

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.

<https://meet.goto.com/215547493>

You can also dial in using your phone.

Access Code: 215-547-493

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

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RECEIVED
2024 FEB 14 A 8:18
HEBRON TOWN CLERK

Thursday, February 15, 2024

7:00 p.m.

AMENDED 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) Reappoint Municipal Agent for the Elderly
b) Green Committee Resignation |
| 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) Department of Public Works Action Committee Update
- c) Current Public Works Facility Update ***
- d) Charter Revision Commission Update
- e) Housing Choices Advisory Committee
- f) Discuss Town Manager's Annual Evaluation
- g) FY 2024-2025 CIP Budget Review and Approval
- h) Any Other Old Business

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

8:05 p.m. 9. NEW BUSINESS

- a) Award RFP/RFQ for Electrical Design/Professional Engineering Services for RHAM Emergency Electrical Generator Project
- b) Approve FEMA Assistance to Firefighters Micro Grant Application
- c) Approve FEMA Assistance to Firefighters Grant Applications
- d) Approve AHM Youth and Family Services FY 2024-2025 Budget
- e) Draft Agenda for March 7, 2024 Meeting
- f) Any Other New Business

8:25 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 – Public Hearing
- 10.a.3 February 1, 2024 – Regular Meeting

b) **TAX REFUNDS**

8:30 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

8:40 p.m. 12. PUBLIC COMMENT

8:45 p.m. 13. ADJOURNMENT

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- b) Green Committee Resignation

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- b) Correspondence
- c) Town Manager Updates

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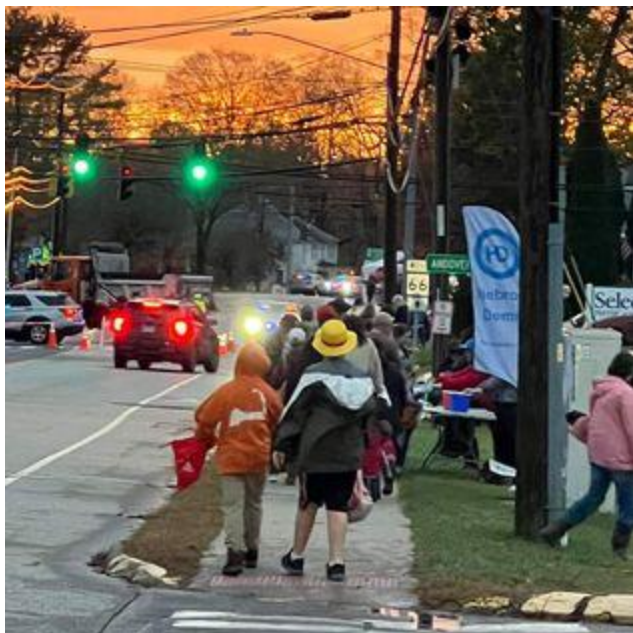
8:45 p.m. 13. ADJOURNMENT

The Town Center Project

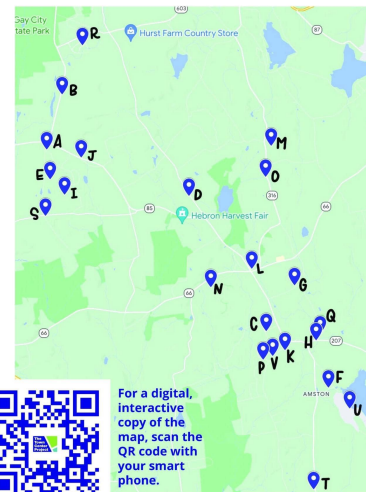
Reinventing the Heart of Hebron

Our Mission

The mission of the corporation is the reinvention and restoration of Hebron and our historic town center. We will accomplish this revitalization using art installations, annual special events and other activities to engage the community, attract visitors, and promote our downtown as a “see, eat and do” destination.



The Town Center Project **HEBRON TOWN-WIDE TAG SALE**
 Sunday, May 7th from 9am - 3pm
 Sponsored by The Town Center Project (TTCP)



For a digital, interactive copy of the map, scan the QR code with your smart phone.



What we are doing

- Creating community
- Promoting a strong “downtown” area for our community, visitors and potential developers and future homeowners
- Beautifying our Main Street

2024

- 2024 line-up
- What we bring
- Volunteers
- Community engagement

The Town Center Project

Reinventing the Heart of Hebron

The Town Center Project, Inc. (TTCP) is a grassroots non-profit determined to invigorate Hebron's historic center by offering free activities that will engage and delight residents and visitors.

Want to get involved? Please do! It truly does "take a village," so give us a helping hand or make a donation. Visit thetowncenterproject.org/donate or e-mail ttcp@thetowncenterproject.org for information about volunteer opportunities.

The Town Center Project is a 501(c)(3) non-profit, all donations are tax deductions.

facebook.com/towncenterprojectinc
thetowncenterproject.org
ttcp@thetowncenterproject.org



And there's more to come!
Stay tuned for dates and details.
Follow us on Facebook, visit thetowncenterproject.org or scan the QR code and click on "event" to learn more!

2024 Events

Maple by Moonlight Gala & Fundraiser
MARCH 15 • Dancing, appetizers, cocktails and mocktails to kick off Hebron Maple Festival in style!

Hebron Maple Festival
MARCH 16 & 17 • Celebrating bringing it home! Sugar houses, Donkey Museum, vendors and Hebron's history.

Hebron Community Chorus Concert
SPRING: APRIL 14, FALL: DATE TBD • Creating and uplifting our community through joyous song!

Town-Wide Tag Sale
MAY 4 • Looking to clean out your garage? Into thrifting? Check out the tag sales around town to find a hidden gem!

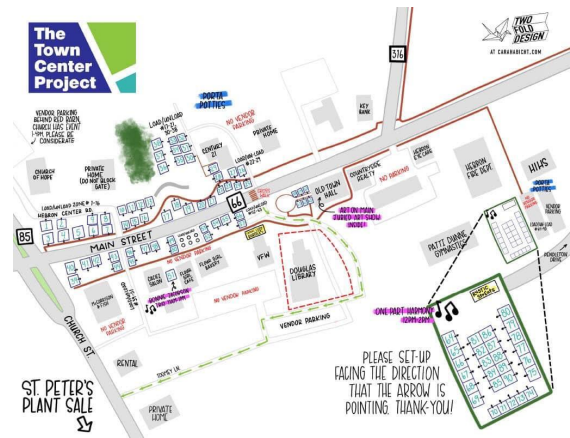
Market Day & Juried Art Show
MAY 11 • Come into town to experience a mix of hand-selected, curated vendors and the juried art show.

Make Music Day
JUNE 21 • Play an instrument? Sing? Help Hebron make a joyful sound during this worldwide celebration of music!

Fourth of July Celebration
JULY 4 • Start the day in Hebron Center as we celebrate America's birthday. Cheers for the red, white, and blue!

Summer Concert Series
EVERY FRIDAY NIGHT JUNE 28 TO AUGUST 9 • Kick-off your shoes & jam to local artists on Century 21's lawn.

Harvest Moon Festival
OCTOBER 26 • Get to Hebron Center for the pumpkin-carving contest, vendors, trick or treating & more!



Where we're going

- Expand current art installations
- Broaden our events to incorporate more of Main Street
- Continue to produce relevant events
- Bring Maple Festival home





Thank you!

thetowncenterproject.org

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 15, 2024**

APPOINTMENTS AND RESIGNATIONS

a. Reappointment of Municipal Agent for the Elderly

Proposed Motion:

Move that the Hebron Board of Selectmen confirm the Town Manager's reappointment of Sharon Garrard as the Municipal Agent for the Elderly for a four year term to run through December 31, 2027.

b. Green Committee Resignation

Attached is a letter from John Matra resigning his position on the Green Committee.

Proposed Motion:

Move that the Hebron Board of Selectmen accept the resignation of John Matra from the Green Committee with regret and thanks for his service to the Town of Hebron.

Charter
Sec 803 B.

Substitute Senate Bill No. 234

Sec. 3. Section 7-127b of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

(a) The chief elected official or the chief executive officer if by ordinance of each municipality shall appoint a municipal agent for elderly persons. Such agent shall be [a member of the municipality's commission on aging, if any,] a member of [another] an agency that serves elderly persons [, an elected official of the state or] in the municipality or a responsible resident of the municipality who has demonstrated an interest in the elderly or has been involved in programs in the field of aging.

(b) [Each] The duties of the municipal agent [shall] may include, but shall not be limited to, (1) [disseminate] disseminating information to elderly persons, [and assist] assisting such persons in learning about the community resources available to them and [publicize] publicizing such resources and benefits; (2) [assist] assisting elderly persons [in applying] to apply for federal and other benefits available to such persons; (3) [submit written reports at least annually to the chief elected official, chief executive officer, legislative body and committee or commission on aging of the municipality, if any, and to] reporting to the chief elected official or chief executive officer of the municipality and the Department of Social Services [on the services they have provided, the] any needs and problems of the elderly and any recommendations for [municipal] action [with regard to elderly persons] to improve services to the elderly.

(c) Each municipal agent shall serve for a term of two or four years, at the discretion of the appointing authority of each municipality, and may be reappointed. If more than one agent is necessary to carry out the purposes of this section, the appointing authority, in [the discretion of such appointing authority] its discretion, may appoint one or more assistant agents. The town clerk in each municipality shall notify the Department of Social Services immediately of the appointment of a

Substitute Senate Bill No. 234

new municipal agent. Each municipality may provide to its municipal agent resources sufficient for such agent to perform the duties of the office.

(d) The Department of Social Services shall [be responsible for assuring that the provisions of this section are being carried out by municipalities, and shall] adopt and disseminate to municipalities guidelines as to the role and duties of municipal agents and such informational and technical materials [to] as may assist such agents in performance of their duties. [Said] The department, [shall] in cooperation with the area agencies on aging, may provide training for municipal agents [in accordance with their needs and the resources of the department and in cooperation with area agencies on aging. The department shall sponsor at least one training session in each of the planning and service areas of the Department of Social Services. Such training shall include, but not be limited to, information, from updated lists, on the availability of housing. Each municipal agent shall attend at least one such session. Said department shall assist such agents to develop and maintain simple records about the needs of elderly persons and the services provided to them, which records shall be confidential and used only to provide data that is useful to the Department of Social Services and the area agencies on aging in the preparation of the annual state and area plans] within the available resources of the department and of the agencies on aging.

Sec. 4. Subsection (a) of section 17b-137 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

(a) (1) (A) Any person who has in his possession or control any property of any person applying for or presently or formerly receiving aid or care or child support enforcement services, as defined in subdivision (2) of subsection (b) of section 46b-231, from the state or who is indebted to such applicant or recipient or has knowledge of any

From: john matra

Sent: Tuesday, February 6, 2024 10:09 PM

To: Andy Tierney

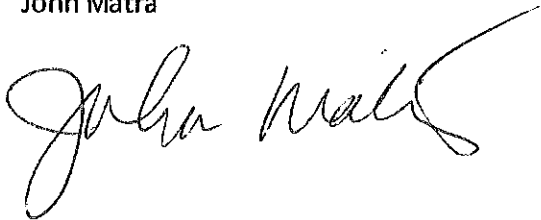
Subject: Green Committee Resignation

Dear Mr Tierney

I am resigning my commission to the Green Committee with immediate effect. Unfortunately I can no longer commit the time required to advance many of the committee's initiatives. I will continue to look for opportunities to serve the town, and I am thankful to have served with an amazing group of individuals.

Respectfully,

John Matra

A handwritten signature in cursive script, appearing to read "John Matra".

RECEIVED

2024 FEB -7 12 1:31

HEBRON TOWN CLERK

CORRESPONDENCE



ANDREW J. TIERNEY
TOWN MANAGER

Town of Hebron

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

PETER D. KASPER
CHAIRMAN

DANIEL E. LARSON
VICE CHAIRMAN

TIFFANY V. THIELE
SELECTMAN

CLAUDIA TEJADA RILEY
SELECTMAN

KEITH PETIT
SELECTMAN

January 30, 2024

Mr. Paul Forrest
28 Fieldstone Drive
Hebron, CT 06248

Dear Paul:

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

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

Congratulations!

