

MISSION STATEMENT

The Board of Selectmen, acting as stewards of the Town and agents of the people, will provide services that promote safety; an affordable healthy living environment; and through effective land use and town resources, an economic base that creates jobs and tax assistance to the community while preserving our rural historic character.

TOWN OF HEBRON BOARD OF SELECTMEN REGULAR MEETING (VIRTUAL)

RECEIVED

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HEBRON TOWN CLERK

Board of Selectmen Regular Meeting

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

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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 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. (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. TOWN MANAGER'S REPORT

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

7:25 p.m. 7. OLD BUSINESS

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

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

7:45 p.m. 8. NEW BUSINESS

- a) Discuss Town Manager's Annual Evaluation
- b) Approve Budget Review Schedule
- c) Draft Agenda for February 1, 2024 Meeting
- d) Any Other New Business

8:10 p.m. 9. 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**

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

b) **TAX REFUNDS**

8:15 p.m. 10. 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

8:25 p.m. 11. PUBLIC COMMENT

8:30 p.m. 12. ADJOURNMENT

CORRESPONDENCE

FINANCE DIRECTOR'S REPORT December 7th, 2023 – 2023-2024 FY Budget update

The revenue budget in the amount of \$39,115,203 is at 51.5% or \$20,138,363 collection. Tax revenue collection through November 27th is at 57.50% or \$17,554,421. Back tax collection is at 58.00% or \$231,132.

The expense budget also in the amount of \$39,115,203 is at 42% or \$16,169,354 expended including encumbrances. Known expense issues at this time are noted below:

Department 1000 – Full Time Payroll lines – Clerical staff payroll line will be overdrawn by \$2,167. An additional salary increase was provided to the Accounting Clerk as an incentive to remain in Hebron's employ along with a temporary merit increase for the Assistant Assessor working in the absence of the Assessor. The administration staff payroll line is currently not showing an overage due to the absence of the Assessor, however this account will incur an overage of approximately \$30,000 due to the double salary payments of two Finance Directors through mid-February. The new Building Official was also hired at a higher rate of pay than budgeted resulting in the \$12,363 deficit. However, the new Public Works Director was hired at a lower salary and will incur a surplus.

Department 1001 – Administrative Expense – This line is overdrawn due to the unbudgeted disbursements to vendor Dornenburg Kallenbach for the DPW facility survey review as well as an eviction that occurred in town.

Department 1004 – Training – This line is overdrawn by \$3,295 due to training expenses for the new Finance Director.

Department 2001 – Admin/Grant Payroll – The police department has received a \$50K reimbursable grant for road hazard/safety. The reimbursement drawdown is submitted quarterly. I have established a separate payroll line for proper tracking which is currently due in the amount of \$20,280. **Capital Outlay** - This account is overdrawn as there was the necessity to replace an unbudgeted portable radio.

Department 2010 – Radio Maintenance -- This line will suffer an overdraft by fiscal year end as the Fire Marshal and Deputy were in dire need of radio upgrades and attached is a quote for radio replacements for the Fire Department in the amount of \$6,000.

Department 2040 – Animal Control Administration Expense – The Connelly Case continues despite several animal adoptions and is currently overdrawn by \$20,260.

Department 4001 – Town Engineering – This line may incur an overdraft by fiscal year end as an unbudgeted expense of \$5,000 for grant application assistance from Nathan Jacobson for the Old Colchester Road bridge replacement. This expense was authorized at your August 24th meeting.

Department 4102 – Building Maint/Supplies – This department needed unbudgeted fire extinguisher replacements.

Department 5005 – Town Prop Sewer User Fees – This overdraft is due to the unbudgeted Sewer Use increase.

All other expense lines are on target.

The 2023 audit is complete and will be signed off on this week.



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES
& PUBLIC PROTECTION
DIVISION OF STATE POLICE



Lieutenant Adam Litwin #064
Commanding Officer

M/Sgt Shawn Mansfield #078
Executive Officer

Troop K – Colchester

January 4, 2024

Andrew Tierney
Town Manager
15 Gilead Road
Hebron, CT 06048

Dear Andrew Tierney,

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Hebron.

