

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 SEP 18 A 10:23
HEBRON TOWN CLERK

Board of Selectmen Regular Meeting

September 21, 2023, 7:00 p.m. (America/New York)

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

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Access Code: 672-253-509

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Thursday, September 21, 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) Retirement of Willie Bell

7:15 p.m. 6. APPOINTMENTS AND RESIGNATIONS

- a) Economic Development Commission Appointment
- b) Commission on Aging Resignation

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

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

- 7:30 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) Public Works Facility Update
 - e) Charter Revision
 - f) Any Other Old Business
- 8:00 p.m. 9. NEW BUSINESS**
- a) Land Acquisition Fund Appropriation for Open Space Acquisition
 - b) Schedule Special Town Meeting
 - c) Award Wall Street Sidewalk Bid
 - d) Award Wall Street/Route 66 Intersection Improvement Bid
 - e) Approve Revised Job Description: Fire Department Firefighter/EMT/Maintainer
 - f) Approve Job Description: Building Maintenance Worker
 - g) Approve Revised Job Description: Assessor
 - h) Approve Connecticut State Library Targeted Grant for Historic Document Preservation Program
 - i) Draft Agenda for October 5, 2023 Meeting
 - j) Any Other New Business
- 8:30 p.m. 10. CONSENT AGENDA**
- Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.
- a) **APPROVAL OF MINUTES**

10.a.1 August 17, 2023 – Regular Meeting
 - b) **TAX REFUNDS**
- 8:35 p.m. 11. LIAISON REPORTS**
- a) AHM Youth Services
 - b) Hebron BOE – Gail Richmond
 - c) Board of Finance – Peter Kasper
 - d) Land Acquisition – Tiffany Thiele
 - e) RHAM BOE – Marc Rubera
 - f) Parks & Recreation Commission – Peter Kasper
 - g) Economic Development Commission – Tiffany Thiele
 - h) Hebron Historic Properties Commission – Dan Larson
 - i) Commission on Aging/Senior Center – Gail Richmond
 - j) Fire Department – Dan Larson
 - k) WPCA – Andrew Tierney/Kevin Kelly
 - l) Green Committee – Tiffany Thiele
 - m) Douglas Library Board of Trustees – Gail Richmond
- 8:45 p.m. 12. PUBLIC COMMENT**
- 8:50 p.m. 13. ADJOURNMENT**



**TOWN OF HEBRON
CERTIFICATE OF RECOGNITION**

AWARDED TO

WILLIE BELL
Building Maintainer / ACO

**With sincere appreciation for 30-years of dedicated service
to the**

Town of Hebron

Dated at Hebron, Connecticut, this 21st day of September, 2023.

Daniel Larson, Chairman
Board of Selectmen

Andrew J. Tierney
Town Manager

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

APPOINTMENTS AND RESIGNATIONS

a. Economic Development Commission Appointment

Attached is a letter from Scot Kauffman (R) expressing his interest in being appointed to the Economic Development Commission.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint Scot Kauffman to the Economic Development Commission to a term to run until December 2024.

b. Commission on Aging Resignation

Attached is a letter of resignation from Dianne Welch resigning her position on the Commission on Aging.

Proposed Motion:

Move that the Hebron Board of Selectmen accept the resignation of Dianne Welch from the Commission on Aging with thanks for her service to the Town.

Bos

Scot Kauffman

55 Griswold Lane

Amston, CT 06248

860-803-1765

Aug 29, 2023

To: Hebron Board of Selectmen

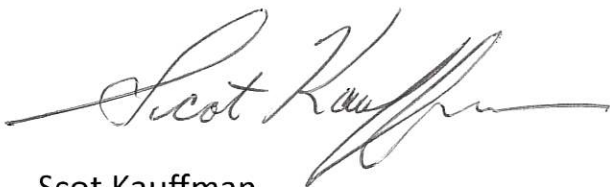
From: Scot Kauffman

Re: EDC appointment

Thank You for Your Service to Hebron:

I would like to be considered for appointment to the Economic Development Commission. I've been a resident of Hebron for most of my life. I feel I could be a beneficial addition to the Commission. I was able to attend a recent in-person EDC meeting.

Best Regards,



Scot Kauffman



RECEIVED

2023 SEP -1 A 10:19

HEBRON TOWN CLERK

August 31, 2023

Town Clerk Hebron CT

After much consideration, I am writing to inform you that I am resigning my position on the Commission on Aging effective immediately. I am now unable to attend the increased meetings as I am in Florida for the winter months, and phone attendance is really not effective. I also feel the Commission's work/focus is not what I thought it would be.

Thank you for the opportunity to serve the Town, and if there is anything I may contribute to in the future, I would be pleased to do so.

Sincerely,

Dianne Welch

Dianne Welch
57 Buttonwood Road
Hebron CT 06248

CORRESPONDENCE



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

August 30, 2023

Mr. William Bell
16 Burrows Hill Road
Amston, CT 06231

Dear Willie:

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 30 years of full-time service, as of today.

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



93 West Main Street • Clinton, CT 06413 • (800) 286-5700

August 31, 2023

Jeffrey R. Gaudiosi, Esq.
Executive Secretary
Public Utilities Regulatory Authority
10 Franklin Square
New Britain, CT 06051

Dear Mr. Gaudiosi:

Connecticut Water Company is proud to provide water service to 60 Connecticut communities, serving over 107,000 customers in the state. As 200+ local employees, we are committed to providing clean, reliable drinking water and to serving of all our stakeholders: customers, communities, employees, investors and the environment. We know that our impact goes well beyond the tap, and that we're responsible to all of our stakeholders, not just our investors.

From 2020 through January 2024, Connecticut Water will have completed more than \$220 million in projects to protect water quality, address emerging contaminants and meet newly-proposed drinking water regulations. We've made investments to reduce greenhouse gas emissions, lower energy use and conserve water resources. We've invested in our water professionals, whose training and certifications benefit our communities every day. And, we've continued responsible and prudent replacement of our 1,800+ miles of water main to increase reliability, quality, and availability of water for public consumption and fire protection. We're also not immune to the inflationary pressures of the current economy—in particular, rising prices in energy and chemicals—have had a direct impact on the cost of providing service to our customers and communities.

To that end, and pursuant to Regulations of Connecticut State Agencies §16-1-22(b), I am writing to provide notice of Connecticut Water's intent to file a general rate case application with the Connecticut Public Utilities Regulatory Authority to amend its rate schedules within the next 60 days.

Connecticut Water will seek to increase annual revenues above current levels by approximately \$21 million, or 18%¹. As proposed, the new rates would only raise the cost of a gallon of water from 1.5 cents to 1.8 cents. We will also seek to expand our Water Rate Assistance Program and Water Conservation Rate, both the first in Connecticut when implemented in 2021.

The test year will be the 12-month period ending December 31, 2022 for rates to become effective July 1, 2024. The percentage increase may vary in some operating divisions, or by customer type, as the Company continues toward rate equalization consistent with the findings of the Company's last rate proceeding.

Continued prudent and efficient investment in our communities' water systems is our collective responsibility and obligation. We are committed to that prudence and efficiency in order to manage costs, and to represent the true value of the drinking water service we provide.

I look forward to sharing Connecticut Water's story with you and demonstrating our ongoing commitment to customers, communities, employees, investors and the environment through the rate proceeding process.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Patla".

Craig J. Patla, P.E.
President, Connecticut Water

¹ In the event that the Water Infrastructure and Conservation Adjustment application pending before PURA in Docket 20-12-30 WI06 is not approved as of the date the general rate application is filed, the request increase would be just over \$22 million or 19%.

Cc: The Honorable Ned Lamont, Governor: nml@ct.gov
Attorney General William Tong: attorney.general@ct.gov
Consumer Counsel Claire E. Coleman: claire.e.coleman@ct.gov

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Connecticut Water Company

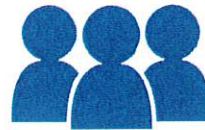
A Different Kind of Utility

Our Mission: Trusted, passionate and socially responsible professionals delivering life-sustaining, high-quality water and exceptional service while protecting the environment, enhancing our communities and providing a fair return to investors.

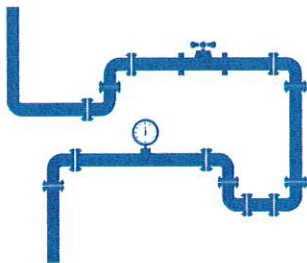


Headquartered in Clinton with water systems located in 60 Connecticut communities

Local management team and independent Connecticut Water Board of Directors



Over 200 water professionals who live and work in Connecticut including Department of Public Health licensed water operators



Responsibly investing \$60 million each year in our infrastructure for current and future generations



Committed to meeting all state and federal safe drinking water standards

91.1%

Customer Satisfaction in 2023



Results of independent third-party survey by Great Blue Research, based in Glastonbury, CT

Consistent achievement of world-class customer service levels of 85% or more



Connecticut Water is **committed to preserving our environment** for current and future generations.

Protection of
**OPEN SPACE
AND WATERSHED
LANDS**



120 acres of watershed land purchased in 2020

**WATER
CONSERVATION**
education and
programs



pollinator planting program in place company-wide

**INFRASTRUCTURE
INVESTMENTS** to
reduce systems
water loss



discounted rain barrels available for customers to promote conservation

**SUSTAINABLE
DESIGN** of
buildings and
facilities



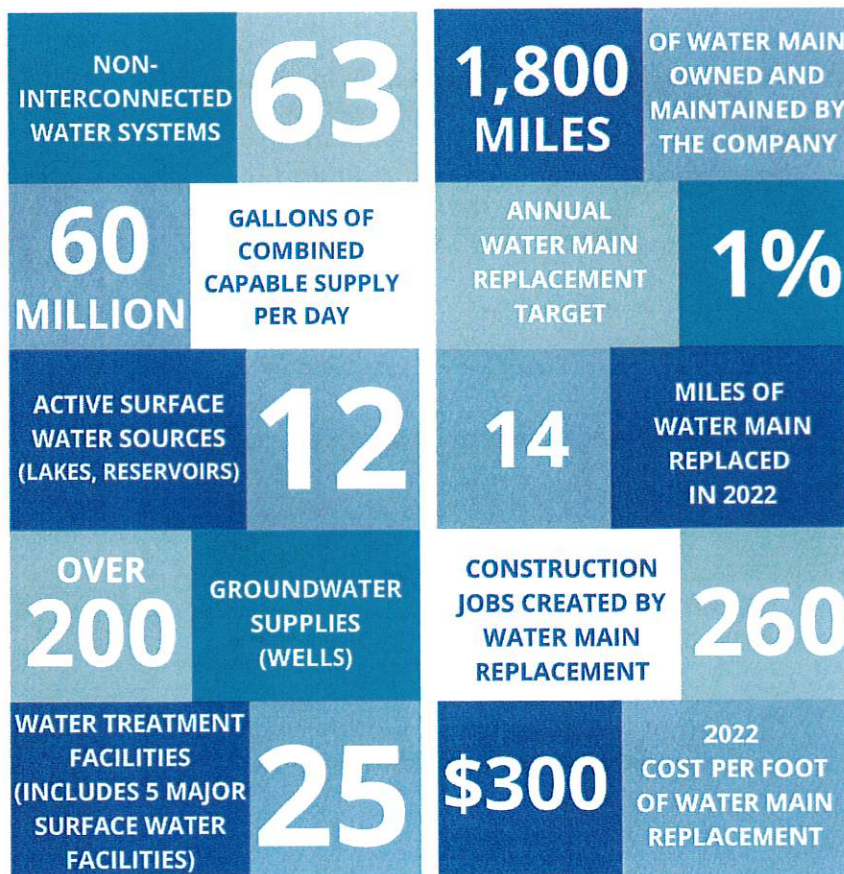
investing in solar power for clean energy and stabilized costs

RESPONSIBLE AND PRUDENT INVESTMENT IN OUR WATER SYSTEMS

Active investment in our infrastructure is **critical** to our ability to provide high-quality, reliable drinking water to current and future generations.

Postponing investments can increase risk of failure, decrease water quality, and place undue costs burdens on customers and communities, with reactive investment and repair costs higher than proactive replacement.

We are **responsible** for **ensuring decades of reliable water service**. Backed in part by the shareholders of SJW Group, Connecticut Water's national strength allows us to maintain the infrastructure needed to fulfill that responsibility.



Managing costs, while investing in **high quality, reliable water service.**

24

Hours A Day of
clean, reliable water

For About

1¢

Per Gallon

An average residential customer gets the water to meet their daily needs for **about \$2 per day.**

The rates we charge for service are approved by the Connecticut Public Utilities Regulatory Authority (PURA) after the company demonstrates our costs and what should be approved in customers' rates. Rate schedules are available at ctwater.com/rates.

Basic Service Charge

This daily rate covers the cost associated with basic operation, billing and customer service.

+

Water Usage

Water usage is based on the number of gallons used, multiplied by the approved rate.

+

PURA-Approved Surcharges, Fees or Credits

ie: Water Infrastructure and Conservation Adjustment, Water Revenue Adjustment

Connecticut Water's
Water Rate Assistance Program (WRAP)
is the first program of its kind offered by a
water utility in Connecticut.

Through WRAP, income-eligible customers receive a 15% reduction on their water bill.

WRAP complements our existing
H₂O Help-2-Our Customers assistance program as well as our partnership with **Operation Fuel** and our participation in Connecticut's **Low Income Household Water Assistance Program (LIHWAP).**

578
CUSTOMERS
enrolled in
WRAP in 2022

\$180,833
LIHWAP funds
benefitting **383**
customers in
2022

171
CUSTOMERS
benefitted
from 2022
H₂O Program

\$45,121
in customer
assistance
through H₂O
Program in
2022

\$42,226
2022 water bill
savings for
WRAP
customers

79
CUSTOMERS
helped through
Operation Fuel
in 2022

**Proudly Serving
60 Connecticut
Communities:**

Ashford
Avon
Beacon Falls
Bethany
Bolton
Brooklyn
Burlington
Canton
Chester
Clinton
Colchester
Columbia
Coventry
Deep River
Durham
East Granby
East Haddam
East Hampton
East Windsor
Ellington
Enfield
Essex
Farmington
Griswold
Guilford
Haddam
Hebron
Killingly
Killingworth
Lebanon
Madison
Manchester
Mansfield
Marlborough
Middlebury
Naugatuck
Old Lyme
Old Saybrook
Oxford
Plainfield
Plymouth
Portland
Prospect
Somers
Simsbury
South Windsor
Southbury
Stafford
Stonington
Suffield
Thomaston
Thompson
Tolland
Vernon
Voluntown
Waterbury
Westbrook
Willington
Windsor Locks
Woodstock

Working to be a **force for good** in the communities we **serve**.



6,500+ acres of open space, with hiking trails and a recreation program free to the public

Water Drop Watchers education program for 2,700+ Connecticut third graders



Connecticut's first and only utility to be named a Heart Safe Workplace

Free water for the community during emergencies or natural disasters



Annual employee-funded donation drives for organizations statewide

Connecticut Top Workplace, and CT Construction Industry Association Safe Workplace (19 years)



Over
\$10 Million
Local Property
Taxes
Paid in 2022



Active **Supplier
Diversity Program**
to increase % of
spend with
diverse vendors



\$120,000+ community
donations, firefighter
and school grants;
paid by shareholders



**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS UPDATE

Attached is an updated ARPA Project report, project updates and information on approved projects.

One previously approved project is no longer recommended for funding: Police Department License Plate Reader (MLPR) in the amount of \$19,919. This balance can be moved into the remaining available ARAP funds.

State and Local Recovery Funds
American Rescue Plan
PROPOSED PROJECTS

9/18/2023 9:49 AM

TOTAL FUNDING ANTICIPATED

\$ 2,812,714

Date Approved	Priority		Original Approval	Revised Amount	Current Balance	Final Expense	Status/Disposition
7/21/2022	1	Police Vehicle w/ MLPR	97,125 *	77,206	19,919		Vehicle purchased, MLPR NOT MOVING FORWARD
7/21/2022	2	Security Measures - Town Buildings	143,000		143,000		Working with vendors
7/21/2022	3	CERT Vehicle Replacement (pre-owned)	115,000		115,000		EMD searching for vehicle
7/21/2022	4	Fire Department Marine	23,000		0	22,970	Complete
7/21/2022	5	Battery Operated Rescue Tools	50,000		0	52,039	Complete
7/21/2022	6	Martin Road Construction Engineering	25,000		25,000		In progress
7/21/2022	7	Senior Center Generator Switch Gear/Connection	14,000		14,000		In progress
7/21/2022	8	Pendleton Drive to Library Pedestrian Bridge	101,886		101,725		STEAP Grant Received, completing plans, need PZC approval, then out to bid
7/21/2022	9	Skate Park Veteran's	145,000		145,000		Parks & Recreation Subcommittee working on this
7/21/2022	10	Pickle Ball Courts (3) Veteran's	65,000	118,000	118,000		P & R working on this \$ Adj 8/3/23, need PZC approval
7/21/2022	11	Playscape Veteran's	150,000	153,450	153,450		Order placed - awaiting delivery date
7/21/2022	12	Gilead Hill School Playscape	120,000		83,952		Order placed, need site plan and PZC approval
7/21/2022	13	HAMR Softball Field Veteran's	20,000		0	18,940	Complete
7/21/2022	14	Construction Fire Co # 1 Ambulance Bay Expansion/Engineering/Design	100,000	161,100	161,100		Inc in Round 2 Adj 2/2/23 & 8/3/23 Out to Bid
7/21/2022	15	AHM HVAC System Upgrade (tri-town split)	55,000 **		0	55,000	Complete
7/21/2022	16	Virtual Meeting Room Conference Equipment (Library & TOB)	66,000		66,000		Working with vendors
7/21/2022	17	Vandal-Proof Surveillance Cameras - Veteran's	12,000		12,000		Working with vendors
7/21/2022	18	EV Charging Stations (TOB, SC, BHP)	33,000		0	39,000	Complete
7/21/2022	19	Peters House Accessibility - ADA Parking/Ramp	100,000		98,708		In progress - working w/ Preservation CT
7/21/2022	21	Dog Park - Location TBD	50,000		50,000		Pending P & R location recommendation
7/21/2022	22	Green Committee Funding Special Projects	25,940		1,714		In progress
PROJECTS APPROVED JULY 21, 2022 ROUND I GRAND TOTAL			\$ 1,615,531				

* Approved for purchase Board of Finance (4/5/22) and Board of Selectmen (4/21/22)

due to urgent need to replace vehicle and ability to secure a suitable vehicle in a timely manner.

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

State and Local Recovery Funds
American Rescue Plan
PROPOSED PROJECTS

9/18/2023 9:49 AM

Round 2 Projects:
Approved by Town Attorney and BOS

Date Approved	Priority		Original Approval	Revised Amount	Current Balance	Final Expense	Status/Disposition
5/19/2022		Old Town Hall (OTH) Building Maintenance/Repairs - Paint/Windows/Study	25,000	82,200	82,200		Adjusted 5/8/2023
8/2/2022		Contribution Toward Emergency Generator for Stonecroft Housing	70,000	84,000	36,500		In progress
9/1/2022		Cyber Threat Assessment and Security Measures	25,000		19,289		In progress
9/1/2022		Hebron Interfaith Human Services (HIHS) Food Pantry Support	10,000		0	10,000	Complete
9/1/2022		Wall Street Sidewalk Project	146,000		146,000		Awaiting Approvals - Awaiting Award of Bid
9/1/2022		Police Vehicle	80,000		14,505		Cruiser received, awaiting final invoices
9/1/2022		Active Shooter Training and Police Vehicle/Classroom Toolkits	20,000	45,000	32,477		In progress Increased 5/8/2023
9/15/2022		WPCA Sewer System Improvements	82,140		0	82,140	Complete
1/5/2023		ACO Vehicle	10,000		0	9,000	Vehicle Purchased - Complete
1/19/2023		Implicit Bias Training Town Employees/Elected Officials	5,000		5,000		Scheduling for October/November
1/19/2023		Hebron Historical Society Ancient Cemetery Repair/Maintenance 5 Cemeteries at \$20,000/each	100,000		50,000	50,000	Adjusted 5/8/2023
1/19/2023		Gull School Roof	20,000		10,925		In process - Contract Awarded - Materials Received
1/19/2023		Police Accreditation	28,000		12,317		PowerDMS \$10,875.07/ Accreditation Officer
2/16/2023		Fence Between Library and Legion	7,500		0	7,447	Complete
2/16/2023		Hebron Center Signage (wayfinding and community event 85/66) Design Only	10,000		10,000		
2/16/2023		CoDE Support for Juneteenth Event	4,000		0	4,000	Complete
2/16/2023		Hebron Elementary School Gym Floor	254,800	75,900	75,900		Adjusted 5/8 Repair not replace Architect and Contractor Input 6/29/23
Approved Round 2			763,687				
5/8/2023		The Town Center Project (TTCP) Storage Shed	30,000		27,840		Order Placed/Deposit Made/Site work and permit in process
5/8/2023		Fire Department Turnout Gear	40,000		40,000		Order Placed
5/8/2023		P & R Field Lighting (Veteran's baseball field)	250,000		250,000		Gathering info - to go to PZC for review
		HOLD ARPA FUNDS IN RESERVE	100,000				

TOTAL APPROVALS TO DATE	2,799,218
REMAINING ARPA FUNDS	13,496
	2,812,714

Approved by Town Attorney Awaiting BOS Approval

Hebron Center Signage (wayfinding and community event 85/66) Fabrication/Construction	35,000	Refine budget for fabrication and construction
Police Department Tasers (five year lease \$26,800)	16,081	Fund w/ ARPA for 3 years \$16,080.18
P & R Trail Development	60,000 to 80,000	
P & R Field Upgrades (Burnt Hill Parks & St. Peter's)	70,000 to 94,000	
Fire Department Active Shooter Tactical Gear	13,600	Chief Starkel will give up for \$\$ for Co # 1 Construction
Hebron Historical Society - OTH Restroom/Accessibility	125,000	Need more information
Document Storage Review - Horton House	4,600	
Peters House Renovation/Restoration	50,000	
Hebron Green Parking Lot Improvements	50,000	
Horton House Maintenance	\$ TBD	
Land Acknowledgement Plaques (CoDE)	TBD	

State and Local Recovery Funds
American Rescue Plan
PROPOSED PROJECTS

9/18/2023 9:49 AM

Awaiting Town Attorney Approval and BOS Approval

Collins: GHS Water System
Collins: Fund for Affordable Home Ownership

Tentative Attorney Approval
Tentative Attorney Approval

Eligible Projects Declined by BOS/Town Manager

		Support for Local Small Businesses	Removed from consideration 1/19/2023		
		Green Committee: Bike Racks - (include in already approved HGC request)	3,000	Instructed Green Committee to use already approved funds	
		EV Charging Stations - Locations TBD	TBD		
		Winter Heating Assistance	25,000	5/8/2023	Funding was restored by State
		Beautify Veterans Memorial Route 85/66 - Trees/Bushes	600	5/8/2023	Funded by HFPG Community Fund to HHS
7/21/2022	20	Trail Repairs	12,000	Removed 8/3/2023	
		Fire Department UHF Radios (Fire Marshal)	5,023	Funded from Fire Department budget	

Donna Lanza

From: Andy Tierney
Sent: Thursday, September 14, 2023 10:26 AM
To: Donna Lanza
Subject: FW: ARPA funds project update for BOS

fyi

From: Peter Starkel <pstarkel@hebronfd.com>
Sent: Thursday, September 14, 2023 9:02 AM
To: Andy Tierney <atierney@hebronct.com>
Cc: Donna Lanza <dlanza@hebronct.com>
Subject: RE: ARPA funds project update for BOS

Fire Department Marine (\$22,970)– Completed
Battery Operated Rescue Tools (\$52,039) – Completed
Company 1 Ambulance Bay Expansion (\$161,000) – waiting for project to go out to bid
Fire Department Turnout Gear (\$40,000) – Order placed

Chief Peter J. Starkel

Hebron Fire Department
44 Main Street, PO Box 911
Hebron, CT 06248

Tolland County Deputy Fire Coordinator – HQ52

CT Director – New England Association of Fire Chiefs,
a Division of the International Association of Fire Chiefs

860-228-3022 x160
Fax 860-228-0711



From: Andy Tierney <atierney@hebronct.com>
Sent: Thursday, September 14, 2023 8:17 AM
To: Peter Starkel <pstarkel@hebronfd.com>; Mary-Ellen Gonci <mergonci65@comcast.net>; Paul Bancroft <pbancroft@hebronct.com>; Adrian MacClean <amaclean@hebronct.com>; bryce.reed@ct.gov; Building Official <BuildingOfficial@hebronct.com>; Christopher Bray <cbray@hebronct.com>; Craig Bryant <cbryant@hebronct.com>; Donna Hartan <dhartan@hebronfd.com>; Donna Lanza <dlanza@hebronct.com>; Dori Wolf <Dwolf@hebronct.com>;

Donna Lanza

From: Andy Tierney
Sent: Thursday, September 14, 2023 10:31 AM
To: Donna Lanza
Subject: FW: ARPA funds project update for BOS

FYI

From: Sharon Garrard <sgarrard@hebronct.com>
Sent: Thursday, September 14, 2023 9:30 AM
To: Andy Tierney <atierney@hebronct.com>
Subject: RE: ARPA funds project update for BOS

The spreadsheet that Donna emailed states that a Senior Center generator switch gear/connection is in progress. I do not have any information regarding the status of that project.

We will be eligible for \$18,821 under the State ARPA Funding for Statewide Senior Centers, a project that must be COVID related. As previously discussed, application will be submitted late December/early January with the intent that those funds will be used to pay to employ Linda Zaccaro as receptionist/clerical support. As you know, Linda has been serving in that position at 20 to 25 hours per week for the past several years through the Federal Senior Community Services Employment Program whereby she has been paid through that program at no cost to the Town. She began with us in July 2019, suspended working in March 2020 during COVID, then resumed with us in May 2022. Linda's term with that program will end in May 2024. The intent will be to utilize the State ARPA Funding for Statewide Senior Centers to employ Linda starting in May 2024 at 20 hours per week at the minimum wage that will be effective in 2024.

Sharon M. Garrard

Senior Services Director/Municipal Agent for the Elderly

Town of Hebron

Russell Mercier Senior Center

12 Stonecroft Drive

Hebron, CT 06248

Phone: (860) 228-1700 x 203

Fax: (860) 228-4213

email: sgarrard@hebronct.com

From: Andy Tierney <atierney@hebronct.com>
Sent: Thursday, September 14, 2023 8:17 AM
To: Peter Starkel <pstarkel@hebronfd.com>; Mary-Ellen Gonci <mergonci65@comcast.net>; Paul Bancroft <pbancroft@hebronct.com>; Adrian MacClean <amaclean@hebronct.com>; bryce.reed@ct.gov; Building Official <BuildingOfficial@hebronct.com>; Christopher Bray <cbray@hebronct.com>; Craig Bryant <cbryant@hebronct.com>;

Donna Lanza

From: Matthew Bordeaux
Sent: Thursday, September 14, 2023 2:39 PM
To: Andy Tierney
Cc: Donna Lanza
Subject: Re: ARPA funds project update for BOS

Andy,

Please see below, a brief summary of the status of the ARPA Projects I am working on:

Pendleton Drive to Library Pedestrian Bridge - *A STEAP-funded project. Engineering and administration fees are not reimbursable.* The Town Engineer and I are in the process of completing final plans for local permitting purposes. Once approved, the project will be put out to bid. We anticipate construction to commence Spring 2024, and to be completed by mid-summer.

Peters House Accessibility - ADA Parking/Ramp - Plans for an ADA parking area consisting of two passenger vehicle spaces and one van space adjacent to the Peters House were drafted by the Town Engineer. The Historic Properties Commission had some reluctance to commit to the project as proposed, so it was placed on the backburner, so to speak. Coincidentally, after speaking with a circuit rider at Preservation CT, I was advised that State funding may be available to complete the structural and cosmetic improvements necessary at the Peters House but that they would need to be conducted in compliance with the State Historic Preservation Office guidelines. I was advised that the SHPO may wish to weigh-in on the parking plan and if we moved forward with the plan as it is currently composed, without SHPO approval, we may compromise their favor for future funding of the building improvements. I am working with the Preservation CT circuit rider to chart a path forward.

Gull School House Roof - A contract has been awarded. Materials have been delivered and are stored in the school house. the contractor is waiting for a few days' break in the weather to complete the project. It is anticipated to be completed in the next week or so.

Fence between Library and American Legion - This project is complete. Total cost was \$7,446.10.

Hebron Center Signage (wayfinding and community event 85/66) - *This project was for design services only.* Preliminary work has commenced with Terri Hahn, LADA P.C. Nothing further to report at this time.

The Town Center Project (TTCP) Storage Shed - Architectural drawings are complete and a building permit application has been filed. A location has been staked out at the northerly extent of 70 Church Street, where the St. Peters' ballfield exists. Footing piers will be dug and installed by Town forces. When this is complete, Country Carpenters will construct the storage shed.

Matthew R. Bordeaux

Director of Planning and Development

Town of Hebron, CT

Hebron, CT 06248

P: (860) 228-5971 x137

[Town of Hebron | Historic Charm with a Vision for the Future](#)

From: Andy Tierney <atierney@hebronct.com>

Sent: Thursday, September 14, 2023 8:17 AM

To: Peter Starkel <pstarkel@hebronfd.com>; Mary-Ellen Gonci <mergonci65@comcast.net>; Paul Bancroft <pbancroft@hebronct.com>; Adrian MacClean <amaclean@hebronct.com>; bryce.reed@ct.gov <bryce.reed@ct.gov>; Building Official <BuildingOfficial@hebronct.com>; Christopher Bray <cbray@hebronct.com>; Craig Bryant <cbryant@hebronct.com>; Donna Hartan <dhartan@hebronfd.com>; Donna Lanza <dlanza@hebronct.com>; Dori Wolf <Dwolf@hebronct.com>; Drusilla Carter <dcarter@hebronct.org>; Elaine Griffin <EGriffin@hebronct.com>; Elizabeth Fitzgerald (Hebron.Dem@gmail.com) <Hebron.Dem@gmail.com>; Francesca Villani <fvillani@hebronct.com>; Republican Registrar <repubregistr@hebronct.com>; Jason Hunniford <jhunniford@hebronct.com>; Kevin Kelly <kkelly@hebronct.com>; Kevin Lawton <klawton@hebronct.com>; Matthew Bordeaux <mbordeaux@hebronct.com>; Mike O'Leary <MOLeary@hebronct.com>; Paul Forrest <pforrest@hebronct.com>; Peter Starkel <pstarkel@hebronfd.com>; Sharon Garrard <sgarrard@hebronct.com>; Tina Corriveau <tcorriveau@hebronct.com>; W Bell <wbell@hebronct.com>

Cc: Kaitlyn Shelar <kshelar@hebron.k12.ct.us>; kaithershey@gmail.com <kaithershey@gmail.com>

Subject: ARPA funds project update for BOS

Hello all, I hope this e-mail finds you well, I am looking for all of you to give me an update on your ARPA projects for the board of selectman's meeting, I would need that at some point today (IF POSSIBLE) in e-mail form I'm hoping this isn't too much of a task, and you can comply if not please feel free to call my office to discuss. Donna will follow up this email with an approved project list. Thanks again.

Andrew J Tierney

Town Manager

Town of Hebron CT

P 860-228-5971 Ext 122

Donna Lanza

From: Andy Tierney
Sent: Thursday, September 14, 2023 10:31 AM
To: Kaitlyn Shelar; Donna Lanza
Cc: Donna Lanza
Subject: RE: ARPA funds project update for BOS

Sounds good, thanks!

From: Kaitlyn Shelar <kshelar@hebron.k12.ct.us>
Sent: Thursday, September 14, 2023 9:20 AM
To: Andy Tierney <atierney@hebronct.com>; Donna Lanza <dlanza@hebronct.com>
Subject: Re: ARPA funds project update for BOS

Hi Andy,

At this point we have Creative Recreation ready to come out and break ground in November for the playscape. As instructed I have reached out to Tom Fenton and he will prepare a quote for the site plans. (I don't have a timeline from him on this work.)

Kaitlyn D. Shelar

Business Manager

Hebron Public Schools

https://www.hebron.k12.ct.us/departments/office_of_resource_management

580 Gilead Street

Hebron, CT 06248

P: 860-228-2577

C: 860-781-0447

On Thu, Sep 14, 2023 at 8:17 AM Andy Tierney <atierney@hebronct.com> wrote:

Hello all, I hope this e-mail finds you well, I am looking for all of you to give me an update on your ARPA projects for the board of selectman's meeting, I would need that at some point today (IF POSSIBLE) in e-mail form I'm hoping this isn't too much of a task, and you can comply if not please feel free to call my office to discuss. Donna will follow up this email with an approved project list. Thanks again.

Andrew J Tierney

Town Manager

Town of Hebron CT

P 860-228-5971 Ext 122

Donna Lanza

From: Andy Tierney
Sent: Thursday, September 14, 2023 10:51 AM
To: Donna Lanza
Subject: FW: ARPA funds project update for BOS

FYI

From: Craig Bryant <cbryant@hebronct.com>
Sent: Thursday, September 14, 2023 10:48 AM
To: Andy Tierney <atierney@hebronct.com>
Subject: RE: ARPA funds project update for BOS

Round 1:

Skate Park – Old park has been demolished. Meeting set with Skate Park Subcommittee to discuss design.

