

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

January 4, 2024, 7:00 PM (America/New York)

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

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Thursday, January 4, 2024

7:00 p.m.

AGENDA

Time Guideline

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

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

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

7:05 p.m. 4. PUBLIC COMMENT

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

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

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

- a) Hebron Board of Education Resignation
- b) Open Space Land Acquisition Appointments
- c) Hebron Historic Properties Commission Resignation

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

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

RECEIVED

2023 DEC 28 P 4: 08
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 Update
- f) Board of Selectmen Rules of Procedure
- g) Any Other Old Business

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

8:00 p.m. 9. NEW BUSINESS

- a) Approve Revised Job Description: Children's Librarian
- b) Schedule Small Cities CDBG Public Hearing
- c) Draft Agenda for January 18, 2024 Meeting
- d) Any Other New Business

8:15 p.m. 10. CONSENT AGENDA

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

a) **APPROVAL OF MINUTES**

10.a.1 December 7, 2023 – Regular Meeting

b) **TAX REFUNDS**

8:20 p.m. 11. LIAISON REPORTS

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

8:40 p.m. 12. PUBLIC COMMENT

8:45 p.m. 13. ADJOURNMENT

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 4, 2024**

APPOINTMENTS AND RESIGNATIONS

a. Hebron Board of Education Resignation

Attached is a letter from Keith Petit resigning his position on the Hebron Board of Education. This term runs until November 2025.

Proposed Motion:

Move that the Hebron Board of Selectmen accept the resignation of Keith Petit from the Hebron Board of Education with thanks for his years of dedicated service. Further, that the Selectmen designate Friday, January 12, 2024, as the posting date for the vacancy notice. The 35th and final day by which nominations shall be received is Friday, February 16, 2024.

b. Open Space Land Acquisition Committee Appointments

The Board of Selectmen and Board of Finance representatives to the Open Space Land Acquisition Committee should be formally appointed. The Selectmen have designated Keith Petit and the Board of Finance have designated James DeDonato. There is no term for these appointments.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint the following individuals to the Open Space Land Acquisition Committee:

Keith Petit representing the Board of Selectmen

James DeDonato representing the Board of Finance

c. Hebron Historic Properties Commission Resignation

Attached is a letter from Elizabeth Gannon resigning her position on the Historic Properties Commission.

Proposed Motion:

Move that the Hebron Board of Selectmen accept the resignation of Elizabeth Gannon from the Historic Properties Commission with regret and thanks for her years of service.

Chairwoman Heather Petit
Hebron Board of Education
c/o Superintendent Dr. Tom Baird
Hebron Public Schools
580 Gilead St.
Hebron, CT 06248

December 4, 2023

Chair Petit and Superintendent Baird,

In accordance with Hebron Board of Education Policy 9005, I am resigning my position on the Hebron Board of Education effective upon acceptance by the Board at their next business meeting. While it is not in violation of any guidelines, the Hebron Board of Education and Hebron Board of Selectmen are traditionally organizations which should be kept separate for budget transparency and to prevent the semblance of conflict of interest. In that view, and with my recent election to the Hebron Board of Selectmen, I will not be continuing to serve on the Board of Education.

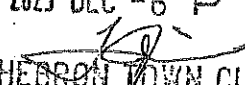
I appreciate all the efforts that you both put forth in support of our town's children. My time on the board has increased my knowledge of the educational side of government operations and I thank you both for your guidance and support during my term. I hope that Hebron enjoys the benefit of your service for many years to come.

Thank you,



Keith Petit
Hebron Board of Education

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HEBRON TOWN CLERK

GUIDELINES REGARDING THE SELECTMEN'S APPOINTMENTS TO VACANCIES IN ELECTED OFFICE

1. Resignation from Elective Office:

- 1.1. As the Charter requires, any elected official who wishes to resign from his/her elective office, shall notify the Town Clerk in writing in dated correspondence of his/her resignation with an original signature. The date of resignation shall be fixed as of the date of acceptance by vote of the Board of Selectmen.

2. Filing Vacancies in Elective Office:

2.1. Notification

In filing a vacancy the Board of Selectmen is directed by the Town Charter to fill vacancies as soon as practicable and to solicit nominations for such vacancies from the political parties and from the general public.

- 2.1.1. The Board of Selectmen shall notify, in writing, the Chair of the Town Committees of vacancies in elective office.
- 2.1.2. The Board of Selectmen shall direct the Town Manager to provide notice of the vacancies by filing with the Town Clerk by posting on the Town bulletin board and by an announcement in a newspaper.
- 2.1.3. The Town Manager's Office shall cause the notice to be posted on such day as the Selectmen shall designate. If the date of notice falls on a holiday it shall be posted on the next regular business day.

2.2. Nomination Period

- 2.2.1. The date the notice of vacancy is filed with the Town Clerk and posted on the Town bulletin board shall commence the 35 day notice period as required by the Charter. Nominations will be accepted at the Town Manager's Office up to and including the 35th day or postmarked on the 35th day. If the 35th day falls on a non-business day, nominations will be accepted on the next business day.
- 2.2.2. Political parties nominating a candidate must submit a letter to the Board of Selectmen.
- 2.2.3. If no candidate is nominated the Selectmen may renote the vacancy and begin a new 35 day nomination period.

3. Appointment Process

- 3.1.1. Anyone interested in being appointed to an elected position vacancy should complete the following steps:
 - Write a letter to the Town Manager with supporting materials expressing his/her interest in serving in a vacant elected position.
 - Town Manager will contact the applicant acknowledging his/her letter and answers any questions s/he may have.
 - Contact each member of the Board of Selectmen regarding his/her interest in serving in a vacant elected position.

- 3.1.2. The following may be considered by the Board of Selectmen in filling the vacancy:
- Attendance at meetings
 - Written nomination from the political party
 - Endorsement by members of the community
 - Prior community service
 - Contact each member of the Board of Selectmen regarding his/her interest in serving in a vacant elected position.
 - Political party affiliation.
- 3.1.3. As per the Town Charter all appointments shall be made by three affirmative votes.
- 3.1.4. When the Board of Selectmen chooses to appoint the same individual to more than one "appointed Town Board" it shall waive formally the Charter prohibition regarding the limit of only one Town board appointment.
- 3.1.5. If no candidate is appointed the Selectmen may renote the vacancy and begin a new 35 day nomination period.
- 3.1.6. Nothing in these guidelines shall limit the ability of the Board of Selectmen to act as it deems appropriate within the limitations of the Town Charter.

Approved by BOS November 2, 2006

**TOWN OF HEBRON
BOARD OF FINANCE
Regular Meeting
Thursday, December 14, 2023 7:00 P.M.
Town Office Building Meeting Room**

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MINUTES

ATTENDENCE:

Board of Finance (Present): Diane DelRosso (Chair), Michael McCormack, Mal Leichter, James DeDonato, Brian Thibeault

Staff: Lori Granato

Guests: Adam Ockman, Dan Larson

1. Call to Order

2. Pledge of Allegiance

D. Del Rosso called the BoF meeting to order at 7:01 p.m. and led the Pledge of Allegiance. It was agreed to include discussion of committee liaisons under New Business, as well as training opportunities for incoming board members.

3. Public Comment

- A. Adam Ockman (500 Hope Valley Rd)** – Noted it was his first experience as a candidate, and offered congratulations to both new board members. He was impressed by the turnout and feels the town should be proud.
- B. Michael McCormack** – Welcomed new board members, and thanked members of the former board, stating it was an honor to work with them.

4. Consent Agenda

A. Minutes Approval

- 1. September 28, 2023**
- 2. October 17, 2023**

Motion by M. Leichter and seconded by M. McCormack to approve both minutes as submitted. The motion passed unanimously (5-0).

5. Finance Director's Report

L. Granato reviewed the Finance Director's report of December 7, 2023, included in the agenda, and summarized below:

Revenue Budget - \$20,138,363 collected (or 51.5% of \$39,115,203 total)
Tax Revenue (through November 27) – \$17,554,421 (or 57.5%)
Back Tax - \$231,132 (or 58.00%)

**TOWN OF HEBRON
BOARD OF FINANCE
Regular Meeting
Thursday, December 14, 2023 7:00 P.M.
Town Office Building Meeting Room**

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HEBRON TOWN CLERK

Expense budget - \$16,169,354 expended (or 42% of \$39,115,203 total)

6. Old Business

A. BOE Transfers

Transfer data was included in the agenda. There was brief discussion on encumbrance and general accounting practices regarding remaining budgets, as well as school revenue.

B. ARPA Update

M. Leichter noted the proposed addition at Fire Company #1 has been put on hold, pending a second draft of the facilities study. Significant cost increases were also a factor.

C. WPCA Review/Discussion

The previous BoF discussed greater oversight of the WPCA, and has submitted the topic for review by the upcoming Charter Revision Commission. D. DelRosso stated that although the sewer system represents a major asset on the town's general ledger, user fees and maintenance responsibilities are left to the WPCA, with little to no input from the town. She feels the BoF has a fiduciary responsibility to the town to ensure proper management of WPCA finances, given that any shortfalls will likely be covered by the town. Discussion included ongoing litigation with Lebanon regarding fees, as well as proactive system maintenance.

D. BOE Expense Report Submission

No discussion.

7. New Business

A. Elect Chairperson and Vice Chair

Nomination by M. Leichter and seconded by M. McCormack for Diane DelRosso as Chair of the Board of Finance for the next two years. There were no further nominations. The vote for D. DelRosso as Chair passed unanimously. D. DelRosso reappointed as Chair of the BoF.

Nomination by M. Leichter and seconded by D. DelRosso for Michael McCormack as Vice Chair of the Board of Finance. There were no further nominations. The vote for M. McCormack as Vice Chair passed unanimously. M. McCormack reappointed as Vice Chair of the BoF.