Sincerely,

Andrew J. Tierney
Town Manager

cc: Board of Selectmen



STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

January 31, 2024

Mr. Andrew Tierney
Town Manager
15 Gilead Street
Hebron, CT 06248
atierney@hebronct.com

Dear Mr. Tierney:

Subject: **Award Notice - 2024 Transportation Rural Improvement Program**
Jones Street Improvements

It is my pleasure to inform you that your application for the 2024 Transportation Rural Improvement Program (TRIP) has been selected for funding. Congratulations on your Grant award, and many thanks for your support in performing necessary improvements to make roads and pedestrian facilities safer and more accessible in the rural communities of Connecticut. Funding for this Program was authorized by the Connecticut General Assembly and signed into law by Governor Ned Lamont. This round of awards was provided funding by the State Bond Commission on October 6, 2023, and will be administered by the Department of Transportation, Bureau of Policy & Planning, Office of Strategic Planning & Projects (Department). Please remember that this award is based on the project that was submitted in your application; therefore, to receive these funds, no other project can be substituted. Also, as a reminder, your municipality requested \$985,200.00 dollars for this project, which is the maximum amount of construction funding available for this grant.

The Department requests confirmation no later than Friday March 1, 2024, that your municipality wishes to accept the funding and proceed with the TRIP project. Please respond via email to the general TRIP mailbox CTDOT.TRIP@ct.gov by the date above. If no response is received, your award may be reallocated to another municipality.

It is also important to **designate a primary and backup Municipal point of contact (including their Titles, telephone numbers and e-mail addresses)** when you send in your confirmation so that we can communicate with the municipality as we advance in the project administration.

There are several steps that need to be taken by both the Department and your municipality, prior to the distribution of funds. **Please do not proceed with any grant-funded (construction) work until all contracting items have been fully executed.** Steps include the following:

- The Department will assign a Project Manager and Issue a Commitment to Fund Letter (CFL) which upon receipt, must be signed and returned to the Department.
- The Department will perform an environmental screening to assist the municipality in achieving compliance with the Connecticut Environmental Policy Act (CEPA) and identify items relative to natural resources, historic/archaeological resources, Flood Management

and Regulated Contaminated Materials requirements, etc. that are to be investigated and/or addressed during the design phase. Please note that the Municipality is responsible for obtaining all applicable permits and providing all information and/or analyses that may be required.

- The municipality is responsible for developing a project design and submitting a Final Design Package for the Department for review. Requirements for the Final Design Package can be found in section 2.2 of the TRIP Program Guidelines located on our website: [TRIP Project Administration Guide 2023.pdf](#)
- The Department, upon approval of the final design package, will authorize the Municipality to advertise the project for construction bids.
- The Municipality, following the opening of the bids, shall submit a recommendation for award to the Department.
- The Department, upon receipt of the recommendation for award, will forward, for signature by the Municipality, a Project Authorization Letter (PAL) pursuant to the executed Master Municipal Agreement for Construction Projects. The PAL will serve as the project agreement between the State and the Municipality for the construction phase and will specify the approved grant amount, as well as identify any other requirements such as maintenance of project-specific features. The PAL will also trigger the in-full grant payment to the Municipality.

Please take note:

- Grant funds may only be used for construction activities, as outlined in the TRIP Program Guidelines.
- All construction phase costs above the allocated grant amount are the sole responsibility of the municipality.

Congratulations again, and we look forward to hearing from you soon.

If you have any further questions, please feel free to contact David Elder at 860-594-2139, or via email at David.Elder@ct.gov.

Very truly yours,

Kimberly
Lesay
Kimberly Lesay
Bureau Chief
Bureau of Policy & Planning

Digitally signed by Kimberly Lesay
DN: cn=Kimberly Lesay, o=Connecticut
Department of Transportation, ou=Bureau
Chief of Policy & Planning,
email=kimberly.lesay@ct.gov, c=US
Date: 2024.01.31 11:58:31 -05'00'

cc: Matt Hart (CRCOG) mhart@crcog.org
Robert Aloise (CRCOG) raloise@crcog.org

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 15, 2024**

AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS UPDATE

The updated ARPA Status Report is attached. Project updates will be provided at the meeting.

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

2/8/2024 12:40 PM

TOTAL FUNDING RECEIVED

\$ 2,812,714

APPROVED PROJECTS

Date Approved	Priority	Project Description	Responsible Department	Original Approval	Revised Amount	Current Balance	Final Expense	Status/Disposition
7/21/2022		Security Measures - Town Buildings	TM	143,000		143,000		Working with vendors/awaiting Facilities Study recommendations
7/21/2022		Vandal-Proof Surveillance Cameras - Veteran's	TM/P&R	12,000		12,000		Working with vendors
7/21/2022		Virtual Meeting Room Conference Equipment (Library & TOB)	TM	66,000		65,527		Working w/ new vendors/updating quotes/conducting field visits/meeting room testing
8/2/2022		Contribution Toward Emergency Generator for Stonecroft Housing	TM	70,000	84,000	36,500		Deposit made/awaiting delivery ETA Dec 2023/early 2024
9/1/2022		Cyber Threat Assessment and Security Measures	TM	25,000		19,289		Assessment & Tabletop complete/Hardware purchased - Project Continues
9/1/2022		Wall Street Sidewalk Project	TM/P&D	146,000		143,751		Bid Awarded/Signed Contract/Construction in Spring/Summer 2024
1/19/2023		Implicit Bias Training Town Employees/Elected Officials	TM	5,000		3,800		Training conducted Nov 6 & 8, 2023/more to be scheduled
7/21/2022		Skate Park Veteran's	P&R	145,000		145,000		P & R Subcom working on this with designer/demolished/to PZC and RFP to be done
7/21/2022		Pickle Ball Courts (3)	P&R	65,000	118,000	114,797		P & R working on this \$ adj 8/3/23, need plans, location and PZC approval
7/21/2022		Playscape Veteran's	P&R	150,000	159,450	0		Order placed - Delivered 1/30/2024
7/21/2022		Dog Park - Location TBD	P&R	50,000		50,000		Pending P & R location recommendation
5/8/2023		P & R Field Lighting (Veteran's baseball field)	P&R	250,000		250,000		Gathering information - to go to PZC for review
7/21/2022		Pendleton Drive to Library Pedestrian Bridge - Town Match Engineering	P&D	101,886		68,515		STEAP Grant, completing plans, need Cons/PZC approval, Public Hearing 3/12/24 and then RFP
7/21/2022		Peters House Accessibility - ADA Parking/Ramp	P&D	100,000		98,708		Working w/ Preservation CT and SHPO
1/19/2023		Gull School Roof	P&D	20,000		500		Roof Shingles Complete/Chimney cap and sealing to be done
2/16/2023		Hebron Center Signage (wayfinding and community event 85/66) Design Only	P&D	10,000		10,000		LADA preparing preliminary drawings for event board sign
9/1/2022		Active Shooter Training and Police Vehicle/Classroom Toolkits	PD	20,000	45,000	32,477		Increased 5/8/2023 STB and other materials on order for RHAM, HBOE and Town
1/19/2023		Police Accreditation	PD	28,000		10,915		PowerDMS \$10,875.07 / Accreditation Officer
5/8/2023		Fire Department Turnout Gear	FD	40,000		40,000		Order Placed/Delivered 1/16/24, Awaiting Invoice
7/21/2022		Old Town Hall Building Maintenance/Repairs - Paint/Windows/Study	HHS	25,000	82,200	82,200		Adjusted 5/8/2023 - Work to begin Spring 2024
1/19/2023		Hebron Historical Society Ancient Cemetery Repair/Maintenance (5) Cemeteries	HHS	100,000	50,000	50,000		Adjusted 5/8/2023
7/21/2022		CERT Vehicle Replacement (pre-owned) or Refurbish	EM	115,000		115,000		EMD searching for vehicle, getting quotes to refurbish current vehicle
7/21/2022		Martin Road Reconstruction Engineering	DPW	25,000		7,013		LOT/CP Grant/Partial Town Match/In design process/Construction 2026
7/21/2022		Gilead Hill School Playscape	HBOE	120,000	-	46,536		Order placed, need site plan and PZC approval
7/21/2022		Green Committee Funding Special Projects	GC	25,940		1,714		Twin bins & Transfer Station signs purchased, bike racks to be purchased/to PZC for placement
				1,960,476				

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

2/8/2024 12:40 PM

COMPLETED PROJECTS

Date Approved	Priority	Project Description	Responsible Department	Original Approval	Revised Amount	Current Balance	Final Expense	Status/Disposition
7/21/2022		Police Vehicle w/ MLPR	PD	97,125	77,206	0	60,206	Complete - Vehicle purchased, MLPR removed 9/21/2023
7/21/2022		Fire Department Marine	FD	23,000		0	22,970	Complete
7/21/2022		Fire Department Battery Operated Rescue Tools	FD	50,000		0	52,039	Complete
7/21/2022		HAMR Softball Field Veteran's	P&R	20,000		0	18,940	Complete
7/21/2022		Construction Fire Co # 1 Ambulance Bay Expansion/Engineering/Design	FD/PBC	100,000	161,100	0	22,100	Project Closed - Round 2 Adj 2/2/23 & 8/3/23 Bids rejected, Project Removed from ARPA 12/7/23
7/21/2022		AHM HVAC System Upgrade	AHM	55,000		0	55,000	Complete
7/21/2022		EV Charging Stations (TOB, SC, BHP)	TM	33,000	39,000	0	39,000	Complete
9/1/2022		Hebron Interfaith Human Services (HIHS) Food Pantry Support	HIHS	10,000		0	10,000	Complete
9/1/2022		Police Vehicle	PD	80,000		0	66,345	Complete
9/15/2022		WPCA Sewer System Improvements	WPCA	82,140		0	82,140	Complete
1/5/2023		ACO Vehicle (pre-owned)	ACO	10,000		0	9,000	Complete
2/16/2023		Fence Between Library and Legion	P&D	7,500		0	7,447	Complete
2/16/2023		CoDE Support for Juneteenth Event	TM	4,000		0	4,000	Complete
2/16/2023		Hebron Elementary School Gym Floor	HBOE	264,800	75,900	0	75,900	Complete - Adjusted 5/8/23 Repair not replace
5/8/2023		The Town Center Project (TTCP) Storage Shed	TTCP	30,000		0	24,000	Complete
				549,087				

ARPA FUNDING STATUS

COMPLETED PROJECTS	549,087
APPROPRIATED FUNDS	1,960,476
REMAINING ARPA FUNDS TO BE HELD IN RESERVE	\$ 303,151
	\$ 2,812,714

AHM Andover Hebron Marlborough Youth Services
ACO Animal Control Officer
HBOE Hebron Board of Education
DPW Department of Public Works
EM Emergency Management
FD Fire Department
GC Green Committee
HHS Hebron Historical Society
HIHS Hebron Interfaith Human Services
P&R Parks and Recreation
P&D Planning and Development
PD Police Department
PBC Public Building Committee
TTCP The Town Center Project
TM Town Manager's Office
WPCA Water Pollution Control Authority

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

2/8/2024 12:40 PM

Approved by Town Attorney Awaiting BOS Approval

Hebron Center Signage (wayfinding and community event 85/66) Fabrication/Construction	35,000	Refine budget for fabrication and construction
Police Department Tasers (five year lease \$26,800)	16,081	Fund w/ ARPA for 3 years \$16,080.18
P & R Trail Development	60,000 to 80,000	
P & R Field Upgrades (Burnt Hill Parks & St. Peter's)	70,000 to 94,000	
Fire Department Active Shooter Tactical Gear	13,600	
Hebron Historical Society - Old Town Hall Restroom/Accessibility	125,000	Need more Information
Peters House Renovation/Restoration	50,000	
Horton House Maintenance	81,600	
Land Acknowledgement Plaques (CoDE)	\$ TBD	

Awaiting Town Attorney Approval and BOS Approval

Collins: GHS Water System	Tentative Attorney Approval
Collins: Fund for Affordable Home Ownership	Tentative Attorney Approval

Eligible Projects Declined by BOS/Town Manager

		Support for Local Small Businesses	Removed from consideration 1/19/2023	
		Green Committee: Bike Racks - (Include in already approved HGC request)	3,000	Instructed Green Committee to use already approved funds
		EV Charging Stations - Locations TBD	TBD	
		Winter Heating Assistance	25,000	5/8/2023 Funding was restored by State
		Beautify Veterans Memorial Route 85/66 - Trees/Bushes	600	5/8/2023 Funded by HFPG Community Fund
7/21/2022	20	Trail Repairs	12,000	Removed 8/3/2023
		Fire Department UHF Radios (Fire Marshal)	5,023	Funded from Fire Department Budget
		Document Storage Review - Horton House	4,600	Funded from FY 23-24 Operating Budget
		Hebron Green Parking Lot Improvements	50,000	STEAP Grant Received
7/21/2022	7	Senior Center Generator Switch Gear/Connection	14,000	Will be in CIP Budget-Used generator oversized and not good fit for location closed 12/9/2024

Commit Funds by December 31, 2024

Spend Funds by December 31, 2026

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 15, 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 15, 2024**

CHARTER REVISION COMMISSION UPDATE

Attached is a resolution to be adopted to establish the Charter Revision Commission. Also attached is the proposed Charge which should be reviewed and finalized by the Board before the resolution is adopted. The Charter Schedule is also attached.