Pickleball Courts – Site plan created by Town Engineer, Tom Fenton. Next step to present to Planning and Zoning.

Veterans Park Playscape – Awaiting confirmation of delivery date. Current estimate for completion, beginning to middle of November 2023.

Veterans Park Softball Field Fence – Completed

Dog Park – Location TBD

Round 2:

Veterans Baseball Field Lighting – Currently gathering information to present to planning and zoning

Awaiting BOS approval:

Trail Development – No updates

Field upgrades to Burnt Hill and St Peters – No updates

Craig Bryant CPRP
Parks and Recreation Director
Town of Hebron
Office: 148 East Street
Mailing: 15 Gilead Street
Hebron, CT 06248
P: 860-530-1281 ex230
C: 860-335-6260



From: Andy Tierney <atierney@hebronct.com>
Sent: Thursday, September 14, 2023 8:17 AM

Donna Lanza

From: Andy Tierney
Sent: Thursday, September 14, 2023 10:29 AM
To: Donna Lanza
Subject: FW: ARPA funds project update for BOS

From: Drusilla Carter <dcarter@hebronct.org>
Sent: Thursday, September 14, 2023 8:41 AM
To: Andy Tierney <atierney@hebronct.com>
Subject: RE: ARPA funds project update for BOS

Good morning,

It appears that the fence between the Library and the Legion is now in place and the brush has been cleared away from the fence line. It looks very nice from our side.

Donna will know the status of the hybrid meeting rooms – we have discussed it briefly and she was setting up a meeting with the vendors so I can be involved with the library end of that project.

J. Drusilla Carter, Director
Douglas Library of Hebron
www.douglaslibrary.org

From: Andy Tierney <atierney@hebronct.com>
Sent: Thursday, September 14, 2023 8:17 AM
Subject: ARPA funds project update for BOS

Hello all, I hope this e-mail finds you well, I am looking for all of you to give me an update on your ARPA projects for the board of selectman's meeting, I would need that at some point today (IF POSSIBLE) in e-mail form I'm hoping this isn't too much of a task, and you can comply if not please feel free to call my office to discuss. Donna will follow up this email with an approved project list. Thanks again.

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

Donna Lanza

From: Reed, Bryce <Bryce.Reed@ct.gov>
Sent: Monday, September 18, 2023 9:09 AM
To: Andy Tierney
Cc: Donna Lanza
Subject: Invoice New Vehicle
Attachments: Xerox Scan_09182023085133.pdf; Telrepco PO 2022 SUV.PDF; Motorola Mobile Radio Quote.pdf

Good morning

MHQ was able to provide me with the following invoice for our new vehicle. We should be able to pick up the vehicle this week. This invoice does not include the cost of graphics and MHQ has informed me that that they cannot provide an invoice for graphics until they are shipped from MA.

MHQ Vehicle: \$47,709.24 (not including graphics)

Telrepco Equipment: \$15,455

Motorola Mobile Radio: \$4,055.50

#67219.74 + Graphics

Trooper Bryce Reed #1326

Connecticut State Police

Hebron Resident Trooper

Office: (860)228-3710

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



VEHICLES ■ EQUIPMENT ■ GEAR

MHQ, Inc.
401 Elm Street
Marlborough MA 01752
USA
(508) 573-2600

Invoice Number: CT0000021225
Page: 1 of 1
Date: 9/13/2023
Salesperson: Marc Sheehan
Currency: USD US Dollar
Regular Invoice

13997

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HEBRON, TOWN OF
15 GILEAD STREET
HEBRON CT 06248
USA

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HEBRON, TOWN OF
15 GILEAD STREET
HEBRON CT 06248
USA

Order	Purchase Order				Ship Via	Terms
C000031535	2300810					Net 30 Days

Line/Rel	Qty Ordered	Qty Shipped	Back Order	Unit Price	Extended Price
1	1.000	1.000	0.000	47,709.24000	47,709.24

CI:
Item: _TE

Description: AV-Admin - Ford InterceptorUtility

U/M: EA

Date Shipped: 9/13/2023

Purchase Order

VIN: 1FM5K8AB6NGB49473

2022 K8A - Ford Utility Police Interceptor Base Option Code 99B with 3.3L V6 DI Engine
AV/Admin - Admin Vehicle w/Lights, Radio

Lot Number: 22-000000004577

Remit all Payments to:
MHQ, Inc
401 Elm Street
Marlborough, MA 01752

Wire Instructions:

Bank Account Name: MHQ, Inc.
Bank Account Number: 9876503997
Transit Routing Number: 022000046
Bank Name: M&T Bank
Bank Address: 626 Commerce Drive
Amherst, NY 14228
Bank Phone#: 800-724-2240

Sales Amount	47,709.24
Misc Charges	0.00
Freight	0.00
Surcharge	0.00
Sales Tax	0.00
Prepaid Amount	0.00
Total	47,709.24

Purchase Order

Town of Hebron
15 Gilead Street
Hebron Ct 06248

No. 2301227**P.O. Date:** 12/20/2022**Questions ?** Tammy Filbig (860) 228-5971**Ext:** 132**Account:****P.O. Issued To :****Ship To:**

TELREPCO
FOERTSCH HOLDINGS INC
101 N. PLAINS INDUSTRIAL RD BLDG 2
WALLINGFORD CT 06492

POLICE DEPARTMENT
Attn: TAMMY FILBIG
44 MAIN ST
HEBRON CT 06248
(860) 228-5971

Contact:**Location:** POLICE DEPT**Phone:** (203) 284-5200**Fax:****Project:** Undesignated**Req#** 827**Reference:****Date Required:** 01/03/2023**Award Number:**

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA		EQUIP FOR NEW CRUISER	034.1.6500.300.2318.0000 ADDL POLICE VEHICLE	15,455.00	15,455.00	0.00	0.00

APPROVAL SIGNATURES: _____
_____**Sub-Total:** 15,455.00**Freight:** 0.00**Tax:** 0.00**Total Amount:** 15,455.00**NOTES:****Order Via:**

PHONE

ENTITY COPY

Thursday, December 22, 2022

Page 1 of 1



Billing Address:
 HEBRON RESIDENT STATE
 TROOPER
 44 MAIN ST
 HEBRON, CT 06248
 US

Shipping Address:
 HEBRON RESIDENT STATE
 TROOPER
 44 MAIN ST
 HEBRON 06248 0001
 HEBRON, CT 06248
 US

Quote Date:11/18/2022
 Expiration Date:12/30/2022
 Quote Created By:
 Jeannine DelVasto
 Public Safety Sales
 jdelvasto@norcomct.net
 203-568-6919

End Customer:
 HEBRON RESIDENT STATE TROOPER
 Trooper Bryce Reed
 bryce.reed@ct.gov

Delivery Address:
 HEBRON RESIDENT STATE
 TROOPER
 NORTHEASTERN
 COMMUNICATIONS INC
 SEVEN GREAT HILL RD
 NAUGATUCK, CT 06770
 US

Contract: STATE OF CONNECTICUT
 A-99-001

2022 Ford F150 Mobile

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series	ENHANCEDAPX6500				
1	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE	1	\$3,253.00	\$2,439.75	\$2,439.75
1a	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	1	\$6.00	\$4.50	\$4.50
1b	GA00580AA	ADD: TDMA OPERATION	1	\$495.00	\$371.25	\$371.25
1c	G51AU	ENH: SMARTZONE OPERATION APX6500	1	\$1,320.00	\$990.00	\$990.00
1d	G67DT	ADD: REMOTE MOUNT E5 APXM	1	\$327.00	\$245.25	\$245.25
1e	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00
1f	G89AC	ADD: NO RF ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1g	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	\$0.00	\$0.00
1h	G806BL	ENH: ASTRO DIGITAL CAI OP APX	1	\$567.00	\$425.25	\$425.25
1i	GA01670AA	ADD: APX E5 CONTROL HEAD	1	\$717.00	\$537.75	\$537.75
1j	G193AK	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	1	\$0.00	\$0.00	\$0.00
1k	G361AH	ENH: P25 TRUNKING SOFTWARE APX	1	\$330.00	\$247.50	\$247.50
1l	G78AT	ENH: 3 YEAR ESSENTIAL SVC	1	\$176.00	\$176.00	\$176.00
1m	G831AD	ADD: SPKR 15W WATER RESISTANT	1	\$66.00	\$49.50	\$49.50
1n	G892AB	ENH: HAND MIC, GCAI WTR RESISTANT APX	1	\$79.00	\$59.25	\$59.25
2	RAF4226A	762-870 MHZ 3DB LOW PROFILE MOBILE ANTENNA W/ 17' LOW LOSS CABLE	1	\$88.56	\$66.42	\$66.42
Product Services						
3	LSV00Q00202A	DEVICE PROGRAMMING	1	\$75.00	\$75.00	\$75.00
Product Services						
4	LSV00Q01073A	Install Hardware; Bracket, Connector	1	\$65.06	\$65.06	\$65.06
5	Incentive	Expiration Date: 01/12/2023	1	-\$1,696.98	-\$1,696.98	-\$1,696.98

Grand Total **\$4,055.50(USD)**

Notes:



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800



- Notes:
Pricing per State of CT Master Contract A-99-001 and is valid for 30 days
Please issue PO to Motorola Solutions, Inc.
Note on PO "Net 45 Days" terms
Note on PO to ship order to 7 Great Hill Road, Naugatuck, CT 06770
Note on PO your address as the "Ultimate Destination"
Assumes CLMRN programming using existing template
Approval from CT DESPP required prior to ordering
All radios are new and not replacement units
Please allow 10-14 days after delivery to NorcomCT for programming
Installation is not included in price shown
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)

Donna Lanza

From: Kevin Kelly
Sent: Thursday, September 14, 2023 9:58 AM
To: Donna Lanza
Subject: RE: ARPA funds project update for BOS

Donna,
WPCA completed it's ARPA fund expenditure.
Thanks,
Kevin

On another subject, did you receive my insurance claim information for the WPCA?

From: Donna Lanza <dlanza@hebronct.com>
Sent: Thursday, September 14, 2023 8:30 AM
To: Andy Tierney <atierney@hebronct.com>; Peter Starkel <pstarkel@hebronfd.com>; Mary-Ellen Gonci <mergonci65@comcast.net>; Paul Bancroft <pbancroft@hebronct.com>; Adrian MaClean <amaclean@hebronct.com>; bryce.reed@ct.gov; Building Official <BuildingOfficial@hebronct.com>; Christopher Bray <cbray@hebronct.com>; Craig Bryant <cbryant@hebronct.com>; Donna Hartan <dhartan@hebronfd.com>; Dori Wolf <Dwolf@hebronct.com>; Drusilla Carter <dcarter@hebronct.org>; Elaine Griffin <EGriffin@hebronct.com>; Elizabeth Fitzgerald (Hebron.Dem@gmail.com) <Hebron.Dem@gmail.com>; Francesca Villani <fvillani@hebronct.com>; Republican Registrar <repreistrar@hebronct.com>; Jason Hunniford <jhunniford@hebronct.com>; Kevin Kelly <kkelly@hebronct.com>; Kevin Lawton <klawton@hebronct.com>; Matthew Bordeaux <mbordeaux@hebronct.com>; Mike O'Leary <MOLeary@hebronct.com>; Paul Forrest <pforrest@hebronct.com>; Peter Starkel <pstarkel@hebronfd.com>; Sharon Garrard <sgarrard@hebronct.com>; Tina Corriveau <tcorriveau@hebronct.com>; W Bell <wbell@hebronct.com>
Cc: Kaitlyn Shelar <kshelar@hebron.k12.ct.us>; kaithershey@gmail.com
Subject: RE: ARPA funds project update for BOS

From: Andy Tierney <atierney@hebronct.com>
Sent: Thursday, September 14, 2023 8:17 AM
To: Peter Starkel <pstarkel@hebronfd.com>; Mary-Ellen Gonci <mergonci65@comcast.net>; Paul Bancroft <pbancroft@hebronct.com>; Adrian MaClean <amaclean@hebronct.com>; bryce.reed@ct.gov; Building Official <BuildingOfficial@hebronct.com>; Christopher Bray <cbray@hebronct.com>; Craig Bryant <cbryant@hebronct.com>; Donna Hartan <dhartan@hebronfd.com>; Donna Lanza <dlanza@hebronct.com>; Dori Wolf <Dwolf@hebronct.com>; Drusilla Carter <dcarter@hebronct.org>; Elaine Griffin <EGriffin@hebronct.com>; Elizabeth Fitzgerald (Hebron.Dem@gmail.com) <Hebron.Dem@gmail.com>; Francesca Villani <fvillani@hebronct.com>; Republican Registrar <repreistrar@hebronct.com>; Jason Hunniford <jhunniford@hebronct.com>; Kevin Kelly <kkelly@hebronct.com>; Kevin Lawton <klawton@hebronct.com>; Matthew Bordeaux <mbordeaux@hebronct.com>; Mike O'Leary <MOLeary@hebronct.com>; Paul Forrest <pforrest@hebronct.com>; Peter Starkel <pstarkel@hebronfd.com>; Sharon Garrard <sgarrard@hebronct.com>; Tina Corriveau <tcorriveau@hebronct.com>; W Bell <wbell@hebronct.com>
Cc: Kaitlyn Shelar <kshelar@hebron.k12.ct.us>; kaithershey@gmail.com
Subject: ARPA funds project update for BOS

Hello all, I hope this e-mail finds you well, I am looking for all of you to give me an update on your ARPA projects for the board of selectman's meeting, I would need that at some point today (IF POSSIBLE) in e-mail form I'm hoping this isn't too much of a task, and you can comply if not please feel free to call my office to discuss. Donna will follow up this email with an approved project list. Thanks again.

TOWN OF HEBRON
CHRONOLOGY OF HYBRID MEETING ROOM PROPOSAL

Early 2022 Begin preliminary research on hybrid meeting room configuration/cost

2/17/2022 Proposed as ARPA Project at BOS Meeting with cost TBD

2/24/2022 ARPA eligibility approval received from Town Attorney

3/17/2022 Initial meeting with Environmental Systems Corporation (ESC) to discuss hybrid meeting room for Library and Town Office Building

5/6/2022 First proposals received from ESC for Library and Town Office Building

7/19/2022 Second proposal received from ESC for Library and Town Office Building

7/21/2022 Board of Selectmen approved \$66,000 ARPA funding for hybrid meeting rooms for Library and Town Office Building

8/30/2022 Meeting with ESC, Donna Lanza and Kevin Sullivan to review proposal

10/20/2022 Meeting with ESC, Donna Lanza, Kevin Sullivan and CVC to review proposal, specifications and plan
Determined need to see equipment in operation - plan visit to Putnam Kevin Sullivan, Matt Bordeaux, Donna Lanza

*Please See Notes

8/9/2023 Contacted Putnam Town Administrator to schedule site visit

8/31/2023 Matt Bordeaux Donna Lanza visited Putnam Town Hall (Town Administrator & Mayor) to view hybrid meeting rooms

9/8/2023 Contacted ESC to schedule meeting to refresh proposals and review/refine specifications

NOTES: Selected ESC to attain budget numbers/proposal due to existing relationship and State of Connecticut Contract

Need to confirm if the State Contract will satisfy ARPA requirements or if an RFP will be required

May need additional staff to facilitate some meetings. This expense is not included in ARPA budget and will be an ongoing expense in the PT payroll in the operating budget

Plan to meet with RHAM IT Staff to view their hybrid meeting room

4/24 - 7/7/2023 Library Director Paternity Leave, Return to Work, Resignation and Departure

9/5/2023 Drusilla Carter New Library Director started

15 Job Postings - several for Department Heads / 10 RFPs / 3 Budget Referendums: May 2, May 23, June 13

Donna Lanza

From: Donna Lanza
Sent: Friday, September 08, 2023 12:31 PM
To: Bruce Politz
Cc: Andy Tierney
Subject: RE: [EXTERNAL] RE: AV projects for the Town Hall and Library

Hi Bruce

We are interested in getting together again soon to try to refresh these proposals and review the two hybrid meeting room setups.

We have new staff that we would like to involve in this project.

Would you please provide me with a couple of dates in the next few weeks where we could get together in Hebron.

Thank you,

Donna Lanza
Director of Administrative Services
Town of Hebron
(860) 228-5971 x 130
dlanza@hebronct.com

From: Donna Lanza
Sent: Tuesday, October 18, 2022 2:16 PM
To: Bruce Politz <b.politz@esccontrols.com>
Cc: Kevin Sullivan <ksullivan@hebronct.com>; Andy Tierney <atierney@hebronct.com>
Subject: RE: [EXTERNAL] RE: AV projects for the Town Hall and Library

Hi Bruce

We would be available Thursday, October 20, at 3:00 p.m. at the Library. Will that work?

Thank you,

Donna

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Tuesday, October 18, 2022 7:58 AM
To: Donna Lanza <dlanza@hebronct.com>
Subject: RE: [EXTERNAL] RE: AV projects for the Town Hall and Library

Ooops, I cannot do tomorrow afternoon, how about Thursday or Friday.

Bruce Politz
ESC A/V Technology Sales Manager

From: Donna Lanza <dlanza@hebronct.com>
Sent: Monday, October 17, 2022 10:26 AM
To: Bruce Politz <b.poltiz@esccontrols.com>
Cc: Kevin Sullivan <ksullivan@hebronct.com>; Andy Tierney <atierney@hebronct.com>
Subject: RE: [EXTERNAL] RE: AV projects for the Town Hall and Library

How about Wednesday, October 19, at 2:30 p.m. at the Library?

Thank you,

Donna

From: Bruce Politz <b.poltiz@esccontrols.com>
Sent: Thursday, October 13, 2022 5:58 PM
To: Donna Lanza <dlanza@hebronct.com>
Cc: Kevin Sullivan <ksullivan@hebronct.com>; Andy Tierney <atierney@hebronct.com>
Subject: Re: [EXTERNAL] RE: AV projects for the Town Hall and Library

Hello, next Wed or Thursday would work best for me. I am out on Friday and Monday.

Bruce Politz
Sent from my iPhone

On Oct 13, 2022, at 4:09 PM, Donna Lanza <dlanza@hebronct.com> wrote:

Hi Bruce

Just following up on this to see when would be a good time to meet to go over the proposal.

Thank you,

Donna Lanza
Director of Administrative Services
Town of Hebron
(860) 228-5971 x 130
dlanza@hebronct.com

From: Donna Lanza
Sent: Tuesday, September 27, 2022 2:57 PM
To: b.poltiz@esccontrols.com
Cc: Kevin Sullivan <ksullivan@hebronct.com>; Andy Tierney <atierney@hebronct.com>
Subject: FW: AV projects for the Town Hall and Library

Hi Bruce

Thank you for sending the revised proposals. We would like to set up a time to meet with you to review the new proposals.

I'm forwarding some initial questions we have and we look forward to a detailed discussion on how these proposals will serve our needs.

Please send a couple dates you are available to come out to Hebron.

Thank you,

Donna Lanza

Director of Administrative Services

Town of Hebron

(860) 228-5971 x 130

dlanza@hebronct.com

From: Kevin Sullivan <ksullivan@hebronct.com>

Sent: Monday, September 26, 2022 5:06 PM

To: Donna Lanza <dlanza@hebronct.com>

Subject: RE: AV projects for the Town Hall and Library

The big question is how well some of these elements are going to function. I can be fairly available to meet with Bruce whenever he'd like to come back.

A few questions:

1. For the library set-up
 1. Should the USB output from the switch be USB-C?
 2. Can we pull a video signal from the switch if necessary?
 3. There are only two cameras in this set-up and I'm concerned that there could be a whiplash effect if one camera ends up panning back and forth to two people having a conversation. Is the switch smart enough to know to cut to the other camera while the first camera moves itself?
 1. Can we see this set up in action anywhere?
 4. If we are showing a PowerPoint from the Zoom PC, how does that signal get
 5. If the audio and video operate as two separate signals, how does the switch know where to focus the camera?
 6. Does the amplified mic array replace the speakers currently set up in the Community Room? Or does it create a second parallel system?
 7. This quote doesn't include the Zoom PC. Is there anything we should know about that when we go to purchase one?
 8. In this scenario, if a person was to show a PowerPoint on the Zoom PC, they would share their screen to the virtual meeting and then the virtual meeting would be broadcast on the main screen in the Community Room, is that correct? Is the intention that the screen will be on all the time as a kind of monitor?
 1. This doesn't seem too complicated, but it will be easy for people to forget to share their screen with the Zoom meeting or to forget to un-share their screen when they are done. Keeping the TV on as a monitor for what is actually being

recorded would solve this issue, but it's distracting for the meeting participants in the room. Perhaps adding an additional smaller monitor that outputs just the Zoom content would be useful?

9. How difficult is it to reprogram the camera pre-sets if the room were change for some reason?
2. For town hall
 1. Is one camera enough to adequately cover this space?
 2. Are there any mics to capture the room noise? I'm sure the Selectmen will occasionally forget to turn on their mic.
 3. Are there TV screens being installed as part of this set-up?
 4. One can stream to FB/YouTube Live through a Zoom/Teams-type client. Maybe sending out one signal to several places from a single computer is less cumbersome than potentially having three slightly different feeds.
 1. I may just be misinterpreting how this will be set up.
 5. It feels like this camera will need to be manually operated. Is that correct?

From: Donna Lanza <dlanza@hebronct.com>
Sent: Friday, September 23, 2022 12:16 PM
To: Kevin Sullivan <ksullivan@hebronct.com>
Subject: RE: AV projects for the Town Hall and Library

I agree. I feel that we may need to sit down with him one more time to go over the proposal. I also want to be sure it does what we want – and not overly complicated. And need all the proper connections for all of our equipment.

Once you have a chance to review it, please let me know and we can set up a time to meet.

Thanks,

Donna

From: Kevin Sullivan <ksullivan@hebronct.com>
Sent: Friday, September 23, 2022 12:10 PM
To: Donna Lanza <dlanza@hebronct.com>
Subject: RE: AV projects for the Town Hall and Library

Thanks, Donna. This is definitely better than the first proposal. I need to think about it a little before I have an opinion about whether it will work the way we want it to work.

From: Donna Lanza <dlanza@hebronct.com>
Sent: Thursday, September 22, 2022 4:20 PM
To: Kevin Sullivan <ksullivan@hebronct.com>
Subject: FW: AV projects for the Town Hall and Library

To keep you in the loop.

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Thursday, September 22, 2022 4:03 PM
To: Donna Lanza <dlanza@hebronct.com>; Andy Tierney <atierney@hebronct.com>
Cc: Jack Cunningham <j.cunningham@esccontrols.com>
Subject: AV projects for the Town Hall and Library

Hello Everyone, I finally have the configurations and final prices for the Town Hall and Library.

After our meeting at the library I needed to come up with a different solution. At the library we will have 2 ceiling mounted cameras that will cover the "V" layout of tables we spoke about along with either a guest table or podium. When a speaker speaks the cameras will aim at them automatically. This system will supply a USB audio and USB video feed to a town supplied PC for Zoom. There will be a wall mounted touch screen to control the devices. There will be new ceiling speakers to give voice lift for the meetings. I attached a flow diagram to the proposal as well.

Thank you for your patience on this.

Bruce Politz

Audio-Visual Sales Manager

Environmental Systems Corporation

18 Jansen Court, West Hartford, CT 06110

Cell: 860-559-8135 | Work: 860-953-8800

Affirmative Action / Equal Opportunity Employer



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Donna Lanza

Subject: Tour of Putnam Audio / Visual Equipment and Rooms
Location: Conference Room 201; Conference Room 109

Start: Thu 8/31/2023 1:00 PM
End: Thu 8/31/2023 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Elaine Sistare
Resources: Conference Room 201; Conference Room 109

Nice speaking with you Donna. We're happy to give you a tour of our rooms for hybrid meetings, since the Town of Hebron is considering similar ECS equipment for hybrid meetings.
Please forward to others as appropriate.
See you then!
Elaine

Elaine Sistare, PE, BCEE
Town Administrator
Town of Putnam
200 School Street
Putnam, CT 06260
Office: 860-963-6800, x 113
Cell: 860-372-1755
Email: Elaine.Sistare@putnamct.us

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Donna Lanza

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Friday, August 26, 2022 9:31 AM
To: Donna Lanza
Cc: Kevin Sullivan
Subject: RE: [EXTERNAL] RE: AV quote from ESC for State Contract

Hello, Tuesday at 10 works for me. I will send out a meeting invite.

Thanks!

Bruce Politz
ESC A/V Technology Sales Manager

From: Donna Lanza <dlanza@hebronct.com>
Sent: Thursday, August 25, 2022 10:46 AM
To: Bruce Politz <b.politz@esccontrols.com>
Cc: Kevin Sullivan <ksullivan@hebronct.com>
Subject: RE: [EXTERNAL] RE: AV quote from ESC for State Contract

Hi Bruce

Monday or Tuesday of next week would be good for us. How about **Tuesday, August 30, at 10:00 a.m.** starting at the Library, 22 Main Street?

Thank you,

Donna

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Tuesday, August 23, 2022 8:46 AM
To: Donna Lanza <dlanza@hebronct.com>
Subject: RE: [EXTERNAL] RE: AV quote from ESC for State Contract

Hello Donna, Could we do Friday or Monday, Tuesday of next week? I am out of the office Wed and Thursday this week.

Thanks,

Bruce Politz
ESC A/V Technology Sales Manager

From: Donna Lanza <dlanza@hebronct.com>
Sent: Monday, August 15, 2022 2:17 PM
To: Bruce Politz <b.politz@esccontrols.com>
Subject: RE: [EXTERNAL] RE: AV quote from ESC for State Contract

Yes, we are definitely interested in moving forward with this. I'm just waiting for some information from our Finance Department.

Can we set up a time to set up a visit and review the specifications – I'd like to review the information specified and be sure we get the Library Director involved.

Thank you,

Donna

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Monday, August 15, 2022 2:14 PM
To: Donna Lanza <dlanza@hebronct.com>
Subject: RE: [EXTERNAL] RE: AV quote from ESC for State Contract

Hello Donna, I was thinking about you folks today. Any word on this project?

Bruce Politz
ESC A/V Technology Sales Manager

From: Donna Lanza <dlanza@hebronct.com>
Sent: Tuesday, July 19, 2022 1:01 PM
To: Bruce Politz <b.politz@esccontrols.com>
Subject: [EXTERNAL] RE: AV quote from ESC for State Contract

Thank you! We will be in touch soon. Waiting on final approvals.

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Tuesday, July 19, 2022 12:53 PM
To: Donna Lanza <dlanza@hebronct.com>
Subject: AV quote from ESC for State Contract

Hello Donna, here are the quotes with our AV State Contract number on them, it is stated that these were quoted using the contract.

Let me know if this is what you needed.

Thanks again,

Bruce Politz
Audio-Visual Sales Manager
Environmental Systems Corporation
18 Jansen Court, West Hartford, CT 06110
Cell: 860-559-8135 | Work: 860-953-8800
Affirmative Action / Equal Opportunity Employer

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Systems
Corporation**



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Donna Lanza

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Tuesday, October 18, 2022 3:25 PM
To: Donna Lanza
Cc: Kevin Sullivan; Andy Tierney
Subject: RE: [EXTERNAL] RE: AV projects for the Town Hall and Library

Yes, that works for me. I will see you at the Library at 3PM!

Thanks,

Bruce Politz
ESC A/V Technology Sales Manager

From: Donna Lanza <dlanza@hebronct.com>
Sent: Tuesday, October 18, 2022 2:16 PM
To: Bruce Politz <b.politz@esccontrols.com>
Cc: Kevin Sullivan <ksullivan@hebronct.com>; Andy Tierney <atierney@hebronct.com>
Subject: RE: [EXTERNAL] RE: AV projects for the Town Hall and Library

Hi Bruce

We would be available Thursday, October 20, at 3:00 p.m. at the Library. Will that work?

Thank you,

Donna

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Tuesday, October 18, 2022 7:58 AM
To: Donna Lanza <dlanza@hebronct.com>
Subject: RE: [EXTERNAL] RE: AV projects for the Town Hall and Library

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Sent: Monday, October 17, 2022 10:26 AM
To: Bruce Politz <b.politz@esccontrols.com>
Cc: Kevin Sullivan <ksullivan@hebronct.com>; Andy Tierney <atierney@hebronct.com>
Subject: RE: [EXTERNAL] RE: AV projects for the Town Hall and Library

How about Wednesday, October 19, at 2:30 p.m. at the Library?

Thank you,

Donna

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Thursday, October 13, 2022 5:58 PM
To: Donna Lanza <dlanza@hebronct.com>
Cc: Kevin Sullivan <ksullivan@hebronct.com>; Andy Tierney <atierney@hebronct.com>
Subject: Re: [EXTERNAL] RE: AV projects for the Town Hall and Library

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Donna Lanza
Director of Administrative Services
Town of Hebron
(860) 228-5971 x 130
dlanza@hebronct.com

From: Donna Lanza
Sent: Tuesday, September 27, 2022 2:57 PM
To: b.politz@esccontrols.com
Cc: Kevin Sullivan <ksullivan@hebronct.com>; Andy Tierney <atierney@hebronct.com>
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Please send a couple dates you are available to come out to Hebron.

Thank you,

Donna Lanza

Director of Administrative Services

Town of Hebron

(860) 228-5971 x 130

dlanza@hebronct.com

From: Kevin Sullivan <ksullivan@hebronct.com>

Sent: Monday, September 26, 2022 5:06 PM

To: Donna Lanza <dlanza@hebronct.com>

Subject: RE: AV projects for the Town Hall and Library

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A few questions:

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 7. This quote doesn't include the Zoom PC. Is there anything we should know about that when we go to purchase one?
 8. In this scenario, if a person was to show a PowerPoint on the Zoom PC, they would share their screen to the virtual meeting and then the virtual meeting would be broadcast on the main screen in the Community Room, is that correct? Is the intention that the screen will be on all the time as a kind of monitor?
 1. This doesn't seem too complicated, but it will be easy for people to forget to share their screen with the Zoom meeting or to forget to un-share their screen when they are done. Keeping the TV on as a monitor for what is actually being recorded would solve this issue, but it's distracting for the meeting participants in the room. Perhaps adding an additional smaller monitor that outputs just the Zoom content would be useful?
 9. How difficult is it to reprogram the camera pre-sets if the room were change for some reason?
2. For town hall
 1. Is one camera enough to adequately cover this space?
 2. Are there any mics to capture the room noise? I'm sure the Selectmen will occasionally forget to turn on their mic.
 3. Are there TV screens being installed as part of this set-up?
 4. One can stream to FB/YouTube Live through a Zoom/Teams-type client. Maybe sending out one signal to several places from a single computer is less cumbersome than potentially having three slightly different feeds.

1. I may just be misinterpreting how this will be set up.
5. It feels like this camera will need to be manually operated. Is that correct?

From: Donna Lanza <dlanza@hebronct.com>
Sent: Friday, September 23, 2022 12:16 PM
To: Kevin Sullivan <ksullivan@hebronct.com>
Subject: RE: AV projects for the Town Hall and Library

I agree. I feel that we may need to sit down with him one more time to go over the proposal. I also want to be sure it does what we want – and not overly complicated. And need all the proper connections for all of our equipment.

Once you have a chance to review it, please let me know and we can set up a time to meet.

Thanks,

Donna

From: Kevin Sullivan <ksullivan@hebronct.com>
Sent: Friday, September 23, 2022 12:10 PM
To: Donna Lanza <dlanza@hebronct.com>
Subject: RE: AV projects for the Town Hall and Library

Thanks, Donna. This is definitely better than the first proposal. I need to think about it a little before I have an opinion about whether it will work the way we want it to work.

From: Donna Lanza <dlanza@hebronct.com>
Sent: Thursday, September 22, 2022 4:20 PM
To: Kevin Sullivan <ksullivan@hebronct.com>
Subject: FW: AV projects for the Town Hall and Library

To keep you in the loop.

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Thursday, September 22, 2022 4:03 PM
To: Donna Lanza <dlanza@hebronct.com>; Andy Tierney <atierney@hebronct.com>
Cc: Jack Cunningham <j.cunningham@esccontrols.com>
Subject: AV projects for the Town Hall and Library

Hello Everyone, I finally have the configurations and final prices for the Town Hall and Library.

After our meeting at the library I needed to come up with a different solution. At the library we will have 2 ceiling mounted cameras that will cover the "V" layout of tables we spoke about along with either a guest table or podium. When a speaker speaks the cameras will aim at them automatically. This system will supply a USB audio and USB video feed to a town supplied PC for Zoom. There will be a wall mounted touch screen to control the devices. There will be new ceiling speakers to give voice lift for the meetings. I attached a flow diagram to the proposal as well.

Thank you for your patience on this.

Bruce Politz

Audio-Visual Sales Manager

Environmental Systems Corporation

18 Jansen Court, West Hartford, CT 06110

Cell: 860-559-8135 | Work: 860-953-8800

Affirmative Action / Equal Opportunity Employer



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Donna Lanza

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Thursday, September 22, 2022 4:03 PM
To: Donna Lanza; Andy Tierney
Cc: Jack Cunningham
Subject: AV projects for the Town Hall and Library
Attachments: Hebron AV for Library - ESC 9-22.pdf; Hebron AV for Town Hall - ESC State Contract \$.pdf

Hello Everyone, I finally have the configurations and final prices for the Town Hall and Library.

