

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)

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HEBRON TOWN CLERK

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

a) Black History Month Proclamation

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) Discuss Town Manager's Annual Evaluation
- g) Any Other Old Business

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

8:00 p.m. 9. NEW BUSINESS

- a) Approve Connecticut Water Firefighter Support Grant Application
- b) Approve Hero Fund USA Grant Application for Fire Department
- c) Approve Agreement Between the Town of Hebron and the Connecticut River Valley Chamber of Commerce
- d) Housing Choices Advisory Committee
- e) Accept Conservation Easement at 46-8A North Street
- f) Approve Transfer Station/Recycling Center Disposal Rates
- g) FY 2024-2025 CIP Budget Review
- h) Draft Agenda for February 15, 2024 Meeting
- i) 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 PROCLAMATION
recognizes
BLACK HISTORY MONTH



WHEREAS, Black History Month, which began in 1926 as Black History Week, is a celebration initiated by Dr. Carter G. Woodson, noted Black scholar, historian, and son of former slaves; and

WHEREAS, in 1976, as part of the nation's bicentennial, Black History Week was expanded and became established as Black History Month, and Americans of all walks of life have come together since then during the month of February to honor the accomplishments of Black Americans in every area of endeavor throughout our history; and

WHEREAS, Black culture is American culture and Black stories are essential to the ongoing story of the United States; and

WHEREAS, Hebron played a remarkable role in both preventing a local enslaved couple from being sold and provided a welcoming community for freed slaves to live, work and educate their children here after the Civil War; and

WHEREAS, Black people have achieved triumphs, successes, and progress as seen in the end of chattel slavery, dismantling of Jim Crow segregation in the South, increased political representation at all levels of government, desegregation of educational institutions, and the passage of Civil Rights Act of 1964, among many other notable accomplishments; and

WHEREAS, it is essential that we take time to celebrate the immeasurable contributions of Black Americans, honor the legacies and achievements of generations past, and continue to address and work towards reversing injustices of the past; and

WHEREAS, the 2024 Black History Month theme will highlight the varied history and life of African American arts and artisans; we recognize that in the fields of visual and performing arts, literature, fashion, folklore, language, film, music, architecture, culinary and other forms of cultural expression, the African-American influence has been paramount; and

NOW, THEREFORE, we, the Board of Selectmen for the Town of Hebron, proclaim the month of February 2024 as Black History Month, and recognizes, appreciates and honors African Americans for their leadership, commitment and vision to improving the health, well-being and safety for all who live in the Town of Hebron. We encourage community members to observe Black History Month and to recognize how diversity strengthens our communities and improves the quality of life for all.

Peter D. Kasper, Chairman

Daniel E. Larson, Vice Chairman

Tiffany V. Thiele

Keith C. Petit

Claudia Tejada Riley

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 1, 2024**

APPOINTMENTS AND RESIGNATIONS

a. Parks and Recreation Resignation

Kimberly Mizesko has submitted her resignation from the Parks and Recreation Commission.

Proposed Motion:

Move that the Hebron Board of Selectmen accept the resignation of Kimberly Mizesko from the Parks and Recreation Commission with regret and thanks for her service to the Town of Hebron.

b. Commission on Aging Appointments

Two individuals have expressed interest in serving on the Commission on Aging: Rebecca Tamsin (D) and Margaret Gibbs (D).

Proposed Motion:

Move that the Hebron Board of Selectmen appoint Rebecca Tamsin as a Regular Member of the Commission on Aging for a term to run until December 2026.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint Margaret Gibbs as a Regular Member of the Commission on Aging for a term to run until December 2025.

From: kim mizesko <kjmizesko@gmail.com>
Sent: Wednesday, January 10, 2024 12:24 PM
To: Craig Bryant <cbryant@hebronct.com>
Cc: Ken Jardin <kjardin@hebronct.com>
Subject: Re: January 16th Commission Meeting

Hi Craig

I won't be attending this meeting. With it being a new year I have decided to resign from the parks and rec commission. Unfortunately, it is just too much time for me with my family obligations. I have enjoyed my time working with the commission and I look forward to attending future Parks and Rec. events.

Regards

Kim

Signature: _____

Kimberly Mizesko

Date: _____

1/13/2024

Donna Lanza

From: Rebecca Tamsin <rtarbell555@gmail.com>
Sent: Friday, January 12, 2024 8:55 AM
To: Andy Tierney; Dori Wolf; Donna Lanza
Subject: Re: Commission on Aging Committee

Hi all,

I am just following up on my email about becoming a committee member for the Commission on Aging. I have had follow up conversations with Tonya in regards to the committee and I would love to serve the community. Please let me know what the next steps would be.

Thank you,
Becky Tamsin
860-212-6771

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From: Rebecca Tamsin <rtarbell555@gmail.com>
Sent: Wednesday, January 3, 2024 11:20 AM
To: atierney@hebronct.com <atierney@hebronct.com>
Subject: Commission on Aging Committee

Hi Andrew,

My name is Rebecca Tamsin and I am interested in becoming a Committee member for the Commission on Aging. I am an Amston resident and have lived in Hebron the past 10 years. I am a registered voter. I was able to attend the Commission on Aging monthly meeting today where I briefly talked with Tonya Mauer and Sharon Garrard. I would like to be considered for the Committee as I feel I have a lot to offer. I am a Licensed Clinical Social Worker and I have worked in Home Health and Hospice for the past 22 years where I have helped serve the geriatric population with their healthcare and long term planning needs/resources.

Please let me know if you need any additional information or have any questions.

Thank you for your consideration,

Rebecca Tamsin
94 Srone House Road
Amston, CT 06231
(860) 212-6771
rebeccahladki@hotmail.com

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

Dori Wolf

From: margaret gibbs <mlgibbs8@comcast.net>
Sent: Wednesday, January 10, 2024 6:45 PM
To: Andy Tierney; Dori Wolf

I have been attending the commission of aging meetings and find there are 2 spots available. I am interested in joining. What do I have to do to be appointed.

Margaret Gibbs
14 Stonecroft Dr A1
Hebron CT

860-384-4327

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

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 1, 2024**

AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS UPDATE

The Selectmen conducted an ARPA Workshop on Monday, January 29, 2024. The updated ARPA spreadsheet will be provided at the meeting. Project updates will be provided as needed.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 1, 2024**

PARKS AND RECREATION PARK POLICIES UPDATE

Attached is the proposed Parks and Recreation as approved by the Parks and Recreation Commission for recommendation to the Board of Selectmen at their January 23, 2024, meeting.

The Town Manager is recommending the Policy be approved as presented except for one area. The Town Manager recommends that the proposed Section 23 - Firearms be eliminated.

Proposed Resolution:

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

Donna Lanza

From: Ken Jardin
Sent: Wednesday, January 24, 2024 3:06 PM
To: Andy Tierney
Cc: Craig Bryant; Donna Lanza
Subject: Park and Open Space Policies amendment dated 01-23-2024
Attachments: Park and Open Space Policies 01-23-24.doc

Hi Andy -

The Parks and Recreation Commission approved a motion at our 01/23/2024 meeting to amend the "Park and Open Space Policies" proposal.

Please provide both this e-mail and the attached proposed changes to the BOS for their review and approval.

The amendment pertains to the use of firearms.

We recommend that no person use, carry or possess firearms of any kind at **Town recreational facilities**, such as athletic fields, playgrounds, courts and pavilions.

We also recommend that only persons with a valid handgun permit shall be allowed to carry at **Town parks and open space** as allowed by their permit.

And that any person who violates any of these rules and regulations shall be subject to **eviction from the premises** and subject to fines, penalties, cost and damages.

We believe by restricting firearms at **Town recreational facilities**, we are consistent with state statutes that prohibit firearms on school grounds or at school sponsored activities. The same level of security should be provided for children involved with recreational activities as they are with school activities. The action to remedy the violation would be to remove the person from the premises.

We strongly believe these changes are necessary to protect and benefit all Town residents, and we would appreciate your support of these changes.

Sincerely,

Ken Jardin
Chair, P&R Commission

Donna Lanza

From: Andy Tierney
Sent: Thursday, January 25, 2024 7:34 AM
To: Donna Lanza
Subject: FW: Park and Open Space Policy

For agenda packet back up iof you do not have this

From: Andy Tierney
Sent: Thursday, December 28, 2023 10:12 AM
To: Ken Jardin <kjardin@hebronct.com>
Cc: Craig Bryant <cbryant@hebronct.com>
Subject: RE: Park and Open Space Policy

Hi Ken thank you for your e-mail, as always, I appreciate all the hard work from the commissions and the volunteers that put the time in to making Hebron a better place. It appears we're narrowing down what needs to be addressed to get the park policies approved. I was a little bit surprised to see how the vote ended up regarding the firearms portion of the policy. As you well know this has become a concern of many residences in Hebron both pros and cons. I have expressed my professional opinion to both you and the Park Director, on what I will be recommending to the selectman to approve. So once again I will reiterate my position and my recommendation to the board of selectman, that this portion remain the same as the old policies, where Connecticut State statutes would apply. After speaking with the Police Department this would be very hard to enforce, once the policy is in place, it will be the responsibility of this office to deal with if an issue were to occur. Again, thank you for all your hard work and I think we're almost there, I just want to reiterate that the Board of Selectman will have the final say on what gets approved, any further cooperation from you and the board would be greatly appreciated moving this forward.

Best

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

From: Ken Jardin <kjardin@hebronct.com>
Sent: Friday, December 15, 2023 9:27 AM
To: Andy Tierney <atierney@hebronct.com>
Cc: Craig Bryant <cbryant@hebronct.com>; Donna Lanza <dlanza@hebronct.com>; Peter Kasper <pkasper@hebronct.com>
Subject: Park and Open Space Policy

Andy,

As you know, the Parks and Recreation Commission has been working on a revision to the Park and Open Space Policy. Since this policy was last revised in 2009, we believe a revision is necessary to protect and properly manage the Town's parks and open space in today's environment. We urge you and the BOS to approve these recommended changes.

The last remaining item to resolve is regarding firearms. The current Park Policy does not address this topic; therefore it would fall under state statutes and regulations. The recommendation from the P&R Commission is to prohibit the use of firearms in parks and open spaces. At our last Commission meeting, a motion was made to remove the firearms clause from the proposed Park and Open Space Policy. This motion failed by a vote of 2-3.

