

**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 (HYBRID)  
TOWN OFFICE BUILDING – 15 GILEAD STREET**

**Board of Selectmen Regular Meeting**  
 April 18, 2024, 7:00 PM (America/New York)

Please join my meeting from your computer, tablet or smartphone.  
<https://meet.goto.com/760998365>

You can also dial in using your phone.  
 Access Code: 760-998-365  
 United States: [+1 \(646\) 749-3122](tel:+16467493122)

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RECEIVED  
 2024 APR 10 P 1:39  
 HEBRON TOWN CLERK

**Thursday, April 18, 2024**

**7:00 p.m.**

**AGENDA**

Time Guideline	
7:00 p.m.	1. <b>CALL TO ORDER</b>
7:00 p.m.	2. <b>PLEDGE OF ALLEGIANCE</b>
7:02 p.m.	3. <b>ADDITIONS AND CHANGES TO THE AGENDA</b>
7:05 p.m.	4. <b>PUBLIC COMMENT</b> 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. <b>GOOD TO KNOW/SPECIAL RECOGNITION</b>
7:15 p.m.	6. <b>TOWN MANAGER'S REPORT</b> a) Recent Activities b) Correspondence c) Town Manager Updates

- 7:25 p.m. 7. OLD BUSINESS**
- a) American Rescue Plan State and Local Recovery Funds Update
  - b) Department of Public Works Action Committee Update
  - c) FY 2024-2025 Budget
  - d) Any Other Old Business
- 7:55 p.m. 8. NEW BUSINESS**
- a) Proposed Savy Brothers LLC/Town of Hebron Land Swap
  - b) EMPG Competitive Pool Funding Grant Application Approval
  - c) Water Pollution Control Authority Discussion
  - d) Fair Housing Month Proclamation
  - e) Draft Agenda for May 2, 2024 Meeting
  - f) Any Other New Business
- 8:40 p.m. 9. CONSENT AGENDA**
- Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.
- a) **APPROVAL OF MINUTES**
    - 9.a.1 March 26, 2024 – Regular Meeting – Budget Workshop
    - 9.a.2 April 4, 2024 – Regular Meeting
  - b) **TAX REFUNDS**
- 8:45 p.m. 10. LIAISON REPORTS**
- a) AHM Youth Services – Peter Kasper
  - b) Hebron BOE – Tiffany Thiele
  - c) Board of Finance – Dan Larson
  - d) Land Acquisition – Keith Petit
  - e) RHAM BOE – Claudia Riley
- 8:55 p.m. 11. PUBLIC COMMENT**
- 9:00 p.m. 12. ADJOURNMENT**

# **CORRESPONDENCE**



Commons Community Development Corporation  
30 Church Street, P.O. Box 513, Hebron, CT 06248

Dear friend,

As someone who has been supportive of creating more housing options in Hebron, CT and communities like ours, The Board of Directors of the Commons Community Development Corporation (Commons CDC) invites you to join us at St. Peter's Church for a special site visit by the CT Housing Commissioner Seila Mosquera-Bruno. We will share a simple lunch and hear updates about Church Street Commons, the planned mixed-income housing development, which will provide much needed affordable housing for families and individuals who live in or wish to live in the beautiful town of Hebron.

Here are the details:

**Where:** St. Peter's Episcopal Church, Parish Hall, 30 Church Street, Hebron

**When:** Tuesday, April 30, 2024, 12:15 - 1:30pm

**What:**

Lunch will be provided.

- 12:15 Welcome – Rev. Ronald Kolanowski, Rector St. Peter's Church. Lunch is served.
- 12:25 - Opening Remarks - Rob Mangiafico, President, Commons CDC
- 12:30 - Project Introduction – Kathy Dorgan, Dorgan Architecture & Planning
- 12:45 - Town of Hebron Update – Town Leader
- 12:50 - Remarks from Elected Officials
- 1:00 - Remarks from Funders
- 1:15 - Announcement – Seila Mosquera-Bruno, Commissioner, CT Department of Housing
- 1:30 - Closing

Please let us know by April 24 if you will be able to join us. Email us at [dojolly@comcast.net](mailto:dojolly@comcast.net).

We are looking forward to seeing you on Tuesday, April 30<sup>th</sup>!

Commons CDC Board Members

Rob Mangiafico, President

Ron Kolanowski, Vice President

Betty Close, Treasurer

Donna Jolly, Secretary

**Donna Lanza**

---

**From:** Donna Lanza  
**Sent:** Thursday, March 14, 2024 4:32 PM  
**To:** Francesca Villani; Claudia Riley; Daniel Larson; Keith Petit; Peter Kasper; Tiffany Thiele  
**Cc:** Andy Tierney; Heather Petit  
**Subject:** Invitation to Charter Revision Commission Meeting

Good Day

The Charter Revision Commission is inviting the Board of Selectmen to attend the CRC Regular Meeting on **Wednesday, April 24, 2024** at 7:00 p.m.

The CRC would like to get more details on several items on the Charge from the Board to the Commission. We plan to be reviewing Chapters 1 and 2.

The Town Clerk has also been invited to this meeting to discuss elected vs. appointed Town Clerk.

We will send an agenda closer to the date.

We hope you can join us.

Thank you,

*Donna Lanza*

Director of Administrative Services  
Town of Hebron  
(860) 228-5971 x 130  
[dlanza@hebronct.com](mailto:dlanza@hebronct.com)



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](http://www.hebronct.com)**

PETER D. KASPER  
CHAIRMAN

DANIEL E. LARSON  
VICE CHAIRMAN

TIFFANY V. THIELE  
SELECTMAN

CLAUDIA TEJADA RILEY  
SELECTMAN

KEITH PETIT  
SELECTMAN

April 1, 2024

Mr. Peter J. Starkel  
P.O. Box 911  
Columbia, CT 06237

Dear Peter:

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 Fire Chief.

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



ANDREW J. TIERNEY  
TOWN MANAGER

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CHAIRMAN

DANIEL E. LARSON  
VICE CHAIRMAN

TIFFANY V. THIELE  
SELECTMAN

CLAUDIA TEJADA RILEY  
SELECTMAN

KEITH PETIT  
SELECTMAN

April 2, 2024

Ms. Drusilla Carter  
13 Falknor Drive  
Manchester, CT 06040

Dear Drusilla:

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 Library 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 EMERGENCY SERVICES  
& PUBLIC PROTECTION  
DIVISION OF STATE POLICE**



Lieutenant Adam Litwin #064  
Commanding Officer

M/Sgt Shawn Mansfield #078  
Executive Officer

*Troop K – Colchester*

April 2, 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 **March 2024**, the Hebron Resident Trooper, Hebron Constable Officers, as well as Troop K Troopers responded to **208** 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	
208	561	

	March 2024	YTD
Accidents	7	15
Criminal Investigations	6	14
Burglaries	0	0
Larcenies	0	1
Non Reportable Matters	139	359
<b>Total Arrests</b>	<b>4</b>	<b>6</b>

Motor Vehicle Enforcement*	MAR	YTD
Total Traffic Stops	53	166
Onsite DUI's	2	2
Arrests	2	2
Misdemeanor Summons	0	0
Infractions	4	10
Written Warnings	27	77
Verbal Warnings	21	77

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

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ANDREW J. TIERNEY  
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DANIEL E. LARSON  
VICE CHAIRMAN

TIFFANY V. THIELE  
SELECTMAN

CLAUDIA TEJADA RILEY  
SELECTMAN

KEITH PETIT  
SELECTMAN

April 3, 2024

Mr. Steven Van Cedarfield  
205 Trumbull Highway  
Lebanon, CT 06249

Dear Steve:

As the Town Manager of Hebron and on behalf of the Board of Selectmen and town residents, I want to personally congratulate and thank you for your 5 years of service, as of March 12, 2024.

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

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

Again, congratulations on this milestone!!!

Sincerely,

Andrew J. Tierney  
Town Manager

AJT:dw

cc: Board of Selectmen



# Town of Hebron

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15 GILEAD STREET  
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ANDREW J. TIERNEY  
TOWN MANAGER

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CHAIRMAN

DANIEL E. LARSON  
VICE CHAIRMAN

TIFFANY V. THIELE  
SELECTMAN

CLAUDIA TEJADA RILEY  
SELECTMAN

KEITH PETIT  
SELECTMAN

April 3, 2024

*PAUL*

Mr. Paul Sylvester  
13 Bilyer Street  
Manchester, CT 06040

Dear Paul:

As the Town Manager of Hebron and on behalf of the Board of Selectmen and town residents, I want to personally congratulate and thank you for your 25 years of service, as of January 27, 2024.

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

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

Again, congratulations on this milestone!!!

Sincerely,

Andrew J. Tierney  
Town Manager

AJT:dw

cc: Board of Selectmen



STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION



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

April 5, 2024

**VIA E-MAIL**

Dear Chief Elected Official:

Subject: **Town Notification**

2024 Vendor-in-Place (VIP) Paving Program – Installation of Centerline Rumble Strips (CLRS)

The Connecticut Department of Transportation (CTDOT) is tentatively planning to resurface routes in the State during the 2024 construction season. The sections shown in the enclosed aerial image meet CTDOT's requirements for the installation of centerline rumble strips (CLRS). CTDOT is requesting your review and concurrence for the possible installation of CLRS in the area(s) shown below in your city/town.