To date, twelve (12) people have expressed interest in being appointed to the Charter Revision Commission. Attached are emails from the Selectmen indicated their selections for members to serve.

Michael Dagon (D)	Confirmed
MaryAnn Foote (R) PO	Confirmed
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

Donna Lanza

From: Keith Petit
Sent: Friday, February 09, 2024 8:21 AM
To: Andy Tierney; Peter Kasper
Cc: Donna Lanza; Tiffany Thiele; Daniel Larson; Claudia Riley
Subject: Charter Revision Commission Applicants

Chairman Kasper,

With the upcoming vote to establish the members of the Charter Revision Committee, and due to the large number of residents who showed interest in serving, and to expedite the selection process, the Republican Caucus would like to put forth the following names as recommended for appointment. We would like to thank all those who applied, our town is able to be effective and keep resident costs low because of volunteerism like that shown by all the applicants. Unfortunately, there are only so many seats available and some applicants will not make the final cut. The caucus hopes that the residents who didn't get selected continue to volunteer and we hope that they will apply for other positions on boards and commissions as they are available.

We feel that our selection shows a wide range of abilities, experience, and diversity of political view while combining new volunteers with civic service veterans. We believe this mix will allow the best analysis and update of the Charter which is a critical document to our town continuing to run in an effective and efficient manner.

Caucus recommendation for appointment:

1. Donna Lanza
2. Jessica Stewart
3. Allegra Weir
4. Terry McManus
5. Mark Stuart
6. Mal Leichter
7. Machel Gauthier
8. Adam Ockman

Thanks,
Keith Petit

Donna Lanza

From: Andy Tierney
Sent: Friday, February 09, 2024 9:20 AM
To: Donna Lanza
Subject: FW: Charter Revision Recommendations

From: Tiffany Thiele <tthiele@hebronct.com>
Sent: Friday, February 9, 2024 9:01 AM
To: Andy Tierney <atierney@hebronct.com>; Peter Kasper <pkasper@hebronct.com>
Cc: Claudia Riley <criley@hebronct.com>; Keith Petit <kpetit@hebronct.com>; Daniel Larson <dlarson@hebronct.com>
Subject: Charter Revision Recommendations

Good morning:

Hebron is so fortunate to have many incredible volunteers step forward when needed. We're particularly delighted to see so many new faces volunteer for the Charter Revision Commission. This is essential to hearing new perspectives that will drive our town's vision for generations to come.

The Democratic members of the Board of Selectmen have considered this list carefully and would like to make the following recommendations for appointment. It was a difficult process to select the following names, given everyone's eminent qualifications. We feel this list provides a balance of leadership, experience, and new ideas that will serve Hebron and its charter well.

1. Heather Petit
2. Adam Ockman
3. Machel Gauthier
4. Donna Lanza
5. Terry McManus
6. Jessica Stewart
7. Mary Foote
8. Michael Dagon

Best,
Tiffany

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

Proposed Resolution:

Whereas, the Board of Selectmen has received from the Town Manager a list of items requiring attention of a Charter Revision Commission, and

Whereas, the Board of Selectmen has reviewed this list and other concerns and deemed at its meeting of January 18, 2024, that it is appropriate to appoint a Charter Revision Commission pursuant to the provisions of the Hebron Town Charter, Chapter XII, Section 1207 (Page 35) and Connecticut General Statutes, Chapter 99, concerning Municipal Charters and Special Acts, and

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

Now, therefore, be it resolved by the Board of Selectmen that there shall be a seven (7) member Town of Hebron Charter Revision Commission of 2024-2025 with the following individuals to serve as its members: NAMES WILL BE FILLED IN AT THE MEETING and said members shall determine their own officers and rules of procedure consistent with Connecticut law,

Be it further resolved that the Hebron Board of Selectmen approve the Charge to the 2024-2025 Charter Revision Commission based on the attached (or amended) list of areas identified for consideration or review.

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

It is further requested that the Charter Revision Commission complete its work to meet deadlines for a November 4, 2025, referendum vote, as outlined in the 2024-2025 Charter Revision Schedule (attached), with submission of the draft report to the Board of Selectmen on or before May 1, 2025, and to promote broad voter participation in the consideration of Charter revisions as recommend for vote by the Board of Selectmen.

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

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

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

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

February 5, 2024

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 15, 2024**

HOUSING CHOICES ADVISORY COMMITTEE

Attached is a memo from Matthew Bordeaux, Town Planner, with recommendation on the appointments for the Housing Choices Advisory Committee recently created by adoption of an ordinance.

Proposed Motion:

Move that, pursuant to Hebron Town Code Section 14-22, the Hebron Board of Selectmen appoint the following Hebron electors to the Housing Choices Advisory Committee:

Pamela Atwood (D)	Regular	December, 2024
Stephen Wells (U)	Regular	December, 2025
Lillian Rhodes (D)	Regular	December, 2026
Jim Celio (U)	Regular	December, 2027
Scot Kauffman (R)	Regular	December, 2027
Florence O'Sullivan (D)	Alternate	December, 2027

**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 15, 2024**

DISCUSS TOWN MANAGER'S ANNUAL EVALUATION

Attached are draft evaluation documents to be used by the Selectmen and Department Heads for the Town Manager's Annual Evaluation.

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 – Town Manager Performance Review: Staff Evaluation and Feedback

Process:

- **Rating Scale:** same scale that the BOS will use (1-4: Needs Improvement, Partially Meets, Meets, Exceeds)
- **Staff participation:**
 - Finance Director
 - Director of Administrative Services
 - Town Planner
 - Public Works Director
 - Fire Chief
 - Parks and Recreation Director
 - Library Director
 - Fire Marshal
 - Animal Control Officer
 - Senior Services Director
 - Emergency Management Director
- **Communication:** distributed to the Town Staff during a brief meeting (virtual – TBD) with representatives from the BOS.
 - The document is reviewed.
 - Timeline for completion is communicated.
 - Expectation of 100% participation is communicated.
 - 1. options include anonymous or signed form.
 - Staff is also given the option of meeting with one or more members of the BOS for further discussion.
- **Structure**
 - Ratings and examples specific to (4) key areas associated with the performance of the Town Manager. The employee rates the Town Manager's performance in each area and provides a score (1-4). Examples should be used for a rating less than (2) "Partially Meets" or if they rate the Town Manager's performance as (4) "Exceeds".
 - Categories (examples are given to promote consistent scoring and direction, but the rating is for overall performance and not specific to each example. Employees are encouraged to consider other criteria they deem appropriate and comment accordingly):
- **Form** (Categories listed with the rating scale, examples provided and space to add examples and associated comments).

EVALUATION OF THE TOWN MANAGER -- MANAGEMENT AND EXECUTIVE SKILLS

(TO BE FILLED OUT BY DEPARTMENT HEADS)

INSTRUCTIONS: Please assess the Town Manager's performance by rating on a scale of 1 to 4 under each of the four major sections. A score of 1 is the lowest and a score of 4 is the highest. You are encouraged to provide comments especially if there is a rating of 1 or 4. Also please use comments section for any additional feedback you would like to provide on any and all sections.

A collective Management rating shall be determined for each major category after individual ratings are calculated.

	1 Needs Improvement	2 Partially Meets Expectations	3 Meets Expectations	4 Exceeds Expectations
1. TOWN MANAGEMENT				
<u>Examples to consider include:</u> <ul style="list-style-type: none">• Planning• Organization<ul style="list-style-type: none">○ Sets priorities consistent with Town goals and objectives○ Effective prioritization• Leadership:<ul style="list-style-type: none">○ Setting clear expectations○ Inclusive and collaborative○ Professionalism○ Emergency management○ Decision-making: appropriate and timely• Financial Management:<ul style="list-style-type: none">○ Budget management				
2. COMMUNICATIONS				
<u>Examples to consider include:</u> <ul style="list-style-type: none">• Clear, concise, professional• Internal (Staff, Town Boards and Commissions)• External (Press, Public)				
3. TECHNICAL EXPERTISE				
<u>Examples to consider include:</u> <ul style="list-style-type: none">• Municipal/State rules and regulations• Grant applications/technical documentation				
4. STAFF SUPERVISION AND SUPPORT				
<u>Examples to consider include:</u> <ul style="list-style-type: none">• Encourages and promotes professional development• Performance Evaluation and communication• On-boarding				

COMMENTS

INSTRUCTIONS: Please provide specific examples which serve as the basis for any score of (1) "Needs Improvement" or (4) "Exceeds Expectations" on the preceding items. You are encouraged to provide additional comments for any additional feedback you would like to provide on any and all sections.

1. Town Management

2. Communications

3. Technical Expertise

4. Staff Supervision and Support

5. Other Comments

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 15, 2024**

FY 2024-2025 CIP BUDGET REVIEW AND APPROVAL

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 fiscal year budget. Attached is the proposed CIP Five Year Plan, recommendation for funding sources and a proposal for the FY 2024-2025 CIP Budget.

Proposed Motion:

Move that in accordance with the Town of Hebron Capital Improvement Plan Policy the Hebron Board of Selectmen approve a final list of recommended projects for the FY 2024-2025 CIP Budget of \$1,375,524 and the Five-Year Plan as presented (or amended) for inclusion in the Town Manager's FY 2024-2025 Budget Recommendation.

TOWN OF HEBRON
CAPITAL IMPROVEMENT PROGRAM
FY 2024-2025
TOWN MANAGER PROPOSED
MARCH 1, 2024

Projects Listed by Priority

Priority	Project	Amount
	Road Resurfacing and Road Improvements	\$ 330,558
	Replace Truck 45 (2005)	\$ 275,466
	Jones Street Culvert Replacement - Second (Final) Year Funding	\$ 44,500
	HBOE - GHS School Roof Restoration	\$ 500,000
	HBOE - HES School Roof Restoration	\$ 100,000
	Senior Center Parking Drainage, Repave and Expansion	\$ 75,000
	Horton House Improvements	\$ 50,000
	Total Recommended CIP Budget	\$ 1,375,524

**CAPITAL IMPROVEMENT PROGRAM
FIVE YEAR PLAN**

	Total Request	Approved Appropriation	23-24 APPROVED	24-25 Town Manager Recommendation	24-25 Department Request	25-26	26-27	27-28	28-29	29-30
<u>Town Wide Roads</u>										
Road Resurfacing and Road Improvements	On Going	On Going	320,930	330,558	330,558	340,475	350,689	361,210	372,046	383,207
Town Wide Roads Sub Total			320,930	330,558	330,558	340,475	350,689	361,210	372,046	383,207
<u>Public Works</u>										
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	44,500					
Street Sweeper (1999)	314,493				150,000	150,000	164,493			
Large Dump w/Plow (replace Truck 45)(2005)	275,466			275,466	275,466					
Large Six Wheel Dumphr Truck w/ Plow and Sander (Truck 24)	275,466				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	319,966	745,432	1,062,711	771,895	318,886	754,830	420,000
<u>Board of Education</u>										
PA and Clock System - GHS and HES	297,400				297,400	297,400				
Air Conditioning and HVAC Upgrade GHS	1,635,100				7,500	1,635,100				
Air Conditioning and HVAC UpgradeHES	1,623,800				7,500	1,623,800				
Gilead Hill School Roof Restoration and Study	550,000	50,000		500,000	500,000					
HES Roof	160,000	60,000		100,000	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			-	600,000	912,400	3,556,300	193,500	203,000	100,000	-
<u>Fire Department/EMS</u>										
Replace Rescue 110 and Engine 110 w/ Rescue Pumper	1,050,000			Fund Outside of CIP	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	-	-	-
<u>Recreation</u>										
Trackless Snow Machine	180,000				180,000	180,000				
Skid Steer	87,775				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	267,775	100,000	75,000	100,000	200,000

Page 2

FY 2024-2025

CIP Budget Revenue**Town Manager Proposed March 1, 2024**

	Approved 2023-2024	Proposed 2024-2025
Balance from Previous Appropriations	\$ 33,639	\$ 5,238
LOCIP Funding	\$ 68,830	\$ 102,152
Funding from Other Sources: Public Safety Fund	\$ 11,400	\$ 11,400
Interest	\$ 1,000	\$ 30,000
General Fund Contribution	\$ 488,017	\$ 1,226,734
Total Revenues	\$ 602,886	\$ 1,375,524

Completed Project Balances

Large Dump Truck 20-21	5,000	Check these with Finance
Large Dump Truck 22-23	238	
	5,238	

**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.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 15, 2024**

**AWARD RFP/RFQ FOR ELECTRICAL DESIGN/PROFESSIONAL ENGINEERING
SERVICES FOR RHAM EMERGENCY ELECTRICAL GENERATOR PROJECT**

Attached is a letter from the Public Building Committee recommending the award of Electrical Design Services for the RHAM Emergency Electric Generator Project to VanZelm Engineers in the amount of \$251,150. The Town/RHAM have been awarded a \$2 million grant through the State of Connecticut Department of Economic and Community Development Urban Action Grant Program to complete this project.