After our meeting at the library I needed to come up with a different solution. At the library we will have 2 ceiling mounted cameras that will cover the "V" layout of tables we spoke about along with either a guest table or podium. When a speaker speaks the cameras will aim at them automatically. This system will supply a USB audio and USB video feed to a town supplied PC for Zoom. There will be a wall mounted touch screen to control the devices. There will be new ceiling speakers to give voice lift for the meetings. I attached a flow diagram to the proposal as well.

Thank you for your patience on this.

Bruce Politz

Audio-Visual Sales Manager

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PROPOSAL



Town of Hebron

AV system for Library Meeting

Scope of Services Being Proposed by ESC

PRESENTED TO:

Donna Lanza
Director of Admin Services
Town of Hebron CT

PREPARED BY:

Bruce Politz
Audio Visual Technology Sales
860-953-8800
860-559-8135 (cell)
b.politz@escontrols.com

DATE:

September 22, 2022



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AUDIO VISUAL



MECHANICAL
SERVICES

September 22, 2022

RE: Audio/Visual System for meetings at the library

Scope of work:

ESC is proposing to supply, install and integrate new equipment with existing equipment in the large meeting room in the library lower level.

This project will have 2 new ceiling mounted PTZ (Pan Tilt Zoom) cameras, a ceiling mounted microphone array, voice lift speakers, and control equipment to automatically change camera views to show the active speaker. A wall mounted touch screen will allow for some presets to be selected, such as "Meeting" "Presentation" etc. There will be a small ethernet switch for a town provided PC to connect into the system as well.

A USB connection (for soft meeting clients such as Zoom, Teams) will be provided for the audio and video outputs. The microphone array will also power speakers in the room for voice lift purposes.

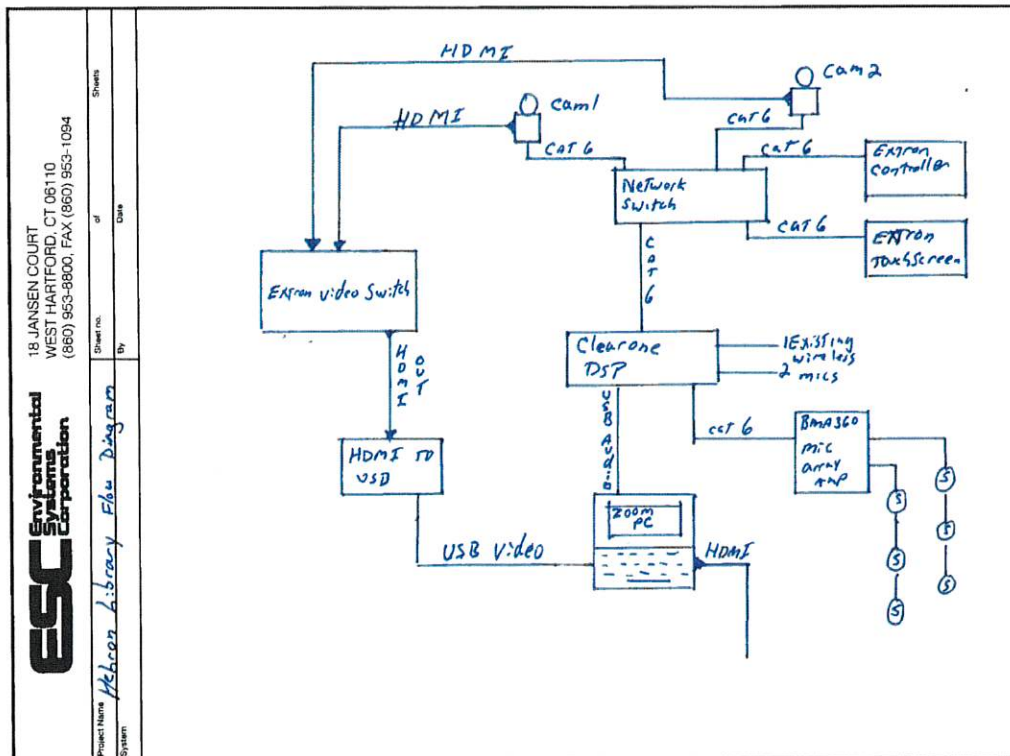
The major equipment for this project is listed on the following page. ESC will install, integrate, and train on this new system.

The cost of this project is \$ 36,975.00

Sincerely,
Bruce Politz
Audio Visual Technology Sales
[Environmental Systems Corporation](#)
18 Jansen Court, West Hartford, CT 06110
Cell: 860-559-8135 | Work: 860-953-8800

Our proposal includes the following as major equipment.

1	910-3200-208-U	BMA 360 ceiling mic array
1	910-3200-209	90W POE power injector
12	910-151-001-01	6" speakers
1	910-3200-001	Converge Pro DSP 128
2	910-2100-003	Unite 200 camera
2	910-2100-203	Unite ceiling mount
2	AC-BTSSF-10KUHD-15	Bullet Train 15M HDMI cable
		Network Switch on other tab
1	60-1699-11	Extron IN1804 4 HDMI switcher
1	60-1563-02	Extron touch screen 7"
1	60-1911-01	Extron IPCP Pro 250 xi
1		extron HDMI to USB convertor



Exclusions

1. Price does not include tax, bond, permit fees or special shipping
2. Price is valid for 30 days
3. Material price increases after order but prior to material release may be an additional cost

Terms & Conditions

The information contained in this proposal is proprietary and confidential to Environmental Systems Corporation, (ESC) and is offered solely for your own use and evaluation. We intend to maintain the confidentiality of any information you have provided us, and we require that this proposal be kept in strict confidence and that it not be disclosed to any outside party for any other purpose.

1. Project or Repair services provided under this agreement will be performed during normal working hours unless otherwise noted. Normal working hours are defined as 7:00am to 3:30pm, Monday through Friday inclusive, excluding holidays.
2. Reasonable and **safe** means of access to the equipment being serviced shall be provided to ESC. ESC shall be permitted to start and stop all equipment necessary to perform its services. If any of the equipment requiring service is considered unsafe, the client will be required to properly correct the unsafe condition before ESC will proceed with the service. ESC shall be permitted to the use of the buildings fixed ladders, mops etc.
3. The guarantees and services provided under the scope of this agreement are conditioned upon the Client properly operating and maintaining the system. Client will do so in accordance with industry accepted practices. This proposal does not include responsibility for poor system design, undeclared or hidden conditions, system obsolescence or equipment beyond its reasonable life.
4. Client agrees to pay invoices within thirty (30) days of receipt. ESC reserves the right to cancel this and/or stop work under this agreement without notice, should payment become sixty (60) days or more delinquent.
5. Client agrees to pay in advance for material, equipment and engineering costs necessary for the start of the project.
6. ESC shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to acts of God, war, civil commotion, acts of government, fire, theft, corrosion, flood, lightning, power fluctuation, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, quarantine restrictions, delays in transportation, fuel, labor or materials, or malicious mischief.
7. In no event shall ESC be liable for business interruption losses or consequential or speculative damages, but this sentence shall not relieve ESC of liability for damage to property or injury to persons resulting from accidents caused directly by the negligence of ESC in performance or failure of its obligations under this agreement.
8. In the unlikely event of failure to perform its obligations, ESC's liability is limited to repair or replacement at its option and such shall be Client's sole remedy. Under no circumstances will ESC be responsible for loss of use, loss of profits, increased maintenance or operating costs, claims of clients or client's tenants, or any special, indirect or consequential damages.
9. ESC shall warranty all workmanship and labor for one year after the project's completion date and all parts and material shall be covered by manufactures warranties.
10. Any alteration or deviation from specifications above involving extra cost will be executed only by written orders and will become an extra charge over and above the estimate. This proposal may be withdrawn by Environmental Systems Corporation if not accepted within 30 days.
11. ESC is not responsible for the Identification, Abatement or the removal of asbestos or any other toxic or hazardous substances, waste or materials. In the event such hazardous conditions are found, the sole obligation of ESC is to notify the customer or owner of the hazards. ESC shall have the right to suspend its work until such hazards are removed. The completion time of the work shall be extended and the contract price be equitably adjusted as necessary.
12. In the event either party must commence a legal action in order to enforce any right under this contract, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting and defending the claim.
13. If required, customer shall be responsible for paying all applicable taxes both state, local and permit fees.
14. ESC requests to be notified of any alterations, additions, adjustments, or repairs that are made by others.
15. Work necessitated by present or future requirements by governments or insurance companies are not included.



PROPOSAL



Town of Hebron

AV system for Town Hall

Scope of Services Being Proposed by ESC

PRESENTED TO:

Donna Lanza
Director of Admin Services
Town of Hebron CT

PREPARED BY:

Bruce Politz
Audio Visual Technology Sales
860-953-8800
860-559-8135 (cell)
b.politz@escontrols.com

DATE:

July 19, 2022



18 JANSEN COURT • WEST HARTFORD, CT 06110
www.escontrols.com



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AUDIO VISUAL



MECHANICAL
SERVICES

July 19, 2022

RE: Audio/Visual System for meetings at the Town Hall lower-level meeting room

Scope of work:

ESC is proposing to supply, install and integrate new equipment with existing equipment in the small meeting room in the Town Hall lower level. This equipment will allow the mixing of 1 new ceiling mounted PTZ (Pan Tilt Zoom) camera, upto 12 microphones (10 new push to talk desktop wired mics), and provide output to the local display in the room, USB connection (for soft meeting clients such as Zoom, Teams), IP streaming for Facebook live/YouTube Live and a feed for the existing local CATV provider. The audio from the microphones and any input source will be fed to the existing amplifier and speakers as well as a USB feed for streaming.

A touchscreen control surface will be provided to control the cameras and microphones. There will be a small ethernet switch for a town provided PC to connect into the system as well. There will be an HDMI input for a town or visiting speaker to connect into to share their screen as well.

The video output can display picture in picture for more than one camera shot or to include a camera shot and computer display such as a PowerPoint or Word document.

The major equipment for this project is listed on the following page. ESC will install, integrate, and train on this new system.

The cost of this project is \$ 28,825.00

This proposal is priced using the State of Connecticut DAS AV Contract # 19PSX0015

Sincerely,

Bruce Politz

Audio Visual Technology Sales

[Environmental Systems Corporation](#)

18 Jansen Court, West Hartford, CT 06110

Cell: 860-559-8135 | Work: 860-953-8800

Our proposal includes the following as major equipment.

QTY	Part #	DESCRIPTION
1	999-8230-000	AV Bridge Matrix Pro
3	999-8520-000	Vaddio EasyUSB Mic I/O 4 XLR inputs
1	999-99630-100	Vaddio RoboShot Onelink HDMI
1	C2G10453	3ft HDMI cables
6	27141	3ft CAT 6 cables
1	999-42300-000	Vaddio Device Control Surface
1	27147	100ft Cat 6 patch cable cam to matrix
1	C2G41601	C2G 4 port HDMI splitter amp
1		Misc Cables
1	535-2000-206	ceiling mount for roboshot
10	MX412D/C	Shure push to talk mic
1		16port XLR rack patch panel
10	HMIC-025	25ft Pro Mic Cable
1	VCW-12	Velcro cable ties
1	GS305PP-100NAS	5 port POE switch
1	C2G50196	25ft HDMI cable for input from souce
1	RCS-1824	Mid Atlantic 18 U rack on casters
1	PD-915RC-20	9out power center w/20ft cord
1	UTR1	1u rack shelf

Exclusions

1. Price does not include tax, bond, permit fees or special shipping
2. Price is valid for 30 days
3. Material price increases after order but prior to material release may be an additional cost

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3. The guarantees and services provided under the scope of this agreement are conditioned upon the Client properly operating and maintaining the system. Client will do so in accordance with industry accepted practices. This proposal does not include responsibility for poor system design, undeclared or hidden conditions, system obsolescence or equipment beyond its reasonable life.
4. Client agrees to pay invoices within thirty (30) days of receipt. ESC reserves the right to cancel this and/or stop work under this agreement without notice, should payment become sixty (60) days or more delinquent.
5. Client agrees to pay in advance for material, equipment and engineering costs necessary for the start of the project.
6. ESC shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to acts of God, war, civil commotion, acts of government, fire, theft, corrosion, flood, lightning, power fluctuation, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, quarantine restrictions, delays in transportation, fuel, labor or materials, or malicious mischief.
7. In no event shall ESC be liable for business interruption losses or consequential or speculative damages, but this sentence shall not relieve ESC of liability for damage to property or injury to persons resulting from accidents caused directly by the negligence of ESC in performance or failure of its obligations under this agreement.
8. In the unlikely event of failure to perform its obligations, ESC's liability is limited to repair or replacement at its option and such shall be Client's sole remedy. Under no circumstances will ESC be responsible for loss of use, loss of profits, increased maintenance or operating costs, claims of clients or client's tenants, or any special, indirect or consequential damages.
9. ESC shall warranty all workmanship and labor for one year after the project's completion date and all parts and material shall be covered by manufactures warranties.
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13. If required, customer shall be responsible for paying all applicable taxes both state, local and permit fees.
14. ESC requests to be notified of any alterations, additions, adjustments, or repairs that are made by others.
15. Work necessitated by present or future requirements by governments or insurance companies are not included.



Vaddio Device Controller

Color touch panel

999-42300-000 (Worldwide)

Key Features:

- Compatible with all Vaddio products with modern web-based user interfaces
- PoE powered for simple installation
- Commercial-grade steel tabletop mount with category cable routing



The Vaddio Device Controller is a color touch panel designed to easily access web-based user interfaces of dozens of Vaddio connected devices like PTZ cameras, EasyIP peripherals, AV bridges and more.

Add the Vaddio Device Controller to a conference room, lecture hall or meeting space for video switching, camera position presets, volume control, and other picture adjustments - all at your fingertips.

The 10-inch touch screen is PoE powered, allowing for flexible placement in your professional AV installations. The included desktop mount is designed for secure cable management, modern aesthetics and optimal viewing angles.

When the Vaddio Device Controller is on the same subnet as the equipment you want to control, you can just tap the scan button on the touch panel and it will auto-discover connected devices.



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 | AV

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COMMERCIAL AV BRANDS
 C2G | Chief | Da-Lite | Luxul | Middle Atlantic | Projecta | Vaddio | Wiremold

RoboSHOT® Elite HDBT

Professional PTZ Camera

ORDERING INFORMATION

RoboSHOT 12E HDBT

Black

999-99600-000 (North America)

999-99600-001 (Europe/UK)

999-99600-009 (Australia/New Zealand)

White

999-99600-000W (North America)

999-99600-001W (Europe/UK)

999-99600-009W (Australia/New Zealand)

RoboSHOT 30E HDBT

Black

999-99630-000 (North America)

999-99630-001 (Europe/UK)

999-99630-009 (Australia/New Zealand)

White

999-99630-000W (North America)

999-99630-001W (Europe/UK)

999-99630-009W (Australia/New Zealand)

OVERVIEW

Introducing the RoboSHOT Elite Series – Vaddio's next generation of professional cameras. Designed with an 1/2.5-type Exmor R CMOS sensor. RoboSHOT Elite cameras deliver striking, high-definition video image quality. Cutting-edge image signal processing (ISP) results in better light-gathering capabilities, incredible contrast and sharp 1080p/60 video, even in dim lighting conditions.

Enhanced Wide Dynamic Range

RoboSHOT Elite cameras are equipped with enhanced wide dynamic range, which can help correct for environments with uneven lighting by making darker or over-bright areas in video more visible and detailed.

Multiple Streaming Options

Enjoy IP streaming (RTSP or RTMP format with H.264 compression) to share live events like church services, lectures, or meetings over popular applications like YouTube, Livestream and Facebook.

Remote Management

A web-based user interface gives the user camera control with a web browser from anywhere in the world over the IP network. To watch the IP stream, simply enter the camera's streaming URL into any standards based (H.264, RTSP format) media player. Perfect for remote management, network operating centers and overall IT control.



Smooth Tri-Synchronous Motion

The Elite Series of RoboSHOT PTZ cameras is equipped with Vaddio's industry-leading Tri-Synchronous Motion technology allowing all three axes of the camera to move simultaneously for ultra-smooth, natural camera motion.

Flexible Video Outputs

Video outputs include simultaneous HDBaseT, HDMI and IP (H.264) streaming. Connect directly to HDBaseT-compatible devices or pair with Vaddio OneLINK receivers to simplify cabling and extend installation distance.

The RoboSHOT 12E cameras are recommended for small to medium spaces such as conference rooms, training rooms, and classrooms that require a wide angle of view.

The RoboSHOT 30E cameras are ideal for larger spaces such as large meeting rooms, lecture halls, conference centers and houses of worship.

FEATURES

- Back-illuminated 8.51 Megapixel, high definition 1/2.5 Type Exmor R CMOS Sensor delivers 1080p/60 video
- RoboSHOT 12E Models feature 12x Optical Zoom
- RoboSHOT 30E Models feature 30x Zoom including IntelliZoom™ Image Processing
- Simultaneous HDBT, HDMI and IP (H.264) streaming outputs
- Full administrative control via web interface; manage remotely while monitoring the stream separately



TECHNICAL SPECIFICATIONS

Outputs/protocols	HDMI, HDBT, IP (H.264)
Aspect ratio	HDMI: 16:9 (all resolutions) IP (H.264) Streaming: 16:9, 3:2 and 4:3
HDMI resolutions/frame rates	FHD: 1080p/60/59.94/50/29.97/25, 1080i/60/59.94/50 HD: 720p/60/59.94/50
Streaming resolutions/frame rates	Simultaneous IP (RTSP or RTMP format with H.264 compression) up to 1080p/30
Image device	1/2.5 Type Exmor R CMOS Sensor
Pixels	8.51 million; (8.57M Total Megapixels)
Lens/Zoom	12E MODELS: 12x optical zoom, f=4.4mm wide end to 88.4mm tele end, F2 to F3.8 30E MODELS: 30x zoom, 20 x optical zoom + 10x IntelliZoom, f=4.4mm wide end to 88.4mm tele end, F2 to F3.8
Horizontal FOV	12E MODELS: 70.2° wide end to 6.8° tele end 30E MODELS: 70.2° wide end to 3.1° tele end
Pan angle speed	±150°, 0.35°/sec to 120°/sec
Tilt angle speed	+90, -30°, 0.35°/sec to 120°/sec
Min. working distance	80mm (wide), 800mm (tele)
Min. illumination	1.6 lux; 100+ lux recommended
Electronic Shutter Speed	1/1 to 1/10000 sec.
Backlight compensation	On/off
Aperture/detail	16 steps
Focusing system	Auto Focus / Manual Focus Mode / One-push Trigger Mode
Gain	Auto / Manual (0 to 33 dB)
White balance	Auto, ATW, Indoor, Outdoor, One-push, Manual
S/N ratio	More than 50 dB
Power	PoE+
Remote management	IR Remote, web interface, Telnet and RS-232 command APIs
Enhanced Wide Dynamic Range	Yes
Spotlight Compensation Mode	Yes
Noise Reduction	Yes
Presets	16 + Custom Home
Invertible	Yes
Motors	Silent BLDC Direct Drive Motors
Warranty	2 years plus option for purchasing additional 3 years
Weight	4.85 lbs (2.2 kg)
Height	6.94" (17.63 cm)
Width	7.05" (17.91 cm)
Depth	6.75" (17.15 cm)
Operating/storage temperature	0°C to +40°C (32°F to 104°F)
Operating/storage humidity	20% to 80% RH, non-condensing

Specifications are subject to change without notice.

Listed part numbers include the following items:

- 1 RoboSHOT 12E or 30E HDBT Camera (in black or white)
- 1 Quick-Start Guide
- 1 PoE+ Midspan Power Injector with AC cord set(s)
- 1 Thin Profile Wall Mount (in coordinating black or white) with mounting hardware and installation manual
- 1 Vaddio IR Remote Commander



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 APAC P +852.2145.4099 E av.asia.sales@legrand.com

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COMMERCIAL BRANDS

Chief | Da-Lite | Middle Atlantic | Projecta | Vaddio

Donna Lanza

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Tuesday, July 19, 2022 12:53 PM
To: Donna Lanza
Subject: AV quote from ESC for State Contract
Attachments: Hebron AV for Library - ESC State Contract.pdf; Hebron AV for Town Hall - ESC State Contract \$.pdf

Hello Donna, here are the quotes with our AV State Contract number on them, it is stated that these were quoted using the contract.

Let me know if this is what you needed.

Thanks again,

Bruce Politz

Audio-Visual Sales Manager

[Environmental Systems Corporation](#)

18 Jansen Court, West Hartford, CT 06110

Cell: 860-559-8135 | Work: 860-953-8800

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PROPOSAL



Town of Hebron

AV system for Library Meeting

Scope of Services Being Proposed by ESC

PRESENTED TO:

Donna Lanza
Director of Admin Services
Town of Hebron CT

PREPARED BY:

Bruce Politz
Audio Visual Technology Sales
860-953-8800
860-559-8135 (cell)
b.politz@escontrols.com

DATE:

July 19, 2022



18 JANSEN COURT • WEST HARTFORD, CT 06110

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AUDIO VISUAL



MECHANICAL
SERVICES

July 19, 2022

RE: Audio/Visual System for meetings at the library

Scope of work:

ESC is proposing to supply, install and integrate new equipment with existing equipment in the large meeting room in the library lower level. This equipment will allow the mixing of 2 new ceiling mounted PTZ (Pan Tilt Zoom) cameras, up to 16 microphones (10 new push to talk desktop wired mics), and provide output to the local display in the room, USB connection (for soft meeting clients such as Zoom, Teams), IP streaming for Facebook live/YouTube Live and a feed for the existing local CATV provider. The audio from the microphones and any input source will be fed to the existing amplifier and speakers as well as a USB feed for streaming.

A touchscreen control surface will be provided to control the cameras and microphones. There will be a small ethernet switch for a town provided PC to connect into the system as well. There will be an HDMI input for a town or visiting speaker to connect into to share their screen as well.

The video output can display picture in picture for more than one camera shot or to include a camera shot and computer display such as a PowerPoint or Word document.

The major equipment for this project is listed on the following page. ESC will install, integrate, and train on this new system.

The cost of this project is \$ 36,975.00

This proposal is priced using the State of Connecticut DAS AV Contract # 19PSX0015

Sincerely,

Bruce Politz

Audio Visual Technology Sales

[Environmental Systems Corporation](#)

18 Jansen Court, West Hartford, CT 06110

Cell: 860-559-8135 | Work: 860-953-8800

Our proposal includes the following as major equipment.

1	999-8230-000	AV Bridge Matrix Pro
4	999-8520-000	Vaddio EasyUSB Mic I/O 4 XLR inputs
2	999-99630-100	Vaddio RoboShot Onelink HDMI
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1	999-42300-000	Vaddio Device Control Surface
2	27147	100ft Cat 6 patch cable cam to matrix
1	C2G41601	C2G 4 port HDMI splitter amp
1		Misc Cables
2	535-2000-206	ceiling mount for roboshot
10	MX412D/C	Shure push to talk mic
1		16port XLR rack patch panel
10	HMIC-025	25ft Pro Mic Cable
1	VCW-12	Velcro cable ties
1	GS305PP-100NAS	5 port POE switch
1	C2G50196	25ft HDMI cable for input from souce
1	CFR-12-20	Mid Atlantic 12 U rack frame for in closet
1	PD-915RC-20	9out power center w/20ft cord
2	2UDRAWER-162	2RU Drawer
1	UTR1	1u rack shelf

Exclusions

1. Price does not include tax, bond, permit fees or special shipping
2. Price is valid for 30 days
3. Material price increases after order but prior to material release may be an additional cost

Terms & Conditions

The information contained in this proposal is proprietary and confidential to Environmental Systems Corporation, (ESC) and is offered solely for your own use and evaluation. We intend to maintain the confidentiality of any information you have provided us, and we require that this proposal be kept in strict confidence and that it not be disclosed to any outside party for any other purpose.

1. Project or Repair services provided under this agreement will be performed during normal working hours unless otherwise noted. Normal working hours are defined as 7:00am to 3:30pm, Monday through Friday inclusive, excluding holidays.
2. Reasonable and **safe** means of access to the equipment being serviced shall be provided to ESC. ESC shall be permitted to start and stop all equipment necessary to perform its services. If any of the equipment requiring service is considered unsafe, the client will be required to properly correct the unsafe condition before ESC will proceed with the service. ESC shall be permitted to the use of the buildings fixed ladders, mops etc.
3. The guarantees and services provided under the scope of this agreement are conditioned upon the Client properly operating and maintaining the system. Client will do so in accordance with industry accepted practices. This proposal does not include responsibility for poor system design, undeclared or hidden conditions, system obsolescence or equipment beyond its reasonable life.
4. Client agrees to pay invoices within thirty (30) days of receipt. ESC reserves the right to cancel this and/or stop work under this agreement without notice, should payment become sixty (60) days or more delinquent.
5. Client agrees to pay in advance for material, equipment and engineering costs necessary for the start of the project.
6. ESC shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to acts of God, war, civil commotion, acts of government, fire, theft, corrosion, flood, lightning, power fluctuation, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, quarantine restrictions, delays in transportation, fuel, labor or materials, or malicious mischief.
7. In no event shall ESC be liable for business interruption losses or consequential or speculative damages, but this sentence shall not relieve ESC of liability for damage to property or injury to persons resulting from accidents caused directly by the negligence of ESC in performance or failure of its obligations under this agreement.
8. In the unlikely event of failure to perform its obligations, ESC's liability is limited to repair or replacement at its option and such shall be Client's sole remedy. Under no circumstances will ESC be responsible for loss of use, loss of profits, increased maintenance or operating costs, claims of clients or client's tenants, or any special, indirect or consequential damages.
9. ESC shall warranty all workmanship and labor for one year after the project's completion date and all parts and material shall be covered by manufactures warranties.
10. Any alteration or deviation from specifications above involving extra cost will be executed only by written orders and will become an extra charge over and above the estimate. This proposal may be withdrawn by Environmental Systems Corporation if not accepted within 30 days.
11. ESC is not responsible for the Identification, Abatement or the removal of asbestos or any other toxic or hazardous substances, waste or materials. In the event such hazardous conditions are found, the sole obligation of ESC is to notify the customer or owner of the hazards. ESC shall have the right to suspend its work until such hazards are removed. The completion time of the work shall be extended and the contract price be equitably adjusted as necessary.
12. In the event either party must commence a legal action in order to enforce any right under this contract, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting and defending the claim.
13. If required, customer shall be responsible for paying all applicable taxes both state, local and permit fees.
14. ESC requests to be notified of any alterations, additions, adjustments, or repairs that are made by others.
15. Work necessitated by present or future requirements by governments or insurance companies are not included.



PROPOSAL



Town of Hebron

AV system for Town Hall

Scope of Services Being Proposed by ESC

PRESENTED TO:

Donna Lanza
Director of Admin Services
Town of Hebron CT

PREPARED BY:

Bruce Politz
Audio Visual Technology Sales
860-953-8800
860-559-8135 (cell)
b.politz@escontrols.com

DATE:

July 19, 2022



18 JANSEN COURT • WEST HARTFORD, CT 06110

www.escontrols.com



July 19, 2022

RE: Audio/Visual System for meetings at the Town Hall lower-level meeting room

Scope of work:

ESC is proposing to supply, install and integrate new equipment with existing equipment in the small meeting room in the Town Hall lower level. This equipment will allow the mixing of 1 new ceiling mounted PTZ (Pan Tilt Zoom) camera, upto 12 microphones (10 new push to talk desktop wired mics), and provide output to the local display in the room, USB connection (for soft meeting clients such as Zoom, Teams), IP streaming for Facebook live/YouTube Live and a feed for the existing local CATV provider. The audio from the microphones and any input source will be fed to the existing amplifier and speakers as well as a USB feed for streaming.

A touchscreen control surface will be provided to control the cameras and microphones. There will be a small ethernet switch for a town provided PC to connect into the system as well. There will be an HDMI input for a town or visiting speaker to connect into to share their screen as well.

The video output can display picture in picture for more than one camera shot or to include a camera shot and computer display such as a PowerPoint or Word document.

The major equipment for this project is listed on the following page. ESC will install, integrate, and train on this new system.

The cost of this project is \$ 28,825.00

This proposal is priced using the State of Connecticut DAS AV Contract # 19PSX0015

Sincerely,

Bruce Politz

Audio Visual Technology Sales

[Environmental Systems Corporation](#)

18 Jansen Court, West Hartford, CT 06110

Cell: 860-559-8135 | Work: 860-953-8800

Our proposal includes the following as major equipment.

QTY	Part #	DESCRIPTION
1	999-8230-000	AV Bridge Matrix Pro
3	999-8520-000	Vaddio EasyUSB Mic I/O 4 XLR inputs
1	999-99630-100	Vaddio RoboShot Onelink HDMI
1	C2G10453	3ft HDMI cables
6	27141	3ft CAT 6 cables
1	999-42300-000	Vaddio Device Control Surface
1	27147	100ft Cat 6 patch cable cam to matrix
1	C2G41601	C2G 4 port HDMI splitter amp
1		Misc Cables
1	535-2000-206	ceiling mount for roboshot
10	MX412D/C	Shure push to talk mic
1		16port XLR rack patch panel
10	HMIC-025	25ft Pro Mic Cable
1	VCW-12	Velcro cable ties
1	GS305PP-100NAS	5 port POE switch
1	C2G50196	25ft HDMI cable for input from souce
1	RCS-1824	Mid Atlantic 18 U rack on casters
1	PD-915RC-20	9out power center w/20ft cord
1	UTR1	1u rack shelf

Exclusions

1. Price does not include tax, bond, permit fees or special shipping
2. Price is valid for 30 days
3. Material price increases after order but prior to material release may be an additional cost

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4. Client agrees to pay invoices within thirty (30) days of receipt. ESC reserves the right to cancel this and/or stop work under this agreement without notice, should payment become sixty (60) days or more delinquent.
5. Client agrees to pay in advance for material, equipment and engineering costs necessary for the start of the project.
6. ESC shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to acts of God, war, civil commotion, acts of government, fire, theft, corrosion, flood, lightning, power fluctuation, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, quarantine restrictions, delays in transportation, fuel, labor or materials, or malicious mischief.
7. In no event shall ESC be liable for business interruption losses or consequential or speculative damages, but this sentence shall not relieve ESC of liability for damage to property or injury to persons resulting from accidents caused directly by the negligence of ESC in performance or failure of its obligations under this agreement.
8. In the unlikely event of failure to perform its obligations, ESC's liability is limited to repair or replacement at its option and such shall be Client's sole remedy. Under no circumstances will ESC be responsible for loss of use, loss of profits, increased maintenance or operating costs, claims of clients or client's tenants, or any special, indirect or consequential damages.
9. ESC shall warranty all workmanship and labor for one year after the project's completion date and all parts and material shall be covered by manufactures warranties.
10. Any alteration or deviation from specifications above involving extra cost will be executed only by written orders and will become an extra charge over and above the estimate. This proposal may be withdrawn by Environmental Systems Corporation if not accepted within 30 days.
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12. In the event either party must commence a legal action in order to enforce any right under this contract, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting and defending the claim.
13. If required, customer shall be responsible for paying all applicable taxes both state, local and permit fees.
14. ESC requests to be notified of any alterations, additions, adjustments, or repairs that are made by others.
15. Work necessitated by present or future requirements by governments or insurance companies are not included.

RECEIVED

2022 AUG -1 A 8:11

[Signature]
HEBRON TOWN CLERK

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

Thursday, July 21, 2022

7:00 p.m.

MINUTES

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

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

Staff Present: A.Tierney, D.Lanza, D.Wolf, E.Griffin

Board of Finance Present: M.Leichter

Guests: Lilli Rhodes, Kathy Williams, Bill Schappert, Tina Corriveau, Peter Starkel, Community Voice Channel, Kevin Tulumieri

1. **CALL TO ORDER** – D.Larson called the Board of Selectmen to order at 7:00pm.

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

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

A.Tierney suggested moving the supplemental appropriation request for BOE to item 9G. A.Tierney gave a brief overview of this issue, and recommended it be added to the agenda due to the requirement to respond to the BOE inquiry within 30 days.

D.Larson requested to discuss cancelling the first meeting in August in item 9H.

4. **PUBLIC COMMENT**

K.Tulumieri – brought an environmental review team report prepared by the Eastern Connecticut Environmental Review team for the Conservation Commission and Economic Development Commission of Hebron in June of 2000. He discussed some areas of concern regarding groundwater contamination from this report related to the building of a public works facility at 17 Kinney Rd.

5. **GOOD TO KNOW**

6. **APPOINTMENTS AND RESIGNATIONS**

A. ASSESSOR APPOINTMENT

The Town of Hebron recently conducted a recruitment and interview process for the position of Assessor as Deb Gernhardt is retiring effective August 5, 2022. The successful candidate and Town Manager's recommendation is Tina Corriveau. T.Corriveau was in attendance and looks forward to working for the Town of Hebron.

