

## 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)

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Thursday, November 16, 2023

7:00 p.m.

### AGENDA

#### Time Guideline

- |           |    |  |
|-----------|----|--|
| 7:00 p.m. | 1. | <b>CALL TO ORDER</b>   |
| 7:00 p.m. | 2. | <b>PLEDGE OF ALLEGIANCE</b>  |
| 7:02 p.m. | 3. | <b>ADDITIONS AND CHANGES TO THE AGENDA</b>   |
| 7:05 p.m. | 4. | <b>PUBLIC COMMENT</b><br>This section of the agenda is reserved for people 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. | <b>GOOD TO KNOW/SPECIAL RECOGNITION</b> <ul style="list-style-type: none"><li>• Recognition of Gail Richmond and Marc Rubera</li></ul>   |
| 7:15 p.m. | 6. | <b>APPOINTMENTS AND RESIGNATIONS</b> <ul style="list-style-type: none"><li>a) Confirm Appointment of Finance Director</li><li>b) Confirm Appointment of Assessor</li><li>c) Reappoint Hebron Police Officers</li><li>d) Zoning Board of Appeals Alternate Appointment</li><li>e) 2023 Reappointments</li></ul>   |
| 7:30 p.m. | 7. | <b>TOWN MANAGER'S REPORT</b> <ul style="list-style-type: none"><li>a) Recent Activities</li><li>b) Correspondence</li><li>c) Town Manager Updates</li></ul>  |

RECEIVED

2023 NOV 13 P 1:39  
HEBRON TOWN CLERK

**7:35 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 Update
- f) Any Other Old Business

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

**7:55 p.m.      9.      NEW BUSINESS**

- a) Approve Emergency Management Performance Grant Application
- b) Nickle Nip Funds Proposal and Accounting
- 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  
CERTIFICATE OF RECOGNITION**

**AWARDED TO**

**GAIL B. RICHMOND**

**With sincere appreciation for her many years of dedicated service on**

**Board of Selectmen (2015 to 2023)**

**Library Board of Trustees (2013 to present)**

**Library Study Task Force (2012)**

**Charter Revision Commission (2013 & 2018)**

*Dated at Hebron, Connecticut, this 16th day of November, 2023.*



*Daniel Larson, Chairman  
Board of Selectmen*

*Andrew J. Tierney  
Town Manager*





**TOWN OF HEBRON  
CERTIFICATE OF RECOGNITION**

**AWARDED TO**

**MARC P. RUBERA**

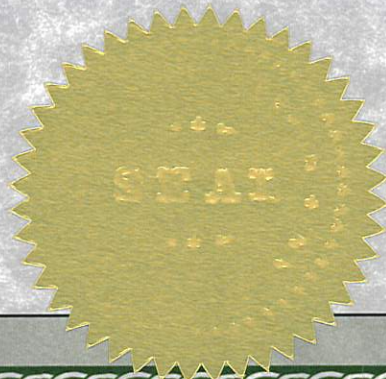
**With sincere appreciation for his years of dedicated service on**

**Board of Selectmen (2019 to 2023)  
Steering Committee on Racial Justice & Equity (2020)**

*Dated at Hebron, Connecticut, this 16th day of November, 2023.*

\_\_\_\_\_  
**Daniel Larson, Chairman  
Board of Selectmen**

\_\_\_\_\_  
**Andrew J. Tierney  
Town Manager**





**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
NOVEMBER 16, 2023**

**APPOINTMENTS AND RESIGNATIONS**

**a. Confirm Appointment of Finance Director**

**Proposed Motion:**

Move that, pursuant to Hebron Town Charter Sections 801 and 802, the Hebron Board of Selectmen confirm the Town Manager's appointment of Lori Granato as Finance Director effective February 3, 2024, with an employment date of December 4, 2023.

**b. Confirm Appointment of Assessor**

**Proposed Motion:**

Move that, pursuant to Hebron Town Charter Sections 801 and 803, the Hebron Board of Selectmen confirm the Town Manager's appointment of Suzanne Topliff as Assessor effective December 4, 2023.

**c. Reappoint Hebron Police Officers**

**Proposed Motion:**

Move that, pursuant to Hebron Town Charter Section 804, and Hebron Town Code Section 100-1, the Hebron Board of Selectmen confirm the Town Manager's reappointment of the following Hebron Police Officers for a two-year term to run until December 2025: Kevin Dowd, Ricardo Martinez, Thomas Regan, Marc Rubera and Thomas Topulos.

**d. Zoning Board of Appeals Alternate Appointment**

Attached is correspondence from June Danaher (R) expressing her interest in serving as an Alternate on the Zoning Board of Appeals.

**Proposed Motion:**

Move that the Hebron Board of Selectmen appoint June Danaher as an Alternate on the Zoning Board of Appeals to a term to run until December 2025.





STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE  
HEBRON RESIDENT STATE TROOPER'S OFFICE

Date: November 13, 2023

To: Andrew J. Tierney  
Hebron Town Manager

From: Trooper Bryce Reed #1326  
Hebron Resident State Trooper

Subject: Hebron Police Officer - Reappointment

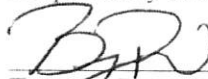
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Dear Mr. Tierney,

I have been assigned to the Hebron Resident Trooper's Office since July 2021. Throughout my time in Hebron, I have supervised and worked alongside each of the five Hebron Police Officers in their various capacities (SRO, Patrol, Hebron Events, etc ). I have directly witnessed the hard work, compassion, and professionalism portrayed by each Hebron Police Officer. This memorandum is to highly recommend each of the following Hebron Police Officers for reappointment:

- Officer Marc Rubera #KC58
- Officer Ricardo Martinez #KC59
- Officer Thomas Regan #KC56
- Officer Thomas Topulos #KC57
- Officer Kevin Dowd #KC55

Respectfully Submitted,

 #1326

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Trooper Bryce Reed #1326  
Hebron Resident State Trooper



*Town of Hebron, CT  
Wednesday, November 8, 2023*

## Chapter C. Charter

### Chapter VIII. Administrative Officers, Department Heads and Employees

#### Section 801. General.

The Town Manager shall appoint, and may remove, subject to the confirmation of the Board of Selectmen, the administrative officers provided for in Section 802, and other officials and employees as provided for in Section 803. Said officers shall have powers and duties as are provided for such by the General Statutes, except as otherwise provided by this Charter.

All officers shall receive such compensation as determined by the Board of Selectmen, subject to inclusion in the annual budget. Unless otherwise provided by the Selectmen, officers, department heads and employees need not be residents of the Town.

#### Section 802. Administrative officers.

There shall be the following Town administrative officers:

- A. Director of Administrative Services.
- B. Director of Planning and Development.
- C. Director of Public Works.
- D. Finance Director who shall have the following powers and duties together with such powers and duties as the Town Manager and the Board of Selectmen shall confer. The Finance Director shall be the Town Treasurer and the agent of all Town funds and, except as otherwise provided by this Charter, shall have all the powers and duties prescribed for Town Treasurers by the General Statutes.



*Town of Hebron, CT  
Wednesday, November 8, 2023*

## Chapter C. Charter

### Chapter VIII. Administrative Officers, Department Heads and Employees

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#### Section 803. Other appointed officials and employees.

- A. There shall be an appointed Assessor and Revenue Collector.
- B. The Town Manager, subject to the approval of the Board of Selectmen, may appoint and remove such officials and employees as the needs of the Town require and as mandated by state statutes to include regional partnerships and services, subject to budgetary appropriations.
- C. The Town Manager, subject to the confirmation of the Board of Selectmen, may combine any of the positions provided for in Section 802 and 803, provided that in combining positions, an appointee is qualified to perform such assigned functions.