Proposed Motion:

Move that the Hebron Board of Selectmen award the Electrical Design Services for the RHAM Emergency Electric Generator Project to VanZelm Engineers of Farmington, Connecticut, in the amount of \$251,150.

PUBLIC BUILDING COMMITTEE

TOWN OF HEBRON

15 GILEAD STREET

HEBRON, CT 06248

February 5, 2024

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

RE: RHAM-Emergency Electric Generator Upgrade Project
Letter of Recommendation-Van Zelm Engineers

Dear Andy:

In response to the issuance of the RFQ/RFP for an Electrical Consulting firm to spearhead the emergency electrical generator upgrade project at the RHAM Middle and High Schools, the Committee received four submissions. After a lengthy detailed and in-depth evaluation and assessment of those proposals the Committee has now concluded that process.

At a special meeting that was convened today, the following motion was made by David Foster and seconded by Mal Leichter, that "It is the Committees strong recommendation that a contract for Electrical and related engineering services for the RHAM Emergency Electric Generator Upgrade Project be issued by the Town of Hebron to Van Zelm Engineers in the amount of \$251,150." A vote was taken, and it passed unanimously (7-0) with no abstentions.

The Committee's evaluation of the four firms was undertaken in accordance with CGS 10-287-(b) (2) and (4). In addition, a point system was utilized to judge each firm and Van Zelm scored the highest. The Committee also noted some of the following as justification in making this decision. References were contacted on five similar recently completed projects and the responses were exemplary as to their work. Their RFQ submission was clear, concise, and comprehensive and they provided extensive additional detail in their narrative in addressing their Project Approach and Understanding. They have also supplemented their team with outstanding firms that will assist in the site, civil and environmental permitting that the project will require.

If you have any questions or comments, please feel to contact me, or any member of our committee.

Sincerely,



Richard B. Steiner
Recording Secretary

Cc: Public Building Committee Members

The Hebron Public Building Committee
on Behalf of
The Town of Hebron
and
Regional School District No. 8
and
RHAM Middle and High School

EMERGENCY ELECTRIC UPGRADE GENERATOR PROJECT

RFQ/RFP PROPOSALS

BID TABULATION SHEET

	FEE PROPOSAL	ADDENDUM NO. 1	NON-COLLUSION	EXCLUSIONS	ADDITIONS	QUALIFIED	EVALUATION TOTAL SCORE
VAN ZELM	\$251,150.00	YES	YES	NONE	NONE	YES	312
LENZ	\$170,000.00	YES	YES	YES	YES	YES	301.75
IDEA	\$240,338.50	YES	YES	YES	YES	NO	168.75
SALAS O'BRIEN	\$178,950.00	YES	YES	YES	YES	NO	225.25

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 15, 2024**

APPROVE FEMA ASSISTANCE TO FIREFIGHTERS MICRO GRANT APPLICATION

Assistance to Firefighters Micro Grant – “Fire departments and nonaffiliated EMS organizations have a voluntary funding limitation choice (within the application) for any AFG Program Operations and Safety program activity of no more than a cumulative federal share of \$75,000. Micro Grants are not an additional funding opportunity, but applicants may receive additional consideration for an award. The selection of the voluntary Micro Grant option for eligible Operations and Safety activities does not impact an applicant’s request or federal participation under the Vehicle Acquisition or Regional programs.”

The Department wishes to apply for a FEMA Assistance to Firefighters Micro Grant for the acquisition of funds for a new stretcher and stretcher power load for one of our ambulances, at an estimated total cost of \$74,740.46. If awarded this grant, the Town’s ESTIMATED cost share per federal guidelines would be \$3,559, based on current costs.

Here are links to a few resources regarding the Assistance to Firefighters Grants program:

<https://www.fema.gov/grants/preparedness/firefighters/assistance-grants>

https://www.fema.gov/sites/default/files/documents/fema_gpd-fy-2023-afg-notice-of-funding-opportunity.pdf

Proposed Resolution:

BE IT RESOLVED, that the Hebron Board of Selectmen approve a grant application to FEMA Assistance to Firefighters Micro Grant in the amount not to exceed \$75,000 for the acquisition of a new stretcher and stretcher power load, and authorize Andrew J. Tierney, Town Manager, to sign any documents necessary to apply for accept and receive such grant if awarded.



AFG 2024

Quote Number: 10862595

Version: 1

Prepared For: HEBRON FIRE DEPT

Attn:

Rep: Monica Lombardi

Email: monica.lombardi@stryker.com

Phone Number:

Quote Date: 02/02/2024

Expiration Date: 03/03/2024

Contract Start: 02/02/2024

Contract End: 02/01/2025

Equipment Products:

#	Product	Description	U/M	Qty	Sell Price	Total
1.0	639005550001	MTS POWER LOAD	PCE	1	\$34,355.00	\$34,355.00
2.0	650705550001	6507 POWER PRO 2, HIGH CONFIG	PCE	1	\$37,240.00	\$37,240.00
6.0	650700450301	ASSEMBLY, BATTERY CHARGER	PCE	1	\$1,561.00	\$1,561.00
7.0	650700450102	ASSEMBLY, POWER CORD, NORTH AM	PCE	1	\$36.00	\$36.00
8.0	650707000002	KIT, ALVARIUM BATTERY, SERVICE	PCE	1	\$1,091.00	\$1,091.00
Equipment Total:						\$74,283.00

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-SPL-PP2	TR-SYK POWER LOAD TO PP2	1	-\$4,000.00	-\$4,000.00
TR-SPCOT-PPXT	TRADE-IN-STRYKER POWER COT TOWARDS PURCHASE OF POWERPRO XT	1	-\$2,500.00	-\$2,500.00

ProCare Products:

#	Product	Months	Qty	Sell Price	Total
3.1	POWERLOAD-PROCARE	24	1	\$4,546.00	\$4,546.00
3.2	POWERPRO-PROCARE	12	1	\$1,409.00	\$1,409.00
ProCare Total:					\$5,955.00

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$1,002.46
Grand Total:	\$74,740.46



AFG 2024

Quote Number:	10862595	Rep:	Monica Lombardi
Version:	1	Email:	monica.lombardi@stryker.com
Prepared For:	HEBRON FIRE DEPT	Phone Number:	
Attn:			

Quote Date:	02/02/2024
Expiration Date:	03/03/2024
Contract Start:	02/02/2024
Contract End:	02/01/2025

Comments:

Equipment Cost Estimate

Prices: In effect for 30 days

Terms: Net 30 Days

Terms and Conditions:
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker’s prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.

stryker

Power-PRO™ 2

powered ambulance cot



Response inspired

You live it. We built it.

Nobody knows what works in the field better than you. That's why we reimagined our proven design to redefine your partner on scene—focusing on what matters most to help you get the job done.



Respond confidently

- Reach optimal transport height with a single button and increase maneuverability using an extended transport handle
- Navigate through tighter quarters with a new retractable foot section (extends and retracts an extra three inches each)
- Help decrease body fatigue with enhanced ergonomics during manual loading and unloading





Respond safely

- Perform a true, unassisted lift and reach optimal loading height using smarter hydraulic assembly with load-sensing capabilities
- See and be seen in low light environments with powerful lights and reflectors
- Reduce the chance of cot damage and medic or patient injury with new bumper detection technology



Respond ready

- Remotely track your fleet with Smart Equipment Management™ (SEM™) and pinpoint your cot with its last-known location*
- Improve battery life and management with a new lithium-ion battery and charge indicator
- Limit cot downtime, reduce unexpected costs and ready your ambulances



*Receive location updates when connected to an active Wi-Fi® network and inductive charger from Power-LOAD or Performance-LOAD. Hot spot required for off-network use (not provided by Stryker). Frequency of updates depends on your connection.

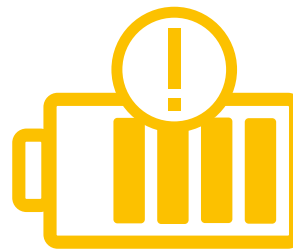
The industry's first connected ambulance cot

Smart Equipment Management

Automatically track cot health and remotely manage your fleet through one convenient, interactive dashboard.

Maximize your investment

- Extend the life of your equipment by evaluating cot usage and rotating your fleet
- Identify training opportunities using detailed analytics to help improve patient and medic safety
- Take the guesswork out of battery replacement by monitoring use over time



88% total state
of battery health

Minimize downtime

- Keep your fleet ready to respond by identifying which cots need attention
- Save time and budget by troubleshooting the issue before on-site repair
- Quickly get your equipment back in the field with direct access to ProCare Services

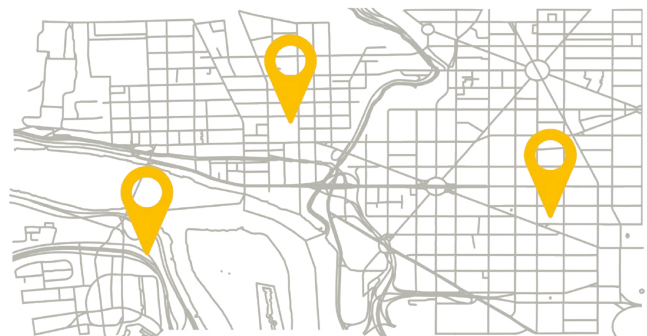


Troubleshoot
the issue

Maintain your service

- Start your shift right with battery status updates and other critical cot insights
- Pinpoint your fleet in near real-time with last-known location*
- Streamline reporting and planning requirements with instant access to vital equipment metrics

Last-known location



*Receive location updates when connected to an active Wi-Fi network and inductive charger from Power-LOAD or Performance-LOAD. Hot spot required for off-network use (not provided by Stryker). Frequency of updates depends on your connection.





Power-PRO 2: specifications

Model number	6507	
Height* (infinite height positioning between lowest and highest position)*		
Highest position	41 inches	104 cm
Lowest position	14.4 inches	36.6 cm
Length		
Retracted**	60 inches	152.4 cm
Mid	81 inches	205.7 cm
Extended	84 inches	213.4 cm
Overall width	22.6 inches	57.4 cm
Weight***	130 pounds	59 kg
Wheels		
Diameter	6 inches	15 cm
Width	2 inches	5 cm
Articulation		
Backrest	0-75°	
Shock position	+15°	
Knee-Gatch	30°	
Maximum weight capacity	700 pounds	318 kg
Unassisted lift weight capacity	700 pounds	318 kg
Minimum operator required		
Occupied cot	2	
Unoccupied cot	1	
Recommended fastener		
Power-LOAD	Model 6390	
Performance-LOAD	Model 6392	
Floor mount	Model 6370 or 6377	
Wall mount	Model 6371	
Recommended loading height†	Up to 36 inches	Up to 91 cm
Transport height (excluding mattress)	25 inches	63.5 cm
Battery (650700080301)	25.6 VDC LiFePO4	
Charger (650700450301)	100-240 VAC, 50/60 Hz, 1A, 12-34 VDC, 5A	
Standards‡	ANSI/AAMI ES 60601-1, 60601-1-12, 60601-1-2, BS EN 1865-2, BS EN 1865-3, AS/NZS-4535, SAE J3027, BS EN-1789, BS EN 597-1, 16 CFR 1632	

Smart Equipment Management (SEM): specifications

Data usage	64KB per device message. Device messages are sent every minute while connected to internet and powered on, or receiving inductive charge.
Encryption	AES and TKIP (TKIP is not supported with WPA2)
Number of Wi-Fi configurations	10 SSID profiles
Authentication	WPA Personal/Enterprise and WPA2 Personal/Enterprise
RF bands	2.4 GHz, 5 GHz
Protocol/port number	HyperText Transfer Protocol with Privacy (HTTPS)
Connection	TLS 1.0, 1.1, 1.2; 128 bit or higher encryption
RSA	2048 bit exchange

* Height is measured from bottom of mattress, at seat section, to ground level.

** Retracting both the foot and head end of the cot.

*** Cot is weighed with one battery pack, without mattress and restraints.

† Can accommodate load decks up to 36 inches.

‡ For standards that require specific options, please review the operators manual for more information.

