

**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)  
DOUGLAS LIBRARY COMMUNITY ROOM – 22 MAIN STREET**

**Board of Selectmen Regular Meeting**  
 October 24, 2024, 7:00 PM (America/New York)  
**Please join my meeting from your computer, tablet or smartphone.**  
<https://meet.goto.com/793763389>  
**You can also dial in using your phone.**  
 Access Code: 793-763-389  
 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>

HEBRON TOWN CLERK

2024 OCT 17 P 12:23

RECEIVED

**Thursday, October 24, 2024**

**7:00 p.m.**

**AGENDA**

**Time Guideline**

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

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

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

**7:05 p.m. 4. PUBLIC COMMENT**

This section of the agenda is reserved for persons in attendance who wish to briefly address the Board of Selectmen. The Board requests that a person's comments be limited to a single period lasting three minutes or less. While the Board respects the right of the public to provide comment, this time is not intended for open discussion or a Board response. Residents who wish to request a dialogue should make arrangements to do so through the Town Manager's Office or the Board Chair. (Persons wishing to comment should type "comment" and your name in the chat box and you will be recognized.)

**7:10 p.m. 5. GOOD TO KNOW/SPECIAL RECOGNITION**

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

a) Planning and Zoning Commission Alternate 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) Board of Selectmen - Communication Strategy
  - d) Any Other Old Business
- 7:50 p.m. 9. NEW BUSINESS**
- a) Proposed Ordinance Board of Assessment Appeals Alternates
  - b) Draft Agenda for November 7, 2024 Meeting
  - c) Any Other New Business
- 8:00 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 October 10, 2024 – Regular Meeting
  - b) **TAX REFUNDS**
- 8:05 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
- 8:15 p.m. 12. PUBLIC COMMENT**
- 8:20 p.m. 13. ADJOURNMENT**

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
OCTOBER 24, 2024**

**APPOINTMENTS AND RESIGNATIONS**

**a. Planning and Zoning Commission Alternate Resignation**

Attached is correspondence from Terry McManus resigning his position as an alternate on the Planning and Zoning Commission. This term runs until November 2025.

**Proposed Motion:**

Move that the Hebron Board of Selectmen accept the resignation of Terry McManus as an alternate from the Hebron Planning and Zoning Commission with regret and thanks for his years of service. Further, that the Selectmen designate Friday, November 1, 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, December 6, 2024.

## Donna Lanza

---

**From:** Terry McManus  
**Sent:** Thursday, October 10, 2024 8:22 AM  
**To:** Frank Zitkus; Frank Zitkus  
**Cc:** Peter Kasper; Andy Tierney; David Sousa; Janet Fodaski; Christopher Cyr; Bradley Franzese; Matthew Bordeaux; Donna Lanza  
**Subject:** Resignation

Frank,

I hope that this email finds you well.

I am writing to let you know that I resign my position as alternate on the Hebron Planning and Zoning Commission effective immediately.

I appreciate the opportunity afforded me by the commission and the town to participate and, hopefully, add value to the workings of the town. I learned a great deal from associate commission members and found lessons offered at each of the meetings I attended. I respect the earnestness and the vast amount of work that members participating need to perform and have watched members grow as time went by. I hope that this growth continues.

I wish you and the commission well.

Respectfully,  
Terry McManus

## **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 35<sup>th</sup> day or postmarked on the 35<sup>th</sup> day. If the 35<sup>th</sup> 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**



# *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)**

ANDREW J. TIERNEY  
TOWN MANAGER

PETER D. KASPER  
CHAIRMAN

DANIEL E. LARSON  
VICE CHAIRMAN

TIFFANY V. THIELE  
SELECTMAN

KEITH C. PETIT  
SELECTMAN

CLAUDIA TEJADA RILEY  
SELECTMAN

October 8, 2024

Ms. Christina Ristaino  
210 Woodhaven Road  
Glastonbury, CT 06033

Dear Christina:

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 10 years of service, as of September 22, 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

cc: Board of Selectmen



ANDREW J. TIERNEY  
TOWN MANAGER

## *Town of Hebron*

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PETER D. KASPER  
CHAIRMAN

DANIEL E. LARSON  
VICE CHAIRMAN

TIFFANY V. THIELE  
SELECTMAN

CLAUDIA TEJADA RILEY  
SELECTMAN

KEITH PETIT  
SELECTMAN

October 8, 2024

Ms. Lida Carroll  
53 East Street  
Stafford Springs, CT 06076

Dear Lida:

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 Children's Librarian.

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

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
OCTOBER 24, 2024**

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

Attached is an updated ARPA status report. The current balance of funds in reserve is \$54,003.







Hebron- Senior Center- Cloud Cameras-106841

This Agreement is between

**Hebron CT, Town of**  
14 Stonecroft Dr  
Hebron, CT 06248 USA

**Valley Communications Systems, Inc.**  
20 1st Ave.  
Chicopee, MA 01020-4619  
800-522-4136  
www.valleycommunications.com  
Contact: Kennon Fisher

**Grand Total      \$ 15,857.49**

**Scope Of Work**

**Valley Communications Systems, Inc.**

Ma State Contract (ITC71)  
VC-6000157698

Valley Communications Systems, Inc. "VCS" or licensed subcontractor will provide Hebron CT, Town of, "The Client", the system described in this document. Owner Furnished Equipment "OFE" is any equipment pre-existing or provided by The Client that is a part of this system. Client responsibilities listed in detail at the end of this document.