#### Section 804. Police service.

The Town Manager may utilize the services of the resident state trooper program supplemented with local police officers or constables or organize a local police department by ordinance.

*Town of Hebron, CT  
Monday, November 6, 2023*

## Chapter 100. Police and Fire Protection

### § 100-1. Police officers.

The Town Manager in November of the odd-numbered years shall appoint not more than nine police officers for two-year terms. Said police officers shall be in lieu of elected police officers.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*



**e. 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.

Commission on Aging

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

Conservation Commission

- Jasmin Okugic (5/9) YES
- Ann Zitkus (Alternate) (8/9) NO

Economic Development Commission

- Jon Lesisko (7/10) YES

Green Committee

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

Historic Properties Commission

- Patricia Larson (12/12) YES

Parks & Recreation Commission

- Kate Wilcox (9/10) YES
- Ryan Price (6/10) YES
- Travis Carter (5/6) YES

Public Building Committee

- Wayne Warwick (24/25) YES

WPCA

- Kevin Grady (9/10) YES

**Proposed Motion:**

Move that the Hebron Board of Selectmen reappoint the following individuals for a four-year term to run until December 2027:

Commission on Aging: Catherine Litwin and Sandra Waldo

Conservation Commission: Jasmin Okugic

Economic Development Commission: Jon Lesisko

Green Committee: Kaitlin Hershey, Michael Harder and Brian Barlow (Alternate)

Historic Properties Commission: Patricia Larson

Parks & Recreation Commission: Kate Wilcox, Ryan Price and Travis Carter

Public Building Committee: Wayne Warwick

WPCA: Kevin Grady

### **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.



## Donna Lanza

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**From:** Andy Tierney  
**Sent:** Wednesday, October 04, 2023 7:53 AM  
**To:** Donna Lanza  
**Cc:** Dori Wolf  
**Subject:** FW: Appointment to ZBA Alternate to vacant position

FYI

**From:** June danaher <aholiday11@yahoo.com>  
**Sent:** Tuesday, October 3, 2023 4:19 PM  
**To:** Andy Tierney <atierney@hebronct.com>  
**Subject:** Appointment to ZBA Alternate to vacant position

Hi Andy,

As we discussed earlier today I would like to be appointed to The ZBA as an alternate to fill a currently vacant position.  
Thank you,

June Danaher

**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.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
November 16, 2023**

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

Attached is a memo from the Public Building Committee requesting that the Board of Selectmen consider an additional appropriation of \$78,000 through ARPA for the Fire Company # 1 Garage Bay Expansion Construction Project. Bids recently received all came in over budget (bid summary attached).

Current ARPA approved funding for this project is \$161,100.

Attached is the ARPA Summary Report.



MEMO:

TO: Hebron Board of Selectmen  
RE: Additional Appropriation for the Company One Addition Project

The Hebron Town Building committee would like to have the source of the funds for the Company One addition be approved at the 10-16-2023 BOS Meeting. This is so the building committee is able to recommend to the selectmen at the December 7<sup>th</sup> meeting the selection of the proposal/company to construct the addition at Company 1.

At the 12-07 meeting the fire chief, our professional architect and the building committee will be there to present a full presentation to the BOS as well as all additional information pertinent to the project. Following the presentation all questions will be answered.

As you are aware the original timeframe for this project was to construct this addition in 2023 prior to the winter weather moving in. That didn't happen for several reasons. The calendar has been revised to begin construction in late winter / early spring as soon as the weather breaks.

There are several reasons that we need the dollars and contract proposal approved at the meetings mentioned above. They are:

1. The proposal acceptance period expires in mid-December prior to the BOS's next meeting.
2. Expiration of the proposal will mean either negotiating an extension or re-bidding the project. EITHER of which will create an increase in costs
3. additional potential legal costs
4. pushing the project out at least another 2 months or more.

The construction industry is in an upward spiral in terms of material cost, availability of materials, as well as both the cost and the availability of labor. We are attempting to lock in the final costs, and we can do that if the BOS votes to accept and executed the current bid we have in hand at the dates cited previously.

As you recall the project was initially proposed at \$100,000 with many requirements not included in the costs. By the time all requirements were added to the project the estimate was:

SOFT COSTS: Design, testing, Construction Drawings, Construction Management	\$28,100.00
<u>CONSTRUCTION COST</u>	<u>\$133,000.00</u>
	<b>\$161,100.00</b>

Bidding documents were prepared, reviewed by the towns legal counsel, and the project was put out to Public Bid. All Construction Bids came in over budget. We received 3 bids ranging from \$191k to over \$302K

The low bid for const now make the project look as follows:

SOFT COSTS: Design, testing, Construction Drawings, Construction Management	\$28,100.00
<u>CONSTRUCTION COST</u>	<u>\$191,000.00</u>
	<b>\$219,100.00</b>

In addition, all construction projects generally carry a contingency dollar amount. In the case of the Company 1 project our design professional recommends we budget \$20,000.00 for contingency. Contingency funds are only needed to be spent if something is found during construction that will cost additional dollars. These would come to the committee to approve as a change order. Due to the nature and size of this project we do not expect many change orders. If the money is not spent it shows as unspent dollars in the budget at the end of the project. It is returned to the town as such.

The final numbers look as follows:

TOTAL PROJECT COSTS:	
SOFT COSTS: Design, testing, Construction Drawings, Construction Management	\$28,100.00
CONSTRUCTION COST	\$191,000.00
CONTINGENCY	\$20,000.00
	<b>\$239,100.00</b>

The total project numbers now require an adjustment to the current appropriation as follows:

Current Appropriation	\$161,100.00
Increase to the Construction Budget (INCREASE)	<b>\$58,000.00</b>
Funds for Contingency (INCREASE)	<b>\$20,000.00</b>
<b>Total additional funds required to be appropriated</b>	<b>\$78,000.00</b>

We recommend the BOS fund this from the ARPA funds. If funding were to come from a supplemental appropriation, it is unlikely that could happen within the required time frame. Per the charter, the supplemental appropriation would need to be requested by the BOS, then approved by the BOF and finally approved by the BOS.

Currently as the project is funded via ARPA Funds the Connecticut Commission on Human Rights and Opportunity (CHRO) has no jurisdiction over the project. If it were to be funded with additional public-local-grant fund CHRO would kick in and require compliance under the CT statutes. That would add additional time and cost (estimated \$5K to \$10K) that we would need to add to the budget.

In Summary:

Our design professionals have advised that based on the current state of the economy, and several factors within the construction industry, a delay or rebid of this project will NOT favor the town. Bids will almost definitely come in at a higher cost.

We will be prepared to discuss these and other questions in more depth at the meeting on the 16<sup>th</sup> or feel free to contact us in advance if necessary.

Thanks for your continued support!!!!

