

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

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

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Thursday, November 2, 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) Appointment of Town Attorney
- b) 2023 Reappointments

7:20 p.m. 7. TOWN MANAGER'S REPORT

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

RECEIVED

2023 OCT 27 P 12:50

HEBRON TOWN CLERK

7:30 p.m. 8. OLD BUSINESS

- a) American Rescue Plan State and Local Recovery Funds Update***
- b) Parks and Recreation Park Policies Update
- c) Department of Public Works Action Committee Update
- d) Current Public Works Facility Update***
- e) Charter Revision Commission Finalize Charge and Appointment
- f) America 250 CT Commission
- g) Any Other Old Business

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

8:00 p.m. 9. NEW BUSINESS

- a) Draft Agenda for November 16, 2023 Meeting
- b) Any Other New Business

8:10 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 October 19, 2023 – Public Hearing
- 10.a.2 October 19, 2023 – Regular Meeting

b) **TAX REFUNDS**

8:20 p.m. 11. LIAISON REPORTS

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

8:30 p.m. 12. PUBLIC COMMENT

8:35 p.m. 13. ADJOURNMENT

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 2, 2023**

APPOINTMENTS AND RESIGNATIONS

APPOINTMENT OF TOWN ATTORNEY

Proposed Motion:

Move that in accordance with Section 805 of the Hebron Town Charter, the Hebron Board of Selectmen approve the Town Manager's reappointment of Halloran & Sage, LLP to continue to serve as Town Attorney, for a two-year term of office commencing on Tuesday, November 21, 2023, to continue until Tuesday, November 18, 2025.

**Hebron Town Charter Chapter 8
Section 805 Appointment of Town Attorney.**

The Town Manager, subject to the approval of the Board of Selectmen, may appoint and remove the Town Attorney who shall be an attorney at law or a firm of attorneys at law admitted to practice in this state, who shall serve for a two-year term of office commencing on the second Tuesday following the Town election. He shall appear for and protect the rights of the Town in all actions, suits or proceedings brought by or against it or any officers, employees or agencies in all matters affecting the Town. He shall, upon written request of the Town Manager or Board of Selectmen, provide a written opinion to any official of the Town on any question of law involving their respective powers and duties. He shall, upon request of the Town Manager or the Board of Selectmen, prepare or approve forms or contracts or other instruments to which the Town is a party. He shall have the power, with the approval of the Board of Selectmen, to compromise and settle all claims by or against the Town. Upon request of the Selectmen he shall attend Town Meetings. Nothing in this section shall prevent the Selectmen from retaining Special Counsel when the needs of the Town so require. In actions brought against the Town which fall within the coverage of a liability insurance policy, the insurer will appoint counsel.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 2, 2023**

APPOINTMENTS AND RESIGNATION

2023 REAPPOINTMENTS

In accordance with Board policy the following lists appointed terms expiring in December 2023. Each person has been contacted to determine their interest in reappointment. Also included is the attendance record and the Policy Regarding Reappointments. This item will be continued on the November 16 agenda for the actual reappointments based on responses received.

Commission on Aging

- Catherine Litwin (7/7)
- Sandra Waldo (7/7)

Conservation Commission

- Jasmin Okugic (5/9)
- Ann Zitkus (Alternate) (8/9)

Economic Development Commission

- Jon Lesisko (7/10)

Green Committee

- Kaitlin Hershey (9/9)
- Michael Harder (7/9)
- Brian Barlow (Alternate) (4/9)

Historic Properties Commission

- Patricia Larson (12/12)

Parks & Recreation Commission

- Kate Wilcox (9/10)
- Ryan Price (6/10)
- Travis Carter (5/6) **appointed 2/2023

Public Building Committee

- Wayne Warwick (24/25)

WPCA

- Kevin Grady (9/10)

POLICY REGARDING REAPPOINTMENTS

On or about the first meeting of the Board of Selectmen in November, the Board shall receive a list of incumbents whose terms are expiring as of the end of November. A copy of this list shall also be sent to the respective Town Committee Chairmen. The purpose of this procedure is to provide the Selectmen and the Town Committees with the opportunity to consider in advance the reappointment of all board, committee and commission members expressing interest in continuing to serve.

During the last two weeks of October, the Town Manager's Office shall communicate with all board, committee and commission members to determine their interest in continuing to serve and shall prepare a list for reappointments unless otherwise directed by the Board, to be considered by the Selectmen's first meeting in December.

CORRESPONDENCE



1305

Connecticut River Coastal Conservation District, Inc.

October 11, 2023

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

Dear Mr. Tierney,

In recognition of Hebron's FY 2023-2024 annual contribution and continued support of Connecticut River Coastal Conservation District's technical and educational services and programs, we are pleased to present you with a *Certificate of Appreciation*.

Hebron's contribution helps the District maintain the level of services our municipal staff and residents depend on to balance local land use needs with protection of natural resources and address natural resource concerns; and supports assistance we provide on a regional basis across municipal boundaries, such as for watershed protection and management. Your contribution also helps demonstrate community support for our work, and helps us leverage additional grant funding for projects that provide environmental and public health benefits both locally and regionally, expanding our capacity.

We invite you to take advantage of our numerous services, programs, and educational publications and resources. In addition, the District will assist you in finding technical help if we do not have the expertise in-house, and in securing outside grant funding for conservation projects or water quality protection and improvement initiatives. Please contact us at (860) 346-3282 with any questions or to request assistance.

Again, we thank you and look forward to working with you in the coming year.

Sincerely,

Jane L. Brawerman
Executive Director

cc: Matthew Bordeaux, Town Planner
Diane Del Rosso, Board of Finance Chair



CERTIFICATE OF APPRECIATION

presented to the

Town of Hebron

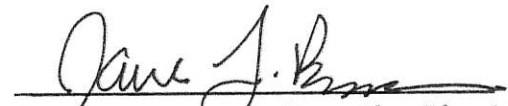
*Given in recognition of your contribution and support
of District activities for the 2023 - 2024 fiscal year.*

by

The Connecticut River Coastal Conservation District, Inc.


Denise Savageau, Board Chair

October 11, 2023
Date


Jane L. Brawerman, Executive Director

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 2, 2023**

PARKS AND RECREATION PARK POLICIES UPDATE

The changes recommended by the Board of Selectmen at the October 5, 2023, BOS meeting have been incorporated and approved by the Parks & Recreation Commission. The revised policy is attached.

Proposed Resolution:

BE IT RESOLVED by the Hebron Board of Selectmen that, pursuant to Town Code Chapter 272, Section 272-1, the Park and Open Spaces Policies (Attachment 272 A) are hereby amended and approved as presented (or amended).