B. Adopt 2024 Annual Meeting Calendar

**TOWN OF HEBRON
BOARD OF FINANCE
Regular Meeting
Thursday, December 14, 2023 7:00 P.M.
Town Office Building Meeting Room**

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Proposed meeting dates were included in the agenda. The BoF discussed the timeline of budget processes, with several members noting insufficient time to review department budget proposals, particularly the BoE. M. Leichter suggested exploring additional budget meetings earlier in the budget cycle. It was also noted the proposed meeting dates included two errors: the March 7th budget presentation (listed as March 5th on the BoS schedule), and school vacation (which is April 8-12). The BoF tabled voting on meeting dates until the next meeting, to be held January 25, 2024.

C. Other New Business

1. Liaison Appointments

The BoF agreed upon the following appointments:

D. DelRosso	Board of Selectmen
M. McCormack	WPCA
M. Leichter	AHM
J. DeDonato	OSLAC
B. Thibeault	BoE

Motion by M. Leichter and seconded by M. McCormack to nominate James DeDonato to be the representative to the Open Space Land Acquisition Committee. The motion passed unanimously.

Motion by D. DelRosso and seconded by J. DeDonato that Mal Leichter represents the Board of Finance as a member of the AHM Oversight Committee for the Town of Hebron for the next year. The motion passed unanimously.

2. Charter Revision Commission

CRC appointment by the BoS is upcoming. Potential referendum dates of November 2024 and November 2025 are under discussion, as is the size of the Commission. It was noted a minimum of 15% of the public is required to vote for a charter revision.

3. New Member Training/Resources

M. Leichter highlighted the Connecticut Conference of Municipalities (CCM) as a valuable resource for elected officials.

8. Liaison Reports

- A. WPCA** – No report.
- B. AHM** – M. Leichter reported the annual online Christmas auction was recently held.
- C. BoS** – D. DelRosso reported recent meetings discussed the new DPW Action Committee, Parks and Rec Policy review regarding weapons, and saw the

**TOWN OF HEBRON
BOARD OF FINANCE
Regular Meeting
Thursday, December 14, 2023 7:00 P.M.
Town Office Building Meeting Room**

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appointment of Peter Kasper as BoS Chair. A branding and marketing presentation, solicited by the EDC and made to the BoS, was noted.

9. Adjournment

Motion by M. McCormack and seconded by M. Leichter to adjourn at 8:50 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)

Oct 15 2023

Elizabeth Gannon-Resignation HPC

From: Elizabeth Gannon <ebette@yahoo.com>

Sent: Sunday, October 15, 2023 3:44 PM

To: M. A. Foote <footehillfarm@juno.com>; Patricia Larson <littlefarm147@yahoo.com>; Jonathan Minard <j.minard@comcast.net>; Susan Morin <sgmor142@outlook.com>; Matthew Bordeaux <mbordeaux@hebronct.com>; Daniel Larson <1proelect@gmail.com>; June Danaher <aholiday11@yahoo.com>; marionspaulding@comcast.net <marionspaulding@comcast.net>

Subject: Resignation

Hello, all.

After thought and consideration, I have decided I can no longer fulfill my commitment as Vice Chair of HHPC and Chair of the Peter's House Christmas Open House Santa Photo Op on December 13, 2023, as well as coordinator of the third and fifth-grade field trip to the Gull School, Observation Tower, and Town Records Building. The Hebron Elementary School Contact for the field trip is Julia Clark, Educational Interventionist Curriculum Developer, who wanted to schedule a planning meeting in October 2023 per our phone conversation last month.

I respectfully resign as of today. I have returned the key, the period outfits, and two scrapbooks with 1800s lesson plans from the last recorded school field trip to The Gull School in 1975 to HPPC member Pat Larson.

Thank you for the opportunity to serve the beautiful Town of Hebron. I wish you all the best.

Elizabeth Gannon

PC ✓	<input checked="" type="checkbox"/>
Board & Commission Book	<input checked="" type="checkbox"/>
File Letter in Back Cabinet	<input checked="" type="checkbox"/>
Copy to Town Manager	<input type="checkbox"/>

Contact for the field trip is Julia Clark, Educational Interventionist Curriculum Developer, who wanted to schedule a planning meeting in October 2023 per our phone conversation last month.

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Elizabeth Gannon



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**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 4, 2024**

AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS UPDATE

Attached is the ARPA Summary Report.

The ARPA reserve balance is \$283,151 after the adjustment made to the Fire Company # 1 Garage Bay Expansion Project. Payments totaling \$22,100 have been made to the architect. There may be one final invoice from the architect, therefore, the total may be adjusted further.

The Town Manager is recommending that the \$14,000 designated for the Senior Center Generator Switch Gear/Connection be returned to the reserve fund due to a change in the project. The used diesel generator from the WPCA has been determined to be oversized and not a good fit for the location. There will be a CIP/Capital Project request for a new gas-powered generator for the Senior Center.

Hybrid Meeting Room Update:

Proposals were received from Red Thread for the hybrid meetings rooms as follows:

Town Office Building:	\$50,967.08
Douglas Library Community Room:	\$81,197.90

The currently approved funding for this project is \$66,000. Waiting on a proposal from another vendor.

Equipment for the hybrid meeting room for a simple (and affordable) solution for the Town Office Building is being acquired and tested.

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

12/27/20233:13 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		24,919		LOTIP Grant/Partial Town Match/In design process/Construction 2026
7/21/2022	7	Senior Center Generator Switch Gear/Connection		14,000		14,000		Will be in CIP Budget-Used generator oversized and not good fit for location
7/21/2022	8	Pendleton Drive to Library Pedestrian Bridge - Town Match Engineering		101,886		70,888		STEAP Grant, completing plans, need Cons/PZC approval and RFP
7/21/2022	9	Skate Park Veteran's		145,000		145,000		P & R Subcom working on this/demolished/RFP to be done
7/21/2022	10	Pickle Ball Courts (3) HES		65,000	118,000	116,004		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	139,000	22,100	Inc in Round 2 Adj 2/2/23 & 8/3/23 Bids rejected, Project Removed from ARPA 12/7/2023
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 w/ new 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	39,000	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 & Transfer Station signs purchased, bike racks to be purchased
PROJECTS APPROVED JULY 21, 2022 ROUND 1 GRAND TOTAL				\$	1,459,531			

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

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

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

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

12/27/2023 3:13 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 Dec 2023/early 2024
9/1/2022		Cyber Threat Assessment and Security Measures	25,000		19,289		Assessment & Tabletop complete/Hardware purchased - Project Continues
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		143,833		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		3,800		Training conducted Nov 6 & 8, 2023/more to be scheduled
1/19/2023		Hebron Historical Society Ancient Cemetery Repair/Maintenance 5 Cemeteries at \$20,000/each	100,000	50,000	50,000		Adjusted 5/8/2023
1/19/2023		Gull School Roof	20,000		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 Only	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	264,800	75,900		75,900	Complete - Adjusted 5/8/23 Repair not replace based on Architect and contractor input 6/29/23
Approved Round 2			750,032				
5/8/2023		The Town Center Project (TTCP) Storage Shed	30,000		12,720		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 information - to go to PZC for review
TOTAL APPROVALS TO DATE			2,529,563				
REMAINING ARPA FUNDS TO BE HELD IN RESERVE			283,151				
			2,812,714				

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

12/27/2023 3:13 PM

Approved by Town Attorney Awaiting BOS Approval

Hebron Center Signage (wayfinding and community event 85/66) Fabrication/Construction	35,000	Refine budget for fabrication and construction
Police Department Tasers (five year lease \$26,800)	16,081	Fund w/ ARPA for 3 years \$16,080.18
P & R Trail Development	60,000 to	
P & R Field Upgrades (Burnt Hill Parks & St. Peter's)	70,000 to	
Fire Department Active Shooter Tactical Gear	13,600	
Hebron Historical Society - Old Town Hall Restroom/Accessibility	125,000	Need more information
Peters House Renovation/Restoration	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 HPPG Community Fund
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
	Hebron Green Parking Lot Improvements	50,000	STEAP Grant Received

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 4, 2024**

DEPARTMENT OF PUBLIC WORKS ACTION COMMITTEE UPDATE

Chairman Kasper will provide an update from the Department of Public Works Action Committee.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 4, 2024**

CHARTER REVISION COMMISSION UPDATE

After review of the recommendation from the prior BOS, the compressed timeline and considering the May 2025 Budget Referendum as an alternative for presenting the charter revision question(s) to the voters an opinion was sought from the Town Attorney (attached).

Based on the Town Attorney's opinion and the attached information, Chairman Kasper is recommending that the resolution adopted at the December 7 meeting be rescinded and a new resolution be adopted starting the 30-day clock on January 4 with appointment on February 1 OR January 18 with appointment on February 15, with a November 2025 General Election vote.

To date, twelve (12) people have expressed interest in being appointed to the Charter Revision Commission. They have all been contacted with a request to confirm if they wish to continue to be considered and to provide a brief bio.

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

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.

Detailed information regarding charter revision can be accessed here:

CGS Chapter 99
https://cga.ct.gov/current/pub/chap_099.htm

Attached is the draft CRC Charge which should be reviewed by the Board. Also attached is a proposed timeline with options for a start date of January 2024 and a November 2025 vote.

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 _____.

BOARD OF SELECTMEN – DRAFT SCENARIO 1/4/2024
2023-2025 CHARTER REVISION COMMISSION
2025 ELECTION VOTE

Board of Selectmen	Step 1 Initiate Charter Revision	1/ 4 or 18 /2024
Board of Selectmen	Step 2 Appoint Charter Revision Com.	2/ 1 or 15 /2024
Charter Revision Com.	Step 3 Organize and Set Public Hearing Date	by 2/29/2024
Charter Revision Com.	Step 3 First Public Hearing	by 3/15/2024
Charter Revision Com.	Step 4 Prepares First Draft	4/ 1/2025
Charter Revision Com.	Step 5 Second Public Hearing (1 st Draft)	4/15/2025
Charter Revision Com.	Step 6 Submit Draft Report to BOS	5/ 1/2025
Board of Selectmen	Step 7 Public Hearing on CRC Draft	5/15/2025
Board of Selectmen	Step 8 BOS Return to CRC	6/ 1/2025
Charter Revision Com.	Step 9 Finalizes Final Report	7/ 1/2025
Charter Revision Com.	Step 9 Presents Final Report to BOS	7/ 1/2025
Board of Selectmen	Step 10 Approval of Charter Revisions	7/11/2025
Legal Ad	Step 11 (45 days to Step 12)	7/18/2025
Board of Selectmen	Step 12 Approved Revision and Question To Town Clerk	9/ 4/2025
Election	Step 13	11/ 4/2025
Effective Date	Step 14 30 Days After The Vote	12/ 4/2025

This schedule allows the CRC **fourteen (14) months** to complete the draft report.