D.Larson made the following motion:

Move that the Hebron Board of Selectmen, in accordance with Town Charter Chapter VIII, Section 803 A and B, approve the Town Manager's appointment of Tina Corriveau as Town of Hebron Assessor effective July 25, 2022.

The motion passed with all in favor.

B. DEPUTY FIRE MARSHALL APPOINTMENT

The Town of Hebron recently conducted a recruitment and interview process for the position of PT Deputy Fire Marshal. The successful candidate and Town Manager's recommendation is John Spaulding.

D.Larson made the following motion:

Move that the Hebron Board of Selectmen approve the Town Manager's appointment of John Spaulding as Town of Hebron Deputy Fire Marshal effective August 1, 2022.

The motion passed with all in favor.

7. TOWN MANAGER'S REPORT

Town Manager Updates

A.Tierney gave the Town Manager's report. He has been working on the Wall Street sidewalk project. It had originally been bid with the RHAM Improvement plan. There is a STEAP grant for this project, and the town has consulted with CHPO about the history of the site. New number for project is \$380k and after grant the amount the town will need to cover is approx. \$153k. This will be submitted for consideration for ARPA funding. Many new department heads have been coming online. D.Lanza secured \$105 million for improvements to Stonecroft. The new roll off truck is in service, and A.Tierney thanks the BOS and BOF for helping this happen. The rollover to the new fiscal year has happened smoothly. New town planner is coming online, A.Tierney has been helping with Brownsfield applications and developers for Turshen Mill property. Met with new RHAM superintendent who is ready to hit the ground running. Working with the state to purchase a regional vehicle to be used by the regionalized ACO. Working on demolition for portable classrooms at Hebron Elementary School. Hoping for project completion by start of the school year.

8. OLD BUSINESS

A. AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS APPROVAL

A.Tierney read the following summary:

The list of ARPA projects identified for funding was provided. A second Public Hearing was conducted on June 28, 2022, with attendees generally supportive of the proposed projects and some suggestions for new ideas presented. These have been added to the list. The Town Attorney has ruled on eligibility of all projects presented to him for review.

At this time, it is appropriate for the Board to give final approval to the Round 1 projects to allow the Town Manager to facilitate acquisition or

Implementation of the identified projects. The Selectmen should review the listing and make necessary adjustments.

The Town Manager's Office will continue to refine the items and budget for Round 2 projects and will bring back to the Board of Selectmen at a future date. Additional Public Hearings may be held if necessary. The second tranche of ARPA funding has not yet been received by the Town of Hebron but is expected soon.

A.Tierney noted that the town is ready and eager to begin some of these projects.

D.Larson made the following resolution:

BE IT RESOLVED that the Hebron Board of Selectmen approve the Round 1 ARPA projects as listed (or amended) on the ARPA List dated July 18, 2022, and authorize Andrew J. Tierney, Town Manager, to take any action necessary to acquire or implement the identified projects.

BE IT FURTHER RESOLVED that it is understood the amounts indicated on the ARPA list are budget estimates; the amount of the final project may be more or less than indicated and that the Town Manager has the discretion to adjust the amount. If an individual project budget comes in more than 20 % above the original budget amount, an update will be provided to the Board of Selectmen before commitment is made and project is finalized.

BE IT FURTHER RESOLVED that authorization given to Andrew J. Tierney, Town Manager, by this resolution includes signing any purchase agreements, contracts or any other documents necessary to actuate the finalization of the projects.

The resolution passed with all in favor.

B. Any Other Old Business

9. NEW BUSINESS

A. APPROVE LEARY FIREFIGHTERS FOUNDATION GRANT APPLICATION

A.Tierney read the below summary. Chief Starkel was in attendance.

Information for a grant application opportunity through the Leary Firefighters Foundation. The Fire Department would like to submit an application for the purchase of secure, climate-controlled AED (Automatic External Defibrillator) cabinets and AEDs to be installed throughout town. No match is required.

D.Larson asked Chief Starkel to explain what AEDs are (Automatic External Defibrillator). P.Starkel explained that the Town of Hebron is seeking to be a "heart safe community", which means there are a certain number of people in town certified and trained in CPR, and there have to be a certain number of AED units in the community. These units are climate controlled boxes that

can be put throughout town in public areas so that if an incident happened and someone called dispatch a code could be sent to the box to unlock it.

D.Larson made the following motion:

Move that the Hebron Board of Selectmen approve submission of a grant application to the Leary Firefighters Foundation for the purchase of secure, climate-controlled AED (Automatic External Defibrillator) cabinets and AEDs to be installed throughout town, and authorize Andrew J. Tierney, Town Manager, to sign any necessary documents to apply for, accept and receive such grant.

The motion passed with all in favor.

B. APPROVE DEEP VOLUNTEER FIRE ASSISTANCE GRANT APPLICATION

A.Tierney read the below summary. Chief Starkel was in attendance.

Information for a grant application opportunity through the State of Connecticut Department of Energy and Environmental Protection Volunteer Fire Assistance Grant Program was provided. The Fire Department would like to submit an application for the purchase of firefighting nozzles and appliances. The Town's match will come from already budgeted funds.

D.Larson asked P.Starkel to explain nozzles and appliances. P.Starkel explained that nozzles are how they get water onto fires, and there are also some foam appliances that are needed to use environmentally friendly foam on fires. These costs were budgeted, and the grants will offset the costs by about 50%.

D.Larson made the following motion:

Move that the Hebron Board of Selectmen approve submission of a grant application the State of Connecticut Department of Energy and Environmental Protection Volunteer Fire Assistance Grant Program in the amount of \$2,500 for the purchase of firefighting nozzles and appliances, and authorize Andrew J. Tierney, Town Manager, to sign any necessary documents to apply for, accept and receive such grant.

The motion passed with all in favor.

C. AUTHORIZAION FOR PHASE 2 BRANDING AND MARKETING STUDY

A memo from Town Planner Matthew Bordeaux requesting the Board of Selectmen's authorization for Phase 2 of the Branding and Marketing Study was provided. Phase 2 funding was approved in the FY 2022-2023 budget.

D.Larson made the following motion:

Move that the Hebron Board of Selectmen award Phase 2 of the Branding and Marketing Study Project to FHI Studios of Hartford, Connecticut, in the amount of \$22,230.

The motion passed with all in favor.

D. APPROVE AGREEMENT WITH INFO QUICK SOLUTIONS FOR RECORDS MANAGEMENT SYSTEM AND SERVICES

A.Tierney read the following summary:

The Town Clerk's Office is in the process of transitioning to a new Records Management System. The Town Manager is recommending a bid waiver be approved by the Board of Selectmen and award of the contract to Info Quick Solutions, Inc. A draft agreement and other back up for the request was provided.

A.Tierney noted that the town solicited prices for the companies that deal with Connecticut and the one being recommended is the lowest price. The Town Clerk's office also is recommending this firm because it has a good record with many towns within the state of Connecticut.

D.Larson made the following motion:

Move that the Hebron Board of Selectmen approve a bid waiver in accordance with Town of Hebron Purchasing Policy, Waiver of Competitive Bid Process, and award the contract for Records Management System and Services to Info Quick Solutions, Inc. of New York, and authorize Andrew J. Tierney, Town Manager, to sign the Agreement for Hebron Town Clerk Records Management System and Services.

The motion passed with all in favor.

E. APPROVE FY 2021-2022 YEAR END TRANSFERS

Attached is a summary of the year-end intradepartment and interdepartment transfers.

E.Griffin was in attendance and read the following Finance Director's Report dated 7/21/22, with additional comments below:

**FINANCE DIRECTOR'S REPORT July 21, 2022:
2021-2022 Final Report**

The amended expense budget in the amount of \$37,539,851 completed the fiscal year with a surplus of \$173,409*. This was primarily due to underspent part time payroll lines within departments 2001- Police (attrition), 3013 & 3020 - Senior Center, DPW Full Time payroll line (attrition), State Trooper Services (new lower paid Resident Trooper), and receipt of ACO Connelly Case Animal Holding costs reimbursement from the State**. Inter & Intradepartmental transfers are enclosed under new business.

**E.Griffin noted this amount is closer to \$163K due to a small batch of payments for the Town Clerk's office that cannot be done until July when they have finished revenue collections and have to be remitted to the state.*

***The animals from this case are housed at all different pounds around the state in different municipalities, but Hebron is responsible for remitting payments for the care of these animals, which the State then reimburses. The Town of Hebron was told by the state that we would not receive any of our reimbursements until the current fiscal year 2023, however in late June, we received \$37,000 from the state for March and April costs, which was put back in the expense line, resulting in the expense surplus.*

The revenue budget in the amount of \$36,404,479 completed the fiscal year with a \$926,768 surplus primarily due to back tax collection of more than \$600,000, unbudgeted ECS funding in the amount of \$172,168 and \$151,114 additional collection in Conveyance fees from the Town Clerk's office. Real estate has increased significantly in value and this is the result of the increased values in sales.

D.Larson made the following motion:

Move that the Hebron Board of Selectmen approve the intradepartment transfers for FY 2021-2022 in the amount of \$36,771.58 as presented.

The motion passed with all in favor.

D.Larson made the following motion:

Move that the Hebron Board of Selectmen approve the interdepartment transfers for FY 2021-2022 in the amount of \$220,982.21 as presented.

The motion passed with all in favor.

F. DRAFT AGENDA – AUGUST 4TH 2022

There was discussion about cancelling the meeting scheduled for August 4th. The selectmen agreed, noting that if any urgent issues come up prior to the August 18th meeting a special town meeting may be held.

D.Larson moved to cancel the August 4th meeting. The motion passed with all in favor.

Agenda items scheduled for August 4th will be moved to August 18th.

G. CONSIDER RECOMMENDATION FROM BOE FOR SUPPLEMENTAL APPROPRIATION

D.Lanza read the letter from the BOE to A.Tierney requesting a supplemental appropriation in the amount of \$252,372 with the purpose of accommodating the growing enrollment in preschool.

A.Tierney read from the Hebron Town Charter, Chapter IX. Finance, Budget and Taxation, Section 905 – Supplemental Appropriations. A.Tierney has sent the request to the town attorney for review.

There are concerns and was discussion about the timing of this request so close to the beginning of the new fiscal year, which may be perceived as circumventing the budgeting process. It is not illegal to request a supplemental appropriation early on in the budget year, but the definition or the actual understanding for supplemental appropriation is an unforeseen expense that may put the entity in dire straits and all other avenues with the budget are exhausted. For the first year of the non-lapsing account the BOE will have \$228,000 that they can use as well. The BOF will be having a special meeting August 11 to discuss this issue.

10. CONSENT AGENDA

A. APPROVAL OF MINUTES

10.a.1 June 16, 2022 - Regular Meeting

CORRECTIONS:

Under Corrections – Commission on Aging “Corentin” spelling.

Catherine McSweeney – withdrew name for consideration before meeting.

May 12, 2022 Special meeting - Minutes approved as amended.

June 2, 2022 Regular meeting – Motion to approve minutes passed 3-0-2 (2 abstentions – GR and MR).

LGBTQ Proclamation – D.Larson initiated the discussion about the inclusivity of the proclamation. With emphasis put on the inclusivity of the proclamation.

D.Larson made a motion to approve the June 16, 2022 minutes as amended. The motion passed with all in favor.

10.a.2 June 28, 2022 - ARPA Public Hearing

Tabled until the next meeting.

b) TAX REFUNDS

10.b.1 Alyssa Maloney	\$ 206.36
-----------------------	-----------

10.b.2 Ethan Cummings	\$ 69.93
-----------------------	----------

D.Larson made a motion to approve the tax refunds as presented. The motion passed with all in favor.

11. LIAISON REPORTS

Commission on Aging – G.Richmond – has been awarded grant money in 3 different categories, over \$13k higher than last year. Rental rebate

apps taken until Oct 1st. CT Water Assistance and Water Rate Assistance program apps being taken – call senior center for more information.

Douglas Library – G.Richmond – summer reading program is underway, movie secrets of Dumbledore at 1:00pm. Tuesday night at 6:30

Connecticut Wineries program. Library has a lawn game collection that can be rented for one week.

Hebron BOE – G.Richmond – supplemental appropriation request was submitted.

RHAM BOE – M.Rubera – Scott Leslie has retired, but will be working for an educational firm working with children in refugee camps. M.Rubera has been working on an active shooter program – working with EMS and police on a three prong approach.

Historic Properties – D.Larson – Peters House received CO for the first floor. Encourages people to visit.

WPCA – A.Tierney – Has been meeting weekly on this project; work is underway and products have been received to complete work, hopefully by the end of December.

Chatham Health Department – A.Tierney - back to doing health inspections in restaurants.

12. PUBLIC COMMENT

M.Leichter – Fire at Teds – thanks FD and mutual aid departments for their response to this event – great example of how the town works together. Chief Starkel also commented on this event, and looks forward to businesses getting back up and running.

13. ADJOURNMENT

G.Richmond moved to adjourn the meeting at 8:33pm. The motion passed unanimously.

Respectfully Submitted,
Kathryn Huntington

State and Local Recovery Funds
American Rescue Plan
PROPOSED PROJECTS

7/18/20223:17 PM

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

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

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

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

Round 2 Projects:

Approved by Town Attorney and BOS

Old Town Hall Building Maintenance/Repairs	25,000
Additional EV Charging Stations - Locations TBD	TBD

Approved by Town Attorney Awaiting BOS Approval

Replace Emergency Generator for Stonecroft Housing	135,000
WPCA Sewer System Improvements	82,140
Cyber Threat Assessment and Security Measures	50,000
Support for Local Small Businesses	TBD
The Town Center Project (TTCP) Storage Shed	30,000
Peters House Renovation/Restoration	TBD
Hebron Interfaith Human Services (IHHS) Food Pantry Support	10,000
Wall Street Sidewalk Project	153,000
ACO Vehicle Regional Hebron/Columbia	10,000
CoDE Request: Implicit Bias Training Town Employees/Elected Officials	7,878

ROUND 2 GRAND TOTAL \$ 503,018

American Rescue Plan

PROPOSED PROJECTS

Awaiting Town Attorney Approval and BOS Approval

Collins: GHS Water System

Tentative Attorney Approval

Collins: Fund for Affordable Home Ownership

Tentative Attorney Approval

DRAFT

Total : \$65,800

TOB 28825-

LIBRARY36975- State Contract Vendor

Donna Lanza

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Friday, May 06, 2022 3:02 PM
To: Donna Lanza; Jack Cunningham
Cc: Andy Tierney
Subject: RE: [EXTERNAL] RE: AV update from ESC
Attachments: Hebron AV for Library - ESC.pdf; Hebron AV for Town Hall - ESC.pdf; av_bridgematrix_pro.pdf; OneLINK_HDMI_for_HDBaseT_Cameras_Tech_Spec.pdf; pro_mic_io_techspec_reva.pdf; RoboSHOT_Elite_12_30_HDBT_190045.pdf

Hello, please find the attached 2 quotes and specification sheets for the main products.

The scope of work for the Library Meeting room is:

ESC is proposing to supply, install and integrate new equipment with existing equipment in the large meeting room in the library lower level. This equipment will allow the mixing of 2 new ceiling mounted PTZ (Pan Tilt Zoom) cameras, up to 16 microphones (10 new push to talk desktop wired mics), and provide output to the local display in the room, USB connection (for soft meeting clients such as Zoom, Teams), IP streaming for Facebook live/YouTube Live and a feed for the existing local CATV provider. The audio from the microphones and any input source will be fed to the existing amplifier and speakers as well as a USB feed for streaming.

A touchscreen control surface will be provided to control the cameras and microphones. There will be a small ethernet switch for a town provided PC to connect into the system as well. There will be an HDMI input for a town or visiting speaker to connect into to share their screen as well.

The video output can display picture in picture for more than one camera shot or to include a camera shot and computer display such as a PowerPoint or Word document.

The scope of work for the Town Hall Meeting room is:

ESC is proposing to supply, install and integrate new equipment with existing equipment in the small meeting room in the Town Hall lower level. This equipment will allow the mixing of 1 new ceiling mounted PTZ (Pan Tilt Zoom) camera, upto 12 microphones (10 new push to talk desktop wired mics), and provide output to the local display in the room, USB connection (for soft meeting clients such as Zoom, Teams), IP streaming for Facebook live/YouTube Live and a feed for the existing local CATV provider. The audio from the microphones and any input source will be fed to the existing amplifier and speakers as well as a USB feed for streaming.

A touchscreen control surface will be provided to control the cameras and microphones. There will be a small ethernet switch for a town provided PC to connect into the system as well. There will be an HDMI input for a town or visiting speaker to connect into to share their screen as well.

The video output can display picture in picture for more than one camera shot or to include a camera shot and computer display such as a PowerPoint or Word document.

Thank you and sorry for the delay on getting this over to you.

Bruce Politz
ESC A/V Technology Sales Manager

From: Donna Lanza <dlanza@hebronct.com>
Sent: Friday, May 6, 2022 10:22 AM
To: Bruce Politz <b.politz@esccontrols.com>; Jack Cunningham <j.cunningham@esccontrols.com>
Cc: Andy Tierney <atierney@hebronct.com>
Subject: [EXTERNAL] RE: AV update from ESC
Importance: High

Hi Bruce and Jack

We are following up on this project to see if you have budget estimates yet. We are getting ready to go to a Public Hearing and Special Town Meeting for approval of using ARPA funds for this project and need some numbers to move it forward.

Thank you,

Donna Lanza

Director of Administrative Services
Town of Hebron
(860) 228-5971 x 130
dlanza@hebronct.com

From: Donna Lanza
Sent: Tuesday, April 26, 2022 11:49 AM
To: Bruce Politz <b.politz@esccontrols.com>
Cc: Jack Cunningham <j.cunningham@esccontrols.com>
Subject: RE: AV update from ESC

Hi Bruce

Just following up on this project – did you have any numbers for me yet??

Thank you,

Donna

From: Bruce Politz <b.politz@esccontrols.com>
Sent: Thursday, March 24, 2022 1:43 PM
To: Donna Lanza <dlanza@hebronct.com>
Subject: AV update from ESC

Hello Donna, I wanted to let you know that I am still working on your configuration. My engineer has been out and I need to run some stuff by him.

I should have something for you by the middle of next week.

I didn't want you to think I forgot about you.

Sorry for the delay.

Bruce Politz

Audio-Visual Sales Manager

Environmental Systems Corporation

18 Jansen Court, West Hartford, CT 06110

Cell: 860-559-8135 | Work: 860-953-8800

Affirmative Action / Equal Opportunity Employer



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PROPOSAL



Town of Hebron

AV system for Library Meeting

Scope of Services Being Proposed by ESC

PRESENTED TO:

Donna Lanza
Director of Admin Services
Town of Hebron CT

PREPARED BY:

Bruce Politz
Audio Visual Technology Sales
860-953-8800
860-559-8135 (cell)
b.politz@esccontrols.com

DATE:

May 6, 2022



18 JANSEN COURT • WEST HARTFORD, CT 06110

www.esccontrols.com



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AUDIO VISUAL



MECHANICAL
SERVICES

May 6, 2022

RE: Audio/Visual System for meetings at the library

Scope of work:

ESC is proposing to supply, install and integrate new equipment with existing equipment in the large meeting room in the library lower level. This equipment will allow the mixing of 2 new ceiling mounted PTZ (Pan Tilt Zoom) cameras, up to 16 microphones (10 new push to talk desktop wired mics), and provide output to the local display in the room, USB connection (for soft meeting clients such as Zoom, Teams), IP streaming for Facebook live/YouTube Live and a feed for the existing local CATV provider. The audio from the microphones and any input source will be fed to the existing amplifier and speakers as well as a USB feed for streaming.

A touchscreen control surface will be provided to control the cameras and microphones. There will be a small ethernet switch for a town provided PC to connect into the system as well. There will be an HDMI input for a town or visiting speaker to connect into to share their screen as well.

The video output can display picture in picture for more than one camera shot or to include a camera shot and computer display such as a PowerPoint or Word document.

The major equipment for this project is listed on the following page. ESC will install, integrate, and train on this new system.

The cost of this project is \$ 36,975.00

Sincerely,

Bruce Politz

Audio Visual Technology Sales

[Environmental Systems Corporation](#)

18 Jansen Court, West Hartford, CT 06110

Cell: 860-559-8135 | Work: 860-953-8800

Our proposal includes the following as major equipment.

1	999-8230-000	AV Bridge Matrix Pro
4	999-8520-000	Vaddio EasyUSB Mic I/O 4 XLR inputs
2	999-99630-100	Vaddio RoboShot Onelink HDMI
2	C2G10453	3ft HDMI cables
8	27141	3ft CAT 6 cables
1	999-42300-000	Vaddio Device Control Surface
2	27147	100ft Cat 6 patch cable cam to matrix
1	C2G41601	C2G 4 port HDMI splitter amp
1		Misc Cables
2	535-2000-206	ceiling mount for roboshot
10	MX412D/C	Shure push to talk mic
1		16port XLR rack patch panel
10	HMIC-025	25ft Pro Mic Cable
1	VCW-12	Velcro cable ties
1	GS305PP-100NAS	5 port POE switch
1	C2G50196	25ft HDMI cable for input from souce
1	CFR-12-20	Mid Atlantic 12 U rack frame for in closet
1	PD-915RC-20	9out power center w/20ft cord
2	2UDRAWER-162	2RU Drawer
1	UTR1	1u rack shelf

Exclusions

1. Price does not include tax, bond, permit fees or special shipping
2. Price is valid for 30 days
3. Material price increases after order but prior to material release may be an additional cost

Terms & Conditions

The information contained in this proposal is proprietary and confidential to Environmental Systems Corporation, (ESC) and is offered solely for your own use and evaluation. We intend to maintain the confidentiality of any information you have provided us, and we require that this proposal be kept in strict confidence and that it not be disclosed to any outside party for any other purpose.

1. Project or Repair services provided under this agreement will be performed during normal working hours unless otherwise noted. Normal working hours are defined as 7:00am to 3:30pm, Monday through Friday inclusive, excluding holidays.
2. Reasonable and safe means of access to the equipment being serviced shall be provided to ESC. ESC shall be permitted to start and stop all equipment necessary to perform its services. If any of the equipment requiring service is considered unsafe, the client will be required to properly correct the unsafe condition before ESC will proceed with the service. ESC shall be permitted to the use of the buildings fixed ladders, mops etc.
3. The guarantees and services provided under the scope of this agreement are conditioned upon the Client properly operating and maintaining the system. Client will do so in accordance with industry accepted practices. This proposal does not include responsibility for poor system design, undeclared or hidden conditions, system obsolescence or equipment beyond its reasonable life.
4. Client agrees to pay invoices within thirty (30) days of receipt. ESC reserves the right to cancel this and/or stop work under this agreement without notice, should payment become sixty (60) days or more delinquent.
5. Client agrees to pay in advance for material, equipment and engineering costs necessary for the start of the project.
6. ESC shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to acts of God, war, civil commotion, acts of government, fire, theft, corrosion, flood, lightning, power fluctuation, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, quarantine restrictions, delays in transportation, fuel, labor or materials, or malicious mischief.
7. In no event shall ESC be liable for business interruption losses or consequential or speculative damages, but this sentence shall not relieve ESC of liability for damage to property or injury to persons resulting from accidents caused directly by the negligence of ESC in performance or failure of its obligations under this agreement.
8. In the unlikely event of failure to perform its obligations, ESC's liability is limited to repair or replacement at its option and such shall be Client's sole remedy. Under no circumstances will ESC be responsible for loss of use, loss of profits, increased maintenance or operating costs, claims of clients or client's tenants, or any special, indirect or consequential damages.
9. ESC shall warranty all workmanship and labor for one year after the project's completion date and all parts and material shall be covered by manufactures warranties.
10. Any alteration or deviation from specifications above involving extra cost will be executed only by written orders and will become an extra charge over and above the estimate. This proposal may be withdrawn by Environmental Systems Corporation if not accepted within 30 days.
11. ESC is not responsible for the Identification, Abatement or the removal of asbestos or any other toxic or hazardous substances, waste or materials. In the event such hazardous conditions are found, the sole obligation of ESC is to notify the customer or owner of the hazards. ESC shall have the right to suspend its work until such hazards are removed. The completion time of the work shall be extended and the contract price be equitably adjusted as necessary.
12. In the event either party must commence a legal action in order to enforce any right under this contract, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting and defending the claim.
13. If required, customer shall be responsible for paying all applicable taxes both state, local and permit fees.
14. ESC requests to be notified of any alterations, additions, adjustments, or repairs that are made by others.
15. Work necessitated by present or future requirements by governments or insurance companies are not included.



PROPOSAL



Town of Hebron

AV system for Town Hall

Scope of Services Being Proposed by ESC

PRESENTED TO:

Donna Lanza
Director of Admin Services
Town of Hebron CT

PREPARED BY:

Bruce Politz
Audio Visual Technology Sales
860-953-8800
860-559-8135 (cell)
b.politz@esccontrols.com

DATE:

May 6, 2022



18 JANSEN COURT • WEST HARTFORD, CT 06110

www.esccontrols.com



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AUDIO VISUAL



MECHANICAL
SERVICES

May 6, 2022

RE: Audio/Visual System for meetings at the Town Hall lower-level meeting room

Scope of work:

ESC is proposing to supply, install and integrate new equipment with existing equipment in the small meeting room in the Town Hall lower level. This equipment will allow the mixing of 1 new ceiling mounted PTZ (Pan Tilt Zoom) camera, upto 12 microphones (10 new push to talk desktop wired mics), and provide output to the local display in the room, USB connection (for soft meeting clients such as Zoom, Teams), IP streaming for Facebook live/YouTube Live and a feed for the existing local CATV provider. The audio from the microphones and any input source will be fed to the existing amplifier and speakers as well as a USB feed for streaming.

A touchscreen control surface will be provided to control the cameras and microphones. There will be a small ethernet switch for a town provided PC to connect into the system as well. There will be an HDMI input for a town or visiting speaker to connect into to share their screen as well.

The video output can display picture in picture for more than one camera shot or to include a camera shot and computer display such as a PowerPoint or Word document.

The major equipment for this project is listed on the following page. ESC will install, integrate, and train on this new system.

The cost of this project is \$ 28,825.00

Sincerely,

Bruce Politz

Audio Visual Technology Sales

[Environmental Systems Corporation](#)

18 Jansen Court, West Hartford, CT 06110

Cell: 860-559-8135 | Work: 860-953-8800

Our proposal includes the following as major equipment.

QTY	Part #	DESCRIPTION
1	999-8230-000	AV Bridge Matrix Pro
3	999-8520-000	Vaddio EasyUSB Mic I/O 4 XLR inputs
1	999-99630-100	Vaddio RoboShot Onelink HDMI
1	C2G10453	3ft HDMI cables
6	27141	3ft CAT 6 cables
1	999-42300-000	Vaddio Device Control Surface
1	27147	100ft Cat 6 patch cable cam to matrix
1	C2G41601	C2G 4 port HDMI splitter amp
1		Misc Cables
1	535-2000-206	ceiling mount for roboshot
10	MX412D/C	Shure push to talk mic
1		16port XLR rack patch panel
10	HMIC-025	25ft Pro Mic Cable
1	VCW-12	Velcro cable ties
1	GS305PP-100NAS	5 port POE switch
1	C2G50196	25ft HDMI cable for input from souce
1	RCS-1824	Mid Atlantic 18 U rack on casters
1	PD-915RC-20	9out power center w/20ft cord
1	UTR1	1u rack shelf

Exclusions

1. Price does not include tax, bond, permit fees or special shipping
2. Price is valid for 30 days
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7. In no event shall ESC be liable for business interruption losses or consequential or speculative damages, but this sentence shall not relieve ESC of liability for damage to property or injury to persons resulting from accidents caused directly by the negligence of ESC in performance or failure of its obligations under this agreement.
8. In the unlikely event of failure to perform its obligations, ESC's liability is limited to repair or replacement at its option and such shall be Client's sole remedy. Under no circumstances will ESC be responsible for loss of use, loss of profits, increased maintenance or operating costs, claims of clients or client's tenants, or any special, indirect or consequential damages.
9. ESC shall warranty all workmanship and labor for one year after the project's completion date and all parts and material shall be covered by manufactures warranties.
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11. ESC is not responsible for the Identification, Abatement or the removal of asbestos or any other toxic or hazardous substances, waste or materials. In the event such hazardous conditions are found, the sole obligation of ESC is to notify the customer or owner of the hazards. ESC shall have the right to suspend its work until such hazards are removed. The completion time of the work shall be extended and the contract price be equitably adjusted as necessary.
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14. ESC requests to be notified of any alterations, additions, adjustments, or repairs that are made by others.
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AV Bridge™ MATRIX PRO

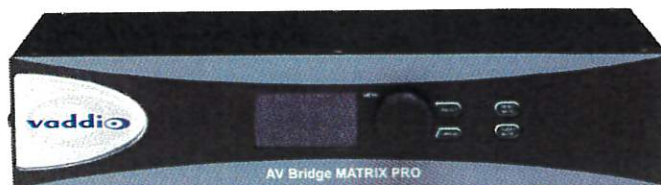
AV Room Solution for USB/IP Applications

ORDERING INFORMATION

999-8230-000 (North America)

999-8230-001 (Europe/UK)

999-8230-009 (Australia/New Zealand)



OVERVIEW

Ideal for video conferencing and lecture capture applications, AV Bridge MATRIX PRO combines audio and video mixing functionality into a single device, allowing you to add multiple cameras, microphones and other AV devices into a traditional AV room design.

CONNECTIONS

Top row (L to R):

Serial RS-232 control port input; trigger inputs for macros and presentation automation; EasyMic ports for Vaddio table or ceiling MicPODS; mic or line inputs; line outputs.

Bottom row (L to R):

Power connector; network IP port; USB 2.0 port; 3 sets of Serial RS-232 control ports and EZ Power video ports with alternate HDMI video source inputs; RGBHV input; HDMI input; HSDS output for use with any Quick-Connect™ interface; HDMI output.

WHAT'S INCLUDED

- AV Bridge MATRIX PRO
- Quick-start guide
- 24V 3.75A power supply with AC cord set(s)
- Two rack ears
- Eight 3-position phoenix-style connectors
- 12-position phoenix-style connector
- 6' USB type A to B cable

FEATURES

- AV encoder with simultaneous IP and USB 2.0 streaming
- High-definition image quality – 1080p/30
- Four-input HD video switcher
- Built-In Quick-Connect™ Technology
- 9x5 cross-point audio matrix mixer/switcher
- Four EasyMic audio ports with built-in AEC
- Easy, intuitive web-based user interface for system configuration and settings
- Remote IP control of up to four Vaddio Cameras

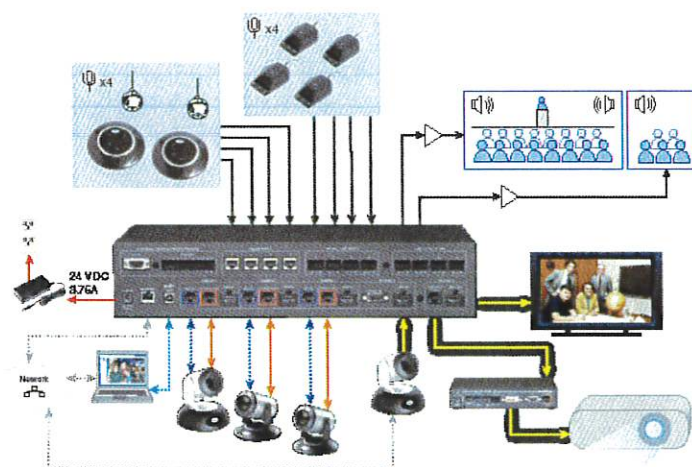


TECHNICAL SPECIFICATIONS

A/V Encoding	IP resolutions: (H.264 & AAC Audio) up to 1080p/30 USB 2.0 resolutions: (MJPEG & PCM Audio) up to 1080p/30 (limits of USB 2.0)
Media Players	Quick-Time, RealPlayer and VLC Media Player (for IP Streaming), and more
Supported Input Resolutions	HDMI & YPbPr: 1080p/60/59.94/50/30/25 frames/s, 720p/60/59.94/50 frames/s, 1080i/59.94/50 fields/sec RGBHV (VESA): 1280 x 720@60Hz (16:9), 1280x768@60Hz (15:9)m, 1280x800@60Hz (16:10), 1360 x 768@60Hz (16:9), 1024 x 768@60Hz (4:3 centered in 16:9 frame) DVI (on HDMI connector using sRGB color space): 1080p/60/59.94/50/frames/s, 720p/60/59.94/50Hz frames/s 1080i/59.94/50Hz, fields/s, 1440 x 900@60Hz, 1360 x 768@60Hz, 1280 x 800@60 Hz, 1280 x 768@60Hz, 1280 x 720@60Hz EDID Supported Resolutions: 1080p/60/59.94/50/frames/s, 720p/60/59.94/50Hz frames/s, 1440 x 900@60Hz, 1360x768@60Hz, 1280x800@60 Hz
Video/Audio DSP	Video: Auto-scaling, Noise Filter and Deinterlacing Audio: Compressor, Equalizer and Filters
Audio I/O	Four EasyMic Ports; four Mic/Line Inputs (with 4-AECs and phantom power for mics); four line outputs (9x5 matrix mixer) and HDMI
Control	Browser-based user interface for configuration and administration Front Panel Controls for viewing configurations and A/V muting Telnet on the Network RJ-45 Port RS-232 Port for support of legacy control products
USB and Network	USB: Type-B USB 2.0 Compliant Connector, Network: Shielded RJ-45 10/100 Base-T
IP Streaming	RTSP or HLS (Apple's HTTP Live Streaming)
Weight	5.6 lb (2.5 kg)
Height	3.47 in (8.8 cm)
Width	18.93 in (48 cm) (with rack ears)
Depth	8 in (20.3 cm)

Specifications are subject to change without notice.