During the month of **December 2023**, the Hebron Resident Trooper, Hebron Constable Officers, as well as Troop K Troopers responded to **204** Calls for Service in the Town of Hebron. Of these Calls for Service, the most notable are:

Total Calls for Service	Total Calls This Year
204	2,402

	December 2023	YTD
Accidents	7	84
Criminal Investigations	7	75
Burglaries	0	3
Larcenies	0	4
Non Reportable Matters	114	1,546
Total Arrests	11	58

Motor Vehicle Enforcement*:	DEC	YTD
Total Traffic Stops	74	633
Onsite DUI's	1	7
Arrests	1	5
Misdemeanor Summons	0	7
Infractions	6	72
Written Warnings	45	307
Verbal Warnings	23	241

Respectfully,

LT Adam Litwin #064

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

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



ANDREW J. TIERNEY
TOWN MANAGER

Town of Hebron

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

PETER D. KASPER
CHAIRMAN

DANIEL E. LARSON
VICE CHAIRMAN

TIFFANY V. THIELE
SELECTMAN

CLAUDIA TEJADA RILEY
SELECTMAN

KEITH PETIT
SELECTMAN

January 4, 2024

Ms. Erica Santos
112 Deepwood Drive
Manchester, CT 06040

Dear Erica:

As the Town Manager of Hebron and on behalf of the Board of Selectmen and town residents, I want to personally congratulate and thank you for your 5 years of service, as of January 2, 2024.

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

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

Again, congratulations on this milestone!!!

Sincerely,

Andrew J. Tierney
Town Manager

AJT:dw

cc: Board of Selectmen



ANDREW J. TIERNEY
TOWN MANAGER

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SELECTMAN

KEITH PETIT
SELECTMAN

January 5, 2024

Ms. Cheryl A. Wood
20 Alexander Drive
Colchester, CT 06415

Dear Cheri:

As the Town Manager and on behalf of the Board of Selectmen, town residents and staff, I want to personally congratulate you on your retirement from the Town of Hebron.

While it is with great sadness that we say good-bye, I can only imagine you are excited by the new adventures that await you in the future. Please know that we will forever remember your dedication, accomplishments and personal integrity that you brought to Hebron for over twenty years. People like you truly make our workplace a joy. Every town should be so lucky to have had an employee like you.

Again, thank you and congratulations on this milestone!!!

Sincerely,

Andrew J. Tierney
Town Manager

cc: Board of Selectmen



ANDREW J. TIERNEY
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SELECTMAN

KEITH PETIT
SELECTMAN

January 9, 2024

Ms. Brianna Alessio
31-8 Grist Mill Road
Moodus, CT 06469

Dear Brianna:

As the Town Manager of Hebron, I want to recognize the completion of your probationary period as outlined in the Employee Handbook and confirm your permanent employment with the Town of Hebron as Program Supervisor II for the Parks and Recreation Department.

You have demonstrated the skills and essential functions of your position in a manner consistent with its requirements.

Congratulations!

Sincerely,

Andrew J. Tierney
Town Manager

cc: Board of Selectmen
C. Bryant



Town of Hebron

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SELECTMAN

CLAUDIA TEJADA RILEY
SELECTMAN

KEITH PETIT
SELECTMAN

January 9, 2024

Mr. Scott Phelps
197 Pleasant Valley Road
Mansfield, CT 06250

Dear Scott:

As the Town Manager of Hebron, I want to recognize the completion of your probationary period as outlined in the Employee Handbook and confirm your permanent employment with the Town of Hebron as Building Official/Zoning Enforcement Officer.

You have demonstrated the skills and essential functions of your position in a manner consistent with its requirements.

Congratulations!

Sincerely,

Andrew J. Tierney
Town Manager

cc: Board of Selectmen
M. Bordeaux



Town of Hebron

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TIFFANY V. THIELE
SELECTMAN

CLAUDIA TEJADA RILEY
SELECTMAN

KEITH PETIT
SELECTMAN

January 9, 2024

Ms. Maryrose Betz
61 Scarboro Road
Hebron, CT 06248

Dear Maryrose:

As the Town Manager of Hebron, I want to recognize the completion of your probationary period as outlined in the Employee Handbook and confirm your permanent employment with the Town of Hebron as Public Works Secretary.

You have demonstrated the skills and essential functions of your position in a manner consistent with its requirements.

Congratulations!