December 28, 2023

CHARTER REVISION 2024/2025

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.

(Diane DelRosso) Over the last couple years the Board of Finance (BOF) has had some general discussions around oversight of Hebron's Water Pollution Control Authority (WPCA). We recognize the authority of Hebron's Board of Selectmen (BOS) and that the BOS appoint members to the WPCA Board under Chapter VII of Hebron's Town Charter. The Rules of Procedure for this Board are generally defined in Section 708 and are to be filed with the office of the Town Clerk and with the BOS.

The WPCA is responsible for major infrastructure for Hebron and its residents including major expenditures in the Town's budget. All of Hebron's constituents are currently paying for the replacement of the pumping stations due to the normal life cycle of the system. The BOF is requesting that the BOS take a more proactive approach to the review of the activities of the WPCA including the following:

1. Review and update, if necessary, the WPCA Rules of Procedure to consider -
 - a. Update timing of budget preparation to be included in the Town of Hebron's budget preparation
 - b. Review and update procedures to set system pricing that should include an escrow amount (to be restricted in Hebron's accounts) to be set aside for future replacement, maintenance and repair.
 - c. Identify specific timing for the WPCA to present to the BOS annual review and approval of user's fees.
 - d. Ensure that WPCA reports to the BOS on a regular cycle that might be through Board meeting notes, Liaison reports or direct updates to the BOS from time to time.

CHAPTER 171*TOWN MANAGEMENT:

https://www.cga.ct.gov/current/pub/chap_171.htm

Donna Lanza

From: Donna Lanza
Sent: Wednesday, December 13, 2023 4:31 PM
To: Claudia Riley; Daniel Larson; Keith Petit; Peter Kasper; Tiffany Thiele (tthiele@hebronct.com)
Cc: Andy Tierney
Subject: Charter Revision
Attachments: Charter 12132023 Email Backup.pdf

Good Day

Peter Kasper, BOS Chair, asked for some additional information after the December 7 BOS meeting decision on moving forward with charter revision as the decision/resolution adopted at the December 7 meeting conflicted with the BOS direction given at the November 16 meeting. Please see attached minutes.

Peter questioned the compressed timeline and if the May 2025 Budget Referendum is an alternative for presenting the charter revision question(s) to the voters. The Town Attorney's opinion is attached.

For reference, the last few charter revisions were as follows (resolutions attached):

2018-2019	Nine (9) member Charter Revision Commission appointed on August 16, 2018; Approved at General Election on November 5, 2019 (15 months) (was originally scheduled for appointment months earlier but not enough citizens stepped forward to appoint)
2013-2014	Eight (8) member Charter Revision Commission appointed on June 20, 2013; Approved at General Election on November 4, 2014 (17 months)
2008-2009	Seven (7) member Charter Revision Commission appointed on September 18, 2008, Approved at General Election on November 3, 2009 (14 months)

Based on the Town Attorney's opinion, information provided above and attached, Chairman Kasper is recommending the December 21 meeting be cancelled. Further, that at the January 4, 2024, BOS Regular Meeting the resolution adopted at the December 7 meeting be rescinded and a new resolution be adopted starting the 30-day clock on January 4 with appointment on February 1, consider increasing the number of members to be appointed with a November 2025 General Election vote (21 months).

November 16 Minutes: <https://hebronct.com/uploads/agendas/65578f4785f7d.pdf>

December 7 Minutes: <https://hebronct.com/uploads/agendas/6577642fda8ad.pdf>

CGS Chapter 99: https://cga.ct.gov/current/pub/chap_099.htm

Please contact Peter Kasper or the Town Manager's Office if you have any questions or concerns. Please be mindful of not creating an illegal meeting – do not respond to all or discuss via email.

Thank you,

December 12, 2023

VIA EMAIL atierney@hebronct.com

Andrew J. Tierney, Town Manager
Town of Hebron
Town Office Building
15 Gilead Street (Route 85)
Hebron, CT 06248

Re: Charter Revision Procedures
Our File No. 22454.0001

Dear Andy:

In accordance with our discussion regarding the Board of Selectmen's establishing a Charter Revision Commission with a schedule to submit any recommended changes at the November 2024 general election or possibly at a special election held on the same day as the budget referendum in the Spring of 2025, I am writing to outline the statutory deadlines in the charter revision process and to provide my insights as a former chair of such a Commission in Hebron and as counsel to multiple municipalities that have undergone charter revision.

I. STATUTORY REQUIREMENTS

A. General Requirements for Charter Revision Procedures

The entire charter revision process is laid out in Chapter 99 of the Connecticut General Statutes - https://www.cga.ct.gov/current/pub/chap_099.htm. For purposes of this introductory memorandum, there are a handful of salient points.

First, the Board of Selectmen is responsible for appointing between 5 and 15 members of the Charter Revision Commission and delivering the charge or mission to the newly formed entity. The statutes contain certain restrictions on the membership of the Charter Revision Commission, primarily that it cannot have more than a bare majority who are enrolled in one political party and that no more than one-third of its members may serve in any other town office during their tenure on the Commission.

Second, although the Board of Selectmen may provide its list of issues of concern to the Commission, the Commission is not restricted to review and discuss only those items that are in the initial charge. They have broad discretion to review any aspect of the charter or to propose additions or changes that are not in the current charter at all. The Board of Selectmen must specify when the commission must submit its draft report, which shall not be later than sixteen months after appointment.

Finally, there is a restrictive timeline that must be followed to submit the charter to a referendum at a general election. The general statutes also authorize its submission at a special election. As discussed in more detail below, the distinction is that if submitted at a special election, charter revision proposals must be approved by a majority vote consisting of at least 15% of the registered electors in the town if it is the subject of a special election or a referendum not coinciding with a general election. Many towns have found this threshold difficult to achieve. If submitted at a general election, charter revisions are approved by a majority of persons casting votes regardless of the percentage of eligible voters who voted in the general election.

B. Charter Revision Timeline

The following is an outline of the steps of charter revision and the associated deadlines for performing them:

- Initiation of Charter Revision Process by the Board of Selectmen
- 30 days after Initiation – deadline for appointment of Charter Revision Commission (“Commission”)
- Prior to beginning substantive work – Commission must hold an initial public hearing
- Following the public hearing, the Commission begins to hold meetings to review the charter, discuss and draft potential amendments and prepare a draft report
- After completion of draft report and before submission to the Board of Selectmen, the Commission must hold a second public hearing to obtain public comment on the draft
- In consideration of public comments, the Commission could hold a meeting or meetings to revise the draft report
- The final draft report is submitted to the Town Clerk who forwards it to the Board of Selectmen
- The Board of Selectmen holds at least one public hearing on the draft report not later than 45 days after submission of the report to the Town Clerk
- Within 15 days after last public hearing the Board of Selectmen may recommend changes to the Commission. If no changes are recommended, the report becomes final
- If changes are recommended, the Commission must respond to the Board of Selectmen with a final report within 30 days of receiving recommended changes
- The Board of Selectmen has 15 days to approve or reject some or all proposed charter revisions

- If some or all of the proposed changes are rejected by the Board of Selectmen, a petition by 10 percent of the electors could be filed within 45 days after rejection to require a referendum on the rejected provisions
- Within 30 days after approval of report by the Board of Selectmen or submission of petition calling for a referendum, the full charter or proposed revisions must be published in a newspaper of general circulation
- The Board of Selectmen must take the final actions necessary to send the charter revision to referendum at least 60 days before general election
- Town Clerk must certify questions to Secretary of State 45 days before general election
- Election Day
- If approved, the Town Clerk must forward revised charter to the Secretary of State within 30 days of election day.

C. Feasibility of Process Completion by November 2024 General Election

It is mathematically possible that all of those steps occur in time for the November 2024 election. In my experience, and in the experience of my colleagues who have also been involved in the process, unless the Commission tackles nothing other than modest noncontroversial “housekeeping” edits to the Charter, it will be very difficult to achieve that timeline where the Board of Selectmen will have a final proposed charter to submit to the 2024 election by a September 6, 2024 deadline.

Here is how a very aggressive schedule would look. Once appointed the Commission must hold an initial meeting in January in order to set a date for the initial public hearing. That hearing will likely be held in late January or early February to enable public notice for the hearing. The Commission would then start its initial work at some point in February. In our experience charter revision commissions hold many meetings to review not only the items submitted for consideration by the Board of Selectmen but to also review the entire Charter to determine if the Commission believes other changes are warranted. It would be unusual for a commission to complete that work in a two-month span. If it is able to agree on a draft within that short period, it would be in a position to hold a second public hearing in May. That would be followed by a subsequent meeting by the Commission and preparation of a final draft report which realistically would not happen until June. The Board of Selectmen must then hold a public hearing which would likely be in late June or early July. If after that hearing the Board of Selectmen has no recommended changes to the proposed revisions, it would have ample time to make the submission to the Town Clerk by September to make the fall election. However, if the Board of Selectmen recommends any changes, the Charter Revision Commission must hold one or more meetings before submitting a final report within 30 days of receiving the recommended changes. That would likely come no sooner than August. If any recommendation is rejected, time must be afforded to allow for a

petition on those rejections before the question can be submitted to the Town Clerk which would prevent submission by September 6th. And, of course, weather related cancellations, scheduling conflicts, and an unexpected loss of quorum, could result in cancellation of one or more of the meetings or the hearings could result in delays that make meeting the deadline impossible. Under those circumstances the Commission would be dissolved, and all of its work lost. Another charter revision commission would have to be commissioned to begin the process anew.