We plan to revisit this topic at our next meeting in January, with the intent to develop and propose alternate language regarding firearms in parks and open space.

This proposed revision to the Park and Open Space Policy is very important to the P&R Commission, and we appreciate your cooperation in moving it forward.

Ken Jardin
Chair, P&R Commission

HEBRON PARKS & RECREATION COMMISSION
PROPOSED AMENDMENT (01-23-2024)

Town ~~Of~~ Hebron _____: Town Ordinance

Chapter 272. Parks & Recreation

ATTACHMENTS

272 Attachment 1: Park and Open Space Policies

272-1. Authority to adopt regulations.

Insert open space as follows:

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

PROPOSED AMENDMENT (01-23-2024)

Parks and Recreation

272 Attachment 1

Park and Open Space Policies

Sec 1 Introduction

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

Sec 2 Definitions

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

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

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

Sec 3 Hours of operation

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

Sec 34 Exclusion from ~~park and~~ parks, recreational facilities and open space

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

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

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

Sec 4-5 Supervision of minors

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

Sec 5-6 Permits

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

~~A permit is required for any person, group or organization who or which seeks to engage in any activity which, without any exception to these rules and regulations, would not be permitted or who or which seeks to reserve a park or recreational facility or portion thereof for a particular schedule of events.~~ The Director may approve or deny a permit upon such conditions as are reasonably necessary to protect public property and safety.

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

~~All fees imposed by the Town for use of parks or recreational facilities shall be paid in full at least 7 days prior to the scheduled date of use.~~

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

Standards of Issuance of permits:

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

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

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

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

Sec ~~6~~-7 Fees

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

Fees charged for the use ~~or park of parks~~ or recreational facilities shall be paid directly to the Department with the Town named as payee. Checks may be accepted at the discretion of the Director. A returned check charge may be imposed for all checks which are returned from the payor's bank unpaid. ~~Fee~~The fee schedule will be annually reviewed by the Commission and approved by the Director.

Sec ~~7~~8 No liability for stolen property, property damage, personal injury

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

Sec ~~8~~9 Use in accordance with law

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

Sec ~~9~~-10 Vehicles, motor vehicles, parking

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

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

The following vehicles are permitted access to all park areas

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

Sec ~~10~~-11 Speed Limit

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

Sec ~~11~~-12 Domestic Animals

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

Sec ~~12~~ 13 Flying model aircraft, drones

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

~~Sec 13 Swimming.~~

~~Swimming is prohibited.~~

Sec 14 ~~Bicycles.~~

Bicycles may be ridden in designated areas in parks ~~and~~ recreational facilities and open space, provided that such use is in accordance with all applicable state statutes and general town ordinances regulating the use of bicycles, including but not limited to the requirements pertaining to working brakes and operator helmets. Bicycle riders must stay on the designated trails and ride in a manner respectful of the property and of other trail users.

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

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

Sec 15 Horseback riding

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

Sec 16 Trail Use

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

Sec 17 Skateboarding, roller skating, rollerblading

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

Sec ~~16~~ 18 Fishing

Fishing is permitted only where posted.

Sec 19 Ice Skating

Ice skating is permitted only at places locations and ~~under conditions~~ times where it is posted that skating is permitted.

Sec ~~17~~ 20 Farming

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

Sec 21 Prohibited uses and activities

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

- *Damage to property.* No persons shall damage, deface, displace, remove, destroy or tamper with any property of the Town or under the control of the Town including but not limited to buildings, gates, fences, security devices, seats, shelters, ~~or~~ landscaping, monuments, signs, notices, inscriptions, tables, benches, structures of any nature whatsoever, roads, paths, sidewalks, trails, or any equipment or building or part of thereof, or any sign, notice or inscription, or any growing thing, owned, operated, or under control of the Town.
- *~~Rubbish/debris.~~ Maintaining Natural Conditions:* No person shall deface, remove, destroy, or otherwise injure in any manner whatsoever any structure, waterway, trails, rock, artifact, tree, flower, or any other plant life; nor disturb or molest any wildlife. No persons shall add or release any plants, animals, mulch or soil without written approval from the Director.
- *Littering.* No rubbish or debris shall be brought into a park ~~or~~, recreational facility or open space for disposal. Any rubbish or debris, which results from the usual and normal use of a park or recreational facility, ~~may~~ shall be disposed of only in receptacles provided in the park or recreation facility for such purpose or removed from the park, recreational facility or open space and properly disposed of. Disposing, throwing, leaving, dropping, or discharging any rubbish or debris in any other place upon the premises of a park ~~or~~, recreational facility or open space is prohibited.
- *Rubbish, garbage, sewage and noxious material.* No person shall bring into, leave behind or dump any material of any kind into the open space. No person shall throw, discharge into, cast, drop or leave in any river, brook, stream, pond, lake, or drain any substance, matter or thing, either liquid or solid, into any river, brook, stream, pond or lake on or adjoining a park, recreational facility or open space.
- *Advertising.* No persons, companies, or other entities shall distribute or display any flag, banner, sign or any other matter for advertising or promotional purposes, nor attempt to attract attention for advertising purposes by use of any musical instruments or any sound device, without the approval of the Director. The foregoing provision shall not be deemed to prohibit entering a park ~~or~~, recreational facility or open space by means of motor vehicles displaying company logos, identification or other similar information.

- *Soliciting.* No person shall solicit for any purpose ~~within Town Parks~~ whatsoever.
- Functions involving an entrance fee, raffle, fund raising activities that are not related to a non-profit organization are prohibited.
- Swimming. Swimming is prohibited.
- *Golf.* The playing or practicing of golf, or the driving or hitting of golf balls, is prohibited.
- *Camping.* No person shall camp overnight, unless approved by ~~special~~ permit.
- *Fireworks.* No person shall bring in or have ~~in his possession in any park or recreational facility any of~~ fireworks, ~~of any nature whatsoever.~~
- *Fires.* No person shall kindle, build or maintain a fire except at approved locations.
- *Excavation.* No person shall dig or remove ~~any dirt or stone~~ earth materials except in areas designated by the Director, ~~make any excavation in violation of town zoning ordinances, quarry any stone, or set off any explosion, or cause or assist in doing any of these things~~ or otherwise authorized by permit.
- *Metal Detectors.* The use of metal detectors is prohibited, unless permitted by the Director.
- ~~*Damage to vegetation.*~~ Hunting, trapping and disturbing wildlife. No ~~person~~ persons shall ~~pick~~ hunt, trap or otherwise disturb any ~~flowers, foliage, or fruit,~~ animal or cut, break, dig up, bird; nor shall any person remove, collect or have in any manner mutilate or injure his possession the young of any tree, shrub, plant, grass, structure ~~wild animal or the egg or nest of any bird unless permitted by the Director.~~
- Snow vehicles, motorbikes and all-terrain vehicles. Motorized snow vehicles, motorbikes, all-terrain vehicles or any other ~~object~~ means of motorized transport are not permitted.

Sec 18-22 Alcoholic beverages/drugs/smoking

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

~~No alcoholic beverages or controlled substances of any kind may be possessed or consumed by any person within a park or recreational facility.~~

- Smoking or vaping of any kind is prohibited in any park, recreational facility or open space.

Sec 19-23 Firearms

- No person shall use, carry or possess firearms of any kind or have air- or gas-powered guns, crossbows or bows, or other missile-throwing devices at any Town recreational facilities.
- Only persons with a valid handgun permit shall be allowed to carry at Town parks and open space as allowed by their permit in accordance with all applicable state statutes and general town ordinances regulating handguns.

Sec 24 Director's ability to grant permission

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

Sec 20-25 Power to enforce chapter

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

Sec 21-26 Violations and penalties

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

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 1, 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
FEBRUARY 1, 2024**

CHARTER REVISION COMMISSION UPDATE

Attached is the draft CRC Charge which should be reviewed by the Board.

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)	Declining Appointment
Donna Lanza (R)	Confirmed
Mal Leichter (D) PO	Confirmed
Terry McManus (U) PO	Confirmed
Adam Ockman (D)	Confirmed
Heather Petit (D) PO	Confirmed
Jessica Stewart (R)	Confirmed
Mark Stuart (D)	Confirmed
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

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) (see attached).
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.

(From 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

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 1, 2024**

DISCUSS TOWN MANAGER'S EVALUATION

Chairman Kasper has prepared an evaluation tool to be used to conduct the Town Manager's Annual Evaluation for review and consideration by the Board. The proposed "2023 Performance Evaluation – Town Manager" is attached.

Town of Hebron, CT
2023 Performance Evaluation - Town Manager

Rating Scale: Each objective should receive a score of 1-4, as outlined below. A “Meets” rating should reflect that the employee has achieved the desired results associated with the stated objective. Constructive and specific examples should be used to support a rating of either “Partially Meets” or “Needs Improvement”. A rating of “Exceeds” is an opportunity to highlight and document specific results/behaviors that far exceeded the expected outcome. The scores will be totaled to yield an average or “final” rating of the employee for the performance period.

1 = **Needs Improvement:** the performance result was well below the expected outcome and action must be taken to improve or address the deficiency. Specific examples should be noted to support this rating.

2 = **Partially Meets:** the performance result was less than the desired outcome, but there may have been extenuating circumstances or other factors that contributed to not meeting the objective. The expectation is that the objective is attainable, but may require additional support, training or effort to achieve it. Specific examples should be noted to support this rating.

3 = **Meets:** the employee has sufficiently met the expectations associated with the objective. This is not an “average” score, but a reflection of significant effort and the desired outcome.

4 = **Exceeds:** the employee has achieved an outstanding outcome that far exceeds a reasonable expectation for performance. Specific examples should be noted to support this rating.

1. Financial Management: Managing the Town within the approved budget parameters. Meeting Audit deadlines and addressing any identified deficiencies within an acceptable timeframe. Managing the Unassigned Fund Balance to achieve an acceptable and targeted range of between 12-15%. Properly accounting for both short and long-term needs associated with CIP planning and budgeting.

____ Exceeds = 4

____ Meets = 3

____ Partially Meets = 2

____ Needs Improvement = 1

COMMENTS:

2. Town Services: Effective management and oversight of all Town provided services: all standard DPW-related services (including the management of the Transfer Station), Parks & Recreation programming and services, emergency services related to Fire, EMT and Police. Areas of measurement include adhering to agreed-to budget parameters, quality and availability of programming for residents and the proper response times related standard Town-provided services.

