of natural resources throughout the state.

Now we invite you to help honor those volunteers by sending us your nominations for the Aquarion Environmental Champion Awards. Awards will go to outstanding volunteers for their projects that have improved and protected Connecticut's air, water, soils, or plant and wildlife habitats.

AWARD CATEGORIES

Aquarion will honor winners in the business, non-profit organization, adult and student (grades 9-12) categories.

Nominate someone today
(self-nominations and re-nominations are welcome)

NOMINATION DEADLINE: MAY 5, 2023

For Award Details & Nomination Form: Visit aquarionwater.com/awards



Town of Hebron

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

ANDREW J. TIERNEY
TOWN MANAGER

DANIEL LARSON
CHAIRMAN

GAIL B. RICHMOND
VICE CHAIRMAN

PETER D. KASPER
SELECTMAN

MARC P. RUBERA
SELECTMAN

TIFFANY V. THIELE
SELECTMAN

April 18, 2023

Dori
Ms. Dorianne Wolf
80 Flanders Road
East Hampton, CT 06424

Dear Dori:

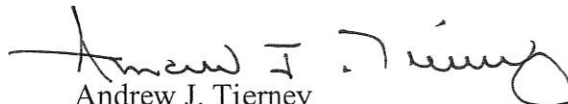
As the Town Manager of Hebron and on behalf of the Board of Selectmen and town residents, I want to personally congratulate and thank you for your 5 years of service, as of April 18, 2023.

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

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

Again, congratulations on this milestone!!!

Sincerely,


Andrew J. Tierney
Town Manager

AJT:dw

cc: ~~Board of Selectmen~~

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MAY 4, 2023**

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

The Town Manager is recommending the Board of Selectmen hold a Special Meeting/Workshop specifically to review ARPA projects. The Workshop is tentatively scheduled for Monday, May 8, 2023 at 7:00 p.m.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MAY 4, 2023**

PUBLIC WORKS BUILDING PROJECT SURVEY COMMITTEE UPDATE

Selectman Kasper will provide an update at the meeting. A DRAFT of the proposed survey is attached.



Hebron DPW Building Project Survey

We want your opinion.

The Town of Hebron, CT is conducting a survey among Town residents and business owners regarding the proposed Department of Public Works facility building project. We are interested in learning more about the public's awareness, concern, and desire for more information regarding the project.

A primary objective in addressing this project is to alleviate chronic employee life-safety issues at the present DPW facilities.

We invite you to complete this survey by May 15, 2023. It will require about 10 minutes of your time. Your response will remain anonymous. However, if you would like to receive additional information directly from the Town regarding this project, you will have the opportunity to provide your email address and/or mailing address at the end of the survey (this is optional).

Please note: If you would prefer to receive a paper copy of this survey or any documents referenced herein, please visit Town Hall or call (860) 228-5971.

Thank you for participating in our survey. Your feedback is important.



Hebron DPW Building Project Survey

1. Please check all that apply below

- ☐ I am a Hebron resident taxpayer.
- ☐ I am a Hebron business taxpayer.
- ☐ Neither of the above

DRAFT



Hebron DPW Building Project Survey

Project Summary

Please [click here to read the Project Summary](#) before proceeding to the survey. It will take about five minutes of your time to read.

2. Would you like to continue?

- ☐ Yes, I have read the project summary and I would like to take the survey.
- ☐ No, I am not interested in proceeding.

DRAFT



Hebron DPW Building Project Survey

3. Did you find the Project Summary helpful in increasing your understanding of the DPW Building Project process thus far?

☐ Yes

☐ No

DRAFT



Hebron DPW Building Project Survey

4. What information sources do you find helpful for receiving Town of Hebron information (please rate all that apply)?

	Not very helpful	Somewhat helpful	Very helpful	No opinion
Town website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Town meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Town mailings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Town emails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rivereast News Bulletin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manchester Journal-Inquirer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hartford Courant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facebook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friends & Family	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other source (please specify below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other



Hebron DPW Building Project Survey

5. The Project Summary recognized concerns that residents have voiced regarding the proposed DPW Building Project. Please indicate your level of concern regarding the issues identified below.

	Not very concerned	Somewhat concerned	Very concerned	No opinion
Location of the facility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Salt storage contamination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Truck traffic/pollution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Land preservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other development potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taxpayer cost	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other concerns (please specify below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other



Hebron DPW Building Project Survey

6. Do you have a site preference for constructing a new Town of Hebron DPW facility?

- | | |
|--|--|
| <input type="checkbox"/> Old Colchester Road (reconstruction on current site with conditions noted in Project Summary) | <input type="checkbox"/> Other site (please specify below) |
| <input type="checkbox"/> Horton Property (new construction on Kinney Road) | <input type="checkbox"/> No preference |
| <input type="checkbox"/> New DPW Garage constructed on Kinney Rd., with Salt Storage at another location (TBD) | |

Other

DRAFT



Hebron DPW Building Project Survey

7. Please add any additional comments that you would like to make.

DRAFT



Hebron DPW Building Project Survey

8. If you would like to receive additional information directly from the Town regarding the DPW Building Project, please include your mailing address and/or email address below (this is optional). Thank you for completing the survey.

Name

Company

Address

City/Town

State/Province

ZIP/Postal Code

Email Address

DRAFT

The Need for a New Hebron DPW

History

This fourteen-acre parcel of land on Old Colchester Road was originally a gravel pit and later was used as the town landfill, which was closed and capped in 1995.

Department of Public Works (DPW)

Services provided by the public works department include road maintenance and reconstruction, solid waste disposal, snow and ice removal, maintenance of town buildings and grounds, animal control, trail maintenance and construction, vegetation control, vehicle maintenance, site improvement and construction activities, and drainage maintenance and improvements. Overall, the complex is run down as a result of the usage and the age of the structures on the property. None of the buildings are in compliance with the Americans with Disabilities Act.

DRAFT

Transfer Station

This building is for an attendant from the public works department to track and direct visitors of the transfer station to the proper locations for the disposal of items into the proper bins. Access into the building is on a sloping drive, which is unsafe.

Salt Storage

This building is for the storage of salt and the sand/salt mixture. Currently, the sand product is stored outside in the weather. The capacity of the current building is around one winter storm. This requires deliveries of sand and salt on a regular basis and the possibility exists for a shortage of material in the event of a heavy storm or a multi-day storm.

Project Summary: April 2023

A **2010** facility study for the Town of Hebron identified the need to invest in and improve the DPW complex at Old Colchester Road, with a **top priority being to “address employee life safety issues,” as stated in the study report.**

The report also stated that:

- “The intention of the study was to identify areas that are either code violations or maintenance items and to develop a schedule for corrective action.”
- “The public works facility is in desperate need of additional space and more efficient working conditions. Development of a master plan with phased construction should be the main priority.”
- “The Town will have to make some tough decisions in the upcoming years with regards to the buildings. The facilities that need the most attention were constructed in the 1970s with little preventive maintenance.”

As a result, the Hebron Public Building Committee was formed in 2010; and **37** sites have been evaluated for DPW development since then.

[For more information, please click here to view the presentation from the Public Information Session held on September 18, 2022.](#)

Areas Potentially Feasible for DPW Development (as of 2023)

- **Reconstruction on existing site: Old Colchester Road (currently has 2.15 of buildable acres on a total of 19.6 acres)**
 - Capped landfill occupies 15.65 acres (not buildable)
 - Transfer station occupies 1.8 acres (**transfer station would need relocation and/or contracted private trash collection**)
 - Adjacent Eversource properties (**land would need to be purchased by the Town from Eversource**)
 - In addition to relocation of the transfer station and the purchase of adjacent land from Eversource (if agreeable), the Town estimates **additional design costs of approximately \$250,000** to determine feasibility of reconstruction of the DPW facilities on this site
- **New construction on Horton Property/Kinney Road (5.65 acres = layout of existing DPW facilities on 88.72 total acres)**
 - Currently undeveloped
- **DPW Garage on Kinney Road with Salt Storage at another location (to be determined)**

Additional properties evaluated in 2022 and deemed not feasible (and reasons why):

- **Burnt Hill Park (1.67 buildable acres on 3.2 acres)**
 - Park Operations occupies 1.2 acres (**new athletics fields would need relocation**)
 - Property includes **10 acres of wetlands not included as buildable**
- **Hebron Lions Fairgrounds (declined purchase offer)**

Horton Property Purchase (2019)

A Special Town Meeting was held on March 7, 2019 to vote on a resolution for the Town to purchase the 89-acre Horton property for \$600,000* with the stated intent of municipal development on a portion of the property, including a new DPW facility.

The resolution passed with 63 voting Yes and 29 voting No.

*\$160,000 from Open Space Land Acquisition and \$440,000 from General Fund open balance

[For more information on the Horton Property Purchase, please click here to view the video from the Special Town Meeting held on March 7, 2019.](#)

[For more information on the Lebron Center Plan approved by the Department of Planning in May 2016, please click here to view the plan.](#)

DRAFT

Residents' Concerns Regarding DPW Development

- Salt storage contamination of groundwater, wetlands, wildlife
- Public works truck traffic, noise, maintenance pollution
- Alternate land purposes/utilization for:
 - natural/historical significance
 - open/recreational space
 - economic/community development...vs. municipal/industrial building
- Building project cost to taxpayers

[For more information on the Town's response to Public Comments regarding the proposed DPW facility on John Horton Boulevard, please click here to view the document.](#)

DRAFT

Estimated DPW Building Project Costs

- \$15,000,000 to \$20,000,000 to be obtained with a 20-year bond
- \$150 to \$325 estimated annual increase to taxpayers
 - This estimate is based on:
 - Bond repayment model for range of property sizes using current mil rate
 - \$18 million bond with the rate of the Town's last bonding project of 1.33% and repaid over a 20-year period

DRAFT

Proposed Next Steps

With the understanding that **employee life safety issues are the primary concern**, the Town of Hebron has affirmed that continuing to “do nothing” with the current DPW facilities is no longer an option. The proposed next steps toward development of a new Hebron DPW are to:

1. Conduct and report findings from a Public Opinion Survey (April 2023)
2. Present and respond to Frequently Asked Questions based on survey findings, in order to identify public concerns and instill confidence that the Town will mitigate issues utilizing best management practices (May 2023)
3. Decision by Board of Selectmen to select a site plan and authorize a bond (TBD*)
4. Town Meeting and Referendum (TBD)
5. Public vote at General Election (November – TBD) or Annual Budget Meeting (May TBD)
6. Proceed with DPW building project plan (TBD)

*TBD = To Be Determined

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MAY 4, 2023**

2023-2024 BUDGET UPDATE

The Town Manager will provide an update on the results of the Budget Referendum.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MAY 4, 2023**

UPDATE ON HEBRON PLAN OF CONSERVATION AND DEVELOPMENT

Town Planner Matthew Bordeaux will provide the Board with an update and status report on the 2024 Hebron Plan of Conservation and Development.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MAY 4, 2023**

HOUSING CHOICES PLAN ADVISORY COMMITTEE

Please refer to the attached memo and proposal prepared by Town Planner Matthew Bordeaux recommending the formation of the Hebron Housing Choices Advisory Committee. Mr. Bordeaux will be in attendance to discuss the proposal with the Board.

**TOWN OF HEBRON
PLANNING AND DEVELOPMENT DEPARTMENT**

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

FROM: Matthew R. Bordeaux, Town Planner

DATE: April 12, 2023

RE: Housing Choices Advisory Committee

The Town of Hebron Planning and Zoning Commission adopted the “Hebron 2022-27 Plan for Housing Choices” (the Plan) on May 24, 2022. The five-year plan to address the housing needs of the community was prepared by the Affordable Housing Plan Working Group.

Among the strategies outlined in the Plan, Section 4.3 Support Affordable Housing Efforts called for the community to:

Establish an Advisory Committee to:

- a. Monitor / address housing related issues / strategies.*
- b. Improve coordination between existing groups.*
- c. Update the Plan for Housing Choices every five years.*
- d. Inform / educate community leaders, organizations, and residents.*

Additionally, the Plan calls for the community to:

Provide support to the Advisory Committee:

- a. Designate one or more staff persons*
- b. Consider intermunicipal or regional (CROG) approaches.*

The idea of a group of community members that meet periodically to review, recommend and report on progress is an effective way keep the goals and objectives of a plan like this relevant and action items moving forward. Rather than simply satisfy the State’s mandate to prepare a plan, the Affordable Housing Plan Working Group prepared a plan intended to make a meaningful impact and an advisory committee is one way to keep the ball rolling, measure success and share information with the rest of the community.