D. Special Election at Budget Referendum.

In theory, the Board of Selectmen could set a special election on the Charter simultaneously with the 2025 budget referendum. That is permissible. It would require one modest accommodation to account for the fact that persons entitled to vote as non-resident taxpayers could vote on the budget but not the charter. A hand counted ballot box and voting booths could be set aside for the relatively few non-resident voters and they can be given only the budget ballot. Residents would receive two ballots. I expect two machines would have to be set up for those casting the two separate ballots, but perhaps a machine could be set up to simultaneously count them both.

However, there is a requirement that approval of charter amendments at a special election requires an affirmative vote of 15% of eligible electors to pass. In recent years, total turnout at budget referenda has been below or very close to 15% of eligible voters. With no reason to expect a material change in voter turnout next year, the change would require at least a 90% favorable vote to pass and could easily not even have enough votes if they unanimously voted to approve.

E. Conclusion

Absent a proposed charter revision that is in need of immediate change, in our view the substantial risk of missing the September 6, 2024 deadline to submit charter revisions to the electors in November 2024 warrants a more realistic schedule to submit it at the 2025 municipal election. The fact that the process can be lengthy is reflected in the fact that the legislature enables a commission up to sixteen months to submit its report to the Board of Selectmen.

While presidential elections do increase votership, a charter submitted at a general election requires only a majority to pass. While the number of voters might be lower, I am not sure there is a reason to expect that the percentage of persons in favor of or opposed to changes would be substantially different between the two different elections.

Very truly yours,



Kenneth R. Slater, Jr.

CC: Donna Lanza, Director of Administrative Services

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, November 16, 2023 - 7:00 PM**

RECEIVED
2023 NOV 17 AM 11:01
D.A. Asst.
HEBRON TOWN CLERK

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: Kaitlin Hershey, Lori Granato, Mal Leichter, Mike Harder, Peter Starkel, Richard Steiner, Suzanne Topliff, Terry McManus, William Alexander, Adam Ockman, Claudia Riley, Community Voice Channel, Holly Habicht, Kathy Williams, Keith Petit, Lilli Rhodes, Lindsay Ockman, Paul Forrest

1. Call to Order

2. Pledge of Allegiance

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

3. Additions and Changes to Agenda

None.

4. Public Comment

A. Terry McManus – Thanked M. Rubera for his service. Also expressed concern over the proposed pickleball court location (next to Hebron Elementary), citing safety concerns.

5. Good to Know/Special Recognition

A. Recognition of Gail Richmond and Marc Rubera

Certificates of recognition for departing BoS members G. Richmond and M. Rubera were shared, with fellow Selectmen giving appreciation for their years of dedicated service. M. Rubera thanked fellow board members, town staff, and the Hebron community for their support and kind words.

6. Appointments and Resignations

A. Confirm Appointment of Finance Director

Motion by D. Larson 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

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, November 16, 2023 - 7:00 PM**

Finance Director effective February 3, 2024, with an employment date of December 4, 2023. The motion passed unanimously (3-0).

B. Confirm Appointment of Assessor

Motion by D. Larson 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. The motion passed unanimously (3-0).

C. Reappoint Hebron Police Officers

Motion by D. Larson 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.

Discussion: M. Rubera expressed hesitation in voting to reappoint himself, stating his intent to abstain. D. Lanza confirmed three votes are required to pass any motion. After discussion, it was agreed to reappoint all officers except M. Rubera at this time.

Amended motion by D. Larson 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, and Thomas Topulos, with Officer Rubera to be brought up at the next regularly scheduled meeting, due to only a three-member Board of Selectmen at this meeting. The motion passed unanimously (3-0).

D. Zoning Board of Appeals Alternate Appointment

Motion by D. Larson 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. The motion passed unanimously (3-0).

Discussion: Following a question from W. Alexander, there was discussion on open ZBA alternate seats. Two had terms expiring this year, and were filled in the most recent election. This appointment fills the third. Because the third seat's term does not expire until 2025, per the Town Charter, the seat shall be filled via appointment by town officials. W. Alexander expressed concern over this procedure, stating people should have the ability to vote for open seats,

**TOWN OF HEBRON
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especially as an election was just held. A. Tierney noted the upcoming Charter Revision Commission.

E. 2023 Reappointments

Motion by D. Larson 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**

The motion passed unanimously (3-0).

7. Town Manager's Report

The recent election resulted in one recount, with a coin toss deciding the outcome. Claudia Riley and Keith Petit were elected to join the BoS. Newly elected officials will be sworn in on Tuesday, November 21st at 7 p.m. at the Old Town Hall. Town employees recently underwent bias training. Several new hires have been made in recent weeks. A veteran's luncheon was held at the Senior Center. Region 8 Insurance Consortium budget meetings have begun, with A. Tierney noting higher rates than in previous years. Facilities assessments are being reviewed by town officials and the Public Building Committee.

8. Old Business

A. ARPA Funds Update

The PBC has submitted a request for an additional \$78,000 in ARPA funds for the garage bay extension at Fire Company #1. \$161,100 has been approved to this point. Three bids were received, with the apparent low base bid being \$191,000. PBC members M. Leichter and R. Steiner explained the need for additional funds, citing extreme volatility in materials costs. There was discussion on timing, as bid commitments expire on December 20th. M. Leichter stated if the project went back out to bid, costs would likely be much higher. He also noted satisfying CHRO requirements, if town funds are used instead of ARPA. Chief Starkel stated the

**TOWN OF HEBRON
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importance of keeping two ambulances in the center of town, which this project would enable. He noted slower response times with ambulances in separate locations. There was discussion on ambulance size, as well as price increases. P. Kasper recognized the validity of the project, but expressed concern over spending additional ARPA funds, noting this request would use nearly 50% of reserve funds. He feels this increase may be detrimental to other approved ARPA projects that are still in-process. There was discussion regarding CHRO requirements, with A. Tierney stating that per the Town Attorney's recommendation, the requirements should be used regardless of funding source. He suggested reaching out to the bidder to ask if they would consider holding the bid past 60 days, while the town looks for additional funds. R. Steiner stated he would do so tomorrow, noting the contractor's desire for an indication of commitment soon, which M. Leichter reiterated, saying the contractor stated their intent to protect from price increases until the spring, but also asserting they would pull the bid if this was not deemed good enough.

B. Charter Revision Commission Finalize Charge and Appointment

Possible revision timeline options were reviewed. After discussion, the BoS agreed to "start the clock" at the December 7th meeting, with appointments occurring at the January 4th meeting, and a Charter Revision vote planned for November 2025, allowing the CRC 16 months to prepare. These will be suggestions made from the outgoing Board to the incoming Board via the Town Manager's office, and will include a recommendation to consider increasing the size of the Commission as well.

9. New Business

A. Approve Emergency Management Performance Grant Application

Proposed resolution by D. Larson that the Town of Hebron may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; 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. The resolution passed unanimously (3-0).

**TOWN OF HEBRON
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Regular Meeting (Virtual)
Thursday, November 16, 2023 - 7:00 PM**

B. Nickel Nip Funds Proposal and Accounting

Motion by D. Larson 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.

Discussion: Green Committee members K. Hershey and M. Harder shared the Committee's goals for this project, which include waste reduction and education efforts.

The motion passed unanimously (3-0).

10. Consent Agenda

D. Larson restated his suggestion regarding park policy updates, saying if they are going to list the outlawing of firearms, "or other dangerous weapons" should be added. He stated he is not an advocate of outlawing firearms, but believes all weapons should be included.

A. Approval of Minutes

1. November 2, 2023 – Regular Meeting

Motion by D. Larson to approve the consent agenda as amended. The motion passed unanimously (3-0).

11. Liaison Reports

None.

12. Public Comment

None.

13. Adjournment

Motion by M. Rubera to adjourn at 9:35 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)

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

MINUTES

RECEIVED
2023 DEC 11 P 2:28
HEBRON TOWN CLERK

ATTENDENCE:

Board of Selectmen (Present): Daniel Larson, Peter Kasper, Tiffany Thiele, Keith Petit, Claudia Riley

Board of Selectmen (Absent): None

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

Guests: Diane Del Rosso, Richard Steiner, Adam Ockman, Community Voice Channel, Holly Habicht, John Matra, Kathy, Lilli Rhodes, Neil Amwake, Terry McManus, Will

1. Call to Order

2. Pledge of Allegiance

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

3. Additions and Changes to Agenda

A. Tierney requested the following items be moved up to Section 8 (Town Manager's Report): 10.C (New Business, Award RFP for Historic Resource Planning Study); 10D (New Business, Economic Development Commission Market Study Report). The BoS agreed. A roll call was conducted, with all Selectmen affirming their attendance.

4. Public Comment

A. Dan Larson – Condemned acts of barbarism occurring in Ukraine, Africa, and Israel, and stated the need to treat others with respect and dignity.

5. Election of Chair and Vice Chair

A. Election of Board Chair

Dan Larson stated it has been his honor to serve as Chair, but he feels the time is right to pass the torch to a younger board member.

Nomination by D. Larson and seconded by K. Petit for Peter Kasper as Board of Selectmen Chair.

There were no further nominations.

Motion by D. Larson to close nominations for Board of Selectmen Chair. The motion passed unanimously (5-0).

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BOARD OF SELECTMEN
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HEBRON TOWN CLERK

Vote for Peter Kasper as Board of Selectmen Chair passed unanimously (5-0).

P. Kasper elected as Chair.

B. Election of Board Vice Chair

P. Kasper opened the floor to nominations for Vice Chair.

Nomination by K. Petit for Dan Larson as Board of Selectmen Vice Chair.

There were no further nominations.

Motion by P. Kasper to close nominations for Board of Selectmen Vice Chair. The motion passed unanimously (5-0).

Vote for Dan Larson as Board of Selectmen Vice Chair passed unanimously (5-0).

D. Larson elected as Vice Chair.

6. Good to Know/Special Recognition

None this week. A. Tierney noted that proclamations, special recognitions, and similar items under this section have typically come from BoS members.