____ Exceeds = 4

____ Meets = 3

____ Partially Meets = 2

____ Needs Improvement = 1

COMMENTS:

3. **Emergency Management:** demonstrates effective leadership during town "emergencies". Examples are storm management; a significant issue effecting Hebron schools; a health-related emergency such as COVID. Areas of measurement include communication, resumption of critical services, establishment of temporary services or support for residents, effective interaction with any/all associated state/regional/federal entities assisting or managing the defined "emergency".

____ Exceeds = 4

____ Meets = 3

____ Partially Meets = 2

____ Needs Improvement = 1

COMMENTS:

4. **Special Projects/Initiatives:** These are not on-going endeavors, but specifically assigned by the Board of Selectmen with a short-term/targeted end-date. An example would be managing the ARPA project: on budget, on time and with effective communication and support.

____ Exceeds = 4

____ Meets = 3

____ Partially Meets = 2

____ Needs Improvement = 1

COMMENTS:

5. **Staff Management:** Attract and retain high quality staff. Have the ability to manage through staff attrition and quickly and effectively replace key positions as needed and within budget. Demonstrates strong leadership qualities through the empowerment/training/support of Town staff.

____ Exceeds = 4

____ Meets = 3

____ Partially Meets = 2

____ Needs Improvement = 1

COMMENTS:

6. **Communication:** Effective, appropriate, timely (1-2 business days) and professional internal and external communication. Internal constituents include such examples as: Board of Selectmen, Town staff, other Town Boards and Commissions. External constituents include such examples as: Town residents, media outlets, state and federal agencies.

____ Exceeds = 4

____ Meets = 3

____ Partially Meets = 2

____ Needs Improvement = 1

COMMENTS:

2024 GOALS:

- 1.
- 2.
- 3.

Signature

Date

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 1, 2024**

**APPROVE CONNECTICUT WATER
FIREFIGHTER SUPPORT GRANT APPLICATION**

Connecticut Water is offering a grant for Fire Departments again this year (the Town applied for and was awarded a grant last year) for water delivery appliances/equipment. Last year we asked for two large diameter hydrant gates and would like to ask again this year for two more. Copies of the grant application and quote for the gates are attached.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the application to Connecticut Water's Firefighter Support Grant Program in the amount of \$1,500 for the acquisition of two large diameter hydrant gates and authorize Andrew J. Tierney, Town Manager, to sign any necessary documents to apply for, accept and receive such grant if awarded.



93 West Main Street
Clinton, CT 06413

November 8, 2023

Fire Chief
Hebron Vol Fire Dept
44 Main St., PO Box 911
Hebron, CT

Re: Grant Program for Fire Departments

Dear Chief,

We value the contribution firefighters and emergency responders provide to our communities every day to ensure our safety and protect our homes, businesses and public spaces. In recognition of your efforts and to support your vital work, Connecticut Water has opened applications for our 2024 Firefighter Support Grant Program, and invites you to apply.

The program will award up to a total of \$15,000 this year to uniformed volunteer or paid departments in our service communities to help fund the purchase of slow-close hydrant valves, backflow preventers, isolation valves, water handling equipment or other firefighting tools and educational materials. Eligible departments will be awarded at the discretion of the committee for amounts up to a maximum of \$1,500.

An application is enclosed with this letter and is also available on our website at ctwater.com/firefightergrantprogram. Applications must be submitted by March 1, 2024 for consideration.

This program is funded by Connecticut Water's Charitable Giving Program and will not be recovered via customer rates. For more information on the program, please email us at giving@ctwater.com.

Thank you for your commitment to protecting lives and property in our community. We are proud to be your partners.

Sincerely,

A handwritten signature in black ink, appearing to read 'DS' or similar initials.

Donald Schumacher
Lead Superintendent, Connecticut Water



Firefighter Support Grant Program

At Connecticut Water, we recognize the importance of having fire protection for the safety of residents and businesses in the communities we serve. We value the service firefighters and emergency responders provide to our communities every day to ensure our safety and protect our homes, businesses and communities. In recognition of their efforts and to support their vital work, Connecticut Water established our Firefighter Support Grant Program.

Through our Firefighter Support Grant Program, we will award up to \$15,000 in grants each year to fire and emergency organizations serving communities in the company's designated service areas.

The maximum grant amount per eligible organization is \$1,500.

The application form is below, and may also be downloaded via our website at:
ctwater.com/community/firefighter-support-grant-program

This program is funded as part of the company's Charitable Giving program, and is not recovered through customer rates.

Eligibility Criteria

Grants are awarded to uniformed fire departments, whether professional or volunteer. Individuals are not eligible to receive grants through the program. Grants may be used to offset some or all of the cost for the purchase of the following:

- Slow-close hydrant valves, backflow preventers, isolation valves
- Water handling equipment
- Firefighting tools; and
- Education, training and related materials used to support fire protection.

Preference will be given to first-time applicants, and funding requests for isolation valves, back flow preventers, or items that help protect the public water system.

To qualify, applicants must complete an application form and submit the completed form via e-mail to:

Giving@ctwater.com. Applications must be submitted by March 1, 2024.

To be considered, applications must include the completed application form; documentation of the cost for the equipment, product, or service for which the grant would be used for; and a copy of the department's or parent organization's W9 Tax Identification Form.

Applications will be reviewed by Connecticut Water's Charitable Giving Committee, who oversees the grant program. All applicants will be notified by the committee of their application status regardless of whether or not it was chosen for funding.

FOR MORE INFO: Please send inquiries about the Firefighter Support Grant Program to Giving@ctwater.com



Firefighter Support Grant Application

Name of Organization / Fire Department:

☐

Paid Department

☐

Volunteer Department

Department Size:

Department Service Area, Service Area Population:

Street Address:

City:

State:

Zip Code:

Contact Name:

Contact Phone Number:

Contact Email Address:

Grant to be used for:

☐

Slow-close hydrant valves, backflow preventers, isolation valves

☐

Water handling equipment

☐

Firefighting tools

☐

Education, Training or Related Materials

Description of how this equipment, product or service will benefit the department:

Cost of the equipment, product or service (provide additional documentation as necessary):

My organization's W9 Tax ID Form is included with this application (required) ☐ Yes ☐ No

FIREMATIC SUPPLY CO., INC.

651 Brook Street Rocky Hill, CT 06067-3401

860-967-0907

kkessler@firematic.com

WebSite: www.firematic.com

Quote



DATE	PAGE
12/29/2023	1

QUOTE NUMBER QT113814

EXPIRE DATE 1/28/2024

Quoted

To

HEBRON FIRE DEPT
44 MAIN STREET
P O BOX 911
HEBRON, CT 06248

Ship

To

HEBRON FIRE DEPT
44 MAIN STREET
P O BOX 911
HEBRON, CT 06248

CUSTOMER NO. 812	CONTRACT NO.	PHONE NO. (860)228-3022	SALESPERSON KEVIN KESSLER	CUSTOMER PO. NO.
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LINE NO.	ITEM NUMBER	DESCRIPTION	QTY ORDERED	UNIT PRICE	EXTENDED PRICE
1	HARH8005045NHI H	GATE VALVE 5" STZ X 4.5" NH, L/H	2	875.61	1,751.22
2	FREIGHT IN	FREIGHT FROM MANUFACTURER	1	45.00	45.00

Comments

Amount
By:

1,796.22
KEVIN KESSLER

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 1, 2024**

**APPROVE HERO FUND USA
GRANT APPLICATION FOR FIRE DEPARTMENT**

Hero Fund USA is offering a 50/50 matching grant for Fire Departments for the purchase of equipment. The Fire Department would like to apply for assistance in purchasing four thermal imaging cameras for the officer seating positions in the fire apparatus. A copy of the grant application and quote for the cameras is attached. The total project cost is \$4,000, with \$2,000 from the grant and \$2,000 to come from the Fire Department's approved operating budget.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the application to Hero Fund USA in the amount of \$2,000 for the acquisition of four thermal imaging cameras and authorize Andrew J. Tierney, Town Manager, to sign any necessary documents to apply for, accept and receive such grant if awarded.



DONATE



Helping Our Heros

HeroFundUSA, Inc. was founded to provide added safety equipment and other preventative measures to keep First-Responders (Police officers, Fire Fighters, and EMS personnel) safe.

Examples of Items Funded:

(50/50 match)

- Police – Body armor, ballistic helmets & shields, outer-carrier vests, K9 vests & related safety gear, drones, safety partitions, communication equipment, throw ropes & related water rescue gear, stop sticks, and more.
- Fire – bunker/turnout gear, helmets & headlights, body armor, thermal imaging cameras, drones, communication equipment, gas detection meters, water rescue gear, throw ropes, particulate-blocking hoods, and more.

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DONATE

Safety Equipment Funding Request Form

Full Name

Title/Rank

Be a First Responder's First-Responders.

Email

Phone

Street Address

Region/State/Province

Street Address Line 2

Postal / Zip code

City

United States



Manager

Department Name

Geographic area serviced by the Department (include counties, municipalities, population, etc.)

Department size (include number of active-duty First-Responder personnel, stations, number of active-duty vehicles, etc.)

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Items Requested

Cost Per Item - Please upload at least two (three is preferred) bids for the items needed

Please select the type of file you are uploading *



Bid 1

+ Upload File

Upload supported file (Max 15MB)

Bid 2

+ Upload File

Upload supported file (Max 15MB)

Bid 3

+ Upload File

Upload supported file (Max 15MB)

Reasons for Request

Other details & challenges of the Department's service area pertinent to this request

What other funding sources have you pursued for this equipment and what was the outcome/result?

Is this equipment replacing current/out-dated equipment, or in addition to?

☐ Replacing current/out-dated equipment

☐ In addition to current equipment

Does the equipment for which you are requesting funding meet industry standards (NFPA, NIOSH, NIST, UL, Government, etc.)?

☐ Yes

☐ No

Please upload a current Department financial report below *

Select the type of file you are uploading



Click below to upload Department financial report *

+ Upload File

Upload supported file (Max 15MB)



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HeroFund USA, Inc.

The nation's premier private funding source of first responder safety equipment and resources.