CLRS are a cost-effective, proven safety countermeasure that substantially reduce the risks of head-on, sideswipe opposite direction, and roadway departure crashes. A CLRS is a longitudinal safety feature installed at the centerline of a paved roadway. It is comprised of a series of milled grooves embedded in the centerline of the roadway, which are painted over with yellow centerline markings. These grooves produce sound and vibration intended to alert distracted, drowsy or inattentive drivers that they have unintentionally crossed the centerline. The grooves are not as deep as those on Connecticut's freeways, therefore they are not as loud. For those drivers who unintentionally cross the centerline, the audible and vibratory warning provided by the CLRS greatly improves the chances of a quick and safe return to their lane. Where drivers do not safely recover, the warning created by the rumble strips often improves driver reaction, reducing crash severity. CLRS also serve as an effective means of locating the travel lane during inclement weather, when pavement markings may be obscured by fog, snow or rain. The vibration provided by CLRS can assist drivers from unintentionally crossing the centerline during these conditions. Please click [here](#) for more information about CLRS. A map of Connecticut which shows the towns that have CLRS can be found [here](#).

In 2023, there were 36 fatalities and 2,195 injuries from head-on and opposite direction sideswipe crashes on Connecticut roadways (non-interstate). There were also 93 single vehicle crashes involving 41 injuries where the driver crossed the centerline and ran off the roadway on the opposite side of the road. One in three of the persons injured in crashes associated with vehicles crossing the centerline were under the age of 25.

CTDOT's guidelines for the installation of CLRS are based on national best practices and include the following criteria; traffic volume exceeding 2,000 vehicles per day, speed limit of 35 mph or higher, minimum lane width of 14 feet (measured from the double yellow centerline to the right edge of pavement), pavement in good condition and low residential density in close proximity (within a 100 feet from the edge of road).

If you concur with the prospect of installing CLRS at the location(s) depicted on the enclosed map pending completion of the resurfacing project, please sign this letter in the space provided below and email it to CTDOT's Traffic Safety Engineering group at [TrafficSafety.DOT@CT.gov](mailto:TrafficSafety.DOT@CT.gov). Please retain a copy for your records. It is not anticipated that an informational meeting or formal public hearing would be necessary due to the limited nature of the proposed work. However, if a meeting is required by the municipality or should you have any questions or disagree with the recommendation, please contact Yi Lou at [Yi.Lou@ct.gov](mailto:Yi.Lou@ct.gov). If your response is not received by April 19, 2024, it will be assumed that the City/Town is in concurrence that a public hearing is not required.

Very truly yours,



Matthew C. Blume,  
P.E., P.T.O.E.  
2024.03.19  
08:59:50-04'00'

Matthew C. Blume, P.E., P.T.O.E.  
Division Chief of Traffic Engineering  
Bureau of Engineering and Construction

Enclosure

cc: Local Traffic Authority

On behalf of the City/Town, I concur with the installation of centerline rumble strips in the aforementioned sections, and that neither a public informational meeting nor a public hearing is needed for the installation of the centerline rumble strips.

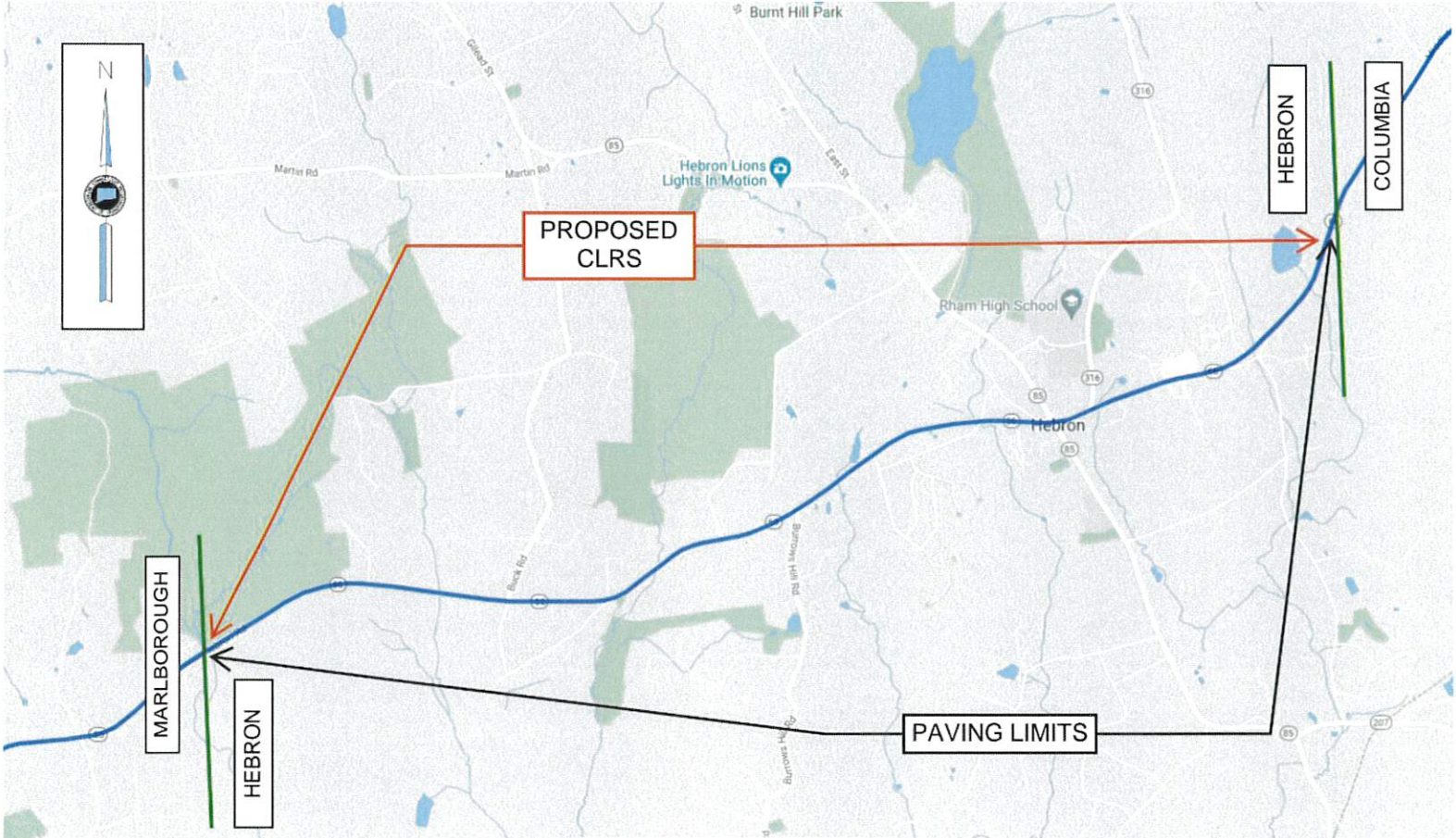
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Town/City

Town of Hebron  
Route 66  
2024 Vendor-in-Place (VIP) Program  
Installation of Centerline Rumble Strips (CLRS)



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

**AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS UPDATE**

Attached is an updated ARPA status report. The current balance in the ARPA reserve is \$232,159.

Craig Bryant, Parks and Recreation Director, and Matthew Bordeaux, Town Planner, will be in attendance to report on progress of approved projects and to provide justification and information on a few projects with funding status yet to be determined.

At this time the Selectmen may wish to remove the following projects from consideration as there has been no further activity or research done and the costs have not been determined:

Land Acknowledgement Plaques  
GHS Water System  
Fund for Affordable Ownership

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

4/9/2024 10:28 AM

**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/alarm work in process
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/reviewing quote for Library/TOB hybrid room complete
8/2/2022		Contribution Toward Emergency Generator for Stonecroft Housing	TM	70,000	84,000	36,500		Deposit made/generators installed/working on electrical connections/final invoice in Spring 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	111,923		P & R working on this \$ adj 8/3/23, survey complete, need plans and PZC approval
7/21/2022		Dog Park	P&R	50,000		50,000		To be located at Burnt Hill Park
5/8/2023		P & R Field Lighting (Veteran's baseball field)	P&R	250,000		250,000		Regulation amendment in process, then special permit app, then RFP
7/21/2022		Pendleton Drive to Library Pedestrian Bridge - Town Match Engineering	P&D	101,886		58,049		STEAP Grant, completing plans, need Cons/PZC approved, to 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) Design & Const.	P&D	10,000	45,000	45,000		LADA preparing design/working on DOT approval Inc 4/4/2024
3/21/2024		Horton House Maintenance	P&D	81,600				RFP to on-call architects/will acquire quotes from vendors
9/1/2022		Active Shooter Training and Police Vehicle/Classroom Toolkits	PD	20,000	45,000	17,524		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
3/21/2024		Police Department Tasers (five year lease \$26,800)	PD	16,081				Fund w/ ARPA for 3 years \$16,080.18
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
7/21/2022		Martin Road Reconstruction Engineering	DPW	25,000		2,965		LOT/CIP Grant/Partial Town Match/In design process/Construction 2026
7/21/2022		Gilead Hill School Playscape	HBOE	120,000		45,825		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
4/4/2024		Fire Department Active Shooter Tactical Gear	FD	13,600		13,600		
				<b>1,893,307</b>				