Sincerely,  
The Hebron Public Building Committee



## Current Appropriation

Soft Costs	\$28,100
<u>Construction Costs</u>	<u>\$133,000</u>
<b>Total</b>	<b>\$161,100</b>

Lowest Qualified CONSTRUCTION Proposal	\$191,000
<u>Current CONSTRUCTION Appropriation</u>	<u>\$133,000</u>
<b>Additional CONSTRUCTION FUNDS Required</b>	<b>\$58,000</b>

**PLUS CONTINGENCY (Not part of Bid) Approx 10%** **\$20,000**

Contingency Funds are to ensure Additional funds are NOT required. They are a part of funding any project so all expenses are covered and the town does not have to entertain additional appropriations. In a VERY VERY rare instance these fund may be exceeded but this project possesses NONE of the characteristics where this might happen

**ADDITIONAL APPROPRIATION REQUIRED \$78,000**

**Final Project Appropriation / Costs \$239,100**

Garage Bay Extension for the  
Hebourn Public Safety Building  
44 Main Street, Hebron, Connecticut 06248

General Bid Opening: October 20, 2023

## BID Tabulation

### General Contractor BIDs

TectonArchitects | pc

								Symbol Legend & Key	
		Addenda Included				Submitted Forms		Alternates	
								1 Alternate No. 1 (remove angle sill) 2 3 Indicates "NC", "N/A", or omitted - Indicates a subtraction <input checked="" type="checkbox"/> Included in BID submission <input checked="" type="checkbox"/> Omitted in BID submission	
General Contractor Name	Bid Sum	1	2	Alternates					
<b>Millennium Builders, Inc.</b> 20 Northwood Drive Bloomfield, CT 06002 Base Bid Sum + Alternates	\$254,700.00  \$255,800.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 \$1,100.00 2 3 total \$1,100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A305 Exhibit E (duplicate of D) not included
<b>Sarazin General Contractors, Inc.</b> 6 Commerce Drive North Windham, CT 06256 Base Bid Sum + Alternates	\$191,000.00  \$195,500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 \$4,500.00 2 3 total \$4,500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Included A305 (1986) Contractor's Qualification Statement in lieu of Exhibits A-E.
<b>Zeiss Construction Group LLC</b> 50 Sheriden Street Stratford, CT 06615 Base Bid Sum + Alternates	\$302,207.00  \$302,207.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 <input checked="" type="checkbox"/> 2 3 total \$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Included A305 (2020) Contractor's Qualification Statement in addition to Exhibits A-E.

State and Local Recovery Funds  
American Rescue Plan  
ARPA PROJECT STATUS REPORT

11/8/2023 3:41 PM

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	0	60,206	Complete - Vehicle purchased, MLPR removed 9/21/2023
7/21/2022	2	Security Measures - Town Buildings	143,000		143,000		Working with vendors/awaiting Facilities Study Recommendations
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	Fire Department Battery Operated Rescue Tools	50,000		0	52,039	Complete
7/21/2022	6	Martin Road Reconstruction Engineering	25,000		25,000		LOTICIP Grant/Partial Town Match/In Design Process/Construction 2026
7/21/2022	7	Senior Center Generator Switch Gear/Connection	14,000		14,000		Plan for November 2023 installation
7/21/2022	8	Pendleton Drive to Library Pedestrian Bridge - Town Match Engineering	101,886		101,725		STEAP Grant, completing plans, need Cons/PZC approval and RFP
7/21/2022	9	Skate Park Veteran's	145,000		145,000		P & Rec Subcom working on this/demolished/RFP to be done
7/21/2022	10	Pickle Ball Courts (3) HES	65,000	118,000	118,000		P & R working on this \$ Adj 8/3/23, need plans and 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	138,900		Inc in Round 2 Adj 2/2/23 & 8/3/23 Bid due 10/20/2023
7/21/2022	15	AHM HVAC System Upgrade	55,000 **		0	55,000	Complete
7/21/2022	16	Virtual Meeting Room Conference Equipment (Library & TOB)	66,000		66,000		Working with vendors/updating quotes/conducting field visits
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		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		Twin bins & Trasfer Station signs purchased
<b>PROJECTS APPROVED JULY 21, 2022 ROUND I GRAND TOTAL</b>			<b>\$ 1,598,531</b>				Bike racks to be purchased

\* 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. Only Hebron contributed.

State and Local Recovery Funds  
American Rescue Plan  
ARPA PROJECT STATUS REPORT

11/8/2023:41 PM

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 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		Deposit Made/Awaiting Delivery ETA early 2024
9/1/2022	Cyber Threat Assessment and Security Measures	25,000		19,289		Assessments & Tabletop Complete/Hardware purchased - Proj Cont
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		Bid Awarded
9/1/2022	Police Vehicle	80,000		0	66,345	Complete
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 (pre-owned)	10,000		0	9,000	Complete
1/19/2023	Implicit Bias Training Town Employees/Elected Officials	5,000		5,000		Scheduled Mandatory Employee Training Nov 6 & 8
1/19/2023	Hebron Historical Society Ancient Cemetery Repair/Maintenance 5 Cemeteries at \$20,000/each	100,000		50,000		Adjusted 5/8/2023
1/19/2023	Gull School Roof	20,000		500		Roof Shingles Complete/ Chimney Cap and Sealing to be done
1/19/2023	Police Accreditation	28,000		10,915		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	10,000		10,000		LADA preparing preliminary drawings for event board sign
2/16/2023	CoDE Support for Juneteenth Event	4,000		0	4,000	Complete
2/16/2023	Hebron Elementary School Gym Floor Repair	264,800	75,900		75,900	Complete - Adjusted 5/8/23 Repair not replace
Approved Round 2		750,032				Architect and Contractor Input 6/29/23
5/8/2023	The Town Center Project (TTCP) Storage Shed	30,000		17,520		Order Placed/Deposits Made/Under Construction
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
TOTAL APPROVALS TO DATE		2,668,563				
REMAINING ARPA FUNDS TO BE HELD IN RESERVE		144,151				
		2,812,714				



State and Local Recovery Funds  
American Rescue Plan  
ARPA PROJECT STATUS REPORT

11/8/2023 3:41 PM

**Approved by Town Attorney Awaiting BOS Approval**

Hebron Center Signage (wayfinding and community event 85/66)	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
Peters House Renovation/Restoration	50,000	
Hebron Green Parking Lot Improvements	50,000	
Horton House Maintenance	\$ TBD	
Land Acknowledgement Plaques (CoDE)	TBD	

**Awaiting Town Attorney Approval and BOS Approval**

Collins: GHS Water System	Tentative Attorney Approval
Collins: Fund for Affordable Home Ownership	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 HIHS
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
Document Storage Review - Horton House	4,600	Funded from FY 23-24 Operating Budget

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
November 16, 2023**

**CHARTER REVISION COMMISSION UPDATE**

At the November 2, 2023, Board of Selectmen meeting the decision was made to restart the clock on establishing the Charter Revision Commission (CRC).

After reviewing the calendar and BOS meeting dates for the remainder of 2023, following are two potential timelines for the restart of the charter revision process. These options allow approximately four months for CRC to prepare the draft report.

Option 1    Start clock on November 16 – 30<sup>th</sup> day is December 16

- December BOS meetings are scheduled for December 7 and 21
- Appointment at December 7 meeting does not allow enough time to recruit and December 21 is beyond the 30 days
- A Special Meeting could be called to act on the appointment – suggested date would be December 14

Option 2    Start Clock on December 7 – 30<sup>th</sup> day is January 6

- January BOS meetings are scheduled for January 4 and 18
- Appointment at January 4 meeting falls within the 30 days
- This also allows the new BOS time to review the CRC Charge

Another option to consider would be to aim for a November 2025 vote on the proposed Charter Revision – allowing 16 months for the CRC to do their work.

To date, eleven (11) people have expressed interest in being appointed to the Charter Revision Commission:

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

A decision should be made as to whether people who have already expressed interest in serving will need to resubmit or if they will continue to be considered unless indicating they no longer wish to be considered for appointment.

The Selectmen may wish to reconsider the size of the CRC:

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.

Attached is the draft CRC Charge which should be reviewed by the Board. Also attached is a proposed timeline with a start date of December 7.

## **SAMPLE RESOLUTION – DOES NOT REQUIRE ACTION TONIGHT**

### **Proposed Resolution:**

BE IT RESOLVED that the Hebron Board of Selectmen has determined it is appropriate to establish a Charter Revision Commission consisting of seven (7) members, pursuant to the provisions of the Hebron Town Charter, Chapter XII, Section 1207 and Connecticut General Statutes, Chapter 99, concerning Municipal Charter and Special Act. Volunteers will be solicited to serve on the Charter Revision Commission and the appointment of the Charter Revision Commission will take place on \_\_\_\_\_.