A simple proposal to establish an advisory committee for Hebron Housing Choices Plan is attached. An advisory committee would be the evolution of the working group. It would probably be sufficient to meet no more than quarterly. A report to the Board of Selectmen summarizing activity could be prepared annually. The Plan is required to be updated every five (5) years. The advisory committee could mitigate the burden of the update process by regularly

identifying the successes and shortcomings of the Plan and be in a position inform new recommendations.

The Affordable Housing Plan Working Group consisted of the Town Planner, Senior Services Director, a representative of the Hebron Housing Authority and a member of the Hebron Coalition on Diversity and Equity (CoDE). It is recommended that an Advisory Committee also include a member of the Hebron Economic Development Commission.

As a working group dedicated to the singular task of preparing an affordable housing plan to satisfy the State-mandate, the Affordable Housing Plan Working Group was not formally created by the Board of Selectmen. As an advisory committee would have a long-term role, the Board of Selectmen is being asked to formally establish a committee in accordance with the Hebron Charter Section 706(K) which states: "There shall be the following appointed Town boards: K. Such other Town boards as may be established by ordinance, whose function, composition and terms of members shall be prescribed in the establishing ordinance."

If the Board of Selectmen are in favor of the proposal, Town staff can prepare a draft ordinance for the Board's consideration and schedule a public hearing for an upcoming meeting.

MRB

H:\Matt\Housing\Advisory Committee\Memo to Board.docx

Attach.

Proposal for Advisory Committee for Hebron Housing Choices Plan

Background and Rationale:

Hebron's Plan for Housing Choices, which was created by a working group composed of community representatives and led by the Town Planner and a consultant, was approved by the Hebron Planning and Zoning Commission on May 24, 2022. This plan, required by the State, outlines the need for and ways to achieve a greater diversity of housing choices in Hebron. Many strategies were included in the plan, as was a goal: to create at least 75 units of affordable housing over the next five years (2022-27).

Purpose:

One of the strategies recommended by the Plan (4.3.1, page 24) was the creation of an Advisory Committee to:

- Monitor/address housing related issues/strategies.
- Improve coordination among existing groups.
- Update the Plan for Housing Choices every five years.
- Inform/educate community leaders, organizations, and residents.

Composition:

The Committee should include the following:

- Town Planner*
- Representative of the Hebron Housing Authority*
- Senior Services Director / Municipal Agent for the Elderly*
- Representative of the Coalition on Diversity & Equity (CoDE)*
- Member of the Economic Development Commission

*served on Plan for Housing Choices Workgroup

Meeting schedule:

The Committee would meet quarterly.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MAY 4, 2023**

**COMMONS COMMUNITY DEVELOPMENT CORPORATION
RESOLUTION OF SUPPORT AND
APPROVAL OF COMMUNITIES CHALLENGE GRANT APPLICATION**

Please see attached memo from Town Planner Matthew Bordeaux regarding affordable housing in Hebron, the Commons Community Development Corporation (Commons CDC) and the Connecticut Communities Challenge Grant Program. Mr. Bordeaux will be in attendance along with members of the Commons CDC to discuss the project and grant application with the Board.

Proposed Resolution in Support of Commons CDC Initiative

Whereas, The "Hebron 2022-27 Plan for Housing Choices," adopted May 24, 2022, demonstrates both the need for affordable housing and the desire to build more diverse housing in the community, and;

Whereas, The Plan calls for an increase in the number of affordable housing units by at least 75 in five years, and;

Whereas, The Town of Hebron Plan of Conservation and Development includes goals related to the provision of varied, safe, and attractive residential growth, including to provide diversity in the types of housing within the Town that will satisfy the needs of all socioeconomic and demographic levels; to provide for appropriate areas within the Town where alternative forms of housing may occur; and to encourage the production of housing, both rental and owner occupied, in an acceptable quantity and quality to meet the economic means of the Town's population with particular attention given to housing for elderly, lower income families and to those just entering the workforce.

Therefore, be it Resolved that the Town of Hebron Board of Selectmen, seeking to further the goals and objectives of the Hebron 2022-27 Plan for Housing Choices, supports the efforts of the Commons Community Development Corporation to develop high-quality housing intended to meet the needs of low- and moderate-income households in Hebron, and authorize the Town Manager and Town Planner to assist in the application for public funding opportunities when those opportunities are appropriate for the project and fiscally-responsible in consideration of the use of tax-payer funds.

Proposed Resolution in Support of Communities Challenge Grant Program Application

BE IT RESOLVED that the Hebron Board of Selectmen approve the application to the Connecticut Communities Challenge Grant Program for improvements proposed in Hebron Center including those in support of the Commons Community Development Corporation's effort to develop housing for low- and moderate-income families at 60 Church Street and authorize Andrew J. Tierney, Town Manager, to sign any necessary grant documents and to apply for, accept and receive the grant if awarded.

**TOWN OF HEBRON
PLANNING AND DEVELOPMENT DEPARTMENT**

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

FROM: Matthew R. Bordeaux, Town Planner

DATE: April 14, 2023

RE: Commons Community Development Corporation

Housing Affordability in Hebron

The housing affordability crisis is well-documented. Exacerbated by the pandemic, housing affordability impacts all regions of the country and Hebron is no exception. The Town of Hebron 2014 Plan of Conservation and Development states that an overall goal is to “Provide for residential growth, which is varied, safe, and attractive, which meets the needs of future town residents and which protects the town’s significant nature features.”

To that end, the community can be proud of the work put into the development of the “Hebron 2022-27 Plan for Housing Choices”. While the preparation of an affordable housing plan was mandated by the State, Hebron’s 5-year Plan was developed with achievable goals and objectives that could be accomplished in the 5-year term or modified when the Plan is required to be updated in 2027.

The Plan makes recommendations for strategies the community can employ to accomplish the goals and objectives outlined within. Section 4.3 of the Plan recommends the Town of Hebron consider helping other organizations seeking to create assisted housing in Hebron by supporting non-profit organizations (such as churches) and by considering possibilities for public-private partnerships.

Commons Community Development Corporation

The Hebron Board of Selectmen are aware of the efforts of the Commons Community Development Corporation (Commons CDC) to address the need for affordable housing options in Hebron. Father Ron Kolanowski, rector of the St. Peter’s Episcopal Church, made a presentation to the Board at their September 15, 2022 regular meeting.

The Commons CDC initiative will use public and private financing programs to achieve permanent affordability goals, relying on resources intended to provide housing choices for low and moderate income persons and families in high-income/opportunity communities like Hebron. Commons CDC state that funding options will include sources such as Low-Income Housing Tax Credits, the HOME Investment Partnerships Program (U.S HUD), Small Cities

Grants (U.S. HUD), CDFIs (Community Development Financial Institutions), Public Bond Funds, FHA (Federal Housing Administration) Loans, Community Foundations, and CHFA (Connecticut Housing Finance Authority) Loans.

The letter from Father Ron, attached, seeks the Board of Selectmen's support for the Commons CDC's initiative. A statement of support from the community's legislative body is helpful, and in some cases required, documentation for applications to funding opportunities such as those listed above. Projects like this often require multiple sources of funding to complete. Frequently, a notice of funding opportunity is made with very tight timelines and the more prepared an applicant is, the better chance of producing a complete application for the competitive programs.

To assist the Commons CDC in their pursuit of funding opportunities, Town staff has prepared a draft resolution of support (see below) for the Commons CDC initiative.

Connecticut Communities Challenge Grant Program

Commons CDC is also requesting the Board of Selectmen's support for a specific grant funding opportunity, currently accepting applications, that would advance their housing development goals at 60 Church Street.

The Connecticut Communities Challenge Grant Program is administered by the Department of Economic and Community Development (DECD) and is intended to improve livability, vibrancy, convenience, and equity of communities throughout the state. Grant applications are due May 3, 2023. It is a competitive grant program for projects of \$1 million to \$10 million. The municipality must be the primary applicant, however DECD is prioritizing projects that include public-private partnerships.

The Communities Challenge Grant is a matching grant program. The applicant match is 50%. Local American Rescue Plan Act (ARPA) spending is an eligible match. Land acquisition costs are also eligible to fulfill the matching requirement. Therefore, a collaborative effort to prepare the application that positions the proposal as one with a community-wide benefit would make the ARPA funds already allocated to public improvements in the Hebron Center eligible to satisfy the grant match requirements. Costs associated with the acquisition of 60 Church Street by the St. Peters Church would also be eligible. The Commons CDC acknowledges that no Town of Hebron funds that are not already allocated to projects approved by the Board of Selectmen will be used to comprise the required grant match.

Commons CDC is requesting the Board of Selectmen endorse a grant application for the Connecticut Communities Challenge Grant program and authorize the Town Manager to execute all application and contract documents associated with the project.

Draft Resolution in Support of Commons CDC Initiative

Whereas, The "Hebron 2022-27 Plan for Housing Choices," adopted May 24, 2022, demonstrates both the need for affordable housing and the desire to build more diverse housing in the community, and;

Whereas, The Plan calls for an increase in the number of affordable housing units by at least 75 in five years, and;

Whereas, The Town of Hebron Plan of Conservation and Development includes goals related to the provision of varied, safe, and attractive residential growth, including to provide diversity in the types of housing within the Town that will satisfy the needs of all socioeconomic and demographic levels; to provide for appropriate areas within the Town where alternative forms of housing may occur; and to encourage the production of housing, both rental and owner occupied, in an acceptable quantity and quality to meet the economic means of the Town's population with particular attention given to housing for elderly, lower income families and to those just entering the workforce.

Therefore, be it Resolved that the Town of Hebron Board of Selectmen, seeking to further the goals and objectives of the Hebron 2022-27 Plan for Housing Choices, supports the efforts of the Commons Community Development Corporation to develop high-quality housing intended to meet the needs of low- and moderate-income households in Hebron, and authorize the Town Manager and Town Planner to assist in the application for public funding opportunities when those opportunities are appropriate for the project and fiscally-responsible in consideration of the use of tax-payer funds.

Draft Resolution in Support of Communities Challenge Grant Program Application

BE IT RESOLVED that the Hebron Board of Selectmen approve the application to the Connecticut Communities Challenge Grant Program for improvements proposed in Hebron Center including those in support of the Commons Community Development Corporation's effort to develop housing for low- and moderate-income families at 60 Church Street and authorize Andrew J. Tierney, Town Manager, to sign any necessary grant documents and to apply for, accept and receive the grant if awarded.

MRB

H:\Mat\Grants & Projects\Commons CDC - 60 Church St\Letter of Support\Memo to Board.docx

Attach.



Commons Community Development Corporation

30 Church Street, P.O. Box 513, Hebron, CT 06248 directors@Commonscdc.org

April 12, 2023

Dan Larson
First Selectman and
Members of the Board of Selectmen
Town of Hebron
15 Gilead Street
Hebron, CT 06248

Dear Dan and Members,

I am writing today to ask for your support for the Commons Community Development Corporation (Commons CDC) and its efforts to build affordable housing in our community. Here is a bit of background on where we are as a town on this topic.

In 2022, Hebron was one of roughly half the towns in the state to complete on time the requirement for municipalities on housing. The Plan for Housing Choices, which was adopted by our Planning and Zoning Commission (PZC) on May 24, 2022, demonstrates both the need for affordable housing and the desire to build more housing in our community. The Plan reports that 23% of our residents are cost burdened, meaning they spend more than 30% of their income for housing. In addition, 53% of renters are housing cost burdened. Seniors wanting to downsize, young couples, single parent families, service workers all find it difficult to find affordable housing options in our town with apartments or starter homes. Our housing plan calls for an increase in the number of affordable housing units by at least 75 in five years.

In addition, we know that our community is focusing much of its development and improvements in the core village center. Several things are taking place to improve the center of town, including:

- The Town Center Project (TTCP) is a non-profit initiative created to restore the vibrancy of Hebron's town center – and to build and showcase Hebron as a “see, eat, and do” destination. TTCP hosts numerous extremely popular events throughout the year, bringing together town residents and drawing thousands of visitors to our town.
- American Recovery Plan Act (ARPA) Funds are being used to initiate and improve several projects in our village center, including linking one part of downtown area to the village center with a bridge and walkway, expanding the village center. We are also making improvements to Veterans Park to enhance outdoor activities such as pickleball courts.