BASIC CONNECTION



THE ART OF EASY | vaddio.com
131 Cheshire Lane, Suite 500, Minnetonka, MN 55305

USA P 800.572.2011 E info@vaddio.com
EMEA P +31.495.580.840 E emea.sales@milestone.com
APAC P +852.2145.4099 E asia.sales@milestone.com

©2018 Milestone AV Technologies. 180065 6/18 Vaddio is a registered trademark of Milestone AV Technologies. All other brand names or marks are used for identification purposes and are trademarks of their respective owners. All patents are protected under existing designations. Other patents pending.

A brand of **legrand**

Commercial AV Brands Chief | Da-Lite | Middle Atlantic | Projecta | Vaddio

Tech Spec

OneLINK HDMI

Extension Module for HDBaseT Cameras

999-1105-043/143/943 for Vaddio HDBT Cameras

999-9545-000/001/009 for Vaddio HDBT Cameras with
Polycom Codecs

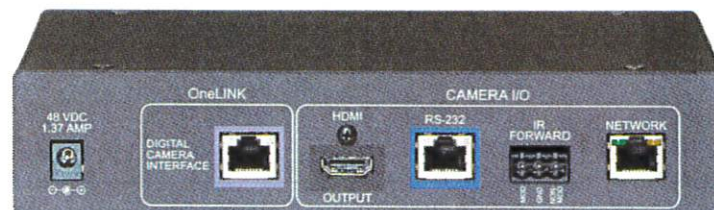
999-9575-000/001/009 for Vaddio HDBT Cameras with Cisco
Codecs



Features

- Simple, fast, clutter-free camera installation – power, control, video, and network connectivity over a single cable
- Extends camera installation distance up to 100 m (328 ft.) using Cat-6 cable; 230 ft (70 m) using Cat-5e
- Passes uncompressed HDMI® video up to 2160p/29.97
- Bidirectional control via Ethernet and RS-232
- Compatible with Vaddio HDBaseT cameras
- Available in system configurations with Vaddio cameras; kits available for use with Polycom and Cisco codecs and HDMI cameras

Connector Panel



From the left:

- **Power input jack** – Use the supplied 48VDC, 1.36A power supply.
- **OneLINK interface port** – Connect a Cat-5e (or better) cable to the EZIM, or to the camera if your OneLINK kit or system did not include an EZIM. This bidirectional connection carries video, network connectivity including H.264 IP streaming from the camera (if available), RS-232 control, and 12 VDC power.
- **HDMI output** – HDMI output to a connected display.
- **RS-232 port** – Connect to a camera controller.
- **IR forwarding port** – To forward IR signals from the camera, if available. Modulated and non-modulated outputs provided.
- **Network port** – H.264 IP streaming (if available from the camera), web interface access, and third-party IP control via Telnet API.

What's Included

- OneLINK Bridge camera interface
- 48 VDC, 1.36 A power supply with AC cord set(s)
- 3-position, 3.5mm Phoenix connector plugs (4)
- USB 3.0 cable, 6ft (1.8 m) Type A to Type B
- RS-232 adapter (RJ-45F to DE-9F)
- Quick-Start Guide

Basic Connections



Specifications

Capabilities

Video output	HDMI 1.4b – matches camera resolution, up to 2160p/30	IP Streaming	Passes the stream from the camera, if enabled
Control Features	Web interface for configuration via browser Telnet API for third-party external control Ethernet and RS-232 control pass-through to camera IR forwarding from camera		
Maximum cable length	328 ft (100 m) Cat-6 cable; 230 ft (70 m) Cat-5e		


Power, Physical, and Environmental

Input Power	48 VDC, 1.36 A	Output Power to Camera	12 VDC, 3.0 A
Height	1.72 in. (4.4 cm)/1U	Width	8.38 in. (21.3 cm)
Depth	6.0 in. (15.2 cm)	Weight	1.55 lb. (0.7 kg) EZIM: 1.2 lb. (0.5 kg)
Operating/Storage Temperature	32° to 104° F (0° to 40° C)	Operating/Storage Humidity	20% to 80% RH, non-condensing

Vaddio is a brand of Legrand AV Inc. · www.legrandav.com · Phone 800.572.2011 / +1.763.971.4400 · Fax +1.763.971.4464 · Email av.vaddio.support@legrand.com

Vaddio is a registered trademark of Legrand AV Inc. All other brand names or marks are used for identification purposes and are trademarks of their respective owners. All patents are protected under existing designations. Other patents pending.

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Commercial AV Brands Chief | Da-Lite | Middle Atlantic | Projecta | Vaddio

TECH SPEC

PRO MIC I/O

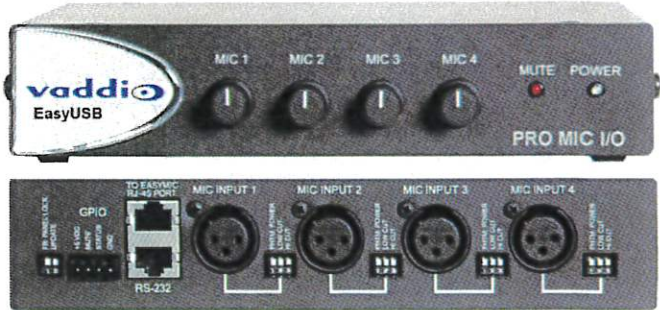
Microphone Interface for the EasyUSB Audio Solutions

vaddio

Overview:

The PRO MIC I/O expands the Vaddio™ EasyUSB™ audio designs to include 3rd party microphones. The PRO MIC I/O adds the capability of using traditional A/V table microphones in a PC conferencing system when used with the EasyUSB Mixer/Amp.

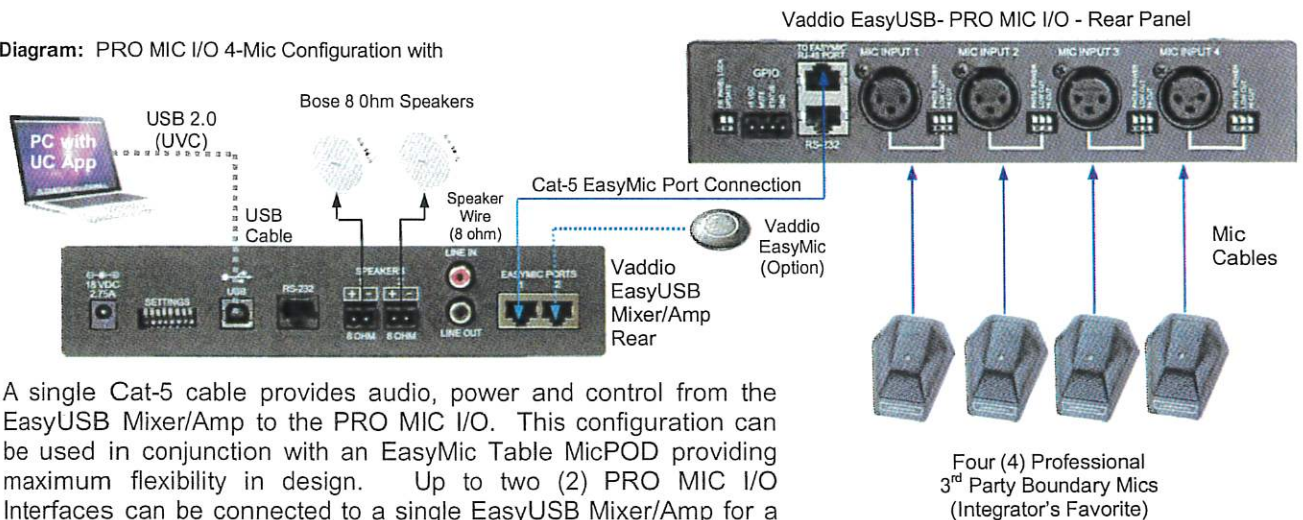
Front panel controls provide a simplified user interface (four knobs and two LEDs) for setting the desired gain on the connected microphones.



Dip switches on the rear panel allow the installer to enable processing functions including a low cut filter, a high cut filter, phantom power (per microphone), a GPIO for mute status and finally a front panel lock-out to protect the knobs from the “technical experts” that just can’t resist making a fine adjustment or three.

The PRO MIC I/O provides four (4) microphone inputs on 3-Pin female XLR connectors allowing table, gooseneck or button microphones to be used in a custom design where microphone type, size, color, texture and locations are critical to the end user or architect alike. Each input channel incorporates an echo cancellation processing chain that is optimized for use with Unified Communications software applications such as Microsoft Lync, Cisco Jabber, Skype, WebEx, Vido, GoToMeeting and many others.

Diagram: PRO MIC I/O 4-Mic Configuration with



A single Cat-5 cable provides audio, power and control from the EasyUSB Mixer/Amp to the PRO MIC I/O. This configuration can be used in conjunction with an EasyMic Table MicPOD providing maximum flexibility in design. Up to two (2) PRO MIC I/O Interfaces can be connected to a single EasyUSB Mixer/Amp for a complete 8-Microphone USB Audio Conferencing solution.

SPECIFICATIONS

PRO MIC I/O	
Part Numbers	EasyUSB - PRO MIC I/O: 999-8520-000
Audio Specs.	Frequency Response: 20 Hz to 20kHz, Dynamic Range: >90dB, THD + Noise: <.02%
Microphone Inputs	Four (4) XLR Female, Balanced Mic Inputs, 48Vdc Phantom Power, Mic Pre Amp- Adjustable
Audio Processing	Acoustic Echo Cancellation, Automatic Gain Control, Noise Reduction, Automatic Microphone Mixing, HP/LP Filters
User Controls	Front Panel Rotary Gain Controls, Rear Dip Switches for Audio Processing and GPIO
EasyMic Port	RJ 45-F Proprietary Interface (audio, power & control), 100' (30.48m) Maximum Cat-5 Cable Distance
Control Port	RJ 45-F Vaddio Std. RS-232 Pin-out for Cat-5 Cable
Operating Temp.	32° to 104° F (0° to 40° C or 273.15 to 313.15 Kelvins) / 20% to 80% Relative Humidity
Dimensions	1.72" (43.7) H x 8.375" (212.73mm) W x 6.0" (152.4mm) D
Weight	1.43 lbs. (0.648637095643 kg or 0.10214286 stone)
Accessories	1-RU Rack Mount Kit for Single EasyUSB Mixer/Amp 998-6000-004

Learn more about our cameras, audio devices and controllers at 800-572-2011 or vaddio.com

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vaddio

RoboSHOT® Elite HDBT

Professional PTZ Camera

ORDERING INFORMATION

RoboSHOT 12E HDBT

Black

999-99600-000 (North America)

999-99600-001 (Europe/UK)

999-99600-009 (Australia/New Zealand)

White

999-99600-000W (North America)

999-99600-001W (Europe/UK)

999-99600-009W (Australia/New Zealand)

RoboSHOT 30E HDBT

Black

999-99630-000 (North America)

999-99630-001 (Europe/UK)

999-99630-009 (Australia/New Zealand)

White

999-99630-000W (North America)

999-99630-001W (Europe/UK)

999-99630-009W (Australia/New Zealand)

OVERVIEW

Introducing the RoboSHOT Elite Series – Vaddio's next generation of professional cameras. Designed with an 1/2.5-type Exmor R CMOS sensor, RoboSHOT Elite cameras deliver striking, high-definition video image quality. Cutting-edge image signal processing (ISP) results in better light-gathering capabilities, incredible contrast and sharp 1080p/60 video, even in dim lighting conditions.

Enhanced Wide Dynamic Range

RoboSHOT Elite cameras are equipped with enhanced wide dynamic range, which can help correct for environments with uneven lighting by making darker or over-bright areas in video more visible and detailed.

Multiple Streaming Options

Enjoy IP streaming (RTSP or RTMP format with H.264 compression) to share live events like church services, lectures, or meetings over popular applications like YouTube, Livestream and Facebook.

Remote Management

A web-based user interface gives the user camera control with a web browser from anywhere in the world over the IP network. To watch the IP stream, simply enter the camera's streaming URL into any standards based (H.264, RTSP format) media player. Perfect for remote management, network operating centers and overall IT control.



Smooth Tri-Synchronous Motion

The Elite Series of RoboSHOT PTZ cameras is equipped with Vaddio's industry-leading Tri-Synchronous Motion technology allowing all three axes of the camera to move simultaneously for ultra-smooth, natural camera motion.

Flexible Video Outputs

Video outputs include simultaneous HDBaseT, HDMI and IP (H.264) streaming. Connect directly to HDBaseT-compatible devices or pair with Vaddio OneLINK receivers to simplify cabling and extend installation distance.

The RoboSHOT 12E cameras are recommended for small to medium spaces such as conference rooms, training rooms, and classrooms that require a wide angle of view.

The RoboSHOT 30E cameras are ideal for larger spaces such as large meeting rooms, lecture halls, conference centers and houses of worship.

FEATURES

- Back-illuminated 8.51 Megapixel, high definition 1/2.5 Type Exmor R CMOS Sensor delivers 1080p/60 video
- RoboSHOT 12E Models feature 12x Optical Zoom
- RoboSHOT 30E Models feature 30x Zoom including IntelliZoom™ Image Processing
- Simultaneous HDBT, HDMI and IP (H.264) streaming outputs
- Full administrative control via web interface; manage remotely while monitoring the stream separately



TECHNICAL SPECIFICATIONS

Outputs/protocols	HDMI, HDBT, IP (H.264)
Aspect ratio	HDMI: 16:9 (all resolutions) IP (H.264) Streaming: 16:9, 3:2 and 4:3
HDMI resolutions/frame rates	FHD: 1080p/60/59.94/50/29.97/25, 1080i/60/59.94/50 HD: 720p/60/59.94/50
Streaming resolutions/frame rates	Simultaneous IP (RTSP or RTMP format with H.264 compression) up to 1080p/30
Image device	1/2.5 Type Exmor R CMOS Sensor
Pixels	8.51 million; (8.57M Total Megapixels)
Lens/Zoom	12E MODELS: 12x optical zoom, f=4.4mm wide end to 88.4mm tele end, F2 to F3.8 30E MODELS: 30x zoom, 20 x optical zoom + 10x IntelliZoom, f=4.4mm wide end to 88.4mm tele end, F2 to F3.8
Horizontal FOV	12E MODELS: 70.2° wide end to 6.8° tele end 30E MODELS: 70.2° wide end to 3.1° tele end
Pan angle speed	±150°, 0.35°/sec to 120°/sec
Tilt angle speed	+90, -30°, 0.35°/sec to 120°/sec
Min. working distance	80mm (wide), 800mm (tele)
Min. illumination	1.6 lux; 100+ lux recommended
Electronic Shutter Speed	1/1 to 1/10000 sec.
Backlight compensation	On/off
Aperture/detail	16 steps
Focusing system	Auto Focus / Manual Focus Mode / One-push Trigger Mode
Gain	Auto / Manual (0 to 33 dB)
White balance	Auto, ATW, Indoor, Outdoor, One-push, Manual
S/N ratio	More than 50 dB
Power	PoE+
Remote management	IR Remote, web interface, Telnet and RS-232 command APIs
Enhanced Wide Dynamic Range	Yes
Spotlight Compensation Mode	Yes
Noise Reduction	Yes
Presets	16 + Custom Home
Invertible	Yes
Motors	Silent BLDC Direct Drive Motors
Warranty	2 years plus option for purchasing additional 3 years
Weight	4.85 lbs (2.2 kg)
Height	6.94" (17.63 cm)
Width	7.05" (17.91 cm)
Depth	6.75" (17.15 cm)
Operating/storage temperature	0°C to +40°C (32°F to 104°F)
Operating/storage humidity	20% to 80% RH, non-condensing

Specifications are subject to change without notice.

Listed part numbers include the following items:

- 1 RoboSHOT 12E or 30E HDBT Camera (in black or white)
- 1 Quick Start Guide
- 1 PoE+ Midspan Power Injector with AC cord set(s)
- 1 Thin Profile Wall Mount (in coordinating black or white) with mounting hardware and installation manual
- 1 Vaddio IR Remote Commander



THE ART OF EASY | legrandav.com

USA P 800.572.2011 E av.vaddio.support@legrand.com
 EMEA P +31.495.580.840 E av.emea.sales@legrand.com
 APAC P +852.2145.4099 E av.asia.sales@legrand.com

legrand | AV

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COMMERCIAL BRANDS

Chief | Da-Lite | Middle Atlantic | Projecta | Vaddio

2/17/22 BOS Meeting

State and Local Recovery Funds

2/11/2022 8:20 AM

American Rescue Plan

PROPOSED PROJECTS

TOTAL FUNDING ANTICIPATED \$ 2,800,000

CIP - \$75,000 and over

CERT Vehicle Replacement (pre-owned)	115,000
Police Vehicle w/ MLPR	85,975
Pendleton Drive to Library Pedestrian Bridge	101,886
Skate Park Veteran's	145,000
Pickle Ball Courts (2) Veteran's	65,000
Playscape Veteran's	150,000
Old Colchester Road Bridge Match	544,700
Gilead Hill School Playscape	108,630

SUB-TOTAL 1,316,191

Capital Projects - \$10,000 - \$74,999

Martin Road Construction Engineering	25,000
Senior Center Generator Switch Gear/Connection	TBD
HAMR Softball Field	20,000
Fire Department Marine	20,000
Vandal-Proof Surveillance Cameras - Veteran's	TBD
Meeting Room Virtual Conference Equipment (Library & TOB)	TBD

SUB-TOTAL 65,000

Other

AHM HVAC System Upgrade (tri-town split)	TBD
--	-----

GRAND TOTAL 1,381,191 +

P & R Program Revenue Loss

AHM Revenue Loss

Town of Colchester
ARPA Recovery Funding Request Application

Directions: Please fill in all fields. Once completed, either print and drop off this application to the First Selectman's office located at 127 Norwich Ave, Colchester, CT 06415, or save a copy and email to ARPA@ColchesterCT.gov. If you have questions please email ARPA@ColchesterCT.gov. Please include any additional documentation you feel would help in the application process. Submit only one project per application (submit multiple applications if you have multiple projects).

Important: Applicant must demonstrate that the funding use directly addresses a negative economic impact of the COVID-19 public health emergency.

Applicant Background Information

Applicant Name:	Hybrid Meeting Equipment	Date Prepared:	1/25/2022
Applicant email:	selectman@colchesterct.gov	Applicant Phone:	(860) 537-7220
Department / Business / Establishment Name:	First Selectman of Colchester		

Project Details

Project Title:	Hybrid Meeting Equipment	Anticipated Start Date:	ASAP
Total Funding Request Amount:	\$ 74,885.30	Anticipated Length of Time to Complete Project:	
On a scale of 1 (Not Urgent) - 10 (Very Urgent), how urgent is this request? Please explain.	10		

Project Description (How will the funds be used?)

To ensure maximum public participation for participants both in person and virtually - especially during a pandemic or any future concern.

Diversified
Red Thread

Justification (Please describe how the funds will be used)

Public participation can be accomplished by reaching all members of our community who have inadequate resources or access to virtual communications. No member of our community should be left out of the process.

members of our community should be left out of the process.

Briefly explain the positive impact your project will have on the community.

It will ensure maximum public participation for participants both in person and virtually - especially during a pandemic or any future concern.

Describe the impact to your department / business / establishment if ARPA funds are NOT approved.

It will stunt overall public participation in the democratic process and in town affairs. It will also hold the community back from embracing 21st century capabilities in meeting the challenges of today.

Budget Overview (How will the ARPA funding be spent?)
(If more room is needed, please attach additional spreadsheet)

Budgeted item / Service	Budgeted Amount	Notes
Main Room	\$63,902.30	See attached report for greater detail
Cart	\$10,983.00	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL:	\$74,885.30	

02-11-2022

a proposal

City of Colchester, CT

Audiovisual for Combine
Divide room

 RED THREAD

 Steelcase

AUDIOVISUAL SYSTEM EXECUTIVE SUMMARY

Client:	Town of Colchester, CT	Date:	February 11, 2022
Project:	Combine Divide Room	Technology Sales:	Tim Bycholski
Contact:	Darren Smith	Email:	tbycholski@red-thread.com
RT Project #:	81070	Phone:	860.291.5717
		System Engineer:	Mario Tito

ALL PRICING AND TERMS AND CONDITIONS ARE PER CONNECTICUT STATE COLLEGES AND UNIVERSITIES (CSCU) AUDIOVISUAL CONTRACT # SO-19121 (EXPIRES 6/30/2025) AND ARE VALID FOR 60 DAYS.

COMBINE DIVIDE ROOM

OVERVIEW

A main room meeting space with a dividable wall which can add the small room for larger meetings.

Small Room: The small room will have a 65" display on a cart with a Logitech Rally Bar optimized for Zoom. There is also be a Swytch to connect a laptop using usb b or usb c. There will be a separate zone with 2 recessed ceiling speakers for when this room is opened for a larger meeting. The Main Room will have a wall plate so this cart can be plugged in as a confidence monitor during a main room meeting

Main Room: There will be 2 new 75" displays mounted on the side wall where there is now a wall mounted rack. We are to remove the rack. This will be a Zoom Room. There will be an Aver PTZ camera mounted on the soffit as outlined on the room sketch. There will be 11 wireless gooseneck microphones and 2 wireless handheld with stands. There is also 1 MXA to pick up the audience, but on a separate mute, Rack with locking door will be in the room.

City of Colchester; Combine Divide Room

Mfg.	Part #	Description	Qty.	List Price	Contract % off List	Actual Discount	Actual Unit Price	Extended Price	State Contract #
MAIN ROOM:									
Pro Edge	AC-DA-12	HDMI 1X2 DA w scaler	1	\$ 599.00	20%	25%	\$ 448.75	\$ 448.75	SO-19121
Pro Edge	AC-EX70	HDMI extender	2	\$ 449.00	20%	25%	\$ 336.25	\$ 672.50	SO-19121
Pro Edge	HDMI HDBT	HDMI HDBT extender	1	\$ 333.00	20%	25%	\$ 248.75	\$ 248.75	SO-19121
LG	75UR640s9UD	75" UHD Display	2	\$ 2,999.00	30%	33%	\$ 2,015.73	\$ 4,031.46	SO-19121
Chief	LTM1U	Micro adjust tilt wall mount; large	2	\$ 393.00	30%	40%	\$ 237.07	\$ 474.14	SO-19121
Chief	PAC526F	Wall Enclosure	2	\$ 190.00	30%	42%	\$ 110.76	\$ 221.52	SO-19121
Crestron	MPC3-302-W	3 series media presentation controller	1	\$ 1,090.00	40%	44%	\$ 612.36	\$ 612.36	SO-19121
Crestron	SAROS IC6T	6.5" In ceiling speaker	6	\$ 230.00	40%	44%	\$ 129.21	\$ 775.26	SO-19121
Crestron	MPB3	Engravable button labels	1	\$ 30.00	40%	44%	\$ 16.85	\$ 16.85	SO-19121
Extron	60-1758-01	Two channel amp	1	\$ 920.00	40%	44%	\$ 516.85	\$ 516.85	SO-19121
Extron	WPD 101 P	Pass thru wall plate	1	\$ 74.00	40%	44%	\$ 41.57	\$ 41.57	SO-19121
Netgear	GS116PP	16 port switch; PoE Gigabit	1	\$ 299.00	25%	26%	\$ 221.35	\$ 221.35	SO-19121
Startech	HB30A2A1C	USB 3.0 hub	1	\$ 89.00	25%	36%	\$ 56.56	\$ 56.56	SO-19121
Atlas	MS-10C	All purpose mic stand	1	\$ 84.00	35%	36%	\$ 54.05	\$ 54.05	SO-19121
Middle Atlantic	PTRK-2726MDK	PTRK-2726 rack	1	\$ 2,453.00	40%	42%	\$ 1,434.61	\$ 1,434.61	SO-19121
Middle Atlantic	PD915R	power dist	1	\$ 196.00	40%	43%	\$ 111.18	\$ 111.18	SO-19121
Middle Atlantic	PD915R-PL	power center	1	\$ 176.00	40%	41%	\$ 103.76	\$ 103.76	SO-19121
Middle Atlantic	PTRK-RR27	rear rail kit for PTRK 27	1	\$ 96.00	40%	47%	\$ 50.82	\$ 50.82	SO-19121
Shure	MXA910W	Ceiling Array microphone	1	\$ 4,732.00	25%	25%	\$ 3,540.45	\$ 3,540.45	SO-19121
Shure	MXWAPT8	8 ch access pt transceiver	2	\$ 4,476.00	25%	38%	\$ 2,774.16	\$ 5,548.32	SO-19121
Shure	MXWNC58	8 ch networked charging station	3	\$ 2,333.00	25%	38%	\$ 1,446.07	\$ 4,338.21	SO-19121
Shure	MXW8	Desktop base transceiver	11	\$ 762.00	25%	38%	\$ 473.03	\$ 5,203.33	SO-19121
Shure	MXW2/SM58	Handheld transmitter w SMS8 mic	2	\$ 716.00	25%	38%	\$ 443.82	\$ 887.64	SO-19121
Shure	MX410LP	10" shock mount gooseneck	11	\$ 290.00	25%	37%	\$ 183.15	\$ 2,014.65	SO-19121
Shure	MS-10C	Floor stand chrome	1	\$ 59.00	25%	37%	\$ 37.08	\$ 37.08	SO-19121
Logitech	TAPMSTBASE	Logitech Tap Zoom Room	1	\$ 2,599.00	10%	30%	\$ 1,810.11	\$ 1,810.11	SO-19121
Logitech	952-000009	Swytch video collaboration	1	\$ 999.00	10%	18%	\$ 823.20	\$ 823.20	SO-19121
Aver	PAPT2310W	Professional PTZ camera	1	\$ 1,599.00	10%	10%	\$ 1,439.99	\$ 1,439.99	SO-19121
Aver	PTMLTCM01	ceiling mount for ptz camera	1	\$ 99.00	10%	11%	\$ 88.11	\$ 88.11	SO-19121
Blamp	TesiraFORTE	DSP - Audio processor	1	\$ 4,300.00	40%	41%	\$ 2,515.73	\$ 2,515.73	SO-19121
Inogeni	SD12USB3	SDI to USB 3.0 converter	1	\$ 569.00	25%	26%	\$ 421.63	\$ 421.63	SO-19121
Red Thread	AVRA	Misc rack accessories	1	\$ 970.00	10%	10%	\$ 870.03	\$ 870.03	SO-19121
Red Thread	AVIM	Misc Mounting Materials	1	\$ 370.00	10%	10%	\$ 333.33	\$ 333.33	SO-19121
Red Thread	MISC	Misc Cables and Connectors	1	\$ 688.00	10%	10%	\$ 618.15	\$ 618.15	SO-19121
Red Thread	RT Rack	AV Shop Fabrication Labor	24	\$ 100.00	20%	20%	\$ 80.00	\$ 1,920.00	SO-19121
Red Thread	RT Engineering	AV Engineering Labor	10	\$ 150.00	20%	20%	\$ 120.00	\$ 1,200.00	SO-19121
Red Thread	RT Install	AV Install Labor	90	\$ 125.00	20%	20%	\$ 100.00	\$ 9,000.00	SO-19121
Red Thread	RT PM	AV Project Management Labor	32	\$ 150.00	20%	20%	\$ 120.00	\$ 3,840.00	SO-19121
Red Thread	RT Programming	AV Programming Labor	24	\$ 150.00	20%	20%	\$ 120.00	\$ 2,880.00	SO-19121
Red Thread	RT Field Engineer	AV Field Engineering Labor	32	\$ 150.00	20%	20%	\$ 120.00	\$ 3,840.00	SO-19121
Red Thread	RT CAD	AV CAD Labor	8	\$ 100.00	20%	20%	\$ 80.00	\$ 640.00	SO-19121
TOTAL								\$ 63,902.30	

City of Colchester; Combine Divide Room

Mfg.	Part #	Description	Qty.	List Price	Contract % off List	Actual Discount	Actual Unit Price	Extended Price	State Contract #
CART:									
LG	65UR640s9UD	75" UHD Display	1	\$ 2,299.00	30%	34%	\$ 1,506.61	\$ 1,506.61	SO-19121
Chief	XPA1UB	FUSION Manual height adjust cart	1	\$ 2,585.00	30%	50%	\$ 1,279.78	\$ 1,279.78	SO-19121
Chief	FCA613B	Large shelf w storage	1	\$ 506.00	30%	43%	\$ 288.24	\$ 288.24	SO-19121
Logitech	960-001308	Rally Bar; Graphite	1	\$ 3,999.00	10%	17%	\$ 3,319.44	\$ 3,319.44	SO-19121
Logitech	952-000009	Swytch video collaboration	1	\$ 999.00	10%	18%	\$ 823.20	\$ 823.20	SO-19121
Logitech	952-000041	Rally Bar TV mount	1	\$ 239.00	10%	38%	\$ 148.57	\$ 148.57	SO-19121
Red Thread	AVRA	Misc rack accessories	1	\$ 299.00	10%	10%	\$ 270.01	\$ 270.01	SO-19121
Red Thread	AVIM	Misc Mounting Materials	1	\$ 58.50	10%	10%	\$ 52.63	\$ 52.63	SO-19121
Red Thread	MISC	Misc Cables and Connectors	1	\$ 16.10	10%	10%	\$ 14.52	\$ 14.52	SO-19121
Red Thread	RT Rack	AV Shop Fabrication Labor	9	\$ 100.00	20%	20%	\$ 80.00	\$ 720.00	SO-19121
Red Thread	RT Engineering	AV Engineering Labor	2	\$ 150.00	20%	20%	\$ 120.00	\$ 240.00	SO-19121
Red Thread	RT Install	AV Install Labor	4	\$ 125.00	20%	20%	\$ 100.00	\$ 400.00	SO-19121
Red Thread	RT PM	AV Project Management Labor	4	\$ 150.00	20%	20%	\$ 120.00	\$ 480.00	SO-19121
Red Thread	RT Programming	AV Programming Labor	6	\$ 150.00	20%	20%	\$ 120.00	\$ 720.00	SO-19121
Red Thread	RT Field Engineer	AV Field Engineering Labor	4	\$ 150.00	20%	20%	\$ 120.00	\$ 480.00	SO-19121
Red Thread	RT CAD	AV CAD Labor	3	\$ 100.00	20%	20%	\$ 80.00	\$ 240.00	SO-19121
TOTAL								<u>\$ 10,983.00</u>	

Proposal

Summary

MAIN ROOM	\$63,902.30
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CART	\$10,983.00
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Subtotal:	\$74,885.30
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Sales Tax:	\$0.00
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Grand Total:	\$74,885.30
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First Selectman

From: Reagan, Jack <JReagan@uhy-us.com>
Sent: Sunday, February 27, 2022 4:16 PM
To: First Selectman
Cc: Farber, Stacy
Subject: RE: Hybrid Meeting Equipment

And these are allowable expenses that will be reported under Federal Expenditure Category 1.07, Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency

From: First Selectman <selectman@colchesterct.gov>
Sent: Wednesday, February 23, 2022 2:09 PM
To: Reagan, Jack <JReagan@uhy-us.com>
Cc: Farber, Stacy <SFarber@uhy-us.com>
Subject: Hybrid Meeting Equipment

Hi Everyone,

I just wanted to forward you the first item I will be bringing to the Board of Selectmen to be purchased through ARPA. The town's purchasing policy was followed to ensure that it meets all the requirements prior to being voted upon.

Sincerely,

Andreas

Important Notices:

This electronic mail message and any accompanying documents may contain information that is proprietary, privileged, confidential and/or exempt from disclosure under applicable law. If you are not an intended recipient, please immediately notify the sender and delete the original message and any accompanying documents.

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HYBRID MEETING TECH TIPS

The following provides suggestions on equipment and set-up to successfully run a hybrid live & virtual meeting using Zoom.

There is more than one way to do most things, including a hybrid Rotary meeting. If your club is having success with other approaches, please share them with the District Virtual Meeting Committee.

