

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 21, 2024, 7:00 PM (America/New York)

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2024 MAR 14 A 11:40
HEBRON TOWN CLERK

Thursday, March 21, 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) Public Service Award - Natalie Wood

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

a) Poet Laureate Appointment

b) Planning and Zoning Commission 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) Discuss Town Manager's Annual Evaluation ***
- d) Any Other Old Business

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

7:45 p.m. 9. NEW BUSINESS

- a) Plan of Conservation and Development
- b) Approve Revised Job Description: Financial Administrator
- c) Draft Agenda for April 4, 2024 Meeting
- d) Any Other New Business

7:55 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 March 5, 2024 – Regular Meeting – Budget Workshop

10.a.2 March 7, 2024 – Regular Meeting

b) **TAX REFUNDS**

8:00 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

8:10 p.m. 12. PUBLIC COMMENT

8:15 p.m. 13. ANTICIPATED EXECUTIVE SESSION

- a) Personnel Matter: Town Manager's Annual Evaluation

9:00 p.m. 14. ADJOURNMENT



**TOWN OF HEBRON
CERTIFICATE OF RECOGNITION**

AWARDED TO

NATALIE A. WOOD

With sincere appreciation for her many years of dedicated service to the

TOWN OF HEBRON

Planning & Zoning Commission

(1989-2003 & 2008-2024) Chairman 2017-2023

Capital Improvement Program Committee (2011-2015)

Justice of Peace (2009-2024)

Republican Town Committee (2002-2006 & 2010-2024)

Dated at Hebron, Connecticut this 21st day of March, 2024.

***Peter D. Kasper, Chairman
Board of Selectmen***

***Andrew J. Tierney
Town Manager***

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

APPOINTMENTS AND RESIGNATIONS

a. Poet Laureate Appointment

Proposed Motion:

Move that, in accordance with Town Code Chapter 98, section 98-4 c. and as recommended by the Douglas Library of Hebron Board of Trustees, the Hebron Board of Selectmen appoint Larry Zimmerman as Town Poet Laureate for a one year term (March 31, 2025).

b. Planning and Zoning Commission Resignation

Proposed Motion:

Move that the Hebron Board of Selectmen accept the resignation of Natalie Wood from the Hebron Planning and Zoning Commission with regret and thanks for her many years of dedicated service. The resignation will be effective March 31, 2024. The Selectmen designate Friday, March 29, 2024, as the posting date for the vacancy notice. The 35th and final day by which nominations shall be received is Friday, May 3, 2024.

Douglas Library of Hebron
Board of Trustees
Hebron Poet Laureate

March 14, 2024

Dear Andy,

Back in 2019 the Board of Trustees of the Douglas Library discussed the creation of a Poet Laureate position in Hebron. We proposed an ordinance for consideration by the BOS to include creation, duties and the selection process of a Poet Laureate. Chapter 98 Poet Laureate was adopted by the Town of Hebron on January 16, 2020.

Following various delays, the Board of Trustees sponsored 4 poetry gatherings at the library – the first being on April Fool’s Day 2023, and the fourth one on Leap Year 2024. We publicized the Poet Laureate position and the availability of applications for such.

Recently, the Poet Laureate Committee selected an individual to recommend to the Board of Trustees as Hebron’s first Poet Laureate. At the Trustees meeting on March 11, 2024, Larry Zimmerman was approved to serve as the Hebron Poet Laureate.

It is the Board of Trustees pleasure to recommend to the Board of Selectmen that Larry Zimmerman be appointed as Hebron’s first Poet Laureate.

We appreciate your action on this request.

Mary Ann Foote, Chairman
Poet Laureate Committee

Cc: Board of Trustees
Board of Selectmen
Donna Lanza

Town of Hebron, CT
Tuesday, March 12, 2024

Chapter 98. Poet Laureate

[HISTORY: Adopted by the Town of Hebron 1-16-2020. Amendments noted where applicable.]

§ 98-1. Establishment of position of Poet Laureate.

The position of Poet Laureate is hereby established in the Town of Hebron. The title of the position shall be "Hebron Poet Laureate." The administration of the position of poet laureate shall be under the direction of the Board of Trustees of the Douglas Library of Hebron.

§ 98-2. Purpose.

The roles and responsibilities of the Poet Laureate may include, but not be limited to, the following:

- A. Implement in conjunction with the Board of Trustees a community outreach and education program to encourage the appreciation, writing, reading, and performance of poetry within the Town of Hebron.
- B. Participate in events each year to encourage the writing, reading and performance of poetry by providing public poetry readings, workshops, lectures and/or presentations.
- C. Promote literacy through poetry in schools and foster the development of a youth poetry initiative with the goal of providing a system and platform for emerging young poets to present their works in conjunction with Library- and Town-sponsored events.
- D. Commemorate the Town of Hebron by composing poetry that speaks to, for, and of our Town.