- The town has worked diligently to protect open space in our community and the watershed of the Jeremy River that runs through this area.
- The town built sidewalks to enhance walkability in our village center and expand it down Route 85 past the land being considered by Commons CDC for housing. These sidewalks are used by residents – young and old – as a regular part of their daily life, and also are highly used during our town center events.

On September 15, 2022, Commons CDC made an initial presentation to the Board of Selectmen (BOS) about our project. As the minutes from that meeting state, "BOS members strongly support this initiative, noting improvements to school safety as an added benefit. BOS members also thanked Fr. Ron for his initiative and leadership on this project. A Tierney (Town Manager) and M. Bordeaux (Town Planner) will work with Fr. Ron on next steps for this project."

In short, we believe that the goals of this project are in line with the goals for the town, and specifically the village center. It will contribute significantly to helping the town achieve its goal of creating 75 affordable housing units.

In addition, the project architect, Kathy Dorgan presented concept drawings and plans for 50+ units and fielded questions from Planning and Zoning Commission members, who, while unable to take a position at the time, understood the goal of a friendly 8-30g process as presented by the group. While no formal action was taken, the members acknowledged the current barriers to zoning that exist for a higher density project as being proposed and had high praise for the group and its initial proposal.

Commons CDC is working closely with St. Peter's Episcopal Church to negotiate use of the land and the rectory for the building of affordable housing on parish land. We also are working to locate water on St. Peter's land to benefit both the housing project and hopefully the larger community through community wells.

In order to make all of this a reality we realize a great deal of grant writing will have to take place by us and at times in conjunction with town leaders and staff. We hope you will support a motion that formally endorses our efforts to build the affordable housing and to partner and work with the town to achieve this goal. It is also our desire to partner with the town to possible help solve our water deficiencies.

We appreciate the passion and commitment that the town has for a vibrant village center and stand ready to become a viable partner in this endeavor.

With all best wishes,

The Reverend Ronald J. Kolanowski
Vice President
Commons Community Development Corporation
P.O. Box 513
30 Church Street
Hebron, CT 06248

CT Communities Challenge Grant Program

Notice of Funding Availability – Round 3

Date Released: March 1, 2023

Summary: The Department of Economic and Community Development (“DECD”) is undertaking a competitive grant application process to fund multiple projects under the CT Communities Challenge Grant Program in an effort to improve livability, vibrancy, convenience, and equity of communities throughout the state. The Program is intended to potentially create approximately 3,000 new jobs. It is DECD’s goal to allocate up to 50% of the funds to eligible and competitive projects in distressed municipalities.

Successful projects will likely include multiple of the below elements:

- **Transit-oriented development** that densifies commercial and/or residential land uses near transit hubs.
- **Downtown / major hub development** that improves or reuses existing property (Brownfields remediation may be a component of such application).
- **Essential infrastructure** that facilitates future development.
- **Housing** to support affordability, accessibility, and local workforce.
- **Mobility improvements** that increase connectivity to transit and promote economic activity, including pedestrian, ADA, and bicycle improvements.
- **Public space improvements** that provide amenities to the community, including open spaces, public art projects, wayfinding, and lighting and safety improvements.

Other projects that will enhance the livability, vibrancy, convenience, and equity of communities throughout the state are also eligible, provided that other DECD funding does not support such projects through current or future dedicated programs (e.g., Brownfields grants).

Round 3 Schedule:

Wednesday, March 1, 2023

Wednesday, May 3, 2023

July 2023 (Tentative)

Notice of Funding Availability/Applications Open

Application Deadline

Announcement of Awards

Note: there is no Intent to Apply Form for Round 3.

Application Process and Forms: The Application Form is available on the DECD Website on the Funding Opportunities Page dedicated for the CT Communities Challenge Grant Program:

https://portal.ct.gov/DECD/Content/Business-Development/05_Funding_Opportunities/CT-Communities-Challenge-Grant

Applications are due by 3:00 PM on Wednesday, May 3, 2023. You will submit your application by uploading it to a unique SharePoint link. You must request your unique SharePoint link by emailing CTCommunitiesChallenge@ct.gov by 3:00 PM on Friday, April 28, 2023.

Application Page Limit (excluding attachments): DECD encourages all applicants to be as succinct as possible with their responses to the questions in the application forms. DECD will only accept responses to the questions included in the space provided within the forms. Responses presented outside of the forms may not be reviewed. Incomplete applications will be rejected.

Grant Size: \$1M to \$10M per project. Applications requesting grant amounts outside this range are ineligible.

Available Funding (Round 3): DECD will release up to approximately \$20 million in this competitive round.

Source of Funding and Enabling Statutes: Public Act No. 21-2 (2021), Sec. 488, authorizes the DECD Commissioner, in coordination with the Secretary of the Office of Policy and Management, to implement this Program under the state's Economic Action Plan.

Eligible Applicants: Municipalities, economic development agencies and regional councils of governments are eligible to be the primary applicants for this Program. DECD encourages public-private partnerships. Eligible entities are welcome to partner with one or more of the following types of organizations: private developers, business organizations, other institutions, or each other to submit an Application.

All applicants (or Project Applicant Teams) must provide proof of access to the site, site control or a path to site control if required to implement the project.

Applicants may submit multiple projects; however, DECD recommends that applicants submit shovel-ready applications.

Eligible Uses: DECD prefers that nearly all (more than 95%) of grant funds be used for construction- and renovation-related hard costs. It is preferable that soft costs (design and engineering-related soft costs, land acquisition, project management, administrative and DECD's legal expenses to prepare the Contract) are funded from non-DECD sources. DECD's legal expenses for the DECD contract work (Assistance Agreement) are usually in the range of \$5K to \$10K depending on how complicated the project is.

Infrastructure Projects: For proposed projects involving essential infrastructure that facilitates future development and include a private developer partner, applicants may be required to submit a private developer guaranty on the proposed end-use of the project.

Mortgage Lien: If selected for a CT Communities Challenge grant, Applicant may be required to provide a non-recourse mortgage (the "Mortgage") of its property as security for the Applicant's obligations of completing the Project. DECD shall release the Mortgage when DECD has determined in its sole judgment that the Applicant, Implementing Partner and/or Project Developer has completed the Project. If the Project is not

completed by five years after the award date, DECD may foreclose the Mortgage but not seek a deficiency judgment. The Mortgage may be subordinated to the lien of a lender or other entities providing financing for the redevelopment of the Project Property referred to in the Commissioner's Proposal. Completion of the Project shall be demonstrated by Municipality providing proper documentation that shall be determined in the award letter. Before submitting a Round 3 application, all applicants will be required to confirm that the property owner is willing to enter into such a mortgage agreement with DECD.

Match Criteria: This is a matching grant program: therefore, preference will be given to applications that demonstrate public-private partnership and significant leverage of state funds with private and local funding. The minimum match requirement for projects located in distressed municipalities is 25% and for projects located in other municipalities is 50%. In general, contributed soft costs from third party vendors and contribution of land will be accepted for match; however, in-kind applicant staff time will not be counted.

Please note that any federal funds in the project will trigger a review by the State Historic Preservation Office (SHPO) pursuant to Section 106 of the National Historic Preservation Act (NHPA).

Affordable Housing Requirement: For all proposed projects that involve a net addition of 10 or more residential dwelling units for rent, a portion of those units must be deed-restricted for 30 years to be offered at below-market rent. If the project involves a net addition of 10 or more residential dwelling units for sale, some of those units must be deed-restricted in perpetuity to be offered for sale at below-market price. Applicants may choose whether to provide 10% of units affordable to households making 50% of the area median income (AMI), or 20% of units affordable to households making 80% of AMI. Affordable unit rent may not exceed 30% of the criteria AMI, and affordable unit sale price may not exceed an amount that would lead to expected monthly housing costs exceeding 30% of the criteria AMI. Expected monthly housing costs are the expected sum of monthly property taxes, 30-year mortgage payment assuming 3% down payment and prevailing interest rates, and any common charges. Units must be on-site, the unit sizes and finishes must be comparable to market-rate units, the unit bedroom counts for affordable units must be in the same proportion as market-rate units, and the affordable units must be distributed evenly throughout the market-rate units. If construction is phased, affordable units must be constructed as proportionally as is feasible in each phase. Affordable units must use the same building access as market-rate units and have comparable access to building amenities. Under special circumstances, the DECD Commissioner may approve projects not in compliance with the above policy following a written request with detailed justification from the applicant.

Prevailing Wage Requirement: Generally speaking, CT Communities Challenge grant recipients are likely subject to prevailing wage rates under state law. This is because prevailing wage requirements generally apply to any state-funded construction projects of \$1,000,000 or more. Before submitting a Round 3 application, all applicants will be required to confirm that they have assessed the applicability of prevailing wage rates to their project.

A summary of the state's prevailing wage law is available on the Department of Labor website: <https://www.ctdol.state.ct.us/wgwkstnd/prevailing-rates/3153smry.htm>. Applicants are responsible for assessing the applicability of prevailing wage statutes to their project, pursuant to C.G.S. Section 31-53 and 31-53c. The applicability of prevailing wage as per the statutes is dependent on various factors including, but not limited to, the amount of cumulative DECD financial assistance (See C.G.S. Section 31-53c(a)(2)) received for the proposed project/project site over the years, the entity entering into the grant contract with DECD, the funding sources for the overall project, previous, current and future ownership of the improvements/parcel/property, the entity that will be holding the construction contract (primary recipient

versus a private entity), the nature of the improvements (public versus private), the type of project (new construction versus rehabilitation) and the nature of the end uses (public versus private). For further questions regarding the applicability of the prevailing wage rates for your project, please contact Mary Toner, Wage Enforcement Agent, Wage and Workplace Standards Division at the CT Department of Labor (mary.toner@ct.gov; 860-263-6606).

Definitions:

1. **Distressed Municipalities List:** The Distressed Municipalities' lists identify the state's most fiscally and economically distressed municipalities. The lists are based on statistical indicators measuring the fiscal capacity of each municipality including tax base, personal income of residents and the residents' need for public services. The 2022 Distressed Municipalities list includes: Ansonia, Bridgeport, Bristol, Chaplin, Derby, East Hartford, East Haven, Griswold, Groton, Hartford, Meriden, Montville, New Britain, New London, North Stonington, Norwich, Plainfield, Putnam, Sprague, Sterling, Torrington, Waterbury, West Haven, Winchester, and Windham.
2. **Opportunity Zones:** A Qualified Opportunity Zone (OZ) is an economically distressed community where new investments, under certain conditions, may be eligible for preferential tax treatment. Localities qualify as OZs if they have been nominated for that designation by a state, the District of Columbia, or a U.S. territory and that nomination has been certified by the Secretary of the U.S. Treasury via her delegation of authority to the Internal Revenue Service (IRS). Please click the links for more information on [Connecticut's OZ Program](#), the [CT OZ Map](#) and the [U.S. HUD OZ Map](#).
3. **Economic Development Agencies:** "Economic development agency" means: (A) a municipal economic development agency or entity created or operating under C.G.S., Chapters 130 or 132; (B) a nonprofit economic development corporation formed to promote the common good, general welfare and economic development of a municipality or a region that is funded, either directly or through in-kind services, in part by one or more municipalities; (C) a nonstock corporation or limited liability company established or controlled by a municipality, municipal economic development agency or an entity created or operating under Chapter 130 or 132; or (D) an agency, as defined in Section 32-327.
4. **Regional Councils of Governments (COGs):** For the latest list of the COGs and the list of member municipalities, please visit: <https://portal.ct.gov/OPM/IGPP/ORG/Planning-Regions/Planning-Regions---Overview>
5. **Transit-oriented Development** - C.G.S. Section 13b-79o, *Transit-oriented Development* refers to the development of residential, commercial, and employment centers within one-half mile of walking distance of public transportation facilities, including rail and bus rapid transit and services, that meet transit supportive standards for land uses, built environment densities, and walkable environments, in order to facilitate and encourage the use of those services.
6. **Brownfields** – C.G.S. Section 32-760 (2), "Brownfield" means any abandoned or underutilized site where redevelopment, reuse or expansion has not occurred due to the presence or potential presence of pollution in the buildings, soil or groundwater that requires investigation or remediation before or in conjunction with the redevelopment, reuse, or expansion of the property.