A legacy of trust

Working in partnership with our customers, Stryker develops technologies and devices to give first responders and hospitals more control during a critical event. Our uncompromising commitment to quality means product performance you can count on. Because in critical situations, you deserve the very best lifesaving tools.



Contact your local sales representative or visit [stryker.com](https://www.stryker.com)

1. Statistics provided by EMSStat Crew Chief
2. Subject to the terms and conditions of EMS Proven to Save

Emergency Care

This document is intended solely for the use of healthcare professionals. A healthcare professional must always rely on his or her own professional clinical judgment when deciding whether to use a particular product when treating a particular patient. Stryker does not dispense medical advice and recommends that healthcare professionals be trained in the use of any particular product before using it.

The information presented is intended to demonstrate Stryker's product offerings. A healthcare professional must always refer to operating instructions for complete directions for use indications, contraindications, warnings, cautions, and potential adverse events, before using any of Stryker's products. Products may not be available in all markets because product availability is subject to the regulatory and/or medical practices in individual markets. Please contact your representative if you have questions about the availability of Stryker's products in your area. Specifications subject to change without notice.

Stryker or its affiliated entities own, use, or have applied for the following trademarks or service marks: Stryker Performance-LOAD, Power-LOAD, Power-PRO, ProCare, Smart Equipment Management, SEM, Stryker. All other trademarks are trademarks of their respective owners or holders.

The absence of a product, feature, or service name, or logo from this list does not constitute a waiver of Stryker's trademark or other intellectual property rights concerning that name or logo.

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P +1 269 329 2100
Toll-free +1 800 327 0770
[stryker.com](https://www.stryker.com)

Distributed in Canada by:
Stryker Canada
2 Medicorum Place
Waterdown, Ontario
L8B 1W2
Canada
Toll free 800 668 8323



Power-LOAD[®]
powered fastener system

stryker

Power-LOAD[®] cot compatibility

The Power-LOAD compatibility option is available for the Power-PRO XT, Power-PRO IT and Performance-PRO XT. Power-LOAD and Power-PRO XT with X-Restraints meet dynamic crash test standards for occupant safety* and will automatically charge the Power-PRO XT SMRT battery.



Power-PRO XT



Performance-PRO XT



Power-PRO IT

100%

reduction in cot related injuries saved one service \$545,500 in 4.5 years.⁴

99%

of those surveyed agree our Powered System has made their job easier.⁵

\$69,594

cost of a typical strain injury (\$33,140 direct and \$36,454 indirect costs)⁶

* Meets dynamic crash standards for Power-PRO XT (AS/NZS-4535, BS EN-1789 and SAE J3027 with X-restraints) and Performance-PRO XT (BS EN-1789).



Reduce the risk

of injuries when
loading and
unloading cots

Being an EMS worker is a demanding job, both physically and emotionally. The repetition of loading and unloading cots in and out of an ambulance day after day can take its toll on the body.

1 in 4

EMS workers suffer from a career-ending back injury within the first four years of employment.¹



A vertical yellow and black Stryker cot fastening system is shown on the left side of the page. It features a yellow upper section with the Stryker logo and a black lower section with a red safety hook and a yellow warning triangle.

Proven to save guarantee^{2,3}

100% reduction in
missed safety hooks

At Stryker we stand behind our products. For qualifying purchasers², upon standardization, Stryker offers a program that guarantees at least a **50% reduction** in cot-related injuries pertaining to raising, lowering, loading and unloading cots and **100% reduction** in missed safety hooks while unloading cots with the Power-PRO and Power-LOAD in full power operation. If not, Stryker will refund the price paid for the Power-PRO cots and Power-LOAD cot fastening systems.³

50% reduction
in cot related injuries

Safe

- Dynamically crash tested with the Power-PRO XT cot to meet AS/NZS-4535, BS EN-1789 and SAE J3027, improving caregiver safety in the back of the ambulance.
- Helps minimize patient drops by supporting the cot until its wheels are on the ground.

Durable

- Ergonomically designed to help reduce caregiver injuries, Power-LOAD lifts patients weighing up to 700 pounds.
- Power-LOAD and Power-PRO have been rigorously tested as a system to be reliable throughout the life of the products.

Easy to Use

- Inductively charges your Power-PRO cot SMRT battery when in the transport position.
- Improved guided load and unloaded functionality eliminate the need to steer the cot into and out of the ambulance.
- Wirelessly communicates with your Power-PRO cot to control cot functionality when loading and unloading.



Specifications

Model Number	6390
Length	
Overall length	95 in. (241 cm)
Minimum length	89.5 in. (228 cm)
Width	24.5 in. (62 cm)
Weight	
Total weight	211.5 lb (96.5 kg)
Floor plate assembly	16.5 lb (7.5 kg)
Anchor assembly	23 lb (10.5 kg)
Transfer assembly	67 lb (30.5 kg)
Trolley assembly	105 lb (48 kg)
Maximum weight capacity*	700 lb (318 kg)
Minimum operator required	
Occupied cot	2
Unoccupied cot	1
Recommended loading height	22 in to 36 in (56 cm to 91 cm)
Battery	12VCD, 5 Ah lead acid battery (6390-001-468)

Stryker reserves the right to change specifications without notice.

Warranty

- One-year parts, labor, and travel or two-year parts only
- Lifetime on all welds

Extended warranties available.

7-year service life.

Maintenance agreements are available for service beyond its expected service life.

Stryker Corporation or its divisions or other corporate affiliated entities own, use or have applied for the following trademarks or service marks: **Flex Financial, Performance-PRO, Power-LOAD, Power-PRO, ProCare, Stryker**. All other trademarks are trademarks of their respective owners or holder.

*Maximum weight capacity represents patient weight and accessories. Safe working load of 870 lb (395 kg) represents the sum of the cot total weight and patient.
The Power-LOAD Cot Fastener System is designed to conform to the Federal Specification for the Star-of-Life Ambulance KKK-A-1822.

1. Sanders, Mick J. (2011) Mosby’s Paramedic Textbook (4th ed., p. 36)
2. Please contract your sales representative to see if you qualify for the EMS Guarantee.
3. Subject to the terms and conditions of EMS proven to save guarantee agreement.
4.Reference: Stryker (2018). EMSStat – Norman Regional Health System Case Study (Case Study on Power-PRO XT cots and Power-LOAD cot fastening systems). Retrieved from: <http://ems.stryker.com>
5 Reference: Stryker. (2012). Superior Ambulance Case Study [Case Study on Power-PRO XT cots]. Retrieved from: <http://ems.stryker.com>
6. <https://www.osha.gov/dcspp/smallbusiness/safetypays/estimator.html>. As of August 1, 2018 with a 3% profit margin for strain.

Technical support

Our Technical Support comprises a team of professionals available to help with your Performance-LOAD needs. Contact via phone at 1 800 STRYKER or email at medicaltechnicalsupport@stryker.com

Stryker’s ProCare Services

When lives are at stake, you need someone who takes a proactive approach to keeping your equipment up and running.

Imagine having someone dedicated to managing your equipment, who truly understands the intricacies of EMS and can anticipate your needs before an issue even arises. We’ll make sure your lifesaving devices and back-saving equipment is ready when you need it. With ProCare Service, you can count on trusted experts dedicated to caring for your equipment, so you can focus on what truly matters – saving lives.

All ProCare plans include:

- Stryker original equipment manufacturer parts
- Labor and travel expenses.
- Unlimited repairs to restore equipment to manufacturer specifications
- Responsive support from your field service representative
- Option to include preventive maintenance inspections
- Option to include battery service and replacement

Flex Financial Program

Our financial programs provide a range of smart alternatives designed to fit your organization’s needs. We offer flexibility beyond a cash purchase with payment structures that can be customized to meet budgetary needs and help to build long-term financial stability. Contact your account manager for more information.

3800 E. Centre Avenue
Portage, MI 49002 USA
t: 269 329 2100
toll free: 800 327 0770

www.ems.stryker.com

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 15, 2024**

APPROVE FEMA ASSISTANCE TO FIREFIGHTERS GRANT APPLICATION

The Fire Department wishes to apply for a FEMA Assistance to Firefighters Grant for the acquisition of funds for a new Rescue-Pumper that would replace two (2) existing vehicles, at an estimated cost of \$1,050,000. If awarded this grant, the Town's ESTIMATED cost share per federal guidelines would be \$47,619, based on current costs. This cost share is based on the maximum possible award of \$1,000,000, which is based upon population, per federal guidelines.

Here are links to a few resources regarding the Assistance to Firefighters Grants program

<https://www.fema.gov/grants/preparedness/firefighters/assistance-grants>

https://www.fema.gov/sites/default/files/documents/fema_gpd-fy-2023-afg-notice-of-funding-opportunity.pdf

Proposed Resolution:

BE IT RESOLVED, that the Hebron Board of Selectmen approve a grant application to FEMA Assistance to Firefighters in the amount of \$1,000,000 for the acquisition of a new rescue-pumper, and authorize Andrew J. Tierney, Town Manager, to sign any documents necessary to apply for accept and receive such grant if awarded.

Donna Lanza

From: Peter Starkel
Sent: Friday, February 09, 2024 8:06 AM
To: Donna Lanza
Cc: Andy Tierney; Peter Starkel
Attachments: Hebron_AFG_Microgrant2024.pdf; Power-PRO 2 - Brochure - US-Canada.pdf; Power-LOAD_brochure.pdf

Good Morning:

We would like to be added to the 2/15/24 Board or Selectmen meeting agenda to obtain permission to apply for two (2) FEMA Assistance to Firefighters Grants:

Assistance to Firefighters Micro Grant – “Fire departments and nonaffiliated EMS organizations have a voluntary funding limitation choice (within the application) for any AFG Program Operations and Safety program activity of no more than a cumulative federal share of \$75,000. Micro Grants are not an additional funding opportunity, but applicants may receive additional consideration for an award. The selection of the voluntary Micro Grant option for eligible Operations and Safety activities does not impact an applicant’s request or federal participation under the Vehicle Acquisition or Regional programs.”

1. The Department wishes to apply for a FEMA Assistance to Firefighters Micro Grant for the acquisition of funds for a new stretcher and stretcher power load for one of our ambulances, at an estimated total cost of \$74,740.46. If awarded this grant, the Town’s ESTIMATED cost share per federal guidelines would be \$3,559, based on current costs.
2. The Department wishes to apply for a FEMA Assistance to Firefighters Grant for the acquisition of funds for a new Rescue-Pumper that would replace two (2) existing vehicles, at an estimated cost of \$1,050,000. If awarded this grant, the Town’s ESTIMATED cost share per federal guidelines would be \$47,619, based on current costs. This cost share is based on the maximum possible award of \$1,000,000, which is based upon population, per federal guidelines.

Here are links to a few resources regarding the Assistance to Firefighters Grants program

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Chief Peter J. Starkel

Hebron Fire Department
44 Main Street, PO Box 911
Hebron, CT 06248

Tolland County Deputy Fire Coordinator – HQ 52

2nd Vice President – New England Association of Fire Chiefs,
a Division of the International Association of Fire Chiefs

Assistance to Firefighters Grants

Application Checklist

Completing this checklist will help you prepare your Assistance to Firefighters Grant (AFG) application. Collecting this information beforehand will reduce the time and energy needed to complete your application when the next grant cycle opens.

AFG Program Application Checklist Table 1: SAM.gov Profile

SAM.gov Profile		
<input type="checkbox"/> Is your System for Award Management (SAM) registration current?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> What is the expiration date for your SAM registration?		
<input type="checkbox"/> Do you know your Unique Entity Identifier (UEI) number issued by SAM?		
<input type="checkbox"/> Has your E-Business point of contact in SAM established your organization in the FEMA Grants Outcomes (FEMA GO) System?		
<input type="checkbox"/> Have you registered in the FEMA GO System?		
Search the SAM.gov website to confirm you UEI number matches your SAM.gov registration. You will also find your expiration date through this search. Click here for help with FEMA GO registration.		