*Project Summary:*

VCS will run wire, Install and program 6 cameras.

(4) 5.0C-H6SL-D1-IR-30	Ava Aware Cloud camera - Dome White
(1) 360-W-30	Ava Aware Cloud camera - 360 White
(1) 15C-H5A-3MH-30	Ava Aware Cloud Multisensor Camera





**Burrows Hill School House – Painting Interior**

- Scraping sanding and feathering of all surfaces inside, including windows, walls, ceilings, trim, doors, prime, two finish coats

**Total amount for labor and material, all cleanup: \$5,200.00**

**Old Hebron Town Hall – Painting Interior**

- Painting and preparation includes all windows trim (casings, sills, stools), baseboards and/or wainscot in total, doors and door trim, painting of all plaster walls, ceilings and any other plaster. All painting, preparation includes scraping, sanding, feathering, clean up of all debris. Moveable staging on wheels for ceiling work.

**Prime plus two finish coats, covering and moving of furniture, wall hangings, moveable staging on wheels: \$14,800.00**

**Building and Installation of new outside stairwell.**

Manufacture all parts: balusters, treads, risers, landing, period railing, newell posts, newell caps, fascia vertical siding.

As per drawing:

Remove existing stairs

New 2x8 framing

Custom cedar railings (period profile)

2x2 square balusters turned on 45 degrees for aesthetic installation

Cedar fascia boards

1x4 T&G fir decking

Fir treads

Vertical random width T&F cedar bead board for siding (1x8, 1x10)

Skirt boards are hand-planed

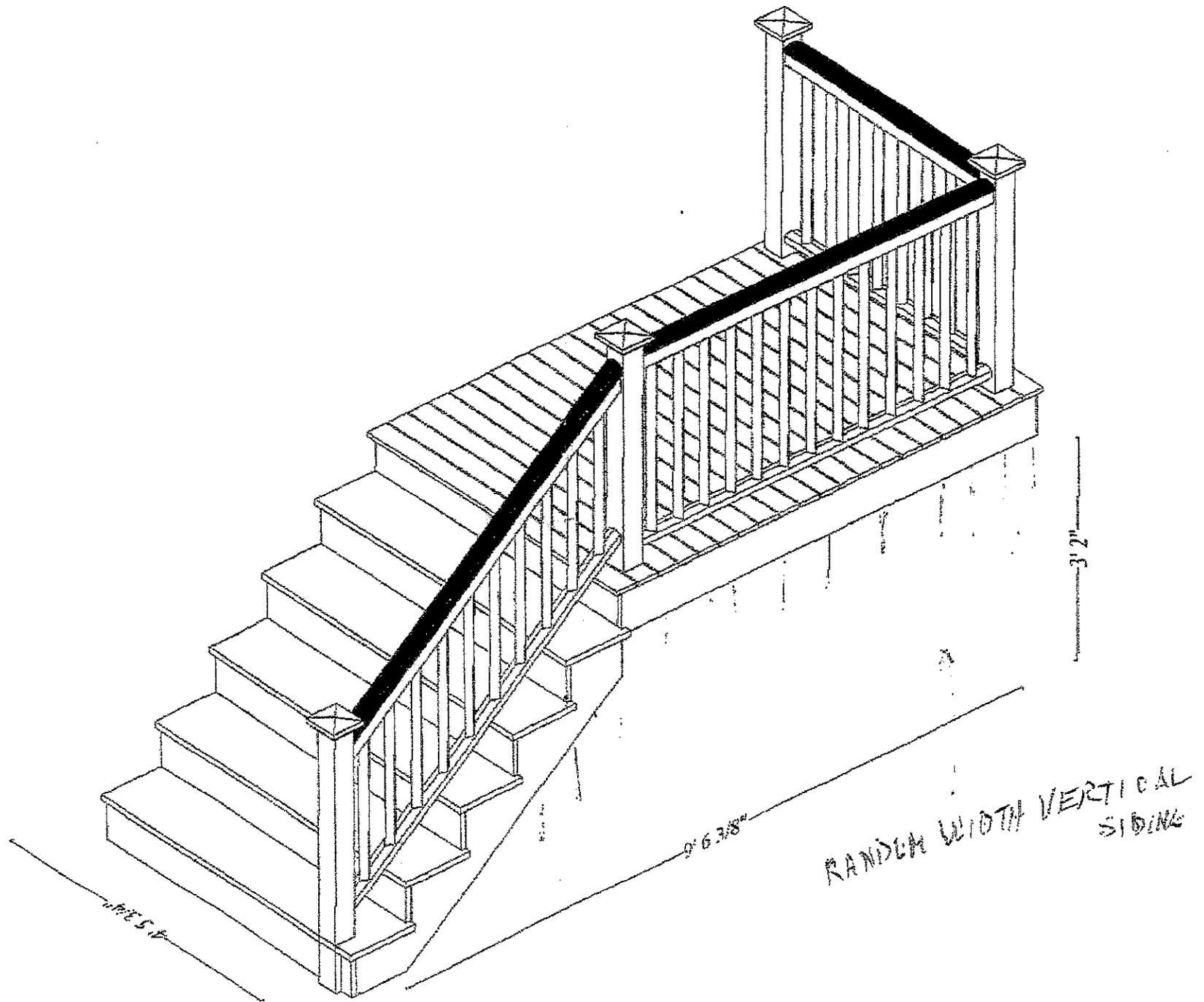
**Total for labor and material, all cleanup \$15,750.00**