7. Appointments and Resignations

A. Police Officer Reappointment

Motion by T. Thiele 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 Officer for a two-year term to run until December 2025: Marc Rubera. The motion passed unanimously (5-0).

B. Appoint Panel of Moderators

Motion by C. Riley that pursuant to Town Charter, Chapter C III, Section 305, the Hebron Board of Selectmen appoint the following citizens as Town Moderators for a two-year term commencing December 1, 2023 to run through November 30, 2025: Kevin Connors, Scot Kaufman and Joseph Krist. The motion passed unanimously (5-0).

8. Town Manager's Report

A. Updates/Recent Activities

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BOARD OF SELECTMEN
Regular Meeting (Virtual)
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RECEIVED

2023 DEC 11 P 2:28
HEBRON TOWN CLERK

Several new employees have started, including the new Finance Director, Assessor, and building maintainer. Work on the POCD update is ongoing, as is development of a proposed regional ACO with Andover and Columbia. CIP discussions and meetings with department heads will begin in January. A. Tierney spoke on the fire at 224 Hope Valley Road, offering condolences and stating local officials did the best they could, as the structure was fully involved upon their arrival. Work with state officials on that investigation is ongoing. He also noted the success of the tree lighting ceremony, thanking D. Lanza and the Hebron Fire Department.

B. EDC Market Study Report

Town Planner M. Bordeaux presented the market study report conducted by FHI Studios for the Economic Development Commission, which was included in the agenda. The intent of the study, as stated in the RFP, was to develop a comprehensive town branding program as well as a strategic marketing plan. The proposal from FHI was broken into four parts: demographic and market understanding, community engagement, brand development, and marketing plan. Proposed branding, campaign concepts, and marketing tactics were discussed. M. Bordeaux noted there is no request for action from the BoS this evening. The EDC will generate possible implementation strategies at internal workshops, and will return to the BoS as necessary. There was discussion on possible types of businesses or industries targeted. BoS members generally supported the study and potential plan. T. Thiele stressed the importance of consistency in branding, and noted the opportunity to refine the town's website, citing constituent concerns regarding accessibility of information. P. Kasper stated his support, and urged the BoS to consider the project's goals and measurements for success. D. Larson stated the need for infrastructure concerns to be considered during development discussions.

C. Award RFP for Historic Resource Planning Study

M. Bordeaux summarized the RFP, intended to research and document 18th and 19th century African American residents and families in town. Two bids were received, with M. Bordeaux recommending Heritage Consultants. BoS members expressed enthusiasm for the project. C. Riley noted the possibility of a public presentation sharing study results, as well as student intern opportunities during research and field work. M. Bordeaux anticipates a multi-phase project beginning with archival and document research.

Motion by K. Petit that the Hebron Board of Selectmen award the contract for the Historic Resource Planning Study to Heritage Consultants of Newington, Connecticut, in the amount of \$19,450.00, representing the lowest qualified bidder and as recommended by the Hebron Historic Properties Commission and Matthew Bordeaux, Director of Planning and

**TOWN OF HEBRON
BOARD OF SELECTMEN
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RECEIVED

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HEBRON TOWN CLERK

Development and authorize Andrew J. Tierney, Town Manager, to execute all required contract documents. The motion passed unanimously (5-0).

9. Old Business

A. ARPA Funds Update

Due to considerable cost increases, and the upcoming facilities study, the Town Manager and Fire Chief recommend placing the addition at Fire Company #1 on hold. A vote on the issue is scheduled under New Business. D. Lanza provided an update on hybrid meeting rooms. ESC has declined to continue working with the town due to internal changes within the company. Proposals from two new vendors (Red Thread and Valley Communications) are expected soon. T. Thiele noted RHAM has held hybrid meetings for some time, and asked about sharing resources. She also renewed her objection to continued virtual meetings, again suggesting one in-person and one virtual BoS meeting per month. C. Riley agreed, noting her preference for in-person meetings. D. Larson highlighted increased participation in virtual meetings, saying he sees no reason to go back to in-person. K. Petit agreed with D. Larson, but also acknowledged the importance of in-person meetings, urging continued work toward a hybrid option.

B. Department of Public Works Action Committee Update

P. Kasper reported the DPWAC's initial meeting focused on communication strategy.

Motion by P. Kasper that the Hebron Board of Selectmen appoint Jody Leary to the Department of Public Works Action Committee. The motion passed unanimously (5-0).

C. Charter Revision Commission Update

There was discussion on committee size, with the BoS agreeing upon seven members. There was extended discussion regarding timing and targeted referendum dates. T. Thiele stated her preference for a November 2024 vote, to coincide with the anticipated high voter turnout in a presidential election. The BoS discussed the CRC's ability to conduct a proper review and update within the proposed timeframes.

T. Thiele read the following **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

**TOWN OF HEBRON
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Charter Revision Commission will take place on December 21, 2023. The resolution passed unanimously (5-0).

K. Petit stated concern regarding number 14 on the list of proposed Charter Revision items, included in the agenda. BoS members agreed to review the list independently and discuss at the next meeting.

10. New Business

A. Approve 2024 Board of Selectmen Meeting Schedule

The proposed schedule features one September meeting, and two possible sets of dates for October's meetings. K. Petit suggested adding a second September meeting on the 26th, and adopting the 10th and 24th for October's meetings.

Motion by K. Petit to approve the amended dates for the Board of Selectmen meetings for 2024 and January 2025. The motion passed unanimously (5-0).

B. Board of Selectmen Rules of Procedure

A. Tierney noted town staff sends out the agenda for a Thursday meeting the preceding Friday, and urged BoS members seeking clarification on any item to reach out prior to the meeting if possible. T. Thiele spoke briefly on decorum within meetings.

C. Reject Bids for Public Safety Building Garage Bay Extension

Motion by D. Larson that the Hebron Board of Selectmen reject all bids received for the Hebron Public Safety Building Garage Bay Extension Bid # 2023-08, due to bids being over budget. The motion passed unanimously (5-0).

11. Consent Agenda

A. Approval of Minutes

1. November 16, 2023 – Regular Meeting

B. Approval of Tax Refunds

1. Michael & Cheryl Lyons

\$3,510.48

Motion by P. Kasper to approve the consent agenda. The motion passed (4-0, with C. Riley abstaining).

12. Liaison Reports

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

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There was discussion on liaisons between the BoS and other town boards and commissions.

Per A. Tierney, five boards require a liaison from the Selectmen: OSLAC, AHM, Hebron BoE, Board of Finance, and RHAM BoE. The BoS assigned liaisons to those boards as follows, with further discussion on the remaining boards later. Communication between staff members already attending those meetings and liaisons was also discussed.

Peter Kasper – AHM
Dan Larson – Board of Finance
Tiffany Thiele – Hebron BoE
Keith Petit – OSLAC
Claudia Riley – RHAM BoE

Motion by P. Kasper to assign the Board of Selectmen liaisons as discussed. The motion passed unanimously (5-0).

The BoS discussed communication between members and town officials, particularly during emergencies such as the fire last month. There was also discussion on the accuracy of information shared on social media and news sites. Brief liaison reports were given. D. Larson noted the Historic Properties Commission's work on securing the grant for the Planning Study voted upon earlier. T. Thiele reported December's OSLAC meeting is cancelled. A. Tierney stated the Insurance Consortium will begin discussing rates, which are anticipated to be significantly higher than recent years. P. Kasper stated Parks and Rec continues work on pickleball courts, field lighting, and policy review.

13. Public Comment

- A. Diane Del Rosso (9 Judd Brook Lane) – Referencing items listed for CRC review, she stated the BoF has requested the BoS have more oversight of the WPCA, as it represents a major asset and impacts town finances.

14. Adjournment

Motion by D. Larson to adjourn at 9:57 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 4, 2024**

BOARD OF SELECTMEN RULES OF PROCEDURE

Attached are the current Board of Selectmen Rules of Procedure and additional policies and protocols. The Town Manager's recommended the Selectmen take time to review the Rules of Procedure and advise of any recommendations for change. Selectman Petit's comments are attached.

Proposed Motion:

Move that the Hebron Board of Selectmen adopt the Board of Selectmen Rules of Procedure as presented (or amended).

*Town of Hebron, CT
Monday, November 27, 2023*

Chapter C. Charter

Chapter IV. Board of Selectmen

Section 403. Procedure.

At its first meeting, following each biennial Town Election, the Board of Selectmen shall fix a time and place of its regular meetings and provide a method for the calling of special meetings. At this meeting, the Board of Selectmen shall choose one of its members to be the Chairman. Also at this meeting, a Vice Chairman shall be chosen who shall act in the absence or temporary disability of the Chairman. Nothing shall prohibit the Chairman or Vice Chairman from being a full voting and participating member of the Board of Selectmen. The Board of Selectmen shall, by resolution, determine its own rules of procedure, except that each Selectman shall be able to make a motion or offer a proposal which shall be considered by the Board of Selectmen without the necessity of a seconding motion. All meetings of the Board of Selectmen for the transaction of business shall be open to the public, except that the Board of Selectmen may stand in executive session whenever otherwise permitted or required by law. The votes of each member shall be recorded at the session at which they occur and reported in the minutes of such meeting. The majority of the entire Board of Selectmen shall constitute a quorum, and no ordinance, resolution, or action except a vote to adjourn or fix the time and place of the next meeting shall be adopted by less than a majority of the entire Board of Selectmen.

Town of Hebron
Board of Selectmen
Rules of Procedure/Guidelines

Procedure

Except as otherwise provided in the Charter, meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure.

Conduct

All Board members should treat fellow members, staff or anyone in attendance with respect at all times. Likewise, those in attendance should treat Board members and staff with respect.

Public Comments

This section of the agenda is reserved for persons in attendance who wish to briefly address the Board of Selectmen. The Board requests that comments be limited to three minutes or less. Persons wishing to address the Board regarding agenda items should request clarification from the Chair as to whether or not they should speak during the public comment portion of the meeting or at the time the agenda item is considered. The attendee or member of the public should comment or be involved in conversation only when recognized by the Chair.