**HEBRON PARKS & RECREATION COMMISSION
PROPOSED AMENDMENT (10-17-2023)**

Town of Hebron: Town Ordinance

Chapter 272. Parks and Recreation

ATTACHMENTS

272 Attachment 1: Park and Open Space Policies

272-1. Authority to adopt regulations.

Insert open space as follows:

. . . within the boundaries of any Town park, recreational facility **or open space**
under the oversight of the Commission (1).

PROPOSED AMENDMENT (10-17-2023)

Parks and Recreation

272 Attachment 1

Park and Open Space Policies

Sec 1 Introduction

The Town of Hebron (hereafter, The Town) takes pride in the high quality of its parks, recreational facilities and open space. The Parks & Recreation Commission (hereafter, The Commission) has therefore directed the staff of the Parks & Recreation Department (hereafter, The Department) to manage the Town's parks, recreational facilities and open space in a fair manner that recognizes proper care and conditioning.

Sec 2 Definitions

Parks: Developed public green areas owned by the Town devoted to the use of active and passive recreational needs. Parks may include defined parking areas, enhanced trails, bridges, roads, buildings, and other permanent structures.

Recreational Facilities: Any areas and structures owned by the Town designed for specific recreational purposes, such as athletic fields, playgrounds, courts and pavilions.

Open Space: Undeveloped conservation areas owned by the Town for passive recreational and farming purposes. This may include but is not limited to land without buildings, roads, driveways, or other permanent structures.

Sec 3 Hours of operation

All parks, recreational facilities and open space shall be open sunrise to sunset unless posted by the Parks & Recreation Director or their authorized agent (hereafter, The Director) subject to the limitations stated. No person shall under any circumstances without written permission enter, remain, or loiter in any park, recreational facility or open space, between closing and opening time as posted by the Director. All parks of the Town will have signs posted regarding hours.

Sec 4 Exclusion from parks, recreational facilities and open space

The Town Manager, the Director as the designee of the Town Manager and any police authority shall have the right to exclude, when necessary, any person from entering a park or recreation facility or open space or any portion of any park, recreation facility or open space to ensure that the area will not become overcrowded, or to ensure the safety of persons both inside and outside the park or recreation facility or open space.

The Town Manager, the Director as the designee of the Town Manager and any police authority shall also have the right cause to have removed or excluded from any park, recreation facility or open space any person whose conduct is detrimental to the safety of others, creates a risk of damage to property or is in violation of these rules or of any federal, state or local statutes, ordinances, or regulations.

In emergency situations, any portion of parks, recreational facilities or open space may be closed to the public until it is deemed safe to reopen.

Sec 5 Supervision of minors

No supervision will be provided by the Department for minors, except in programs sponsored by the Department.

Sec 6 Permits

A permit is required for any person, group, or organization who or which seeks to use any park, recreational facility or open space in a manner which is otherwise prohibited by, disallowed under, or at variance with the specific uses and activities permitted under this ordinance, or to schedule use for a specific group. Applicants must be at least 18 years of age. The Town and its departments shall not be required to obtain a permit, to enter upon parks, recreational facilities or open space for any Town purpose but shall in advance obtain permission to perform its function from the Director. Recreational facility use plans shall be approved annually by the Commission.

The Director may approve or deny a permit upon such conditions as are reasonably necessary to protect public property and safety.

Any permit granted by the Director is granted subject to all other statutes, ordinances, and regulations which are applicable to the use sought, activity to be undertaken, and park, recreation facility or open space to be used.

Any permit obtained under this section shall be retained by the person or group for which the permit was granted and shall be shown to the Town Manager, any member of the Department, or police officer upon request. Failure to have possession of and to show said permit upon such request may subject the person or group to civil removal from the parks, civil or criminal fines or penalties.

Standards of Issuance of permits:

The proposed activity or use of the park, recreational facility or open space will not unreasonably interfere with or detract from the general public's enjoyment or ecosystem services of the park, recreational facility or open space;

The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;

The proposed activity cannot reasonably be expected to incite violence, crime, or disorderly conduct;

The proposed activity will not require burdensome expense or police operation of the Town unless the Town agrees to provide a police presence at the event and the permittee agrees to reimburse the Town for the cost of police service.

Sec 7 Fees

All fees imposed by the Town for use of parks or recreational facilities shall be paid in full per the terms of the usage Permit.

Fees charged for the use of parks or recreational facilities shall be paid directly to the Department with the Town named as payee. Checks may be accepted at the discretion of the Director. A returned check charge may be imposed for all

checks which are returned from the payor's bank unpaid. The fee schedule will be annually reviewed by the Commission and approved by the Director.

Sec 8 No liability for stolen property, property damage, personal injury

As a condition for use of parks, recreational facilities or open space, persons or groups using any park, recreational facility or open space agree to hold the Town harmless, assume all responsibility for lost or stolen property, personal injuries, or property damage, and by entry onto the park, recreational facility or open space agree that the use of the park, recreational facility or open space is at their own risk.

Sec 9 Use in accordance with law

Any persons or group using parks, recreational facilities or open space shall do so in accordance with all applicable state statutes and regulations, and Town ordinances and regulations, and posted rules.

Sec 10 Vehicles, motor vehicles, parking

Motor vehicles are permitted in parks, recreational facilities and open space only in designated parking areas.

Vehicles shall be parked so as not to unduly restrict the parking of other vehicles or to obstruct the passage of other vehicles, including emergency vehicles or operators, into and out of the designated area.

The following vehicles are permitted access to all park areas

- (1) Authorized emergency vehicles, including but not limited to fire department, police and ambulance, and other emergency vehicles.
- (2) Town vehicles.
- (3) Vehicles engaged in department-approved maintenance.
- (4) Vehicles engaged in activities related to the enforcement of this section.
- (5) Other vehicles authorized by the Director.

Sec 11 Speed Limit

The speed limit within all parks and recreational facilities will be posted, but not more than 15 mph.

Sec 12 Domestic Animals

Unless expressly prohibited at a particular park, recreational facility or open space, or portion thereof, domestic animals are allowed provided that they are leashed and restrained at all times except in designated areas. Owners shall clean up and dispose of animal waste in an approved receptacle.

Sec 13 Flying model aircraft, drones

The use of any flying model aircraft or drones shall be allowed only with permission of the Director.

Sec 14 Bicycles

Bicycles may be ridden in designated areas in parks, recreational facilities and open space, provided that such use is in accordance with all applicable state statutes and general town ordinances regulating the use of bicycles, including but

not limited to the requirements pertaining to working brakes and operator helmets. Bicycle riders must stay on the designated trails and ride in a manner respectful of the property and of other trail users.