AFG Program Application Checklist Table 2: Applicant Characteristics

Applicant Characteristics	
<input type="checkbox"/> Applicant type?	<input type="checkbox"/> Fire Department <input type="checkbox"/> Nonaffiliated Emergency Medical Service (EMS) <input type="checkbox"/> State Fire Training Academy (SFTA)
<input type="checkbox"/> Is this grant application a Regional request? If yes, please list all eligible participating partners POC name(s), POC phone number(s), Employer Identification Number for each partner. Do you have a Memorandum of Understanding (MOU) with the participating partners? If yes, please upload the MOU with your application. <i>Note: Community identification characteristic (e.g., Rural, Urban, Suburban) and the organizational status of the host applicant (e.g., Career, Combination, Volunteer) will be entered and used for the Regional application,</i>	



FEMA

Applicant Characteristics	
<i>regardless of the composition of the participating partners. For additional information on Regional applications and MOU requirements, please refer to the AFG Program Notice of Funding Opportunity.</i>	
<input type="checkbox"/> What kind of organization do you represent?	<input type="checkbox"/> All Paid/Career <input type="checkbox"/> Volunteer <input type="checkbox"/> Combination (Majority Career) <input type="checkbox"/> Combination (Majority Volunteer)
<input type="checkbox"/> How many active firefighters does your department have who perform firefighting duties?	
<input type="checkbox"/> How many of your active firefighters are trained to the level of Firefighter I or equivalent?	
<input type="checkbox"/> Are you requesting training funds in this application to bring 100% of your firefighters into compliance with National Fire Protection Association (NFPA) 1001?	
<input type="checkbox"/> Which of the following standards does your organization meet regarding physicals? If physicals are not required, do not select any option.	<input type="checkbox"/> Meets NFPA or 1582 Standard <input type="checkbox"/> Meets National Transportation Safety Board (NSTB) or U.S. Department of Transportation (DOT) standard
<input type="checkbox"/> How many members in your department are trained to the level of Emergency Medical Responder or Emergency Medical Technician (EMT), Advanced EMT, or Paramedic?	
<input type="checkbox"/> Does your department have a Community Paramedic program?	
<input type="checkbox"/> How many stations are operated by your department?	
<input type="checkbox"/> Does your organization protect critical infrastructure of the state?	
<input type="checkbox"/> Do you currently report to the National Fire Incident Reporting System (NFIRS)? You will be required to report to NFIRS for the entire period of the grant. If yes, make note of your Fire Department Identifier (FDID) number.	
<input type="checkbox"/> Do you offer live fire training?	

AFG Program Application Checklist Table 3: Operating Budget

Operating Budget			
<input type="checkbox"/> What is your operating budget for the current and two previous fiscal years?			
<input type="checkbox"/> What percentage of the declared operating budget is dedicated to personnel costs (salary, benefits, overtime costs, etc.)?			
<input type="checkbox"/> Does your department have any rainy-day reserves, emergency funds, or capital outlay? If yes, what is that			
<input type="checkbox"/> The percentage of your budget derived from: (whole percentage)			
Taxes	%	%	%

Operating Budget			
Bond issues	%	%	%
EMS billing	%	%	%
Grants	%	%	%
Donations	%	%	%
Fund drives	%	%	%
Fee for service	%	%	%
Other (please explain 'Other' portion of the budget)	%	%	%
<p>Total percentage must equal 100%</p> <p><i>Use the information above in your financial narrative. It is important that your application remain consistent throughout. When breaking down the budget, be sure to account for all funding received.</i></p> <p><i>(Budget breakdown should account for 100% of the budget.)</i></p>			
<p>Financial Need Narrative</p> <p>Describe your financial need and how consistent it is with AFG's intent. Include details describing your organization's financial distress such as summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the financial distress is out of your control.</p> <p><i>This section must be no more than 4,000 characters.</i></p> <p>Click here for additional guidance in developing your narrative.</p>			
<input type="checkbox"/> Does your organization intend to apply for an Economic Hardship Waiver? Please attach your request for a waiver to your application.		<input type="checkbox"/> Cost Share <input type="checkbox"/> Maintenance of effort	
<p>Guidance for requesting waivers can be found here: https://www.fema.gov/sites/default/files/2020-04/Eco_Hardship_Waiver_FPS_SAFER_AFG_IB_FINAL.pdf </p>			
Other Funding Sources			
<input type="checkbox"/> This fiscal year, are you receiving federal funding from any other grant program for the same purpose for which you are applying for this grant?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> This fiscal year, are you receiving federal funding from any other grant program regardless of purpose?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

AFG Program Application Checklist Table 4: Applicant and Community Trends

Applicant and Community Trends			
Injuries and fatalities	Most recent full calendar year e.g., 2023	Previous calendar year e.g., 2022	A year before the previous calendar year e.g., 2021
<input type="checkbox"/> What is the total number of fire-related civilian fatalities in your jurisdiction over the past three calendar years?			
<input type="checkbox"/> What is the total number of fire-related civilian injuries in your jurisdiction over the past three calendar years?			
<input type="checkbox"/> What is the total number of line-of-duty member injuries in your jurisdiction over the past three calendar years?			
<input type="checkbox"/> What is the total number of members with self-inflicted fatalities over the past three calendar years?			

AFG Program Application Checklist Table 5: Vehicle Inventory

Vehicle Inventory			
How many vehicles does your organization have in each of the type or class of vehicle listed below?			
You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession.			
<i>Front Line Vehicle: a vehicle that is fully equipped and ready to respond to emergency calls (first due, second due, ready-reserve vehicle). Reserve Vehicle: a vehicle that is not fully equipped and not ready to respond. Do not list vehicles that are permanently out of service.</i>			
Vehicle Inventory <i>List the number of:</i>	Front Line	Reserve	Seated Positions
Engines or Pumpers			
Ambulances			
Tankers or Tenders			
Aerial Apparatus			
Brush/Quick Attack			
Rescue Vehicles			
Additional vehicles			

How many Advanced Life Support response vehicles are in your fleet?			
<input type="checkbox"/> Is your department facing a new risk, expanding service to a new area, or experiencing an increased call volume? If yes, please explain.			

AFG Program Application Checklist Table 6: Community Description

Community Description	
<input type="checkbox"/> Type of jurisdiction served	
<input type="checkbox"/> What type of community does your organization serve?	<input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural
<input type="checkbox"/> What is the square mileage of your first due response zone/jurisdiction served?	
<input type="checkbox"/> What percentage of your primary response area is protected by hydrants?	%
<input type="checkbox"/> What percentage of your primary response area is for the following:	
Agriculture, wild land, open space, or undeveloped properties	%
Commercial/industrial	%
Residential	%
<input type="checkbox"/> What is the permanent resident population of first-due response area?	
<input type="checkbox"/> Do you have a seasonal increase in population?	
If yes, what is your seasonal increase in population (number of people)?	
Community Description Narrative Please describe your organization and/or community that you serve. <i>This section must be no more than 4,000 characters.</i> Click here for additional guidance in developing your narrative.	

AFG Program Application Checklist Table 7: Call Volume

Call Volume
Please provide the total number of incidents that your organization responded to for each year of the previous three calendar year period. Include only those alarms which your organization was a primary responder and not second due or giving mutual aid.

Call Volume			
Note: Each incident must be counted only once regardless of the number of units or agencies that responded to that incident (e.g., a vehicle fire with entrapment and injuries may be counted as a vehicle fire or a rescue call or an EMS call, but not all three).			
Summary			
<i>*How many responses per year by category? (Enter whole number(s) only. If you have no calls for any of the categories, enter 0)</i>	Most recent full calendar year e.g., 2023	Previous calendar year e.g., 2022	A year before the previous calendar year e.g., 2021
NFIRS Series 100: Fire			
NFIRS Series 200: Overpressure Rupture, Explosion, Overheat (No Fire)			
NFIRS Series 300: Rescue & Emergency Medical Service Incident			
NFIRS Series 400: Hazardous Condition (No Fire)			
NFIRS Series 500: Service Call			
NFIRS Series 600: Good Intent Call			
NFIRS Series 700: False Alarm & False Call			
NFIRS Series 800: Severe Weather & Natural Disaster			
NFIRS Series 900: Special Incident Type			
Fire			
<i>* How many responses per year by category? (Enter whole number(s) only. If you have no calls for any of the categories, Enter 0)</i>	Most recent full calendar year e.g., 2023	Previous calendar year e.g., 2022	A year before the previous calendar year e.g., 2021
Of the NFIRS Series 100 calls, how many are "Structure Fire" (NFIRS Codes 111- 123)?			
Of the NFIRS Series 100 calls, how many are "Vehicle Fire" (NFIRS Codes 130-138)?			
Of the NFIRS Series 100 calls, how many are "Vegetation Fire" (NFIRS Codes 140- 143)?			
What is the total acreage of all vegetation fires? Enter whole numbers only. If you have no vegetation fires, enter 0.			
Rescue and Emergency Medical Service Incidents			
<i>* How many responses per year by category? (Enter whole number(s) only. If you have no calls for any of the categories, Enter 0)</i>	Most recent full calendar year e.g., 2023	Previous calendar year e.g., 2022	A year before the previous calendar year e.g., 2021
Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)?			
Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)?			
Of the NFIRS Series 300 calls, how many are "Rescues" (NFIRS Codes 300, 351, 353-381)?			

Call Volume			
How many EMS-BLS Response Calls?			
How many EMS-ALS Response Calls?			
How many EMS-BLS Scheduled Transports?			
How many EMS-ALS Scheduled Transports?			
How many Community Paramedic Response Calls?			
Mutual and Automatic Aid			
<i>* How many responses per year by category? (Enter whole number(s) only. If you have no calls for any of the categories, enter 0)</i>	Most recent full calendar year e.g., 2023	Previous calendar year e.g., 2022	A year before the previous calendar year e.g., 2021
How many times did your organization receive mutual aid?			
How many times did your organization receive automatic aid?			
How many times did your organization provide mutual aid?			
How many times did your organization provide automatic aid?			
Of the Mutual and Automatic Aid responses, how many were structure fires?			

AFG Program Application Checklist Table 8: Grant Request Details

Grant Request Details		
<input type="checkbox"/> Are you requesting a Micro Grant? A Micro Grant is limited to \$50,000 in federal resources.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Add Activity to Request Details	<input type="checkbox"/> Equipment <input type="checkbox"/> Modify Facilities <input type="checkbox"/> Personal Protective Equipment (PPE) <input type="checkbox"/> Training <input type="checkbox"/> Wellness and Fitness <input type="checkbox"/> Grant Writer Fee <input type="checkbox"/> Vehicle Acquisition	
<p><i>Please note that Fire Department and nonaffiliated EMS applicants applying for Operations and Safety Activities (Equipment, PPE, Modify Facilities, Wellness and Fitness, and Training) and that wish to apply for a vehicle must start a separate application. The number of applications that can be submitted in the same application cycle is limited based on the type of applicant/application selected. Please refer to the AFG funding notice for details.</i></p>		

Grant Request Details	
<input type="checkbox"/> Add Narratives to the Selected Activity <i>Note: each narrative section must be no more than 4,000 characters.</i> Click here for additional guidance in developing your narrative.	<input type="checkbox"/> Project Description and Budget Narrative <input type="checkbox"/> Cost Benefit Narrative <input type="checkbox"/> Statement of Effect on Operations Narrative
<input type="checkbox"/> Add Item(s) to Selected Activity	Select items based on Activity (add quantity, unit price, budget class and description of item requested). Please see examples of questions below.
<input type="checkbox"/> Answer additional questions based on Activity/item selected	Additional questions vary based on the item and activity selected. Please see examples of questions below.