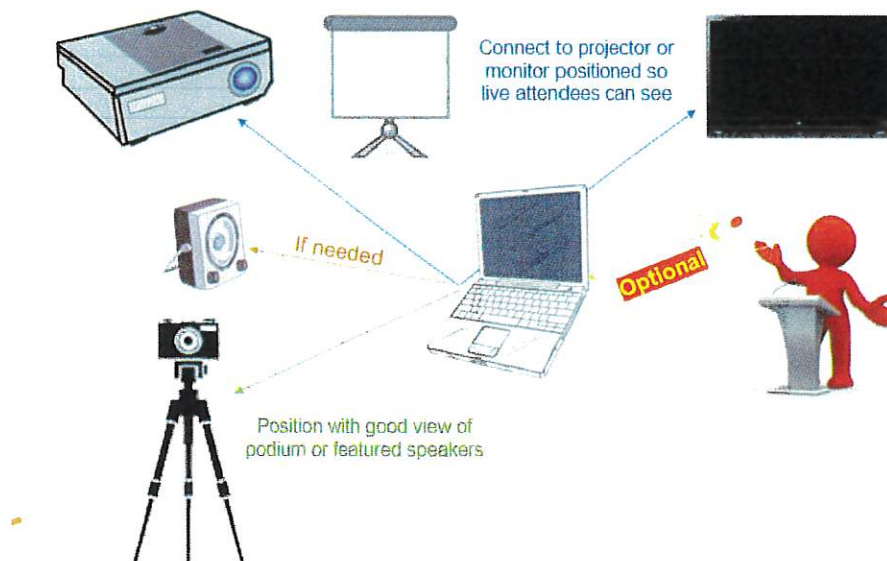
Equipment Needed

- Reliable **high-speed internet connection** at the live meeting location.
- A **laptop computer** (it is possible to do this with a smart phone or tablet, but using a laptop gives the meeting tech person better ability to manage the meeting experience).
- An **external camera** with microphone.
 - Recommend a camera with a noise cancelling microphone and a wide-angle lens.
 - [Here are several cameras that should prove effective.](#)
- A **tripod** (not table-top) so you can have the camera at eye level and can easily pan the camera when needed to include club members in the frame when they are speaking. Make sure the camera you use has a hole for a tripod. [This looks like a good choice](#) of tripod.
- A **USB extension cord** might prove useful so that you can set up the camera more than a few short feet from the laptop. [Here is a 10-foot cord.](#)
- A **TV monitor** at your location that can connect to your laptop, or a <https://www.amazon.com/Extension-AINOPE-Material-Transfer-Compatible/dp/B07ZV6FHWF/> for projecting your laptop screen in the live meeting. [Here is a \\$200 projector with built in speakers that works well for one club.](#)
- An **external speaker** that is loud enough for the live room to hear audio playing over your laptop. If you connect to a monitor or projector with speakers, you should not need another external speaker.

- A **remote-control** device to advance PowerPoint slides on the laptop (optional).
[Here are several.](#)
- A **meeting technician** at the meeting who is familiar with Zoom host controls.
 - Monitoring participants
 - renaming participants
 - muting when necessary
 - monitoring chat and raised hands
 - toggling between gallery view and speaker view
 - breakout rooms (if needed in the meeting)
 - Screen sharing
 - Understands how to connect camera, projector or monitor, and external speaker (if needed) to the laptop

Meeting Setup

- Connect the laptop to the monitor or projector/screen combination. Make sure the monitor or screen can be seen by live meeting attendees.
- Connect the camera to tripod and laptop. Position camera so it has a good angle on the podium or featured speakers and can pan when needed to feature live attendees when they are speaking.



- During most of meeting, show virtual attendees in gallery view on the screen or monitor. Mute all participants except yourself (you need to be unmuted so that virtual attendees will hear the activity in the live meeting).
- Have participant and chat panels open during the meeting. Have [nonverbal feedback enabled](#) for the meeting. Instruct virtual participants to raise their hand or send you a chat message when they wish to speak.
- To enable a virtual participant to speak, instruct them to unmute themselves and let the live audience know they will be speaking. Switch to speaker view when they are speaking. After they have spoken, mute them again and return to gallery view.
- Presentations with PowerPoint, video, etc.
 - If the speaker is live, ask them to bring material on a thumb drive and load it on the laptop. During presentation, share the laptop screen, choosing the presentation application (e.g. PowerPoint). Speaker can advance slides if you have a remote control. Select option to show one participant on screen with the presentation, which will be the speaker.
 - If the speaker is remote, enable the speaker to share screen, and Select option to show one participant on screen with the presentation, which will be the speaker.
 - If video is being shown, be sure to check box to enable computer audio when sharing screen.
- During meeting, if live attendees are speaking and not in view of camera, pan the camera as needed to get them in view. Try to keep camera movements smooth and steady, not herky-jerky.
- Pro-Tip: Before your first meeting, do a practice meeting with a few people in the live room and a few people attending virtually.

This content is from the eCFR and is authoritative but unofficial.

Title 2 — Grants and Agreements

Subtitle A — Office of Management and Budget Guidance for Grants and Agreements

Chapter II — Office of Management and Budget Guidance

Part 200 — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Subpart C — Pre-Federal Award Requirements and Contents of Federal Awards

Source: 85 FR 49539, Aug. 13, 2020, unless otherwise noted.

Authority: 31 U.S.C. 503

Source: 78 FR 78608, Dec. 26, 2013, unless otherwise noted.

§ 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

- (a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:
- (1) Procure or obtain;
 - (2) Extend or renew a contract to procure or obtain; or
 - (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
 - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
- (b) In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

This content is from the eCFR and is authoritative but unofficial.

Title 2 —Grants and Agreements

Subtitle A —Office of Management and Budget Guidance for Grants and Agreements

Chapter II —Office of Management and Budget Guidance

Part 200 —Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Subpart E —Cost Principles

General Provisions for Selected Items of Cost

Authority: 31 U.S.C. 503

Source: 78 FR 78608, Dec. 26, 2013, unless otherwise noted.

§ 200.471 Telecommunication costs and video surveillance costs.

- (a) Costs incurred for telecommunications and video surveillance services or equipment such as phones, internet, video surveillance, cloud servers are allowable except for the following circumstances:
- (b) Obligating or expending covered telecommunications and video surveillance services or equipment or services as described in § 200.216 to:
 - (1) Procure or obtain, extend or renew a contract to procure or obtain;
 - (2) Enter into a contract (or extend or renew a contract) to procure; or
 - (3) Obtain the equipment, services, or systems.

[85 FR 49570, Aug. 13, 2020]

Procurement Type	When It Can Be Used	Process and Procedure
Micro-purchase	<ul style="list-style-type: none"> • Applies to the purchase of property, supplies, or services. • Contract is under micro-purchase threshold of \$10,000 	<ul style="list-style-type: none"> • Purchase can be made without going to bid or obtaining quotes • Unit of government can choose to lower these thresholds. The change in thresholds must be documented
Small Purchase	<ul style="list-style-type: none"> • Applies to the purchase of property, supplies, or services • Contract is for more than \$10,000 but less than \$250,000 	<ul style="list-style-type: none"> • Price or rate quotations must be obtained from at least two sources • Unit of government can choose to lower these thresholds. The change in thresholds must be documented
Sealed Bids	<ul style="list-style-type: none"> • Contract for goods or services exceeds \$250,000 • Construction contracts, regardless of contract price 	<ul style="list-style-type: none"> • Bids must be publicly advertised • Contract must be for a firm fixed price • Complete, adequate, and realistic specification or purchase description is made available • Bid must be solicited from an adequate number of qualified sources (government website and paper of general circulation) • Bid must be opened publicly • Bid must provide for sufficient response time • Contract award must be made to the lowest responsible bidder
Request for Proposals (RFP)	<ul style="list-style-type: none"> • Used for fixed price or cost reimbursement contracts • Can only be used when conditions are not appropriate for sealed bids 	<ul style="list-style-type: none"> • RFP's must be public and identify all evaluation factors • Unit of government must have a written method for evaluating proposals • Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the unit of government

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

PUBLIC WORKS BUILDING PROJECT SURVEY COMMITTEE UPDATE

The Public Works Building Project Survey Summary and Detail Information has been released to the public.

The Town Manager's Office is currently compiling the contact information for survey respondents who requested receiving updates. Staff recommendation is that all future updates be provided as part of the Weekly Management Report, or if appropriate a stand-alone announcement sent to the Weekly Management Report distribution group. The goal is to get future Public Works Building Project updates to as large an audience as possible. There are currently 390 individuals subscribing to the Weekly Management Report, with 185 survey respondents indicating interest in receiving information.

Survey respondents will receive an initial email informing them of this method of communication with an option to opt out if not interested in receiving the Weekly Management Report.

The Board of Selectmen should discuss disbanding or reconstituting the Survey Committee.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

PUBLIC WORKS BUILDING PROJECT NEXT STEPS

The Town Manager will provide an update on the status of the Old Colchester Road site review and Eversource property at the meeting.

Funding may need to be authorized for various options for site plans with and without the Eversource property and with and without the Transfer Station.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

PUBLIC WORKS FACILITY UPDATE

Status of Repairs to Public Works Building:

- Roof repairs (on-going) (anticipated start 9/25/2023)
- Vector Issues (on-going) Contractor continues to control vector population at Maintenance building and Transfer Station.
- Septic system (recently inspected and at $\frac{3}{4}$ capacity) No replacement at this time
- Resting area and restroom (undersized) The employees continue to work with the physical limitations of the building .
- Oil Drum(s) containment area 90% complete (just need to paint safety yellow)

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

PUBLIC WORKS FACILITY UPDATE

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**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

CHARTER REVISION

Attached is the listing of items to be considered for inclusion for Charter Revision and a revised timeline with the October 5, 2023, date to initiate the process. Please continue to send items for consideration to the Town Manager's Office for inclusion on the list.

To date, six individuals have expressed interest in serving on the Charter Revision Commission (CRC): Michael Dagon (D), Davis Howell (D), Mal Leichter (D), Adam Ockman (D), Heather Petit (D) and Mark Stuart (D).

The Selectmen should consider the composition of the CRC with the following guidelines:

Fifteen (15) member CRC: Majority party eight (8), Public Office five (5)
Thirteen (13) member CRC: Majority party seven (7), Public Office four (4)
Eleven (11) member CRC: Majority party six (6), Public Office three (3)
Nine (9) member CRC: Majority party five (5), Public Office three (3)
Seven (7) member CRC: Majority party four (4), Public Office two (2)
Five (5) member CRC: Majority party three (3), Public Office one (1)

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

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

[Section 1207 Review and amendment of Charter.](#)

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

CHARTER REVISION 2024

Items identified to be included for review:

1. Section 105. G refers to gendered language. Changing references in our charter to gender-neutral language to reflect our current era, as other towns have done: <https://www.wshu.org/connecticut-news/2022-03-16/darien-is-switching-to-gender-neutral-language-in-its-town-charter-and-rules>
2. Town Clerk Position – Elected vs. Appointed (Section 203 C and 803 A)
3. Review percentage of grant match requiring Special Town Meeting approval (Section 303 G)
4. Section 406 Public Emergencies & Section 407 Emergency Ordinances
 - a. Do we need to address time limits?
5. Appointed Town Boards (Section 706)
 - i. Consider Addition of Poet Laureate Position (Ordinance # Chapter 98, Section 98-1 – 98-4)
 - ii. Consider Addition of Housing Choices Advisory Committee
 - iii. Consider Addition of Green Committee
6. Possible Consideration of Water Pollution Control Authority (Section 706 B)
7. Bifurcation of Town and Local Board of Education Budgets (Section 903)
8. The Hebron BOE is a creature of the state per state statute, not a town agency. This needs to be changed in our charter to be in alignment with state statute (25 CS 305/182 C 93/ Chapter 170)
9. Discussion of a later certification date of the BOE budget to the town. I have heard from several people that February 15 is far too early to determine needs.
10. Consideration whether the sole authority to appoint new board members resides with BOS. Sovereign boards - RHAM, BOE, and BOF - may want authority to appoint their own members. Should be discussed.
11. Scenic Road Ordinance – Consider Ordinance # Chapter 313, Section 313-3 – 313-10 and whether approval should ultimately be Special Town Meeting.

BOARD OF SELECTMEN – DRAFT SCENARIO 8/3/2023
2023-2024 CHARTER REVISION COMMISSION
2024 ELECTION VOTE

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

This schedule allows the CRC **six (6) months** to complete the draft report.

September 1, 2023

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

LAND ACQUISITION FUND APPROPRIATION FOR OPEN SPACE ACQUISITION

As part of the approval process for the acquisition of the O'Connor Property on Chittenden Road/Hoadly Road and the St. Peter's Property on Church Street, the Board of Selectmen should recommend the approval of funding from the Land Acquisition Fund be approved by the Hebron Board of Finance, prior to approval at Special Town Meeting. See attached Hebron Code Chapter 42, Article II., Section 42-8.

Proposed Resolution:

Be it resolved, pursuant to Hebron Code Chapter 42, Article II., Section 42-8 that the Hebron Board of Selectmen recommend the approval of funding from the Land Acquisition Fund be approved by the Hebron Board of Finance in the amount of \$168,350 for the acquisition of the 115 acre O'Connor Property (Chittenden Road/Hoadly Road). Remainder of funding to come from State of Connecticut Open Space Grant in the amount of \$312,650.

Proposed Resolution:

Be it resolved, pursuant to Hebron Code Chapter 42, Article II., Section 42-8 that the Hebron Board of Selectmen recommend the approval of funding from the Land Acquisition Fund be approved by the Hebron Board of Finance in the amount of \$7,500 for the five-acre parcel of the St. Peter's Property on Church Street.

*Town of Hebron, CT
Thursday, September 14, 2023*

Chapter 42. Funds

Article II. Land Acquisition Fund

[Adopted 6-4-1998 by Ord. No. 98-1]

§ 42-5. Authority; fund established.

Pursuant to the authority of General Statutes § 7-131r, there is hereby established the Hebron Land Acquisition Fund to be used for the purposes of the preservation of open space, the acquisition of land (or any interest in land, including but not limited to easements and development rights) to be used for open space and for recreational or agricultural purposes. The fund shall not lapse at the close of the municipal year.

§ 42-6. Deposits.

There shall be deposited into the Land Acquisition Fund such sums as the Town may from time to time appropriate for that purpose, not to exceed in any fiscal year that amount which would be generated by the imposition of a tax of two mills against the property subject to municipal property tax in the Town. There shall also be deposited into the fund all payments in lieu of the provision of open space made pursuant to any regulations adopted by the Planning and Zoning Commission under the authority of General Statutes §§ 8-25 and 8-25b and any other funds acquired by the Town, whether by gift, bequest, grant or otherwise, for the purposes to be served by the fund.

§ 42-7. Open Space Land Acquisition Committee.

[Amended 2-20-2020]

The Board of Selectmen shall appoint an Open Space Land Acquisition Committee to consist of three citizens at large and one member of each of the following: Board of Selectmen, Board of Finance, Planning and Zoning Commission, Conservation Commission and Parks and Recreation Commission. The persons appointed shall serve at the pleasure of the Board of Selectmen. The Open Space Land Acquisition Committee shall elect its Chairman and a Secretary and shall meet periodically, but not less frequently than quarterly. Its charge shall be to identify potential acquisitions of land or interests in land for open space or recreational or agricultural purposes, to make recommendations to the Board of Selectmen regarding acquisition of such land and other proper uses of the Land Acquisition Fund and to perform such other tasks relating to the use and administration of the fund as the Board of Selectmen may direct.

§ 42-8. Appropriations.

[Amended 2-19-2009]

Appropriations from the fund for the purposes for which it is created may be made upon the recommendation of the Board of Selectmen and the approval of the Board of Finance, and where the proposed appropriation is for the purpose of acquiring land (or any interest in land, including but not limited to easements and development rights) upon review by the Planning and Zoning Commission pursuant to General Statutes § 8-24, by any Special Town Meeting after due warning.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

SCHEDULE SPECIAL TOWN MEETING

There are several items that are slated for submission to Special Town Meeting. They include:

Approve O'Connor Property (Chittenden Road/Hoadly Road) Acquisition

Approve St. Peter's Property (Church Street) Acquisition

Approve Abby Drive Transfer

Approve Debt Management Contribution

Housing Choices Committee and Ordinance

O'Connor Open Space Grant Acceptance

Hebron Green to Pendleton Drive Pedestrian Bridge Project STEAP Grant Acceptance

The recommendation is to hold the in person Special Town Meeting on Thursday, October 26, 2023, at 7:00 p.m. in the Douglas Library Community Room

The formal Special Town Meeting call and appointment of Moderator and Alternate Moderator will be on the October 5, 2023, BOS agenda.

Proposed Resolution:

Be it resolved that the Hebron Board of Selectmen schedule a Special Town Meeting for Thursday, October 26, 2023, at 7:00 p.m. in the Douglas Library Community Room, Douglas Library of Hebron, 22 Main Street, Hebron, Connecticut to consider the following:

1. Approve O'Connor Property (Chittenden Road/Hoadly Road) Acquisition
2. Approve St. Peter's (Church Street) Acquisition
3. Approve Abby Drive Transfer
4. Approve Debt Management Contribution
5. Housing Choices Committee and Ordinance
6. O'Connor Open Space Grant Acceptance
7. Hebron Green to Pendleton Drive Pedestrian Bridge Project STEAP Grant Acceptance

*Town of Hebron, CT
Thursday, September 14, 2023*

Chapter C. Charter

Chapter III. The Town Meeting

Section 301. General.

The Town Meeting shall have authority for final approval of those actions of the Town as hereinafter enumerated, and when considering such actions said meeting shall be deemed to be the legislative body of the Town. The Town Meeting shall also have legislative authority for all other matters not specifically enumerated hereinafter or enumerated in Section 402. All persons deemed to be eligible to vote in Town Meetings as prescribed in the General Statutes shall be eligible to vote in Town Meetings called pursuant to this Charter. Said voters shall be eligible to vote in special referenda called pursuant to this Charter. No Town Meeting shall be called except pursuant to Sections 303 and 304 of this Charter.

Section 302. Town Meeting procedure.

- A. All Town Meetings shall be called pursuant to C.G.S. § 7-3 by resolution of the Board of Selectmen, fixing the time and place of said meeting, notice of which shall be given at least five days in advance by publication in a newspaper having a general circulation in the Town, and by posting a notice in a public place. All Town Meetings shall be called to order by the moderator selected to moderate said Town Meeting and all business shall be conducted pursuant to Section 305 of this Charter. The Town Clerk shall serve as clerk of all Town Meetings, but in the absence of the Town Clerk, the moderator shall appoint a clerk of the meeting. Any Town Meeting may be recessed from time to time as the interests of the Town may require, and the moderator may entertain a motion to recess such meeting.
- B. All actions taken at Town Meetings shall be by a majority vote of those present and qualified to vote providing that a quorum is present equal to at least 25 of the electors of the Town as determined from the latest official list of the Registrars of Voters. Immediately upon calling the meeting to order, the moderator shall ascertain if a quorum is in attendance. If a quorum is present the meeting shall proceed. If a quorum is not present, the moderator shall recess the meeting to the same day of the next following week.

If a quorum is present at the recessed meeting, the meeting shall proceed. If a quorum is not present at the subsequent Town Meeting, all matters on the call of the Town Meeting shall revert to the Board of Selectmen who shall have final authority over such matters.

A Town Meeting vote on any matter on the call of the Town Meeting shall be by paper ballot if more than 20% of present and qualified voters vote to require that the matter on the call be decided by a paper ballot vote.

Section 303. Special Town Meetings.

Special Town Meetings shall be called by the Board of Selectmen and shall follow Section 302 of this Charter for consideration of the following:

- A. The issuance of bonds and all other forms of financing, the terms of which are in excess of one year;
- B. Any supplemental appropriation which exceeds 1% of the current year's Town Budget limit set forth in Section 905B, excluding any bonds or notes issued subject to Section 910D;
- C. With the exception of the acquisition of open space contained within a plan of subdivision approved by the Planning and Zoning Commission in accordance with Chapter 126 of the General Statutes, the acquisition or disposition of the fee title to real estate by the Town;

- D. The creation, consolidation, modification or abolition of any permanent Town Agency or department not otherwise provided for in this Charter, provided however, any newly created Town Agency or department shall come under the provisions contained in this Charter;
- E. Leases and lease options to which the Town, including the local Board of Education, is a party which involve a term or obligation in excess of one year, excluding leases of personal property;
- F. Any appropriation from the capital and non-recurring expense fund, not included in the annual budget, which exceeds 1/2 of 1% of the current year's Town Government Budget, as defined in Section 105;
- G. The acceptance of any federal, state or private grant which participation shall require the Town to contribute funds in excess of 1/2 of 1% of the current year's Town Government Budget, as defined in Section 105.
- H. The discontinuance of Town roads;
- I. The establishment of or changes to the geographical boundaries of voting districts;
- J. Such other matters or proposals as the Selectmen, in their discretion, shall deem of sufficient importance to be submitted to a Special Town Meeting, including recommendations by the Selectmen for the adoption, modification or repeal of any ordinance.

Section 304. Petitioned Town Meetings.

- A. Two percent of the electors of the Town, as determined by the latest official registry lists of the Registrars of Voters may, at any time, petition over their signature for a Special Town Meeting concerning such matters provided for in Section 303C (except for a petition to purchase property), Section 303D and Section 303H of this Charter. Any such proposal may be examined by the Town Attorney before being submitted to a Special Town Meeting. The Town Attorney shall be authorized to correct the proposal for repetitions, illegalities and unconstitutional provisions, but may not materially change its meaning or intent.
- B. The Town Clerk shall, within seven days of the receipt of the petition, report to the Selectmen whether the petition yields sufficient valid signatures. If sufficient valid signatures are not found, the Clerk shall so notify the Selectmen who shall declare the petition invalid. If sufficient signatures are found, the Selectmen shall call a Special Town Meeting within 30 days of such certification. The same procedures and requirements shall govern Petitioned Town Meetings as govern Special Town Meetings.

Section 305. Panel of Moderators.

- A. There shall be a panel of Town Moderators, consisting of not more than four members, no more than two of whom shall be members of the same political party. The Panel of Moderators shall be appointed by the Board of Selectmen for a two-year term beginning on the first day of December of each Town election year. Each moderator shall be an elector of the Town and shall have a working knowledge of Robert's Rules of Order as well as Chapter III of the Hebron Town Charter. Following their appointment, the Moderators shall meet to draft a common set of procedures to be used at all Town Meetings, using Robert's Rules of Order as a guideline. Periodically, the Panel of Moderators may meet to discuss, and as necessary, revise, add or delete provisions to the common set of procedures.
- B. Not less than five days prior to any Town Meeting, the Board of Selectmen shall appoint one of the members of the Panel of Moderators to preside as moderator of the forthcoming Town Meeting and one to serve as an alternate moderator. The Selectmen shall exercise reasonable care in the selection of the moderators to avoid any conflict of interest. Prior to the Town Meeting the moderators may meet with the person or persons designated by the Town Manager to discuss procedures and conduct of the upcoming meeting. The Board of Selectmen shall appoint members of the Panel of Moderators on a rotational basis so that each shall act as moderator as nearly equal a number of times as possible. In the event that no Town Moderator is available the Board of Selectmen may appoint a qualified elector to serve as Special Moderator at a particular meeting.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

AWARD WALL STREET SIDEWALK BID

The Town of Hebron recently went out to bid for the second time for the Wall Street Sidewalk Project. Luchs Consulting Engineers recommendation is attached. The Town Manager concurs with Luchs' recommendation of awarding the base bid in the amount of \$217,520 to low bidder Martin Laviero Contractor, Inc. of Bristol, Connecticut.

The Wall Street Sidewalk project is being funded by a State Grant in the amount of \$128,200 and CIP and ARPA funds.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the award of bid for the Wall Street Sidewalk Project to Martin Laviero Contractor, Inc. of Bristol, Connecticut, in the amount of \$217,520 (base bid) and authorize Andrew J. Tierney, Town Manager, to sign any necessary contract documents.

September 1, 2023

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

Re: Wall Street (Route 316) Sidewalk Improvements, Hebron, CT
State Project 2020-067-149
RFP #2024-02

Mr. Tierney,

Luchs Consulting Engineers has reviewed the bid for RFP #2024-02 – Wall Street (Route 316) Sidewalk Improvements in the Town of Hebron, Connecticut. The project received two bids from B & W Paving and Landscaping and Martin Laviero Contractor, Inc.

The Bid Results (attached) indicate that Martin Laviero Contractor, Inc. of Bristol Connecticut is the apparent low bidder. There were math errors in the Martin Laviero Contractor, Inc. bid, the corrected extension for Processed Aggregate Base is \$1,300.00 making the base bid amount \$217,520.00 and the corrected Add Alternate No.1 amount is \$170,208.50 and the Add Alternate No.2 amount is \$120,457.00.

The Base Bid is higher than the Engineer's estimate by 4% and Add Alternate No.1 is higher than the Engineer's estimate by 34%. Luchs Consulting Engineers has checked the references provided by Martin Laviero Contractor Inc. and received reports that the Contractor is responsive, efficient and does excellent concrete sidewalk work.

Luchs Consulting Engineers is aware of the Town's budgetary requirements, and as discussed, we recommend that the Town continue to work with SHPO to eliminate the need for Add Alternate No.1 and award the Base Bid to Martin Laviero Contractor, Inc. Please contact me if you have any questions.

Sincerely,

Jeffery Hopper

Digitally signed by Jeffery Hopper
DN: cn=Luchs Consulting Engineers, o=Luchs Consulting
Engineers & Surveyors, ou=Luchs Consulting
Engineers & Surveyors, email=jhopper@luchs.com
Date: 2023.09.01 09:16:01 -0400

Jeff Hopper
Project Manager

Enclosures

Enc. Summary of Bids

Cc: David Treadwell, Dept. of Economic & Community Development

WALL STREET (ROUTE 316) - SIDEWALK IMPROVEMENTS
HEBRON, CONNECTICUT
STATE PROJECT 2020-067-149, RFP NO. 2024-02
SUMMARY OF BIDS
August 2023

				Lucas Consulting Engineers		Martin Laviero Contractor		B&W Paving & Landscaping	
ITEM No.	ITEM DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID									
0201001A	Clearing and Grubbing	L.S.	1	\$15,000.00	\$15,000.00	\$16,500.00	\$16,500.00	\$15,000.00	\$15,000.00
0202100	Rock Excavation	C.Y.	80	\$95.00	\$7,600.00	\$205.00	\$16,400.00	\$200.00	\$16,000.00
0202452	Test Pit	EA	2	\$1,100.00	\$2,200.00	\$3,200.00	\$6,400.00	\$750.00	\$1,500.00
0202522	Removal of Bituminous Type Pavement	S.Y.	35	\$9.56	\$334.60	\$2.00	\$70.00	\$10.00	\$350.00
0207000	Borrow	C.Y.	30	\$34.71	\$1,041.30	\$45.00	\$1,350.00	\$50.00	\$1,500.00
0202529	Cut Bituminous Concrete Pavement	L.F.	150	\$3.22	\$483.00	\$6.00	\$900.00	\$5.00	\$750.00
0209001	Formation of Subgrade	S.Y.	35	\$2.04	\$71.40	\$35.00	\$1,225.00	\$20.00	\$700.00
0213000	Granular Fill	C.Y.	70	\$75.00	\$5,250.00	\$55.00	\$3,850.00	\$60.00	\$4,200.00
0219001	Sedimentation Control System	L.F.	600	\$5.66	\$3,996.00	\$3.00	\$1,800.00	\$6.00	\$3,600.00
0219011A	Sediment Control System at Catch Basin	EA	4	\$126.12	\$504.48	\$220.00	\$880.00	\$200.00	\$800.00
0304002	Processed Aggregate Base	C.Y.	20	\$42.13	\$842.60	\$65.00	\$1,300.00	\$60.00	\$1,200.00
0406170	HMA S1	TON	34	\$117.42	\$3,992.28	\$222.00	\$7,548.00	\$250.00	\$8,500.00
0406171	HMA S0.5	TON	17	\$122.42	\$2,081.14	\$181.00	\$3,077.00	\$350.00	\$5,950.00
0406236	Material For Tack Coat	Gal	30	\$7.64	\$229.20	\$12.00	\$360.00	\$10.00	\$300.00
0811001	Concrete Curbing	L.F.	120	\$45.00	\$5,400.00	\$55.00	\$6,600.00	\$50.00	\$6,000.00
0921001	Concrete Sidewalk	S.F.	6,100	\$15.00	\$91,500.00	\$12.00	\$73,200.00	\$25.00	\$152,500.00
0921005	Concrete Sidewalk Ramp	S.F.	60	\$25.00	\$1,500.00	\$36.00	\$2,160.00	\$28.00	\$1,680.00
0922501	Bituminous Concrete Driveway	SY	60	\$30.80	\$1,848.00	\$55.00	\$3,300.00	\$80.00	\$4,800.00
0939001	Sweeping for Dust Control	HR	6	\$67.00	\$402.00	\$100.00	\$600.00	\$100.00	\$600.00
0944000	Furnishing and Placing Topsoil	S.Y.	800	\$10.00	\$8,000.00	\$11.00	\$8,800.00	\$11.00	\$8,800.00
0950019A	Turf Establishment - Lawn	S.Y.	800	\$2.00	\$1,600.00	\$3.00	\$2,400.00	\$3.00	\$2,400.00
0971001A	Maintenance and Protection of Traffic	LS	1	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00	\$45,000.00	\$45,000.00
0975004	Mobilization and Project Closeout	LS	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
0980001A	Construction Staking	LS	1	\$7,500.00	\$7,500.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00
0970006	Trafficperson (Municipal Police Officer)	EST.	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
1206023A	Removal and Relocation of Existing Signs	LS	1	\$4,000.00	\$4,000.00	\$6,600.00	\$6,600.00	\$5,000.00	\$5,000.00
1209124	Hot-Applied Painted Pavement Markings 4" White	L.F.	150	\$0.35	\$52.50	\$8.00	\$1,200.00	\$4.00	\$600.00
1700001A	Service Connection	EST.	1	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
BASE BID TOTAL					\$208,928.50		\$217,520.00		\$338,730.00
ADD ALTERNATE NO.1									
0203000	STRUCTURE EXCAVATION - EARTH (COMPLETE)	C.Y.	124	\$56.16	\$6,963.84	\$66.00	\$8,184.00	\$50.00	\$6,200.00
0203100	STRUCTURE EXCAVATION - ROCK (COMPLETE)	C.Y.	100	\$120.00	\$12,000.00	\$185.00	\$18,500.00	\$200.00	\$20,000.00
0214100	COMPACTED GRANULAR FILL	C.Y.	9	\$123.78	\$1,114.02	\$95.00	\$855.00	\$60.00	\$540.00
0216000	PERVIOUS STRUCTURE BACKFILL	C.Y.	163	\$83.43	\$13,599.09	\$66.00	\$10,758.00	\$60.00	\$9,780.00
0601733.40	CLASS PCC03340	C.Y.	70	\$982.32	\$68,762.40	\$935.00	\$65,450.00	\$2,000.00	\$140,000.00
0602000	DEFORMED STEEL BARS	LBS.	1600	\$3.36	\$5,376.00	\$9.86	\$15,776.00	\$5.00	\$8,000.00
0751821	6" STRUCTURE UNDERDRAIN	L.F.	95	\$33.53	\$3,185.35	\$16.00	\$1,520.00	\$30.00	\$2,850.00
0780001	DAMP-PROOFING	S.Y.	86	\$22.48	\$1,933.28	\$89.25	\$7,675.50	\$10.00	\$860.00
0601091A	SIMULATED STONE MASONRY	S.Y.	40	\$117.64	\$4,705.60	\$699.00	\$27,960.00	\$500.00	\$20,000.00
0601502	1/2" PREFORMED EXPANSION JOINT FILLER FOR BRIDGES	S.F.	16	\$14.46	\$231.36	\$100.00	\$1,600.00	\$1.00	\$16.00
0602053	WELDED WIRE FABRIC	LBS.	50	\$10.00	\$500.00	\$14.00	\$700.00	\$5.00	\$250.00
0913003	4' POLYVINYL CHLORIDE CHAIN LINK FENCE	L.F.	92	\$95.83	\$8,816.36	\$125.00	\$11,500.00	\$100.00	\$9,200.00
ADD ALTERNATE NO.1 TOTAL					\$127,187.30		\$170,208.50		\$217,596.00
ADD ALTERNATE NO.2									
0203100	STRUCTURE EXCAVATION - ROCK (COMPLETE)	C.Y.	30			\$500.00	\$15,000.00	\$200.00	\$6,000.00
0506017A	Retaining Wall (Site No.1)	L.S.	1	\$105,000.00	\$105,000.00	\$99,187.00	\$99,187.00	\$250,000.00	\$250,000.00
0751821	6" STRUCTURE UNDERDRAIN	L.F.	95			\$66.00	\$6,270.00	\$30.00	\$2,850.00
ADD ALTERNATE NO.2 TOTAL					\$105,000.00		\$120,457.00		\$258,850.00
COMBINED TOTAL					\$336,115.80		\$387,728.50		\$556,326.00



ANDREW J. TIERNEY
TOWN MANAGER

Town of Hebron

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

DANIEL LARSON
CHAIRMAN

GAIL B. RICHMOND
VICE CHAIRMAN

PETER D. KASPER
SELECTMAN

MARC P. RUBERA
SELECTMAN

TIFFANY V. THIELE
SELECTMAN

September 15, 2023

Ms. Catherine Labadia
Deputy State Historic Preservation Officer
State Historic Preservation Office
450 Columbus Blvd., Suite 5
Hartford, Connecticut 06103

RE: Wall Street (Route 316) Sidewalk Improvements
RFP #2024-02
#127 Wall Street

The Town of Hebron has prepared a design project for the installation of 1,000' of sidewalk along Wall Street (Route 316) from the RHAM Campus to Ridge Road to improve pedestrian safety in the area.