**Staircase – sanding and preparation, priming and two finish coats: \$1,600.00**

**Burrows Hill School House – Painting Exterior**

- Preparation, priming, two finish coats on all surfaces, including exterior windows

**Total amount for labor and material, all cleanup: \$6,500.00**



**Donna Lanza**

---

**From:** Drusilla Carter  
**Sent:** Tuesday, June 18, 2024 11:00 AM  
**To:** Andy Tierney  
**Cc:** Donna Lanza  
**Subject:** ARPA funds request

Good morning Andy,

The library's 3D printers are heavily used by members of the public and for community projects such as the Historical Commission's history walk, but they are nearing the end of their useful lives. At this point, we would need to purchase replacement parts and invest significant staff time in order to keep them running. We would like to request ARPA funding to purchase two new Bambu Lab P1S 3D printers to replace the old printers, and for the filament to run them.

The cost of each 3D printer is \$949.00  
The filament for a year would run approximately \$900  
The total amount of ARPA funds that we are requesting is therefore \$2798

Since these printers are in daily use, I know that there is a high demand for them, and we would like to continue offering this service to the public. I am hoping that this amount of ARPA funding can be made available for this purpose, and ask that this request be forwarded to the selectmen.

Please let me know if there are any questions,



**J. Drusilla Carter, Director**  
Douglas Library of Hebron  
[www.douglaslibrary.org](http://www.douglaslibrary.org)  
(860) 228-9312 x316

## Donna Lanza

---

**From:** Kenneth R. Slater, Jr. <Slater@halloransage.com>  
**Sent:** Friday, August 09, 2024 11:50 AM  
**To:** Donna Lanza  
**Cc:** Andy Tierney  
**Subject:** RE: ARPA funds request

Donna,

It is my understanding that the Town has historically been a significant contributor to capital-related improvements and other support to the public library. If I am not mistaken in that understanding, the town's longstanding practice of treating the library as an important municipal resource would qualify the use of ARPA funds for the purchase of that equipment.

Regards,

Ken



Kenneth R. Slater, Jr., Esq.  
Halloran & Sage LLP  
One Goodwin Square, 225 Asylum Street  
Hartford, CT 06103-4303

E [slater@halloransage.com](mailto:slater@halloransage.com)  
D 860.297.4662  
F 860.548.0006  
[www.halloransage.com](http://www.halloransage.com)

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**From:** Donna Lanza <dlanza@hebronct.com>  
**Sent:** Friday, August 9, 2024 8:03 AM  
**To:** Kenneth R. Slater, Jr. <Slater@halloransage.com>  
**Cc:** Andy Tierney <atierney@hebronct.com>  
**Subject:** RE: ARPA funds request

Please let me know if there are any questions,



**J. Drusilla Carter, Director**

Douglas Library of Hebron

[www.douglaslibrary.org](http://www.douglaslibrary.org)

(860) 228-9312 x316

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**Donna Lanza**

---

**From:** Kenneth R. Slater, Jr. <Slater@halloransage.com>  
**Sent:** Wednesday, September 25, 2024 10:58 AM  
**To:** Donna Lanza  
**Cc:** Andy Tierney  
**Subject:** RE: ARPA funds

Donna,

The purchases for the Senior Center are ARPA eligible.

Ken



Kenneth R. Slater, Jr., Esq.  
Halloran & Sage LLP  
One Goodwin Square, 225 Asylum Street  
Hartford, CT 06103-4303

E slater@halloransage.com  
D 860.297.4662  
F 860.548.0006  
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**From:** Donna Lanza <dlanza@hebronct.com>  
**Sent:** Wednesday, September 25, 2024 10:22 AM  
**To:** Kenneth R. Slater, Jr. <Slater@halloransage.com>  
**Cc:** Andy Tierney <atierney@hebronct.com>  
**Subject:** FW: ARPA funds

Hi Ken

Please advise if the below would be ARPA eligible.

Also, following up on the request for 3D printers for the library and if that would be an eligible ARPA expense.