The Director may close bike paths due to environmental or erosion concerns, where the continuation of such activities may cause harm to the ground.

Bicycles with motors of any kind are specifically prohibited, except for electric bicycles as allowed per applicable state statutes.

Sec 15 Horseback riding

Horses or other animals may be ridden in designated areas in parks, recreational facilities and open space, provided that such use is in accordance with all applicable state statutes and general town ordinances ~~regulating the use of horses~~. ~~Horse-r~~Riders must stay on the designated trails and ride in a manner respectful of the property and of other trail users.

Sec 16 Trail Use

Trail use activities such as hiking, cross-country skiing and snowshoeing are permitted in parks, recreational facilities and open space. Trail users must stay on the designated trails where appropriate and act in a manner respectful of the property and of other trail users.

Sec 17 Skateboarding, roller skating, rollerblading

Skateboarding, roller skating, and rollerblading are permitted only where posted.

Sec 18 Fishing

Fishing is permitted only where posted.

Sec 19 Ice Skating

Ice skating is permitted only at locations and times where it is posted that skating is permitted.

Sec 20 Farming

Farming may be permitted on Open Space designated areas with written approval from the Director. The use of regulated herbicides and pesticides in farming operations on Open Space must be in accordance with all applicable state statutes and general town ordinances and only with approval from the Director.

Sec 21 Prohibited uses and activities

The following uses and activities shall be and are hereby prohibited in parks, recreational facilities and open space:

- *Damage to property.* No persons shall damage, deface, displace, remove, destroy or tamper with any property of the Town or under the control of the Town including but not limited to buildings, gates, fences, security devices, seats, shelters, landscaping, monuments, signs, notices, inscriptions, tables, benches, structures, roads, paths, sidewalks, trails, or equipment.

- *Maintaining Natural Conditions:* No person shall deface, remove, destroy, or otherwise injure in any manner whatsoever any structure, waterway, trails, rock, artifact, tree, flower, or any other plant life; nor disturb or molest any wildlife. No persons shall add or release any plants, animals, mulch or soil without written approval from the Director.
- *Littering.* No rubbish or debris shall be brought into a park, recreational facility or open space for disposal. Any rubbish or debris which results from the usual and normal use of a park or recreational facility shall be disposed of only in receptacles provided in the park or recreation facility for such purpose or removed from the park, recreational facility or open space and properly disposed of. Disposing, throwing, leaving, dropping, or discharging any rubbish or debris in any other place upon the premises of a park, recreational facility or open space is prohibited.
- *Rubbish, garbage, sewage and noxious material.* No person shall bring into, leave behind or dump any material of any kind into the open space. No person shall throw, discharge into, cast, drop or leave in any river, brook, stream, pond, lake, or drain any substance, matter or thing, either liquid or solid, into any river, brook, stream, pond or lake on or adjoining a park, recreational facility or open space.
- *Advertising.* No persons, companies, or other entities shall distribute or display any flag, banner, sign or any other matter for advertising or promotional purposes, nor attempt to attract attention for advertising purposes by use of any musical instruments or any sound device without the approval of the Director. The foregoing provision shall not be deemed to prohibit entering a park, recreational facility or open space by means of motor vehicles displaying company logos, identification or other similar information.
- *Soliciting.* No person shall solicit for any purpose whatsoever.
- Functions involving an entrance fee, raffle, fund raising activities that are not related to a non-profit organization are prohibited.
- *Swimming.* Swimming is prohibited.
- *Golf.* The playing or practicing of golf, or the driving or hitting of golf balls, is prohibited.
- *Camping.* No person shall camp overnight, unless approved by permit.
- *Fireworks.* No person shall bring in or have possession of fireworks.
- *Fires.* No person shall kindle, build or maintain a fire except at approved locations.
- *Excavation.* No person shall dig or remove earth materials except in areas designated by the Director or otherwise authorized by permit.

- *Metal Detectors.* The use of metal detectors is prohibited, unless permitted by the Director.
- *Hunting, trapping and disturbing wildlife.* No persons shall hunt, trap or otherwise disturb any animal or bird; nor shall any person remove, collect or have in his possession the young of any wild animal or the egg or nest of any bird unless permitted by the Director.
- *Firearms.* No person shall use, carry or possess firearms of any kind or have air- or gas-powered guns, crossbows or bows, or other missile-throwing devices ~~or weapons of any kind~~, except any person with a valid handgun permit shall be allowed to carry as allowed by their permit in accordance with all applicable state statutes and general town ordinances regulating handguns.
- *Snow vehicles, motorbikes and all-terrain vehicles.* Motorized snow vehicles, motorbikes, all-terrain vehicles or any other means of motorized transport are not permitted.

Sec 22 Alcoholic beverages/drugs/smoking

- No alcoholic beverages, cannabis or controlled substances of any kind may be possessed or consumed by any person within a park, recreational facility or open space.
- No person shall be present in any park or recreational facility under the influence of alcohol or any controlled substance or combination thereof to the extent that the person's ability to use the facilities is impaired to a substantial degree or to the extent that the person's condition impairs the health, safety, or enjoyment of the park or recreational facility by any other person or group.
- Smoking or vaping of any kind is prohibited in any park, recreational facility or open space.

Sec 23 Director's ability to grant permission

The Director may approve exceptions to these rules by granting permission for such an exception under such conditions as they deem appropriate. All such approvals shall be in writing setting forth the reason therefore.

Sec 24 Power to enforce chapter

The town's police department shall have the power and authority to enforce all sections contained in this ordinance.

Sec 25 Violations and penalties

Any person who violates any of the above rules and regulations shall be subject to fines, penalties, cost and damages specified in (272-3 in the code ordinances) and any other legal remedies available under law.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 2, 2023**

DEPARTMENT OF PUBLIC WORKS ACTION COMMITTEE UPDATE

At the October 5, 2023, Board of Selectmen meeting the following motion was unanimously approved establishing the Department of Public Works Action Committee.

Move that the Hebron Board of Selectmen establish a nine (9) member "Department of Public Works Action Committee" consisting of members of the Hebron Public Building Committee, the former Hebron Public Works Building Project Survey Committee, and interested Hebron tax payers. The purpose of this Committee will be to handle the "day to day" activities involved in determining costs, location, and all required plans required to construct a new Department of Public Works Facility for the Town of Hebron. It will be the Committee's responsibility to report all activities to the Board of Selectmen, have all expenditures approved by proper town bodies and to prepare and publish timely communications to the Board of Selectmen and the Town Manager's Office for dissemination.

Members appointed at the October 19 meeting are:

Peter Kasper (R), Richard Steiner (D), Mal Leichter (D) and Todd Habicht (U).