The Town of Hebron has had extensive communication with the Office of State Archaeology and the State Historic Preservation Office (SHPO) regarding the historic findings on the property of 127 Wall Street. The property at 127 Wall Street is the site of a cellar hole from the 19th century belonging to the Peters family and represents an important part of the rich history of Hebron.

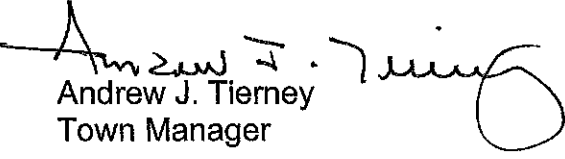
The sidewalk project will require significant excavation along the front of the property of 127 Wall Street, removal of approximately 5' of material will be necessary for the construction within the State of Connecticut right of way. The site was considered during the design of the proposed sidewalk and a retaining wall was proposed to limit the impacts to the sensitive site.

The bids for the retaining wall exceeded the Town's expectation and budget for the work. The construction of the sidewalk without the retaining wall will extend grading into the property at 127 Wall Street by approximately 7'. The slope limits were staked in the field and the Office of State Archaeology performed test pits at the limits with one of the test pits containing archaeological deposits.

The Town plans to proceed with the construction of the project for the Fall. The Town will work with the Contractor to minimize the extent of the grading in the vicinity of this sensitive site. The Town will coordinate with SHPO and the Office of State Archaeology so that they might be present for any excavation at 127 Wall Street.

Thank you for your continued cooperation on this project. Please contact me if you have any questions.

Sincerely,


Andrew J. Tierney
Town Manager

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

AWARD WALL STREET/ROUTE 66 INTERSECTION IMPROVEMENT BID

The Town of Hebron recently went out to bid for the second time for the Wall Street/Main Street Intersection Improvements Project. Attached is a summary of the bids and recommendation from Nathan L. Jacobson & Associates, Inc. The Town Manager concurs with the recommendation to award the base bid in the amount of \$1,365,745.50 to low bidder A & S Electrical Services, Inc.

This project is being funded by a LOTCIP Grant. CRCOG and the Transportation Committee are currently reviewing a request for increased funding to cover the cost.

Proposed Resolution:

Be it resolved that the Hebron Board of Selectmen confirm and approve the request to CRCOG and the State Transportation Committee for increased funding for the Wall Street and Main Street Intersection Improvements Project; and

Be it further resolved that the Hebron Board of Selectmen approve the award of bid for the Wall Street and Main Street Intersection Improvements Project to A & S Electrical Services, Inc. of Durham, Connecticut, in the amount of \$1,365,745.50 (base bid) and authorize Andrew J. Tierney, Town Manager, to sign any necessary contract documents.



Jacobson

September 15, 2023

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

RE: Construction Contract Award Review Letter
Wall Street (Rte 316) and Main Street (Rte 66)
Intersection Improvements
LOTICIP# L066-0002
Hebron, CT
NLJA #0648-0085

Dear Mr. Tierney:

This letter summarizes our review of the bids opened publicly via a teleconference during the August 24, 2023, bid opening for the subject project.

The Total of All Bid Items includes all proposed work for this project in sixty-three work items. The Total Base Bid is a summation of the bid item quantities stated in the Bid Form multiplied by the unit prices provided by the bidder.

This was the second bidding for this contract. The first bid opening was June 8, 2023. The contract was rebid due since only one bid was received.

A total of two bids were submitted for this bid period. No computational errors were found. The lowest bid for this project was submitted by A&S Electrical Services Inc. (A&S) for the Total Base Bid amount of \$1,365,745.50.

We checked A&S's bid package to determine if it included the required bid submission items such as the Bid Form, Bid Bond, Non-Collusion Affidavit, Statement of Bidders Qualifications, CHRO-Contract Compliance Regulations Notification to Bidders, and State of Connecticut Certificate of Compliance CGS 31-57b. The bid package items were reviewed to determine if: they were filled out properly; the bidder acknowledged receipt of any Addendum if issued; and that their Surety is listed on the United States Treasury Department's Circular 570. Responses provided in A&S's Statement of Qualifications regarding OSHA violations and lawsuits were compared with findings from an online search of the websites for the United States Department of Labor OSHA, State of Connecticut Judicial Branch for Civil/Family/Housing Inquiry, and Supreme and Appellate Court. Based on our review of the above noted items, the bid submitted by A&S was found to be complete and no contradictions to the Statement of Qualifications were found.

Several factors should be considered when selecting a contractor for a project including the total bid amount, contractor qualifications, their financial status, and their performance on past projects. Investigating the Bidder's financial strengths was not included in this bid review. However, the Town may request a financial status report from the Bidder to determine if the Bidder has the financial ability to perform the project.

Nathan L. Jacobson & Associates, Inc.
Nathan L. Jacobson & Associates, P.C. (NY)
86 Main Street P.O. Box 337 Chester, Connecticut 06412-0337
Tel 860.526.9591 Fax 860.526.5416
Consulting Civil and Environmental Engineers Since 1972



Mr. Andrew J. Tierney

Town of Hebron

RE: Construction Contract Award Review Letter

Wall Street (Rt 316) and Main Street (Rt 66) Intersection Improvements

LOTICIP# L066-0002

NLJA #0648-0085

September 15, 2023

Page 2 of 3

No reference checks have been conducted. The referenced projects provided by A&S in their bid consisted of projects where A&S was the subcontractor, and the reference contact was the general contractor. Only one of the projects references was a traffic signalization project. We contacted A&S for references to similar projects where they were the prime contractor (as they would be for this project). They said they would provide but have not provided at the time of this letter.

Per the contract, the Contractor shall perform with his own organization and with the assistance of workers under his immediate superintendence Work amounting to not less than 50% of the original total Contract value of the Project (SC-7.07). We contacted A&S to verify their ability to comply with this contract requirement. They provided the bid item numbers they plan to provide by this definition. The summation of the bid items provided equaled 51.2% of the total bid. The email correspondence regarding this is attached.

As part of the Connecticut Commission on Human Rights and Opportunities (CHRO) checklist for municipalities it indicates that during the screening of bids the municipality must check the CHRO website for the contractor to be included on the affidavit list and check with the CT Law Journal to ensure the contractor is not debarred. We confirmed that A&S is not listed as debarred. We do not have access to CHRO's affidavit list so we did not verify. This project requires authorization from the CHRO before the Town awards the project since this is a public works project over \$500,000 that utilizes state funding. Once the Town confirms that they will be awarding the project, but before the Town awards the project, please notify our office so we may issue the required CHRO Bidder Notification letter addressed to the Contractor, informing them that they must submit a copy of their Affirmative Action Plan to CHRO. After the Bidder Notification letter is issued to the Contractor, the Town can either wait for CHRO to review the Affirmative Action Plan prior to award (not recommended by our office) or the Town can submit to CHRO a Request to Execute Contract which will request CHRO to provide approval to the Town to award the Contract and with the agreement that the Town will retain 2% per month of the total contract value until the Contractor has submitted an approved Affirmative Action Plan to CHRO and CHRO has granted approval (recommended by our office).

This project requires authorization to award from LOTCIP. Per the LOTCIP requirements, after the bid opening specific information needs to be submitted to the CTDOT through CRCOG. With one exception, all information required was provided to CRCOG in a letter to Sotoria Montanari, dated September 6, 2023. This letter is attached. The one exception is the recommendation from the Municipal Chief Administrative Officer for award of the project.

After the receipt and review of the above documentation by the CTDOT, approval to award the contract to the lowest responsible bidder and commitment to fund the project at the approved low bid amount plus



Mr. Andrew J. Tierney

Town of Hebron

RE: Construction Contract Award Review Letter

Wall Street (Rt 316) and Main Street (Rt 66) Intersection Improvements

LOTICIP# L066-0002

NLJA #0648-0085

September 15, 2023

Page 3 of 3

10% for contingencies and 10% for incidentals will be issued. This approval will prompt a grant payment from the CTDOT to the municipality for the total amount.

Once the Town decides to award and receives authorization from CHRO and CTDOT, we will prepare the Notice of Award which to be sent to the Contractor (before September 6, 2023) advising them that their bid has been accepted and that they must submit an executed Agreement, Performance Bond, Payment Bond, and Certificates of Insurance within fifteen days. Within ten days following execution of the Agreement and receipt of the satisfactory documents as previously noted, the Town must then issue a written Notice to Proceed. Starting at the date on the Notice to Proceed, the contractor will then have 270 calendar days to attain Substantial Completion of the project with readiness for final payment of all contracted work occurring within 300 calendar days.

Please contact us with any questions.

Sincerely,

NATHAN L. JACOBSON & ASSOCIATES, INC.

Aaron L. Mortensen, P.E.

Enclosures:

1. Letter to Sotoria Montanari dated September 6, 2023.

Cc: Docstar, w/ encl.

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Jacobson

September 6, 2023

Ms. Sotoria Montanari
Program Manager
Capitol Region Council of Government
241 Main Street
Hartford, CT 06114

RE: Construction Contract Award Review Letter
Wall Street (Rte 316) and Main Street (Rte 66)
Intersection Improvements
LOTICIP# L066-0002
Hebron, CT
NLJA #0648-0085

Dear Ms. Montanari:

This letter summarizes our review of the bids opened publicly via a teleconference during the August 24, 2023, bid opening for the subject project. This was the second bidding for this contract. The first bid opening was June 8, 2023. The contract was rebid primarily because only one bid was received.

A total of two bids were submitted for this bid solicitation. No computational errors were found. The lowest bid for this project was submitted by A&S Electrical Services Inc. (A&S) for the Total Base Bid amount of \$1,365,745.50.

We reviewed A&S's bid package and found it to be complete. The project references provided with their submittal included only one similar project to the bid project and listed them as a subcontractor. We contacted A&S to request additional representative references yesterday. A&S stated they would provide references for similar projects where A&S was the prime contractor, but we have not received these references at the time of this letter.

Per the contract, the Contractor shall perform with his own organization and with the assistance of workers under his immediate superintendence amounting to not less than 50% of the original total Contract value of the Project (SC-7.07). We contacted A&S to verify their ability to comply with this contract requirement. They provided the bid item numbers they plan to provide by this definition. The summation of the bid items provided equaled 51.2% of the total bid. The email correspondence regarding this is attached.

The following bid information is provided per the LOTICIP requirements:

1. Date of bid opening [*August 24, 2023*]
2. Number of bidders [*2 bids*]
3. Bid tabulation of lowest three bids [*Bid tabulation attached*]
4. Recommendation from the Municipal Chief Administrative Officer for award of the project [*Not available at the time of this letter*]
5. Certificate of Compliance with Connecticut General Statute 31-57b from the bidder to which award of the project is being recommended. [*Certificate Attached*]

Nathan L. Jacobson & Associates, Inc.
Nathan L. Jacobson & Associates, P.C. (NY)
86 Main Street P.O. Box 337 Chester, Connecticut 06412-0337
Tel 860.526.9591 Fax 860.526.5416
Consulting Civil and Environmental Engineers Since 1972



Ms. Sotoria Montanari
Capitol Region Council of Governments
RE: Construction Contract Award Review Letter
Wall Street (Rt 316) and Main Street (Rt 66) Intersection Improvements
LOTICIP# L066-0002
NLJA #0648-0085
September 6, 2023
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6. Explanation and/or justification if the low bid is 10% above or below the final engineer's estimate and if it is determined that the lowest responsible bidder is not the apparent low bidder.
 - a. A&S's bid for the base contract work was \$501,745.50 more than the cost estimate which equates to approximately 58% higher the final engineer's estimate. While inflation may contribute to the higher-than-expected bid since work is planned for next year, it is not reasonable to believe that it made a 58% difference since the estimated prices were based on the September 2022 CTDOT Master Item Bid List. Another reason may be the saturation of construction work available to heavy highway contractors. Bidders may not need to bid as competitively on projects as a result. Below are some specific comparisons between the estimate and bid form.
 - i. Some items in the Bid were not in the estimate. The following three items were included in the Bid that were not included in the Engineer's estimate. The sum of these items accounted for \$32,550 of the bid to estimate difference.
 1. 0304002 - Processed Aggregate Base = \$1,150.00
 2. 0406999 - Bituminous Concrete Adjustment Costs = \$2,400.00
 3. 0970006 - Trafficperson (Municipal Police Officer) = \$29,000.00
 - ii. There were two bid items that exceeded 100% and \$100,000 over the estimated costs. They accounted for approximately \$268,144 (more than 50%) of the difference from the estimate.
 1. Bid Item 0410001A Full Depth Roadway Pavement item was bid at \$205,000 which is \$164,696 more than estimated. This item was about 36% higher than the second lowest bidder's cost. It appears the estimate was approximately \$30,000 lower than it should have been, but it remains a bid item that was bid excessively high. One consideration for the high bid is that the estimate did not consider the work logistics required for this item. Traffic will be maintained through the intersection during construction which will make this work more difficult. Since the bidder will be subcontracting this work, it is reasonable to believe a subcontractor provided this price and a percentage was added by the bidder in their capacity as the general contractor.
 2. Bid Item 0975004 Mobilization and Project Closeout item was bid at \$157,000 which is \$103,448 higher than the estimate. This is more than double the price provided by the second low bidder. This may be a result of the bidder subcontracting almost half of the work. Each subcontractor is providing a very conservative price for this item, and then the bidder is tacking on a percentage.



Jacobson

Ms. Sotoria Montanari
Capitol Region Council of Governments
RE: Construction Contract Award Review Letter
Wall Street (Rt 316) and Main Street (Rt 66) Intersection Improvements
LOTICIP# L066-0002
NLJA #0648-0085
September 6, 2023
Page 3 of 3

- iii. There were three bid items that exceeded 100% and between \$10,000 and \$100,000 over the estimated prices. These items accounted for almost \$85,000 over the estimate. These items will be subcontracted by the bidder. As with Item ii above, the subcontractors may have bid high, and the bidder added a percentage to each item.
7. Explanation and/or justification if it is determined that the lowest responsible bidder is not the apparent low bidder [N/A]
8. Recommendation from COG Executive Director for award of project.
9. Anticipated award date [*September 28, 2023*].

Please contact us with any questions.

Sincerely,
NATHAN L. JACOBSON & ASSOCIATES, INC.



Aaron L. Mortensen, P.E.

Enclosures:

1. Bid Tabulation
2. Certificate of Compliance with Connecticut General Statute 31-57b executed by A&S.
3. Email from A&S Electrical Services Inc. dated August 28, 2023.

Cc: Andrew Tierney.
Thomas Fenton, P.E.

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**PROJECT: Wall Street (Rte 316) and Main Street (Rte 66) Intersection Improvements
 LOTCIP L066-0002
 Town of Hebron, Connecticut**

				A & S Electrical Services, Inc.		B&W Paving and Landscaping, LLC	
ITEM NO.	ITEM	APPROX QUAN.	UNIT MEASURE	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
201001	Clearing and Grubbing	1	LS	\$3,000.00	\$3,000.00	\$45,000.00	\$45,000.00
0202001A	Demolition	1	LS	\$25,440.00	\$25,440.00	\$45,000.00	\$45,000.00
0202100A	Rock Excavation	5	CY	\$250.00	\$1,250.00	\$300.00	\$1,500.00
0202351A	Unsuitable Material Excavation	10	CY	\$120.00	\$1,200.00	\$100.00	\$1,000.00
205004	Rock In Trench Excavation 0'-10'	5	CY	\$300.00	\$1,500.00	\$300.00	\$1,500.00
0210300A	Oil Absorbent Boom and Blanket	1	LS	\$2,200.00	\$2,200.00	\$5,000.00	\$5,000.00
219003	Sedimentation Control Filter Fabric Fence System	80	LF	\$3.00	\$240.00	\$10.00	\$800.00
0219011A	Sedimentation Control at Catch Basin	1	LS	\$2,700.00	\$2,700.00	\$3,000.00	\$3,000.00
304002	Processed Aggregate Base	10	CY	\$115.00	\$1,150.00	\$70.00	\$700.00
0406170A	HMA S0.5	1,130	TON	\$159.85	\$180,630.50	\$135.00	\$152,550.00
406236	Material For Tack Coat	450	GAL	\$19.72	\$8,874.00	\$10.00	\$4,500.00
406600	Material Transfer Vehicle	565	TON	\$14.50	\$8,192.50	\$4.00	\$2,260.00
406999	Bituminous Concrete Adjustment Cost	1	EST.	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00
409002	Coarse Milling of Bituminous Concrete (Greater Than 4" Up	4,100	SY	\$16.78	\$68,798.00	\$10.00	\$41,000.00
0410001A	Full Depth Roadway Pavement	1	LS	\$205,000.00	\$205,000.00	\$125,000.00	\$125,000.00
0586001A	Storm Drainage Structures	1	LS	\$47,160.00	\$47,160.00	\$50,000.00	\$50,000.00
0607004A	Rebuild Dry Masonry Wall	35	LF	\$300.00	\$10,500.00	\$200.00	\$7,000.00
0686001A	Storm Drainage Pipe	1	LS	\$47,550.00	\$47,550.00	\$65,000.00	\$65,000.00
0811001A	Concrete Curbing	1	LS	\$2,750.00	\$2,750.00	\$6,000.00	\$6,000.00
0815001A	Bituminous Concrete Lip Curbing	1	LS	\$29,700.00	\$29,700.00	\$15,000.00	\$15,000.00
0921001A	Concrete Sidewalk	1	LS	\$13,270.00	\$13,270.00	\$30,000.00	\$30,000.00
0921021A	Brick Paver Walk	1	LS	\$25,000.00	\$25,000.00	\$16,000.00	\$16,000.00
0922001A	Driveway Apron (Commercial)	1	LS	\$52,000.00	\$52,000.00	\$30,000.00	\$30,000.00
0950019A	Turf Establishment - Lawn	1	LS	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00
970006	Trafficperson (Municipal Police Officer)	1	EST	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00
970007	Trafficperson (Uniformed Flagger)	685	HR	\$80.00	\$54,800.00	\$70.00	\$47,950.00
0971001A	Maintenance and Protection of Traffic	1	LS	\$20,000.00	\$20,000.00	\$55,000.00	\$55,000.00
975004	Mobilization and Project Closeout	1	LS	\$157,000.00	\$157,000.00	\$75,000.00	\$75,000.00
0979004A	Construction Barricade Detectable	4	EA.	\$280.00	\$1,120.00	\$150.00	\$600.00
980020	Construction Surveying	1	LS	\$15,092.00	\$15,092.00	\$15,000.00	\$15,000.00
1001001	Trenching and Backfilling	250	LF	\$40.00	\$10,000.00	\$30.00	\$7,500.00
1002015	Rock In Foundation Excavation	1	VF	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00
1002201A	Traffic Control Foundation - Span Pole	2	EA	\$15,000.00	\$30,000.00	\$25,000.00	\$50,000.00
1002203	Traffic Control Foundation - Pedestal - Type I	6	EA	\$730.00	\$4,380.00	\$1,500.00	\$9,000.00

**PROJECT: Wall Street (Rte 316) and Main Street (Rte 66) Intersection Improvements
 LOTCIP L066-0002
 Town of Hebron, Connecticut**

				A & S Electrical Services, Inc.		B&W Paving and Landscaping, LLC	
ITEM NO.	ITEM	APPROX QUAN.	UNIT MEASUR E	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1002208	Traffic Control Foundation - Controller - Type IV	1	EA	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00
1008115	2" Rigid Metal Conduit In Trench	375	LF	\$16.50	\$6,187.50	\$25.00	\$9,375.00
1008117	3" Rigid Metal Conduit In Trench	50	LF	\$27.00	\$1,350.00	\$50.00	\$2,500.00
1010011	Concrete Handhole – Type I	4	EA	\$800.00	\$3,200.00	\$1,500.00	\$6,000.00
1015034A	Grounding and Bonding	1	LS	\$4,000.00	\$4,000.00	\$7,500.00	\$7,500.00
1017053	Service (Unmetered)	1	EA	\$1,000.00	\$1,000.00	\$6,000.00	\$6,000.00
1102002	8' Aluminum Pedestal	6	EA	\$1,050.00	\$6,300.00	\$2,000.00	\$12,000.00
1103023A	32' Steel Span Pole	2	EA	\$20,000.00	\$40,000.00	\$40,000.00	\$80,000.00
1105001A	1 Way, 1 Section Span Wire Traffic Signal	4	EA	\$425.00	\$1,700.00	\$1,000.00	\$4,000.00
1105003A	1 Way, 3 Section Span Wire Traffic Signal	8	EA	\$975.00	\$7,800.00	\$2,000.00	\$16,000.00
1106001A	1 Way Pedestrian Signal Pole Mounted	2	EA	\$950.00	\$1,900.00	\$1,500.00	\$3,000.00
1106003A	1 Way Pedestrian Signal Pedestal Mounted	6	EA	\$930.00	\$5,580.00	\$1,500.00	\$9,000.00
1107011A	Accessible Pedestrian Signal and Detector (Type A)	8	EA	\$965.00	\$7,720.00	\$1,500.00	\$12,000.00
1108117A	Full Actuated Controller w/actuated pedestrian phase (16	1	EA	\$33,000.00	\$33,000.00	\$45,000.00	\$45,000.00
1111201A	Temporary Detection (Site No. 1)	1	LS	\$4,000.00	\$4,000.00	\$10,000.00	\$10,000.00
1112205A	Radar Detector	2	EA	\$21,000.00	\$42,000.00	\$35,000.00	\$70,000.00
1112209A	Camera Extension Bracket	2	EA	\$3,800.00	\$7,600.00	\$5,000.00	\$10,000.00
1112284A	Vehicle Detection Monitor	1	EA	\$1,300.00	\$1,300.00	\$2,000.00	\$2,000.00
1112286A	360 Degree Camera Assembly	1	EA	\$8,800.00	\$8,800.00	\$12,000.00	\$12,000.00
1112287A	360 Degree Video Detection Processor	1	EA	\$23,146.00	\$23,146.00	\$45,000.00	\$45,000.00
1113001A	Electrical Cabling	1	LS	\$12,000.00	\$12,000.00	\$25,000.00	\$25,000.00
1113399	Cable Closure	2	EA	\$1,025.00	\$2,050.00	\$1,500.00	\$3,000.00
1114102A	Span Wire	300	LF	\$7.00	\$2,100.00	\$10.00	\$3,000.00
1118012A	Removal and/or Relocation of Traffic Signal Equipment	1	LS	\$5,000.00	\$5,000.00	\$15,000.00	\$15,000.00
1118051A	Temporary Signalization (Site No. 1)	1	LS	\$4,000.00	\$4,000.00	\$18,000.00	\$18,000.00
1206023A	Removal and Relocation of Existing Signs	1	LS	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00
1208931A	Sign Face - Sheet Aluminum (Type IX Retroreflective	90	SF	\$43.50	\$3,915.00	\$100.00	\$9,000.00
1210100A	Epoxy Resin Pavement Markings	1	LS	\$40,000.00	\$40,000.00	\$7,500.00	\$7,500.00
1303196A	Relocate Fire Hydrant	1	EA	\$6,200.00	\$6,200.00	\$8,500.00	\$8,500.00
TOTAL BASE BID					\$1,365,745.50		\$1,417,135.00

STATE OF CONNECTICUT
Certificate of Compliance with
Connecticut General Statute Section 31 - 57b

I hereby certify that all of the statements herein contained below have been examined by me, and to the best of my knowledge and belief are true and correct.

The A & S Electrical Services Inc ☐ HAS ☒ HAS NOT
Company Name (Check Applicable)

been cited for three (3) or more willful or serious violations of any Occupational Safety and Health (OSHA) Act or of any standard, order or regulation promulgated pursuant to such act, during the three year period preceding the solicitation, provided such violations were cited in accordance with the provisions of any State Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency of court having jurisdiction or ☐ HAS ☒ HAS NOT (Check Applicable) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the solicitation.

The list of violations (if applicable) is attached.

Signed: A & S Electrical Services Inc
(Name of Firm, Organization or Corporation)
Kelly M Battista
Written Signature:
Name Typed: Kelly M Battista *(Corporation Seal)*
Title: President
(Title of Above Person, typed)
Dated: 8-17-2023

State of CT
County of Middlesex ss: Durham A.D., 2023

Sworn to and personally appeared before me for the above, A & S Electrical Services Inc,
(Name of Firm, Organization, Corporation)

Signer and Sealer of the foregoing instrument of and acknowledged the same to be the free act and deed of
Kelly M Battista, and his/her free act and deed as
(Name of Person appearing in front of Notary or Clerk)
President
(Title of Person appearing in front of Notary or Clerk)

My Commission Expires: 2/28/2025
Antonella Alpi *(Notary Public)* *(Seal)*

Aaron L. Mortensen

From: Kelly Battista <KellyB@aselectricalservices.com>
Sent: Monday, August 28, 2023 1:23 PM
To: Aaron L. Mortensen
Subject: Re: Wall Street (Rte 316) and Main Street (Rte 66) Intersection Improvements - Ownership of 50% of Bid

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Aaron,

In looking through paragraph SC-7.07, you need to look at the lines right above it for SC-7.07. Seeing as there are no other line items for SC7.07, I take it as these notes apply to this section where *shall* to be replaced with *may*. This would mean that we *may* self-perform 50% of the work in the contract.

We would still meet the 50% anyways with the following item numbers:

0201001
0202001A
0586001A
0607004A
0686001A
0950019A
0970007
0971001A
0975004
0979004A
1001001
1002201A
1002203
1002208
1008115
1008117
1010011
1015034A
1017053
1102002
1103023A
1105001A
1105003A
1106001A
1106003A
1107011A
1108117A
1111201A
1112205A
1112209A

1112284A
1112286A
1112287A
1113001A
1113399
1114102A
1118012A
1118051
1206023a
1208931a
1210100a
1303196a

Thanks,

Kelly M Battista
A & S Electrical Services Inc.
48 Ozick Drive, Suite 10
Durham, CT 06422
Office 860-349-5449
Cell 203-213-8257
EEO/AA employee
A WOMEN OWNED BUSINESS

From: Aaron L. Mortensen <amortensen@nlja.com>
Sent: Monday, August 28, 2023 12:14 PM
To: Kelly Battista <KellyB@aselectricalservices.com>
Subject: Wall Street (Rte 316) and Main Street (Rte 66) Intersection Improvements - Ownership of 50% of Bid

Hello Kelly,
Please provide information we discussed regarding A&S's ownership of work.
Thanks,
Aaron

Aaron L. Mortensen, P.E.

 **Nathan L. Jacobson & Associates**
Consulting Civil and Environmental Engineers Since 1972

86 Main Street, P.O. Box 337, Chester, Connecticut 06412-0337

Office: 860.526.9591 • Direct: 959-214-5980

amortensen@nlja.com • www.nlja.com



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

September 8, 2023

Sotoria Montanari
LOTICIP Program Manager
Capitol Region Council of Governments (CRCOG)

RE: L066-0002 - Wall Street and Main Street Intersection Improvements

To Whom It May Concern:

Please consider this the recommendation from the municipal chief administrator of the Town of Hebron to award the project. Formal award by the Board of Selectmen will be recommended and is anticipated to be approved at the September 21st Board of Selectmen meeting.

Please consider this the Town of Hebron's request for the increase in funding for this project. We will provide a formal letter immediately after the September 21 Board of Selectmen meeting. We are definitely okay with CRCOG moving forward with this request for approval from the Committee.

Thank you for your consideration.

Sincerely,

Andrew J. Tierney
Town Manager

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

**APPROVE REVISED JOB DESCRIPTION
FIRE DEPARTMENT FIREFIGHTER/EMT/MAINTAINER**

Attached is the proposed revised job description for the Hebron Fire Department full-time Firefighter/EMT/Maintainer position.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the revised job description for Firefighter/EMT/Maintainer as presented (or amended).

HEBRON FIRE DEPARTMENT FIREFIGHTER/EMT/MAINTAINER

Position Purpose:

The purposes of this position ~~is~~ are to prepare for and provide, individually and as part of a team, ~~f~~irefighting, Rescue, Hazardous Materials, and ~~E~~mergency Medical ~~technical~~ Services and maintain all fire department equipment in a ready state as assigned, working under the general and specific direction of, and reporting to, the Fire Chief. S/he shall perform position responsibilities according to HFD policies, procedures, and practices consistent with his/her earned rank within the HFD and according to the Town of Hebron personnel policies and procedures. A Firefighter/ EMT/Maintainer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Reviews the care of all assigned departmental equipment and may direct others in the performance of firefighting, emergency medical services. ~~and~~ maintenance, activities and operations.

Supervision Received: Works under the general and specific direction of the Fire Chief, other fire officers, and ~~an~~ incident commanders ~~and~~ according to standard and professionally accepted practices, standing, and special orders. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: Supervises incidents, employees, and volunteers commensurate with his/her earned rank within the Hebron Fire Department and within incidents and assignments as they may occur.

Job Environment:

Most work is performed at fire stations under controlled conditions, except during calls for service, fire and emergency medical responses. At the fire stations, work is performed within the buildings, including but not limited to, in offices, in, on, or ~~and~~ under ~~the~~ apparatus, ~~in~~ garage bays, in storage rooms, mechanic's room, as well as outside of the buildings, including but not limited to and at outside fueling pumps, grounds, and exterior building maintenance. Work in the apparatus bays may be uncomfortably warm or cool depending upon prevailing weather conditions and require appropriate clothing and protective gear. Firefighting, Rescue, Hazardous Materials, and ~~E~~mergency Medical incidents require performing work in all conditions without regard to weather. ~~Incidents~~ The locations requiring fire suppression activities can be highly hazardous and require wearing of appropriate protective gear, including self-contained breathing apparatus, ~~and~~ following specific procedures and protocols. Rescue, Hazardous Materials, and Medical ~~E~~mergencies may involve exposure to bodily fluids, dealing with victims in widely varied and extreme states of physical and emotional trauma, requiring timely corrective and appropriate interventions. Cumulative stress imposed by the job environment and performance requirements can be emotionally upsetting.

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.)

- Responds to, and evaluates the nature and severity of emergency incidents and selects appropriate tools and techniques. ~~Fire, rescue, hazardous materials and related incidents performing performs~~ varied complex tasks during life threatening situations, both as a member of a team and independently, to prevent, control and extinguish fire, rescue people, and deal with other emergency conditions to resolve the incident.
- Responds to medical emergencies; evaluates medical condition of patient(s); provides appropriate treatment and/or critical intervention for illness or injuries; communicates with area hospitals for guidance; transports patients to hospitals as needed. ~~may be necessary.~~
- Drives, operates, and appropriately utilizes fire apparatus, ambulances, service vehicles, and automobiles. Applies proper hydraulic principals in the operation of pumps so as to maintain suitable water pressure in hose lines, standpipes, and sprinkler systems. Makes certain that in the operation of aerial apparatus that it is properly placed, deployed, raised, rotated, and extended to combat the emergency.
- Operates whatever manual or power tools or equipment are necessary to control an emergency condition.
- Documents emergency incidents and patient information on appropriate forms and/or electronic-records systems. Completes and maintains reports, records, and journals.
- Performs daily/weekly/annual inspection and maintenance of all types of fire/rescue/EMS apparatus and related equipment according to approved schedules; examines apparatus and equipment to ensure adequate levels of fuel, oil, coolant, water, foam, and chemicals; performs operational checks of apparatus, pumps, and equipment, both manual and power, to ensure readiness for emergency use.
- Checks and ensures daily that emergency service and personal safety equipment are in good condition and ready for use; ensures emergency response vehicles are stocked with necessary equipment and supplies, are in their proper position, and are ready for immediate use.
- Performs operational testing, minor maintenance and repair functions to fire/rescue/medical/service apparatus and equipment, ~~insures.~~ ~~Checks~~ breathing air compressor is operational and full. ~~system at 6000 PSI.~~ ~~A~~ appropriately stows all loose gear and equipment.
- Performs general housekeeping and minor repair functions to fire stations, building equipment, furniture, hydrants and grounds.
- Participates in drills and training courses in firefighting techniques, medical care, hazardous materials, and other related topics to maintain and enhance skills and safety; ~~P~~participates in fire surveys and occupancy inspections of all types;

- Responds to non-emergency situations to render assistance and perform public service.

Other Functions:

- ~~Assists with fire and police investigation of accidents and fire cause and origin.~~
- Performs special duty at public gatherings.
- Performs similar or related work as required or as the situation dictates.

Physical and Mental Effort:

~~Incumbents within Personnel in~~ this position are required to make well reasoned judgements at varied intervals of intensity and frequency ~~in how as how~~ to best respond to and resolve life threatening situations. Firefighting ~~is can be extremely~~ physically demanding and requires toleration of extreme fluctuations in temperature while performing duties in both frigid or hot and humid atmospheres, while wearing equipment that significantly impairs body-cooling. Work can require rapid transitions from rest to near maximal exertion without warm-up periods, sustained physical activity, and intense concentration for long periods of time ~~in confusing, chaotic, and potentially life threatening environments.~~ ~~Work requires Personnel in this position must rely on reliance upon~~ the senses of sight, hearing, smell, and touch to help determine the nature of ~~and safely mitigate the incident. the emergency, maintenance of personal safety and critical decision making in a confused, chaotic and potentially life threatening environment throughout the duration of operations.~~ S/he must wear personal protective equipment that weighs approximately 60 pounds while performing complex firefighting tasks, ~~and~~ including heavy lifting of 50 pounds ~~or more and occasionally more~~ on slippery, hazardous surfaces such as roof-tops, from ladders, ~~or and on level to~~ severe grades.