## 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 11/16/2023  
2023-2024 CHARTER REVISION COMMISSION  
2024 ELECTION VOTE

Board of Selectmen	Step 1 Initiate Charter Revision	12/ 7/2023
Board of Selectmen	Step 2 Appoint Charter Revision Com.	1/ 4/2024
Charter Revision Com.	Step 3 Organize and Set Hearing Date	by 1/31/2024
Charter Revision Com.	Step 3 First Public Hearing	by 2/15/2024
Charter Revision Com.	Step 4 Prepares First Draft	4/ 1/2024
Charter Revision Com.	Step 5 Second Public Hearing (1 <sup>st</sup> Draft)	4/15/2024
Charter Revision Com.	Step 6 Submit Draft Report to BOS	5/ 1/2024
Board of Selectmen	Step 7 Public Hearing on CRC Draft	5/15/2024
Board of Selectmen	Step 8 BOS Return to CRC	6/ 1/2024
Charter Revision Com.	Step 9 Finalizes Final Report	7/ 1/2024
Charter Revision Com.	Step 9 Presents Final Report to BOS	7/ 1/2024
Board of Selectmen	Step 10 Approval of Charter Revisions	7/11/2024
Legal Ad	Step 11 (45 days to Step 12)	7/19/2024
Board of Selectmen	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 **four (4) months** to complete the draft report.

November 7, 2023

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
NOVEMBER 16, 2023**

**APPROVE EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION**

Attached is a copy of the State of Connecticut Department of Emergency Services and Public Protection Emergency Management Performance Grant application for the period from October 1, 2023 to September 30, 2024. This is an annual grant application which provides funding for the Emergency Management operations of the Town of Hebron.

Proposed Resolution:

RESOLVED, 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; and

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, 2023, to September 30, 2024, in the amount of \$5,453.30, with a local match of \$5,453.30.



# **E.MERGENCY M.ANAGEMENT P.ERFORMANCE G.RANT**

## **FFY 2023 APPLICATION**

**Application Deadline to your DEMHS  
Regional Office is March 30, 2024**



## **State of Connecticut**

**Department of Emergency Services and Public Protection  
Division of Emergency Management and Homeland Security**



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## COMPLETION CHECKLIST FOR SUB-GRANTEE

**Please use this aid to ensure all documents are included in your submission. More detailed information is available in the EMPG Manual. Note: The application front page & section A (Instructions) do not need to be submitted.**

- ☐ Section B: Application Information and Data Sheet
- ☐ Section C: Municipal Resolution
- ☐ Section D: EMPG Financial Tool Budget Tab
- ☐ Section E: Master Staffing Pattern and Training History
- ☐ Section F: NEMA Survey attached (Optional)
- ☐ Job Descriptions have been attached if applicable (Available on website)

## DEMHS REGIONAL CONTACT INFO

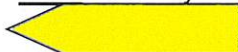
**For assistance filling out this application please contact your DEMHS Regional Coordinator.**

Region 1	Robert Kenny Regional Coordinator	149 Prospect Street, Bridgeport, CT 06604 Phone: 860.250.2478 Email: <a href="mailto:Robert.Kenny@ct.gov">Robert.Kenny@ct.gov</a>	Fax: 203.334.1560
Region 2	Nicole Velardi Regional Coordinator	OB-1 #103 12 Wintergreen Avenue New Haven 06515 Phone: 860.250.3453 Email: <a href="mailto:Nicole.Velardi@ct.gov">Nicole.Velardi@ct.gov</a>	Fax: TBD
Region 3	Josh Cingranelli Regional Coordinator	DEMHS - 360 Broad Street Hartford CT 06105 Phone: 860.250-2548 Email: <a href="mailto:Josh.Cingranelli@ct.gov">Josh.Cingranelli@ct.gov</a>  Mailing address: P.O. Box 1236 Glastonbury, CT 06033	Fax: 860.257.4621
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road Colchester, CT 06415 Phone: 860.250.3449 Email: <a href="mailto:Mike.Caplet@ct.gov">Mike.Caplet@ct.gov</a>	Fax: 860.465.5464
Region 5	John Field Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 860.250.2535 Email: <a href="mailto:John.Field@ct.gov">John.Field@ct.gov</a>	Fax: 203.591.3529



## SECTION A. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. **Electronic signatures are accepted on all documents.** Please sign or initial where you see the following tabs:



1. **Manual:** Please print and review the EMPG Program Manual (<https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms>). The Subgrantee is responsible for the information contained in this document. More complete instructions are available in this document.
2. **Section B: Applicant Information and Datasheet:** Please fill out boxes 1-16 with the necessary information.
3. **Section C: Municipal Resolution:** Please provide a municipal resolution to grant the Chief Executive Officer the authority to sign the EMPG application package on behalf of the municipality. For more information on resolution specifics please reference the EMPG Program Manual.
4. **Section D: EMPG FINANCIAL TOOL-Budget Preparation:** Fill in your budget request for the performance period of 10/1/23-9/30/24 in the 2023 EMPG SLA Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application. Please consult the 2023 EMPG Manual for any additional forms.
5. **Section E: Master Staffing Pattern:** The Master Staffing Form comes pre-populated with the training records of local personnel who have reported completion of the IS and/or PDS course requirements. Towns may use this form to report on any additional courses completed since their last EMPG application.
6. **Additional Forms:** Please review the remaining list of forms available on our website at <https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms> to determine if any of these forms will be needed for your application:
  - Emergency Management Director Job Description** – Use this form if you have hired a new Emergency Management Director.
  - Emergency Management Deputy Director Job Description** – Use this form if you have hired a new Emergency Management Deputy Director.
  - Emergency Management Support Staff Job Description** – Use this form if you have hired new Emergency Management Support Staff (e.g. Clerical).
  - Request for Transcripts from EMI** – Use this form to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).

Once all of the necessary forms are filled out and signed, complete the application by signing and dating the Applicant Information and Data Sheet. Attach the Budget and all other forms and submit the Application Package to your DEMHS Regional Office.



**SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET**

All Forms Must Be Original - Copies Will Not Be Accepted

**Mail Completed Applications To:**

DEMHS Regional Coordinator (See Page 2 of this application for contact information)

SPCP Unit Use Only

**1. Name of Municipality or Agency Applying for Subgrant:**  
HEBRON**2. Period of Award for this Subgrant: 10/1/23 – 9/30/24**  
10/1/2023 - 9/30/2024**3. Emergency Management Director Name & Address**Name: PAUL BANCROFT Title:  
Organization: TOWN OF HEBRON  
Address Line 1: 15 GILEAD STREET  
Address Line 2:  
City/State/Zip: HEBRON, CT 06248  
Phone: 860-228-5971 Fax:  
E-mail: PBANCROFT@HEBRONCT.COM**4. Official Authorized to Sign for the Applicant:**Name: ANDREW J TIERNEY Title: TOWN MANAGER  
Organization: TOWN OF HEBRON  
Address Line 1: 15 GILEAD STREET  
Address Line 2:  
City/State/Zip: HEBRON, CT 06248  
Phone: 860-228-5971 Fax:  
E-mail: ATIERNEY@HEBRONCT.COM**5. Municipal/Agency Financial Officer**Name: ELAINE GRIFFIN Title: FINANCE DIRECTOR  
Organization: TOWN OF HEBRON  
Address Line 1: 15 GILEAD STREET  
Address Line 2:  
City/State/Zip: HEBRON, CT 06248  
Phone: 860-228-5971 Fax:  
E-mail: EGRIFIN@HEBRONCT.COM**6. Fiscal Point of Contact: (If Different than Financial Officer)**Name: KEVIN LAWTON Title: FINANCIAL ADMINISTRATOR  
Organization: TOWN OF HEBRON  
Address Line 1: 15 GILEAD STREET  
Address Line 2:  
City/State/Zip: HEBRON, CT 06248  
Phone: 860-228-5971 Fax:  
E-mail: KLAUTON@HEBRONCT.COM**7. Applicant FEIN:** 06-6002015**8. Applicant DUNS #:** 021806104**9. Applicant Fiscal Year End:** JUNE 30**10. Date of Last Audit:** JUNE 30, 2023**11. Dates Covered by Last Audit:** 7/1/2022 to 6/30/2023**12. Date of Next Audit:** JUNE 30, 2024**13. Dates to be Covered by Next Audit:** 7/1/2023 to 6/30/2024