§ 98-3. Qualifications; terms; honorarium.

- A. The Poet Laureate shall meet the following eligibility requirements:
 - (1) Be at least 18 years of age and a resident of Hebron for at least one year.
 - (2) Demonstrate the following:
 - (a) Excellence as evidenced by submitted poetry samples.
 - (b) Excellence in his/her profession as evidenced by a history of publications in journals and books, awards, honors, fellowships, and/or recognition.
 - (c) Advancement of poetry in the Hebron area as demonstrated by a history of activity in the area's literary community through teachings, readings, publications, and/or public presentations.
- B. The Poet Laureate shall serve a term of one year, with potential for extension of two additional years, as recommended by the Board of Trustees.
- C. The position of Hebron Poet Laureate is an honorary position, and the individual shall not receive any monetary compensation from the Library or Town.
- D. The Board of Trustees of the Douglas Library of Hebron shall retain the license to use, reproduce and compile any work created for the Town by the Poet Laureate in his/her official capacity.

§ 98-4. Selection.

- A. The selection of the Poet Laureate shall be made based on the qualifications set forth in the previous section.

- B. The selection of the Poet Laureate shall be recommended to the Board of Trustees by a committee comprised of two members of the Board of Trustees, two to three teachers from RHAM and Hebron Elementary Schools, a Hebron Selectperson, with potential for representation by the Connecticut Coalition of Poets Laureate and the, as yet unformed, Arts Council.
- C. The Poet Laureate shall be recommended by the Board of Trustees, and appointed by the Board of Selectmen.

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

1. Resignation from Elective Office:

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

2. Filing Vacancies in Elective Office:

2.1. Notification

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

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

2.2. Nomination Period

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

3. Appointment Process

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

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

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

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

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

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

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

Approved by BOS November 2, 2006

CORRESPONDENCE



Lieutenant Adam Litwin #064
Commanding Officer

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

Troop K – Colchester



M/Sgt Shawn Mansfield #078
Executive Officer

March 4, 2024

Andrew Tierney
Town Manager
15 Gilead Road
Hebron, CT 06048

Dear Andrew Tierney,

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

During the month of **February 2024**, the Hebron Resident Trooper, Hebron Constable Officers, as well as Troop K Troopers responded to **169** Calls for Service in the Town of Hebron. Of these Calls for Service, the most notable are:

Total Calls for Service	Total Calls This Year	
169	353	
	February 2024	YTD
Accidents	4	8
Criminal Investigations	4	8
Burglaries	0	0
Larcenies	1	1
Non Reportable Matters	111	220
Total Arrests	2	2

Motor Vehicle Enforcement*:	FEB	YTD
Total Traffic Stops	48	113
Onsite DUI's	0	0
Arrests	0	0
Misdemeanor Summons	0	0
Infractions	5	6
Written Warnings	21	50
Verbal Warnings	22	56

Respectfully,

LT Adam Litwin #064

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

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

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MARCH 21, 2024**

AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS UPDATE

Enclosed is an updated ARPA status report. Interest has been added and the total unappropriated balance is \$353,151.

Outstanding project status is currently being reviewed. It is important to note that "obligated" funds means that a purchase order, agreement or contract obligating the project funding must be made by December 31, 2024. If there are projects that completion may not be possible due to regulatory processes or simply lack of time, the designated dollars should be considered for reallocation and obligation before the end of the year. We do not want to lose any of the ARPA funds.

There are several projects that no determination has yet been made. The Selectmen should review and determine if they will consider them for funding allocation or if to be denied do so now to take them off the list.

The Town Manager is recommending funding Horton House Improvements \$81,600 and Police Department Tasers \$16,081 through ARPA, which will remove these amounts from the proposed FY 2024-2025 budget. Consideration should also be given to funding the Hebron Center Signage Project.

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

TOTAL FUNDING RECEIVED

\$ 2,812,714

APPROVED PROJECTS

Date	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		65,504		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		9,934		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	113,994		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	153,450	0		Order placed - Delivered 1/30/2024 - Installation in Process
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		62,373		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
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	26,024		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
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		3,532		LOTCIP 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
				1,900,476				

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

COMPLETED PROJECTS

Date			Responsible	Original	Revised	Current	Final	
Approved	Priority	Project Description	Department	Approval	Amount	Balance	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	
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	
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	
5/8/2023		Fire Department Turnout Gear	FD	40,000		0	40,000	Complete
1/19/2023		Gull School Roof	P&D	20,000		0	19,825	Complete
				608,912				

ARPA FUNDING STATUS

COMPLETED PROJECTS	608,912
APPROPRIATED FUNDS	1,900,476
ACCRUED INTEREST	57,940
REMAINING ARPA FUNDS TO BE HELD IN RESERVE	\$ 361,266
	\$ 2,812,714