AFG Program Application Checklist: Examples of Additional Questions Based on Selected Activity

Additional Questions Table 1: Equipment Activity

Equipment Activity		
1. Add Item to Equipment Activity Add quantity, unit price, budget category and description of the item.		
What is the purpose of this request?	<input type="checkbox"/> Obtain equipment to achieve minimum operational and deployment standards for existing missions <input type="checkbox"/> Replace noncompliant equipment to current standard <input type="checkbox"/> Obtain equipment for new mission <input type="checkbox"/> Upgrade technology to current standard	
<input type="checkbox"/> Will the equipment being requested bring the organization into voluntary compliance with a national standard? In your narrative statement, please explain how this equipment will bring the organization into voluntary compliance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> At what level of service will this equipment be used if awarded this grant?	Select appropriate option	
<input type="checkbox"/> Is your department trained in the proper use of the equipment being requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Are you requesting funding to be trained for this item(s)? (Funding for requested training should be requested as additional funding.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> If you are not requesting training funds through this application, will you obtain training for this equipment through other sources?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Questions Table 2: Modify Facilities Activity

Modify Facilities Activity			
1. Add Project to Modify Facilities Activity <i>Note: Additional Funding project must complement the Facility project. Do not select Additional Funding only.</i>		<input type="checkbox"/> Facility <input type="checkbox"/> Additional Funding	
Facility Identification			
Does this facility have a fire alarm system?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does this facility have a fire sprinkler system?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does this facility have a diesel/smoke removal system?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> When did the last major renovation to this facility occur? Please enter date built if no renovations have occurred.			MM/DD/YYYY
2. Add Item to the selected Project		<input type="checkbox"/> Air Quality System(s) <input type="checkbox"/> Generator(s) (fixed/primary/backup) <input type="checkbox"/> Source Capture Exhaust System(s) <input type="checkbox"/> Sprinkler System(s) <input type="checkbox"/> Smoke/Carbon Monoxide/Alarm System(s)	
<input type="checkbox"/> What is the square footage of the area that your modification will directly affect?			
<input type="checkbox"/> Does the facility you wish to modify have a drive-through bay?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> What is the age of the facility that is being modified?			
<input type="checkbox"/> What type of facility will be modified?		<input type="checkbox"/> Station with sleeping quarters (to include marine fire facilities) <input type="checkbox"/> Station without sleeping quarters <input type="checkbox"/> Training facilities <input type="checkbox"/> Dispatch, administrative, maintenance, storage	
<input type="checkbox"/> What is the level of occupancy for the facility you wish to modify? <i>Note: The occupancy is defined by the number of hours the facility is used within a single 24-hour time period.</i>		<input type="checkbox"/> Full-Time (24/7) <input type="checkbox"/> Part-Time (daily, but not 24/7) <input type="checkbox"/> Occasional	
If requesting Source Capture Exhaust System: <input type="checkbox"/> Will the installation of this unit upgrade, replace, or refurbish an existing system in place?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Questions Table 3: PPE Activity

PPE Activity		
1. Add Item to PPE		
Add quantity, unit price, budget category, and description of the item		
<input type="checkbox"/> What is the purpose of this request?	<input type="checkbox"/> Increase supply for new hires and/or existing firefighters that do not have one set of turnout gear (PPE) or allocated seated positions (Self-Contained Breathing Apparatus [SCBA]). This includes replacing out of service PPE-Turnout Gear and SCBA. <input type="checkbox"/> Replace in-service or in-use damaged/unsafe/unrepairable PPE/SCBA to meet current standard. <input type="checkbox"/> Replace in-service/in-use/expired/noncompliant PPE/SCBA to current standard. <input type="checkbox"/> Replace PPE and SCBA to upgrade technology	
Are you requesting for members that currently do not have above-mentioned item? (for PPE only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your department trained in the proper use of the PPE/SCBA being requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you requesting funding for training for this PPE/SCBA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are not requesting training funds through this application, will you obtain training for this PPE/SCBA through other sources?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How many of your on-duty active members currently have PPE that meets applicable NFPA and Occupational Safety and Health Administration (OSHA) standards? Or how many of your seated riding positions currently have compliant SCBA assigned to it?		
<input type="checkbox"/> When requesting PPE (any PPE other than SCBA), what are the ages of your PPE in years?	Years Old	# of items
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	

PPE Activity				
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			
	21			
	22			
	23			
	24			
	25 or older			
When requesting SCBA, to which edition(s) of the NFPA standard are your SCBA compliant?				
Year	Current Inventory		Being Replaced	
	SCBA	Cylinder	SCBA	Cylinder
2018 Edition				
2013 Edition				
2007 Edition and older				
Obsolete/non-compliant				

Additional Questions Table 4: Training Activity

Training Activity	
1. Add Project to the Training Activity	
Provide a detailed description of the training program you selected.	
Generally, this program can best be categorized as:	<input type="checkbox"/> Training that is evaluated using national or state standards <input type="checkbox"/> Training that does not result in certification
How many personnel will be trained by this program?	
Generally, the training program provided under this grant will:	<input type="checkbox"/> Bring your department into compliance with recommended NFPA or other national standards <input type="checkbox"/> Bring your department into compliance with mandates from national, state, or local training requirements <input type="checkbox"/> Address an identified risk for your department or community

Training Activity		
Will this training enhance your ability to perform mutual aid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this training include members from other fire departments and/or nonaffiliated EMS organizations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this training be:	<input type="checkbox"/> Instructor-led <input type="checkbox"/> Self-directed/test-validated <input type="checkbox"/> None of the above	
2. Add Item to the selected Training Project Enter quantity, unit price, budget category, and description		

Additional Questions Table 5: Wellness and Fitness Activity

Wellness and Fitness Activity			
1. Add Project to Wellness and Fitness Activity <i>Note: Applicants that have some of the Priority 1 programs in place must apply for funds to implement the missing Priority 1 programs before applying for funds for any additional program or equipment within this activity. Please refer to the AFG funding notice for additional information.</i>			
	Does your organization currently offer this activity?	Will this program be mandatory?	Will this program be offered to all?
Initial Physical Exam	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job-Related Immunization Program	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Periodic Physical Exam/Health Screening	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Behavioral Health NFPA 1500 or equivalent	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cancer Screening Program/Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Add item to the selected Project Enter quantity, unit price, budget class, and description			

Additional Questions Table 6: Vehicle Acquisition Activity

Vehicle Acquisition Activity			
1. Add Item to Vehicle Acquisition Enter quantity, unit price, budget class, and description <i>If applying for more than one vehicle, please select 'Add item to vehicle acquisition' again for separate narrative sections and questions.</i> <i>If Additional Funding for the vehicle acquisition is needed, please use '+Add cost' link located above vehicle description.</i>			
Please provide the model year, pumping capacity, and carrying capacity for each vehicle within your organization's inventory. The list of vehicles will be prepopulated based on your inputs to the Applicant and Community trends section of the application.			
Vehicle Type or Class	Model Year (e.g., 2002)	Pumping Capacity (GPM)	Carrying Capacity (gallons)
Add Item to Vehicle Acquisition Activity			
Is the vehicle you propose to buy:		<input type="checkbox"/> Replacement of an existing apparatus <input type="checkbox"/> New purchase	
Do you have a driver-training program equivalent to national or NFPA standards?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you requesting funding for training specific to the vehicle acquisition?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If awarded, will you develop and/or enforce standard operating policies/procedures that require: 1) all occupants to use seatbelts, 2) all drivers of the recipient's apparatus must adhere to all traffic signs, signals, and state traffic regulations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this vehicle be used on Automatic and/or Mutual Aid?		<input type="checkbox"/> Automatic Aid <input type="checkbox"/> Mutual Aid <input type="checkbox"/> Both <input type="checkbox"/> None	
<input type="checkbox"/> How many vehicles of this type or class in your fleet were manufactured prior to 2002?			
If applying for fire apparatus, was the vehicle you are requesting to replace built before the applicable NFPA vehicle standard from 1992?			<input type="checkbox"/> Yes <input type="checkbox"/> No

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 15, 2024**

APPROVE AHM YOUTH AND FAMILY SERVICES FY 2024-2025 BUDGET

Proposed Motion:

Move that the Hebron Board of Selectmen approve Hebron's share of the FY 2024-2025 Andover, Hebron and Marlborough Youth and Family Services budget in the amount of \$312,246 and include this amount in the Town of Hebron's FY 2024-2025 Budget.

AHM YOUTH & FAMILY SERVICES
FY 2024-2025
PROPOSED BUDGET

ACCOUNT	FY 24-25 INCOME	FY 23-24 INCOME	Variance
4000 · Federated Campaigns	-	2,500	(2,500)
4100 · Fundraising Events	-	-	-
4120 · Fall - Auction & Concert	10,000	10,000	-
4130 · Winter - Holiday Auction	9,000	9,000	-
4140 · Spring - Annual Appeal	53,000	53,000	-
4150 · Summer - Golf Tourn.	26,500	26,500	-
4160 · Fundraising Events	16,400	12,900	3,500
4400 · Government Grants	-	-	-
4440 · Local	15,160	2,000	13,160
4450 · State	173,021	180,462	(7,441)
4460 · Federal	31,250	125,000	(93,750)
4500 · Coporate/Foundations/Individual	-	-	-
4510 · Corporate	3,000	3,000	-
4520 · Donor Advised Funds	-	-	-
4525 · Faith Based	5,900	7,450	(1,550)
4530 · Foundations/Trust	20,500	7,000	13,500
4540 · Individual	16,055	14,650	1,405
4550 · Legacy/Bequest	-	-	-
4560 · Non-profit	13,500	15,950	(2,450)
4570 · Small Business	-	1,000	(1,000)
4700 · Program Service Revenue	-	-	-
4710 · Program Revenue	429,060	407,740	21,320
4720 · Local Service Contracts	976,467	910,179	66,288
Andover	102,528	97,002	5,525
Hebron	312,246	296,552	15,693
Marlborough	211,308	202,713	8,595
4730 · State Service Contracts	-	-	-
4740 · Federal Service Contracts	-	-	-
4800 · Investment Income	-	-	-
4810 · Interest/Dividends	42,505	41,088	1,417
TOTAL INCOME	1,841,318	1,829,419	11,900

(0)

ACCOUNT	FY 24-25 EXPENSE	FY 23-24 EXPENSE	Variance	
5100 · Personnel	-	-	-	
5110 · Salaries/Wages	1,218,905	1,214,644	4,262	
5111 · COLA/Increases	36,567	60,732	(24,165)	
5120 · FICA - Medicare/Soc. Sec.	93,246	92,920	326	
5130 · CT - Unemployment	16,000	8,500	7,500	
5200 · Fringe Benefits	-	-	-	
5210 · Health Insurance	63,000	94,000	(31,000)	(0.33)
5215 · HSA Contributions	6,250	11,245	(4,995)	
5220 · Dental Insurance	-	-	-	
5230 · STD/LTD Disability Ins.	4,500	6,500	(2,000)	
5240 · Workers' Comp Ins.	1,500	5,500	(4,000)	
5250 · 401K - Match	35,000	34,000	1,000	
5260 · 401K - Discretionary	22,000	25,000	(3,000)	
6000 · Professional/Contractual	-	-	-	
6010 · Investment Mgt.	3,500	15,000	(11,500)	
6020 · Accounting	15,000	15,000	-	
6030 · Legal	2,000	2,000	-	
6040 · Contractor Services	76,200	67,939	8,261	0.12
6100 · Advertising/Promotion	6,000	2,350	3,650	
6200 · Office Expense	-	-	-	
6210 · Program Supplies	87,800	45,000	42,800	
6220 · Office Supplies	8,500	5,000	3,500	
6230 · Telephone	1,750	2,533	(783)	
6240 · Postage/Shipping	2,200	1,400	800	
6250 · Equipment Rental	3,000	2,500	500	
6255 · Printing	7,500	2,145	5,356	
6260 · Bank Fees	1,400	1,532	(133)	
6270 · Credit Card Processing	7,700	3,000	4,700	
6275 · Awards/Recognition	7,000	3,000	4,000	
6280 · Recruiting/Pre-Employment	2,500	2,000	500	
6300 · Technology	-	-	-	
6310 · Tech. Gen	17,760	21,643	(3,883)	
6320 · Hardware	2,500	1,500	1,000	
6330 · Tech Support	9,000	9,000	-	
6400 · Occupancy	-	-	-	
6410 · Utilities	17,500	13,015	4,485	
6420 · Maintenance & Repairs	15,000	14,000	1,000	
6430 · Property Insurance	-	4,700	(4,700)	
6500 · Travel	-	-	-	
6510 · Airfare	2,500	2,500	-	
6520 · Lodging	5,500	5,500	-	
6530 · Mileage	600	500	100	
6540 · Per Diem	1,500	1,000	500	
6550 · Ground Transportation	1,000	1,500	(500)	
6600 · Professional Development	8,400	9,000	(600)	
6900 · Insurance	-	-	-	
6910 · Liability Ins.	12,500	12,058	443	
6920 · D&O Ins.	6,300	2,886	3,414	
6930 · Prof. Liability Ins.	8,000	2,637	5,363	
6940 · Auto Ins.	-	300	(300)	
6980 · Membership/Dues	4,240	4,240	-	
Total Expenses	1,841,319	1,829,419	11,900.17	
Operating Expenses	180,349.95	163,438.72	16,911.23	10%

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

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

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

<https://meet.goto.com/549205909>

You can also dial in using your phone.

Access Code: 549-205-909

United States: [+1 \(408\) 650-3123](tel:+14086503123)

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

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Thursday, March 7, 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) |
| 7:15 p.m. | 6. APPOINTMENTS AND RESIGNATIONS

a) Hebron Board of Education Appointment
b) Green Committee Resignation |
| 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) Department of Public Works Action Committee Update
- c) Current Public Works Facility Update
- d) Discuss Town Manager's Annual Evaluation
- e) Any Other Old Business

8:00 p.m. 9. NEW BUSINESS

- a) Approve NCAAA Hebron Outreach and Social Support Services Grant Application
- b) Approve NCAAA Hebron Therapeutic Activity Grant Application
- c) Approve NCAAA Hebron Transportation Grant Application
- d) Draft Agenda for March 21, 2024 Meeting
- e) 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 February 15, 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 15, 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 29, 2024 – ARPA Workshop
- 10.a.2 February 1, 2024 – Public Hearing
- 10.a.3 February 1, 2024 – Regular Meeting

b) APPROVAL OF TAX REFUNDS

- | | |
|--------------------------------------|------------|
| 10.b.1 Donald Eddy & Kozue Matsumoto | \$ 105.72 |
| 10.b.2 Jaime Ellis | \$1,946.93 |

TOWN OF HEBRON
BOARD OF SELECTMEN
ARPA Workshop (Virtual)
Monday, January 29, 2024 - 7:00 PM

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HEBRON TOWN CLERK

MINUTES

ATTENDENCE:

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

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

Guests: Terry McManus, John Matra, Ken Jardin

1. Call to Order

2. Pledge of Allegiance

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

3. Public Comment

None.