Phone: 816-389-8970

Toll-Free: 833-549-2882

Address: 1200 NW South Outer Road, Ste. 116
Blue Springs, MO 64015

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Proud Member of





Quote

(860) 442-0678

Quote # QT1776562
Date 01/11/2024
Expires 01/26/2024
Sales Rep Fratus, John
Shipping Method FedEx Ground
Customer Hebron Fire Department (CT)
Customer # C255045

Bill To

Hebron Fire Department (CT)
44 Main Street
P.O. Box 911
Hebron CT 06248-0911
United States

Ship To

Hebron Fire Department (CT)
44 Main Street
P.O. Box 911
Hebron CT 06248-0911
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
FW-AAAX			Seek FirePRO 200 Thermal Imager	1	\$769.00	\$769.00
FQ-AAAX			Seek FirePRO 300 Thermal Imager	1	\$999.00	\$999.00
RT4-4504			SEEK TIC Gear Keeper with Aluminum Carabiner	2	\$34.99	\$69.98

Subtotal \$1,837.98
Shipping Cost \$0.00
Tax Total \$0.00
Total \$1,837.98

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1776562

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 1, 2024**

**APPROVE AGREEMENT BETWEEN THE TOWN OF HEBRON AND
THE CONNECTICUT RIVER VALLEY CHAMBER OF COMMERCE**

Attached are memos from Matthew Bordeaux, Town Planner, and the Economic Development Commission, recommending the Town of Hebron join the Connecticut River Valley Chamber of Commerce. Also attached is a proposed agreement which has been reviewed by the Town Attorney. The annual membership fee for 2023-2024 will be \$2,025 which will be funded through the approved EDC budget.

Proposed Motion:

Move that the Hebron Board of Selectmen authorize Andrew J. Tierney, Town Manager, to enter into the "Membership Agreement Between the Connecticut Valley Chamber of Commerce and the Town of Hebron, Connecticut".

**TOWN OF HEBRON
PLANNING AND DEVELOPMENT DEPARTMENT**

TO: Hebron Board of Selectmen
Andrew J. Tierney, Town Manager

FROM: Matthew R. Bordeaux, Town Planner

DATE: January 25, 2024

RE: Hebron Economic Development Commission recommendation to join CT River Valley Chamber of Commerce

The Hebron Economic Development Commission (EDC) is recommending the Board of Selectmen authorize the Town Manager to enter into an agreement for the Town of Hebron to become a member of the Connecticut River Valley Chamber of Commerce (CRVCC). As stated in the letter from EDC member Michelle Nicholson, on behalf of the Commission, the EDC feels that the services and resources provided by CRVCC will enhance the Commission's ability to support Hebron's business community. A list of CRVCC services and resources is attached as well.

The CRVCC annual fee of \$2,025 will be provided by the approved Part-Time Economic Development Coordinator budget for Fiscal Year 2023-2024.

Draft Motion:

Move to authorize the Town Manager to enter into a membership agreement with the Connecticut River Valley Chamber of Commerce.

MRB

H:\Matt\Boards & Commissions\EDC\CT River Valley Chamber\Memo to Board - Membership.docx

Attach.

Dear Hebron Board of Selectman,

I am writing to you on behalf of the Economic Development Commission asking for your consideration and support of Hebron's affiliation with the CT River Valley Chamber of Commerce (CRVCC). The CT River Valley Chamber is an extremely active chamber of commerce that is currently comprised of East Hartford, Glastonbury, and Marlborough. The Hebron EDC respectfully requests your approval for Hebron to become the fourth town under their umbrella. The Hebron Economic Development Commission feels that the benefits of aligning with CRVCC are beneficial and valuable to both the Town and Hebron-based businesses and would really allow the EDC to begin expanding on the support system that we are able to offer our business community.

CRVCC membership includes an impressive list of benefits that are listed on the attached document. In addition to this list, the EDC would be working with the Chamber to establish a support system with chamber staff to assist both existing and new Hebron-based businesses with growth, networking, and access to business resources that we as a town cannot provide alone. CRVCC will help the Town maintain a business database and provide a strategy for how we can communicate with those businesses to help encourage a working relationship between the businesses and the town.

This proposed relationship will provide the EDC access to communications and marketing opportunities within our own business community as well as our neighboring towns, the ones in which we see the most potential for collaboration. For an annual fee of \$2,025.00, the Town of Hebron will become a member of the CRVCC and receive all the benefits associated with that. Please note that Town's membership in the CT River Valley Chamber of Commerce will not oblige any of our businesses to join the CRVCC nor will it preclude them from joining other chambers of commerce or joining multiple chambers of commerce. Many of the benefits we receive as a town will support Hebron-based businesses regardless of their membership.

As an economic development commission, we feel this is an extremely beneficial resource for the town in gaining footing in the business community and being able to communicate and coordinate with our businesses on a regular basis. We believe that by working with the CRVCC, the Hebron EDC and the Town will be able to better understand the needs of our business community and be able to better serve them.

The Hebron Economic Development Commission currently has a FY 2023-24 budget line item for chamber of commerce membership. The CTRVC annual fee is within the budget appropriation. Thank you for your consideration and support.

Michelle Nicholson

Hebron Economic Development Commission, Secretary

**MEMBERSHIP AGREEMENT BETWEEN
THE CT RIVER VALLEY CHAMBER OF COMMERCE
AND
THE TOWN OF HEBRON, CT**

THIS AGREEMENT entered this 25th day of January, 2024 by and between the CT River Valley Chamber of Commerce, having its principal office in the Town of Glastonbury, County of Hartford and State of Connecticut (hereinafter called the "Chamber") and the Town of Hebron, Connecticut, having its principal office in the Town of Hebron, County of Tolland, and State of Connecticut, (hereinafter called the "Town").

WITNESSETH

WHEREAS, the Town is seeking to expand resources and opportunities to the Town and to Hebron-based businesses;

WHEREAS, the Chamber, which currently services the towns of East Hartford, Glastonbury and Marlborough seeks to expand its services and business reach to include the Town of Hebron, Connecticut,

NOW, THEREFORE, it is agreed between the parties hereto that:

I. SCOPE OF SERVICE

The Chamber will extend membership coverage to the Town of Hebron. See complete list of member benefits as listed in "Attachment A" and "Attachment B".

II. TERM

One (1) year from date of full execution hereof. This Agreement can be extended for further terms upon written agreement between the parties hereof.

III. TERMINATION

The obligation by the Chamber to provide assistance under this Agreement may be terminated by either party upon thirty (30) days' notice, sent certified mail return receipt requested. Upon such termination the Chamber will be paid for their services to the date of termination, which may require a refund to the Town from the Chamber if the Town has already paid the annual fee in full.

The obligation to provide further services under this Agreement may be terminated for cause without further prior notice and without additional compensation.

IV. BUDGET

The Town shall pay the Chamber an annual fee to be agreed upon by the Parties which shall constitute full and complete compensation for the member benefits described herein. The Chamber shall provide the Town with the value of the annual fee no less than sixty (60) days prior to the expiration of the current term.

The Town may purchase additional benefits, in its sole discretion and, as mutually determined towards events, sponsorship, special events, staffing, etc.

V. PAYMENT

The Chamber shall submit an invoice for payment on letterhead to the Town to be paid within forty-five (45) days of issuance. Failure to submit timely payment may result in default under this Agreement in the sole discretion of the Chamber. Default in payment may result in revocation of any and all Chamber benefits described in Attachments A and B below.

VI. INDEMNIFICATION

To the extent permitted by law, each party (the "indemnifying party") shall indemnify and hold harmless the other party from and against any liabilities, damages and/or other claims arising and/or resulting from the indemnifying party's negligent acts or omissions of the indemnifying party.

VII. GENERAL CONSIDERATIONS

Neither Town nor Chamber shall assign, sublet or transfer any rights under or interest in (including, but without limitation, money that may become due, moneys that are due or moneys to be refunded) this Agreement without the written consent of the other Party, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the Town and Chamber, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Town and Chamber and not for the benefit of any other party.

VIII. APPLICABLE LAW

This Agreement shall be governed and construed in accordance with the laws of the State of Connecticut without giving effect to any choice or conflict of law, provision or rule (whether of Connecticut or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than Connecticut. Each Party hereto consents to the jurisdiction and venue of the federal and state courts located in Connecticut.

If any term, covenant or condition of this Agreement is held to be invalid, void or otherwise unenforceable, to any extent by any court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby, and each term, covenant or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

IX. NOTICES

And any all notices of other communications ("Notice") required or permitted by the Agreement or by law to be served on or given to the Chamber or Town by the other Party to the Agreement will be in writing and shall be hand delivered or send postage prepaid, by first-class mail, addressed as follows.

Chamber
President
2400 Main Street
Glastonbury, CT 06033
(860) 526-7054

Town of Hebron
Town Manager
15 Gilead Street
Hebron, CT 06248
(860) 228-5971

IN WITNESS WHEREOF, the Parties have executed this as of the date first written above.

THE CT RIVER VALLEY CHAMBER OF COMMERCE

By: Appia Zolender Title: President
Duly Authorized
Date: Jan 25, 2024

THE TOWN OF HEBRON

By: _____ Title: _____
Duly Authorized
Date: _____

The membership level will be set to \$2,025 annual investment, with additional discussion needed as we move forward for events, additional staffing etc.

The full board will be meeting September 29 and will vote as well. The Executive Board felt this was a natural progression for the Chamber and are looking forward to the involvement from the Hebron community – to include Board positions, networking opportunities and more.