7. **Environmental Justice** – The U.S. EPA defines [Environmental Justice](#) as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys: (1) the same degree of protection from environmental and health hazards, and (2) equal access to the decision-making process to have a healthy environment in which to live, learn, and work.

CT Communities Challenge Grant Program

Award/Scoring Criteria:

Note: DECD will require proof of commitment of full capital stack and private leverage value of the proposed project, as presented in the Application (e.g., bank term sheets, offer letter from funding agency, etc.). In order to be considered in the scoring of a CT Communities Challenge grant application, a project or project phase must have a complete capital stack assuming CT Communities Challenge funds are awarded.

A. Features and Characteristics of Proposed Project that support the livability, vibrancy, convenience and equity in the local community and region

- Downtown and major hub development
- Transit-oriented Development
- Optimal mix of uses to generate vibrancy of neighborhoods
- Connectivity options for pedestrians and non-pedestrians
- Optimal increase in residential density, supported by available infrastructure, that will enhance the vibrancy of community
- Improvement of infill, vacant, dilapidated, and underutilized sites in the community
- Public space improvements including open spaces, active gathering spaces, public art etc.
- Adaptive Reuse of property
 - Brownfield Redevelopment
 - Historic and/or cultural preservation
 - Redevelopment of Areas with Available Infrastructure
- Other features and characteristic that will enhance livability, vibrancy, convenience, and equity of communities

B. Community Benefit/Engagement, Inclusive Growth and Resilience

- Diversity Equity and Inclusion (DEI) of development team
- Proactive efforts for proposed development to serve and benefit existing communities, their people, and their cultures
- Mitigation of previous negative effects on historically disenfranchised communities, including people with disabilities and elder residents
- Consideration of Environmental Justice (EJ) initiatives and goals
- Provision of some asset that is otherwise absent in the community
 - affordable/workforce housing
 - food access
 - open/recreational space
 - gathering space
 - public/regional facilities
 - ADA Improvements
- Enhancing resiliency/green energy/sustainability

- Location in an Opportunity Zone, Enterprise Zone, or Distressed Municipality category

C. Economic Impact

- Return on Investment
 - Local match/share of total cost
 - DECD share of total cost
 - Total debt leverage
 - Private debt leverage
- Job creation (permanent full-time equivalent; direct)
- Increase in tax contribution/increase in grand list/increase in property value

D. Shovel-readiness

- Level of planning/drawings (conceptual, 30%, 60%, 90% etc.)
- Assembly of funding/capital stack and presence of private and other partners crucial to project implementation
- Level of local approvals obtained (zoning and other permits); plan or path charted out to obtain necessary local and state permits
- Level of infrastructure available (missing infrastructure and cost/plan/source)

E. Applicant team

- Applicant Team experience completing similar projects and on time
- Private partner experience completing similar projects and on time
 - Project examples and available references
- New partnerships that offer creative and dynamic solutions to the challenge project described in the application

Contact/Questions: Questions regarding the Application should be addressed to CTCommunitiesChallenge@ct.gov. Any clarification or supplemental information will be added to the dedicated [Program Webpage](#).

Mailing List: Sign up for the [Mailing List](#) to receive any notifications on this Program.

***Disclaimer:** DECD reserves the right to amend or cancel this NOFA, to modify or waive any requirement, condition or other term set forth in this NOFA or the program application, to request additional information at any time from one or more applicants, to select any number of applications submitted in response to this NOFA, or to reject any or all such applications, in each case at DECD's sole discretion. DECD may exercise the foregoing rights at any time without notice and without liability to any applicant or any other party. Applications to this NOFA shall be prepared at the sole expense of the applicant and shall not obligate DECD to procure any of the services described therein or herein from any applicant. DECD shall not be obligated to any applicant until a final written agreement has been executed by all necessary parties thereto and all applicable approvals have been obtained. As such, any funds expended by the applicant prior to these approvals will be done so entirely at the risk of the applicant.*

CT COMMUNITIES CHALLENGE GRANT PROGRAM ROUND 3

MAIN APPLICATION FORM

Please contact CTCommunitiesChallenge@ct.gov by 3:00 PM on Friday, April 28, 2023 to request access to a unique SharePoint folder, where you will be able to upload your application and supporting files.

Program Summary

The Department of Economic and Community Development ("DECD") is undertaking a competitive grant application process to fund multiple projects under the CT Communities Challenge Grant Program in an effort to improve livability, vibrancy, convenience, and equity of communities throughout the state. The Program is intended to potentially create approximately 3,000 new jobs. It is DECD's goal to allocate up to 50% of the funds to eligible and competitive projects in distressed municipalities.

Note

Please be sure to refer to the Notice of Funding Availability (available at the [CT Communities Challenge Grant Program Website](#)) and include all relevant attachments that support any information and statements being provided in this application.

This application may be reviewed by the CT Office of Policy and Management and other state or quasi-state agencies. Projects funded under this program are subject to the Connecticut Environmental Policy Act ("CEPA"), other environmental regulations, and DECD regulations related to procurement and bidding procedures.

Please contact DECD at CTCommunitiesChallenge@ct.gov for further information on program requirements.

PLEASE READ CAREFULLY: The response fields included within this application have been assigned character limit restrictions. Please be sure that all text is visible in the provided spaces prior to signing the form. Once the document has been signed, any text extending beyond the space provided WILL NOT BE VISIBLE. Please adjust your response lengths accordingly.



A. GENERAL SECTION

SECTION I APPLICANT & PROJECT INFORMATION

1. Applicant Name:

Federal Employer Identification Number (FEIN):

Business Address:

City:

ZIP Code:

Contact Name:

Title:

Telephone:

Email:

2. If Applicant is applying as an Economic Development Agency (EDA), provide supporting documentation including the Articles of Incorporation and justification (narrative) as by which statutory authority it qualifies to be an EDA. (200 character limit)

3. Project Name:

4. Total Project Cost: \$

5. Amount of DECD Financial Assistance requested: \$

6. Total Grantee/Local Match (Minimum of 25% for distressed municipalities and 50% for others):

\$

a. Briefly describe the source of any proposed match funds (200 character limit)



7. Project Address:

City:

ZIP Code:

Total Site Acreage:

of Parcels:

Please list parcel-level detail in table below.

Parcel Address	ZIP Code	Parcel ID / Tax-Assessor ID	Acreage

8. Is the project in a Distressed Municipality? Yes ☒ No ☐



SECTION II PUBLIC-PRIVATE PARTNERSHIP INFORMATION

1. Is the Applicant partnering with a private entity? Yes ☐ No ☐

If Applicant is partnering with a private entity,
Name of Private Partner:

Enter the company's or organization's legal name above. IF a special-purpose entity (SPE), describe the SPE, the partners (list all 5% or more owners) and the parent company. Please attach the organization's articles of incorporation. SPE Description:

Federal Employer Identification Number (FEIN):

State of Connecticut Tax ID:

Business Address:

City:

ZIP Code:

Contact Name:

Title:

Telephone:

Email:

Describe the nature of partnership (financial, access agreement etc.):

2. Business Status (for private development partner or a private/non-profit applicant entity)
- A. Is the private entity registered with the Connecticut Office of the Secretary of the State? Yes ☐ No ☐
- Please attach a copy of the Certificate of Legal Existence.
Certificates can be obtained online by visiting <https://portal.ct.gov/SOTS/Business-Services/Legal-Existence>
- B. Are there any lawsuits pending against the private partner/organization, its affiliates who will be involved with the project, or the parent organization (describe)?



SECTION III OWNERSHIP AND ACCESS DETAILS

1. Please provide the current property owner name - Please attach the tax assessor's property card(s).

2. If Applicant or any Project Partner is not the property owner, describe how and when ownership and access to property (if needed), will be obtained. Please attach the Letter of Intent, Purchase and Sale Agreement, Access Agreement or other documentation from owner indicating willingness to provide access: (200 character limit)

SECTION IV PROJECT SUMMARY

1. Please provide a summary of the overall project – project description, purpose, and need, goals, and objectives.

Please help us understand the project and include any relevant project details. Please make sure to specify the scope and use of the requested funds under the CT Community Challenge Grant. Please attach: 1) A locational map that provides relevant regional or locational site information; 2) A site map that illustrates project boundaries and neighboring property information; and 3) A conceptual project plan. *(200 character limit)*

2. Background/History of the Project Site

Please provide a summary of general site and property characteristics, and the previous use of property, including whether it is an adaptive reuse project, and any other relevant information. *(200 character limit)*



3. Development Team

Please list the development team and roles within it. *(200 character limit)*

4. Feasibility of Project:

(A) Discuss **market demand for the proposed use**. If available, attach the market demand study. (B) Discuss any studies to confirm **constructibility of the project** and the proposed reuse. Attach any available feasibility studies such as structural analysis etc. (C) Discuss existing **infrastructure**. Also, discuss how the project will capitalize on existing infrastructure **OR** extent to which the project will improve existing infrastructure **OR** the need for additional or improved infrastructure. *(200 character limit)*

5. **Project Benefits:** Please provide a brief summary of the economic and community development opportunity, contribution to the community's tax base, potential for job creation, housing creation, improvement in health and safety, and any other benefits that the project will bring to the community. *(200 character limit)*
6. **Project Funding Sources & Uses Budget:** Please use the [CT Communities Challenge Sources & Uses Budget spreadsheet](#) to provide the total estimated cost for the project, the targeted or identified funding sources, type of funding – debt, equity/cash, or tax credit, status of fund assembly, gaps in funding, status and timeline of funding sources that are being sought (such as federal or state historic tax- credits, low-income housing tax credits, bank financing etc.)
7. **Project Schedule and Timeline:** Please provide a brief summary of the timeline, anticipated project start date, completion of pre-development activities to date. *(200 character limit)*



Department of Economic and
Community Development

8. Any other relevant information:

Use additional space if needed for above responses or any other relevant information you would like to convey. *(200 character limit)*

SECTION V POTENTIAL ENVIRONMENTAL IMPACTS

1. Indicate the potential level of direct and/or indirect impacts to the environmental resources listed in the table below. Briefly describe any potential impacts in the comment box at the end.

Resources	Potentially significant with mitigation	Not significant with mitigation	No anticipated significant effects	Unknown at this time
Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface or Groundwater resources <i>*including quality, quantity, or impacts to public drinking water supply</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floodplains (100-year) or Floodways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stream channel encroachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fish and/or Wildlife Habitats <i>*including the presence of endangered, threatened, and special concerns species and habitats (NDDDB)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coastal resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural lands and/or soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Historic sites and districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Archeologically sensitive areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aesthetic / scenic resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated open space and recreational uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surrounding land uses / neighborhood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities and Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please explain) <small>(200 character limit)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Briefly explain any potential impacts identified above, and provide additional comments as needed. (200 character limit)

3. By signing this form, the applicant understands and acknowledges that the proposed project may warrant further review under the Connecticut Environmental Policy Act (CEPA) and agrees to comply with all requirements and costs associated with such review, and further acknowledges that the applicant is in a position to cover any and all additional costs associated with such review.

SECTION VI ELIGIBILITY FOR DISCRETIONARY STATE FUNDING

Applicable only for municipal applicants

In accordance with [C.G.S. § 8-23](#), as amended by [Public Act 15-95](#), any municipality that has not adopted a Plan of Conservation and Development (POCD) within the past ten years is ineligible for discretionary state funding unless they request and receive a waiver from the prohibition on a grant-by-grant basis from the OPM Secretary. In conjunction with this completed **Application Form**, municipalities are required to submit a signed copy of the **Municipal Certification of Eligibility for Discretionary State Funding** to verify their eligibility to receive discretionary state funding under this grant program. Please visit the following website for more information:

Notes: (200 character limit)

SECTION VII SHPO and NHPA OBLIGATIONS

Please note that if the project involves federal funding, the project will need to be in compliance with Section 106 of the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA). Separately, if this project is successful in receiving this grant and involves other state funding, it must be in compliance with several state laws including the CT Environmental Policy Act (CEPA). Please visit the State Historic Preservation Office's (SHPO) [webpage](#) for more info. Please answer the below questions and submit the Project Notification Form to assess the impacts to historic, cultural, and archaeological resources and understand the federal and state obligations.