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

4/9/2024 10:28 AM

**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	
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	254,800	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
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
7/21/2022		Playscape Veteran's	P&R	150,000	153,450	0	153,450	Complete
							<b>762,362</b>	

**ARPA FUNDING STATUS**

COMPLETED PROJECTS	762,362
APPROPRIATED FUNDS	1,893,307
ACCRUED INTEREST	75,113
REMAINING ARPA FUNDS TO BE HELD IN RESERVE	\$ 232,159
	\$ 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**

4/9/2024 10:28 AM

**Approved by Town Attorney Awaiting BOS Approval**

P & R Trail Development	60,000 to	80,000	
P & R Field Upgrades (Burnt Hill Parks & St. Peter's)	70,000 to	94,000	
Hebron Historical Society - Old Town Hall Restroom/Accessibility		125,000	Need more information
Peters House Renovation/Restoration		50,000	
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	5/8/23 Funding was restored by State
		Beautify Veterans Memorial Route 85/66 - Trees/Bushes	600	5/8/23 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 12/29/2024

**Obligate Funds by December 31, 2024**

**Spend Funds by December 31, 2026**

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

**DEPARTMENT OF PUBLIC WORKS ACTION COMMITTEE UPDATE**

Chairman Kasper will provide an update at the meeting.

The Town has posted the FAQs prepared by the Department of Public Works Action Committee on the Town Website, Facebook Page and in the Weekly Management Report.

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

**FY 2024-2025 BUDGET**

An update on the budget set by the Board of Finance after the Public Hearing held on Tuesday, April 16, 2024, will be provided at the meeting.

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

**PROPOSED SAVY BROTHERS LLC/TOWN OF HEBRON LAND SWAP**

Attached is a memo from Matthew Bordeaux, Town Planner, regarding a proposed land swap with Savy Brothers LLC for properties located on Church Street. Mr. Bordeaux will be in attendance to provide details of the proposal and next steps.

**Proposed Motion:**

Move that the Hebron Board of Selectmen approve moving forward with steps necessary for the land swap as recommended by the Planning and Zoning Commission, to convey Parcel #10-10 to Savy and Sons in exchange for 594 Church Street (Parcel #98-1). A Public Hearing and Special Town Meeting will be scheduled at a future date.

**TOWN OF HEBRON  
PLANNING AND DEVELOPMENT DEPARTMENT**

**TO:** Andrew J. Tierney, Town Manager

**FROM:** Matthew R. Bordeaux, Town Planner

**DATE:** April 10, 2024

**RE:** Recommendation for Disposition of Town-owned Parcel #10-10 Church St and Acquisition of 594 Church St owned by Savy Brothers LLC in a proposed land swap

The Hebron Board of Selectmen discussed the proposed land swap in executive session at their August 17, 2023 meeting. The project has been endorsed by the Hebron Economic Development Commission, Conservation Commission and Open Space / Land Acquisition Committee.

The following is an explanation of the next steps required to bring this project to fruition.

***CGS 7-163e***

In accordance with Connecticut General Statutes Section 7-163e, Town staff recommends the Board of Selectmen schedule to conduct a Public Hearing on the transfer. In accordance with the State Statute, notice of such Public Hearing shall be published in a newspaper having a general circulation in such municipality where the real property that is the subject of the hearing is located at least twice, at intervals of not less than two days, the first not more than fifteen days or less than ten days and the last not less than two days before the date set for the hearing. The municipality shall also post a sign conspicuously on the real property that is the subject of the public hearing.

***Zoning District Change***

Parcel #10-10 is located in the Residence-1 District. Immediately to the north, 612 Church St is located in the Amston Village District. Savy & Sons operation and/or expansion thereof, is permitted subject to approval of the Hebron Planning and Zoning Commission, however would not be permitted in the R-1 District. The Planning and Zoning Commission is prepared to consider an application to change the zoning district designation of Parcel #10-10. As the property is currently Town-owned open space, whether or not the Town agrees to transfer the property, a change of the zoning district would not change the use. However, it would make no sense for Savy Brothers LLC to acquire the land if the use is not permitted.

***Site Development Permitting***

In the event the property is transfer and the zoning district change is approved, site development permits will be required to improve Parcel #10-10. Regulated inland wetlands exist in proximity

to the developable portion of the site. Industrial-type uses in the Amston Village District are subject to Special Permit approval from the Planning and Zoning Commission in accordance with Section 3.E.2.5 of the Hebron Zoning Regulations.

Additional information about the project is available in the memo to Andrew J. Tierney, Town Manager, dated April 10, 2024 re: Referral to Board of Selectmen under CGS Section 8-24 for Disposition of Town-owned Parcel #10-10 Church St and Acquisition of 594 Church St owned by Savy Brothers LLC in a proposed land swap.

**MRB**

H:\Math\Open Space\Savy Brothers Land Swap\CGS 7-163e Memo to BOS.docx

**TOWN OF HEBRON  
PLANNING AND DEVELOPMENT DEPARTMENT**

**TO:** Andrew J. Tierney, Town Manager

**FROM:** Matthew R. Bordeaux, Town Planner

**DATE:** April 10, 2024

**RE:** Referral to Board of Selectmen under CGS Section 8-24 for Disposition of Town-owned Parcel #10-10 Church St and Acquisition of 594 Church St owned by Savy Brothers LLC in a proposed land swap

At their meeting on April 9, 2024, the Hebron Planning and Zoning Commission approved the following motion and recommendation to the Board of Selectmen pertaining to the disposition of the Town-owned land identified as Parcel #10-10 Church St, in consideration of the following:

- **The Town-owned Parcel #10-10 was acquired in 2010 at the direction of the Hebron Town Meeting and upon the recommendation of the Hebron Open Space Land Acquisition Committee.** The acquisition of the Mussman Property, as it is named for the family that owned it, consisted of two parcels. Parcel #10-6 is 91 acres in area and is located west of the Colchester Spur of the Air Line State Park Trail. Parcel #10-10 is 3.4 acres in area, is located in the Residence-1 District. The Town of Hebron purchased the two (2) parcels for \$150,000 with the use of the Hebron Land Acquisition Fund and without the use of State of Connecticut funding assistance. There are no legal restrictions that would prevent the Town from disposition of Parcel #10-10 or prevent Savy and Sons from pursuing site development approvals from the Town of Hebron Conservation Commission or Planning and Zoning Commission.
- **594 Church St is owned by Savy Brothers LLC, is approximately 8.04 acres in area and is located in the Amston Village District.** As a result of historic uses, the site was subject to environmental remediation. The site was granted a clean bill-of-health by the CT Department of Energy and Environmental Protection. More than one development proposal has been presented to the Hebron Planning and Zoning Commission.
- **Parcel #10-10 is appraised at \$90,200 and 594 Church St at \$110,300.**
- **Disposition of land will provide a local business with the opportunity to pursue the expansion of their operations in Hebron.** Savy & Sons is a third-generation family-owned and operated business located at 612 Church St. Brothers Travis Savy and Ralph Savy III have been in business for 17 years, growing and rebranding the business to include over 30 employees doing work throughout New England and beyond. According to their website (savyandsons.com) Savy & Sons specialize in underground infrastructure restoration and trenchless technology, providing media blasting, waterproofing solutions, and infrastructure restoration for commercial, educational, and municipal customers.

- **Savy and Sons will prepare site development applications pursuant to the Hebron Inland Wetlands and Watercourses Regulations and Hebron Zoning Regulations.** Savy & Sons have stated their interest in constructing a 100' x 200' (20,000 sf) warehouse to park and store their existing fleet of trucks and equipment. Savy and Sons have stated that this will enable them to keep a clean and more organized property, get an estimated 35% longer life-span out of their equipment and allow for strategic growth.
- **612 Church St has a total appraised value of \$761,500.** Suzanne Topliff, Town of Hebron Assessor, estimates that a 20,000 square foot warehouse could be appraised between \$650-700k with an assessed value between \$455-490k.
- **Acquisition of 594 Church St will add open space to buffer the Raymond Brook Marsh.** The land swap would protect a larger area of land adjacent to the Raymond Brook Marsh, a Wetland of Statewide Special Concern.

*Approved Motion*

Moved, the Hebron Planning and Zoning Commission, acting under the provisions of Section 8-24 of the Connecticut General Statutes, recommend the Hebron Board of Selectmen convey Parcel #10-10 to Savy and Sons, in exchange for 594 Church St (Parcel #68-1) as the swap will provide Savy and Sons the opportunity to pursue the expansion of their business in Hebron and the Town will be able to preserve more land in the Aquifer Protection Area of the Raymond Brook Aquifer.