The Town of Hebron would receive:

- Networking
- Business referrals & lead generation
- Weekly Open Networking in Glastonbury, East Hartford, Marlborough and on ZOOM. [Click here](#) for days, times and locations.
- Industry Specific LEADS Groups
- Business After Hours networking events - Complimentary admission
- Opportunities to host Business After Hours or Business Before Hours
- "Member Only" pricing for special events
- Ambassador Guidance
- Member Orientation/Refresher - scheduled once per quarter
- East of the River Chambers of Commerce Membership, including participation in any upcoming ERCCA events
- Special SPARC Membership Level available for motivated professionals under the age of 40!
- Volunteer Opportunities for community events
- Private VIP Receptions for Legislative and Special Events *included in Emerald Level Membership and above*

Marketing

- Members-Only website portal (MIC)
- Online Chamber Member Directory Listing in multiple categories
- Company News (submitted through your member portal) appears on our website, in newsletters and on social media
- Unlimited company email recipients/representatives
- FREE job postings through the member portal
- Hot Deals and Member-to-Member Savings
- New Member Spotlight shared on social media
- Member Events listed in our Community Calendar
- Health & Wellness Events Calendar
- Ribbon Cuttings, with social media share
- Membership Plaque and Window Cling
- "Proud Chamber Member" Logo for website use
- Weekly Member News to 3500+ recipients *Sponsorship Opportunity
- Sponsorship Opportunities for all budgets!
- Education and Advocacy
- Legislative advocacy
- Small Business Support Hours one Friday monthly in East Hartford (Check calendar to register)
- Chamber Mentorship Program for SPARC and Entrepreneur Level members
- SCORE mentoring from retired executives

- Small Business Administration (SBA) Business Updates & Education
- CT Small Business Development Center (CTSBDC) Business & Capital Resources
- CBIA Partnership
- Special Interest Groups & committees
- Professional/Personal Development Programs

Extras:

- Chamber Insurance Trust (discounted rates for small to midsize companies)
- Hartford Business Journal - Free Print or Discounted Classic Subscription
- Get 10% tuition remission at Goodwin University through our Workforce Partnership Program
- 15% tuition discount at Albertus Magnus College for enrollment in Associate's, Bachelor's or Master's programs
- Each member business can unlimited individual SPARC Memberships for employees under 40!

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 1, 2024**

HOUSING CHOICES ADVISORY COMMITTEE

Attached is a memo from Matthew Bordeaux, Town Planner, with a recommendation on the appointments for the Housing Choices Advisory Committee recently created by adoption of an ordinance. This item will be continued on the agenda for action and appointment at the February 15, 2024, BOS meeting.

**TOWN OF HEBRON
PLANNING AND DEVELOPMENT DEPARTMENT**

TO: Andrew J. Tierney, Town Manager

FROM: Matthew R. Bordeaux, Town Planner

DATE: January 25, 2024

RE: Recommendation on Appointments to Housing Choices Advisory Committee

Housing Choices Advisory Committee

The Hebron Housing Choices Advisory Committee was adopted by ordinance at Town Meeting on October 26, 2023. A copy of the ordinance is attached.

The Committee will consist of five (5) regular members and two (2) alternate members. The ordinance states that when possible, preference should be given to ensure membership includes:

- One member with experience in real estate/housing;
- One from the social services field; and
- One with planning and land use experience.

The ordinance goes on to state that additional seats should be given to those who will help ensure the balanced and diverse views needed to build collaboration on the complex issue of housing choice and diversity. Two areas of interest I thought would be appropriate to have covered include representation of the senior citizen population and someone with an interest in the role of housing in economic development.

The Advisory Committee will be assisted by Sharon Garrard, Director of Senior Services and myself.

Recommendation for Committee Membership

Lillian Rhodes (D)	Affordable Housing Plan Working Group
Florence O'Sullivan (D)	Affordable Housing Plan Working Group
Stephen Wells (U)	Community member at-large, retired engineer
Pamela Atwood (D)	Business owner "Atwood Dementia Group"
Jim Celio (U)	Realtor
Scot Kauffman (R)	Economic Development Commission
Vacant	

Lillian Rhodes and Florence O'Sullivan participated in the Affordable Housing Plan Working Group, working along side Town staff and the Planning and Zoning Commission to prepare the

Hebron Housing Choices Plan adopted May 24, 2022, as required by State Statute. I am recommending that the two of them continue to serve on the new Advisory Committee to provide background and continuity. I believe it would be Florence's preference to serve in the "alternate" capacity.

Two members of the public have reached out to me expressing an interest in participating. Stephen Wells is a retired engineer and long-time resident. He resides at 90 Yorkshire Drive. He may be qualified to represent the senior citizens of this community that have observed Hebron's growth over time.

Pamela Atwood is a resident located at 8 Uncas Drive. She operates a business called "Atwood Dementia Group" and has volunteered with the Commission on Aging in the past. She too will have a pulse on the needs of Hebron's aging population, but also perhaps with the social services.

As a member with experience in real estate / housing, Jim Celio, Realtor, is willing to participate.

Scot Kauffman is the Executive Director of Colebrook Village at Hebron and a member of the Hebron Economic Development Commission. He would be able to provide some perspective on the role of housing in Hebron's economic development goals.

Vacancy

Finally, I recommend we keep a vacancy for the near-term. As the Committee meets a few times to get started, I think it would be wise to learn about the strengths and weaknesses of the membership and learn about what qualities should be sought in a final member.

§ 14-22. Committee establishment; purpose; terms of office; membership; power and duties.

- A. Establishment. The Town hereby establishes a Housing Choices Advisory Committee.
- B. Purpose. The Housing Choices Advisory Committee will serve as a planning and advisory body, and as a center of expertise and communication, with the objective to ensure Hebron offers a full range of housing choices for all households. The Committee will work through the Board of Selectmen, in coordination with other boards, commissions, and departments, while also engaging businesses, organizations and residents on matters pertaining to housing diversity and affordability.
- C. Terms of office. The Committee shall be composed of five regular members and two alternate members who will serve staggered four-year terms, appointed by the Board of Selectmen. The initial appointments by the Board of Selectmen shall be for one-, two-, three- and four-year terms, and thereafter all terms shall be for four years.
- D. Membership. All Committee members and alternate members shall be electors of the Town of Hebron. The Commission should have diverse representation and views, along with relevant areas of expertise. When possible, preference should be given to ensure membership includes: one member with experience in real estate/housing; one from the social services field, and one with planning and land use experience. The additional seats should be given to those who will help ensure the balanced and diverse views needed to build collaboration on these complex issues.
- E. Powers and duties. The Commission shall, among other things:
 - (1) Work in a collaborative manner to evaluate, define, and monitor the need for affordable housing, and identify approaches to meet those needs. The term "affordable housing" shall be as defined by General Statutes § 8-39a, as may be amended.
 - (2) Prepare an updated Affordable Housing Plan for Hebron, and continue to perform periodic updates at least every five years, according to the provisions of General Statutes § 8-30j, as may be amended.
 - (3) Make recommendations on housing policies and practices designed to meet the need for affordable housing in Hebron, related to both home ownership and rentals, including possible changes to zoning regulations and ordinances, as well as exploring the potential for a local Housing Trust Fund. These recommendations should be developed in collaboration with relevant staff and Boards/Commissions. On no less than an annual basis, an update should be shared with the Board of Selectman.
 - (4) Work with Planning and Zoning Commission, Economic Development Commission, Commission on Aging and other Town functions as appropriate, on matters related to housing. Similarly, ensure proactive engagement of relevant Boards/Commissions.
 - (5) Monitor legislation and regulations relevant to affordable housing. When applicable, work with the Board of Selectmen on outreach and advocacy related to relevant public policy.

- (6) Monitor the availability of grants, programs, partnerships, and other resources to support affordable housing planning and development.
- (7) Develop and maintain a program of public engagement, communication, and education on the topic of affordable housing for the residents of Hebron, and, when applicable, stakeholders from around the region or state.
- (8) Other responsibilities relevant to affordable housing as determined by the Board of Selectmen.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 1, 2024**

ACCEPT CONSERVATION EASEMENT AT 46-8A NORTH STREET

Attached is a memo and associated materials from Town Planner Matthew Bordeaux regarding a Conservation Easement for a parcel located at 46-80A North Street.

Proposed Motion:

Move that the Hebron Board of Selectmen accept the Conservation Easement as depicted on the plans entitled "Property Survey Property of North 91 LLC, North Street, Hebron, Connecticut, Prepared by Gardner & Peterson Associates, LLC 178 Hartford Turnpike, Tolland, Connecticut, dated 09-0-8-2023, revised 11-21-2023".

**TOWN OF HEBRON
PLANNING AND DEVELOPMENT DEPARTMENT**

TO: Andrew J. Tierney, Town Manager
FROM: Matthew Bordeaux, Town Planner
DATE: January 22, 2024
RE: Acceptance of Conservation Easement at Parcel #46-8A North St.

The subject parcel, identified as MBL #46-8A, is an existing lot of record, approximately 27.64 acres in area, located on the west side of North Street. Access to the lot is provided via a 50' wide right-of-way between 193 and 201 North St. A single-family home is proposed. An existing, unimproved driveway is proposed to be upgraded to provide code-compliant access to the buildable area and necessitates some minor activity in the regulated area of two waterbodies that the driveway bisects. A permit was issued by the Conservation Commission with a condition that the Planning and Zoning Commission consider the establishment of a Conservation Easement in favor of the Town to provide a buffer between the construction area and the regulated resources. The Town Attorney has advised that because a Conservation Easement would become an "interest" of the Town's, a statutory referral in accordance with Connecticut General Statute (CGS) 8-24 be adopted by the PZC as a recommendation to the Board of Selectmen.

Please find the attached plan depiction of the Conservation Easement area; the CGS 8-24 Referral adopted by the Planning and Zoning Commission dated January 18, 2024; and the Conservation Commission's November 16, 2023 meeting minutes.

Draft Motion:

Move to accept the Conservation Easement as depicted on the plans entitled "Property Survey Property of North 91 LLC, North Street, Hebron, Connecticut, Prepared by Gardner & Peterson Associates, LLC 178 Hartford Turnpike, Tolland, Connecticut, dated 09-08-2023, revised 11-21-2023".

MRB

\\E:\Matt\Boards & Commissions\PZC\Applications\8-24 Referrals\North 91 LLC 8-24\Memo to Manager.docx

Attachments

**TOWN OF HEBRON
PLANNING AND DEVELOPMENT DEPARTMENT**

TO: Andrew J. Tierney, Town Manager

FROM: Matthew R. Bordeaux, Town Planner

DATE: January 18, 2024

RE: Referral to Board of Selectmen under CGS Section 8-24 for acceptance of a Conservation Easement, Property of North 91 LLC, Parcel #46-8A, Residence-1 District

At their meeting on January 9, 2024, the Hebron Planning and Zoning Commission approved the following motion and recommendation to the Board of Selectmen pertaining to the acceptance of a Conservation Easement at Parcel #46-8A, in consideration of the following:

- Inland Wetlands Permit #23-03 was approved by the Hebron Conservation Commission for activity associated with the improvement of an existing driveway that will provide access to a single-family residential structure proposed to be constructed at Parcel #46-8A on the west side of North Street adjacent to Tallwood Country Club.
- The proposed activity occurs in the regulated area associated with a wetlands and waterbody connected by a culvert located under the existing driveway.
- The Inland Wetland Permit was approved with the following condition:
 - *"Recommend to the Planning and Zoning Commission that a conservation easement and placarding be placed along the edge of clearing or 50ft from the wetland boundary, whichever is closer to the wetland boundary, along the access way on either side of the driveway and north of the driveway within upland review area around wetland flags E10, 13, 15 to the northern property line."*
- A proposed Conservation Easement is depicted on the plans entitled "Property of North 91 LLC, North Street, Hebron, Connecticut, prepared by Gardner & Peterson Associates, LLC, 178 Hartford Turnpike, Tolland, Connecticut, dated 09-06-2023, revised 11/21/2023".
- The Conservation Easement was recommended by the Conservation Commission to provide an undisturbed buffer around the regulated areas.