1. **Does the project include or assist in reuse or rehabilitation of any mills or historic structures (appearing on the National Register of Historic Places, State Register, or a designated Local Historic Property)?** Yes ☐ No ☐ Details:

2. **Are you planning to alter, partially demolish or fully demolish any structures on the property?** Yes ☐ No ☐ Details:

3. **If the project includes alteration or demolition of buildings more than 50 years in age, please indicate the dates of construction for the affected buildings. Details:**

4. **Please attach a copy of the State Historic Preservation Office (SHPO) [Project Notification Form](#). Also indicate if the form has already been submitted to the SHPO. If determination has already been obtained, provide a copy of the SHPO determination letter as well:** (200 character limit)

B. PROJECT MERITS SECTION

SECTION I SUPPORT OF LIVABILITY AND VIBRANCY; ADAPTIVE REUSE

1. The goal of the CT Communities Challenge Grant funding is to improve the livability, vibrancy, convenience, and equity of communities in Connecticut. Using the space provided below – describe how the proposed features and characteristics of the project will support the livability and vibrancy in the local community and region. Examples of features and characteristics are suggested below:

- Downtown and major hub development
- Transit-oriented Development
- Optimal mix of uses to generate vibrancy of neighborhoods
- Connectivity options for pedestrians and non-pedestrians
- Optimal increase in residential density, supported by necessary infrastructure, that will enhance the vibrancy of community
- Improvement of infill, vacant, dilapidated, and underutilized sites in the community
- Public space improvements including open spaces, active gathering spaces, public art etc.
- Other features and characteristics that will enhance livability, vibrancy, convenience, and equity of the community (500 character limit)

2. The State Conservation & Development Policies: The Plan for Connecticut (2018-2023) requires state funded projects to focus on infill development and redevelopment opportunities in areas with existing infrastructure, such as in cities or town centers, which are at an appropriate scale and density for the particular area; and promote the continued use or adaptive reuse of existing facilities, particularly those with historical and/or cultural significance, and support the redevelopment of former brownfields and other underutilized or abandoned facilities at a scale and density appropriate for the surrounding area.

Please describe in the space provided how the proposed project will enable (500 character limit)

- Adaptive reuse;
- Brownfield redevelopment;
- Historic and/or cultural preservation; and/or
- Redevelopment of areas with available infrastructure

1. Provide a brief summary of how the community will benefit from this project. Why is this project a good fit and how do you know? What are the proactive efforts for proposed development to serve and benefit existing communities, their peoples, and their cultures? Indicate how the community was, or will be, informed of the project and plans for community engagement throughout the project. How does the proposed project mitigate previous negative effects on historically disenfranchised communities, including people with disabilities and elder residents: (500 character limit)

2. **If the project includes a net addition of 10 or more new housing units, please describe the affordable housing plan for the units and confirm that it is in keeping with DECD's affordable housing requirements described in the Notice of Funding Availability.**
3. **Describe below how the proposed project impacts the community and provide a characteristic or feature that was otherwise absent from the community/region.**

- affordable/workforce housing,
- food access,
- open/recreational space,
- gathering space,
- public/regional facilities, and/or
- ADA Improvements

4. Explain how project features and characteristics will: *(500 character limit)*

- enhance resiliency in the community,
- support green energy,
- adopt climate change measures such as low impact development,
- minimize impacts to the flood plain, and/or
- adopt sustainability and green building design.

5. Is the project site within these categories:

- Opportunity Zone – **Yes** ☐ **No** ☐ **Details:** (include confirmation – parcel ID etc.):

- Distressed Municipality – **Yes** ☐ **No** ☐ **Details:**

- Enterprise Zone – **Yes** ☐ **No** ☐ **Details:**



6. Please indicate what Diversity Equity and Inclusion (DEI) practices are currently being adopted by the community. Is the Applicant Team one that demonstrates and reflects a culture and commitment to diversity, equity, and inclusion? Also, explain how the Applicant Team is seeking to further its DEI commitment through this project. What are the plans for community engagement and local hiring? *(500 character limit)*

7. Explain how the proposed project is aligned with Environmental Justice goals of: (1) providing the same degree of protection from environmental and health hazards to all; and (2) providing everyone equal access to the decision-making process to have a healthy environment in which to live, learn, and work. *(500 character limit)*

SECTION III ECONOMIC IMPACT

1. **Return on Investment** – For each of the below questions, please be as detailed as possible in outlining the figures used to calculate percentages.

- A. **Applicant (Local) funding commitment:** What percentage of the total project cost is being funded with applicant funds?
- B. **DECD share:** What percentage of the total project cost is being requested in Communities Challenge funds?
- C. **Total non-state leverage:** What percentage of the total project cost is being funded by non-state dollars (equity and debt)?
- D. **Private partner funding:** What percentage of the total project cost is being funded by the Private Partner (equity)?
- E. **Private funding:** What percentage of the total project cost is being funded by the private sector (private partner equity, bank loans, equity investment from investors etc.)?

2. **Job creation:** Please provide the number and type of permanent full-time equivalent (only direct) jobs expected to be created by the proposed project.

3. **Increase in grand list**

- A. Current valuation of property - \$
- B. Projected valuation post-project - \$

Additional Notes (if any):

SECTION IV SHOVEL READINESS

The CT Community Challenge Grant funds are intended to be gap financing to enable a transformative project idea to be implemented. The DECD funding should be the last funding in. Therefore, this Program would like to target shovel-ready projects that can be initiated immediately and completed within the next two to three years.

1. **Has the approval from Town Council/Board of Alderman/Board of Selectman/Applicant Board/COG Board etc. been obtained to: (A) request this funding from DECD; (B) undertake this project; and (C) partner with the private entity and other on the development team on the proposed project? If yes, please attach Approval/Certified Resolution.**

☐
☐

2. **Please describe status of discussions of local approvals and participation of community groups and other key stakeholders.**

A. Briefly describe any local support/approvals, or pre-development activities that support this project. Does the project have site plan, other planning and zoning approvals, variances etc. from the host municipality to move ahead with the project? If no, describe the plan or path that is charted out to obtain the same. What is the status and timeline of obtaining the same?

B. Does the project require local inland wetland permits and, if so, have they been obtained/applied for? What is the status?

- C. Please list any other local, state, or federal approvals or permits which will be necessary for the project to proceed and the timetable and process to achieve them.
- D. Will the project be a major traffic generator (MTG) as defined by Section 14-312-1 of the [Office of the State Traffic Administration \(OSTA\) regulations](#)? *An MTG is defined as any development of 100,000 square feet or more of gross floor area or 200 or more parking spaces.* What steps have been taken to initiate the process and what is the expected timeline?
3. Please provide the status level of the project plans and construction design drawings (whether conceptual, 10%, 30% 60%, 100%). DECD may request the drawings as described prior to any award.

4. **Capital Stack:** please describe status of assembling funding sources to complete the project. For each component of your match, detail what is needed for the cash to be in hand. In addition, any equity supplied by private developers or financing supplied by lenders must be evidenced by commitment letters or preliminary approvals that are attached with your application.

5. Please confirm that you have read and understand the information provided in the Notice of Funding Availability regarding state prevailing wage law, and that you have accounted for the likely applicability of the prevailing wage to this project.

☐ YES (insert check box)

6. Please confirm that you have read and understand the information provided in the Notice of Funding Availability regarding DECD's policy of requiring, in many instances, the property owner to provide a non-recourse mortgage against the property as security for the applicant's obligations of completing the project. If the property in question is privately held, please confirm that you have discussed this policy with the property owner and that they are willing to enter into such an agreement.

☐ YES (insert check box)

7. Does the project site have all necessary public utilities, roads and other infrastructure required for the redevelopment project? If no, what additional (or upgrade of) public infrastructure would be required and what is the expected cost? Is there a plan in place to address the need and is there a funding source identified?



8. Any other information that describes the shovel readiness of the project.

Additional Notes (if any):



SECTION V APPLICANT TEAM CAPABILITY

1. **Provide at least five examples of similar scale projects that the Applicant Team has undertaken including references:** For each project: Provide project name; address; project scope; total project costs; details of funding sources; if DECD/other state agency funding was involved; project period; indication if project was completed on time and on budget; project issues and how they were resolved, and project testimonials/references and contact information. *(500 character limit)*

Additional Notes (if any):



- 2. Please list the Project Team members. Please summarize their experience and skillset to undertake such projects. Please include the percentage of team members' expected available time to work on this project if the project is selected. Development team members including municipalities must demonstrate sufficient time allocated to manage this funding if awarded.**

(Developer, environmental professionals, environmental attorneys, financial partners, development consultants, municipal officials, development companies, etc.). *(500 character limit)*

- 3. Please describe new partnerships that offer creative and dynamic solutions to the project described in the application.**

SECTION VI CHECKLIST OF DOCUMENTS

Please attach copies of the following documentation, as applicable.

All documents with an asterisk* are required documents.

Please note: All documents should be numbered and named in accordance with the checklist items below PRIOR to submittal to DECD

- ☐ 1. Sources & Uses Budget Spreadsheet *
- ☐ 2. Tax Assessor Property Card(s) *
- ☐ 3. Letter of Intent to Purchase Property/Purchase and Sales Agreement
- ☐ 4. Access Agreement or documentation from owner indicating willingness to provide access
- ☐ 5. Articles of Incorporation (if applicable, for EDAs and private entities)
- ☐ 6. Certificate of Legal Existence (for private entities) *
- ☐ 7. Locational Maps, Site Plan, Conceptual Project Plan *
- ☐ 8. Market Study, if available
- ☐ 9. Feasibility Study/Structural Analysis, if available
- ☐ 10. Town Council Approval/Certified Resolution
- ☐ 11. Site Plan/Zoning Approvals
- ☐ 12. Local Inland/Wetland Permits (if applicable)
- ☐ 13. Copies of Available Local, State and Federal Permits (if applicable)
- ☐ 14. SHPO Project Notification Form and Determination Letter (if applicable) *
- ☐ 15. Supporting Environmental Documentation (that support the application)
- ☐ 16. Project Pro Forma Worksheet
- ☐ 17. Municipal Certification of Eligibility for Discretionary State Funding
- ☐ 18. Project Testimonials/Examples and References

SECTION VII CERTIFICATION BY APPLICANT

It is hereby represented by the undersigned, that to the best of my knowledge and belief no information or data contained in the application and attachments are in any way false or incorrect and that no material information has been omitted. Your application and the contents of your application and our discussions with you are subject to public disclosure. We may communicate with the municipality, state agencies (including the CT Office of Policy and Management, DEEP, the CT Department of Transportation, the CT Department of Housing, the CT Department of Public Health), the EPA, and the general public. Projects funded under this program may be subject to the Connecticut Environmental Policy Act ("CEPA"), as well as other environmental regulations, and DECD regulations related to procurement and bidding procedures. State funding may require placement of a lien on project property. In addition, if the applicant is a private corporation, a personal guaranty may be also required from each owner of 10% or more. In addition, the undersigned agrees that any funds provided pursuant to this application will be utilized exclusively for the purposes represented in this application, as may be amended and agreed to by the DECD. DECD reserves the right to modify or waive any requirement, condition or other term set forth in this Application, to request additional information at any time from one or more applicants, to select any number of applications submitted to this program, or to reject any or all such applications, in each case at DECD's sole discretion. DECD may exercise the foregoing rights at any time without notice and without liability to any applicant or any other party. Applications to this program shall be prepared at the sole expense of the applicant and shall not obligate DECD to procure any of the services described therein or herein from any applicant. DECD shall not be obligated to any applicant until a final written agreement has been executed by all necessary parties thereto and all applicable approvals have been obtained. As such, any funds expended by the applicant prior to these approvals will be done so entirely at the risk of the applicant.

Signature:	Printed Name:
Date:	Title:

PLEASE READ CAREFULLY: The response fields included within this application have been assigned character limit restrictions. Please be sure that all text is visible within the provided spaces. Once the document has been signed, any text extending beyond the space provided **WILL NOT BE VISIBLE**. Please adjust your response lengths accordingly.

In addition, the document cannot be edited once a signature is applied using the sign option on Adobe Acrobat. Please make sure the application is complete and all responses are visible (start and end of response) prior to applying your signature.