With the nine (9) member Committee the maximum from one political party is six (6).

The recommended prospective members of the Committee have been contacted to confirm their interest in serving. We have not heard back from the following: Andrea Lattanzi and Mark Stuart.

David Foster (D), Wayne Warwick (U) and David Rose (D) have submitted letters of interest to be considered for appointment.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint the following individuals to the Department of Public Works Action Committee: David Foster, Wayne Warwick and David Rose. Further appointments to be considered as volunteers express interest.

Donna Lanza

From: David Foster <nilrem@sbcglobal.net>
Sent: Sunday, October 22, 2023 12:02 PM
To: Andy Tierney; Donna Lanza
Cc: Wayne Warwick; Malcolm Leichter; Malcolm Leichter; Richard Steiner
Subject: Re: Department of Public Works Action Committee

Andy and Donna:

I would like to respectfully request that the Board of Selectmen consider my appointment as a member of the Department of Public Works Action Committee.

I have enjoyed the past 5 + years being a part of the Hebron Public Building Committee and would like to serve on the Public Works Action Committee to see that project to fruition.

Please see the attached link to Tecton's web site for an understanding of my commitment and contribution to the building community.

I founded the company with my business partner, Peter Hentschel in 1978 and grew the firm to the 50+ employees we have today. We sold the firm to the upper management in 2012, thus retiring from the business, but we still remain as guest members on the Board of Directors, with no voting powers.

Look forward to an interesting time on this committee.

[Our Story \(tectonarchitects.com\)](https://tectonarchitects.com)

(Scroll down to the bottom of the page)

Truly yours;

David Foster AIA

H: 860.228.0834

F: 860.228.1297

C: 860.558.3746

On Tuesday, October 17, 2023 at 12:03:24 PM EDT, Richard Steiner <rsteiner183@aol.com> wrote:

Andy and Donna:

I would like to respectfully request that the Board of Selectmen consider my appointment as a member of the Department of Public Works Action Committee. I believe that having served on the Public Building Committee for the past 13 years and with my professional background of over 45 years working in commercial and industrial construction would allow me to share with the committee with my knowledge and experience.

Donna Lanza

From: Wayne Warwick <wwarwick31@gmail.com>
Sent: Sunday, October 22, 2023 1:18 PM
To: Andy Tierney; Donna Lanza
Cc: Richard Steiner; David Foster; Malcolm Leichter
Subject: Membership on the Department of Public Works Action Committee

Andy and Donna:

I would like to respectfully request that the Board of Selectmen consider my appointment as a member of the Department of Public Works Action Committee. I believe that having served on the Public Building Committee for the past 13 years, my previous work on the HVFD Co. #2 Building Committee and with my 35+ years professional loss control background would make my participation an asset.

Sincerely,

Wayne Warwick

Sent from my iPad

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: Andy Tierney
Sent: Thursday, October 26, 2023 5:24 PM
To: Donna Lanza
Cc: Dori Wolf
Subject: FW: DPW Action Committee Application

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

From: David Rose <enstardavid@gmail.com>
Sent: Thursday, October 26, 2023 4:17 PM
To: Andy Tierney <atierney@hebronct.com>
Subject: DPW Action Committee Application

Hi Andy,

I am writing to you with a view to joining the DPW Action Committee if there are any places still available.

Please pass this forward as is appropriate.

Best wishes,

David

TO: The Hebron Board of Selectmen

Please consider this email as my request to be appointed as a member of the DPW Action Committee.

I have lived in Hebron for 24 Years, my son attended RHAM and then UCONN and my daughter is a teacher at Gilead Hill. I am also a long-time owner of a business with wide ranging experience from engineering to IT.

I thoroughly understand the value of the dollar and understand the position of many community members who are concerned about the cost of building a new Public Works Facility. I also understand the responsibility the town has to provide an adequate, safe, and secure facility for our employees and the town's assets.

Some of you may know me from my work on improving public access to the town's open space and the ongoing project that is www.hebronpaths.org Working on this project has given me a much greater appreciation of our town owned land assets than many of my fellow residents. I am a keen supporter of Open Space, however as Andy will attest I am also a strong proponent of appropriate commercial development in town, and back the spirit and intent of the plan for the Horton Land / Town Green as put forward when the residents voted for the land purchase.

I am not a building professional but I am a good listener and understand many people and the political hot buttons in town. We need to provide a facility that meets the needs of the town without being extravagant. I am open-minded and always make my decisions based on the facts. As well as being a member of the current Board of Assessment Appeals, I am also a member of the Hebron Democratic Town Committee. However, I am happy to work towards common sense compromises, across the aisle, for the good of the town.

I look forward to working with this committee for the good of Hebron and all of our residents.

Thank you for your consideration.

Sincerely,

David Rose

274 Wall Street, Hebron.

Cell: 860-368-9959

Voicemail: 860-228-8912

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**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 2, 2023**

**CHARTER REVISION COMMISSION
FINALIZE CHARGE AND APPOINTMENT**

Ten people have expressed interest in being appointed to the Charter Revision Commission:

Michael Dagon (D)
MaryAnn Foote (R) PO
Davis Howell (D) Potential PO
Donna Lanza (R)
Mal Leichter (D) PO
Adam Ockman (D) Potential PO
Heather Petit (D) PO
Jessica Stewart (R)
Mark Stuart (D)
Allegra Weir (U)

Attached are copies of the letters of interest, draft of the Commission charge and the proposed timeline.

Also attached is a resolution the Selectmen should adopt to formally establish the Charter Revision Commission.

**APPOINTMENT OF CHARTER REVISION COMMISSION
AND APPROVAL OF CHARGE AND TIMELINE**

Proposed Resolution:

Whereas, the Board of Selectmen has received from the Town Manager a list of items requiring attention of a charter revision commission, and

Whereas, the Board of Selectmen has reviewed this list and other concerns and deemed at its meeting of October 5, 2023, that it is appropriate to appoint a charter revision commission pursuant to the provisions of the Hebron Town Charter, Chapter XII, Section 1207 (Page 35) and Connecticut General Statutes, Chapter 99, concerning Municipal Charters and Special Acts, and

Whereas, the Board of Selectmen has identified seven (7) individuals to duly constitute a charter revision commission as provided for in Connecticut General Statutes, Chapter 99, Section 7-190, by reason of not more than one-third of its members to hold any public office, not more than a bare majority is from any one political party, a seven (7) member commission falls within the allowable limits of not fewer than five nor more than fifteen electors, and all identified individuals are properly registered electors residing within the Town of Hebron,

Now, therefore, be it resolved by the Board of Selectmen that there shall be a seven (7) member Town of Hebron Charter Revision Commission of 2023-2024 with the following individuals to serve as its members: NAMES WILL BE FILLED IN AT THE MEETING and said members shall determine their own officers and rules of procedure consistent with Connecticut law,

Be it further resolved that the Hebron Board of Selectmen approve the charge to the 2023-2024 Charter Revision Commission based on the attached (or amended) list of areas identified for consideration or review.