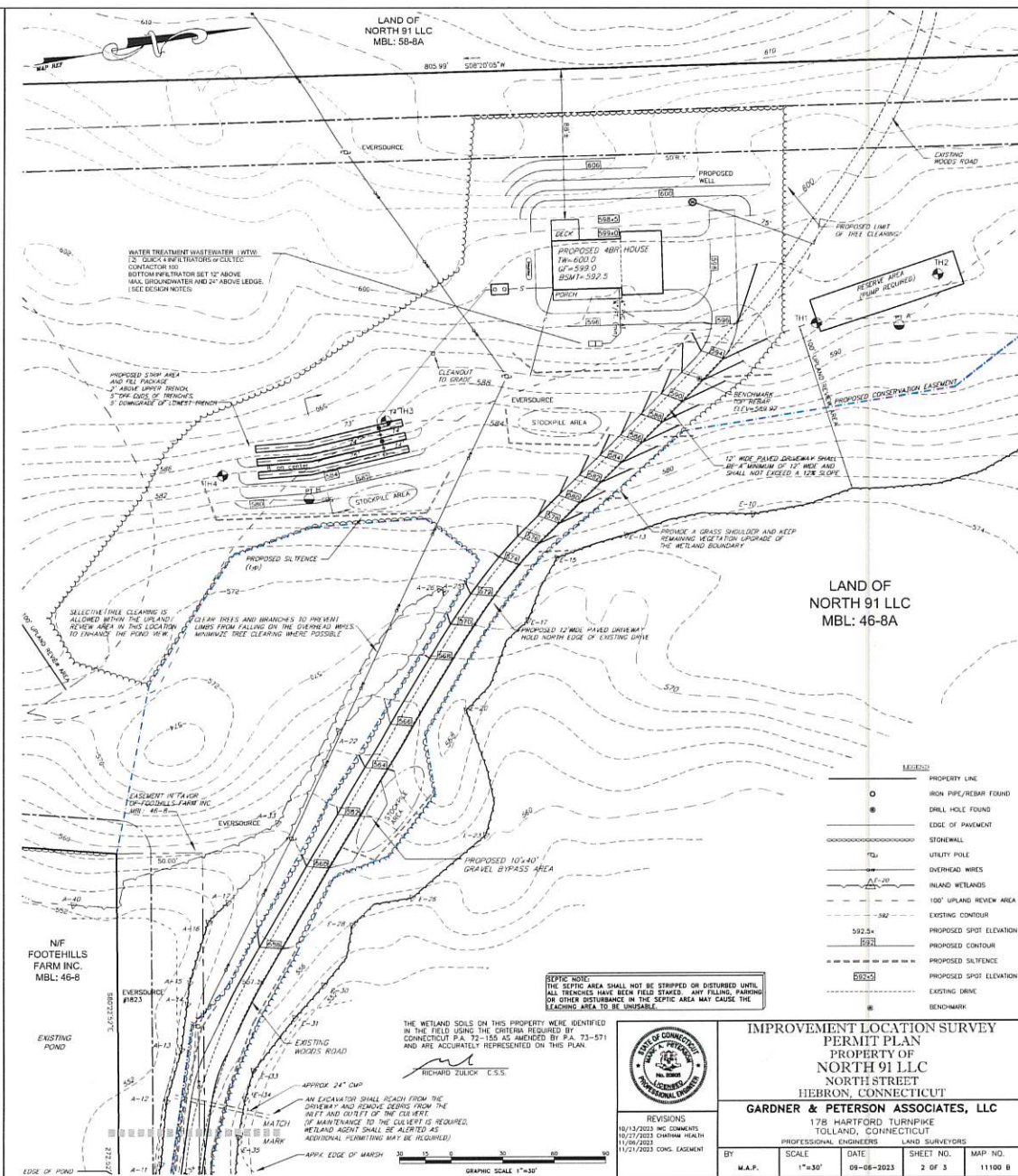
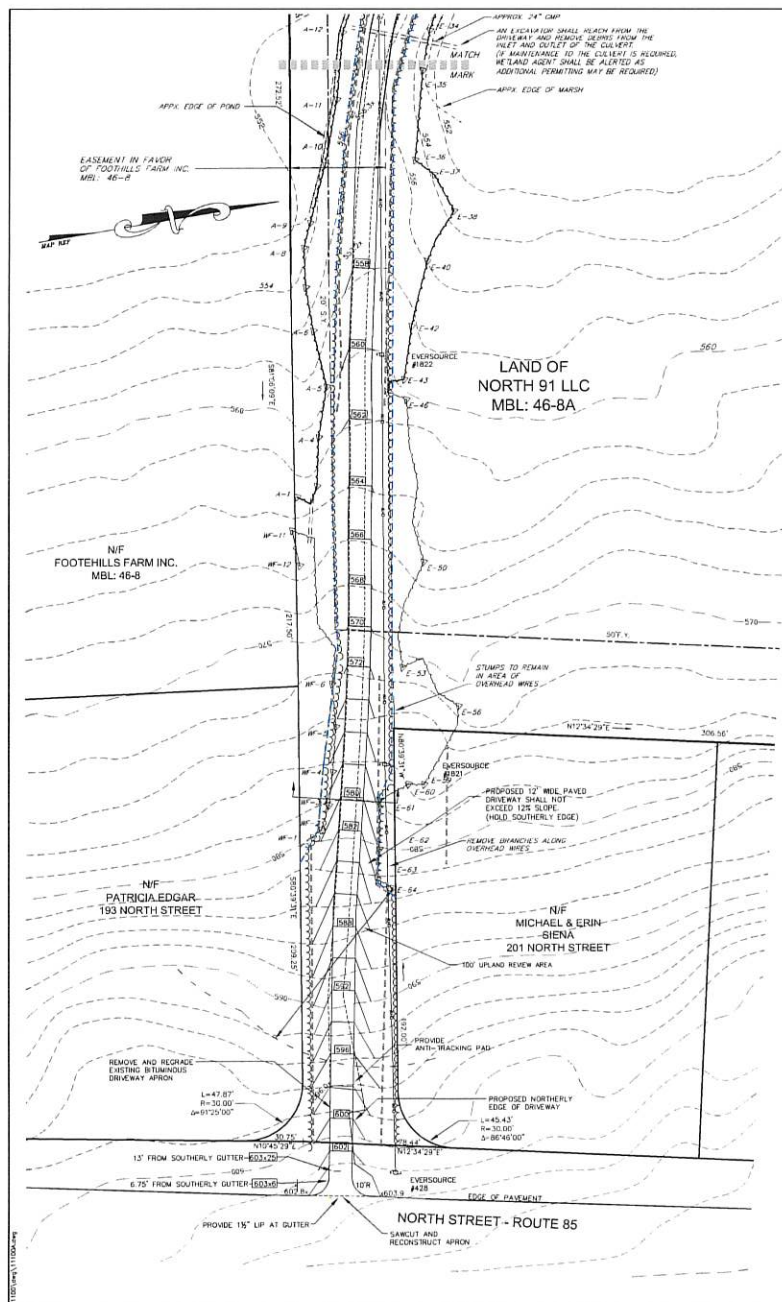
Approved Motion

Moved, the Hebron Planning and Zoning Commission, acting under the provisions of Section 8-24 of the Connecticut General Statutes, recommend the Hebron Board of Selectmen accept a Conservation Easement, as recommended by the Hebron Conservation Commission, to provide a buffer around regulated areas located on property of North 91 LLC, Parcel #46-8A, Residence-1 District.

MRB

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Attach



**TOWN OF HEBRON
CONSERVATION COMMISSION
Special Meeting (Virtual)
Thursday, November 16, 2023 - 7:30 PM**

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EDK, Asst
HEBRON TOWN CLERK

MINUTES

I. Call to Order/Roll Call

Chair Tom Loto called the meeting to order. Ann Zitkus was seated as alternate.

Members Present: Tom Loto (Chair), Christopher Frey (Vice-Chair), Dan Seremet, Joanna Chester, Ann Zitkus

Members Absent: Jasmin Okugic

Staff Present: Matthew Bordeaux (Town Planner), Ken Slater (Town Attorney)

Guests: Mark Peterson, Dana Barnes

II. Approval of Minutes – October 12, 2023 (Regular Meeting)

A. J. Chester suggested the following amendments:

1. Section VI.C – amend to include discussion regarding driveway surface options that would mitigate the need for road salt

Motion by A. Zitkus and seconded by D. Seremet to approve the minutes as amended. The motion passed unanimously (4-0, with T. Loto abstaining.)

III. Violations

A. **Ralph and Lynn LaGuardia, 25 Mai Road – Violation of Conservation Easement Update**

Motion by T. Loto to move into executive session, inviting Ken Slater and Matthew Bordeaux to join.

The Commission returned from Executive Session.

Motion by D. Seremet and seconded by A. Zitkus to recommend that the town proceed with the agreement as discussed in Executive Session. The motion passed unanimously (5-0).