- AHM Andover Hebron Marlborough Youth Servcies
- 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

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 1292024
Obligate Funds by December 31, 2024				
Spend Funds by December 31, 2026				

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MARCH 21, 2024**

DEPARTMENT OF PUBLIC WORKS ACTION COMMITTEE UPDATE

Chairman Kasper will provide a status report on the Public Works Action Committee at the meeting.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MARCH 21, 2024**

PLAN OF CONSERVATION AND DEVELOPMENT

Attached is a memo from Town Planner Matt Bordeaux regarding the Plan of Conservation and Development. Following is a link to the Draft Plan:

<https://hebronct.com/town-departments/planning-development/2024-plan-update/>

Proposed Motion:

Move that the Hebron Board of Selectmen endorse the entire Hebron 2024 Plan of Conservation and Development as presented.

**TOWN OF HEBRON
PLANNING AND DEVELOPMENT DEPARTMENT**

TO: Andrew J. Tierney, Town Manager
FROM: Matthew R. Bordeaux, Town Planner
DATE: March 13, 2024
RE: Statutory Referral of DRAFT 2024 Plan of Conservation and Development to Board of Selectmen

In accordance with Connecticut General Statute Section 8-23, the Hebron Planning and Zoning Commission present to the Board of Selectmen a final draft of the "Town of Hebron, CT 2024 Plan of Conservation and Development." Throughout three years of steady progress, the Commission has worked diligently with consultant Michael K. O'Leary, former Hebron Town Planner, to prepare an update of the Plan.

The Planning and Zoning Commission have tentatively scheduled a Public Hearing on adoption for May 14, 2024. Minor revisions and amendments including a Cover Page, Acknowledgements, and Appendix, will be included to complete the final copy.

Connecticut General Statutes Section 8-23(h)(2) states "At least sixty-five days prior to the public hearing on adoption, the commission shall submit a copy of such plan or part thereof or amendment thereto for review and comment to the legislative body or, in the case of a municipality for which the legislative body of the municipality is a town meeting or representative town meeting, to the board of selectmen. The legislative body or board of selectmen, as the case may be, may hold one or more public hearings on the plan and shall endorse or reject such entire plan or part thereof or amendment and may submit comments and recommended changes to the commission. The commission may render a decision on the plan without the report of such body or board."

The DRAFT POCD was submitted to the Hebron Board of Select in an email from Donna Lanza, Director of Administrative Services dated March 5, 2024. The Town of Hebron website was updated to include a page dedicated to the POCD Update and a "News & Announcements" post was added to the homepage. The Manager's Report has also included several references to the update process and DRAFT Plan.

As always, I'm happy to discuss any questions or comments with you or the Board.

MRB
Attachment

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
MARCH 21, 2024**

**APPROVE REVISED JOB DESCRIPTION
FINANCIAL ADMINISTRATOR**

Attached is a proposed revised job description for the Financial Administrator. The current Financial Administrator has resigned and the job description has been reviewed and updated by Lori Granato, Finance Director, in preparation for the recruitment and selection process.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the revised Financial Administrator job description as presented (or amended).

FINANCIAL ADMINISTRATOR

Position Purpose:

Under the direction of the Finance Director performs all activities related to the processing of payroll, accounts payable, accounts receivable, purchasing and preparation and provision of related reports; research and analysis concerning ~~the~~ general operating, capital projects and special revenue budgets of the Town government and maintenance of the general ledgers associated with all Town funds. Coordinates grant administration between and amongst all departments of the Town including certain grants for the Board of Education. Provides assistance with cash management in cooperation with the Finance Director. Provides assistance to Departments for financial reporting purposes. ~~Serves as backup for the Town's accounts payable and payroll functions.~~ The Financial Administrator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

Supervision:

~~*Supervision Scope:* Reviews and analyzes the status of all funds, accounts and budgets. Maintains the Town's general ledger and cash management with direction from the Finance Director.~~

~~*Supervision Received:* Position receives general supervision from the Finance Director. The position is subject to review and evaluation according to the Town's personnel policies and procedures.~~

~~*Supervision Given:* Provides oversight for the Accounting Clerk and assumes Finance Director responsibilities during the absence of the Finance Director.~~

Supervision Received: Position receives general supervision from the Finance Director. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Job Environment:

Administrative work is performed in a typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. The noise level in the work environment is usually quiet but may be moderately noisy in open office locations. May be exposed to dust and impact of the remittance from computer monitors.

Communicates effectively with other employees, superiors and the general public in written or oral form. Requires excellent customer service skills and a high level of resourcefulness.

Concentrates on detail and complex issues with some interruption, pressure and changing priorities.