Most routine work requires collection and analysis of information, determining appropriate courses of conduct or action, preparing records of actions taken, performing ~~the~~ cleaning and physical repair of equipment, materials and apparatus, ~~performing related work and processing data and information utilizing paper-based and automated systems.~~

Minimum Required Qualifications:

Education, Training and Experience:

Candidate must have a High School ~~diploma degree~~ or equivalent. ~~A minimum Preferred of three (3) - two (2) years experience~~ years' experience as an EMT with an Emergency Services organization, ~~Must possess a IFSAC or ProBoard certification as a State of Connecticut Firefighter II Certification, Hazardous Materials Operations, hold and maintain State of Connecticut a current valid Connecticut EMT certification and; AHA BLS CPR card, current CPAT card, Preferred~~ a valid CT Driver's license with a Q endorsement ~~or CDL-B.~~ Candidate must successfully complete ~~an State of Connecticut Aerial Operators course, and State of Connecticut Pump Operators Course~~ within ~~one year six months~~ from the date of hire, ~~or provide documentation of successful completion of said courses~~. Must complete an in-house qualification on ~~an ambulances~~ within ~~thirty (30)~~ working days from date of hire, ~~successfully complete in-house qualifications on all apparatus within 6 months from date of~~

hire,; maintain knowledge and training on current and future Occupational Safety and Health Administration (OSHA) compliance standards,; and attend and maintain other training as prescribed directed by the Cehief, -of-the-department. A condition of employment requires a post-hire physical examination with periodic-annual examinations including spirometry during the course of employment. The candidate must attain and maintain the capability to wear respirators and Self-Contained Breathing Apparatus (SCBA).

Special Requirements:

Personnel Incumbents in this position must possess and maintain the required capabilities for this position throughout the duration of his/her employment as a Firefighter/EMT/Maintainer . Preferred candidates will be subject to an an -written exam, oral board interview, employment physical, comprehensive background check including criminal and motor vehicle.

Knowledge, Ability and Skill:

Knowledge: Develops and maintains an-extensive knowledge of the street system and physical layout of the Town, including hydrant locations, water sources and special hazards,; has a complete knowledge of hydraulic calculations for friction loss and flow using both written formulas and estimation methods,; strong knowledge of the capabilities, limitations, and operating principles of heavy firefighting apparatus and auxiliary equipment,; strong knowledge of common causes of fire, modern firefighting equipment, methods of fire prevention, emergency medical care, strong knowledge of the rules, regulations, policies, and procedures of the department; working knowledge of mechanic's tools and machinery.

Ability: To perform during complicated and complex situations for extended periods of a time with interruptions, under pressure, and with rapidly changing priorities; to analyze problems quickly and act effectively in emergency situations,; to recognize the need for vehicle and equipment repairs and maintenance,; to express oneself clearly and concisely, both orally and in writing,; to understand and follow written and verbal instructions and to prepare written reports,; to establish and maintain cooperative working relationships with fellow employees, staff, supervisors, volunteers and the general public,; to perform accurate manipulative skills such as writing, keyboarding, and/or radio equipment operation,; to read plans, maps or diagrams, and read from a computer monitor,; and to distinguish between public and confidential information and to handle appropriately.

Skill: Driving and operating various motor-driven equipment including fire apparatus, trucks, ambulances, and private passenger automobiles, -and supply trucks, and familiarity with all requisites of safety demanded by the vehicle under his/her control,; skill to lay and connect hose lines, hold nozzles, make openings in buildings for access and ventilation, salvage and overhaul property and clean-up of premises,; to effectively use fire chemical extinguishers, pike poles, axes, bars, hooks, and lifelines, -and nets; in the application of -medical procedures consistent with training and certifications.

(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.)

Description of the Fire Department:

The Hebron Fire Department ~~is a combination Department that~~ provides Fire, Rescue, Hazardous Materials, and Emergency Medical ~~services Response~~ to Hebron, ~~and~~ surrounding towns, ~~as well as regionally as part of Tolland and Hartford County task force and strike teams. when required.~~ The Hebron Fire Department is comprised of approximately ~~40 80~~ volunteers, ~~two (2)~~ paid full-time ~~F~~firefighter/EMTss, a paid ~~full part-~~time chief, and a full-time ~~administrative assistant secretary.~~ The Department operates from three stations in town and handles approximately ~~1100 850~~ calls ~~for service~~ annually. The Fire ~~Department Service~~ operates in a paramilitary function and is led by ~~the a~~ Fire Chief. ~~The Department is further distinguished by the four principal activities that members volunteer to assist with, those being Firefighting, Emergency Medical Services, Fire Police and Auxiliary. Each of these areas is led by officers of the department who report to the Fire Chief.~~

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

**APPROVE JOB DESCRIPTION
BUILDING MAINTENANCE WORKER**

Attached is a proposed job description for the Building Maintenance Worker position. This is the position which provides cleaning and maintenance services to Town buildings.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the job description for Building Maintenance Worker as presented (or amended).

TOWN OF HEBRON

BUILDING MAINTENANCE WORKER

Position Purpose:

The purpose of this position is to perform routine building cleaning and maintenance tasks in Town Buildings as assigned. Performs a wide variety of labor tasks using tools and other equipment. The Building Maintenance Worker is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

Supervision:

Supervision Scope: Responsible for undertaking independently or working with others to complete in a good and workman like manner entire projects, jobs and activities that result in the availability of facilities for their intended purposes as needed.

Supervision Received: Works under the general and specific direction of the Town Manager or designee or be self-directed to accomplish the purposes of the position as assigned. The work is occasionally reviewed by inspection. This position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: As assigned may assist in the work and related activities of other team or crew members, seasonal and/or part time employees, volunteers, community service workers or otherwise represent the Town's interests in working with contractors.

Job Environment:

Work is performed indoors and outside under all prevailing weather conditions and at any time 24 x 7 x 365 per year. The work involves working at grade, below grade and at moderate heights. It involves the operation of all types of motorized facilities machinery, tools and equipment including hand tools. The nature of the work performed or the work environment may be hazardous requiring a working knowledge of job safety practices, the use of safety equipment and enforcing compliance with industry standard safety procedures and precautions.

Most contacts are with fellow employees; may have periodic contact with the general public, vendors/suppliers, other town and/or school personnel, emergency services agencies and personnel.

Essential Functions

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

- Sweeps and dry and wet mops floors; cleans, waxes and buffs vinyl tile floors;
- Washes windows and polishes furniture;
- Vacuums rugs; dusts woodwork, furniture and other articles;
- Collects paper and rubbish and recyclables;
- Shovels and snow blows snow, ice and applies deicing agents;
- Performs a variety of routine ground maintenance tasks;
- Cleans lavatories and replenishes supplies;
- Replaces burned out light bulbs;
- Empties waste baskets and disposes of trash;
- Makes minor repairs to buildings, building equipment and furniture;
- Reports need for major repairs;
- Secures building, locking windows, office doors and entrances;
- Sets up meeting rooms and associated equipment as needed;
- Specify, order and inventory cleaning supplies and paper goods;
- May be required to fill out accurately individual daily work assignments as to work performed, materials used, hours spent and equipment used on each daily assignment;
- Performs similar or related work as required or as the situation dictates.

Physical and Mental Effort:

While performing the functions of this job, the employee is required to perform work, sit, stand, and walk for extended periods; may come in contact with toxic or caustic chemicals or fumes and risk of electrical shock; is frequently required to talk and listen; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; kneels and bends to work on equipment, jobs or projects; specific vision abilities required including close, color and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate vehicles and equipment efficiently, effectively and safely; ability to frequently lift up to 60 lbs. and occasionally lift up to 100 lbs. and over 100 lbs. with assistance; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle/equipment sounds and communicate through human speech using American English.

Minimum Required Qualifications:

Education Training and Experience:

Must have a minimum of a High School Diploma or GED with some building maintenance experience or an equivalent combination of training and experience.

Special Requirements:

Must maintain possession of a valid motor vehicle operator's license issued by the State of Connecticut.

Knowledge, Ability and Skill:

Knowledge: Knowledge of building cleaning practices, supplies and equipment with ability to use them economically and efficiently; good working knowledge of the practices for safe operations and job site; and the operations of assigned equipment and related laws; knowledge of proper tools to use for different maintenance operations, building repair. General knowledge of remodeling, plumbing and electric systems.

Ability: Ability to follow written and oral instruction; ability to work as a team with others to accomplish multiple operations and projects concurrently; ability to read and follow safety procedures; ability to perform minor equipment adjustments, do minor service work; perform tasks, operations and complete projects; ability to work for long hours; ability to handle physical labor; ability to work efficiently and effectively with minimal supervision.

Skill: Skilled in operating light vehicles, equipment, snow blowing equipment and various power tools and hand tools; thoroughness; dependability; good physical condition.

(This job description does not constitute an employee 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 Buildings Including:

Town Office Building
Horton House
Russell Mercier Senior Center
Douglas Library of Hebron
Other Buildings as Necessary

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
SEPTEMBER 21, 2023**

**APPROVE REVISED JOB DESCRIPTION
ASSESSOR**

Hebron's Assessor, Tina Corriveau, has recently announced her resignation to become the Assessor in Putnam.

Attached is a proposal for the revision of the job description for Assessor. The only substantive change is to reduce the requirement for Connecticut Certified Municipal Assessor from II to I. The difference between the two is:

To take the CCMA I exam, you must have three years of experience in an Assessor's Office or related field, and complete courses IA, IB, IIA, IIB, and IV.

To take the CCMA II exam, you must have four years of experience, and complete the above courses PLUS course III, which is the income approach to value. The income approach is ONLY used when valuing commercial properties, and it is not the only valuation approach for commercial properties.

In other words, the difference between the two certification levels is that CCMA II requires one more year of experience, plus more knowledge of commercial properties.

It is believed we will be able to draw from a larger applicant pool with the reduced certification. Last year when we hired the current Assessor there were only three applicants.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the revised job description for Assessor as presented (or amended).

ASSESSOR

Position Purpose:

The purposes of this position are developing assessed values for all types and classes of property on an equalized basis using accepted professional property assessment techniques regulated by the State of Connecticut, and to supervise assessing office operations and staff. Taxable personal property and motor vehicles are valued according to standards established by and in conjunction with the State of Connecticut. Prepares the certification of assessed values and provides for the timely maintenance of all automated and other office records. The Assessor is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under ~~his or her~~ their direction and control.

Supervision:

Supervision Scope: Performs responsible duties that require independent judgment and initiative; plans, organizes and directs the work of the office, coordinating the work with other town and state agencies to provide for the timely certification of values; ~~s/he~~ performs a wide variety of routine and special professional, technical, administrative and supervisory responsibilities that require a working knowledge of automated and manual property assessment systems and techniques, the appropriate application of the many assessment variables to discrete parcels and as part of a mass appraisal revision so as to achieve mandated performance criteria and to manage the office and its functions.

Supervision Received: ~~S/he~~ works under the policies and directives of the Finance Director services and professionally accepted practices, according to the applicable Connecticut Statutes. The position is subject to review and evaluation according to the Town's personnel policies and practices.

Supervision Given: ~~S/he~~ supervises monitors and evaluates the performance of all assigned office support staff according to the Town's personnel policies, good management practices and applicable labor agreements.

Job Environment:

Administrative and supervisory work is performed under typical office conditions. Regular fieldwork is performed with some exposure to weather and the hazards associated with construction sites. The noise level in the work environment is usually moderately quiet in the office, and moderate to loud in the field.

Operates an automobile, desktop computer, standard office equipment, and utilize all assessing tools.

Has contact with other municipal departments, state and federal agencies, and the general public. Communication is frequently in person, by telephone, fax, email, and in writing and standard reports. Contacts require excellent customer service skills and a high level of persuasiveness and resourcefulness to influence positively the behavior of others.

Has access to department-related confidential information that requires the application of appropriate judgment, discretion and professional protocols.

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.)

- Administers and participates in the activities of the office through subordinates in the functional areas of appraisal, classification, and recording of taxable property.
- Supervises and participates in the valuing of all taxable property to establish the Grand List.
- Formulates and prescribes policies, work methods, and procedures for subordinates in the listing and appraisal of taxable real and personal property.
- Supervises and conducts inspection and re-inspection of existing properties, improved properties, and properties under construction to determine their value.
- Investigates property and businesses to find taxable property not previously recorded.
- Projects estimated values of proposed buildings for commercial developments for planning purposes and for Town Officials.
- Supervises the GEOGRAPHIC INFORMATION SYSTEM (GIS) including property tax maps, enhancements to the system and maintain system integrity.
- Reviews claims for exemptions for conformance to State Statutes and records authorized tax exemptions.
- Meets and provides information to the public, other Town departments, and attorneys to explain assessment procedures and conclusions.
- Supervises the training of technical and clerical administrative staff.
- Prepares and administers operating budget for department.
- Prepares, oversees and coordinates contracted revaluation services and its responsible for acceptance of completed work.
- Recommends the need for, and assists in the selection of private appraisal services.
- Supervises the coordination of tax appeals and provides information to appropriate officials as requested.
- Submits oral and written reports to State and Town officials, and consults with same on assessment related matters.
- Obtains additional training and education in Appraisal and Assessment Laws and techniques.
- Performs related work as required.

Other Functions:

- Provides effective and efficient communications of information between the property assessment systems and the tax billing and collection systems.
- Works on special projects and performs similar or related work as required or as the 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 frequently is required to move from sitting position to a standing position and to talk or listen; frequently requires to use his/her hands and fingers for computer work, writing on and manipulating papers; is required to feel objects, tools, and controls and to reach with arms and grasp with hands; 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, distance vision and the ability to adjust focus. This position requires the ability to efficiently operate a keyboard and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through understandable human speech using American English.

Minimum Required Qualifications:

Education Training and Experience:

Applicant for the position must possess a Bachelor's degree in Business, Accounting, Finance, or some closely related field, and four years of progressively responsible work experience in real and personal property appraisal including two years of municipal assessment function; OR an Associate's degree in Business, Accounting, Finance or some closely related field, six years of progressively responsible work experience in real and personal property appraisal including two years municipal assessment work supervising a major assessment function; OR an equivalent combination of experience and training as an Assessor or Assistant Assessor, six years of progressively responsible work experience in real and personal property appraisal including two years municipal assessment work supervising a major assessment function; Connecticut Certified Municipal Assessor **I-H** (CCMA **I-H**)-designation is required; **Connecticut Certified Municipal Assessor II (CCMA II) designation is preferred**; Supervisory experience is required; at least two years of experience working with the Microsoft Office™ suite (spreadsheets and data base management is required). Experience with Quality Data Administrative, eQuality CAMA , and CAI Technologies GIS mapping systems, is preferred.

Special Requirements:

Incumbents must have and maintain a valid motor vehicle operator's license; continuing professional education in professional property appraisal procedures; and must maintain a CCMA **I-H** certification.

Knowledge, Ability and Skill:

Knowledge: Must have a strong knowledge of basic mathematics; must develop and maintain a working knowledge of modern real and personal property appraisal principles, methods and techniques; required to develop and maintain a working knowledge of the Connecticut laws and local rules and regulations relating to real and personal property appraisal, the periodic office administrative cycles and the use and maintenance of an Assessment Administrative, CAMA and GIS systems; a working knowledge of accounting and auditing practices relating to property appraisal is required. Must acquire and maintain a working knowledge of how to maintain information and produce sorts, list, and summaries using the Town's property assessment system. General knowledge of building construction and, an understanding of how to measure and list the components of a structure for assessing purposes.

Ability: Ability to understand and explain pertinent state and local laws, procedures and regulations; an ability to maintain and manage detailed and accurate records using information technology; ability to independently collect, analyze, interpret, perform calculations and compute property values using various methods and apply professional assessment techniques; ability to work with a computer and information systems daily; ability to establish and maintain effective working relationships with municipal officials, employees and deal tactfully and effectively with the public; ability to communicate effectively verbally and in writing; ability to read and interpret records on file at the Town Clerk's Office, and the Town Zoning and Building Departments.

Skill: Strong verbal and written communication skills; aptitude for working with numbers and details; skill in using the computerized mass appraisal systems and other assessing tools; good supervisory skills required.

(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
SEPTEMBER 21, 2023**

**APPROVE CONNECTICUT STATE LIBRARY TARGETED GRANT FOR
HISTORIC DOCUMENT PRESERVATION PROGRAM**

Attached is an application prepared by Interim Town Clerk Francesca Villani for the Connecticut State Library Historic Documents Preservation Program Targeted Grant in the amount of \$6,000. The proposal is for the acquisition of new binders and dividers.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the application to the State of Connecticut, Connecticut State Library, for the Targeted Grant FY 2024 Historic Documents Preservation Program in the amount of \$6,000 and authorize Town Manager Andrew J. Tierney to apply for, accept and receive the grant and sign any necessary documents.

APPLICATION
TARGETED GRANT FY 2024
Historic Documents Preservation Program
Connecticut Municipalities
GP-001 (rev. 1/2023)



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATOR
231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality:

Use full municipality name, ie
'Town of _____' or 'City of _____'

Town of Hebron

Name of Municipal CEO:

Andrew J. Tierney

Title: Town Manager

Phone with Area Code:

860-228-5971 x120

Email:

atierney@hebronct.com

Name of Town Clerk:

Francesca Villani

Title: Town Clerk

Phone with Area Code:

860-228-5971 x125

Email:

fvillani@hebronct.com

Check if Designated Applicant: ☒

TC Mailing Address:

15 Gilead St, Hebron CT 06248

MCEO Address if Different:

N/A

Grant Application Deadline:

☐ Cycle 1: April 30, 2023

☒ Cycle 2: September 30, 2023

Grant Contract Period:

The contract period begins after July 1, 2023 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2024.

Maximum Grant Allowed:

\$6,000

Small Municipality

Population less than 20,000

\$8,000

Medium Municipality

Population between 20,000 and 69,999

\$11,000

Large Municipality

Population of 70,000 or greater

Amount Requested:

\$ 6,000

Grant Category(ies):

☐ Inventory and Planning

☐ Organization and Indexing

☐ Program Development

☐ Storage and Facilities

☒ Preservation/Conservation

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$	\$	\$
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 6,000	\$ 350	\$ 6,350
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 6,000	\$ 350	\$ 6,350

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

See Narrative Page attached

- 1. Describe the project.** State what will be done and why. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.
- 2. Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.
- 3. State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
- 4. Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
- 5. Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Francesca Villani, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Andrew J. Tierney, Town Manager
Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2024 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (*must be same as or later than above date*)

Francesca Villani, Town Clerk
Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

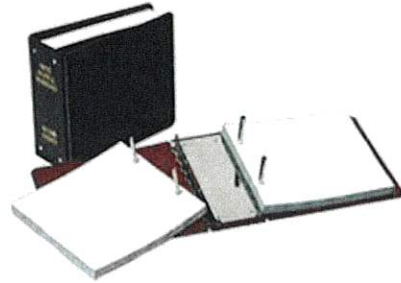
Signature of Public Records Administrator

Date

1. **Describe the project.** State **what** will be done and **why**. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.

This conservation project involves the restoration and improved access, retention and storage of vital records.

Hebron houses paper vital records in archival quality binders. The spines of these binders do not identify the contents therein. This project will consist of the removal and lettering of the spines to identify the contents by record type and date range. Several binders are fabric bound and worn or contain locking mechanisms that are no longer securing pages. These binders will be replaced with new vitals archival storage binders of the same style and qualities as the binders currently housing the remainder of the vital records collection in our vault. (image).



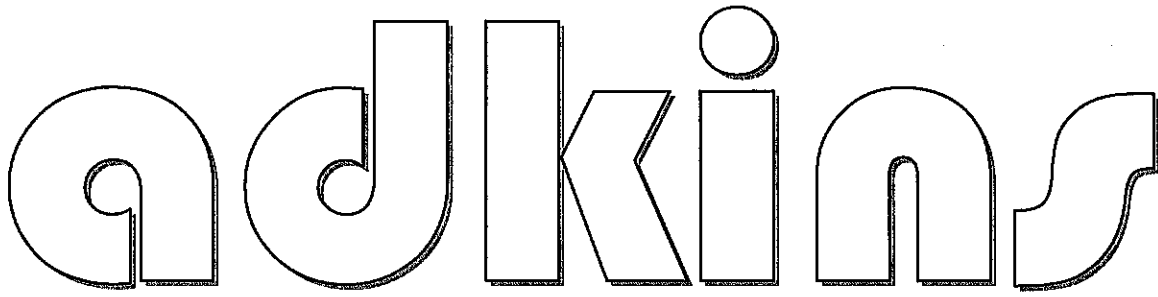
No vital records will be removed from the vault. The records will be removed from the binders and placed in archival storage boxes during the time the binders are being replaced or refurbished with imprinted spines. The records reorganized, reindexed and replaced in the binders once the binders have been labeled and returned.

2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.

The vendor selected for this project is Adkins Printing of New Britain, CT. This approved vendor has supplied products and services to the Connecticut Town Clerk's community for many years and has a sterling reputation for providing goods and services on time and as ordered. The estimate for this project is attached. I have been advised that the project can be completed within 8 weeks of order placement.

3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.

This project is intended to improve record management, storage and maintenance. The aim of the project is to optimize the organization and accessibility of vital records. The reorganization of the records will also improve the preservation of the records. Improved organization and classification through clear identification of volume content will result in less handling of the inventory. The project will improve locating and retrieving records resulting in heightened search accuracy and reduced research time.



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981 irene@adkinsinc.net

September 11, 2023

GRANT JOB ESTIMATE

Customer: Hebron Town Clerk – Francesca Villani

Job Title: Archival Supplies

- ☐ 47 current vital binders stamped in gold on spines @ \$50/ea.....\$2,350/lot
 - o BIRTHS, MARRIAGES, DEATHS
 - o DATE
 - o HEBRON
- ☐ 12 vital binders @ \$145/ea.....\$1,740/lot
- ☐ 120 maroon poly divider year tabs @ \$18/ea...\$2,160
- ☐ UPS - \$100

TOTAL - \$6,350

Irene Sulewski, Municipal Account Specialist

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

October 5, 2023, 7:00 PM (America/New York)

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

<https://meet.goto.com/557644477>

You can also dial in using your phone.

Access Code: 557-644-477

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

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

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

Thursday, October 5, 2023

7:00 p.m.

AGENDA

Time Guideline

- | | |
|-----------|--|
| 7:00 p.m. | 1. CALL TO ORDER |
| 7:00 p.m. | 2. PLEDGE OF ALLEGIANCE |
| 7:02 p.m. | 3. ADDITIONS AND CHANGES TO THE AGENDA |
| 7:05 p.m. | 4. PUBLIC COMMENT
This section of the agenda is reserved for persons in attendance who wish to briefly address the Board. The Board requests that comments be limited to three minutes or less. Persons wishing to comment should type "comment" and your name in the chat box and you will be recognized. |
| 7:10 p.m. | 5. GOOD TO KNOW/SPECIAL RECOGNITION |
| 7:15 p.m. | 6. APPOINTMENTS AND RESIGNATIONS

a) Hebron Historic Properties Commission Appointments |
| 7:25 p.m. | 7. TOWN MANAGER'S REPORT

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

7:40 p.m.

8. OLD BUSINESS

- a) American Rescue Plan State and Local Recovery Funds Update
- b) Public Works Building Project Survey Committee Update
- c) Public Works Building Project Next Steps
- d) Public Works Facility Update
- e) Charter Revision
- f) Approve Call for Special Town Meeting and Appoint Moderator and Alternate Moderator
- g) Any Other Old Business

8:00 p.m.

9. NEW BUSINESS

- a) Approve Fire Department Grant Application
- b) Water Pollution Control Authority (WPCA) Review of Activities
- c) Parks and Recreation Park Policies Update
- d) Solar Energy Agreement for Town Buildings
- e) Draft Agenda for October 19, 2023 Meeting
- f) 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 September 21, 2023 – Regular Meeting

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
SEPTEMBER 21, 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

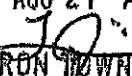
10.a.1 August 17, 2023 – Regular Meeting

b) APPROVAL OF TAX REFUNDS

10.b.1	Maria Downey	\$ 154.70
10.b.2	Lex and Terry Johnson	\$ 7.14
10.b.3	Norman and Tina Bouchard	\$ 8.25
10.b.4	David and Fiona Clough	\$ 359.01
10.b.5	Evelyn Dillman	\$ 198.16
10.b.6	Gary J. Sarra	\$ 125.82
10.b.7	Charles Savitski	\$ 53.56
10.b.8	Joanne Thomann	\$ 198.50
10.b.9	Colin Wheeler	\$ 166.84
10.b.10	William R. Graves	\$ 25.65
10.b.11	Ann and Alan Hughes	\$ 13.14

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, August 17, 2023 - 7:00 PM
MINUTES**

RECEIVED

2023 AUG 21 A 10:18

HEBRON TOWN CLERK

ATTENDENCE:

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

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

Staff Present: Andrew Tierney (Town Manager), Donna Lanza, Matthew Bordeaux, Dori Wolf

Guests: Amy D'Amaddio, Ann Zitkus, Claudia Riley, Community Voice Channel, D. Fabik, Diane Del Rosso, Drusilla Carter, Greg & Ellen Shortell, John Matra, Kaitlin Hershey, Kathy Williams, Lilli Rhodes, Mike Harder, Terry McManus, Jeanne Tulumieri

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

The following changes were proposed by A. Tierney and agreed to by the BoS:

1. **Addition** - item 5.A (Appointments and Resignations), to appoint library director.
2. **Amendment** – item 12 (Executive Session), to include discussion of additional parcels.

4. Public Comment

- A. **Terry McManus** – Asked why discussion on Open Space acquisitions would occur in Executive Session, and stated his opposition to the purchase of the O'Connor property. It was noted initial land transfer discussions, including monetary figures, typically occur during Executive Session, with any further discussion or action occurring in Open Session.
- B. **Lilli Rhodes (Slocum Rd)** – Noted Hebron has a lot of space available for development, and the Open Space program is carefully planned.

5. Good to Know/Special Recognition

A. Appointments and Resignations

1. **Library Director Appointment**

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)**

Thursday, August 17, 2023 - 7:00 PM

Motion by D. Larson that the Hebron Board of Selectmen confirm the Town Manager's appointment of J. Drusilla Carter as Library Director effective September 5, 2023, and welcome to the Hebron community.

Discussion:

It was noted the library Board of Trustees was heavily involved in the hiring process. T. Thiele commented on the importance of libraries as havens of community, free expression, and learning. There was discussion on perceived challenges and opportunities for a library such as Hebron's.

The motion passed unanimously (4-0).

6. Town Manager's Report

A. Tierney noted completion of the library director hiring process. Two bids were received yesterday for the Wall Street sidewalk project. A neighbor dispute on Hope Valley Road has occupied the time of town officials and emergency services. The town is working with the state and probate judge to resolve that situation. Hiring for a new Public Works employee will begin again, as the first two candidates declined. The skate park has been dismantled. Both the library roof and pump station projects are completed. Work on Hebron Elementary gym floors will hopefully be completed next week. Work on the STEAP grant application (deadline August 18 at 5 p.m.) is ongoing. Maple Fest planning meetings are scheduled. There was brief discussion on candidates declining positions in the town of Hebron.

7. Old Business

A. ARPA Funds Update

The BoS agreed against further ARPA approvals or changes, as several projects do not have final numbers yet. Uncommitted (reserve) ARPA funds are currently \$113,443.

B. PW Building Survey Committee Update

After discussion, the BoS agreed to the following next steps:

1. Survey results are released by town ASAP
2. A. Tierney consults with town attorneys regarding use and obligations regarding Horton property (purchase was approved via Town Meeting)
3. Public Building Committee is asked to start next steps of Old Colchester Road site assessment

C. Charter Revision

A revision process summary and potential areas of review were included in the agenda. There was discussion on timeline, additional areas of review, and the town clerk position (appointed vs. elected). No formal action was taken at this time, but

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)**

Thursday, August 17, 2023 - 7:00 PM

those interested in serving on the Charter Review Commission are welcome to submit notice to town officials.

D. In Person Meetings/Hybrid Meeting Room Discussion

A. Tierney and D. Lanza reported research on hybrid meeting environments is ongoing, with a trip to Putnam's offices scheduled. T. Thiele stated the importance of returning to in-person meetings, noting several comments to that effect in the PW survey, and that trust issues must be addressed. Several BoS members noted most feedback they have received regarding virtual meetings has been positive, and stated their preference to keep meetings virtual until a hybrid option is fully explored. T. Thiele noted she would support a hybrid model at some point, but also suggested holding one in-person and one virtual meeting per month. After further discussion, a voice vote was held to move forward with a hybrid meeting environment, while keeping meetings as they are currently. T. Thiele voted no, solely on the second part. P. Kasper, M. Rubera, and D. Larson voted yes.

8. New Business

**A. Approve FFY 2022 State Homeland Security Grant Program Region 3
Memorandum of Agreement**

**Proposed resolution by D. Larson that the Town of Hebron Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate;
and;**

Be it further resolved, that Andrew J. Tierney, as Town Manager of the Town of Hebron, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Hebron Board of Selectmen and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents. This authorization is for the FFY 2022 Homeland Security Grant Program. The resolution passed unanimously (4-0).

**B. Approve FFY 2022 State Homeland Security Emergency Management
Performance Grant (EMPG) Application**

Proposed resolution by D. Larson that the Town of Hebron may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate;

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, August 17, 2023 - 7:00 PM**

and;

Be it further resolved, that Andrew J. Tierney as Town Manager of the Town of Hebron is authorized and directed to execute and deliver any and all documents on behalf of the Town of Hebron and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents. This authorization is for the EMPG Grant for the performance period October 1, 2022, to September 30, 2023, in the amount of \$5,475, with a local match of \$5,475. The resolution passed unanimously (4-0).

C. Draft Agenda for September 6, 2023 Meeting

As it coincides with the Harvest Fair, the BoS discussed canceling. Items on that agenda will be pushed to the next meeting.

9. Consent Agenda

Motion by D. Larson that the Board of Selectmen approve the following Consent Agenda items and motions contained therein as if individually adopted. The motion passed unanimously (4-0).

A. Approval of Minutes

1. August 3, 2023 – Regular Meeting

B. Tax Refunds

1. Carolyn Dibacco	\$422.56
2. Brian O'Connell	\$816.37
3. Jay R. Wamester & Colleen Brennan	\$300.20

10. Liaison Reports

- A.** M. Rubera reported on recent Active Shooter training.
- B.** P. Kasper noted Parks and Rec is continuing work towards a dog park, and prioritization of ARPA projects. He introduced D. Del Rosso, who summarized recent BoF meetings. Highlights include discussions on ARPA funds, and the town's plan should projects go over budget. The BoF has submitted a FOI request to the BoE for documents related to the budget, and the process and information used to create it.
- C.** D. Larson stated the Historic Properties Commission met recently, with representatives from CODE touring Peters House. Funds spent on the building were provided to BoS members. Engineers have been brought in to assess issues. A contract has been awarded and signed to repair the Gull Schoolhouse roof. There was discussion on potential STEAP grant projects, should that be awarded.
- D.** A. Tierney introduced Town Planner M. Bordeaux, who noted the awarding of the CT Communities Challenge grant through a collaboration with the Commons CDC, a

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)**

Thursday, August 17, 2023 - 7:00 PM

non-profit, to establish a housing project at 60 Church St. There was discussion on water access and test wells, with M. Bordeaux stating testing could happen in the next two months.

11. Public Comment

- A. Kaitlin Hershey – Noted DEEP reports outlining DPW insufficiencies, cited in the Green Committee’s letter submitted earlier this year. She also noted inspections referenced by D. Larson occurred after the letter was sent, and that Hebron still has work to do to be considered in compliance.
- B. Terry McManus – Noted over 60% of survey responses indicated a desire not to build DPW at Horton site, as well as expressing concerns over cost. He also reiterated his earlier comments on Open Space, stating he is not opposed, but rather is concerned that Hebron’s books are out of balance.
- C. Claudia Riley – Urged the BoS to move to a hybrid meeting option, stating the importance of elected officials appearing in-person, as well as noting technology issues with virtual meetings.
- D. Amy D’Amaddio – noted recent grant awards, and thanked M. Bordeaux for his collaboration and hard work.

12. Executive Session

Motion by D. Larson to enter executive session for the purpose of discussing land acquisitions, inviting Andy Tierney, Town Manager, and Matthew Bordeaux, Town Planner, to join. The motion passed unanimously (4-0).

The BoS entered executive session at 8:39 p.m.

Executive session ended at 9:24 p.m.

Motion by D. Larson that the three (3) parcels discussed be added to the next Board of Selectmen meeting with the 8-24 referrals to be considered, and upon positive consideration, to be moved to a special town meeting. The three parcels discussed are the Abby Drive, St. Peter’s, and O’Connor properties. The motion passed unanimously (4-0).

13. Adjournment

Motion by T. Thiele to adjourn.

Meeting adjourned at 9:26 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)