MRB

H:\Mnt\Boards & Commissions\PZC\Applications\8-24 Referrals\Savy Land Swap 8-24\8-24 Referral to BOS.docx

Attach





# Savy Bros Land Swap

Hebron, CT

1 inch = 281 Feet



www.cai-tech.com

September 13, 2023



	WaterLine		Conservation Restriction; Right of Way; Private Road ROW; Utility
	Dry Hydrant		Wetland
	Water-poly		Property Line
	WaterLines		Public Road
	Tract Line		

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

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

**EMPG COMPETITIVE POOL FUNDING GRANT APPLICATION APPROVAL**

Paul Bancroft, Emergency Management Director, is requesting authorization to submit a grant application to upgrade the radios in the EOC.

**Proposed Resolution:**

RESOLVED, that the Hebron Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all document which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Andrew J. Tierney, as Town Manager of the Town of Hebron is authorized and directed to execute and deliver any and all documents on behalf of the Town of Hebron and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

FURTHER, that this approval and authorization relates to the Emergency Management Performance Grant FFY 2023 Competitive Pool Funding grant application submitted in an amount up to \$25,000 to upgrade the radio for the EOC.

## Donna Lanza

---

**From:** Paul Bancroft  
**Sent:** Friday, April 05, 2024 12:11 PM  
**To:** Andy Tierney  
**Cc:** Donna Lanza; hebronemd@gmail.com  
**Subject:** FW: EMPG - Pool Funding Opportunity  
**Attachments:** FY 2023 EMPG Pool Funding Application Package.pdf; Pool Funding Financial Tool FY 2023.xls

I'm going to try to get some \$ from this grant to upgrade the radios in the EOC. CERT is moving to new UHF portables (the same system Paul wants for PW), so I'll add a base station in the EOC that can talk to CERT now and PW later. Pete wants Fire to go onto the state radio system eventually, so I'll add a state-system-capable base, too (I'll justify it as interoperable with Glastonbury, who is already on the 800 system). That way it'll be ready when Fire switches over. In fact, we can set up the free state account now so that's already done for them.

Paul

**From:** Cingranelli, Josh <Josh.Cingranelli@ct.gov>  
**Sent:** Tuesday, April 2, 2024 12:00 PM  
**To:** Cingranelli, Josh <Josh.Cingranelli@ct.gov>  
**Cc:** Hein, Emily <Emily.Hein@ct.gov>  
**Subject:** EMPG - Pool Funding Opportunity

Good afternoon,

Each year a portion of the Emergency Management Performance Grant (EMPG) funding goes unclaimed. The Division of Emergency Management and Homeland Security has pooled unclaimed funding from the past 4 years to implement a new grant offering. Municipalities will have the opportunity to apply for additional EMPG funding to upgrade their local Emergency Operations Centers (EOC's) or emergency shelters.

Under this program, a municipality can apply for:

- Up to \$25,000.00 to renovate or re-equip their EOC

**OR**

- Up to \$15,000.00 to upgrade an emergency shelter

Awarded municipalities may also utilize up to \$5,000.00 of their budget for professional development (attending conferences or training) for their EMD and Deputy EMD.

This is a competitive grant which requires that a **municipality must have an updated (2023 update) Local Emergency Operations Plan (LEOP) submitted to DEMHS by April 1, 2024 (today) and approved by the State Emergency Management Director by May 1, 2024.** Each town/city can only submit one application for either an EOC or a shelter. Unlike the regular EMPG funding towns receive, this pool funding is 100% EMPG and does not require a match.

**The deadline for all applications is May 15th, 2024. Late applications will not be accepted.**

The period of performance for this program will be July 1, 2024 – September 30, 2025 (15 months). All work associated with this grant, if awarded, must be completed between these dates.

Should you need any assistance in completing this application, please contact the Region 3 Office.

**Josh Cingranelli**

Emergency Management Area Coordinator, Region 3  
Connecticut Department of Emergency Services & Public Protection  
Division of Emergency Management & Homeland Security

**Cell: 860-250-2548**

**24-Hr. Pager: 860-708-0749**



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



# **E.MERGENCY M.ANAGEMENT P.PERFORMANCE G.RANT**

## **FFY 2023 COMPETITIVE POOL FUNDING**

**Municipalities Must Have Submitted an LEOP by April 1st  
and Receive a Certification Letter by May 1st to Apply**

**Application Deadline to your DEMHS Regional Office is  
May 15th, 2024**



## **State of Connecticut**

**Department of Emergency Services and Public Protection  
Division of Emergency Management and Homeland Security**




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DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION  
**DIVISION OF EMERGENCY MANAGEMENT &  
 HOMELAND SECURITY**

1111 COUNTRY CLUB ROAD, MIDDLETOWN, CT 06457 • (860) 685-8531

---

TO: Municipal Emergency Management Directors

FROM: William H. Turner, State Emergency Management Director, DEMHS

SUBJECT: EMPG Pool Funding Grant Program:

The Connecticut Division of Emergency Management and Homeland Security (DEMHS) is offering municipalities the opportunity to apply for additional funding to upgrade their local Emergency Operations Centers (EOC's) or emergency shelters. Each year a portion of Emergency Management Performance Grant (EMPG) funding goes unclaimed. DEMHS has pooled unclaimed funding from the past 4 years to implement a new grant offering. This new pool funding grant is modeled on an existing pool fund grant process established in the Nuclear Safety Emergency Program (NSEP).

Towns and cities have reported a need to renovate or re-equip local EOC's or upgrade their emergency shelters. A municipality can use this application package to apply for up to \$25,000.00 to renovate or re-equip their EOC or up to \$15,000.00 to upgrade an emergency shelter. This is a competitive grant which requires that a municipality have an updated Local Emergency Operations Plan (LEOP) to apply. In addition, towns can only submit one application for either an EOC or a shelter. Unlike the regular EMPG funding towns receive, this pool funding is 100% EMPG and does not require a match.

Awarded municipalities may also apply \$5,000.00 of their \$25,000.00 grant to professional development (attending conferences or training) for their EMD and Deputy EMD. For an EMD or Deputy EMD to travel to a conference or training, they must first complete IS courses 100, 200, 700, 800 and the FEMA Professional Development Series.

Municipalities who are considering applying for this grant should ensure that their projects can be completed in less than 15 months. Awards to approved applications will be issued on July 1, 2024, with a project completion deadline of September 30, 2025.

DEMHS recognizes the critical role that Emergency Management Directors play in the event of a disaster or other emergency. This grant opportunity continues our goal to provide funding to improve local EOC and shelter capabilities and further professionalize local emergency management programs. Should you need any further assistance in completing this application, please contact your DEMHS Regional Office.

## TABLE OF CONTENTS

A. Eligibility Criteria.....	3
B. Application Instructions .....	4
C. EMPG Pool Funding Application Information and Data Sheet.....	5
D. Authorizing Resolution.....	6
E. EMPG Pool Financial Tool-Budget.....	7
F. Grant Justification Narrative.....	8
G. Scope of Work.....	9
H. Project Photographs.....	10
I. Project Maps.....	10
J. Work Schedule.....	11
K. LEOP Certification.....	12
L. Training History.....	13

**NOTE:** When uploading documents or pictures to this application, please check file sizes and please do not exceed 40 Mb. Additional documents may also be emailed along with the application.

## DEMHS REGIONAL CONTACT INFO

**For assistance filling out this application please contact your DEMHS Regional Coordinator.**

Region 1	Robert Kenny Regional Coordinator	149 Prospect Street, Bridgeport, CT 06604 Phone: 860.250.2478 Email: <a href="mailto:Robert.Kenny@ct.gov">Robert.Kenny@ct.gov</a>	Fax: 203.334.1560
Region 2	Nicole Velardi Regional Coordinator	OB-1 #103 12 Wintergreen Avenue New Haven 06515 Phone: 860.250.3453 Email: <a href="mailto:Nicole.Velardi@ct.gov">Nicole.Velardi@ct.gov</a>	Fax: TBD
Region 3	Josh Cingranelli Regional Coordinator	DEMHS - 360 Broad Street Hartford CT 06105 Phone:860.250-2548 Email: <a href="mailto:Josh.Cingranelli@ct.gov">Josh.Cingranelli@ct.gov</a> Mailing address: P.O. Box 1236 Glastonbury, CT 06033	Fax: 860.257.4621
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road Colchester, CT 06415 Phone:860.250.3449 Email: <a href="mailto:Mike.Caplet@ct.gov">Mike.Caplet@ct.gov</a>	Fax: 860.465.5464
Region 5	John Field Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 860.250.2535 Email: <a href="mailto:John.Field@ct.gov">John.Field@ct.gov</a>	Fax: 203.591.3529

## SECTION A . ELIGIBILITY CRITERIA

All Federal and State EMPG requirements will remain in full force and effect for pool funding subgrants as they are normally in effect for the SLA program per the EMPG Manual.