Operates an automobile, standard office equipment, networked computers and related software applications to perform communications, research, analysis, reporting, accounting and transaction processing operations.

Has access to confidential Town-wide and employee information that requires the application of appropriate judgment, discretion and professional protocols.

Essential Functions:

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

This position receives oral and written direction and work assignments as depicted from Finance Director. Plans and organizes work according to established, as needed or to standard office procedures. Establishes priorities within assigned tasks and must be able and willing to frequently multi-task or reassign work responsibilities as necessary.

- [Performs accounts payable, accounts receivable and payroll functions](#)
- Maintains daily cash activity excel recap sheets and prepares cash flow analysis for Town and Board of Education cash requirements.
- Coordinates and produces daily coding of all other pooled departmental and state revenue (with exception of tax collection) respectively. This includes retrieval and verification of State ACH revenue.
- Posts all tax collection revenue to accounting ledger via financial interface.
- Provides monthly tax collection revenue reports to Tax Collector for balancing of all tax revenue collection.
- Creates, reviews, analyzes, verifies and enters financial transactions, including posting journal entries into the financial management system and maintains accounting records for all Town departments and funds. All entries are subject to review by the Finance Director
- ~~[Provides back-up support for accounts payable and payroll functions.](#)~~
- Assists Town departments with questions regarding their accounts and funding requirements.
- Compiles and analyzes data and makes cost projections used for labor relations and budgetary purposes.
- Collects and analyzes data and cost information and prepares written reports and projects as assigned.
- Establishes and maintains all new ledger accounts and fund set-ups.
- Verifies cash deposit preparation in absence of Tax Collector or Assistant.
- Verifies and posts all Board of Education expense activity.
- Verifies accuracy of all Town vendor payments and payroll activity [performed by Accounting Clerk.](#)
- Makes decisions on proper budgetary account codes for those transactions which do not fit standard descriptions.
- Verifies bank Positive Pay compliancy, returned check issues, stop payment necessity, etc.
- Balances and maintains monthly bank reconciliations.

- Verifies, monitors and balances all bank account statements to Investment excel recap sheets and posts all interest earned to ledger accordingly.
- ~~Assists Finance Director in research of competitive interest rates, monitors and invests funds accordingly after decision of Finance Director.~~
- Assists Finance Director and Town Manager in preparation of financial reports, including monthly reports of budgetary status for all departments, the annual General Government Budget, the Capital Improvement Budget and Debt Service.
- ~~Prepares a variety of financial and administrative reports as requested.~~
- ~~Assists in conducting special studies or analyzes department operations and makes recommendations for improvement as assigned.~~
- ~~May be asked to attend~~ Attends all Board of Selectmen and Board of Finance budget deliberation meetings during March, April and other meetings as required.
- Attends bi-weekly department head staff meetings.
- Establishes each annual fiscal year budget set-up in the accounting ledger.
- Performs each annual fiscal year close in the accounting ledger.
- Performs special assignments as directed by Finance Director.
- ~~Performs certain other duties of the Finance Director when necessary.~~
- Maintains files for all grants issued to the Town and administers various grants as directed for cash draw-downs, quarterly grant reporting and general ledger recording.
- Prepares statistical and narrative reports on state and federal grants for the various oversight agencies, town staff and officials.
- Maintains and performs fiscal year end State required Retention Schedule of financial records.
- Performs all annual state mandated fiscal year end reporting; (i.e. Dog Fund Report).
- Assists Finance Director heavily with annual fiscal year end audit. Prepares various reports and schedules required for the annual audit process.
- Assists Finance Director with financial system enhancements.
- Performs related work as required.

Physical and Mental Effort:

The work is primarily of an intellectual nature but requires some physical capabilities. While performing the duties of this job, the employee frequently is required to focus on complex detailed data and information for extended periods of time and periodically move from ~~his/her~~ their desk and computer display to other parts of the office and building to talk or listen; frequently required to use ~~his/her~~ their hands and fingers for computer work, writing on and manipulating papers; is required to feel objects, tools and controls and to reach with arms and grasp with hands; the employee must occasionally lift and or move up to 20 pounds.

Specific vision abilities required include close, medium distance, peripheral and color vision and the ability to adjust focus; ability to operate a keyboard, computer systems and calculator accurately and rapidly; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Memory to perform multiple and diverse tasks over long periods of time and the ability to remember information that has been read, studied or previously learned; ability to use knowledge and reasoning to solve problems; ability to learn and apply new information, technology and

legislation applicable to municipal operations; Ability to distinguish between public and confidential information and handle appropriately.