IV. Pending Applications

A. **Petition 23-03, Lot 46-8A (between #s 193 and 201) North Street, Hebron, c/o Mark Peterson, Gardner and Peterson Associates, LLC** – T. Loto introduced Mark Peterson, engineer with Gardner & Peterson Associates (178 Hartford Turnpike, Tolland, CT), who previously discussed the application with the Commission. He reviewed updates made following those discussions. The application concerns the construction of a single-family dwelling, to be located behind existing homes fronting on North Street and in proximity to a wetland area. Updated maps showing property lines, wetland boundaries, and proposed clearing limits were shared. Driveway regrading and widening near the wetland area was discussed, as

**TOWN OF HEBRON
CONSERVATION COMMISSION
Special Meeting (Virtual)
Thursday, November 16, 2023 - 7:30 PM**

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D.K. Asst
HEBRON TOWN CLERK

well as erosion control and stabilization measures along the regraded portion. T. Loto suggested a stipulation to prevent mowing of grass planted along the driveway, as well as prohibiting the use of fertilizers. Map updates reflecting additional silt fencing was noted. T. Loto suggested a possible conservation easement along the edge of proposed clearing. M. Bordeaux stated that would require Planning and Zoning approval. Dana Barnes of North 91 LLC stated he would willingly adhere to any stipulations the Commission requires. The Commission discussed hanging placards indicating the presence of wetlands.

Communication from Tom Fenton of Nathan Jacobson Associates regarding the project, including responses to comments from the Commission, was included in the agenda. Four points were discussed. In the first, T. Fenton stated that further dispersal and dissipation is not required. The second, regarding a culvert, indicated the inlet and outlets are blocked and not accessible or visible, making assessment of its suitability and condition impossible at this time. M. Peterson suggested using an excavator, remaining on the driveway, and equipped with a thumb, to remove the debris. This would allow for inspection of the culvert without risk to the wetlands. The third note, regarding additional silt fencing, has already been addressed, per M. Peterson, as has the fourth item requesting a cross-section of the road in the vicinity of WF 1 and 2.

T. Loto restated his suggestions of a conservation easement along the limits of clearing and the driveway, as well as stipulations concerning the maintenance of grass along the driveway. M. Bordeaux suggested preparing a draft easement in conjunction with M. Peterson, which would be sent to Planning and Zoning for their approval. A. Zitkus asked about driveway surface options aimed at minimizing the use of road salt. Alternatives to traditional blacktop are unlikely. D. Barnes stated his willingness to limit the use of salt as much as possible, and use sand as much as possible.

Motion by D. Seremet and seconded by C. Frey to approve Petition 23-03, Lot 46-8A (between #s 193 and 201) North Street, Hebron, c/o Mark Peterson, Gardner and Peterson Associates, LLC, with the following stipulations:

1. Disturbed area near driveway in or near wetland boundary to be seeded with an appropriate seed mix designed for low maintenance cover obtained from a reputable source;
2. No fertilizer application in wetland or upland review areas along the driveway;
3. Recommend to the Planning and Zoning Commission that a conservation easement and placarding be placed along the edge of clearing or 50 feet from the wetland boundary, whichever is closer to the wetland boundary, along the access way on either side of the driveway and north of the driveway within upland review area around wetland flags E10, 13, 15 to the northern property line;
4. Report findings to wetland agent once investigation of culvert is complete;

**TOWN OF HEBRON
CONSERVATION COMMISSION
Special Meeting (Virtual)
Thursday, November 16, 2023 - 7:30 PM**

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HEDRON TOWN CLERK

5. Attempt to minimize salt use on driveway and consider using sand mix;
 6. Town wetland agent to inspect erosion controls prior to the start of work.
- Discussion: T. Loto requested amending stipulation #3 to read "on both sides of the driveway" rather than "on either side".

The amended motion by D. Seremet and seconded by J. Chester passed unanimously (5-0.)

V. Adjournment

Motion by C. Frey and seconded by T. Loto to adjourn. The motion passed unanimously (5-0.)

Respectfully submitted,
Hannah Walcott (Board Clerk)

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 1, 2024**

APPROVE TRANSFER STATION/RECYCLING CENTER DISPOSAL RATES

Attached is a memo from Paul Forrest, Public Works Director, recommending a change to the Transfer Station/Recycling Center Disposal Rate Fee Schedule due to an increase in the disposal fee charged to the Town for tires. Attached is the current fee schedule.

Proposed Motion:

Move that in accordance with Town Code Chapter 305 Solid Waste, Article II Recycling Section 305-12 Fees, the Hebron Board of Selectmen amend the fee schedule to increase the fees for tire disposal to \$15/per truck tire, and \$4.00/per passenger vehicle tire.

Memo

To: Board of Selectman, Town of Hebron
From: Paul J. Forrest
cc: Andy Tierney, Town Manager
Date: January 24, 2024
Re: Transfer Station/ Recycling Center Fees

Good morning,

Any changes to fee structure at the Town of Hebron Transfer Station/ Recycling Center has to be approved by the Board of Selectman.

There has been an increase in the cost of scrap tire disposal to \$15.00 per truck tire and \$3.50 per passenger tire. An additional 7% fuel surcharge will apply to all pickups as well. The current fees for tires at the Transfer Station are \$2.50 per passenger tire and \$12.00 per truck tire. I would recommend the increase in the tire disposal rate as follows:

\$4.00 per passenger tire - \$15.00 per truck tire (oversize tire)

Regards,


Paul J. Forrest
Director of Public Works
Town of Hebron



October 20, 2023

Re: Price Increase

Dear Valued Customers,

The cost of operating in today's market continues to rise. CRM has tried to absorb these costs as long as possible however we have come to the difficult decision that we are raising prices:

Route stop tire pickups will be \$^{3.50} per passenger tire and \$^{15.00} per truck tire (19.5 and up). A 7% fuel surcharge will apply to all route stop pickups. The new prices will go into effect on your next tire pickup.

This was a challenging decision for our team as we know it impacts our loyal customers. We want to make sure we can continue to provide our best, high-quality service to you, our customers, and this price increase will ensure that we are able to do so.

Thank you for your understanding. Please contact me with any questions.

Respectfully,

Jason Bandieramonte
Operations Manager

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 1, 2024**

FY 2024-2025 CIP BUDGET REVIEW

The Capital Improvement Plan Policy (attached) prescribes the Board of Selectmen review the Town Manager's CIP Budget Recommendation by February 15 and finalize the CIP Budget and Five-Year Plan by March 1 for inclusion in the upcoming FY budget. Attached is a summary of FY 2024-2025 CIP requests totaling \$3,282,397.

This item will be continued on the agenda for further discussion and BOS approval at the February 15, 2024, meeting.

CAPITAL IMPROVEMENT PROGRAM FIVE YEAR PLAN

	Total	Approved	23-24	24-25	24-25					
	Request	Appropriation	APPROVED	Town Manager	Department					
				Recommendation	Request	25-26	26-27	27-28	28-29	29-30
Town Wide Roads										
Road Resurfacing and Road Improvements	On Going	On Going	320,930		330,558	340,475	350,689	361,210	372,046	383,207
Town Wide Roads Sub Total			320,930	-	330,558	340,475	350,689	361,210	372,046	383,207
Public Works										
Bridge Replacement - Old Colchester Road	544,700			Grant Funded	Grant Funded					
Replace Truck 52 (2007)	226,956		226,956							
Jones Street Culvert Replacement	99,500	55,000	55,000		44,500					
Street Sweeper (1999)	314,493				150,000	164,493				
Large Dump w/Plow (replace Truck 45)(2005)	275,466				275,466					
Large Six Wheel Dump Truck w/ Plow and Sander (Truck 24)	275,466				275,466					
Ten Wheel Dump Truck (replace Truck 18)(2007)	347,905					347,905				
Large Dump w/Plow (replace Truck 9)(2009)	289,340					289,340				
Large Dump w/Plow (replace Truck 26) (2003)	303,701						303,701			
Large Dump w/Plow (replace Truck 31) (2012)	303,701						303,701			
Large Dump Truck (replace Truck 2) (2006)	318,886							318,886		
Large Dump Truck (replace Truck 46) (2006)	334,830								334,830	
Old Slocum Road Culvert Replacement	840,000								420,000	420,000
Engineering/Design New Public Works Facility - (to be bonded)	15,000,000+									
Public Works Sub Total			281,956	-	745,432	801,738	607,402	318,886	754,830	420,000
Board of Education										
PA and Clock System - GHS and HES	297,400				297,400					
Air Conditioning and HVAC Upgrade GHS	1,635,100				7,500	1,627,600				
Air Conditioning and HVAC Upgrade HES	1,623,800				7,500	1,616,300				
Gilead Hill School Roof Restoration and Study	550,000	50,000			500,000					
HES Roof	160,000	60,000			100,000					
Backup Generator HES	193,500						193,500			
Glass Brick Wall to Window Replacement GHS	149,500							149,500		
Glass Brick Wall to Window Replacement HES	53,500							53,500		
Parking Lot HES	100,000								100,000	
Board of Education Sub Total			-	-	912,400	3,243,900	193,500	203,000	100,000	-
Fire Department/EMS										
Replace Rescue 110 and Engine 110 w/ Rescue Pumper	1,050,000				350,000	350,000	350,000			
Replace Chief's Vehicle	75,000				75,000					
Ambulance 610	350,000						350,000			
Fire Department Sub Total			-	-	425,000	350,000	700,000	-	-	-
Recreation										
Trackless Snow Machine	180,000				180,000					
Skid Steer	87,775				87,775					
Veteran's Memorial Park Baseball Field Lighting	250,000			ARPA	ARPA					
Pickleball Courts	120,000					ARPA				
Pond Dredging	100,000						100,000			
Grayville Upgrades	75,000							75,000		
Pickleball Lighting	100,000								100,000	
Burnt Hill Playscape	200,000									200,000
Recreation Sub Total			-	-	267,775	-	100,000	75,000	100,000	200,000

1/26/2024 8:17 AM

**TOWN OF HEBRON
CAPITAL IMPROVEMENT PLAN POLICY**

**APPROVED BY THE
BOARD OF SELECTMEN
OCTOBER 6, 2011
Revised October 15, 2015
Further Revised October 18, 2018
October 17, 2019 Revision (to \$75,000)
Revised November 21, 2019**

POLICY STATEMENT

The Town of Hebron (Town) will make all improvements in accordance with an adopted Capital Improvement Plan as recommended by the Town Manager to the Board of Selectmen. Capital Improvements are major equipment or major projects undertaken by the Town that are generally not recurring. Capital projects include:

1. eligible projects requiring debt obligation or borrowing in accordance with provisions of the Charter.
2. acquisition or lease of land and/or buildings in accordance with provisions of the Charter.
3. purchase or lease of individual items of equipment and vehicles valued in excess of \$75,000 with a life expectancy of ten (10) years or more. A group of similar items of new or significantly improved technology valued at \$75,000 or more in the aggregate constitutes an eligible CIP request.
4. construction of new buildings, facilities, or infrastructures including engineering, design and other pre-construction costs, such as studies and surveys, with an estimated cost in excess of \$75,000. Initial purchase of equipment or furnishings required for new buildings or projects are CIP eligible.
5. physical building, facility, infrastructure or site improvements with a life expectancy of ten (10) years or greater and a cost of \$75,000 or more that substantially enhance the value of a structure.
6. any project or equipment eligible for Capital Improvement grant funding that meets the current threshold.
7. any capital item mandated by a government entity that meets the current threshold.