4. ARPA Project Update & Review

A. Tierney reviewed ARPA project updates, included in the agenda. The BoS discussed the spreadsheet used to manage that information. It was agreed that adding another column, indicating a contact person or party responsible for each project, would be beneficial to tracking progress. Moving completed projects to a separate section was also discussed. D. Lanza reported work continues on a hybrid meeting space at Town Hall, with a test meeting hopefully to be conducted in February. A previously approved request of roughly \$14,000 (for installation of a generator at the Senior Center) will be returned to ARPA, as the intended generator from the WPCA is oversized. The BoS discussed reserve funds, agreeing upon a target of \$300,000.

Following a question from D. Larson, M. Bordeaux reviewed several projects from a Planning perspective, explaining that each has unique permitting and review requirements, resulting in varying timeframes to completion. P. Kasper noted a BoS-provided priority list may be helpful to town staff, indicating the order in which projects should be addressed.

5. ARPA Project Funding Adjustments

Proposed resolution by K. Petit that the Hebron Board of Selectmen approve the following adjustments to previously approved ARPA projects:

TOWN OF HEBRON
BOARD OF SELECTMEN
ARPA Workshop (Virtual)
Monday, January 29, 2024 - 7:00 PM

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- **Returning \$14,000 (reserved for the Senior Center generator switch gear) to the ARPA fund**

The resolution passed unanimously (5-0).

6. ARPA Project Approvals

The BoS will continue to hold off new project approvals at this time.

7. Adjournment

Motion by K. Petit and seconded by P. Kasper to adjourn at 8:26 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)

**TOWN OF HEBRON
BOARD OF SELECTMEN**

**Public Hearing (Virtual)
Thursday, February 1, 2024 - 6:30 PM**

FY 2019 Small Cities Community Development Block Grant Program

2024 FEB -2 A 11: 01
212 ASD
HEBRON TOWN CLERK

MINUTES

ATTENDENCE:

Board of Selectmen (Present): Peter Kasper (Chair), Dan Larson, Tiffany Thiele

Staff: Andrew Tierney (Town Manager), Donna Lanza

Guests: Florence O'Sullivan, Peter Testa

1. Introduction

P. Kasper began at 6:30 p.m. and led the Pledge of Allegiance. The purpose of the hearing is to update residents on the status of projects funded via the Small Cities Community Development Block Grant for renovations to Stonecroft Village. P. Kasper introduced consultant Peter Testa, who provided an overview.

2. Discussion

Hebron was awarded \$700,000 for FY 2019. A revised scope of work, requested by the Department of Housing, resulted in the following improvements:

- | | |
|--|---|
| • Conversion of 5 non-ADA units to ADA compliant units | • Upgrades to all building hallway heaters |
| • Site drainage | • Replacement of flooring in all building hallways |
| • Window replacement | • Replacement of generator for building D |
| • Site lighting | • Installation of new generators for remaining five buildings |
| • Security camera system | |
| • Replacement of all domestic water piping with PEX piping | |

The increase in scope required additional funding, including:

- \$400,000 (Received by the Town from DOH)
- \$497,550 (Received by the Housing Authority from CHFA)

Other funding sources:

- \$84,000 (ARPA)
- \$8,323.20 (Crowd funding)
- \$15,687.92 (Eversource energy incentive for window installation)

A project agreement between the Town and A-Preferred Roofing & Contracting was signed January 11, 2023. Following one change order, the total construction cost is \$1,445,886.

Work is substantially complete, with installation of 3 generators and punch list items remaining. 25 units are occupied by low-moderate income individuals.

**TOWN OF HEBRON
BOARD OF SELECTMEN**

Public Hearing (Virtual)

Thursday, February 1, 2024 - 6:30 PM

FY 2019 Small Cities Community Development Block Grant Program

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HEBRON TOWN CLERK

Following a question from D. Larson, P. Testa reported a \$71,000 contingency was built in to the budget, covering any overages. Remaining funds will be returned to CHFA at the project's conclusion. F. O'Sullivan noted ADA compliance improvements took longer than anticipated, resulting in several units being empty (and thus not generating rent income) for many months. All but one of those units are now filled. She thanked the Town for their assistance.

3. Conclusion

P. Kasper closed the hearing at 6:48 p.m.

Respectfully submitted,
Hannah Walcott

TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, February 1, 2024 - 7:00 PM

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MINUTES

ATTENDENCE:

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

Staff Present: Andrew Tierney, Donna Lanza, Dori Wolf, Matthew Bordeaux, Peter Starkel

Guests: Amy D'Amaddio, Grace and Nickie Collins, Lilli Rhodes, Rebecca Tamsin, Ron Kolanowski, Tonya Maurer, Adam Ockman, Cathy McSweeney, Community Voice Channel, Donna Jolly, John Matra, Kathy, Sue Smallidge, Terry McManus

1. Call to Order

2. Pledge of Allegiance

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

3. Additions and Changes to Agenda

Following a request from A. Tierney, the BoS agreed to move items 9.A through 9.E (New Business) to immediately follow item 8.B (Old Business).

4. Public Comment

A. Grace Collins – Gave support to the proclamation on tonight's agenda, stating such measures help people in town feel safe, heard, and included.

B. Lilli Rhodes – Also expressed support for the proclamation.

C. Nickie Collins – Stated she is happy to see the steps the Town is taking to increase diversity, including tonight's proclamation.

D. Amy D'Amaddio – Gave support for the proclamation, and thanked BoS members T. Thiele and C. Riley for writing it.

5. Good to Know/Special Recognition

A. Black History Month Proclamation

C. Riley and T. Thiele read the following proclamation:

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

TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
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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 the 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.

Motion by C. Riley to approve the proclamation for African American History Month. The motion passed unanimously (5-0).

6. Appointments and Resignations

TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, February 1, 2024 - 7:00 PM

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A. Parks & Recreation Resignation

Motion by K. Petit 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. The motion passed unanimously (5-0).

B. Commission on Aging Appointments

Motion by P. Kasper 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. The motion passed unanimously (5-0).

Motion by P. Kasper 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. The motion passed unanimously (5-0).

7. Town Manager's Report

A grant in the amount of \$985,200 was received for improvements to Jones Street. A recent ad campaign will keep Views magazine afloat for the time being. An initial CIP budget was included in the agenda, and will be discussed further at the next meeting. A new children's librarian was hired. Kickoff meetings for the Route 316/Route 66 intersection project and the Wall Street sidewalk project have occurred, with work anticipated to begin in the spring.

8. Old Business

A. ARPA Funds Update

The ARPA project spreadsheet was updated following last week's workshop. M. Bordeaux discussed the pickleball courts, identified as a priority ARPA project. Following consultation with Parks and Rec as well as Town officials, he is recommending a two-phase project to build a total of 6 courts at St. Peter's Field, adjacent to Hebron Elementary. Phase one would be the initial design and construction of 3 courts, with 3 more in future. Site search requirements, future improvements, and design/construction considerations were reviewed. It was noted the existing ballfield is undersized and underutilized, and could be effectively transitioned to a new town asset. M. Bordeaux believes the project could be under construction this calendar year, and requested BoS approval to move forward with this location. Next steps would include expenditures for survey, engineering, and design services, as well as filing for permits. \$118,000 of ARPA funds have been designated for this project, and no additional funds are being sought.

TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
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Motion by P. Kasper to authorize the Town to move forward with development of the pickleball courts, as outlined in the ARPA fund project, at what is identified as St. Peter's Field. The motion passed unanimously (5-0).

B. Parks and Recreation Park Policies Update

Proposed updated park policies were included in the agenda, with A. Tierney recommending their adoption, except in one area. He recommends elimination of Section 23 – Firearms. Several BoS members expressed hesitation to remove that section. There was discussion on ambiguity in the policy, police enforcement and policies in neighboring towns.

D. Larson proposed the following resolution:

Be it resolved by the Hebron Board of Selectmen that, pursuant to Town Code Chapter 272, Section 272-1, the Park and Open Spaces Policies (Attachment 272 A) are hereby amended and approved as amended, the amendment being “with the exception that Section 23 be eliminated from the policy, and that state laws become the directive for that section.” The resolution failed (2-3, with P. Kasper and D. Larson voting AYE and T. Thiele, K. Petit, and C. Riley voting NAY.)

D. Larson proposed the following resolution:

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

Discussion:

K. Petit offered a friendly amendment, striking the words “firearms of any kind” from Section 23a.

D. Larson proposed the following resolution:

Be it resolved by the Hebron Board of Selectmen that, pursuant to Town Code Chapter 272, Section 272-1, the Park and Open Spaces Policies (Attachment 272 A) are hereby amended and approved, the amendment being the striking of “firearms of any kind” from Section 23. The resolution passed (4-1, with P. Kasper voting NAY.)

9. New Business

A. Approve Connecticut Water Firefighter Support Grant Application

Motion by D. Larson 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

TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, February 1, 2024 - 7:00 PM

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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. The motion passed unanimously (5-0).

B. Approve Hero Fund USA Grant Application for Fire Department

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

C. Approve Agreement Between the Town of Hebron and the Connecticut River Valley Chamber of Commerce

M. Bordeaux discussed the proposal. Both he and the Economic Development Commission are recommending its adoption.

Motion by K. Petit that the Hebron Board of Selectmen authorize Andrew J. Tierney, Town Manager, to enter into the "Membership Agreement Between the Connecticut River Valley Chamber of Commerce and the Town of Hebron, Connecticut". The motion passed unanimously (5-0).

D. Housing Choices Advisory Committee

M. Bordeaux briefed the BoS on his recommendations for appointments. The item will be continued on the next meeting agenda.

E. Approve Conservation Easement at 46-8A North Street

A proposed single-family dwelling would require improvements to the access road.

M. Bordeaux stated the Conservation Commission is recommending adoption of an easement, providing a buffer between the access drive and regulated areas.

Motion by T. Thiele 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 09-08-2023, revised 11-21-2023". The motion passed unanimously (5-0).

10. Old Business

C. Department of Public Works Action Committee Update

TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, February 1, 2024 - 7:00 PM

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P. Kasper reported ongoing discussions with Eversource regarding a potential land acquisition. The DPWAC will hold a meeting on Monday, February 5. A finalized communications plan and updates to information on the Town website are forthcoming.

D. Charter Revision Commission Update

A list of confirmed candidates for the CRC was included in the agenda, with formal action anticipated at the next meeting.

E. Discuss Town Manager's Annual Evaluation

P. Kasper shared a proposed evaluation document, assessing the Town Manager across areas including financial management, town services, emergency management, special projects/initiatives, staff management, and communications. The BoS discussed soliciting feedback from department heads and town staff. C. Riley suggested exploring professional development opportunities as well. T. Thiele noted the importance of a written record of staff input. K. Petit suggested adding strategic and tactical goals for each section of the evaluation.

11. New Business

F. Approve Transfer Station/Recycling Center Disposal Rates

Motion by P. Kasper 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. The motion passed unanimously (5-0).

G. FY 2024-2025 CIP Budget Review

Initial CIP budget requests total \$3,282,397. A. Tierney has begun trimming it down, and anticipates a lower figure for approval at the next meeting. He intends to apply for a grant covering the purchase of a million-dollar firetruck.

12. 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 18, 2024 – Regular Meeting

TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Virtual)
Thursday, February 1, 2024 - 7:00 PM

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B. Approval of Tax Refunds

- | | |
|---------------------|-----------|
| 1. Michael Sheridan | \$ 154.59 |
| 2. P Morgan Chase | \$ 552.76 |

13. Liaison Reports

- A. AHM – P. Kasper noted the next meeting is February 12.
- B. Hebron BoE – T. Thiele noted 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 reported the Town has received reimbursement for costs related to the Connelly case. Finance Director Elaine Griffin has retired after 31 years of service to Hebron.
- D. OSLAC – K. Petit reported the next meeting is February 7.
- E. RHAM BoE – C. Riley reported the first budget proposal was presented on January 22.

14. Public Comment

None.

15. Adjournment

Motion by T. Thiele and seconded by C. Riley to adjourn at 9:26 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)