Minimum Required Qualifications:

Education, Training and Experience:

~~The qualifications required would generally all be acquired with a Bachelor's Degree in Accounting, Administration or some closely related field; OR comparable experience and training. Governmental Accounting training and experience preferred.~~ Good working knowledge of accounts payable and payroll bookkeeping principles; Complex bookkeeping or some closely related field; OR comparable experience and training. Governmental Accounting training and experience preferred. An associates or higher degree is preferred OR a high school diploma and five (5) years of increasingly responsibility with bookkeeping, payroll, accounts payable and receivable or any equivalent combination of experience which demonstrates possession of the "Essential Functions" listed above.

Special Requirements: None.

Knowledge, Ability and Skill:

~~Knowledge: Ability to acquire knowledge of municipal government operations. Knowledge of Generally Accepted Accounting Principles as they apply to municipal accounting practices. Knowledge of Treasury Management policies and procedures.~~ Knowledge of payroll processing and quarterly/annual payroll report filing requirements. Working knowledge of accounting principles and methods and ability to apply and adapt established methods to varied financial transactions

~~Ability: To prepare and monitor an operating budget. To analyze and interpret financial information and statistics and make projections from same. To meet deadlines. To prepare financial reports. To deal effectively with Town staff, officials, outside auditors, citizens and State and Federal officials. To acquire knowledge of administrative laws, government regulations and governmental accounting standards.~~ To maintain financial records of some complexity and to prepare reports and statements; ability to write routine department financial reports; ability to perform detail work involving written or numerical data and to make arithmetical calculations rapidly and accurately.

~~Skill: To use data base management methods and techniques for recordkeeping and analytical purposes. Establishes and maintains various records and excel spreadsheets including some confidential information. Position must be proficient with advanced excel expertise, computer operations and word processing. Ability to use a personal computer and to understand data processing applications related to governmental budgeting and accounting. To maintain files and records and to make mathematical calculations using a calculator.~~

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

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 21, 2024, 7:00 PM (America/New York)

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

<https://meet.goto.com/472190245>

You can also dial in using your phone.

Access Code: 472-190-245

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

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

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

Thursday, April 4, 2024

7:00 p.m.

AGENDA

Time Guideline

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

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

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

7:05 p.m. 4. PUBLIC COMMENT

This section of the agenda is reserved for persons in attendance who wish to briefly address the Board 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) Planning and Zoning Commission Resignation

b)

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

8:00 p.m.

9. NEW BUSINESS

- a) Tax Abatement Program Annual Interest Rate Review
- b) Draft Agenda for April 18, 2024 Meeting
- c) 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 March 12, 2024 – Regular Meeting – Budget Workshop
- 10.a.2 March 19, 2024 – Regular Meeting – Budget Workshop
- 10.a.3 March 21, 2024 – Regular Meeting
- 10.a.4 March 26, 2024 – Regular Meeting – Budget Workshop

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
MARCH 21, 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 March 5, 2024 – Regular Meeting – Budget Workshop
- 10.a.2 March 7, 2024 – Regular Meeting

b) APPROVAL OF TAX REFUNDS

10.b.1 Beverly & Robert Tilden	\$3,124.82
10.b.2 David Lotreck	\$ 141.10
10.b.3 Conrad and Charlene Lemery	\$ 259.68
10.b.4 John and Brenda Johnson	\$ 805.50

TOWN OF HEBRON
BOARD OF SELECTMEN and BOARD OF FINANCE
Regular Meeting – Budget Workshop
Douglas Library of Hebron Community Room
22 Main Street, Hebron
Tuesday, March 5, 2024 - 7:00 PM

RECEIVED
2024 MAR -7 A 9:59
EDJ, Asst.
HEBRON TOWN CLERK

MINUTES

ATTENDENCE:

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

Board of Finance (Present): Diane Del Rosso (Chair), Michael McCormack (Vice-Chair), Mal Leichter, Brian Thibeault

Also Present: Andrew Tierney (Town Manager), Donna Lanza, Lori Granato, Elaine Griffin, Brian O'Connell

1. Call to Order

2. Pledge of Allegiance

P. Kasper called the Board of Selectmen to order at 7:00 p.m. D. Del Rosso called the Board of Finance to order at 7:01 p.m. The Pledge of Allegiance was recited.

3. Public Comment

None.

4. Town Manager's Proposed FY 2024-2025 Budget Presentation

The proposed budget for 2024-2025 was presented. That presentation is also available on the Town's website (hebronct.com/budget-information). A. Tierney's summary introduction is provided below.

Pursuant to Section 902 C of the Town Charter, I am presenting the Town Manager's proposed budget for FY 2024-2025 totaling \$41,383,994. The expenditure budget as presented is a 5.80 percent increase or \$2,268,791 more than the FY 2023-2024 budget.

The Town Manager has reduced the Department Head budget requests in the Town Government Budget by \$423,491.