SECTION VIII REMINDERS (BEFORE SUBMITTAL)

Before submitting a completed application package, please check the following:

- Ensure that all response fields have been completed/filled in. If fields are left blank, DECD may deem the application incomplete. If a particular field is not applicable, please state as such and state the reasons.
- Responses should be included in the allotted space provided in this application.
- Ensure that all required attachments (documents marked with an asterisk* in **Section VI**) are submitted along with the completed application form. Ensure that items included with the application submittal are checked off in the boxes provided in Section VI.
- The attachments should be submitted as individual documents (named and numbered in accordance with **Section VI** above). Please do not submit attachments as a single combined PDF.
- Ensure that the Application form has been signed & dated.

**RESOLUTION OF
TOWN OF HEBRON
BOARD OF SELECTMEN**

The undersigned, being the _____, a Connecticut Town, hereby certifies that the following is a true and correct copy of the resolutions duly adopted by the Board of Selectman, at a meeting held in accordance with the laws of the Town of Hebron, at which a quorum of the Board of Selectman was present, and that such resolutions are and remain in full force and effect and have not been rescinded or modified.

WHEREAS, the Town has adopted the Hebron Center Plan in May 2016; and

WHEREAS, the Town has made significant strides in achieving certain milestones within the Hebron Center Plan and is committed to further investments in the Center; and

WHEREAS, in order to make the investments necessary to complete the Way Finding and Water Infrastructure Project, the Town intends to apply for the State of CT, Department of Economic and Community Development for its Connecticut Community Challenge Grant in the amount of \$1,500,000; and

NOW, THEREFORE, the Board of Selectman of the Town of Hebron hereby adopts the following resolutions, effective for all purposes as of the date set forth above:

(1) **RESOLVED**, that the Town is hereby authorized to apply for the State of Connecticut, Department of Economic and Community Development Grant in the amount of \$1,500,000 on such terms and conditions generally as described to the Board of Selectman and as the Municipality deems necessary, appropriate or advisable; and it is further

(2) **RESOLVED**, that the Town shall negotiate and/or enter into such a subcontract and with Commons Community Development Corporation and related agreements (i) as are required in connection with the construction of the Way Finding and Water Infrastructure Project; and (ii) in a form and content as may be required by the State of Connecticut, Department of Economic and Community Development; and it is further

(3) **RESOLVED**, that the Board of Selectman authorizes Andrew J. Tierney, the Town Manager (an "Authorized Person"), on behalf of the Town of Hebron, to apply for the State of Connecticut, Department of Economic and Community Development Community Challenge Grant, execute and deliver all documents and other instruments necessary in connection with the Grant. Contract and related matters referred to in these resolutions that any such Authorized Person deems necessary, appropriate or advisable to carry out the intent and purposes of these resolutions, all on such terms and conditions as described to the Board of Selectman; and be it further

(4) **RESOLVED**, that the aforesaid Authorized Persons are hereby authorized to cause the Town of Hebron to retain attorneys and such other consultants, advisors, and experts that they may deem necessary, appropriate or advisable to advise the Town of Hebron in connection with the State of CT, Department of Economic and Community Development, Community Challenge Grant and to carry out the intent and to accomplish the purposes of these resolutions; and it is further

(5) **RESOLVED**, that the _____ is hereby authorized and directed to affix any required attestation of the Town of Hebron to any of the agreements, instruments or other

documents referred to in these resolutions should the same be deemed necessary, appropriate or advisable; and it is further

(6) **RESOLVED**, that any action heretofore taken by any Authorized Person on behalf of the Town of Hebron in connection with or in furtherance any of the acts or transactions referred to in these resolutions is hereby ratified and approved in all respects.

The _____ of the Municipality hereby confirms that she is the duly elected and qualified _____ of the Municipality and certifies that the above is a true and correct record of the resolutions that were duly adopted by the Board of Selectman on April 20, 2023.

By: _____

Its: _____



Reinventing the Heart of Hebron

April 25, 2023

Hebron Board of Selectmen and
Mr. Andy Tierney, Town Manager
Town of Hebron
15 Gilead Street
Hebron, CT 06248

*via email only to atiernet@hebronct.com
and dlanza@hebronct.com*

Dear Board of Selectmen and Mr. Andy Tierney, Town Manager,

The Town Center Project, Inc. and its Board of Directors wishes to extend our support to the Town of Hebron and the Commons Community Development Corporation of Hebron in their effort to obtain funding from the Connecticut Communities Challenge Grant Program.

Hebron is growing in ways that truly should be commended. We are all working together; residents, religious entities, our town - to meet the needs of our community as well as the mandates the State of Connecticut places on us. The Affordable Housing Act is an excellent example of Hebron's understanding; as a town, the needs of the State. Through our Town Planner, other key town personnel and our town commissions we have demonstrated our commitment by being one of the towns that has submitted a plan to the State for affordable housing, on time and with attainable goals.

Traditionally, much of past funding provided from the challenge grants has benefited larger, more urban areas within our state. Having been collectively, since 2017 working to "reinvent the heart of Hebron" through community based events, art installations and so much more – TTCP sincerely hopes to see the Connecticut Communities Challenge Grant Program spread their wings and embrace the opportunity to not only help our community grow in the right direction but also support a Statewide initiative (Affordable Housing) and as a bonus perhaps secure a future water source that has the potential to provide economic growth and for generations of Hebron residents. These are exciting times!!

The Town Center Project and our Board wholeheartedly support this endeavor and see future benefits for the residents and businesses of the Town of Hebron should these funds be granted.

Sincerely,

Holly Habicht/hmh
President
The Town Center Project, Inc.
thetowncenterproject.org
ttcp@thetowncenterproject.org

CC: ronkol@sbcglobal.net (Commons Community Development Corporation)

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MAY 4, 2023**

**APPROVE REVISED JOB DESCRIPTION
BUILDING OFFICIAL**

Attached is a proposed revision for the Building Official/Zoning Enforcement Officer.

Proposed Resolution:

Move that the Hebron Board of Selectmen approve the revised job description for the Building Official/Zoning Enforcement Officer as presented (or amended).

DRAFT
BUILDING OFFICIAL/ZONING ENFORCEMENT OFFICER

Position Purpose:

~~The purposes of this position are to provide for the safe construction of structures, additions and modifications; certifies suitability for occupancy; reviews and applies zoning and related ordinances; verifies proposed and existing property use consistent with requirements of the Town's zoning ordinance; enforces Planning and Zoning Commission requirements; helps provide for the protection of investments in real property by assuring that structures and uses meet or exceed building codes, zoning requirements and related standards. Compliance with adopted standards is achieved through education, the permit review process, inspections, and enforcement actions. Coordinates construction plan reviews and code compliance activities with other inspectors and agencies. A Building Official/Zoning Enforcement Officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his or her direction and control.~~

The purpose of this position is to provide for the safe construction of structures and additions thereto; to certify suitability for occupancy; to review and apply zoning regulations and related ordinances; to verify proposed and existing property use is consistent with requirements of the Town's zoning regulations; to enforce Planning and Zoning Commission requirements; to help provide for the protection of investments in real property by assuring that structures and uses meet or exceed building codes, zoning requirements and related standards. It is expected that the position will achieve compliance with adopted standards through education, the permit review process, inspections, and enforcement actions. The position will coordinate construction plan reviews and code compliance activities with other inspectors and agencies. The position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his or her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible inspection duties of a technical nature requiring the exercise of considerable judgment in ensuring compliance with proper standards and the enforcement of pertinent laws and regulations. Duties require strict adherence to applicable Federal, state and, municipal ~~and federal~~ laws.

Supervision Received: Works under the general direction of the ~~Town Planner~~Director of Planning and Development (Town Planner) and in accordance with established ~~department~~ general and special orders, rules, regulations, policies and procedures of the department. Implements directives of the Planning and Zoning Commission; refers unusual cases to the State Building Official and/or his or her supervisor. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: Supervises assigned office staff by assigning tasks and giving instructions.

Job Environment:

Work is performed in an office and in field conditions, where sometimes there may be adverse weather conditions, including extreme hot and cold ~~and~~ conditions of a construction site; ~~may come in contact with~~ fumes, vibrations and other hazardous elements may be encountered; and some work may be performed in moderate to very loud work environments.

The work requires the operation of an automobile, test equipment, telephones, computers, copiers, ~~facsimile machines~~, and other standard office equipment.

Makes frequent and/or periodic contact with members of the building community, external organizations, governmental agencies, and other municipal departments; communication is in person, by telephone and standard reports.

Has access to department related confidential information such as litigation; the application of appropriate judgement, discretion and professional office protocols are required.

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.)

- Reviews applications for construction permits, site plans, and building plans; calculates and collects applicable fees. Meets with lawyers, architects, engineers, developers, builders, and homeowners to determine building and zoning requirements and the granting or denial of building permits.
- Inspects occupied structures, buildings under construction, alteration, repair or demolition for compliance with building, zoning and other adopted codes or standards enforceable within the Town;- ensures that appropriate corrective actions are taken.
- Enters relevant data and information into the Town's building permit processing and inspections systems (OpenGov); prepares correspondence; refers extended non-compliance cases to and coordinates with the Town Attorney to bring about compliance with code and other requirements.
- Acts upon and provides guidance regarding questions relative to the mode or manner of construction and the materials to be used in the construction, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, occupancy, and maintenance of all buildings and structures, except as may otherwise be specifically provided for by statutory requirements. Interprets building and zoning codes and laws to homeowners, builders, contractors, architects, and others advising on proper relevant procedures to follow.
- Investigates complaints of alleged zoning and code violations and takes appropriate action; confers with the Town Planner and State Building Inspector as needed.
- Consults with other municipal departments and agencies concerning building safety within the Town; ~~m~~May assist other area municipal building officials on a reciprocal or other service sharing arrangement.

- Responds to fires to review building security, suitability for occupancy, code violations and condemnation requirements.

Other Functions:

- Maintains building and zoning inspection records and prepares reports from same. Assures the communication of [project progress](#) status and completed building construction/demolition to the Town Assessor's Office.
- [Keep summary data on building and land use permits issued by type or category of activity including home occupations and accessory apartments.](#)
- Maintains current knowledge of all applicable laws, codes, and rules and regulations regarding departmental operations.

Performs similar or related work as required, directed or as situation dictates.

Physical and Mental Effort:

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit and talk or hear; occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Employee must be able to access all levels of a construction site and traverse uneven terrain. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. This position requires the ability to efficiently operate a keyboard and calculator.

Minimum Required Qualifications:

Education, Training and Experience:

Associate's degree in a field related to building design or construction; more than five years of construction supervision or inspection experience; or any equivalent combination of education and experience.

Special Requirements:

A valid motor vehicle drivers license must be maintained throughout the duration of employment in this capacity. Certification as a Building Official as required by the State of Connecticut and the Board of Building Regulations & Standards [is mandatory](#).

[Certified Zoning Enforcement Official \(CZEO\) designation by the Connecticut Association of Zoning Enforcement Officials \(CAZEO\) or obtain said certification within two \(2\) years of hire date.](#)

[In capacity of Zoning Enforcement Officer, may be required to attend some board or commission meetings in the evening.](#)

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress. Working knowledge of the equipment and materials essential for the safety, comfort, and convenience of building or structure occupants. Complete knowledge of state statutory requirements, adopted and in force building codes, and zoning ordinances.

Ability: Ability to read and interpret blueprints, drawings, and plans. Ability to enforce regulations firmly, tactfully, and impartially; ability to establish effective working relationships with applicants, members of the building community, other Town departments and boards, and the general public. Ability to communicate effectively orally and in writing. Ability to deal with the public firmly and courteously under adverse or strained conditions such as in investigating and enforcing potential code violations.

Skill: Skill in using the above methods and tools.

(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.)

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MAY 4, 2023**

CONNECTICUT NEIGHBORHOOD ASSISTANCE ACT TAX CREDIT PROGRAM

**SET PUBLIC HEARING DATE
2023 NEIGHBORHOOD ASSISTANCE ACT**

The Connecticut Neighborhood Assistance Act is an annual tax credit program which was created by state statute and is designed to provide funding for municipal and tax exempt organizations. Businesses are granted a tax credit for contributing to certain programs approved by the Department of Revenue Services (DRS). If authorized, the Town will announce the program and seek interest from tax exempt organizations. Then the Town must hold at least one public hearing on the proposed programs and these may be included on the eligible list to be submitted to the DRS on forms prescribed by DRS. DRS compiles a statewide list and distributes it to interested businesses. Examples of tax exempt organizations that may be interested are AHM Youth Services and Oak Hill.