**Note: This is a 15-month subgrant.** In addition, the following conditions will apply to the use of pool funding.

1. Pool funding may be used for any EMPG eligible activity that will enhance or upgrade a local emergency management program through any of the following eligible activities:
  - a. **Upgrades to an Emergency Operations Center (EOC) in a municipalities or designated shelter in a municipality or region.** Examples of projects include:
    - i. Replacement of a stand-by generator for an EOC or Shelter.
    - ii. Upgrading communications equipment in an EOC. Interoperable Communications approval is required from DEMHS.
    - iii. EOC or shelter renovation projects. If ground is broken, Environmental and Historic Preservation (EHP) approval by FEMA is required.
    - iv. Purchasing furniture or specialized supplies for an EOC or Shelter.
  - b. **Professional development for local Appointed Emergency Management Directors (EMD's) and Deputy EMD's via the REPT**  
Regional Training Committee for any of the following:
    - i. Attendance at professional emergency management conferences or events (e.g. NEMA meetings, EMI classes, NHC courses etc.)
    - ii. Support for local emergency management training/exercise planning and operational costs (e.g. CERT, Local Exercises etc.)
    - iii. Towns may also apply up to \$5,000 of their pool funding for Professional Development.
  - c. Other activities as determined by the DEMHS EMPG Pool Funding Working Group.
2. The maximum subgrant amount will be **\$25,000.00** for an EOC or **\$15,000.00** for a Shelter. Additional funding may be added by the municipality as its discretion. **Municipalities can only submit one application for either an EOC or a shelter, not both.**
3. Towns may not receive more than \$25,000.00 in pool funding in any 5-year period. Shelters may not receive more than \$15,000.00 in pool funding in any 5-year period. This limitation does not apply to REPT's.
4. Pool funding cannot be used for sustainment activities such as planning, salaries, re-occurring services or routine supplies for an EOC.
5. Unlike EMPG regular funding, pool funding is matched by the state.  
**No local match is required.**
6. **The receipt of pool funding requires that the municipality have an updated Local Emergency Operations Plan meeting the current DEMHS standard.**
7. In order to attend professional development training and conferences, the Emergency Management Director and their Deputies must complete all required NIMS Courses (IS 100, 200, 700, 800) and the FEMA Professional Development Series.
8. Allocation and reimbursement of pool funding will be conducted using a separate subgrant and reimbursement form that will maintain a distinction of the funding from the Regular EMPG State and Local Assistance Program.
9. Administrative reimbursement (e.g. staff time putting together the application, management of the project etc.) is not eligible under the pool funding grant. Towns can claim management of pool projects under their regular EMPG reimburse if they wish.



## SECTION B. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. **Electronic signatures are accepted on all documents.** Please sign or initial where you see the following tabs:



1. **Manual:** Please print and review the EMPG Program Manual (<https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms>). The Subgrantee is responsible for the information contained in this document. More complete instructions are available in this document.
2. **Section B: Applicant Information and Datasheet:** Please fill out boxes 1-16 with the necessary information.
3. **Section C: Municipal Resolution:** Please provide a municipal resolution to grant the Chief Executive Officer (CEO) the authority to sign the EMPG application package on behalf of the municipality. If a municipal resolution was submitted for the regular FY 2023 EMPG grant, that resolution fills this requirement as long as the CEO has not changed. For more information on resolution specifics please reference the EMPG Program Manual.
4. **Section D: EMPG FINANCIAL TOOL-Budget Preparation:** Fill in your budget request for the performance period of 7/1/24-9/30/25 in the Pool Funding EMPG Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application.
5. **Request for Transcripts from EMI** – Use this link <https://training.fema.gov/student/sssp.aspx> to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).
6. **Cover Letter** Please provide a cover letter signed by the CEO that provides a brief description of the project being proposed and the total project cost.

Once all of the necessary forms are filled out and signed, complete the application by signing and dating the Applicant Information and Data Sheet. Attach the financial tool and submit the Application Package to your DEMHS Regional Office.

**SECTION C. EMPG POOL FUNDING APPLICATION INFORMATION AND DATA SHEET**

<b>Email Completed Applications To:</b> DEMHS Regional Coordinator (See Page 2 of this application for contact information)	SPCP Unit Use Only
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<b>1. Name of Municipality or Agency Applying for Subgrant:</b>	<b>2. Period of Award for this Subgrant: 7/1/24 – 9/30/25</b>
<b>3. Emergency Management Director Name &amp; Address</b> Name: _____ Title: _____ Organization: _____ Address Line 1: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-mail: _____	<b>4. Official Authorized to Sign for the Applicant:</b> Name: _____ Title: _____ Organization: _____ Address Line 1: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-mail: _____
<b>5. Municipal/Agency Financial Officer</b> Name: _____ Title: _____ Organization: _____ Address Line 1: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-mail: _____	<b>6. Fiscal Point of Contact: (If Different than Financial Officer)</b> Name: _____ Title: _____ Organization: _____ Address Line 1: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-mail: _____
<b>7. Applicant DUNS:</b>	<b>8. Applicant UEI #:</b>
<b>9. Applicant Fiscal Year End:</b>	<b>10. Date of Last Audit:</b>
<b>11. Dates Covered by Last Audit:</b> _____ to _____	<b>12. Date of Next Audit:</b>
<b>13. Dates to be Covered by Next Audit:</b> _____ to _____	

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

**FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION**

**14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS**

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

**Initial to indicate that this requirement has been read and understood:** \_\_\_\_\_ INITIAL

**15. AKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:**

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

**Initial to indicate that this requirement has been read and understood:** \_\_\_\_\_ INITIAL

**16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.**

\_\_\_\_\_ SIGN & DATE

**Authorized Signatory:** X \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION D. AUTHORIZING RESOLUTION**

If your community already submitted an Authorizing Resolution for the FY 2023 EMPG - Please include a Copy and Skip This Step

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program **AUTHORIZING RESOLUTION OF THE**

\_\_\_\_\_  
(Insert name of governing body--for example, town council)

**CERTIFICATION:**

I, \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_,  
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by \_\_\_\_\_ at its duly called and held meeting on \_\_\_\_\_, 20\_\_\_\_,  
(name of governing body) (Month, Day)

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the \_\_\_\_\_ may enter into with and deliver  
(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that \_\_\_\_\_, as \_\_\_\_\_ of  
(name and title of officer)

\_\_\_\_\_  
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

\_\_\_\_\_  
(name of governing body)

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that \_\_\_\_\_  
(name of officer)

now holds the office of \_\_\_\_\_ and that he/she has held that office since \_\_\_\_\_.

IN WITNESS WHEREOF: The undersigned has executed this certificate this \_\_\_\_\_ day of

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(Name and title of record keeper)



The Chief Executive Officer has not changed since the previous resolution was authorized on \_\_\_\_\_  
(Date)

**SECTION E. EMPG POOL FUNDING FINANCIAL TOOL-BUDGET**

**Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool “Application Budget”.**

Fill out the Application Budget portion of the tool by filling out the green boxes for the following (shown below is a sample EOC/Shelter Budget):