The Town Manager is recommending a CIP budget of \$1,375,524 reflecting a general government contribution to CIP of \$1,226,734 with additional funding sources. This proposal supports the Town's needs and a commitment to maintaining infrastructure and equipment. The American Rescue Plan Coronavirus State and Local Fiscal Recovery Funds have made it possible to fund many important projects outside of the CIP Budget.

TOWN OF HEBRON
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The Town Manager is recommending the following funding allocations:

Capital Projects (\$10,000-\$75,000)	\$133,650
Future Revaluation	\$ 40,000
Contribution to Open Space	\$125,000

The Hebron Board of Education budget as presented is a 7.37 percent increase of \$943,313 for a total budget of \$13,739,881.

The RHAM Board of Education budget has been presented at \$31,960,459 or a 2.64 percent increase, which includes a \$498,419 CIP Budget. Hebron student population at RHAM is 50 percent which translates to an increase of \$180,857 to Hebron for a total levy amount of \$15,569,939. The increase to the Town of Hebron has been reduced by the credit from prior year surplus in the amount of \$410,291.

The October 2023 Grand List has decreased by \$1,169,290 or less than 1 percent. With the budget as presented, this translates to a mill rate of 35.47 for real estate and personal property and 32.46 for motor vehicles.

As you review this budget, please keep in mind it is a fluid document and numbers will change over the next couple of months. The proposed budget is based on information available today, with placeholders for unknown or estimated amounts.

Please refer to the attached Executive Summary which will outline the major expenditure and revenue changes and other highlights of the Town Manager's proposed budget.

I would like to thank the Town Department Heads for their cooperation in preparing the Department budgets.

The email address hebronbudget@hebronct.com has been set up to receive public comment and input. Emails received will be forwarded to the Boards of Selectmen, Finance and Education. It is important for public participation early in the budget process. Public participation at all meetings is encouraged. All March budget meetings will be held at the Douglas Library Community Room. Budget information and key dates are available on the Hebron Website at: <http://hebronct.com/budget-information>.

We are working to prepare a budget which reflects the Town's needs and maintains a high level of Town provided services and educational excellence.

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The Budget Referendum vote is on Tuesday, May 7, 2024, 6:00 a.m. to 8:00 p.m. at Hebron Elementary School.

There was further discussion on main Town government budget drivers, with A. Tierney noting the following items, totaling just under \$500,000 collectively:

- Contractual salary increases and compensation adjustments
- Payroll Accrual (Audit Finding – Required to Fix)
- Contractual increases – Bulky Waste Disposal Fees
- Medical Insurance
- State Trooper Services

A \$30,000 capital expenditure for water engineering services is proposed. A. Tierney and the Town Planner are working to expand public water access in the center of town, noting the impact to economic development.

BoF and BoS members sought clarification on items pertaining to the Grand List, the potential cost of adding an additional School Resource Officer, and Payroll Accrual. There was discussion on accounting practices and regulations related to accrual budgeting, and impacts to audit findings. Board members then discussed school roof expenditures, and the reimbursement process from the state, with M. Leichter noting towns and districts must provide funds up-front. There was also discussion on contingency and unassigned fund balances. Unassigned fund balance as of the June 2023 audit is roughly 25% of the Town budget.

5. CIP Budget Presentation

A. Tierney presented the proposed 2024-2025 Capital Improvement Plan (CIP) budget, summarized below:

Total funding requests	\$3,357,397
------------------------	-------------

CIP Recommendations

Road Resurfacing & 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

TOWN OF HEBRON
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HBOE – HES School Roof Restoration	\$100,000
Senior Center Parking Drainage, Repave and Expansion	\$ 75,000
Horton House Improvements	\$ 50,000
<hr/>	
Total Recommended CIP Budget	\$1,375,524

Board members reviewed the CIP Five-Year Plan, including increased projections, and debated possible alternative funding sources. There was discussion on rolling stock, asset management, and the potential of a Town-employed grant writer in seeking additional funding for projects. D. Del Rosso noted a software program being considered by the WPCA would allow for rolling stock maintenance and similar asset management.

6. Open Space/Land Acquisition Presentation

OSLAC Chair B. O'Connell presented, discussing the Committee's policies, priorities, and accomplishments, including total acquisitions of 1,063.9 acres since 1998. That presentation is also available on the Town's budget website. OSLAC's initial request was \$200,000. The Town Manager's budget recommends \$125,000. B. O'Connell noted the fund balance is roughly \$200,000. There was discussion on public awareness, trail maintenance, Hebron's OSLAC preservation percentage as compared to other towns, and connecting to the Air Line Trail and subsequent economic development opportunities. K. Petit noted hebronpaths.org lists all OSLAC parcels in town. There was brief discussion on maintaining land after purchase.

7. Miscellaneous General Government Requests

T. Thiele noted challenges in managing unassigned fund balances, saying 25% seems high. A. Tierney cited the aggressive collection of back taxes in recent years as a factor, and signaled his intent to bring the percentage down to 15-18%.