Agenda Additions and Changes

When a member of the Board of Selectmen wishes to add an item to the Agenda of a regular meeting, the information shall be shared with the Board as soon as possible in advance of the meeting to allow members to properly prepare to represent the community. Under Section 3 of the Agenda the Selectman will provide a brief description of the proposed addition. The Chair will then poll the Selectmen to determine if a majority of the entire Board (3 members) wishes to add the item. Only then will the item be added to the Agenda.

Liaison

The purpose of a liaison is to provide information from one board to the other to maintain communication between the boards. The liaison should comment or be involved in conversation only when recognized by the Chair.

Flag Protocol:

It is the policy of the Town of Hebron to not fly any flag other than the US Flag, the POW Flag and the State of Connecticut flag on town flag poles.

Flags for special events or organization recognition may be displayed in other appropriate locations in response to a formal request from the organization, and approval by the Town Manager and Board of Selectmen.

Proclamation Protocol:

Proclamations requests will be considered on an individual basis.

Approved by Board of Selectmen April 9, 2020

Selectmen's Policy on Attending Meetings by Telephone

It is the general expectation that all elected and appointed officials will attend the vast majority of scheduled meetings of their respective boards, commissions and committees. In the event that a member is sick or must be out of town, he or she may be considered in attendance at the meeting by establishing a telephone conference connection. The member attending by a teleconference communication may participate in all verbal votes.

When establishing the teleconference an understanding should be reached by the Chair at the start of the meeting, by motion, as to the items on the agenda for which the member will be present or the duration that the member is able to remain in attendance on the phone.

At the present time, the Town Office Building meeting room is the only meeting space properly equipped to provide for clarity in two way teleconferencing.

Quorum requirements are satisfied only by the number of committee members physically present for the duration of the meeting.

Anyone choosing to participate by teleconferencing must understand that the location from which they are speaking is considered a meeting space open to the public for the purposes of the meeting for the duration of the teleconference attendance by the member.

11/27/2023 1:01 PM

**TOWN OF HEBRON
VIRTUAL MEETING PROTOCOL
REVISED APRIL 23, 2020**

Prior to Start of Meeting:

- Official meeting start time is 7:00 p.m. The GoToMeeting will be started at 6:45 p.m. to allow time for people to enter and test settings.
- Meeting attendees may join the meeting either via electronic device or phone (or both).
- Audio and video will be tested as you enter the meeting.
- The Selectmen and the Town Manager's cameras will be on during the meeting. Camera is not mandatory; it is to be used if desired and available.
- Guests entering the meeting will be asked to turn off their camera.
- All mics will be muted except for the Chairman unless the person recognized to speak.
- Please be sure your device is fully charged or connected to a power supply. GoToMeeting uses a lot of power.
- Please silence your cell phone. If there is background noise where you are, please mute your mic and only turn it on when you wish to speak.

During the Meeting:

- The Chairman will call the meeting to order and take roll call.
- Pledge of Allegiance will be recited.
- The Chairman will review meeting conduct/protocol.
- Each time you speak you must state first and last name.
- Board members wishing to speak or make comment should type "comment" and their name in the chat box. They will be recognized to speak by the Chairman.
- Try to avoid speaking over each other, pause before you speak to be sure prior speaker is done.
- When votes are taken, the Chairman will poll each member for their vote.
- For public comments, guests will be asked to type "comment" and their name in the chat box. Each person wishing to make a public comment will be recognized, their mic unmuted and they can share their camera if they wish to be seen. There will be public comment at the beginning and end of the meeting.
- The meeting will be recorded.

If you have technical difficulty before or during the meeting, please call Donna at 860 205-1898.
Thank you!

GUIDELINES REGARDING THE SELECTMEN'S APPOINTMENTS TO VACANCIES IN ELECTED OFFICE

1. Resignation from Elective Office:

- 1.1. As the Charter requires, any elected official who wishes to resign from his/her elective office, shall notify the Town Clerk in writing in dated correspondence of his/her resignation with an original signature. The date of resignation shall be fixed as of the date of acceptance by vote of the Board of Selectmen.

2. Filing Vacancies in Elective Office:

2.1. Notification

In filing a vacancy the Board of Selectmen is directed by the Town Charter to fill vacancies as soon as practicable and to solicit nominations for such vacancies from the political parties and from the general public.

- 2.1.1. The Board of Selectmen shall notify, in writing, the Chair of the Town Committees of vacancies in elective office.
- 2.1.2. The Board of Selectmen shall direct the Town Manager to provide notice of the vacancies by filing with the Town Clerk by posting on the Town bulletin board and by an announcement in a newspaper.
- 2.1.3. The Town Manager's Office shall cause the notice to be posted on such day as the Selectmen shall designate. If the date of notice falls on a holiday it shall be posted on the next regular business day.

2.2. Nomination Period

- 2.2.1. The date the notice of vacancy is filed with the Town Clerk and posted on the Town bulletin board shall commence the 35 day notice period as required by the Charter. Nominations will be accepted at the Town Manager's Office up to and including the 35th day or postmarked on the 35th day. If the 35th day falls on a non-business day, nominations will be accepted on the next business day.
- 2.2.2. Political parties nominating a candidate must submit a letter to the Board of Selectmen.
- 2.2.3. If no candidate is nominated the Selectmen may renote the vacancy and begin a new 35 day nomination period.

3. Appointment Process

- 3.1.1. Anyone interested in being appointed to an elected position vacancy should complete the following steps:
 - Write a letter to the Town Manager with supporting materials expressing his/her interest in serving in a vacant elected position.
 - Town Manager will contact the applicant acknowledging his/her letter and answers any questions s/he may have.
 - Contact each member of the Board of Selectmen regarding his/her interest in serving in a vacant elected position.

3.1.2. The following may be considered by the Board of Selectmen in filling the vacancy:

- Attendance at meetings
- Written nomination from the political party
- Endorsement by members of the community
- Prior community service
- Contact each member of the Board of Selectmen regarding his/her interest in serving in a vacant elected position.
- Political party affiliation.

3.1.3. As per the Town Charter all appointments shall be made by three affirmative votes.

3.1.4. When the Board of Selectmen chooses to appoint the same individual to more than one "appointed Town Board" it shall waive formally the Charter prohibition regarding the limit of only one Town board appointment.

3.1.5. If no candidate is appointed the Selectmen may renote the vacancy and begin a new 35 day nomination period.

3.1.6. Nothing in these guidelines shall limit the ability of the Board of Selectmen to act as it deems appropriate within the limitations of the Town Charter.

Approved by BOS November 2, 2006

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.

Andy Tierney

From: Keith Petit
Sent: Monday, December 4, 2023 6:19 PM
To: Donna Lanza; Andy Tierney; Claudia Riley; Daniel Larson; Peter Kasper; Tiffany Thiele
Subject: Re: BOS December 7, 2023 Agenda

Andy, Donna, and my fellow Selectmen,

I wanted to send the items I intend to propose related to the agenda packet for December 7th. To prevent the possibility of an illegal meeting, please do not reply all and direct any responses through Andy, Donna, or Dan.

1. Meeting Schedule

- a. I would like to propose that the September Dates be modified to 12th and 26th, and October be 10th and 24th. This will prevent long stretches between meetings and maintain a more regular schedule due to the position of Thursday on the calendar this year.

2. Modification of Board of Selectmen Rules of Procedure/Guidelines

- a. Update the Public Comments section to read:
 - i. "This section of the agenda is reserved for persons in attendance who wish to briefly address the Board of Selectmen. The Board requests that a person's comments be limited to a single period lasting three minutes or less. While the board respects the right of the public to provide comment, this time is not intended for open discussion or a Board response. Residents who wish to request a dialogue should make arrangements to do so through the Town Manager's Office or the Board Chair."
 - ii. I believe this will help prevent the board being put on the spot, or feeling the need to provide possibly inaccurate information in a short time frame. It will also keep the meeting moving and prevent confusion.

3. Modification of Virtual Meeting Protocol

- a. Update "During the Meeting" Bullet 5
 - i. "Board members wishing to speak or make comment should use the appropriate functionality of the virtual conference system, ex. Raise Hand, or type the word "comment" in the chat box. They will be recognized to speak by the meeting Chair."
 - ii. I think that while typing comment logs a resident's request for comment in the meeting record, board members wishing to speak should be able to use more fluid ways of gaining recognition mid-meeting.

4. Liaisons

- a. I am interested in being liaison to the following organizations depending on what other Selectmen may be interested in.
 - i. Land Acquisition
 - ii. Commission on Aging
 - iii. Douglas Library

Thanks,

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 4, 2024**

**APPROVE REVISED JOB DESCRIPTION
CHILDREN'S LIBRARIAN**

Attached is the proposed revised Children's Librarian job description prepared by Library Director, Drusilla Carter, and approved by the Library Board of Trustees.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the revised job description for the Children's Librarian as presented (or amended).

**DOUGLAS LIBRARY
CHILDREN'S LIBRARIAN**

Position Purpose:

The purpose of this position is to plan, organize, direct and implement the Children's Services, as well as to develop and implement policies and procedures for these services at the Douglas Library. This position will assume responsibilities of the library in the absence of the director ~~and the adult services librarian~~. The children's librarian is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under ~~his/her~~ **their** direction and control.

Supervision:

Supervision Scope: Performs a wide variety of professional and administrative responsibilities requiring an extensive knowledge of Library Service.

Supervision Received: Works under the general direction of the Library Director; refers only unusual situations to the Library Director.

Supervision Given: Supervises staff working in the Children's Room of the library. Supervision responsibilities include instructing employees and assessing follow through. Makes recommendations about discipline as necessary. Frequently provides general objectives, guidelines, and instructions. Evaluates part time Children's Services staff and assists in recruitment.

Job Environment:

Administrative work is performed in a private office on the Children's Floor.

Requires knowledge of technology, computer applications and use of standard office equipment.

Requires regular interaction with children under the age of twelve.

Makes ~~periodic~~ **regular** contact with the general public, vendors, school staff, community organizations, local businesses; communication is frequently in person, by telephone, fax, e-mail, in meetings and in writing; contacts require a high level of diplomacy and customer service skills.