Thank you,

Donna

**From:** Andy Tierney <[atierney@hebronct.com](mailto:atierney@hebronct.com)>  
**Sent:** Thursday, April 18, 2024 6:52 AM  
**To:** Donna Lanza <[dlanza@hebronct.com](mailto:dlanza@hebronct.com)>  
**Subject:** Fwd: ARPA funds

Sent from my iPhone

Begin forwarded message:

**From:** Sharon Garrard <[sgarrard@hebronct.com](mailto:sgarrard@hebronct.com)>  
**Date:** April 18, 2024 at 4:04:40 AM EDT  
**To:** Andy Tierney <[atierney@hebronct.com](mailto:atierney@hebronct.com)>  
**Subject:** RE: ARPA funds

Thanks

Here's a "quote" of what the senior center's request would be

## Amazon Shopping Cart

Price



1. ZAPION Garden Patio Umbrella Outdoor Patio Parasol Sun Umbrella Umbrella Rectangular Stall Rainproof and Sunscreen Commercial Outdoor Stall Umbrella 460 270CmZAPION Garden Patio Umbrella Outdoor Patio Parasol Sun Umbrella Umbrella Rectangular Stall Rainproof and Sunscreen Commercial Outdoor Stall Umbrella 460 2...  
**\$2,610.48**
2. In Stock
3. Shipped from: [lftstore](#)
4. FREE delivery **May 1 - 13**

Qty: [Share](#)



- 1. EAST OAK Signature 7 Pieces Outdoor Dining Set, Patio Furniture Set with Finest Teak Wood, Powder-Coated Aluminum Frame Table and Teslin Fabric Chairs, Patio Dining Set for Garden and Yard, Dark Grey  
EAST OAK Signature 7 Pieces Outdoor Dining Set, Patio Furniture Set with Finest Teak Wood, Powder-Coated Aluminum Frame Table and Teslin Fabric Chairs, Patio Dining S...  
**\$1,861.77**

2. Save \$200.00  
[Clip Coupon](#)

- 3. [Usually ships within 3 to 5 days](#)
- 4. FREE delivery as soon as **Tue, May 7, 8 AM - 8 PM**
- 5. **Size:** 7-Piece Dining Set

Qty: [Share](#)

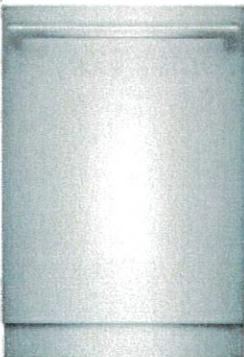


- 1. 60 in. Round Commercial Stacking Folding Table and Cart Combo in Almond (15-Pack)  
60 in. Round Commercial Stacking Folding Table and Cart Combo in Almond (15-Pack)

**\$2,969.99**  
[Business Price](#)

- 2.
- 3. FREE delivery **Apr 30 - May 9**

Qty: [Share](#)



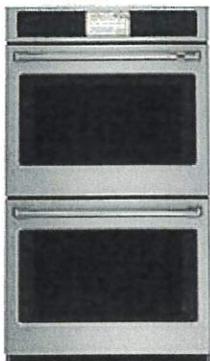
1. Bosch Benchmark Series 24" Bar Handle Dishwasher Bosch Benchmark Series 24" Bar Handle Dishwasher

**\$2,229.00**

2. In Stock
3. Shipped from: [A1Quill Appliance](#)
4. \$9.99 delivery Apr 29 - May 8

Qty:

[Share](#)



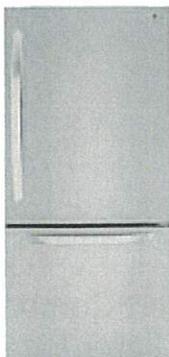
1. Café™ Professional Series 30" Smart Built-In Convection Double Wall Oven Café™ Professional Series 30" Smart Built-In Convection Double Wall Oven

**\$3,899.00**

2. In Stock
3. Shipped from: [A1Quill Appliance](#)
4. \$9.99 delivery Apr 29 - May 8

Qty:

[Share](#)



1. 26 cu. ft. Bottom Freezer Refrigerator 26 cu. ft. Bottom Freezer Refrigerator

**\$1,529.00**

2. In Stock
3. Shipped from: [A1Quill Appliance](#)
4. FREE delivery Apr 22 - 23

Qty:

[Share](#)

Subtotal (10 items): **\$24,043.74**

*Sharon M Garrard*  
*Senior Services Director / Municipal Agent for the Elderly*  
*Town of Hebron / Russell Mercier Senior Center*  
*12 Stonecraft Drive*  
*Hebron, CT 06248*  
*Phone: 860-228-1700 x 203*





**Donna Lanza**

---

**From:** Kenneth R. Slater, Jr. <Slater@halloransage.com>  
**Sent:** Tuesday, October 08, 2024 8:47 AM  
**To:** Andy Tierney  
**Cc:** Donna Lanza  
**Subject:** RE: ARPA - project proposal

Andy,

Sorry I missed the deadline of that meeting. I think that proposal stretches the application of ARPA funds capital projects. And if one expenditure is questionable, I would be concerned that an auditor would give more scrutiny to others. I not saying that I'm uncomfortable with all of my prior advice on other programs, but I don't recommend using ARPA funds on this one.

Ken



Kenneth R. Slater, Jr., Esq.  
Halloran & Sage LLP  
One Goodwin Square, 225 Asylum Street  
Hartford, CT 06103-4303

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**From:** Andy Tierney <atierney@hebronct.com>  
**Sent:** Monday, September 9, 2024 12:09 PM  
**To:** Kenneth R. Slater, Jr. <Slater@halloransage.com>  
**Subject:** FW: ARPA - project proposal

Hi Ken Please see the question below, not sure this fit's ARPA, Please advise.