This policy does not restrict the Town Manager from recommending funding of eligible CIP items over multiple fiscal years. It is possible that the balance to be funded in the final year will be less than the current threshold. In this case, it is acceptable to complete the funding.

If needing capital purchases in the next five years, each department, office, board or commission of the Town, supported wholly or in part by Town funds, or for which a specific appropriation is made, shall prepare a detailed estimate of capital expenditures to be made and the anticipated revenue, other than tax revenue, to be received to defray the cost of said capital expenditures.

The first year of requests should be in a detailed format, as prescribed by the Town Manager's Office. The following four years should have estimates of each project request for each year.

TIMELINE

The Board of Selectmen and Board of Finance should meet no later than November 1** to give guidelines for capital expenditure requests to the Departments and Board of Education.

Department heads must submit their capital requests to the Town Manager by November 15th of each year.

The Town Manager will review the requests during December and January of each year with the requesting department head.

The list of CIP projects will be recommended by the Town Manager and reviewed by the Board of Selectmen by February 15 of each year. A final list of recommended projects and a revised five year plan will be finalized by March 1 of each year. All projects must reflect reasonable due diligence in their compilation, such that the Town Manager can reasonably rely on the information submitted to make budgeting decisions. Project submissions shall include, but shall not be limited to:

1. current analysis of pricing (estimates are acceptable, but must include the expiration date of such estimate, and the conditions under which the estimate could be rendered void);
2. feasibility of the project given the condition of the current space or asset;
3. anticipated project complications and the potential monetary consequence(s) of those complications; and
4. condition of existing equipment, including, but not limited to, age, mileage, maintenance history, significant foreseen issues, and potential unforeseen issues.

If a submission does not reflect the required due diligence in its compilation, the Town Manager shall request the minimal information needed to consider the submission and set the deadline by such additional information shall be received. If the submission is not amended with the requested additional information by the requested deadline, it will be denied.

FUNDING PRIORITIES

Funding priority will be determined by the Town Manager categorizing projects as Core, Essential or Discretionary. The Town's master facility maintenance schedule must be considered when evaluating projects. This schedule will predict major renovations or maintenance projects such as roof replacements.

Core Projects

- health and safety concerns
- state and/or federal mandates
- completion of a phase of a previously approved project, if otherwise a program or system would not be operational

Essential projects

- facilities /equipment maintenance
- positive fiscal impact
- produces a cost avoidance
- conformance with plans or policies
- project interdependence
- severity of need for the project
- outside agency grants
- leverage of Town dollars

Discretionary projects - funded only if all Core and Essential projects have been funded

CIP Financing Policies

An important commitment is to provide the funds necessary to fully address the Town's capital improvement needs in a fiscally prudent manner. It is recognized that a balance must be maintained between operating and capital budgets so as to meet the needs of both to the maximum extent possible. The accounting and management control are maintained in the Capital Projects Fund. Specific revenue sources shall be designated to provide funding to this fund in support of general operational infrastructure. The appropriations relative to the projects do not lapse at fiscal year end. The Capital Improvement Plan shall be prepared and financed in accordance with the following policies:

- **OUTSIDE FUNDING** - Local, State and/or federal grant funding and any cost sharing by various interest groups shall be pursued and used to finance the capital budget wherever possible
- **CIP BUDGET ALLOCATION** - Transfers-in from the General Fund annual appropriation process or use of Capital Reserve funds or other funds deemed appropriate, as appropriated by the Board of Selectmen. Transfers into the Capital Projects Fund will be processed by the Finance Department on an annual basis and recorded as such in the annual adopted budget when it applies.
- **DEBT FINANCED ALLOCATION** – Issuance of Debt Financing in accordance with the Town's Debt Policy.
- **PHASED IN PURCHASING THROUGH SAVINGS IN THE OPERATING BUDGETS, SUCH AS ENERGY PROJECTS.**
- **CLOSED PROJECTS REMAINING BALANCES** - The status of previously approved projects must be reviewed each year and any funds that will not be spent will be used to fund new or current projects. Once a project has been completed or rescinded by the Board of Selectmen, the Town Manager will direct the closing out of the project, and any unexpended funds will go into the Capital Improvement fund balance to be used towards future projects.

- **PROCEEDS FROM THE SALE OF CIP ASSETS** - When an asset that was purchased with CIP funds is sold, the sale proceeds will go back into the Capital Projects Fund surplus account, to be used towards future projects.

SCOPE

After the CIP Budget has been approved, any change to item or dollar amount must be reviewed by the Selectmen to determine appropriate action necessary.

REVIEW OF POLICY

The Town Manager should review this Policy periodically and submit recommendations for changes, if any, to the Board of Selectmen.

FILING OF CERTIFIED COPIES

The Board of Selectmen hereby directs and instructs the Town Clerk to file this Resolution to provide guidance to the Town Manager, staff, and the general public regarding the Town's Capital Improvement Plan Policy.

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 15, 2024, 7:00 PM (America/New York)

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

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Thursday, February 15, 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

a) The Town Center Project

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) Housing Choices Advisory Committee
- g) Discuss Town Manager's Annual Evaluation
- h) FY 2024-2025 CIP Budget Review and Approval
- i) 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) Schedule Special Town Meeting
- c) Draft Agenda for March 7, 2024 Meeting
- d) 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 29, 2024 – ARPA Workshop

10.a.2 February 1, 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
FEBRUARY 1, 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 January 18, 2024 – Regular Meeting

b) APPROVAL OF TAX REFUNDS

10.b.1 Michael Sheridan	\$ 154.59
10.b.2 P Morgan Chase	\$ 552.76

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, January 18, 2024 - 7:00 PM**

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HEBRON TOWN CLERK

MINUTES

ATTENDENCE:

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

Staff Present: Andrew Tierney, Donna Lanza, Dori Wolf

Guests: Terry McManus, Thomas Case and Tommy Case, Adam Ockman, Bill Schappert, Community Voice Channel, John Matra, Kathy Williams, Lilli Rhodes, Tanner J, Todd Habicht

1. Call to Order

2. Pledge of Allegiance

P. Kasper called the meeting to order at 7:02 p.m. and led the Pledge of Allegiance.

3. Additions and Changes to Agenda

None.

4. Public Comment

None.

5. Good to Know/Special Recognition

A. Tierney recognized Cub Scout Pack #28 members in attendance who are pursuing their final Cub Scout pin before moving up.

6. Town Manager's Report

Budget preparation has been top priority. Meetings regarding Chatham Health District as well as insurance have been ongoing. Recent weather has kept work crews busy as they clear roads and deal with flooding and icing. The second round of interviews for the Children's Librarian will be soon. The Wall Street sidewalk project and the Route 66/Wall Street intersection project are both anticipated to be under contract and in-progress this April.

7. Old Business

A. ARPA Funds Update

The BoS will hold an ARPA workshop on Monday, January 29th at 7:00 p.m.

B. Department of Public Works Action Committee Update

P. Kasper reported a Communications subcommittee was established at the most recent meeting. Members have reached out to social media group administrators,

**TOWN OF HEBRON
BOARD OF SELECTMEN
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town officials (regarding the town website), and the Rivereast, and are developing initial communication pieces. The DPWAC also conducted a site tour of the current facility with the Public Works Director. An adjacent parcel owned by Eversource may be available.

C. Current Public Works Facility Update

A minor roof leak has been repaired. An RFQ for repairs to the storage building roof will be sent out in the spring.

D. Charter Revision Commission Update

Proposed resolution by T. Thiele that the Board of Selectmen rescind the Resolution adopted on December 7, 2023, regarding the establishment of a Charter Revision Commission. The resolution passed unanimously (5-0).

Proposed resolution by K. Petit 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. The resolution passed unanimously (5-0).

The BoS discussed the list of items for CRC review. K. Petit suggested an assessment of budget responsibilities for different boards, such as the BoS, BoF, and BoE. There was also debate about item #14, concerning combining the positions of Town Finance Director and Hebron Public Schools Business Manager. Several members and A. Tierney noted that while it is possible, doing so would require adherence to legal distinctions that may prove difficult. It was also noted such a move should not be included in the Charter. Other avenues for exploring the idea were discussed.

E. Other Old Business

None.

8. New Business

A. Discuss Town Manager's Annual Evaluation

P. Kasper is preparing a draft evaluation template, which, with BoS feedback, will streamline the evaluation process in the future. The evaluation is anticipated to be completed in February.

B. Approve Budget Review Schedule

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
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Motion by C. Riley that the Hebron Board of Selectmen approve the FY 2024-2025 Budget Review Schedule as presented. The motion passed unanimously (5-0).

9. Consent Agenda

Motion by P. Kasper that the Board of Selectmen approve the following Consent Agenda items and motions contained therein as if individually adopted. The motion passed unanimously (5-0).

A. Approval of Minutes

1. January 4, 2024 – Regular Meeting

B. Approval of Tax Refunds

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

10. Liaison Reports

- A. AHM** – P. Kasper noted an upcoming meeting on February 12.
- B. Hebron BoE** – T. Thiele reported the BoE presented their initial budget proposal. A public budget forum will be held Wednesday, February 7 at 5:30 p.m. at Gilead Hill School, with RSVPs required.
- C. Board of Finance** – D. Larson had no report, as the BoF meets next week.
- D. OSLAC** – K. Petit had no report. The next meeting is February 7.
- E. RHAM BoE** – C. Riley reported the first budget proposal is expected on January 22.

11. Public Comment

- A. Terry McManus** – Asked for clarification regarding public comment rules, and how residents may engage in a dialog with and receive feedback from the Board.

12. Adjournment

Motion by T. Thiele and seconded by K. Petit to adjourn at 8:02 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)