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

**FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION****14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS**

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

**Initial to indicate that this requirement has been read and understood:** \_\_\_\_\_

INITIAL

**15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:**

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

**Initial to indicate that this requirement has been read and understood:** \_\_\_\_\_

INITIAL

**16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.**

SIGN &amp; DATE

Authorized Signatory: X \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

### AUTHORIZING RESOLUTION OF THE

\_\_\_\_\_  
(Insert name of governing body--for example, town council)

#### CERTIFICATION:

I, \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_,  
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by  
\_\_\_\_\_ at its duly called and held meeting on \_\_\_\_\_, 20\_\_\_\_,  
(name of governing body) (Month, Day)

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the \_\_\_\_\_ may enter into with and deliver  
(name of governing body)

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

FURTHER RESOLVED, that \_\_\_\_\_, as \_\_\_\_\_ of  
(name and title of officer)

\_\_\_\_\_  
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

\_\_\_\_\_  
(name of governing body)

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that \_\_\_\_\_  
(name of officer)

now holds the office of \_\_\_\_\_ and that he/she has held that office since \_\_\_\_\_.

IN WITNESS WHEREOF: The undersigned has executed this certificate this \_\_\_\_\_ day of

\_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Name and title of record keeper)

INSERT  
TACTILE  
TOWN  
SEAL HERE

The Chief Executive Officer has not changed since the  
previous resolution was authorized on \_\_\_\_\_  
(Date)



## SECTION D. EMPG SLA FINANCIAL TOOL-BUDGET

**Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool “Application Budget” tabs.**

Fill out the Application Budget portion of the tool by filling out the teal boxes for the following:

### 1. Award Amounts:

**Per Capita Award:** This amount is based on your town's population as listed in the State Register and Manual.

**Sub grant Allocation:** This totals as you fill in the categories below.

### 2. Enter Categories:

- **Personnel-** Enter the total estimated cost for salaries or stipends for full or part-time EMDs, Deputy EMDs and support staff.
- **Organization-** Enter the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.
- **Equipment-** Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.
- **In kind-** Enter the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match.
- **Personal Protective Equipment (PPE)** Enter the PPE allocation from the front page into this cell. **Note: The PPE allocation can only be spent on PPE. PPE allocations are matched by state funding.**
- **All other-** Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated** – This is the remaining balance of funding that you have not yet allocated to a particular category.

EMPG Subgrant Budget (Fill In Green Cells Only)	
PER CAPITA AWARD	
Total:	\$22,840.65
Federal Per Capita Share:	\$11,420.33
Match:	\$11,420.33
SUBGRANT ALLOCATION	
Total:	\$22,840.65
Federal Per Capita Share:	\$11,420.33
Match (includes In-Kind):	\$12,920.33
Personnel:	\$16,840.67
Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.	
Organization:	\$500.00
Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.	
Equipment:	\$2,412.34
Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.	
In-Kind - Requires Double Match:	\$1,500.00
Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at <a href="http://www.ct.gov/demhs/cwp/view.asp?a=1910&amp;q=411692">http://www.ct.gov/demhs/cwp/view.asp?a=1910&amp;q=411692</a>	
Personal Protection Equipment:	\$1,087.64
Allocate (Enter) the total amount of PPE shown for your town here. PPE funding may be used for face masks, sanitizer, gloves, no touch devices, shields etc. No match is required for PPE.	
All Other Costs	\$500.00
Allocate (Enter) the total amount of all other costs (Travel, Training, Mileage, Meetings, EOC Activations, Emergency Responses etc..	
Unallocated:	\$0.00
Certification: I hereby certify that the information contained herein is based	



### Section E. EMPG Master Staffing Pattern and Training History

The purpose of this form is to collect information regarding employees who will be funded under the Emergency Management Performance Grant (EMPG). Shown on the form are the current training records (completed courses are marked with their dates of completion) by your EMPG funded staff according to our records. These courses are required for all staff funded partially or fully under the EMPG.

**Instructions:** If you have completed additional courses please fill in the dates of completion for any courses. Please provide a copy of the course certificate(s). The deadline for new staff to complete all of the required courses is September 30, 2024.

Name	Position	Required Training Courses (Completed Courses Shown with date of completion)										
		IS-100.c	IS- 120.c	IS 200.c	IS-230.d	IS-235.c	IS-240.b	IS-241.b	IS-242.b	IS-244.b	IS-700.b	IS-800.c
John Smith	EMD	4/17/16	1/27/04	1/27/14	1/27/04	1/27/04	4/27/06	4/27/06	4/27/06	4/27/06	3/21/06	3/21/06

If an employee funded by EMPG has yet to complete the Required FEMA IS courses at <https://training.fema.gov/is/searchis.aspx?search=PDS> (Professional Development Series) please complete the missing courses and submit your training certificate to your Division of Emergency Management and Homeland Security (DEMHS) Regional Office. If you need to request training certificates from FEMA, please request your transcript using the Transcript Request Form – EMI. You can find this form on our website at <https://training.fema.gov/emiweb/downloads/tranrqst1.pdf>

## SECTION F. NEMA QUESTIONNAIRE

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2023, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to Congress.

1. What is your total emergency management budget: \$ 15,987.40  
*Please provide your total budget even if these costs exceed your EMPG allocation.*
  
2. Is your Emergency Management Director?:  
 (Check One)
  - ☐ Full-Time
  - ☒ Part-Time
  - ☐ Volunteer
  
3. Which official (if any) has the authority to issue a mandatory evacuation order?:  
 (Check One)
  - ☐ Mayor
  - ☐ First Selectman
  - ☒ Town Manager
  - ☐ Other

## SECTION G. OPT OUT STATEMENT

If a municipality desires to opt out of receiving funding this year, please send an email from the municipal Finance Director to your DEMHS Regional Office containing the following language:

The municipality of \_\_\_\_\_ is electing to opt-out of the Emergency Management Performance Grant for FY 2023. We understand that our municipality is forgoing matching funding for emergency management activities for the period from 10/1/23 to 9/30/24.

Sincerely,

Finance Director

Note: If the municipality reconsiders their decision at a later date, the municipality can still apply for FY 2023 EMPG funding up until the final deadline of March 30, 2024.







**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
NOVEMBER 16 , 2023**

**NICKEL NIP FUNDS PROPOSAL AND ACCOUNTING**

Attached is information from the Hebron Green Committee regarding their proposal for use of the Nickel Nip Fund receipts the Town of Hebron has received from the Nip Surcharge CGS 22a-244b.

The Finance Director has confirmed that the NIP funding has been posted to the Town's Miscellaneous Special Grant Fund 007. The choice of this fund is to permit accrual of funding received and for future receipts according to Generally Accepted Accounting Principles (GAAP). Revenue is received twice annually in October and April. To date this account balance is \$22,341.74.