Be it further resolved the Charter Revision Commission shall review at least the recommended items for consideration reviewed by the Board of Selectmen and such other matters as may properly come before it or as they determine to be in the best interest of the Town of Hebron; to act in accordance with statutory requirements to convene a minimum of two public hearings, one prior to commencing work and a second regarding their recommendations for amendment to the Board of Selectmen, and to conduct such other meetings as may be required by law or determined necessary by them to adequately inform Hebron voters about the recommended changes,

It is further requested that the Charter Revision Commission complete its work to meet deadlines for a November 5, 2024, referendum vote, as outlined in the 2023-2024 Charter Revision schedule (attached), with submission of the draft report to the Board of Selectmen on or before May 1, 2024, and to promote broad voter participation in the consideration of Charter revisions as recommend for vote by the Board of Selectmen.

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. Town Officers General Election Section 203 E – Review term of office start date.
4. Review percentage of grant match requiring Special Town Meeting approval (Section 303 G)
5. Section 403 Procedure – Review language for intent and clarify as needed.
6. Section 406 Public Emergencies & Section 407 Emergency Ordinances
 - a. Do we need to address time limits?
7. 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
8. Possible Consideration of Water Pollution Control Authority (Section 706 B)
9. Bifurcation of Town and Local Board of Education Budgets (Section 903)
10. 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)
11. 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.
12. 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.
13. Scenic Road Ordinance – Consider Ordinance # Chapter 313, Section 313-3 – 313-10 and whether approval should ultimately be Special Town Meeting.
14. Consider combining positions of Town Finance Director and Hebron Public Schools Business Manager.

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	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.

October 27, 2023

Donna Lanza

From: Andy Tierney
Sent: Saturday, September 09, 2023 11:19 AM
To: Donna Lanza
Subject: Fwd: town charter review/revision

Sent from my iPhone

Begin forwarded message:

From: Michael Dagon <mychaeldagon@gmail.com>
Date: September 9, 2023 at 10:36:15 AM EDT
To: Andy Tierney <atierney@hebronct.com>
Subject: town charter review/revision

my name is michael dagon & I reside at 87 chestnut hill road, a home I purchased in 2019 & reside with my daughter catherine, her husband javiar & their two young children, veronica, age 4 & james, age 10 months. I am a member of the democratic town committee & was recently appointed as a justice of the peace, an appointment I consider to be a grand honor & a position to which I am firmly committed. I am further, & equally committed to my residency here in hebron. my young granddaughter just began attending kindergarten here at the gilead hill school, following her two-year enrollment in the AHM pre-school. In 13 years time, I expect Veronica to complete her education at RHAM & I expect RHWM to be there, fully accredited, fully resourced, fully funded & fully ready for Veronica's younger brother to follow. hence my desire to be a part of hebron's growth & development in the coming years.

michael dagon
87 chestnut hill road
Hebron, CT 06248
860-692-4140
mychaeldagon@gmail.com

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Donna Lanza

From: M. A. Foote <footehillsfarm@juno.com>
Sent: Thursday, October 19, 2023 12:47 PM
To: Andy Tierney
Cc: Donna Lanza; Dori Wolf; M. A. Foote
Subject: Charter Revision Comm.

Hello Andy,

I am interested in being appointed to the Charter Revision Comm.

As to my qualifications, I have been connected to Hebron for a long time and have stayed fairly well informed as to the town government. I'm a member of the Historic Properties Commission as well as the Douglas Library Board of Trustees. I even attended the combined meeting of BOS, BOF and BOE on Wednesday evening.

Any questions, just ask!

Thanks for considering my request for appointment--

MaryAnn Foote
1126 Gilead Street

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Davis K. Howell
190 Gilead Street
Hebron, CT 06248
860-798-2084

September 8, 2023

Hebron Town Hall
15 Gilead Street
Hebron, CT 06248

Attn: Mr. Andrew J. Tierney, Town Manager

Subject: Request for Appointment to the Hebron Town Charter Revision Commission

Dear Mr. Tierney,

Presently I am requesting to be appointed the to the subject revision committee as one of the democratic appointees.

If you require any further information please contact me at your leisure.

Regards,

Davis Howell

CC: Hebron BoS



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

October 26, 2023

Hebron Board of Selectmen
Town of Hebron
15 Gilead Street
Hebron, CT 06248

Dear Board of Selectmen:

Please consider this letter my formal expression of interest to serve on the 2023-2024 Charter Revision Commission (CRC).

I believe I offer a unique perspective with a wealth of historical and institutional knowledge to share. I have served on two previous Charter Revision Commissions: 2008-2009 and 2013-2014. For the 2018-2019 CRC I attended all meetings as the Hebron staff liaison for Town Administration providing guidance for the Charter Revision process.

Having a staff person available to respond to Commission questions on processes and procedures on the spot can help make the process more efficient. Also, the work that needs to be done on research and Charter documents, agendas and communication is streamlined. I am also sensitive to when it is appropriate to recuse myself from a vote or discussion if there is a potentially perceived or actual conflict of interest.

As a 40 year resident and 36 year employee of the Town of Hebron, it would be an honor to serve on the CRC to help bring the Charter current and improve upon an already solid document.

Thank you for your consideration.

Sincerely,

Donna Lanza
Director of Administrative Services

Donna Lanza

From: MALCOLM LEICHTER <mal.leichter@comcast.net>
Sent: Thursday, August 31, 2023 8:13 AM
To: Andy Tierney; Donna Lanza
Subject: Charter Reviddion

Andy and Donna

I would like to volunteer for the Charter Revision Committee.

I have over 28 years of municipal and school operations and budget management as well as 19 years as member, board Chair, and Vice-Chair of the Hebron board of Finance. Experience and Knowledge are critical to the formulation of a town charter that will be implemented for at least the next 5 years.

I am available to answer any questions you might have.

Thanks For your consideration.

Mal Leichter
62 Wellswood Rd, Amston

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Donna Lanza

From: Andy Tierney
Sent: Tuesday, October 10, 2023 10:28 AM
To: Donna Lanza
Subject: Fwd: Charter Revision Commission volunteer

Sent from my iPhone

Begin forwarded message:

From: Adam Ockman <aockman@yahoo.com>
Date: October 10, 2023 at 10:23:09 AM EDT
To: Andy Tierney <atierney@hebronct.com>, Daniel Larson <dlarson@hebronct.com>
Subject: Charter Revision Commission volunteer

To Town Manager Andy Tierney and the Hebron Board of Selectmen:

I would like to formally submit my name as a candidate for the Charter Revision Commission, having originally expressed interest in an August Board of Selectmen meeting. I have read through the charter and the proposed areas for update, and I have a few additional ideas about how to add clarity to some sections. I look forward to working with other citizens for this review.