Sincerely,

Andrew J. Tierney
Town Manager

cc: Board of Selectmen
P. Forrest

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 18, 2024**

AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS UPDATE

The updated ARPA Status Report is attached.

The Selectmen have scheduled an ARPA Workshop for Monday, January 29, 2024, at 7:00 p.m. to review the status of all ARPA projects.

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

1/12/2024 10:08 AM

TOTAL FUNDING ANTICIPATED

\$ 2,812,714

Date Approved	Priority		Original Approval	Revised Amount	Current Balance	Final Expense	Status/Disposition
7/21/2022	1	Police Vehicle w/ MLPR	97,125 *	77,206	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		LOTICIP 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		65,526		Working w/ new vendors/updating quotes/conducting field visits/meeting room testing
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

1/12/202410:08 AM

Round 2 Projects:
Approved by Town Attorney and BOS

Date Approved	Priority		Original Approval	Revised Amount	Current Balance	Final Expense	Status/Disposition
5/19/2022		Old Town Hall 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		6,000	24,000	Complete
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

1/12/2024 10:08 AM

Approved by Town Attorney Awaiting BOS Approval

Hebron Center Signage (wayfinding and community event 85/66) Fabrication/Construction	35,000	Refine budget for fabrication and construction
Police Department Tasers (five year lease \$26,800)	16,081	Fund w/ ARPA for 3 years \$16,080.18
P & R Trail Development	60,000 to 80,000	
P & R Field Upgrades (Burnt Hill Parks & St. Peter's)	70,000 to 94,000	
Fire Department Active Shooter Tactical Gear	13,600	
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 HFPG 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 18, 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 18, 2024**

CURRENT PUBLIC WORKS FACILITY UPDATE

Update from Public Works Director, Paul Forrest, on status of repairs at Public Works:

- Roof Repairs (Office/Repair building. (Completed))

Update as of January 10: We had a very small leak in the roof after they coated it. The company was in town last week to check on another job and swung by to see how things were going and I explained the issue to them. They had the issue fixed in 15 minutes and we didn't have any leaks from this past storm.

- Roof Repairs Storage Building (out to bid spring 2024)
- Vector issues (on-going) Contractor continues to control vector population at Maintenance Building and Transfer Station.
- Septic System (recently inspected and at $\frac{3}{4}$ capacity) No replacement at this time.
- Resting area and Restroom (undersized) The employees continue to work with the physical limitations of the building.
- Oil Drum(s) Containment area (Completed)

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 18, 2024**

CHARTER REVISION COMMISSION UPDATE

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

Proposed Resolution:

BE IT RESOLVED that the Board of Selectmen rescind the Resolution adopted on December 7, 2023, regarding the establishment of a Charter Revision Commission.

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 Thursday, February 15, 2024.

Detailed information regarding charter revision can be accessed here:

CGS Chapter 99

https://cga.ct.gov/current/pub/chap_099.htm

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

BOARD OF SELECTMEN – DRAFT SCENARIO 1/18/2024
2024-2025 CHARTER REVISION COMMISSION
2025 ELECTION VOTE

Board of Selectmen	Step 1 Initiate Charter Revision	1/18/2024
Board of Selectmen	Step 2 Appoint Charter Revision Com.	2/15/2024
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(s) 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.

January 9, 2024

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 18, 2024**

TOWN MANAGER'S ANNUAL EVALUATION

The Selectmen should discuss the process for the annual evaluation of the Town Manager which by contract is to be conducted during the month of January.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 18, 2024**

APPROVE BUDGET REVIEW SCHEDULE

Attached is a proposed FY 2024-2025 Budget Review Schedule for March budget workshops to be held with the Board of Finance at the Douglas Library Community Room.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the FY 2024-2025 Budget Review Schedule as presented (or amended).