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

**From:** Tiffany Thiele <[tthiele@hebronct.com](mailto:tthiele@hebronct.com)>  
**Sent:** Monday, September 9, 2024 11:43 AM  
**To:** Andy Tierney <[atierney@hebronct.com](mailto:atierney@hebronct.com)>; Donna Lanza <[dlanza@hebronct.com](mailto:dlanza@hebronct.com)>  
**Cc:** Peter Kasper <[pkasper@hebronct.com](mailto:pkasper@hebronct.com)>  
**Subject:** ARPA - project proposal

Hi Andy and Donna:

In advance of Thursday's meeting, I'd like to request information regarding funding for the Hebron Community Theater. This is a program started by a previous parks and rec employee, who has since left, which made \$1100 in August after only two performances. I think there's significant interest in cementing Hebron as a center for arts and music.

That being said, I definitely don't understand all the logistics behind how we could consider a proposal. Does ARPA allow funding for a part-time contractor to facilitate a program? Is it funds given to Parks and Rec to figure out? And of course, we're on a time crunch. Since we only have \$40k left, I think it's a good time to figure out smaller drops in the bucket and allocate what we can.

I don't want to surprise folks, so please consider this an official question that I'd like some information on for myself and the Board to consider.

Thank you!  
Tiffany

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**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
OCTOBER 24, 2024**

**DEPARTMENT OF PUBLIC WORKS ACTION COMMITTEE UPDATE**

Chairman Kasper will provide an update at the meeting.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
OCTOBER 24, 2024**

**BOARD OF SELECTMEN  
COMMUNICATION STRATEGY**

Attached is a revised draft incorporating changes suggested by the Board at the September 26, 2024, BOS Meeting and the Town Attorney's recommendations for the proposed Rapid Response Plan.

**Proposed Motion:**

Move that the Hebron Board of Selectmen adopt the Town of Hebron Board of Selectmen Rapid Response Plan as presented (or amended).

**Town of Hebron**  
**Board of Selectmen**  
**Rapid Response Plan**  
*Revised: 10/1/24*

**Overview:** The Town of Hebron and the Hebron Board of Selectmen recognize that social media is a news source for many town residents. Statistics show that more than half of U.S. adults sometimes receive news from social media.<sup>1</sup> As of this writing, the Town of Hebron has a Facebook page for regular updates. Beyond that, there are several active town resident-operated Facebook groups. The Board of Selectmen acknowledges that factual and erroneous information is shared in these groups, resulting in misinformation about Board decisions and actions. This policy is intended to guide future Boards of Selectmen on rapid responses on social media as needed, while avoiding improper and illegal meetings and ensuring that rapid responses are accurate and reflect the will of the Board.

Additionally, this plan may also be applied to responses to the Rivereast News Bulletin. However, ~~this policy recognizes that the Chairperson and Town Manager act as de facto spokespeople for this outlet, and as such,~~ the rapid response plan is geared toward social media given that there is usually more time to craft responses to a weekly newspaper.

~~**Policy Owner:** The chairperson of the Hebron Board of Selectmen who, at any time, with a majority vote of three members of the Board, may decide to revise, execute or suspend policy. The chairperson of the Hebron Board of Selectmen is also responsible to, with a majority vote of three members of the Board, for assignments shall nominate~~ an individual primarily tasked with distributing any rapid response messaging on Facebook into targeted ~~groups for approval by the Board of Selectmen.~~

**Commented [KS1]:** This is a policy established by the Board of Selectman. Nobody owns it and it can be amended or repealed at the discretion of the Board by majority vote.

**Rapid Response Best Practices:** A rapid response on social media is not intended to change narratives or opinions; rather, rapid responses should be used to communicate noted facts quickly and effectively. Rapid responses are also not intended to engage in thorough conversation or repeated questions on social media. Rather, rapid responses should be used sparingly and in accordance with Board decisions already on record to combat misinformation and to greater explain the Board's reasoning to an audience that may not have attended meetings.

The other tenet of a rapid response plan is that it is rapid. ~~This means that In order to do that without convening special meetings of the Board of Selectmen, this policy~~

<sup>1</sup> Pew Research Center. <https://www.pewresearch.org/journalism/fact-sheet/social-media-and-news-fact-sheet/>



This process does not include engaging in additional conversation and discussion. In alignment with social media best practices, these conversations are not necessarily helpful, nor do they advance discourse. Additional questions should always be directed to the Town Manager's office or to the Board as a whole.

**Commented [KS6]:** This doesn't read like policy. The beginning of the policy discourages "conversations" but the policy affords discretion. Consider the bullet below, instead.

#### Appropriate Topics for Rapid Response Plan:

- Board decisions on town matters
  - These would include grant applications, construction projects in progress, CIP/Town budget questions, etc.
- Clarifying town policies that exist publicly and available for public viewing
  - Park policies, transfer station policies, etc.