Members of the Green Committee will be in attendance to provide brief comment and respond to questions.

**Proposed Motion:**

Move that the Hebron Board of Selectmen give the Town Manager and Green Committee approval to spend NIP funds as per the Green Committee's current and future recommendations. All expenses from the fund will need approval by the Town Manager.

11/3/23



Board of Selectmen and  
Town Managers Office  
c/o Donna Lanza  
Town Office Building  
15 Gilead Street, Hebron, CT 06248

Dear Members of the Board of Selectmen and the Town Managers Office:

As you may know, all towns in Connecticut, including Hebron, receive funds every year through a program established by the state of Connecticut in 2021, whereby a nickel from the sale of every miniature bottle (commonly called "nips") of alcoholic spirits is paid to the towns. The statute under which this program was created allows fairly broad latitude to the towns for the use of these funds, only requiring that they *"... shall be expended by such municipality on environmental measures intended to reduce the generation of solid waste in such municipality, or reduce the impact of litter caused by such solid waste..."* (full nip statute attached). Under this program Hebron received approximately \$13,600 in 2022 and will likely receive a similar amount this year. For comparison purposes, the largest amount of funding under this program last year went to New Haven for a total of approximately \$190,000. Payments are received twice per year, once in May, and once in October.

The Hebron Green Committee has had a few discussions regarding the use of these funds with Town Manager Andy Tierney, and he has indicated that the funds from 2022 would be earmarked for projects developed by the Green Committee. We are grateful that Andy made this commitment, especially since the Green Committee receives very limited funding in the town's budget.

The purpose of this email is to identify the types of projects that the Green Committee has discussed as appropriate for funding under this program, and to get the support of the Board of Selectmen, before we proceed.

The Green Committee intends to split the annual funding amongst three general categories of projects or uses of the funds that we have discussed, as follows:

1. A partnership with AHM related to community clean up initiatives and education focused on the prevention and reduction of nip use in our community. (See attached proposal for detailed information.)
2. Assistance and support for food recycling efforts in town. (See attached proposal outlining specific ideas.)
3. Supporting community efforts at large. This includes supporting other town departments, committees or the community in creative ways. For example, ramping up our Earth Day clean up each year to remove as many nips as possible from the roadsides, covering our annual Shred Event and some towns are supporting their DPW to install special drainage catchers, or heavy equipment modification to capture the nips with compounded payments over several years.

Your support will allow us to move into more detailed planning and furthering the development of these ideas. We ask that you:

1. Review and support these initiatives (additional ideas are welcome).
2. We ask that whatever funding that is not used in a given year, be set aside in a fund which can accumulate over time (as other towns are doing) in an effort to fund larger projects.

Thank you for your continued support of our efforts.

The Hebron Green Committee





Tressa Giordano  
25 Pendleton Drive  
Hebron CT 06248  
tressag@ahmyouth.org  
860-228-9488 x 13

October 24, 2023

Green Committee  
The Town of Hebron

Dear Lindsay Okman,

I am writing to submit a grant proposal on behalf of AHM Youth & Family Services to enhance prevention programming targeting youth with the purpose of addressing and raising awareness about the environmental impact of nipper bottles, commonly associated with alcohol consumption, in the Town of Hebron. AHM Youth & Family Services seeks funding of \$4,000 to support this critical mission.

#### I. Executive Summary

AHM Youth & Family Services will take the lead in providing awareness and education regarding the alcohol nip bottle litter found on the side of the roads in the Town of Hebron by leading a walk campaign in the Spring of 2024 with on-going and education and awareness through a variety of social media platforms through the end of the 2024.

##### 1.1 Organization Overview

AHM Youth and Family Services offers comprehensive prevention programming aimed at promoting the well-being of youth and families. Programming initiatives encompass a range of mental health, substance abuse, and community-based support services, fostering resilience and healthy development among young individuals. AHM's prevention programs emphasize early intervention, education, and support to empower youth and families in making positive life choices.

##### 1.2 Project Summary

This grant will fund a comprehensive awareness and cleanup initiative designed to educate our youth, parents, and community members about the detrimental impact of nipper bottle litter on the environment. We will also engage in proactive efforts to reduce the prevalence of nipper bottle



waste in our towns by sharing data from the community clean-ups with package stores and offering to them signs placed strategically in their store to simply, 'just dispose of trash appropriately'.

## II. Problem Statement

Nipper bottles, frequently discarded carelessly after alcohol consumption, have become a significant environmental problem in towns like Hebron. The improper disposal of these bottles contributes to litter, endangering our ecosystems and wildlife which has been found to be a huge problem based on the amount of nippers found on the four walks done by Ana Gopian..

### 2.1 The Challenge

Alcohol nip bottles, frequently discarded carelessly after alcohol consumption, have become a significant environmental problem in towns like Hebron. The improper disposal of these bottles contributes to litter, endangering our ecosystems and wildlife which has been found to be a huge problem based on the amount of nippers found on the four walks, Ana Gopian, creator of the Paraphernalia Project completed during the Spring of 2022. This grant aims to address this issue head-on.

## III. Project Description

AHM Youth & Family Services will increase community awareness of alcohol nips being improperly disposed of on the sides of our roadways through a "Walk Campaign" led by AHM Youth & Family Services, involving Ana Gopian, Director of Tricircle, Inc., and Town of Hebron residents. Education of how these bottles endanger our ecosystems and wildlife will be done through pre/post surveys, flyers, social media posts, and [possibly] an article about our walk campaign in Journal Inquirer.

### 3.1 Goals and Objectives

- Raise awareness about the environmental consequences of nipper bottle litter.
- Engage Region 8 High School students, AHM CHEC committee (Coalition for Healthy & Empowered Community) and all Town of Hebron community members in cleanup efforts.
- Implement educational campaigns targeting responsible consumption.

### 3.2 Activities

- Partner with Ana Gopian to do one walk in the Town of Hebron in the Spring of 2024 after the snow melts but before the street sweepers clean the roads. All items found will be counted, categorized, photographed and will be included in Ana's 'Paraphernalia Project'
- Organize a community clean-up event as the second walk in collaboration with RHAM High School Science Department and invite youth (from RHAM High School, RHAM Middle School and those attending other schools/programs).
- Have Ana Gopian and Tressa Giordano share what was found on Ana's walk and the community clean-up walk on an episode of 'AHM Today' on the Community Voice Channel (CVC); portions of the CVC interview will be used for social media posts supporting appropriate disposal and education about impact on our environment.
- Data from the 2022 Youth Voices Count Survey and the 2024 Parent Survey will be shared with the community as it relates to, for example youth alcohol use and perception of harm.

- Results of the community clean-up walk will be shared in the schools and through AHM, via social media, in the Town of Hebron Manager's Report, AHM website etc.
- Partner with local package stores and provide signage gently reminding customers to dispose of nipper bottles appropriately.

#### IV. Budget

The annual grant of \$4,000 will be allocated as follows:

- Education and Outreach Materials: \$1,500
- Community Cleanup Events: \$1,500
- Partnership Initiatives: \$1,000

#### V. Evaluation and Impact Assessment

A pre-clean-up survey will be distributed via The Town Manager's Report, AHM Youth & Family Services' Facebook page, hardcopy fliers, and community Facebook pages during the month of February 2024. The survey will consist of 10 questions, emails will be collected, and questions will target roadside garbage specifically alcohol nips and the impact it has on the environment, questions related to what is found roadside, and where the most garbage is found.

A post-clean-up survey will be distributed via The Town Manager's Report, AHM Youth & Family Services' Facebook page, hardcopy fliers, community Facebook pages, and to those that completed the first survey within one week after the community clean-up. Data from both surveys will be analyzed to determine if respondents are more informed of what kind of trash is found on our roadside targeting alcohol nips and how nips negatively impact our environment.