**Award Amounts:**

**Total Award:** This amount is set to either \$25,000.00 or to the approved amount whichever is the lesser.

**Federal Share:** This is the total of the federal share, which is matched by the state.

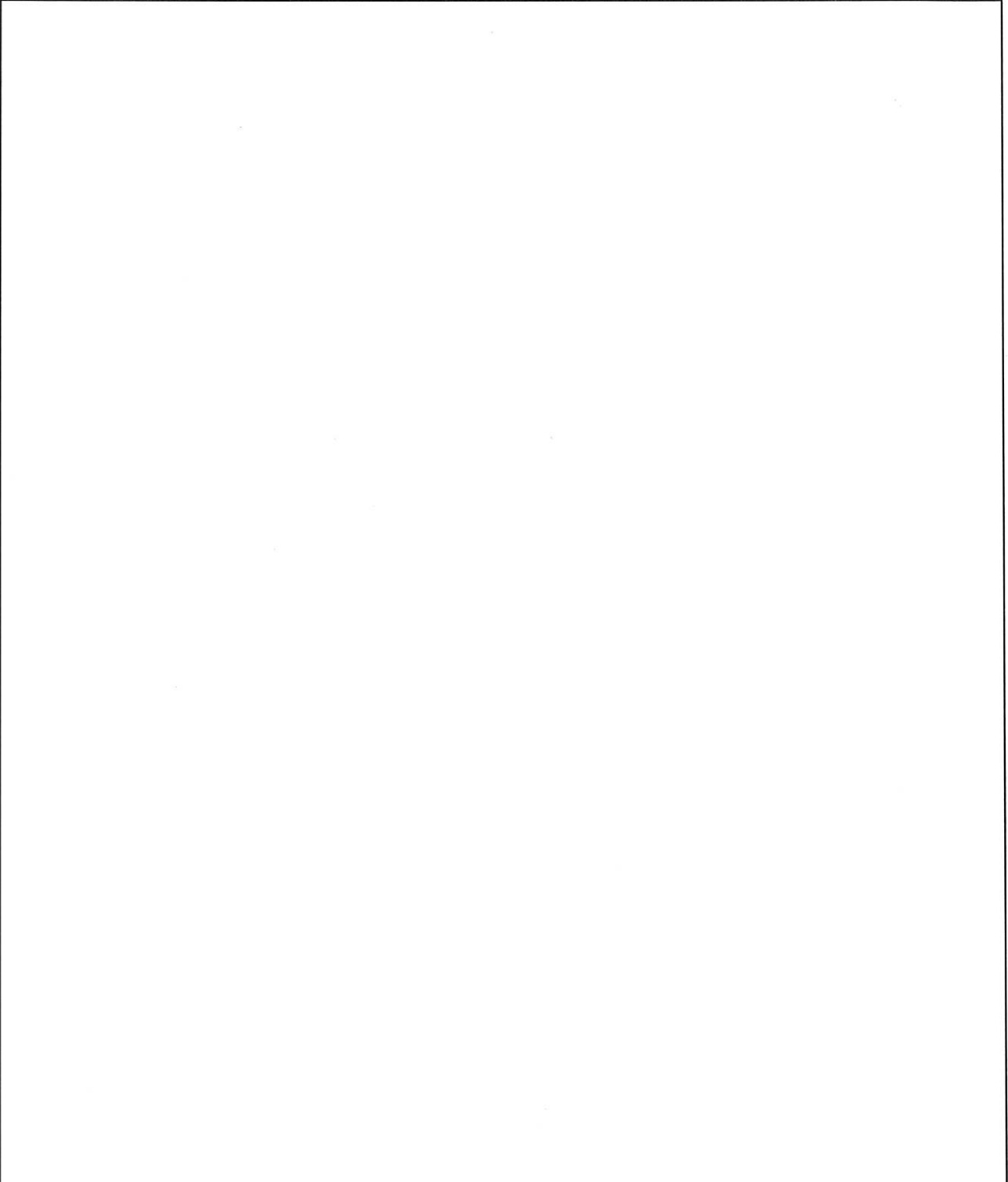
**Enter Categories:**

- **Interior Upgrade** - Enter the total estimated cost for your planned interior upgrade.
- **Equipment** - Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems etc.
- **Generator** - Enter the total estimated cost for the purchase and installation of a backup generator. Note: Any ground disturbance will require an EHP approval from FEMA.
- **Training** - Enter the amount for professional development training.
- **Shelter Supplies** - Enter the amount for shelter supplies.
- **All other**- Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated** – This is the remaining balance of funding that you have not yet allocated to a particular category.

EMPG Pool Budget (Fill In Green Cells Only)	
<b>AWARD</b>	
Total:	\$25,000.00
Federal Share:	\$25,000.00
Match (Provided by the State):	\$25,000.00
<b>SUBGRANT ALLOCATION</b>	
Total:	\$25,000.00
Federal Share:	\$25,000.00
Match (Provided by the State):	\$25,000.00
Interior Upgrade	\$5,000.00
<i>Enter the total estimated cost for upgrading the interior of your EOC (e.g. Furniture, Carpeting etc.) Please note that all services must be concluded and paid before seeking reimbursement.</i>	
Equipment:	\$2,500.00
<i>Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems.</i>	
Generator	\$2,500.00
<i>Enter the total estimated cost for the purchase and installation of a generator.</i>	
Training	\$10,000.00
<i>Enter the total amount for professional development training.</i>	
Shelter Supplies	\$5,000.00
<i>Enter the total amount for supplies such as cots, blankets, MRE's, COVID testing supplies, water etc.</i>	
All Other Costs	\$0.00
<i>Enter the total amount of all other costs (need to provide specific details).</i>	
Unallocated:	\$0.00

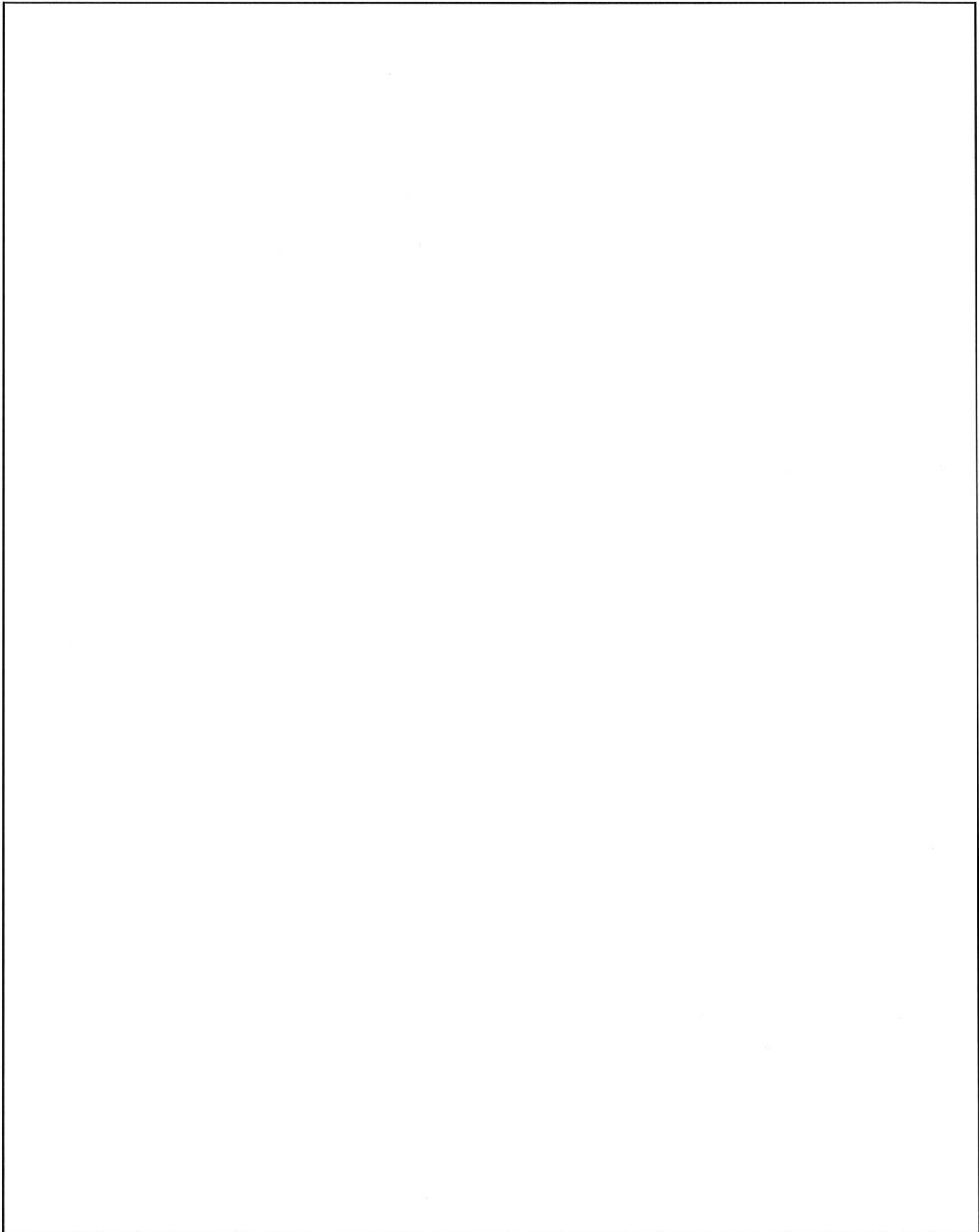
**SECTION F. GRANT JUSTIFICATION NARRATIVE**

Provide below or attach a clear description of the existing gaps in your EOC or shelter that the project is intended to correct. You may include a sketch if you feel it will help describe the problem. Do not describe the proposed solution (yet).



**SECTION G. SCOPE OF WORK**

Provide below or attach a clear description of the proposed project and the work to be accomplished.



## SECTION H. PROJECT PHOTOGRAPHS

Attach photographs of the project site. Also include photos of any structure or unique features likely to be impacted by the project. Note the position, direction, and date that the photo was taken on a drawing or sketch of the project site. The Sub-grantee should also provide aerial photography of the project area (e.g. google maps).

input image description

input image description

input image description

input image description

input map description

## SECTION I. PROJECT MAPS

Provide a site location map(s) that clearly identifies the proposed project. A United States Geological Survey (USGS) topographic quadrangle map or a detailed local road map is ideal for use as a location map. Google maps are also acceptable.

input map description

input map description

input map description

**NOTE:** When uploading documents or pictures to this application, please check file sizes and please do not exceed 40 Mb. Additional documents may also be emailed along with the application.

**SECTION J. WORK SCHEDULE**

Please provide a detailed work schedule and time frame for the proposed project.

Make sure work schedule allows for grant administration [sub-grant contract execution, close-out, etc], final design and permitting, bidding and advertising, and unanticipated delays. Be conservative and schedule more time than you think you need for each task. You will not be penalized for completing the project sooner than the requested performance period.

Task	Months from Award	
	Start	Complete

Total estimated time for project completion  Months



**SECTION K. LEOP CERTIFICATION**

**Approved** LEOP Certification – Please attach certification letter:

**No Plan:** A DEMHS-approved LEOP - consistent with CGS Title 28 – is a pre-requisite for all EMPG Pool funding project applications.