#### Inappropriate Topics for Rapid Response Plan:

- Personnel matters
- Personal attacks on the Board of Selectmen or town staff
- Political issues (split Board votes based on party affiliation, etc.)
- Fire/Police/EMT incidents that occur in town
- Criminal matters (those crimes specifically impacting Town Offices and/or the Town of Hebron)
- Engaging in responses to social media reactions to a rapid response or engaging in virtual conversations to social media reactions to a rapid response.

At any time, an individual Board member may request to review this policy and/or rapid response messages that were distributed during an open meeting to address concerns.

**Commented [KS7]:** This would be a violation of FOIA if someone did this at a special meeting where the policy is not on the agenda. Ordinary rules of Board procedure should be followed regarding any policy the Board has adopted. Items can be put on agendas, discussed and voted on in the ordinary course.

*Adopted:*

*Version:*

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
OCTOBER 24, 2024**

**PROPOSED ORDINANCE  
BOARD OF ASSESSMENT APPEALS ALTERNATES**

Attached is a proposed ordinance to establish appointed alternates for the Board of Assessment Appeals. If the Selectmen decide to move forward with enacting this ordinance a Public Hearing should be scheduled. A proposed date for the Public Hearing is Thursday, November 21, 2024, at 6:45 p.m.

Proposed Motion:

Move that the Hebron Board of Selectmen schedule a Public Hearing for Thursday, November 21, 2024, at 6:45 p.m. at the Hebron Town Office Building Lower Level Meeting Room, to receive public comment on the proposed Ordinance regarding appointment of Board of Assessment Appeals Alternates.

Chapter C. Charter

Chapter IV. Board of Selectmen

Section 404. Public hearing on and publication of ordinances.

At least one public hearing, notice of which shall be given at least five days in advance by publication in a newspaper having a general circulation in the Town, by posting a notice in a public place, shall be held by the Board of Selectmen before any ordinance shall be voted upon.

Every ordinance, after passage, shall be duly recorded by the Town Clerk and available for inspection and copying by the public during reasonable hours. Within 10 days after final passage, the text of each ordinance shall be published in summary form in a newspaper having circulation within the Town. Nothing herein shall prohibit the periodic codification or recodification of existing Town ordinances.

Every ordinance, unless it shall specify a later date, shall become effective on the 21st day after such publication following its final passage except if overruled as provided in Section 405 of this Charter.

## **Town of Hebron**

### **Ordinance Establishing the Appointment of Alternate Members to the Board of Assessment Appeals**

#### **1. Membership generally**

The Board of Assessment Appeals is constituted in accordance with section 203 of the Hebron Town Charter and consists of three members each elected to four-year terms.

#### **2. Appointment of Alternate Members**

The Board of Selectmen may appoint three (3) alternate members to the Board of Assessment Appeals in accordance with Conn. Gen. Stat. §9-199(b). Each alternate member shall be an elector of the municipality and shall be appointed to a four-year term. When seated, an alternate member shall have all the powers and duties of a member of the Board of Assessment Appeals.

**Sec. 9-199. Boards of assessment appeals. Alternate and additional members. (a)**

Unless otherwise provided by law, each town shall elect a board of assessment appeals consisting of three members and shall elect such officers at regular municipal elections for terms of four years. Such members of the board of assessment appeals shall hold office for the term for which they are elected and until their successors are elected and have qualified. When the number of members of the board of assessment appeals to be elected by any town is even, no person shall vote for more than one-half the number, and when the number to be elected is odd, no person shall vote for more than a bare majority of the number, provided the legislative body of any town may provide that the electors of such town vote for the full number of members to be elected thereat, any provision of the special acts to the contrary notwithstanding. The candidates in number sufficient to fill such offices who have the highest number of votes shall be elected. Nothing in this section shall be construed to affect the method of rotation of members of a board of assessment appeals legally in effect on October 1, 1976.

(b) The legislative body of a municipality or, in the case of a municipality for which the legislative body is a town meeting or a representative town meeting, the board of selectmen may appoint an alternate for each member of the board of assessment appeals. Each alternate member shall be an elector of the municipality. When seated, an alternate member shall have all the powers and duties of a member of the board of assessment appeals.

(c) Notwithstanding the provisions of subsection (a) of this section or of any special act, municipal charter or home rule ordinance, a municipality may, by ordinance, authorize its legislative body to appoint additional members to the board of assessment appeals for any assessment year.

(1949 Rev., S. 501, 502, 503, 515; 1951, S. 106b; 1953, S. 680d; P.A. 76-173, S. 7; P.A. 95-132, S. 4, 5; 95-283, S. 28, 68; P.A. 00-120, S. 11, 13; P.A. 02-49, S. 4; P.A. 10-84, S. 4.)