I understand that you intend to limit the number of commission members belonging to any one political party, and also limit the number of members who are elected officials. To help you meet these objectives, please understand that I am a registered Democrat, and I am running for Hebron's Board of Finance this November.

Please let me know if you have any questions. I look forward to speaking with you soon.

Thanks for your time.

Adam Ockman

500 Hope Valley Road

aockman@yahoo.com

Donna Lanza

From: Heather Petit <hrpetit@gmail.com>
Sent: Thursday, August 17, 2023 4:15 PM
To: Andy Tierney; Donna Lanza; Daniel Larson; grichmond@hebroncct.com; Tiffany Thiele; Peter Kasper; Marc Rubera
Subject: Charter Review - Appointment Consideration

Dear Mr. Tierney, Ms. Lanza, and Members of the Board of Selectmen,

I hope this email finds you well. I am writing to express my sincere interest in being appointed to the Town Charter Review Committee. As a dedicated resident of Hebron with a deep passion for our community's development and governance, I believe I can contribute valuable insights to the committee's crucial work.

Over the years, I have actively participated in local initiatives, attending town meetings, and volunteering on the Board of Education for the past six years. My background in law and policy through my previous work as non-partisan staff for the Connecticut General Assembly and partnerships with state agencies and stakeholders including education, social services, the child advocate, and legislative committees, has equipped me with a solid understanding of the legal and procedural aspects that the Town Charter Review Committee addresses.

I am committed to fostering transparency, accountability, and fairness in our local government. I am excited about the opportunity to collaborate with fellow committee members to ensure that our town's charter remains relevant, effective, and reflective of the evolving needs and aspirations of our community.

If appointed, I pledge to approach my responsibilities with diligence, open-mindedness, and a collaborative spirit. I am eager to work alongside other committee members and engage in thoughtful discussions that will lead to well-informed recommendations for any necessary charter revisions.

Thank you for considering my request. I look forward to the possibility of serving on the Town Charter Review Committee and contributing positively to the continued growth and enhancement of our community. Please feel free to contact me at hrpetit@gmail.com if you require any additional information or if there are any further steps in the appointment process.

Sincerely,

Heather R. Petit
92 Old Colchester Road
Amston, CT 06231

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Donna Lanza

From: Andy Tierney
Sent: Tuesday, October 17, 2023 9:57 AM
To: Donna Lanza
Subject: Fwd: Charter Revision Commission

She wants to be considered for charter revision
Sent from my iPad

Begin forwarded message:

From: Jessica Stewart <jstewartsrf@gmail.com>
Date: October 17, 2023 at 9:47:29 AM EDT
To: Andy Tierney <atierney@hebronct.com>
Subject: Re: Charter Revision Commission

Andy,

My name is Jessica Stewart, I have a Master's degree in Early Childhood Education and have over 20 years of experience in the field. I have owned my own consulting firm since 2016 and owned Abbeez Frozen Yogurt in East Hampton, CT for 2 years so I have business experience as well. Currently, I work with over 30 childcare centers in CT as their officially required Educational Consultant. I hold three teacher certifications with the State of CT, PreK-K, K to 6, and Family Consumer Science K to 12. I have over 20 years of experience managing and writing grants as well. I have been married for 24 years and have two teenage girls who attend RHAM High School, one is a sophomore and the other is a Senior. I currently sit on the Hebron School Readiness Council and have for a full year now.

I live at:
6 Smith Farm Road
Amston, CT 06231

I would like to be considered to be placed on the Charter Revision Committee.

Thank you,
Jessica Stewart
Jstewart Consulting LLC
Grant Write/Manager
Education Consultant OEC approved
860-335-3974 Cell

On Tue, Oct 17, 2023 at 9:41 AM Andy Tierney <atierney@hebronct.com> wrote:

Hi Jessica, you can send me an email with a little bit of a bio your physical address, and requesting to be considered to be placed on that committee

Sent from my iPhone

On Oct 17, 2023, at 9:38 AM, Jessica Stewart <jstewartsrf@gmail.com> wrote:

Dear Andrew,

I would like more information on how I might be able to get on the Charter Revision Commission. I am a Hebron resident.

Thank you,
Jessica Stewart
Jstewart Consulting LLC
Grant Writer/Manager
Education Consultant OEC approved
860-335-3974 Cell

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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: Mark Stuart <mfstuart1@gmail.com>
Sent: Wednesday, August 30, 2023 11:48 AM
To: Board of. Selectmen; Andy Tierney; Donna Lanza
Subject: Charter Revision Commission

Dear Board of Selectmen, Andy Tierney and Donna Lanza,

I recently learned that the Board of Selectmen is planning to reopen the Town Charter for review and possible revision. Having served on the Board of Selectmen (12 years), Board of Finance (4 years), a previous Charter Revision Commission, and various other Hebron government committees, I believe my experience in Hebron's governing structure will be a valuable asset to the upcoming Charter Revision Commission.

Therefore, I hereby submit my request to be considered for appointment by the Board of Selectmen to the Hebron Charter Revision Commission.

Regards,

Mark F. Stuart
5 Alice Lane
Amston, CT 06231
mfstuart1@gmail.com
860-995-7777 cell
860-228-0571 home

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Donna Lanza

From: Andy Tierney
Sent: Thursday, October 19, 2023 9:20 PM
To: Donna Lanza
Subject: Fwd: Hebron Charter Revision Commission

Sent from my iPhone

Begin forwarded message:

From: Allegra W <asrbweir@gmail.com>
Date: October 19, 2023 at 9:17:30 PM EDT
To: Andy Tierney <atierney@hebronct.com>
Subject: Hebron Charter Revision Commission

Good evening Andy,

I am writing to express my interest in serving on the Charter Revision Commission.

I have lived in Hebron for almost 24 years where my husband and I have raised our 3 daughters (ages 22, 19, and 15). Our youngest is currently a sophomore at RHAM high school.

I have worked as an pediatric occupational therapist for over 21 years, in compliance with our family's restoration company and currently working as a realtor.

I have served on many boards over the years mainly with my daughter's preschool, our church and our pool and tennis club.