#### VI. Sustainability

We are committed to the long-term sustainability of our efforts. We will work with the town to seek additional funding, partnerships, and sponsorships to ensure the continuation of this mission until The Town of Hebron sees a decrease in the amount of nips on the side of the road.

#### VII. Conclusion

We kindly request your support in addressing the issue of nipper bottle litter and its environmental impact in the Town of Hebron.. This grant of \$4,000 will significantly contribute to the success of our project.

Thank you for considering our proposal. We are eager to discuss our initiative further and provide any additional information or documentation you may require. Together, we can make a positive difference in our towns and the environment.

Sincerely,  
Tressa Giordano  
Executive Director  
AHM Youth & Family Services

# Food Waste Reduction, Composting and Recycling To Reduce Solid Waste in Hebron



**Solid Waste Concerns:** Municipalities are facing fewer options for the disposal of solid waste in Connecticut. State and local leaders are being faced with significant increases in the costs of hauling and disposing their trash at overburdened and aging incinerators and landfills, which is measured and charged per ton of waste, as well as increasing costs to haul that trash to operational facilities in midwestern states. Food waste is a significant contributor to that tonnage, which is estimated between 20-40% of all trash hauled.

**Goal:** Introduce municipal, residential, and commercial/institutional food waste recycling to Hebron to reduce the amount of waste in our waste stream. Composting food scraps is a sustainable and renewable solution that can benefit the community through long-term reduced waste costs by minimizing the tonnage hauled, while also supplying local markets with byproducts such as compost, animal feed, biogas and other downstream uses.

**Implementation:** Three phased approach to reach the broadest number of businesses and residents in Hebron that is compatible with the time and budget constraints on the town and members of the Green Committee. We will work with local partners to ensure the best possible outcome, including but not limited to, Paul Forest with Department of Public Works, CET, AHM and other community organizations.

## **Phase 1: Businesses and Large Generators**

This phase will begin by connecting with local businesses and organizations that are significant generators of food waste (ex: Ted's, Blackledge, Flour Girl, Dunkin' etc.) as well as other large generators (ex: both Elementary Schools and RHAM).

We will team with CET (Center for EcoTechnology), which provides free consulting services and project implementation will be funded through a grant from DEEP:

<https://wastedfood.cetonline.org/states/connecticut/>.

CET assists with planning, calculating generators, educating potential contributors and even assists with some marketing. Our long-term goal with them is to help Hebron make the smoothest transition possible to a food waste diverting community. This might look like a hauling program for Ted's and Gina Marie's but getting a "giving table" set up at RHAM because that's all they can manage at this time. Food waste diversion comes in many shapes and forms, and we are committed to making sure these solutions fit each contributor's individual needs.

With assistance from the Nickel Nip program [what is the real name of this] we will be able to increase our outreach, purchase bins and containers that might be necessary to launch this program and potentially even assist in hauling to offset the cost for the program's launch.

### **Phase 2: Residents and Transfer Station**

The next phase will encourage residents to get involved. Once larger food waste generators are involved, it will be easier (and cheaper) to start looping residents into the route. This will be achieved by heavy outreach and education to start, followed by collection locations in town. The first likely being the Transfer Station. With space and funding so limited, this can be achieved by something so simple as 2 rolling waste receptacles, similar to what people put at the end of their curb each week. Other towns with space restrictions and a desire to experiment where they can are offering alternative locations, like Glastonbury offering bins behind their Town Hall.

CET's current funding is limited to commercial, but we are hoping that with the new fiscal year ahead, more grants will be opening for residential options as they have in the past.

### **Phase 3: Monitor and Adjust**

This phase will encourage conversation—followed by adjustment, as needed—between any/all parties interested in ensuring this town-wide program in Hebron to be a sustainable, and long term success.

As with most projects we do, flexibility is crucial to ensure the long term success of any program and we look forward to being a part of the solution to this nationwide crisis.





**Sec. 22a-244b. Nips. Five-cent surcharge. Payment by retailer. Payment by wholesaler to municipality. Use of payments by municipalities.** (a) Notwithstanding any provision of the general statutes, on and after October 1, 2021, any beverage container containing a spirit or liquor of fifty milliliters or less shall be assessed a five-cent surcharge by the wholesaler of such beverage container to the retailer of such beverage container and by the retailer of such beverage container to the consumer of such beverage container. Any surcharge transaction described in this section shall be distinct and clearly identify the surcharge from the price of such beverage container and shall not be subject to any sales tax or treated as income pursuant to any provision of the general statutes.

(b) The payment of said surcharge by a retailer shall be a debt of a retailer upon purchase from any such wholesaler and shall be subject to all posting requirements in the event of delinquency.

(c) On April 1, 2022, and every six months thereafter, payment shall be remitted by each wholesaler to every municipality where any such beverage container was sold during the preceding six-month period by such wholesaler, provided any such payment remitted to a municipality by the last day of April or October, as applicable, shall be deemed timely and in compliance with the provisions of this subsection. Such payment shall be at the rate of five cents for every such beverage container sold within such municipality by such wholesaler. Concomitant with any payment made by a wholesaler to a municipality pursuant to this subsection, such wholesaler shall file a report with the Department of Revenue Services and the Department of Consumer Protection's Liquor Control Division, detailing the number of such beverage containers sold in each municipality by such wholesaler in the preceding six-month period.

(d) All payments received by any municipality pursuant to the provisions of subsection (c) of this section shall be expended by such municipality on environmental measures intended to reduce the generation of solid waste in such municipality or reduce the impact of litter caused by such solid waste, including, but not limited to, the hiring of a recycling coordinator, the installation of storm drain filters designed to block solid waste and beverage container debris or the purchase of a mechanical street sweeper, vacuum or broom that removes litter, including, but not limited to, such beverage containers and other debris from streets, sidewalks and abutting lawn and turf areas.

(P.A. 21-58, S. 10; P.A. 22-143, S. 19.)

SOURCE: [https://www.cga.ct.gov/current/pub/Chap\\_446d.htm#sec\\_22a-244b](https://www.cga.ct.gov/current/pub/Chap_446d.htm#sec_22a-244b)

## 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

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

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

<https://meet.goto.com/233942413>

You can also dial in using your phone.

Access Code: 233-942-413

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

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

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Thursday, December 7, 2023

7:00 p.m.

## AGENDA

### Time Guideline

- |           |    |   |
|-----------|----|---|
| 7:00 p.m. | 1. | <b>CALL TO ORDER</b>  |
| 7:00 p.m. | 2. | <b>PLEDGE OF ALLEGIANCE</b>   |
| 7:02 p.m. | 3. | <b>ADDITIONS AND CHANGES TO THE AGENDA</b>  |
| 7:05 p.m. | 4. | <b>PUBLIC COMMENT</b><br>This section of the agenda is reserved for persons in attendance who wish to briefly address the Board. The Board requests that comments be limited to three minutes or less. Persons wishing to comment should type "comment" and your name in the chat box and you will be recognized. |
| 7:10 p.m. | 5. | <b>ELECTION OF CHAIR AND VICE CHAIR</b><br>a) Election of Board Chair<br>b) Election of Board Vice Chair  |
| 7:15 p.m. | 6. | <b>GOOD TO KNOW/SPECIAL RECOGNITION</b>   |
| 7:20 p.m. | 7. | <b>APPOINTMENTS AND RESIGNATIONS</b><br>a) 2023 Reappointments<br>b) Appoint Panel of Moderators  |
| 7:30 p.m. | 8. | <b>TOWN MANAGER'S REPORT</b><br>a) Recent Activities<br>b) Correspondence<br>c) Town Manager Updates  |