Further information on the program can be found by following this link:

<https://portal.ct.gov/DRS/Credit-Programs/Neighborhood-Assistance/Neighborhood-Assistance-Act-Tax-Credit-Program>

If the Selectmen wish to move ahead with offering the program this year, it would be appropriate to schedule a Public Hearing.

Proposed Motion:

Move that the Hebron Board of Selectmen schedule a Virtual Public Hearing on program proposals for inclusion in the 2023 Connecticut Neighborhood Assistance Act Program for Thursday, June 1, 2023, at 6:45 p.m.



STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
450 COLUMBUS BOULEVARD, SUITE 1 • HARTFORD, CT 06103-1837

March 2023

****0223*****67*****NAA23*****TSDEO-MG

First Selectman's Office
Town Office Building
15 Gilead Street
Hebron, CT 06248

The **Connecticut Neighborhood Assistance Act** (NAA) Tax Credit Program is designed to provide funding for municipal and tax-exempt organizations by providing a corporation business tax credit for businesses which make cash contributions to these entities.

Enclosed is the 2023 Neighborhood Assistance Act Program Proposal application for distribution to interested organizations in your municipality. The application must be completed in full, approved locally, and submitted to the Department of Revenue Services (DRS) no later than **July 1, 2023**. Note this deadline is set by statute.

A fillable **Form NAA-01, 2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**, is available on the DRS website at **portal.ct.gov/DRS**. Using the fillable Form NAA-01 enables you and your community organization to input information directly onto the form via computer.

Prior to your submission to DRS, your municipality must hold a public hearing on all programs, and the governing body of your municipality must vote to approve these programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted electronically with your applications. Contact DRS by email at **NAAProgram@ct.gov** to receive instructions on how to process your submission through our MOVEit Secure File Transfer System. NAA submissions will not be accepted on paper.

Please designate a liaison to handle all Neighborhood Assistance Act matters. You must enter the name, address, email address, telephone number, and fax number of your liaison in Part IV of the application. **DRS will directly notify your liaison by email of the programs that have been approved.** You must notify your participating organizations accordingly as DRS will not contact them directly.

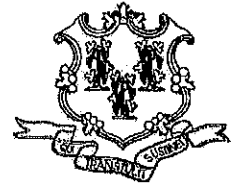
Lastly, be reminded that any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date. All audits received by the municipality should be forwarded to DRS, again through our MOVEit system.

E-mail any questions to **NAAProgram@ct.gov** or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

Mark D. Boughton
Commissioner, Department of Revenue Services

NAA-CVR (Rev. 02/23)

Enclosures



Municipality: _____

Form NAA-01

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____

Address: _____

Federal Employer Identification Number: _____

Program title: _____

Name of contact person: _____

Telephone number: _____

Email address: _____

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ _____

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☐ Yes ☐ No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☐ Energy conservation; **or**
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; **or**
☐ Other (specify): _____

Description of program: _____

Need for program: _____

Neighborhood area to be served: _____

Plan to implement the program: _____

Timetable:

Program start date: _____
MM - DD - YYYY

Program completion date: _____
MM - DD - YYYY

Post-project audit due date: _____
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested _____

Other funding sources - itemized sources:

a) _____

b) _____

c) _____

d) _____

Total Funding: _____

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) _____

b) _____

c) _____

d) _____

Administrative expenses - itemized description:

a) _____

b) _____

c) _____

d) _____

Total Proposed Expenditures: _____

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____

Mailing address: _____

Name of municipal liaison: _____

Telephone number: _____

Fax number: _____

Email address: _____

Post-Project Audit

Is a post-project audit required for this proposal?

☐ Yes

☐ No

If Yes, date post-project audit due:

Date

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I — General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II — Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III — Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV — Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MAY 4, 2023**

REVIEW TAX ABATEMENT INTEREST RATE FOR 2023

**CONSIDER ORDINANCE CHAPTER 320, ARTICLE XII
ABATEMENT (DEFERRAL) OF PROPERTY TAXES FOR
PERSONS OF LIMITED INCOME
ANNUAL INTEREST RATE REVIEW**

The Tax Abatement Ordinance (Chapter 320, Article XII) was established by the Board of Selectmen in April 2000. The ordinance was created pursuant to CGS 12-124 a. The ordinance caps a property owner's taxes on a residential dwelling at 8 percent of the total income from any source. Taxes that exceed that amount are conveyed to the Town in the form of a lien creating and securing an obligation to reimburse the Town in the amount of the taxes abated with interest. Those taxes, along with the interest are paid to the Town "by not later than the date of sale or transfer of such real property or upon the death of the last surviving owner."

As part of the annual interest rate review, the Board has the option to adjust the interest rate. The Town Manager is recommended that the interest rate for 2023 be increased from 1.5 percent to 3.5 percent.

PROPOSED RESOLUTION:

BE IT RESOLVED by the Hebron Board of Selectmen that in accordance with Chapter 320, Article XII Section 320-20 of the Hebron Town Code, the tax abatement interest rate for 2023 be set at _____ percent.

*Town of Hebron, CT
Thursday, March 23, 2023*

Chapter 320. Taxation and Assessments

Article XII. Abatement (Deferral) of Property Taxes for Persons of Limited Income

[Adopted 4-6-2000 by Ord. No. 2000-2; amended 7-15-2004]

§ 320-18. Authority; abatement authorized.

Pursuant to the authority of General Statutes § 12-124a, property taxes due for any tax year with respect to any residential dwelling occupied by the owner or owners and for whom such dwelling is the primary place of residence may be abated to the extent that such property taxes exceed 8% of the total income from any source, adjusted for self-employed persons to reflect the allowance for expenses in determining adjusted gross income, of such owner or owners, and any other person for whom such dwelling is the primary place of residence, for the calendar year immediately preceding the beginning of the tax year for which such taxes are due.

§ 320-19. Definitions.

For purposes of this article, "total income from any source" shall have the same meaning as "gross income," as defined in Regulations of Connecticut State Agencies § 46b-215a-1(11), as the same may from time to time hereafter be amended.

§ 320-20. Application for abatement.

Applications for abatement under this article signed by all of the owners of the property shall be filed in the office of the Town Manager by not later than May 31 in the tax year for which such abatement is sought, provided that if the amount of taxes due with respect to the residence has not by then been determined, then such application shall be filed not later than 10 days following the determination of the amount of such taxes. Applications shall be on such forms as may be prescribed by the Town Manager and shall be accompanied by such affidavits, tax returns and other evidence of income as the Town Manager may reasonably require.

§ 320-21. Agreement.

Upon a determination that an applicant or applicants, as the case may be, are eligible for abatement of taxes under this article by the office of the Town Manager, the applicant or applicants, as the case may be, shall execute and acknowledge an agreement, on a form prescribed by the Town Manager, which form shall contain a legal description of the real property with respect to which such abatement is approved, shall be executed, witnessed and acknowledged in the form and manner required for the transfer of an interest in real property, and shall convey a lien to the Town, creating and securing an obligation to reimburse the Town in the amount of the taxes abated, with interest at the rate per annum applicable to each fiscal year as determined in accordance with § 320-22 of this article, by not later than the date of sale or transfer of such real property or upon the earlier death of the last surviving owner. Such agreement shall be delivered to the Revenue Collector by not later than July 10 in the tax year for which such abatement is granted, provided that if the amount of taxes has not by then been determined, then not later than 10 days following the date on which such taxes, as finally determined, become due and payable. Such agreement shall be recorded upon the Land Records and shall constitute a lien upon such real property which shall remain valid until paid. Upon payment, the Revenue Collector shall furnish a release of the lien.

§ 320-22. Interest.

[Amended 5-7-2009; 3-25-2010; 4-7-2016; 4-20-2017; 4-5-2018; 4-9-2020]

The interest on the obligation to reimburse the Town under § **320-21** of this article, for the fiscal year beginning July 1, 2020, and for each fiscal year thereafter until changed by the Board of Selectmen, shall be 1.5% per annum. The Board of Selectmen may by resolution adopted by May 1 in any year thereafter alter the interest to be paid on such obligation for the next ensuing fiscal years until further altered in accordance herewith.

Donna Lanza

From: Andy Tierney
Sent: Tuesday, March 28, 2023 5:46 PM
To: Donna Lanza
Subject: Fwd: Rate

Sent from my iPhone

Begin forwarded message:

From: Brian O'Connell <boconnell@hebronct.com>
Date: March 28, 2023 at 4:45:51 PM EDT
To: Andy Tierney <atierney@hebronct.com>
Subject: Rate

I would suggest 3.5

Reasoning is to use a fed rate that is in line with high quality debt. The fed 10 year treasury I believe is a good benchmark to stick with.

You are both giving the resident assistance and holding the town of Hebron harmless as best possible.

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

May 18, 2023, 7:00 PM (America/New York)

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Thursday, May 18, 2023

7:00 p.m.

AGENDA

Time Guideline

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

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

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

7:05 p.m. 4. PUBLIC COMMENT

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

7:10 p.m. 5. GOOD TO KNOW/SPECIAL RECOGNITION

a)

7:25 p.m. 6. APPOINTMENTS AND RESIGNATIONS

a) Economic Development Commission Appointment

7:30 p.m. 7. TOWN MANAGER'S REPORT

a) Recent Activities

b) Correspondence

c) Town Manager Updates

7:40 p.m. 8. OLD BUSINESS

- a) American Rescue Plan State and Local Recovery Funds Update
- b) Public Works Building Project Survey Committee Update
- c) Public Works Building Project Next Steps
- d) Charter Revision Discussion
- e) 2023-2024 Budget Update
- f) Any Other Old Business

8:00 p.m. 9. NEW BUSINESS

- a) Parks and Recreation Park Policies Update
- b) Award Bid for HVAC Maintenance
- c) Draft Agenda for June 1, 2023 Meeting
- d) Any Other New Business

8:25 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 May 4, 2023 – Regular Meeting

10.a.2 May 8, 2023 – Special Meeting/Workshop

b) **TAX REFUNDS**

8:30 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

8:40 p.m. 12. PUBLIC COMMENT

8:45 p.m. 13. ADJOURNMENT

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MAY 4, 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 March 28, 2023 – BOS/BOF Budget Meeting

10.a.2 April 6, 2023 – Regular Meeting

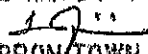
b) APPROVAL OF TAX REFUNDS

10.b.1 Kristopher Heger \$ 1,755.23

10.b.2 Russell Foerschner \$ 82.64

10.b.3 Jonathan Sarkis & Michelle Sarkis \$ 50.13

TOWN OF HEBRON
BOARD OF SELECTMEN and BOARD OF FINANCE
Regular Meeting – Budget Workshop (Virtual)
Tuesday, March 28, 2023 - 7:00 PM

RECEIVED
2023 MAR 31 AM 11:30

HEBRON TOWN CLERK

MINUTES

ATTENDENCE:

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

Board of Finance (Present): Diane Del Rosso (Chair), Michael McCormack (Vice-Chair), Dave Veschi, Janet Fodaski, Mal Leichter

Staff: Andy Tierney (Town Manager), Donna Lanza, Elaine Griffin (Finance Director)

Guests: Allyson Nadeau-Schmeizl, Amy Doyle, Brian O'Connell, Community Voice Channel, Jim Cordier, John Matra, June Danaher, Kathy Williams, Terry McManus

1. Call to Order

2. Pledge of Allegiance

D. Del Rosso called the Board of Finance to order at 7:00 p.m. D. Larson called the Board of Selectmen to order at 7:00 p.m. and led the Pledge of Allegiance.

3. Board of Selectmen Public Hearing on the Budget

- A. Diane Del Rosso (9 Judd Brook Lane, Amston)** – Noted she is a member of the BoF, but speaks as a town resident. She thanked everyone for their hard work, and emphasized that the BoF's purview during the budget process is limited to bottom-line dollar amounts for the town government, and the Hebron Board of Education, which is then sent to referendum. RHAM's budget is overseen by the RHAM Superintendent and BoE, and sent to the constituents of the three member towns. She urged residents to vote at referendum, as well as speaking up at public forums.
- B. Dan Larson (147 Hope Valley Rd)** – Noted he is Chairman of the BoS, but is speaking as an individual. He stated the BoS has no input on the Hebron BoE budget, noting proposed raises exceed 10% for some administrative staff. He feels these increases are unsustainable, and raised the possibility of regionalized elementary schools.
- C. Tiffany V. Thiele (626 Gilead St)** – Believes the town needs a charter revision, specifically to bifurcate the budgets. She would also like the return of advisory questions at referendums.
- D. Terry McManus** - Inquired about the timeline of the budgeting process. A. Tierney noted the BoS will finalize the budget, then sent it to the BoF. Duties of both Boards

TOWN OF HEBRON
BOARD OF SELECTMEN and BOARD OF FINANCE
Regular Meeting – Budget Workshop (Virtual)
Tuesday, March 28, 2023 - 7:00 PM

regarding the budget as described by the Charter were read. D. Lanza reviewed relevant budget process dates (available on the town's website).