My current address is:
888 Gilead Street
Hebron, CT 06248

Thank you for your consideration.
Allegra Weir

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**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 2, 2023**

AMERICA 250 CT COMMISSION

The United States of America will mark the 250th anniversary of the signing of the Declaration of Independence on July 4, 2026. An America 25 CT Commission has been created and Hebron has been requested to participate at a local level.

The Town Center Project has offered to be involved with coordinating and the Town Manager is recommending that TTCP be designated as the lead in coordinating Hebron's America 250 Celebration.

Proposed Motion:

Move that the Hebron Board of Selectmen designate The Town Center Project, Inc. as the lead organization in coordinating Hebron's America 250 Celebration.

Donna Lanza

From: info@ct250.org
Sent: Wednesday, September 20, 2023 10:27 AM
To: Donna Lanza
Subject: America 250 | CT Commission - Local Contacts Needed

Dear Ms. Lanza,

On July 4, 2026, the United States of America will mark the 250th anniversary of the signing of the Declaration of Independence! Last year, in anticipation of this event, Governor Lamont signed Executive Order 22-2 that created the [America 250 | CT Commission](#). Since then, the Commission has been hard at work creating a structure, developing goals and themes, and engaging our historical, cultural, and civics organizations.

Today, we are reaching out to invite Hebron to participate. In the spirit of participatory democracy, we are seeking to engage our residents at the local level. With this in mind, we are inviting cities and towns across the state to make meaning of this anniversary in their own way, with inspiration from the commission's [goals](#) and [themes](#). We encourage every municipality in the state to bring together a group of people with various perspectives—librarians, historians, economic development leaders, business owners, town clerks, commissioners on social justice, environmental, and/or DEI commissions, etc.—to work together and create commemorative activities that resonate in your community.

As your town comes together to plan this commemoration, we are looking for a contact who can serve as a liaison between the commission and your community. We plan to share information about themes, programs, funding opportunities, and promotional guidelines as we move forward. We also hope to receive feedback about what is needed from the commission to make this commemoration a success.

We have assembled any information you may need in one place on our [website](#). If you have further questions, please respond to this email.

We hope you will choose to be involved.

Sincerely,



Hon. Denise Merrill
Chair, America 250 | CT Commission
Former Secretary of the State



Jason Mancini, Ph.D.
Vice Chair, America 250 | CT Commission
Executive Director, CT Humanities



Local Engagement

In 2026, the United States will commemorate the 250th anniversary of the signing of the Declaration of Independence and the founding of the country. It is an opportunity for reflection on the ideals of the founders of the nation, but also a time to consider the path forward in expanding our realization of those ideals today.

In the spirit of participatory democracy, it is the vision of the America 250 | CT Commission that rather than planning one single commemorative event, we are encouraging organizations and individuals around the state to make meaning of this anniversary in their own way.

Start thinking about what your organization and what your community can do using the following resources:

- [America 250 | CT Themes](#) – Inspired by the AASLH Field Guide, Connecticut's commission has developed four themes for our state's commemoration.
- [Guiding Values](#) – In addition to a mission and vision, the America 250 | CT Commission has developed guiding values for activities related to the commemoration.

We ask all local officials to [send us a local contact](#) that can be shared with people who would like to be more involved in the Commission and its work. As we move forward, we will also share details on funding and promoting your events.

Timeline:

- **2023:** Towns begin planning meetings and contribute local contacts, while the Commission creates and distributes guidelines via organizational partners and local contacts. Towns are encouraged to have conversations about the [America 250 | CT themes](#), distribute surveys, and share resources.
- **2024:** Towns continue to meet and plan for 2026. [Planning grants](#) and [capacity grants](#) are available through CT Humanities.
- **2025:** Finalize plans for activities—school programs, exhibitions, lecture series, community conversations—that will be happening. [Implementation grants](#) are available through CT Humanities.
- **2026:** Commemorative activities take place throughout the state. [Quick grants](#) are available through CT Humanities.
- **2027 and onwards:** Continue the conversations that began through this process!

Other Resources:

- [AASLH Forming a Local 250th Commission](#)
- [America 250 | CT Mailing List](#)
- [Resources List](#)



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

November 16, 2023, 7:00 PM (America/New York)

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

<https://meet.goto.com/525292389>

You can also dial in using your phone.

Access Code: 525-292-389

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

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

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

Thursday, November 16, 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) 2023 Reappointments

7:20 p.m. 7. TOWN MANAGER'S REPORT

a) Recent Activities

b) Correspondence

c) Town Manager Updates

7:25 p.m. 8. OLD BUSINESS

- a) American Rescue Plan State and Local Recovery Funds Update
- b) Department of Public Works Action Committee Update
- c) Current Public Works Facility Update
- d) Charter Revision Commission Update
- e) Any Other Old Business

7:45 p.m. 9. NEW BUSINESS

- a) Approve Agreement Between the Town of Hebron and the Connecticut River Valley Chamber of Commerce
- b) Water Pollution Control Authority (WPCA) Review of Activities
- c) Draft Agenda for December 7, 2023 Meeting
- d) Any Other New Business

8:10 p.m. 10. CONSENT AGENDA

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

a) **APPROVAL OF MINUTES**

10.a.1 November 2, 2023 – Regular Meeting

b) **TAX REFUNDS**

8:15 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

8:25 p.m. 12. PUBLIC COMMENT

8:30 p.m. 13. ADJOURNMENT

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
NOVEMBER 2, 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 October 19, 2023 – Public Hearing
- 10.a.2 October 19, 2023 – Regular Meeting

b) APPROVAL OF TAX REFUNDS

10.b.1	Lonette C. Gloss	\$ 820.00
10.b.2	Breanna G. & John R. Devin	\$ 509.49
10.b.3	Hyundai Lease Titling Trust	\$ 391.44

**TOWN OF HEBRON
BOARD OF SELECTMEN
Public Hearing (Virtual)
Thursday, October 19, 2023 - 6:30 PM**

MINUTES



ATTENDENCE:

Board of Selectmen (Present): Daniel Larson (Chair), Peter Kasper

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

Guests: Adam Ockman, Amy D'Amaddio, Cathy McSweeney, Lilli Rhodes, Steve Wells, Terry McManus, John Matra

1. Introduction

D. Larson began the hearing at 6:30 p.m. and led the Pledge of Allegiance. A proposed ordinance establishing a Housing Choices Advisory Committee will be voted upon at a Special Town Meeting on Thursday, October 26, 2023 in the Douglas Library Community Room at 7:00 p.m. D. Larson read the ordinance, which outlines the establishment, purpose, terms of office, members, and powers and duties of the committee. He then opened public discussion.

2. Discussion

Amy D'Amaddio spoke on behalf of the Coalition on Diversity and Equity (CoDE), stating they are supportive of this proposal, and appreciate the Board moving forward.