**7:40 p.m.**

**9. 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 Update
- f) Any Other Old Business

**8:00 p.m.**

**10. NEW BUSINESS**

- a) Approve 2024 Board of Selectmen Meeting Schedule
- b) Board of Selectmen Rules of Procedure
- c) Approve Agreement Between the Town of Hebron and the Connecticut River Valley Chamber of Commerce
- d) Water Pollution Control Authority (WPCA) Review of Activities
- e) Approve Revised Job Description: Children's Librarian
- f) Award RFP/RFQ for Electrical Design/Professional Engineering Services for RHAM Emergency Electrical Generator Project
- g) Award RFP for Historic Resource Planning Study
- h) Draft Agenda for December 21, 2023 Meeting
- i) Any Other New Business

**8:40 p.m.**

**11. 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**  
11.a.1 November 16, 2023 – Regular Meeting
- b) **TAX REFUNDS**

**8:45 p.m.**

**12. LIAISON REPORTS**

- a) AHM Youth Services
- b) Hebron BOE
- c) Board of Finance – Peter Kasper
- d) Land Acquisition – Tiffany Thiele
- e) RHAM BOE
- 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
- j) Fire Department – Dan Larson
- k) WPCA – Andrew Tierney/Kevin Kelly
- l) Green Committee – Tiffany Thiele
- m) Douglas Library Board of Trustees

**8:55 p.m.**

**13. PUBLIC COMMENT**

**9:00 p.m.**

**14. ADJOURNMENT**



**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
NOVEMBER 16, 2023**

**CONSENT AGENDA**

Proposed Motion:

Move that the Board of Selectmen approve the following Consent Agenda items and motions contained therein as if individually adopted:

**a) APPROVAL OF MINUTES**

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

**b) APPROVAL OF TAX REFUNDS**

10.b.1

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Virtual)  
Thursday, November 2, 2023 - 7:00 PM**

**MINUTES**

RECEIVED

2023 NOV -6 A 8:22  
HEBRON TOWN CLERK

**ATTENDANCE:**

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

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

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

**Guests:** Adam Ockman, Allegra Weir, Brittany Loudenback, Community Voice Channel, Cathy McSweeney, Dave Sousa, David and Erin Jones, Diane Del Rosso, Greg and Ellen Shortell, Holly Habicht, Jessica Stewart, John Matra, Keith Petit, Ken Jardin, Kevin Tulimieri, Kevin L, Lilli Rhodes, Mal Leichter, Mark Stuart, Nikki Matthews, Terry McManus, Todd Habicht, Kathy Chowanec

**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**

A. Tierney spoke on communication from residents regarding proposed parks policies updates, stating existing policies have not changed. Suggested updates are recommendations from the Parks and Rec Commission to the BoS. Current policies do not include firearms, so regulations fall in line with state statutes concerning legally possessed, concealed carry permits. He reviewed options for moving forward on the issue, noting there is no rush, and recommended the Board take more time to receive and consider input.

A. Kevin Tulimieri (110 Kinney Rd) – Spoke on proposed parks updates to section 20, regarding farming. He noted the importance of supporting farming, but is concerned about herbicides and pesticides, and notification on their use. He also hopes for additional discussion regarding firearms to keep Hebron in line with state law.

B. Greg Shortell (22 Kinney Rd) – Cited results and comments from the PW survey, indicating a desire to keep the Old Colchester Road location, and urged the BoS to consider people's preferences.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Virtual)  
Thursday, November 2, 2023 - 7:00 PM**

- C. Dave Sousa (278 West St) – Spoke as a citizen, not as a member of the Planning and Zoning Commission. He stated his support for K. Tulumieri's comments regarding Section 20, and emphasized his opposition to proposed changes on firearms. He urged the BoS against moving forward with this update.
- D. Jean Tulumieri – Expressed concern about the use of chemicals on or near Open Space lands, and their potential impact. She also stated owning firearms and animals are privileges, with inherent responsibilities.

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

**A. Statement of Unity**

T. Thiele read a proposed statement of unity, condemning racist leaflets dropped in neighboring towns. Following discussion, the BoS agreed on expanding language to provide a broader statement condemning all hate ideology.

**6. Appointments and Resignations**

**A. Appointment of Town Attorney**

**Motion by D. Larson 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.**

Discussion: Following questions from T. Thiele, A. Tierney stated the current firm was initially selected from several candidates due to lower prices. There was brief discussion regarding past and current lead attorneys, and their residency in town.

**The motion passed unanimously (4-0).**

**B. 2023 Reappointments**

Potential reappointments were included in the agenda, and will be voted upon at the next meeting.

**7. Town Manager's Report**

Hebron received a Certificate of Appreciation from the Connecticut River Coastal Conservation District for contributions and continued support. Interviews for Finance Director, as well as Assessor, are ongoing. A meeting with officials from Andover, Columbia, and CROG to regionalize ACO operations is scheduled, with an MOU to follow.



**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Virtual)  
Thursday, November 2, 2023 - 7:00 PM**

Bias training for town employees begins tomorrow. Chatham Health is moving forward with reappointment of their director.

**8. Old Business**

**A. Parks and Recreation Park Policies Update**

There was additional discussion on firearms. M. Rubera stated his support for a ban, but emphasized that it would be symbolic, as such a measure would be largely unenforceable, nor accomplish its intended goal. The BoS agreed to table the issue. D. Larson also suggested the inclusion of other dangerous weapons, such as knives.

**B. Department of Public Works Action Committee Update**

**Motion by D. Larson 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, with further appointments to be considered as volunteers express interest. The motion passed unanimously (4-0).**

**C. Charter Revision Commission Finalize Charge and Appointment**

There was discussion on the charter revision timeline, and how the upcoming election may impact appointments. Several members stated their preference for waiting until election results are known, to avoid the possibility of needing to rescind appointments if an individual is elected. D. Larson stated his opposition to delaying the revision process. D. Lanza noted the target of a November charter referendum would remain unchanged.

**Motion by D. Larson to postpone the charter revision appointments and to find out from the town attorney the process to reactivate the Commission following the election. The motion passed (3-1, with T. Thiele, P. Kasper, and M. Rubera voting AYE, and D. Larson voting NAY).**

**D. America 250 C'T Commission**

**Motion by D. Larson that the Hebron Board of Selectmen designate The Town Center Project, Inc. as the lead organization in coordinating Hebron's America 250 Celebration. The motion passed unanimously (4-0).**

**9. New Business**

**A. Draft Agenda for November 16, 2023 Meeting**

Further discussion on park policy updates and the CRC timeline reset will be added.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Virtual)  
Thursday, November 2, 2023 - 7:00 PM**

**10. Consent Agenda**

T. Thiele requested a split consent agenda.

**A. Approval of Minutes**

1. October 19, 2023 – Public Hearing
2. October 19, 2023 – Regular Meeting

**Motion by D. Larson to approve the minutes of the October 19<sup>th</sup> 2023 Public Hearing and the minutes of the October 19<sup>th</sup> 2023 Regular Meeting. The motion passed unanimously (3-0, with T. Thiele abstaining).**

**B. Tax Refunds**

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

**Motion by D. Larson that the Board of Selectmen approve the tax refunds as listed. The motion passed unanimously (4-0).**

**11. Liaison Reports**

- A. M. Rubera noted an upcoming emergency management meeting with multiple entities involved in Active Shooter response training.
- B. D. Larson and D. Lanza attended a preliminary planning meeting for next year's Maple Fest, which will be led by TTCP.

**12. Public Comment**

None.

**13. Adjournment**

**Motion by T. Thiele to adjourn at 8:29 p.m.**

Respectfully submitted,  
Hannah Walcott (Board Clerk)