**SECTION L. TRAINING HISTORY**

**All courses on this form must be completed prior to travel or training** for staff who are requesting to attend training, conferences or other events funded under the EMPG pool funding professional development category.

**Instructions:** Type your name and position and the dates you completed the required courses. Please provide a copy of the course certificates.

Name	Position	Required Training Courses (Completed Courses Shown with date of completion)										
		IS-100.c	IS- 120.c	IS 200.c	IS-230.d	IS-235.c	IS-240.b	IS-241.b	IS-242.b	IS-244.b	IS-700.b	IS-800.c
John Smith	EMD	4/17/16	1/27/04	1/27/14	1/27/04	1/27/04	4/27/06	4/27/06	4/27/06	4/27/06	3/21/06	3/21/06

You can search for the required training at <https://training.fema.gov/is/searchis.aspx?search=PDS> (Professional Development Series) or <https://training.fema.gov/is/searchis.aspx?search=ICS> for IS 100, 200, 700, 800. Note: The course letters (IS-100.c ) change with each revision. Even if the course letter for the course you completed is different, the course still counts. Please complete the required courses and submit your training certificates to your Division of Emergency Management and Homeland Security (DEMHS) Regional Office. If you need to request training certificates from FEMA, please request your transcript using the Transcript Request Form – EMI. You can find this form on our website at <https://training.fema.gov/emiweb/downloads/tranrqst1.pdf>

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

**WATER POLLUTION CONTROL AUTHORITY (WPCA) DISCUSSION**

Members of the Water Pollution Control Authority (WPCA) will be in attendance at the meeting to discuss WPCA business and budget. The Board of Finance has been invited to participate in the discussion.

## Donna Lanza

---

**From:** Andy Tierney  
**Sent:** Wednesday, March 27, 2024 10:02 AM  
**To:** Donna Lanza  
**Subject:** FW: Hebron WPCA

Agenda item for BOS

-----Original Message-----

**From:** Diane DelRosso <ddelrosso@hebronct.com>  
**Sent:** Sunday, September 3, 2023 1:53 PM  
**To:** Andy Tierney <atierney@hebronct.com>  
**Subject:** Hebron WPCA

Hi Andy,

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.

Please let me know if you want to discuss. I would have preferred to have a conversation with you about this though I have difficulty trying to find time during normal business hours. Thank you for your consideration.

Best regards,  
Diane

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

**FAIR HOUSING MONTH PROCLAMATION**

April is Fair Housing Month. As a recipient of Small Cities CDBG funding the Town of Hebron has an ongoing obligation to support Fair Housing and Equal Opportunity. It is a State of Connecticut Department of Housing program requirement that Hebron actively evidence its commitment. The attached resolution should be adopted to reaffirm the Town's commitment to fair housing.

**TOWN OF HEBRON  
FAIR HOUSING RESOLUTION**

- Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and
- Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, The Town of Hebron is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

**NOW THEREFORE, BE IT RESOLVED,** That the Town of Hebron hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

**BE IT FURTHER RESOLVED,** That the chief executive officer of the Town of Hebron or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Hebron and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the Town of Hebron on Thursday, April 18, 2024,

---

Andrew J. Tierney  
Town Manager

**Town Seal**

**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 (HYBRID)  
TOWN OFFICE BUILDING – 15 GILEAD STREET**

**Board of Selectmen Regular Meeting**  
 May 2, 2024, 7:00 PM (America/New York)  
**Please join my meeting from your computer, tablet or smartphone.**  
<https://meet.goto.com/525701221>  
**You can also dial in using your phone.**  
 Access Code: 525-701-221  
 United States: [+1 \(408\) 650-3123](tel:+14086503123)  
**Get the app now and be ready when your first meeting starts:**  
<https://meet.goto.com/install>

**Thursday, May 2, 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) Apraxia of Speech Proclamation
- 7:15 p.m. 6. APPOINTMENTS AND RESIGNATIONS**
  - a)
- 7:20 p.m. 7. TOWN MANAGER'S REPORT**
  - a) Recent Activities
  - b) Correspondence
  - c) Town Manager Updates

- 7:30 p.m. 8. OLD BUSINESS**
- a) American Rescue Plan State and Local Recovery Funds Update
  - b) Department of Public Works Action Committee Update
  - c) Plan of Conservation and Development
  - d) FY 2024-2025 Budget
  - e) Any Other Old Business
- 8:00 p.m. 9. NEW BUSINESS**
- a) Proposed Savy Brothers LLC/Town of Hebron Land Swap
  - b) Draft Agenda for May 16, 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 April 18, 2024 – Regular Meeting
  - b) **TAX REFUNDS**
- 8:35 p.m. 11. LIAISON REPORTS**
- a) AHM Youth Services – Peter Kasper
  - b) Hebron BOE – Tiffany Thiele
  - c) Board of Finance – Dan Larson
  - d) Land Acquisition – Keith Petit
  - e) RHAM BOE – Claudia Riley
- 8:45 p.m. 12. PUBLIC COMMENT**
- 8:50 p.m. 13. ADJOURNMENT**



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

**CONSENT AGENDA**

Proposed Motion:

Move that the Board of Selectmen approve the following Consent Agenda items and motions contained therein as if individually adopted:

**a) APPROVAL OF MINUTES**

9.a.1 March 26, 2024 – Regular Meeting – Budget Workshop

9.a.2 April 4, 2024 – Regular Meeting

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

RECEIVED

2024 APR -5 P 12:32  
ED. MASS.  
HEBRON TOWN CLERK

**MINUTES**

**ATTENDENCE:**

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

**Staff Present:** Andrew Tierney, Donna Lanza, Dori Wolf

**Guests:** Brian O'Connell, Lilli Rhodes, Community Voice Channel, Kathy Williams, Terry McManus, Diane Del Rosso, John Matra

**1. Call to Order**

**2. Pledge of Allegiance**

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

**3. Additions and Changes to Agenda**

None.

**4. Public Comment**

None.

**5. Good to Know/Special Recognition**

**A. Public Service Award – Natalie Wood**

A. Tierney shared a certificate of recognition awarded to Natalie Wood in honor of her many years of service in a multitude of roles, including Chair of the Planning & Zoning Commission. D. Lanza read a letter from Frank Zitkus, also thanking N. Wood for her service, dedication, and professionalism.

**6. Appointments and Resignations**

**A. Planning and Zoning Commission Resignation**

**Motion by K. Petit 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 Selectmen designate Friday, April 12, 2024, as the posting date for the vacancy notice. The 35<sup>th</sup> and final day by which nominations shall be received is Friday, May 17, 2024. The motion passed unanimously (5-0).**

**B. Green Committee Appointment**

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

**RECEIVED**  
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ED: ASA  
HEBRON TOWN CLERK

**Motion by T. Thiele that the Hebron Board of Selectmen appoint Brian Barlow as a Regular Member of the Hebron Green Committee for a term to run until December 2027. The motion passed unanimously (5-0).**

**C. HES and GHS Roof Building Committee Appointment**

**Motion by C. Tejada Riley that the Hebron Board of Selectmen appoint Eleisha LeMay as the Hebron Board of Education’s representative to the HES and GHS Roof Building Committee effective immediately. The motion passed unanimously (5-0).**

**7. Town Manager’s Report**

The Board of Finance has scheduled a Public Hearing on the proposed budget for April 16<sup>th</sup> at the Library. The proposal represents a 1.31 mill increase over the current rate of 33.19. A. Tierney met with the WPCA, who will present to BoS and BoF members at an upcoming meeting. Work has begun on Wall Street sidewalks, though rainy weather has slowed recent progress. Interviews for positions in the Finance and Parks & Rec departments are upcoming. A. Tierney requested Selectmen provide him with any input regarding the Plan of Conservation and Development (POCD) update, which is available on the Town’s website.

**8. Old Business**

**A. ARPA Update**

Current remaining funds held in reserve are \$263,585. A. Tierney suggested a deadline of July 1<sup>st</sup> for project updates.

**Proposed resolution by D. Larson that the Hebron Board of Selectmen approve the ARPA projects listed below (or amended) and authorize Andrew J. Tierney, Town Manager, to take any action necessary to acquire or implement the identified projects.**

<b>Hebron Center Signage</b>	<b>\$ 35,000</b>
<b>Fire Department Active Shooter Tactical Gear</b>	<b>\$ 13,600</b>

**BE IT FURTHER RESOLVED that it is understood the amounts indicated are budget estimates; the amount of the final project may be more or less than indicated and that the Town Manager has the discretion to adjust the amount. If an individual project budget comes in more than 20% above the original budget amount, an update will be provided to the Board of Selectmen before commitment is made and project is finalized.**

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

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HEBRON TOWN CLERK

**BE IT FURTHER RESOLVED** that authorization given to Andrew J. Tierney, Town Manager, by this resolution includes signing any purchase agreements, contracts, or any other documents necessary to finalize the projects.

Discussion:

Several Selectmen expressed concern that several projects seem to be “stuck” in process, and that remaining funds will not be spent in time. It was agreed a more in-depth conversation regarding ARPA is required.