8. Adjournment

Motion by T. Thiele to adjourn the Board of Selectmen meeting at 9:25 p.m.

Motion by M. Leichter to adjourn the Board of Finance meeting at 9:25 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)

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

RECEIVED
2024 MAR 11 A 9:52
CDX A-St.
HEBRON TOWN CLERK

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, Sharon Garrard

Guests: Adam Ockman, Allyson Nadeau-Schmeizl, Amanda Veneziano, Cathy McSweeney, Eleisha LeMay, Erin Bussiere, Kim Hills, Brian Thibeault, Holly Habicht, Community Voice Channel, Elizabeth Alexander, Heather Summerer, John Matra, Kathy Williams, Mike B, Sera, Terry McManus, Will Alexander

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

It was agreed to move items 9.A through 9.D (New Business) to immediately precede section 8 (Old Business).

4. Public Comment

- A. Amanda Veneziano (26 Wood Acres Rd) – Gave her support to Elizabeth Alexander for the open Board of Education seat, noting she received more votes in November's election.
- B. Erin Bussiere (195 Wall St) – Also gave support to E. Alexander, stating the will of the voters must be respected.
- C. Adam Ockman (500 Hope Valley) – Also spoke in favor of E. Alexander's appointment.
- D. Mary Rose, via email (74 Wall St) – Expressed concern that the will of the people was not being respected, and urged the BoS to appoint E. Alexander.
- E. Eleisha LeMay – Gave her support to E. Alexander.
- F. Kim Hills – Spoke in support of Allyson Nadeau-Schmeizl's appointment to the BoE vacancy.

5. Good to Know/Special Recognition

A. Hebron Maple Festival Proclamation

D. Larson read the following proclamation:

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Whereas, the roots of the Hebron Maple Festival started in 1988 with a few hearty souls at Selden Wells sugar house on Kinney Road selling sugar on snow as a fund raiser for the Douglas Library, and

Whereas, each year that followed the idea of a maple festival grew with Hebron sugar house owners joining in the planning and festivities, and

Whereas, historical records indicate the first Gala Hebron Maple Festival was held in 1991 when the Hebron Board of Selectmen declared March 16 and 17 Maple Days 1991, and

Whereas, the Maple Festival has grown in attendance and size becoming one of Hebron's most popular annual events with people attending from far and wide, and

Whereas, the Maple Festival is a major fund raising event for local nonprofits and an opportunity for dedicated volunteers to provide an educational and exciting maple sugaring experience, and

Whereas, in recognition of our local sugar houses over the years, especially the following families: Cyr (Hope Valley), Palmer (Winding Brook), Pierce, Schaller (Woodyacres), Wells, and Wenzel, and

Whereas, the Maple Syrup Producers Association of Connecticut celebrates Maple Weekend in Connecticut on March 16 and 17, 2024, and

Whereas, the Town of Hebron and The Town Center Project have worked to recreate the Maple Fest of yesteryear and are celebrating "Maple Festival 2024 – Bringing it Home"

Now, therefore, be it resolved the Hebron Board of Selectmen proclaim:

March 16 and 17 Hebron Maple Days

And invite all Hebron residents and visitors to join in the celebration of this historic event.

The proclamation passed unanimously (5-0).

6. Appointments and Resignations

A. Hebron Board of Education Appointment

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P. Kasper introduced Allyson Nadeau-Schmeizl and Elizabeth Alexander, who have been endorsed by the Hebron Republican and Democratic parties, respectively. Both provided brief backgrounds and thanked the BoS for their consideration.

Motion by D. Larson that the Hebron Board of Selectmen appoint Allyson Nadeau-Schmeizl to the Hebron Board of Education for a term to run until December 2025.

Discussion:

D. Larson noted historically, Selectmen have made appointments to vacated seats with members of the same party. As the vacated BoE seat was held by a Republican, he stated his support for continuing the practice. T. Thiele stated she would agree in most instances in keeping with tradition, but cited the recent November election as evidence for voter's desire to see E. Alexander in the seat. C. Riley also noted her support for E. Alexander. K. Petit stated the Republican Town Committee voted unanimously to nominate A. Nadeau-Schmeizl, and noted she has already served a 4-year term. P. Kasper stated his strong support for maintaining tradition, and avoiding altering the composition of another board.

The motion passed (3-2, with P. Kasper, D. Larson, and K. Petit voting AYE, and T. Thiele and C. Riley voting NO).

B. Hebron Public Building Committee Resignation

Motion by T. Thiele that the Hebron Board of Selectmen accept the resignation of Heather Petit from the Public Building Committee with regret and thanks for her service. The motion passed (4-0, with K. Petit abstaining).