**History:** P.A. 76-173 deleted contrary provisions and provided for election of three assessors and a three-member board of tax review, authorized legislative body to allow electors to vote for full number of assessors or members, further provided that nothing be construed as affecting method of rotation of assessors or members of a board of tax review legally already in effect on October 1, 1976; P.A. 95-132 added Subsec. (b) re appointment of alternate member (Revisor's note: The Revisors editorially changed two references to "the board of tax review" to "the board of assessment appeals" for consistency with Subsecs. (a) and (c) as amended by P.A. 95-283); P.A. 95-283 replaced board of tax review with board of assessment appeals and added Subsec. (b), designated by the Revisors as Subsec. (c), to provide for appointment of additional

board members, effective July 6, 1995; P.A. 00-120 amended Subsec. (c) to provide for appointment of additional members for year prior to revaluation, effective May 26, 2000; P.A. 02-49 amended Subsec. (c) to allow municipalities to appoint additional members in any assessment year, deleting provision re appointment in the assessment year in which a revaluation becomes effective, for the assessment year prior to and following such year of revaluation, effective May 9, 2002; P.A. 10-84 amended Subsec. (a) by removing provisions re election of assessors.

See Sec. 9-167a re minority representation requirements.

**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**  
November 7, 2024, 7:00 PM (America/New York)  
**Please join my meeting from your computer, tablet or  
smartphone.**  
<https://meet.goto.com/159558501>  
**You can also dial in using your phone.**  
Access Code: 159-558-501  
United States: [+1 \(872\) 240-3212](tel:+18722403212)  
**Get the app now and be ready when your first meeting starts:**  
<https://meet.goto.com/install>

**Thursday, November 7, 2024**

**7:00 p.m.**

**AGENDA**

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**Time Guideline**

- 7:00 p.m.     1.     CALL TO ORDER**
  
- 7:00 p.m.     2.     PLEDGE OF ALLEGIANCE**
  
- 7:02 p.m.     3.     ADDITIONS AND CHANGES TO THE AGENDA**
  
- 7:05 p.m.     4.     PUBLIC COMMENT**  
This section of the agenda is reserved for persons in attendance who wish to briefly address the Board of Selectmen. The Board requests that a person’s comments be limited to a single period lasting three minutes or less. While the Board respects the right of the public to provide comment, this time is not intended for open discussion or a Board response. Residents who wish to request a dialogue should make arrangements to do so through the Town Manager’s Office or the Board Chair. (Persons wishing to comment should type “comment” and your name in the chat box and you will be recognized.)
  
- 7:10 p.m.     5.     GOOD TO KNOW/SPECIAL RECOGNITION**
  
- 7:15 p.m.     6.     APPOINTMENTS AND RESIGNATIONS**
  - a) Planning and Zoning Commission Alternate Resignation
  - b) 2024 Reappointments

- 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)      Board of Selectmen - Communication Strategy
  - d)      Any Other Old Business
- 7:50 p.m.      9.      NEW BUSINESS**
- a)      Approve 2025 Board of Selectmen Meeting Calendar
  - b)      Draft Agenda for November 21, 2024 Meeting
  - c)      Any Other New Business
- 8:10 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 October 24, 2024 – Regular Meeting
- b)      **TAX REFUNDS**
- 8:15 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
- 8:25 p.m.      12.      PUBLIC COMMENT**
- 8:30 p.m.      13.      ADJOURNMENT**

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
OCTOBER 24, 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 October 10, 2024 – Regular Meeting

**b) APPROVAL OF TAX REFUNDS**

10.b.1 Anita Abolins	\$ 60.28
10.b.2 Anna Davis	\$ 63.94
10.b.3 Geoffrey Davis	\$ 43.01
10.b.4 Kurt & Eileen Hermann	\$ 86.34
10.b.5 Keith & Susan Berry	\$ 125.29

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, October 10, 2024 - 7:00 PM**

RECEIVED  
2024 OCT 15 A 10:29  
HEBRON TOWN CLERK

**MINUTES**

**ATTENDENCE:**

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

**Board of Selectmen (Absent):** Claudia Riley

**Staff Present:** Donna Lanza, Craig Bryant, Matt Bordeaux

**Guests:** Todd Habicht, Holly Habicht, Jon Minard, Community Voice Channel, Lilli Rhodes

**1. Call to Order**

**2. Pledge of Allegiance**

Chair 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. Indigenous Peoples' Day Proclamation**

T. Thiele read the following proclamation:

**WHEREAS, Indigenous Peoples' Day was first proposed in 1977 by a delegation of Native Nations to the International Conference on Discrimination Against Indigenous Populations in the Americas; and**

**WHEREAS, the United States endorsed the United Nations Declaration of Rights of Indigenous People on December 16, 2010; and**

**WHEREAS, a growing number of cities and towns in the United States have recognized the second Monday of October as "Indigenous Peoples' Day", as an opportunity to celebrate indigenous heritage and resiliency; and**

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, October 10, 2024 - 7:00 PM**

**WHEREAS, the Town of Hebron recognizes it was founded and built upon lands first inhabited by Indigenous Peoples of this region and acknowledges and honors these members of the community. Long before the State of Connecticut was created and towns like Hebron were ‘founded,’ diverse indigenous communities called this land home. They raised families, worked the soil, traded goods with others, and established cultures rich in political, artistic, spiritual, and environmental legacies that continue today; and**

**WHEREAS, despite war, enslavement, and prejudice, Native people have remained active agents in their own and state history. The state-recognized sovereign nations in Connecticut are the *Golden Hill Paugusset, Mashantucket Pequot, Mohegan, Paucatum Eastern Pequot, and Schaghticoke* tribes, with the Mashantucket Pequot and Mohegan having federal recognition as well; and**