**BOARD OF SELECTMEN/BOARD OF FINANCE
2024-2025 BUDGET REVIEW MEETING SCHEDULE**

Tuesday, March 5, 2024 – Budget Workshop with Board of Finance

7:00 – 8:00 p.m.	Town Manager's Budget and CIP Presentations	
8:00 – 8:30 p.m.	Open Space/Land Acquisition	Acct. 5051
8:30 – 9:30 p.m.	Miscellaneous General Government	

Tuesday, March 12, 2024 – Budget Workshop with Board of Finance

7:00 – 7:30 p.m.	RHAM Board of Education	
7:30 –	Hebron Board of Education	
	Miscellaneous General Government	

Tuesday, March 19, 2024 – Budget Workshop with Board of Finance

7:00 – 7:15 p.m.	Parks & Recreation Department	Acct. 3102 and Fund 4
7:15 – 7:30 p.m.	Public Works Department	Acct. 4101/4102/4103/4104
7:30 – 7:45 p.m.	Fire Department/Ambulance Service	Acct. 2010/2020
7:45 – 8:00 p.m.	Planning & Development & EDC	Acct. 4001/2025
8:00 – 9:30 p.m.	Miscellaneous General Government	

Tuesday, March 26, 2024 – Budget Workshop with Board of Finance

7:00 – 7:15 p.m.	Board of Selectmen Public Hearing	
7:15 – 8:00 p.m.	Outstanding ?s and Hebron Board of Education (if needed)	
8:00 – 9:00 p.m.	Revenues Overview & Discussion/Budget Deliberations	
9:00 – 9:30 p.m.	Finalize Selectmen's FY 24-25 Budget and CIP Budget	

Thursday, March 28, 2024 – Budget Workshop with Board of Finance

7:00 – 8:00 p.m.	Revenues Overview & Discussion/Budget Deliberations	
8:00 – 9:00 p.m.	Finalize Selectmen's FY 24-25 Budget and CIP Budget	

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

February 1, 2024, 7:00 PM (America/New York)

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

<https://meet.goto.com/986869533>

You can also dial in using your phone.

Access Code: 986-869-533

United States: [+1 \(571\) 317-3122](tel:+15713173122)

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

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

Thursday, February 1, 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 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. (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) Parks & Recreation Resignation
b) Commission on Aging Appointments |
| 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) 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 Memorandum of Understanding for Shared Animal Control
- c) Approve Agreement Between the Town of Hebron and the Connecticut River Valley Chamber of Commerce
- d) Schedule Special Town Meeting
- e) Housing Choices Advisory Committee
- f) Discuss Town Manager's Annual Evaluation
- g) Draft Agenda for February 15, 2024 Meeting
- h) 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 18, 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

8:45 p.m.

12. PUBLIC COMMENT

8:50 p.m.

13. ADJOURNMENT

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JANUARY 18, 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

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

b) APPROVAL OF TAX REFUNDS

9.b.1	JP Morgan Chase Bank	\$ 469.86
9.b.2	Honda Lease Trust	\$ 627.03
9.b.3	Sean Connolly	\$ 29.70
9.b.4	Toyota Lease Trust	\$ 455.09
9.b.5	Gino Deliseo	\$ 138.51

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, January 4, 2024 - 7:00 PM**

MINUTES

RECEIVED
2024 JAN -8 A 8:27
JZ, Asst.
HEBRON TOWN CLERK

ATTENDENCE:

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

Board of Selectmen (Absent): None

Staff Present: Donna Lanza, Dori Wolf

Guests: Adam Ockman, Community Voice Channel, Cathy McSweeney, Holly Habicht, John Matra, Kathy, Terry McManus

1. Call to Order

2. Pledge of Allegiance

P. Kasper 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

None.

5. Good to Know/Special Recognition

D. Lanza noted the retirement of longtime Douglas Library Children's Librarian Cheri Wood, thanking her for many years of service.

6. Appointments and Resignations

A. Hebron Board of Education Resignation

Motion by T. Thiele 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. The motion passed unanimously (5-0).

B. Open Space Land Acquisition Appointments

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, January 4, 2024 - 7:00 PM**

Motion by C. Riley 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**

The motion passed unanimously (5-0).

C. Hebron Historic Properties Commission Resignation

Motion by D. Larson 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. The motion passed unanimously (5-0).

7. Town Manager's Report

D. Lanza reported that the audit has been finalized and submitted to the state. Budget preparations including department meetings are ongoing. Several new staff members have started, including two members of the Fire Department, and a Building Maintainer.