Essential Functions

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

- Directs the development, maintenance and review of children's library ~~materials. Evaluates the collection for balance and comprehensiveness which meets the community's needs, compliments school assignments and offers positive reinforcement of literacy.~~ **collections in accordance with the Library's Collection Development Policy.** Coordinates the selection, ordering and withdrawal of children's library materials. Oversees cataloguing and processing of new acquisitions.

- Directs Children's library public relations, including publicity, displays, calendar of activities, press releases, promotion of Children's library activities and services. Promotes Children's library services through outreach programs to schools, daycares and other community groups.
- Plans and conducts story hours using a variety of storytelling techniques, **and provides** class visits, tours, programs and other activities for varying age levels and interests of children, parents, teachers and community groups. Creates an appealing and safe library environment for children. Creates displays for the Children's Floor and for other display areas in the building.
- Instructs and assists patrons in use of the collection, reference material, readers advisory, computers, public access catalogs and other library resources. Researches and answers reference questions. Assists at Children's circulation desk.
- Makes administrative decisions related to children's services and establishes priorities for staff assigned to the Children's Room within the framework of library policy **and in consultation with the Library Director.**
- Attends **Library** staff and department head meetings.
- Assumes responsibility for the library in absence of the Library Director ~~and Adult Services Librarian.~~
- Supervises, schedules and trains staff and volunteers assigned to Children's Room.
- Prepares narrative and statistical reports as required. Prepares Children's Library budget requests for Director.

Other Functions:

- Represents the library in community, regional and state activities.
- Keeps abreast of professional information and board policies.
- May open and close library according to security procedures.
- Inspects Children's room and recommends needed maintenance.
- Assists in all library areas as needed.
- Performs related work as required.

Physical and Mental Effort:

The work is primarily of an intellectual nature but requires some physical capabilities. While performing the duties of this job, the employee frequently is required move from ~~his/her~~ **their** desk and computer display to other parts of the office and building to talk or listen; frequently required to use ~~his/her~~ **their** hands and fingers for computer work, writing on and manipulating papers; is required to feel objects, tools, and controls and to reach with arms and grasp with hands. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required include close, medium distance, peripheral and color vision and the ability to adjust focus; ability to operate a keyboard and computer systems accurately and rapidly; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Minimum Required Qualifications:

Education, Training and Experience:

Master's Degree in Library Science and three years of library experience including public library experience in children's services preferred; OR an equivalent combination of education, work experience and training.

Knowledge, Ability and Skill:

Knowledge: Familiarity with technical issues related to the hardware and software in the Children's Room. Ability to identify problems and to relay this information to the library director, and technical support personnel.

Ability: Ability to work well under pressure in a busy environment.

Skill: Service oriented individual with excellent communications skills.

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

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 4, 2024**

SCHEDULE SMALL CITIES CDBG PUBLIC HEARING

The Stonecroft Village Project is in its final stages. The grant requires a Public Hearing be held at this time. Proposed date for the Public Hearing is Thursday, February 1, 2024, at 6:30 p.m. just prior to the Regular BOS Meeting.

Project Description: The project scope includes the following: replacement of all water piping in the buildings, upgrades to the 3 existing ADA units and the conversion of one unit per building creating 5 additional ADA units. Installation of new gas fired hot water heaters in all units, site work to alleviate drainage and icing issues at building A and a ponding condition between building D & E. Replace the site lighting and install 2 additional light poles, security cameras and replace the hallway heaters. Replace all casement windows with double hung windows. Replace generator that serves building D. Install 2 additional generators to service building A, B, C, E & F.

Attached is the draft Legal Notice.

Proposed Motion:

Move that the Hebron Board of Selectmen schedule a Public Hearing for Citizen Participation to review the Town's 2019 Small Cities Community Development Block Grant Program and solicit citizen input. The virtual meeting will be held on Thursday, February 1, 2024, at 6:30 p.m.

TOWN OF HEBRON
NOTICE OF PUBLIC HEARING CITIZENS PARTICIPATION

NOTICE IS HEREBY GIVEN that the Town of Hebron will conduct a virtual public hearing to discuss the Fiscal Year 2019 Small Cities Community Development Block Grant Program on February 1, 2024, at 6:30 P.M. at the following link:

Public Hearing
FY 2019 Small Cities Community Development Block Grant Program
February 1, 2024, 6:30 PM (America/New York)

Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/902879645>

You can also dial in using your phone.
Access Code: 902-879-645
United States: [+1 \(571\) 317-3112](tel:+15713173112)

Get the app now and be ready when your first meeting starts:
<https://meet.goto.com/install>

The purpose of the public hearing is to review the Town's 2019 Small Cities Community Development Block Grant Program and solicit citizens input in the area of Economic and Community Development.

If you are unable to attend the public hearing, you may direct written comments to the Town of Hebron, Town Manager's Office, 15 Gilead Street (Route 85), Hebron, CT 06248 or telephone 860-228-5971 ext. 122. Information may be obtained at the above address between the hours of 8:00 A.M.- 4:00 P.M. Monday – Wednesday, 8:00 A.M. – 6:00 P.M. Thursday and 8:00 A.M. – 1:00 P.M. Friday.

The Town of Hebron promotes fair housing and makes all programs available to low- and moderate-income households regardless of race, creed, color, national origin, ancestry, sex, gender identity or expression, marital status, age, lawful source of income, familial status, learning disability or physical/mental disability, or sexual orientation.

All are encouraged to attend. The hearing is accessible to the handicapped. Any disabled persons requiring special assistance or non-English speaking persons should contact, Andrew J. Tierney, ADA Coordinator at 860 229-5971 x 122 at least five days prior to the hearing.

The Town of Hebron is and Equal Opportunity/Affirmative Action Employer

Advertise on 01/10/2024 and 01/26/2024.

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

January 18, 2024, 7:00 PM (America/New York)

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

<https://meet.goto.com/300636765>

You can also dial in using your phone.

Access Code: 300-636-765

United States: [+1 \(312\) 757-3121](tel:+13127573121)

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

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

Thursday, January 18, 2024

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)

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

a) Recent Activities

b) Correspondence

c) Town Manager Updates

7:30 p.m. 8. OLD BUSINESS

- a) American Rescue Plan State and Local Recovery Funds Update
- b) 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) Board of Selectmen Rules of Procedure
- g) Any Other Old Business

8:00 p.m. 9. NEW BUSINESS

- a) Award RFP/RFQ for Electrical Design/Professional Engineering Services for RHAM Emergency Electrical Generator Project
- b) Approve Agreement Between the Town of Hebron and the Connecticut River Valley Chamber of Commerce
- c) Schedule Special Town Meeting
- d) Housing Choices Advisory Committee
- e) Discuss Town Manager's Annual Evaluation
- f) Draft Agenda for February 1, 2024 Meeting
- g) Any Other New Business

8:30 p.m. 10. CONSENT AGENDA

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

a) **APPROVAL OF MINUTES**

10.a.1 January 4, 2024 – Regular Meeting

b) **TAX REFUNDS**

8:35 p.m. 11. LIAISON REPORTS

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

8:45 p.m. 12. PUBLIC COMMENT

8:50 p.m. 13. ADJOURNMENT

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 4, 2024**

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 December 7, 2023 – Regular Meeting

b) APPROVAL OF TAX REFUNDS

10.b.1 Country Carpenters, Inc.	\$300.00
10.b.2 Edward & Susan Schatz	\$109.00
10.b.3 Hyundai Lease Titling Trust	\$676.27
10.b.4 Vault Trust	\$ 77.71
10.b.5 VW Credit Leasing LTD	\$387.99
10.b.6 David & Patricia Daigneault	\$ 11.36
10.b.7 Toyota Lease Trust	\$ 65.69
10.b.8 Toyota Lease Trust	\$ 63.60
10.b.9 Toyota Lease Trust	\$173.69
10.b.10 Toyota Lease Trust	\$878.37
10.b.11 USB Leasing LT	\$515.62
10.b.12 Honda Lease Trust	\$461.25
10.b.13 Honda Lease Trust	\$590.77

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

MINUTES

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[Signature]
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ATTENDENCE:

Board of Selectmen (Present): Daniel Larson, Peter Kasper, Tiffany Thiele, Keith Petit, Claudia Riley

Board of Selectmen (Absent): None

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

Guests: Diane Del Rosso, Richard Steiner, Adam Ockman, Community Voice Channel, Holly Habicht, John Matra, Kathy, Lilli Rhodes, Neil Amwake, Terry McManus, Will

1. Call to Order

2. Pledge of Allegiance

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

3. Additions and Changes to Agenda

A. Tierney requested the following items be moved up to Section 8 (Town Manager's Report): 10.C (New Business, Award RFP for Historic Resource Planning Study); 10D (New Business, Economic Development Commission Market Study Report). The BoS agreed. A roll call was conducted, with all Selectmen affirming their attendance.

4. Public Comment

A. Dan Larson – Condemned acts of barbarism occurring in Ukraine, Africa, and Israel, and stated the need to treat others with respect and dignity.

5. Election of Chair and Vice Chair

A. Election of Board Chair

Dan Larson stated it has been his honor to serve as Chair, but he feels the time is right to pass the torch to a younger board member.

Nomination by D. Larson and seconded by K. Petit for Peter Kasper as Board of Selectmen Chair.

There were no further nominations.

Motion by D. Larson to close nominations for Board of Selectmen Chair. The motion passed unanimously (5-0).

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

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Vote for Peter Kasper as Board of Selectmen Chair passed unanimously (5-0).

P. Kasper elected as Chair.

B. Election of Board Vice Chair

P. Kasper opened the floor to nominations for Vice Chair.

Nomination by K. Petit for Dan Larson as Board of Selectmen Vice Chair.

There were no further nominations.

Motion by P. Kasper to close nominations for Board of Selectmen Vice Chair. The motion passed unanimously (5-0).

Vote for Dan Larson as Board of Selectmen Vice Chair passed unanimously (5-0).