Town Planner Matthew Bordeaux provided background on the proposal. State mandates require municipalities to establish an affordable housing plan. Hebron has already drafted and adopted a plan. Discussion among members of the working group that created the plan led to the idea of a long-term committee responsible for maintaining plan updates, as well as monitoring the effectiveness of the adopted plan. He noted all mandates have been satisfied, and the target of 75 affordable housing units listed in Hebron's plan is a goal, not a requirement.

Following a question from P. Kasper, there was discussion on resources, including water and sewer utilities, and how limitations may impact the location of affordable housing efforts. M. Bordeaux noted the importance of maintaining the character of Hebron, particularly in the center of town, while also offering a diversity of housing options. While Hebron is primarily a single-family-home town, there are options to increase housing density without a more urban feel.

3. Conclusion

D. Larson closed the hearing at 6:51 p.m. He again noted the date, time, and location of the in-person Special Meeting to vote on the ordinance, as well as several other items. D. Lanza confirmed a minimum of 25 registered voters are required.

Respectfully submitted,
Hannah Walcott

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, October 19, 2023 - 7:00 PM**

MINUTES



ATTENDENCE:

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

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

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

Guests: Adam Ockman, Amy D'Amaddio, Bonnie Calkins, Community Voice Channel, Cathy McSweeney, Holly Habicht, Kathy Williams, Keith Petit, Lilli Rhodes, Terry McManus, John Matra

1. Call to Order

2. Pledge of Allegiance

D. Larson called the meeting to order at 7:01 p.m. and led the Pledge of Allegiance.

3. Additions and Changes to Agenda

None.

4. Public Comment

None.

5. Good to Know/Special Recognition

A. America 250 CT Commission for the 250th Anniversary of the Declaration of Independence

Connecticut towns are invited to plan and participate in events celebrating the event in 2026. H. Habicht of The Town Center Project extended an offer for that group to participate on behalf of Hebron. BoS members expressed support for the project, as well as potential TTCP involvement.

6. Town Manager's Report

A. Tierney reported the bid for the Wall Street sidewalk project should be awarded soon, with work likely to commence in the spring. The town is also working to secure additional money for Route 66/316 intersection improvements, which also has a successful bidder. He noted the TTCP's Harvest Moon Festival is scheduled for this weekend. The town has met with their insurance carrier to review policies. A new building maintainer has started, and will spend time with Willie Bell learning the position. Bids for the fire company addition will

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be opened tomorrow, October 20th. The town is looking to hire a new finance director, as well as an assessor. Initial assessments from facilities studies are arriving, including those for both Hebron schools. TTCP has released a survey regarding Maple Fest, which will hopefully provide guidance in planning next year's event.

7. Old Business

A. ARPA Funds Update

Updated ARPA details were included in the agenda. Committed funds are \$2,668,563. Uncommitted funds are \$144,151. There was discussion on skatepark funds, as well as active shooter line items. P. Kasper thanked town staff for their diligence in providing detailed updates.

B. DPW Action Committee – Finalize Charge and Consider Appointments

Following the committee's establishment, several individuals have expressed interest in serving. A. Tierney also stated a short list had been developed, with potential members contacted, though not all have responded yet. After discussion, the BoS agreed to appoint those expressing interest, with further appointments to be made once responses are received. M. Rubera suggested appointing a committee chair as well, and offered P. Kasper as a candidate. P. Kasper stated that while he is humbled, he would rather defer to the committee to appoint their own chair.

Motion by D. Larson that the Hebron Board of Selectmen appoint the following individuals to the Department of Public Works Action Committee: Peter Kasper, Richard Steiner, Mal Leichter, and Todd Habicht, with the remaining five people to be appointed at later meetings. The motion passed unanimously (3-0.)

C. PW Facility Update

Per A. Tierney, roof repairs have been completed with no leaks reported. Following a visit and recommendations from DEEP, additional secondary containment for oil drums has been added.

D. Charter Revision Commission Update

The Board discussed BoS involvement in the commission. Selectmen have participated in past Charter Revision Commissions. There are limits on the number of elected officials eligible to participate. Several members expressed support for the involvement of D. Lanza, who has served as both staff liaison and a commission member in the past. There was discussion on the timing of appointments, particularly in relation to the upcoming election.

8. New Business

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A. Approve Revised Job Description: Finance Director

Motion by D. Larson that the Hebron Board of Selectmen approve the revised job description for Finance Director as presented. The motion passed unanimously (3-0.)

B. Draft Agenda for November 2, 2023 Meeting

D. Larson noted scheduled discussion on Parks and Recreation's Policies update under Old Business. Additions to the agenda should be submitted to town officials.

C. Other New Business

None.

9. Consent Agenda

D. Larson split the consent agenda due to amendments to the minutes.

A. Tax Refunds

1. Kristy Hoffman

\$ 649.96

Motion by D. Larson that the Board of Selectmen accept the tax refund as presented. The motion passed unanimously (3-0).

B. Approval of Minutes

1. October 5, 2023 – Regular Meeting

D. Larson submitted the following amendments:

- a. Section 9.A (New Business, Parks and Recreation Policies Update) – Amend to reflect discussion and return to Commission regarding Section 15 (re: Horses), including the following suggested modification: "...or other animals which are normally ridden, i.e., mules, donkeys"
- b. Section 9.A (New Business, Parks and Recreation Policies Update) – Amend to reflect discussion and return to Commission regarding Section 14 (re: Bicycles), including the following suggested addition: "Bike paths may be closed due to environmental or erosion concerns, where the continuation of such activities will cause harm to the ground."

Motion by D. Larson to accept the minutes of October 5th, 2023 as amended. The motion passed unanimously (3-0).

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10. Liaison Reports

- A. P. Kasper noted a joint BoF/BoE/BoS budget meeting earlier this week. Parks and Rec Policies updates are moving forward. Burnt Hill has been chosen as the site for the dog park. Rec programs are going strong, the Farmer's Market was successful, and Youth Basketball is beginning.
- B. M. Rubera reported additional discussions regarding use of the Lions Fairgrounds, as well as ongoing training, regarding active shooter and emergency scenarios. He noted his pride in what Hebron has achieved in this area.
- C. D. Larson reported from the Historic Properties Commission, noting possible holiday events, perhaps at the Peters House.
- D. A. Tierney noted the renewal of the director's contract for Chatham Health. A meet and greet with the new library director was well-attended this week.

11. Public Comment

None.

12. Adjournment

Motion by P. Kasper and seconded by M. Rubera to adjourn at 7:55 p.m. The motion passed unanimously (3-0).

Respectfully submitted,
Hannah Walcott (Board Clerk)