7. Town Manager's Report

A. Tierney reported on progress with Connecticut Water in bringing additional access and lines to Hebron. Contracts have been signed and work is scheduled to start soon on intersection improvements at Rt 66/Wall Street, as well as the Wall Street sidewalk project. The state is planning on repaving Rt 66 from Marlborough to Columbia this summer. A. Tierney stated the goal is for Hebron to complete water and street projects prior to that. Budget meetings have begun. D. Larson also noted the recent retirement of E. Griffin as Finance Director. There was brief discussion on her role going forward.

8. New Business

**TOWN OF HEBRON
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S. Garrard provided background on the following grant applications, and cited the growing senior population in Hebron.

A. Approve NCAAA Hebron Outreach and Social Support Services Grant Application

Motion by C. Riley that the Hebron Board of Selectmen approve the grant application in the amount of \$28,000 with \$48,221 in-kind matching funds from the Hebron Senior Center budget, for FFY 2025 North Central Area Agency on Aging, Inc. – Hebron Outreach, Information, Assistance and Referral, and Social Support Services Project Grant; and authorize Town Manager Andrew J. Tierney to apply for, accept and receive this grant and to sign any necessary documents. The motion passed unanimously (5-0).

B. Approve NCAAA Hebron Therapeutic Activity Grant Application

Motion by T. Thiele that the Hebron Board of Selectmen approve the grant application in the amount of \$48,000 with \$51,924 in-kind matching funds from the Hebron Senior Center budget, for FFY 2025 North Central Area Agency on Aging, Inc. – Hebron Therapeutic Activity and Fitness Promotion Program Grant; and authorize Town Manager Andrew J. Tierney to apply for, accept and receive this grant and to sign any necessary documents. The motion passed unanimously (5-0).

C. Approve NCAAA Hebron Transportation Grant Application

Motion by P. Kasper that the Hebron Board of Selectmen approve the grant application in the amount of \$64,000 with \$80,918 in-kind matching funds from the Hebron van budget, for FFY 2025 North Central Area Agency on Aging, Inc. – Hebron Transportation Services Grant; and authorize Town Manager Andrew J. Tierney to apply for, accept and receive this grant and to sign any necessary documents. The motion passed unanimously (5-0).

D. Approve Connecticut Senior Centers ARPA Beneficiaries Grant Application

Motion by K. Petit that the Hebron Board of Selectmen approve acceptance of the grant in the amount of \$18,821 from the State of Connecticut Department of Aging and Disability Services for the Connecticut Senior Center ARPA Beneficiaries Grant Program and authorize Town Manager Andrew J. Tierney to apply for, accept and receive this grant and to sign any necessary documents. The motion passed unanimously (5-0).

9. Old Business

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HEBRON TOWN CLERK

A. DPWAC Update

P. Kasper reported he will have an update following next week's DPWAC meeting, and noted planned updates to the informational page on the town's website.

B. Discuss Town Manager's Annual Evaluation

P. Kasper has shared evaluation documents with BoS members, and is seeking their input by the end of next week. The BoS will hold an executive session to fully discuss at next meeting.

C. Other Old Business

None.

10. New Business

E. Draft Agenda for March 7, 2024 Meeting

No discussion.

F. Other New Business

None.

11. Consent Agenda

Motion by D. Larson that the Board of Selectmen approve the following Consent Agenda items and motions contained therein as if individually adopted.

A. Approval of Minutes

1. February 1, 2024 – Regular Meeting
2. February 15, 2024 – Regular Meeting

B. Approval of Tax Refunds

1. Roman & Justina Jandzinski	\$3938.00
2. Maryanne Leichter & Malcolm Leichter, Jr.	\$ 60.00
3. 27 Hillcrest, LLC	\$ 313.76
4. Donald Larsen & Laurie Larsen	\$ 551.40

The motion passed unanimously (5-0).

12. Liaison Reports

A. AHM – No report.

B. Hebron BoE – T. Thiele reported the next meeting is March 14. They will also present their budget at the next budget workshop.

**TOWN OF HEBRON
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- C. Board of Finance** – D. Larson reported on overdrawn accounts related to vehicle breakdowns, but nothing major. He also noted deadlines for appropriating ARPA funds, as well as interest accrued on those funds.
- D. OSLAC** – K. Petit reported they presented at the first budget meeting, and directed residents to Hebronpaths.org for information on town Open Space properties.
- E. RHAM BoE** – C. Riley reported they are anticipating a 2% increase, but noted towns will get a credit from last year. A 2% surplus will be returned to the non-recurring account.

13. Public Comment

- A.** Will Alexander (29 Forest View Lane) – Stated his disappointment in the Board's decision, saying it seems wrong for members to step down from boards and to keep reappointing their own party members.

14. Adjournment

Motion by K. Petit to adjourn at 8:32 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)