8. Old Business

A. ARPA Funds Update

Updated reserves are \$283,151, though D. Lanza noted this was likely to come down, as the Town is awaiting an invoice from the architect on the Fire Department expansion project. The Town Manager recommends returning \$14,000 (allocated for a generator switch/gear connection at the Senior Center) to ARPA, as the project has changed scope. Proposals for hybrid meeting rooms are being received, with the first being over budget. K. Petit noted work towards a hybrid meeting setup at the Town Office Building, with test runs to come in March. The BoS agreed to hold another ARPA workshop.

B. Department of Public Works Action Committee Update

P. Kasper noted upcoming Special Meetings, including a tour of the current Old Colchester Road facility, and a meeting with the architectural firm which previously reviewed the site. The Committee intends to appoint a Communications subcommittee at their next regular meeting.

C. Charter Revision Commission Update

A memo from the Town Attorney outlining statute requirements and his recommendation for a November 2025 charter vote was discussed. The BoS agreed to keep the Commission at 7 members and target a November 2025 vote. T. Thiele

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, January 4, 2024 - 7:00 PM**

noted her objection to the two-year process, hoping future CRCs will have a shorter timeline. The BoS will rescind the previous CRC resolution of the December 7th meeting, pass a new resolution, and finalize the items for review at their next meeting, restarting the clock at that time.

D. Board of Selectmen Rules of Procedure

K. Petit offered the following revision to the “Public Comments” section of the Rules of Procedure/Guidelines (included in the agenda):

“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 dialog should make arrangements to do so through the Town Manager’s office or the Board Chairman.”

K. Petit suggested revision to Virtual Meeting Protocol, section “During the Meeting,” item 5, to read:

“Board members wishing to speak or make comment should use the appropriate functionality of the virtual conference system, for example raise hand, or type the word “comment” in the chat box. They will be recognized to speak by the meeting Chair.”

The BoS agreed to both revisions. There was discussion on protocol regarding input from other boards and commissions during BoS meetings. Board member training, including introduction to and review of Robert’s Rules, and rights and responsibilities of board members, was discussed.

Motion by K. Petit to accept the Board of Selectmen Rules of Procedure as presented with the two amendments. The motion passed unanimously (5-0).

9. New Business

A. Approve Revised Job Description: Children’s Librarian

P. Kasper noted the word “to” is missing from the “Physical and Mental Effort” section. K. Petit asked if a background check was required for the position, as it is not mentioned in the job description. D. Lanza was unsure, but supported adding it.

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, January 4, 2024 - 7:00 PM**

Motion by P. Kasper that the Hebron Board of Selectmen approve the revised job description for the Children's Librarian as presented and amended. The motion passed unanimously (5-0).

B. Schedule Small Cities CDBG Public Hearing

Motion by D. Larson 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. The motion passed unanimously (5-0).

10. Consent Agenda

A. Approval of Minutes

1. December 7, 2023 – Regular Meeting

B. Approval of Tax Refunds

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

The BoS approved the Consent Agenda unanimously (5-0).

11. Liaison Reports

A. AHM – P. Kasper had no report at this time.

B. Hebron BoE – T. Thiele reported Heather Petit was reelected as Chair, with Joe Margaitis elected Vice Chair and Sera Coppolino as Secretary. The Superintendent will present his budget to the BoE next week.

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, January 4, 2024 - 7:00 PM**

- C. Board of Finance** – D. Larson reported Diane Del Rosso was reelected as Chair, with Mike McCormack as Vice Chair. Recent meetings discussed the ongoing Porter Road/Connelly animal case, for which the Town continues to incur expenses. Other topics discussed were the WPCA, and an additional day for budget deliberations. The BoS briefly discussed the Connelly case, with K. Petit suggesting the Town explore fostering animals prior to their adoption, as a way of minimizing costs.
- D. OSLAC** – K. Petit reported Brian O’Connell was elected as Chair, John Mullaney as Vice Chair, and Frank Zitkus as Secretary. Recent meetings discussed future acquisitions, as well as a potential land swap.
- E. RHAM BoE** – C. Riley reported Heather Summerer was elected Chair, with Joseph Colletti elected Vice Chair.

12. Public Comment

- A.** Holly Habicht – Provided an update on the Country Carpenters-built storage facility for TTCP, stating the project is completed and on budget. She thanked the Board for their support.

13. Adjournment

Motion by T. Thiele to adjourn at 8:22 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)