**WHEREAS, the Town of Hebron values the many contributions made to our community through Indigenous Peoples’ knowledge, labor, technology, science, philosophy, arts, and the deep cultural contribution that has shaped the character of the Town.**

**NOW, THEREFORE the Hebron Board of Selectmen, do hereby proclaim the second Monday of October as Indigenous Peoples’ Day.**

**6. Town Manager’s Report**

D. Lanza reported progress on several ARPA projects, with further detail upcoming. Repairs to the Grayville Bridge and construction of the pedestrian bridge between Pendleton Drive and the library are underway. Intersection improvements are ongoing. Security upgrades will begin the first week of November, with Veteran’s Park and the library as top priorities. Initial budget planning has begun, with department CIP budgets due in early November. The budget kickoff meeting between the Boards of Selectmen, Finance, and Education is October 15<sup>th</sup>. All three boards will also attend November’s Charter Revision Commission meeting.

**7. Old Business**

**A. ARPA Funds Update**

Parks & Rec Director C. Bryant reported field lighting at Veteran’s was approved by Planning & Zoning, and will be out to bid shortly. Skate park and field improvement bid documents are being assembled. All three projects are anticipated to have contracts in hand by December. Gilead Hill playscape installation should begin within 2-3 weeks. Approval of the pickleball bid contract is slated for action this evening, with C. Bryant noting higher than anticipated engineering costs due to consideration of multiple sites, as well as accommodation of requests from Planning & Zoning.

**TOWN OF HEBRON**  
**BOARD OF SELECTMEN**  
**Regular Meeting (Hybrid)**  
**Town Office Building – 15 Gilead Street**  
**Thursday, October 10, 2024 - 7:00 PM**

Roughly \$32,000 of additional funds are requested to cover those costs. The Town Manager and Parks & Rec Director recommend reallocation of funds from the dog park project to complete the pickleball project. C. Bryant believes the new proposed dog park location on Kinney Road will allow the project to be completed within the roughly \$56,000 originally budgeted.

**Motion by P. Kasper that the Hebron Board of Selectmen authorize the transfer of ARPA funds in the amount of \$35,000 from the Dog Park Project to the Pickleball Courts Project.**

Discussion:

D. Larson noted the importance of a long-term strategic plan, including planning related to CIP items such as vehicle replacement.

**The motion passed unanimously (4-0).**

M. Bordeaux noted challenges in executing the variety of ARPA projects remaining, including competitive bidding and limited staff. There was extensive discussion on the Peters House, including spending committed to date, as well as rough estimates for work needed to complete the project. Both documents were included in the agenda. Selectmen agreed on the importance of completing repairs to the house, but expressed concern at allocating more funds to the project. J. Minard of the Historic Properties Commission briefed the BoS on work done to date. There was discussion on parking improvements, which was a specific purpose of the original allotment. Following a question from P. Kasper, D. Lanza will consult with the Town Attorney to determine if those funds may be used for different improvements on the same project. M. Bordeaux reported possible difficulty in obtaining Planning & Zoning approval for the dog park site. Selectmen agreed to seek more definitive quotes and/or estimates for as many Peters House projects as possible, but declined to allocate additional funds at this time. The item will be under continued discussion at future meetings.

**B. DPWAC Update**

P. Kasper noted misinformation in public discussions regarding proposed work and recommendations, stating the DPWAC has focused on establishing an effective communication strategy, and hopes to work in conjunction with the BoS in that area.

**C. Board of Selectmen Communication Strategy**

Feedback from the Town Attorney has been received. Selectmen agreed to table the item to old business to review.

**D. Other Old Business**

None.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, October 10, 2024 - 7:00 PM**

**8. New Business**

**A. Award Bid for Pickleball Courts at St. Peter’s Field**

**Motion by K. Petit that the Hebron Board of Selectmen award the bid for the construction of the Pickleball Courts at St. Peter’s Field to Hinding Tennis, LLC of Branford, Connecticut, in the amount of \$115,775 and authorize Andrew J. Tierney, Town Manager, to sign any necessary contract documents. The motion passed unanimously (4-0).**

**B. Draft Agenda for October 24, 2024 Meeting**

**C. Other New Business**

None.

**9. Consent Agenda**

**A. Approval of Minutes**

- 1. September 19, 2024 – All Boards Meeting**
- 2. September 26, 2024 – Regular Meeting**

**Motion by P. Kasper that the Board of Selectmen approve the above Consent Agenda items and motions contained therein as if individually adopted. The motion passed unanimously (4-0).**

**10. Liaison Reports**

- A. AHM – No report.**
- B. Hebron BoE – T. Thiele reported they will meet next week.**
- C. BoF – No report.**
- D. OSLAC – October’s meeting was cancelled; the next is in December.**
- E. RHAM BoE – No report.**

**11. Public Comment**

None.

**12. Adjournment**

**Motion by T. Thiele to adjourn the Board of Selectmen’s meeting at 8:26 p.m.**

Respectfully submitted,  
Hannah Walcott (Board Clerk)