- E. Peter Kasper (54 West Branch Dr)** – Stated that while he is a strong supporter of preschool, he believes it should be a budget neutral item as was originally intended. It has since evolved, and he does not believe citizens should be subsidizing preschool.

4. Revenues Overview & Discussion and Budget Deliberations

E. Griffin outlined the recommended revenue budget:

- General Government Revenue - \$892,661 (\$106,061 increase, or 13%)
- Other State Revenues - \$400,626 (\$544 increase, or 14%)
- ECS Funding - \$5,713,831 (\$283,862 decrease, or 4.73%)
- Back taxes - \$375,000 (\$50,000 decrease, or 11.76%)
- Needed tax revenue - \$33,129,301 (\$4,312,756 increase, or 14.97%)

She noted there had been discussion about raising back tax revenues to \$400,000, as well as debt management contribution to \$862,000. She also clarified that adjustments to revenues are the purview of the BoF, with the BoS able to make recommendations, but not changes. Expenditure adjustments previously discussed (including LAP and Worker's Compensation Insurance) were reviewed.

Motion by D. Larson that the Board of Selectmen incorporate the expenditure adjustments of LAP insurance, worker's comp, medical insurance (premium reduction), capital projects, Open Space Land Acquisition, police part-time payroll, medical insurance (removal of 2nd SRO), and contribution to capital projects, into their budget proposal to forward to the Board of Finance. The motion passed unanimously.

Potential fire department budget additions were discussed, summarized below. Balance between funding areas of the budget was discussed, including public safety and education.

Possible Additions:

Part Time/Full Time Payroll - \$8,956 (Add'l \$2 per hour for part time EMTs)
Part Time/Full Time Payroll - \$35,400 (Inc. of Full Time Chief's salary)
FICA/Medicare - \$2,870 (Town FICA Match Increase)
Medical Insurance - \$8,895 (Medical Insurance coverage)
Life Insurance - \$95 (Life Insurance additional)
Deferred Comp Match - \$4,300

Possible BoS Addition Total - \$60,516

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Motion by D. Larson to add the listed possible additions of the 2010.100.1002 budgets and 5020.411.4007, 5020.411.4008, 5020.411.4009, and 5020.411.4013 listed items, for a total of \$60,516, with the clarification of verifying if monies could be saved on part-time hours originally in the fire/EMS budget.

There was extended discussion. M. Rubera feels the clarifying stipulation is unnecessary, and the expenses should be added regardless. The BoS discussed targets in the budget process, and the need for a clear goal, for example: a certain mil rate, or percentage increase, or dollar amount. There was discussion on the BoS's ability to impact the overall budget, and whether additional cuts would impact services.

The motion passed unanimously.

5. Finalize Selectmen's FY 2023-2024 Budget and CIP Budget

D. Larson made the following resolution:

2023-2024 BUDGET RESOLUTION:

Be it resolved that pursuant to Hebron Town Charter Chapter IX, Finance, Budget and Taxation, Section 902 E, the Hebron Board of Selectmen recommend to the Board of Finance a proposed town government expenditure budget for FY 2023-2024 of \$11,229,553 which is a 5.92% increase from the FY 2022-2023 budget. This includes:

- Town Government Budget - \$9,095,755
- Contribution to Capital Improvement (Projects over \$75,000) - \$733,017
- Contribution to Open Space - \$25,000
- Contribution to Capital Projects (Projects \$10,000 to \$75,000) - \$230,187
- Contribution to Revaluation - \$40,000
- Debt Service - \$1,105,594

Be it further resolved, that the Board of Selectmen recommends that the Board of Finance receive the final recommended expenditure budgets from the Hebron Board of Education and the RHAM Board of Education to be included in the Town Budget.

The resolution passed unanimously.

D. Larson made the following resolution:

FY 2023-2024 CIP BUDGET RESOLUTION:

TOWN OF HEBRON
BOARD OF SELECTMEN and BOARD OF FINANCE
Regular Meeting – Budget Workshop (Virtual)
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Be it resolved that the Hebron Board of Selectmen recommend to the Board of Finance a proposed CIP Budget of \$847,886 for FY 2023-2024 as follows:

- Road Resurfacing and Road Improvements - \$320,930
- Engineering/Design Public Works Facility - \$245,000
- Replace Truck 52 (2007) - \$226,956
- Jones Street Culvert Replacement (First Year Funding) - \$55,000

The resolution passed unanimously.

6. Public Comment

- A. Terry McManus (169 North St)** – Thanked the BoS and Town Manager for their work on the budget. He feels the town's needs are increasing, and urges the BoS and BoF to pursue more infrastructure work.
- B. Brian O'Connell** – Stated his disappointment with the reduction to Open Space funding, but understands the budgetary challenges faced. He also noted the difficulty in balancing a budget with limited or no control over certain parts. He appreciates the commitment Hebron has made to Open Spaces, and hopes BoS and BoF support will continue.
- C. Dan Larson (147 Hope Valley Rd)** – Noted he is again speaking as an individual. He stressed the impact of unfunded state mandates, particularly on small towns. Shifting populations are also a factor, and the participation of certain demographics.
- D. Diane Del Rosso (9 Judd Brook Ln, Amston)** – Noted the RHAM increase is currently 2.85%, due mainly to the increased number of students.

There was discussion regarding regionalized high schools and spending caps. ECS monies, and continued reductions as part of ongoing equalization, were reviewed.

7. Adjournment

Motion by D. Larson to adjourn the Board of Selectmen meeting at 8:30 p.m.

Motion by M. Leichter and seconded by D. Del Rosso to adjourn the Board of Finance meeting at 8:30 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, April 6, 2023 - 7:00 PM**

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2023 APR 11 A 8:08
A. J. Ast.
HEBRON TOWN CLERK

MINUTES

ATTENDENCE:

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

Board of Selectmen (Absent): Gail Richmond (Vice-Chair)

Staff Present: Andy Tierney (Town Manager), Donna Lanza, Dori Wolf

Guests: Rev. Ron Kolanowski, Community Voice Channel, Diane Del Rosso, John Matra, Kaitlin Hershey, Kathy Williams, Kevin Tulimieri, Lilli Rhodes, Mike Harder, Robert Blackmore, Terry McManus

1. Call to Order

2. Pledge of Allegiance

D. Larson called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

3. Additions and Changes to Agenda

None.

4. Public Comment

- A.** Kevin Tulimieri – spoke on the historic nature of the Horton property, including his communications with several historians. He urged the BoS and Hebron residents to abandon plans for the site and explore alternatives, including establishing an outdoor museum/history park.
- B.** Robert Blackmore (5 Rondaly Rd, Amston) – asked if the Board would provide renovation costs to the existing Old Colchester site in addition to costs for Kinney Rd. He also asked if the Army Corp of Engineers had been included in the project.

5. Good to Know/Special Recognition

A. Hebron Green Committee

K. Hershey shared a 6-month report on the Swap Shack (included in the agenda), which is reopening on April 23. The Committee is happy with the results and support from the community.

6. Town Manager's Report

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
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A. Tierney reported his office has been largely occupied with budget deliberations. At their April 4 meeting, the BoF reduced the bottom line of the Hebron BoE budget by \$1 million. With that reduction, the mill rate would be 34.09 (a 2.39 increase). He also noted his office is working with two FOI requests. Negotiations with the supervisor's union began this week. He also met with Historic Properties regarding the old Town Hall. Parks and Recreation has begun hiring seasonal summer help. The town has received letters of retirement from employees including Randy Blais, Kevin Kelly, and Karen Bowen. He is also working with the Town Planner and Rev. Ron Kolanowski about St. Peter's.

7. Old Business

A. ARPA Funds Update

The BoS agreed to hold a Special Meeting/Workshop specifically to review ARPA projects, and how best to use remaining funds. A. Tierney noted his office is beginning to file approved projects with OPM.

B. PW Building Project Survey Committee Update

P. Kasper reported the survey is in the final drafting stage, and will likely be ready for BoS review at the next meeting. T. McManus stated they are making good progress and should receive good feedback from the survey.

8. New Business

A. 2023-2024 Budget Communications

D. Larson read the following **proposed resolution**:

Be it resolved that the Hebron Board of Selectmen authorize an Explanatory Text flyer be prepared and distributed for the FY 2023-2024 Budget Referendum.

Discussion: The BoS would like to add advisory questions to the ballot, which were eliminated in the last Charter revision. A. Tierney believes they can do so, but will consult with the town attorney to be sure. Volunteers (needed to conduct exit polls) have been difficult to find.

The resolution passed unanimously (4-0).

B. Fair Housing Month Proclamation

TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, April 6, 2023 - 7:00 PM

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HEBRON TOWN CLERK

D. Larson read the following **proposed resolution**:

Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, The Town of Hebron is committed to upholding these laws, and realized that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOLVED, That the Town of Hebron hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the chief executive officer of the Town of Hebron or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Hebron and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the Town of Hebron on Thursday, May 6, 2023.

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BOARD OF SELECTMEN
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Thursday, April 6, 2023 - 7:00 PM**

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HEBRON TOWN CLERK

The resolution passed unanimously (4-0).

9. Draft Agenda for April 20, 2023 Meeting

Additions should be submitted to the Town Manager's office.

10. Consent Agenda

A. Approval of Minutes

1. January 19, 2023 – Regular Meeting
2. March 7, 2023 – BoS/BoF Budget Meeting
3. March 14, 2023 – BoS/BoF Budget Meeting
4. March 16, 2023 – Regular Meeting
5. March 21, 2023 – BoS/BoF Budget Meeting

B. Approval of Tax Refunds

1. Glenn Terlecki & Eileen Ivey - \$3,416.93
2. John G. Gagliardo - \$7.01

Motion by D. Larson that the Hebron Board of Selectmen approve the following consent agenda, including the minutes of the January 19th 2023 Regular Meeting, March 7th 2023 BoS/BoF Budget Meeting, March 14th 2023 BoS/BoF Budget Meeting, March 16th 2023 Regular Meeting, March 21st 2023 BoS/BoF Budget Meeting, and the tax refunds as listed. The motion passed unanimously (4-0).

11. Liaison Reports

A. Green Committee – T. Thiele noted upcoming Earth Day celebrations, including cleanup and pollinator garden planting on April 22, Swap Shack reopening on April 23, and a shred event on April 29.

B. Open Space Land Acquisition – T. Thiele highlighted the Committee's recent receipt of the Joshua Trust's Conservationists of the Year Award. It was also noted that recent cuts to the budget will adversely impact two in-process acquisitions, including one from St. Peter's.

C. BoF – P. Kasper noted a great deal of thought went into recent budget discussions. He also noted the change to the BoE's budget is a reduction of an increase, not a cut from current funding levels. D. Del Rosso (BoF Chair) thanked the BoS, town boards and commissions, and town staff for their hard work on the budget, and urged everyone to vote and be heard.

12. Public Comment

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BOARD OF SELECTMEN
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ADL, Asst.
HEBRON TOWN CLERK

None.

13. Anticipated Executive Session

Tabled. The BoS agreed on the need to move forward.

14. Miscellaneous Discussion

A. Tierney noted they will be preparing a slide that will break down the increased population and RHAM levy, and its impact on the budget. D. Larson noted again the impact of unfunded state mandates that the BoE is responsible for. It was also noted the date was incorrectly stated as May 6, 2023 for the Fair Housing Month Proclamation.

Friendly amendment to the Fair Housing Proclamation resolution read by D. Larson, amending the date to April 6, 2023. The amended resolution passed unanimously (4-0).

15. Adjournment

Motion by P. Kasper to adjourn. Meeting adjourned at 7:57 pm.

Respectfully submitted,
Hannah Walcott (Board Clerk)