D. Larson elected as Vice Chair.

6. Good to Know/Special Recognition

None this week. A. Tierney noted that proclamations, special recognitions, and similar items under this section have typically come from BoS members.

7. Appointments and Resignations

A. Police Officer Reappointment

Motion by T. Thiele 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 Officer for a two-year term to run until December 2025: Marc Rubera. The motion passed unanimously (5-0).

B. Appoint Panel of Moderators

Motion by C. Riley that pursuant to Town Charter, Chapter C III, Section 305, the Hebron Board of Selectmen appoint the following citizens as Town Moderators for a two-year term commencing December 1, 2023 to run through November 30, 2025: Kevin Connors, Scot Kaufman and Joseph Krist. The motion passed unanimously (5-0).

8. Town Manager's Report

A. Updates/Recent Activities

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Regular Meeting (Virtual)
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Several new employees have started, including the new Finance Director, Assessor, and building maintainer. Work on the POCD update is ongoing, as is development of a proposed regional ACO with Andover and Columbia. CIP discussions and meetings with department heads will begin in January. A. Tierney spoke on the fire at 224 Hope Valley Road, offering condolences and stating local officials did the best they could, as the structure was fully involved upon their arrival. Work with state officials on that investigation is ongoing. He also noted the success of the tree lighting ceremony, thanking D. Lanza and the Hebron Fire Department.

B. EDC Market Study Report

Town Planner M. Bordeaux presented the market study report conducted by FHI Studios for the Economic Development Commission, which was included in the agenda. The intent of the study, as stated in the RFP, was to develop a comprehensive town branding program as well as a strategic marketing plan. The proposal from FHI was broken into four parts: demographic and market understanding, community engagement, brand development, and marketing plan. Proposed branding, campaign concepts, and marketing tactics were discussed. M. Bordeaux noted there is no request for action from the BoS this evening. The EDC will generate possible implementation strategies at internal workshops, and will return to the BoS as necessary. There was discussion on possible types of businesses or industries targeted. BoS members generally supported the study and potential plan. T. Thiele stressed the importance of consistency in branding, and noted the opportunity to refine the town's website, citing constituent concerns regarding accessibility of information. P. Kasper stated his support, and urged the BoS to consider the project's goals and measurements for success. D. Larson stated the need for infrastructure concerns to be considered during development discussions.

C. Award RFP for Historic Resource Planning Study

M. Bordeaux summarized the RFP, intended to research and document 18th and 19th century African American residents and families in town. Two bids were received, with M. Bordeaux recommending Heritage Consultants. BoS members expressed enthusiasm for the project. C. Riley noted the possibility of a public presentation sharing study results, as well as student intern opportunities during research and field work. M. Bordeaux anticipates a multi-phase project beginning with archival and document research.

Motion by K. Petit that the Hebron Board of Selectmen award the contract for the Historic Resource Planning Study to Heritage Consultants of Newington, Connecticut, in the amount of \$19,450.00, representing the lowest qualified bidder and as recommended by the Hebron Historic Properties Commission and Matthew Bordeaux, Director of Planning and

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Development and authorize Andrew J. Tierney, Town Manager, to execute all required contract documents. The motion passed unanimously (5-0).

9. Old Business

A. ARPA Funds Update

Due to considerable cost increases, and the upcoming facilities study, the Town Manager and Fire Chief recommend placing the addition at Fire Company #1 on hold. A vote on the issue is scheduled under New Business. D. Lanza provided an update on hybrid meeting rooms. ESC has declined to continue working with the town due to internal changes within the company. Proposals from two new vendors (Red Thread and Valley Communications) are expected soon. T. Thiele noted RHAM has held hybrid meetings for some time, and asked about sharing resources. She also renewed her objection to continued virtual meetings, again suggesting one in-person and one virtual BoS meeting per month. C. Riley agreed, noting her preference for in-person meetings. D. Larson highlighted increased participation in virtual meetings, saying he sees no reason to go back to in-person. K. Petit agreed with D. Larson, but also acknowledged the importance of in-person meetings, urging continued work toward a hybrid option.

B. Department of Public Works Action Committee Update

P. Kasper reported the DPWAC's initial meeting focused on communication strategy.

Motion by P. Kasper that the Hebron Board of Selectmen appoint Jody Leary to the Department of Public Works Action Committee. The motion passed unanimously (5-0).

C. Charter Revision Commission Update

There was discussion on committee size, with the BoS agreeing upon seven members. There was extended discussion regarding timing and targeted referendum dates. T. Thiele stated her preference for a November 2024 vote, to coincide with the anticipated high voter turnout in a presidential election. The BoS discussed the CRC's ability to conduct a proper review and update within the proposed timeframes.

T. Thiele read the following **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

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Charter Revision Commission will take place on December 21, 2023. The resolution passed unanimously (5-0).

K. Petit stated concern regarding number 14 on the list of proposed Charter Revision items, included in the agenda. BoS members agreed to review the list independently and discuss at the next meeting.

10. New Business

A. Approve 2024 Board of Selectmen Meeting Schedule

The proposed schedule features one September meeting, and two possible sets of dates for October's meetings. K. Petit suggested adding a second September meeting on the 26th, and adopting the 10th and 24th for October's meetings.

Motion by K. Petit to approve the amended dates for the Board of Selectmen meetings for 2024 and January 2025. The motion passed unanimously (5-0).

B. Board of Selectmen Rules of Procedure

A. Tierney noted town staff sends out the agenda for a Thursday meeting the preceding Friday, and urged BoS members seeking clarification on any item to reach out prior to the meeting if possible. T. Thiele spoke briefly on decorum within meetings.

C. Reject Bids for Public Safety Building Garage Bay Extension

Motion by D. Larson that the Hebron Board of Selectmen reject all bids received for the Hebron Public Safety Building Garage Bay Extension Bid # 2023-08, due to bids being over budget. The motion passed unanimously (5-0).

11. Consent Agenda

A. Approval of Minutes

1. November 16, 2023 – Regular Meeting

B. Approval of Tax Refunds

- | | |
|---------------------------|------------|
| 1. Michael & Cheryl Lyons | \$3,510.48 |
|---------------------------|------------|

Motion by P. Kasper to approve the consent agenda. The motion passed (4-0, with C. Riley abstaining).

12. Liaison Reports

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BOARD OF SELECTMEN
Regular Meeting (Virtual)
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There was discussion on liaisons between the BoS and other town boards and commissions. Per A. Tierney, five boards require a liaison from the Selectmen: OSLAC, AHM, Hebron BoE, Board of Finance, and RHAM BoE. The BoS assigned liaisons to those boards as follows, with further discussion on the remaining boards later. Communication between staff members already attending those meetings and liaisons was also discussed.

Peter Kasper – AHM
Dan Larson – Board of Finance
Tiffany Thiele – Hebron BoE
Keith Petit – OSLAC
Claudia Riley – RHAM BoE

Motion by P. Kasper to assign the Board of Selectmen liaisons as discussed. The motion passed unanimously (5-0).

The BoS discussed communication between members and town officials, particularly during emergencies such as the fire last month. There was also discussion on the accuracy of information shared on social media and news sites. Brief liaison reports were given. D. Larson noted the Historic Properties Commission's work on securing the grant for the Planning Study voted upon earlier. T. Thiele reported December's OSLAC meeting is cancelled. A. Tierney stated the Insurance Consortium will begin discussing rates, which are anticipated to be significantly higher than recent years. P. Kasper stated Parks and Rec continues work on pickleball courts, field lighting, and policy review.

13. Public Comment

- A. Diane Del Rosso (9 Judd Brook Lane) – Referencing items listed for CRC review, she stated the BoF has requested the BoS have more oversight of the WPCA, as it represents a major asset and impacts town finances.

14. Adjournment

Motion by D. Larson to adjourn at 9:57 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 4, 2024**

DETERMINE BOARD OF SELECTMEN LIAISON ASSIGNMENTS

Below are listed the positions for which the Selectmen appoint members or liaisons to Boards/Commissions/Committees. The Selectmen may wish to continue discussion and consider the Town Manager's recommendation of assigning fewer Selectmen and allowing staff to be the primary liaison.

Member Assignments:

Open Space Land Acquisition Committee (1st Wednesday 7:00 p.m.)

Liaison Assignments:

AHM Youth Services (1st Tuesday 7:00 p.m.)

Hebron BOE (2nd Thursday 7:00 p.m.)

Board of Finance (4th Thursday 7:00 p.m.)

RHAM BOE (3rd Monday 6:30 p.m.)

Parks & Recreation Commission (3rd Tuesday 7:00 p.m.)

Economic Development Commission (3rd Monday 7:00 p.m.)

Hebron Historic Properties Commission (2nd Thursday 7:00 p.m.)

Commission on Aging/Senior Center (1st Wednesday 8:30 a.m.)

Fire Department

Green Committee (4th Thursday 7:00 p.m.)

Douglas Library Board of Trustees (2nd Monday 7:00 p.m.)

Current Assignments:

- | | | |
|----|--|------------------------------|
| a) | AHM Youth Services – Peter Kasper | Voted December 7, 2023 |
| b) | Hebron BOE – Tiffany Thiele | Voted December 7, 2023 |
| c) | Board of Finance – Dan Larson | Voted December 7, 2023 |
| d) | Land Acquisition – Keith Petit | Voted December 7, 2023 |
| e) | RHAM BOE – Claudia Riley | Voted December 7, 2023 |
| f) | Parks & Recreation Commission – Peter Kasper | (Craig Bryant) |
| g) | Economic Development Commission – Tiffany Thiele | (Matt Bordeaux) |
| h) | Hebron Historic Properties Commission – Dan Larson | (Matt Bordeaux) |
| i) | Commission on Aging/Senior Center | (Sharon Garrard) |
| j) | Fire Department – Dan Larson | (Peter Starkel) |
| k) | WPCA – Andrew Tierney/Kevin Kelly | (Andrew Tierney/Kevin Kelly) |
| l) | Green Committee – Tiffany Thiele | (Paul Forrest) |
| m) | Douglas Library Board of Trustees | (Donna Lanza) |