**The resolution passed unanimously (5-0).**

Additional discussion:

Selectmen debated holding another ARPA workshop, as well as receiving regular updates from department heads and staffers regarding project status. The BoS agreed to give projects considered “stuck” a final chance to provide an update, or risk losing funding at the next BoS meeting. It was noted the list of projects recommended for formal declination (included in the ARPA update summary in the agenda) have not been approved for funding by Selectmen at this time.

**B. DPWAC Update**

P. Kasper reported an FAQ document has been added to the Town’s website, and social media posts sharing links have begun. The next meeting is April 15<sup>th</sup>. A. Tierney reported he received verbal confirmation from Eversource indicating their willingness to sell the parcel. Once the Town has contracted an appraisal, price discussions will begin.

**C. FY 2024 – 2025 Budget**

**Proposed resolution by P. Kasper that the Hebron Board of Selectmen authorize an Explanatory Text flyer be prepared and distributed for the FY 2024 – 2025 Budget Referendum.**

Discussion:

C. Tejada Riley asked about including a QR code linking to budget information. Selectmen also discussed removing the exit poll.

**The resolution passed unanimously (5-0).**

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

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HEBRON TOWN CLERK

**D. Discuss In-Person/Hybrid Meetings**

A hybrid meeting setup has been completed at the Town Office Building Meeting Room, at a cost of less than \$500. The BoS agreed to return to in-person sessions beginning at the next regular meeting on April 18<sup>th</sup>, with a hybrid option provided.

**E. Other Old Business**

None.

**9. New Business**

**A. Tax Abatement Program Annual Interest Rate Review**

**Proposed resolution by K. Petit that the Hebron Board of Selectmen in accordance with Chapter 320, Article XII Section 320-20 of the Hebron Town Code, the tax abatement interest rate for 2024 be set at 4.0%. The resolution passed unanimously (5-0).**

**B. Draft Agenda for April 18, 2024 Meeting**

**C. Other New Business**

None.

**10. 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. March 12, 2024 – Regular Meeting – Budget Workshop
2. March 19, 2024 – Regular Meeting – Budget Workshop
3. March 21, 2024 – Regular Meeting

**B. Approval of Tax Refunds**

- |                                   |           |
|-----------------------------------|-----------|
| 1. Durable Roofing National Corp. | \$ 304.63 |
| 2. Chelsea Edson                  | \$ 106.57 |

**11. Liaison Reports**

**A. AHM** – No report.

**B. Hebron BoE** – T. Thiele reported the BoE conducted a line-by-line review of their budget request, making further reductions. She also noted no additional programming has been added.

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

RECEIVED

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EDG. ASST.  
HEBRON TOWN CLERK

- C. Board of Finance** – No report.
- D. OSLAC** – No report.
- E. RHAM BoE** – C. Tejada Riley reported RHAM’s proposed budget increase is less than 2%, which is among the lowest in the state.

**12. Public Comment**

- A. Diane Del Rosso** – Provided an update on budget proceedings, noting the Public Hearing on April 16<sup>th</sup>. She stated the BoF is planning on transferring \$500,000 from fund balance to include in revenue, resulting in a mill rate increase of 1.31.

**13. Adjournment**

**Motion by T. Thiele to adjourn at 8:08 p.m.**

Respectfully submitted,  
Hannah Walcott (Board Clerk)

**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 26, 2024 - 7:00 PM**

**RECEIVED**  
2024 APR -1 A 8:34  
HEBRON TOWN CLERK

**MINUTES**

**ATTENDENCE:**

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

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

**Also Present:** Andrew Tierney, Donna Lanza, Lori Granato

**1. Call to Order**

**2. Pledge of Allegiance**

P. Kasper called the Board of Selectmen to order at 7:01 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 Hearing on the Budget**

No comments.

**Motion by D. Del Rosso and seconded by M. Leichter to add agenda item 5.A – General Fund/Unassigned Fund Balance Discussion. The motion passed unanimously (5-0).**

**Motion presented by P. Kasper to add agenda item 5.A – General Fund/Unassigned Fund Balance Discussion. The motion passed unanimously (5-0).**

**Motion by M. Leichter and seconded by D. Del Rosso to add agenda item 4.B – WPCA Discussion. The motion passed unanimously (5-0).**

**Motion presented by P. Kasper to add agenda item 4.B – WPCA Discussion. The motion passed unanimously (5-0).**

**4. Further Information and Discussion**

**A. Outstanding Questions or Information**

A. Tierney reviewed budget adjustments since the last workshop. The current proposal represents a 1.96% increase, for a mill rate of 35.15 for real estate/personal property. Adjustments since the last proposal include reductions to FD PT Payroll, insurance, contribution to CIP, and Police Capital Outlay, among others, for a total

**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 26, 2024 - 7:00 PM**

budget reduction of \$262,413. There was brief discussion on CIP fund balance and CIP projects.

**B. WPCA Discussion**

M. Leichter stated the town has no authority over the WPCA, as they are governed by state statute. D. Del Rosso stated oversight has been an area of concern for the BoF for several years, and while the WPCA is generally autonomous, requests for funding from the town negate that autonomy. She officially requested the BoS take on more formalized control, conducting regular reviews. She also referenced previously discussed software, which may assist in asset management and maintenance tracking schedules. A. Tierney summarized the history of the administrator's position, and noted difficulty in attracting candidates. The BoS will discuss further during an April regular meeting, and agreed additional workshops between the BoS, BoF, and WPCA should be conducted.

**5. General Fund and Revenue Discussions**

**A. General Fund/Unassigned Fund Balance Discussion**

D. Del Rosso reviewed General Fund and unassigned fund balance policies, and discussed restrictions on use. The BoS and BoF debated the practice and method of using those funds, including movement between accounts, particularly regarding CIP projects. Supplemental appropriations, referendum votes, and Town Meetings were discussed as methods of approving funding for projects. D. Del Rosso suggested a transfer from the unassigned fund to CIP, which would require approval at referendum, and stressed the value of transparency in that method. Approvals necessary for transfers and expenditures, and associated dollar thresholds, were discussed, as well as the timing of each step. A. Tierney will consult the Town Attorney and auditors for further guidance.

**B. Revenue Overview and Discussion**

No further discussion.

**6. Budget Deliberations**

K. Petit shared a list of possible further cuts, which was reviewed line by line. Following extended discussion, adjustments amounting to a further budget reduction of \$7,664.66 were agreed to. Following C. Tejada Riley's suggestion of reducing contribution to Open Space, Board members discussed trail/property maintenance, obligations related to Open Space purchases, land preservation targets, and impacts to revenue due to limited buildable land. A contribution to Open Space of \$100,000 (a \$25,000 reduction) was agreed upon. Per D. Lanza, that establishes a mill rate of 35.11.



**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 26, 2024 - 7:00 PM**

**7. Finalize Selectmen’s FY 24-25 Budget and CIP Budget**

**Proposed resolution by K. Petit that pursuant to Hebron Town Charter Chapter IX, Finance, Budget and Taxation, Section 902 E, the Hebron Board of Selectmen recommend to the Board of Finance a proposed town government expenditure budget for FY 2024-2025 of \$11,940,264 which is a 9.25% increase from the FY 2023-2024 budget. This includes:**

- **Town Government Budget** **\$9,646,664**
- **Contribution to Capital Improvement** **\$1,176,734**  
     **(Projects over \$75,000)**
- **Contribution to Open Space** **\$ 100,000**
- **Contribution to Capital Projects** **\$ 133,650**  
     **(Projects \$10,000 to \$75,000)**
- **Contribution to Revaluation** **\$ 40,000**
- **Debt Service** **\$ 843,216**

**Be it further resolved, that the Board of Selectmen recommends that the Board of Finance receive the final recommended expenditure budgets from the Hebron Board of Education and the RHAM Board of Education to be included in the Town Budget. The resolution passed unanimously (5-0).**

**Proposed resolution by P. Kasper that the Hebron Board of Selectmen recommend to the Board of Finance a proposed CIP Budget of \$1,325,524 for FY 2024-2025 as follows:**

<b>Road Resurfacing and Road Improvements</b>	<b>\$ 330,558</b>
<b>Replace Truck 45 (2005)</b>	<b>\$ 275,466</b>
<b>Jones Street Culvert Replacement – Second (Final) Year Funding</b>	<b>\$ 44,500</b>
<b>HBOE – GHS School Roof Restoration</b>	<b>\$ 500,000</b>
<b>HBOE – HES School Roof Restoration</b>	<b>\$ 100,000</b>
<b>Senior Center Parking Drainage, Repave and Expansion</b>	<b>\$ 75,000</b>
<b>Total Recommended CIP Budget</b>	<b>\$1,325,524</b>

**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 26, 2024 - 7:00 PM**

**The resolution passed unanimously (5-0).**

**8. Adjournment**

**Motion by T. Thiele to adjourn the Board of Selectmen meeting at 9:15 p.m.**

The BoF agreed to cancel Thursday's workshop. The next meeting will be held Tuesday, April 2, at Town Hall at 7:00 p.m.

**Motion by M. Leichter to adjourn the Board of Finance meeting at 9:19 p.m.**

Respectfully submitted,  
Hannah Walcott (Board Clerk)