

**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**

RECEIVED

2025 FEB -3 P 3:07  
HEBRON TOWN CLERK

**Board of Selectmen Regular Meeting**  
 February 6, 2025, 7:00 PM (America/New York)  
**Please join my meeting from your computer, tablet or smartphone.**  
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 Access Code: 741-407-965  
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**Thursday, February 6, 2025**

**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> a) Black History Month Proclamation
7:15 p.m.	6. <b>APPOINTMENTS AND RESIGNATIONS</b> a) Green Committee Resignation

**7:20 p.m. 7. TOWN MANAGER'S REPORT**

- a) Recent Activities
- b) Correspondence
- c) Town Manager Updates

**7:30 p.m. 8. OLD BUSINESS**

- a) American Rescue Plan State and Local Recovery Funds Update\*\*\*
- b) Department of Public Works Action Committee Update
- c) Town Manager's Annual Evaluation
- d) Approve 2025 STEAP Grant Applications
- e) Any Other Old Business

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

**7:45 p.m. 9. NEW BUSINESS**

- a) FY 2025-2026 CIP Budget Review to Include Elementary School Roofing Projects Funding
- b) Approve 2024 EMPG Grant Application
- c) Approve AHM FY 2025-2026 Budget Municipal Formula
- d) Draft Agenda for February 20, 2025 Meeting
- e) Any Other New Business

**8:15 p.m. 10. CONSENT AGENDA**

Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.

**a) APPROVAL OF MINUTES**

10.a.1 January 16, 2025 – Regular Meeting

**b) TAX REFUNDS**

**8:20 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

**8:30 p.m. 12. PUBLIC COMMENT**

**8:35 p.m. 13. ADJOURNMENT**



**TOWN OF HEBRON PROCLAMATION**  
*recognizes*  
**BLACK HISTORY MONTH**



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

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

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

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

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

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

**WHEREAS**, the 2025 Black History Month theme, African Americans and Labor, focuses on the various and profound ways that work and working of all kinds – free and unfree, skilled, and unskilled, vocational and voluntary – intersect with the collective experiences of Black people. Indeed, work is at the very center of much of Black history and culture. Be it the traditional agricultural labor of enslaved Africans that fed Low Country colonies, debates among Black educators on the importance of vocational training, self-help strategies and entrepreneurship in Black communities, or organized labor's role in fighting both economic and social injustice, Black people's work has been transformational throughout the U.S., Africa, and the Diaspora;

**NOW, THEREFORE**, we, the Hebron Board of Selectmen, proclaim the month of February 2025 as Black History Month, and recognizes, appreciates and honors African Americans for their leadership, commitment and vision to improving the health, well-being and safety for all who live in the Town of Hebron. We encourage community members to observe Black History Month and to recognize how diversity strengthens our community and improves the quality of life for all.

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**Peter D. Kasper, Chairman**

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**Daniel E. Larson, Vice Chairman**

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**Tiffany V. Thiele**

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**Keith C. Petit**

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**Claudia Tejada Riley**

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
FEBRUARY 6, 2025**

**APPOINTMENTS AND RESIGNATIONS**

**a. Green Committee Resignation**

Attached is a letter from Kaitlin Hershey resigning her position on the Hebron Green Committee.

**Proposed Motion:**

Move that the Hebron Board of Selectmen accept the resignation of Kaitlin Hershey from the Hebron Green Committee with regret and thanks for her many years of dedicated service to the Town of Hebron.



January 24, 2025

Town of Hebron  
c/o Andrew Tierney  
c/o Hebron Board of Selectmen  
15 Gilead Street  
Hebron, CT 06248

Dear Andy and Selectmen,

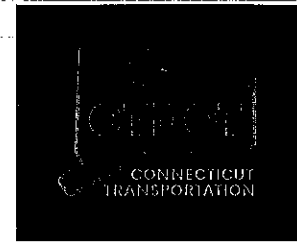
It is with deep sadness that I am submitting my resignation as the Chair of the Hebron Green Committee, effective immediately.

It has been an honor serving on this Committee and I'm proud of the work that we've done over the last several years. I wish them nothing but the best in the future.

Regards,

A handwritten signature in black ink that reads "Kaitlin Hershey". The signature is written in a cursive, flowing style.

Kaitlin Hershey



January 27, 2025

VIA Email

Dear Chief Elected Official:

Subject: **Municipal Request for Input**  
Project 0170-3697 – Pavement Markings on Local Roads Study

The Connecticut Department of Transportation's (CTDOT) current Connecticut Highway Safety Improvement Program (HSIP) Implementation Plan identifies projects which have the greatest potential for reducing fatalities and serious injuries. One of the identified crash types to be addressed by these projects is roadway departure crashes.

In Connecticut, over the three-year period from 2019 to 2021, 36 percent of fatal and serious injury crashes on municipal roadways were roadway departure crashes. Roadway departures account for one of the top three types of fatal and serious injury crashes. Pavement markings are a proven safety countermeasure that substantially reduce the risk of crashes. Drivers are less likely to leave the roadway errantly and will be more aware of horizontal curves within the roadway.

CTDOT is planning to inventory municipally-owned roads to identify appropriate pavement markings that could improve safety. This study would help identify locations that would benefit from the installation of pavement markings on municipal roadways which currently do not have any, to provide additional guidance for vehicles on the travel way. The provided survey lists the applicable criteria for the municipality to identify municipal roadways that are desired to be reviewed for inclusion in the study. It is requested that the enclosed form be completed by the appropriate local official and returned to [TrafficSafety.DOT@ct.gov](mailto:TrafficSafety.DOT@ct.gov) no later than February 28, 2025.

Should you have any questions, feel free to contact Ms. Claire Sylvestre P.E., Project Engineer, at [Claire.Sylvestre@ct.gov](mailto:Claire.Sylvestre@ct.gov).

Very truly yours,

Matthew C. Blume, P.E.,  
PTOE  
2025.01.27 09:26:16-05'00'

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

Enclosure  
cc: Local Traffic Authority

2800 Berlin Turnpike  
P.O. Box 317546  
Newington, CT 06131-7546  
860-594-2000

CT.GOV/DOT



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



Lieutenant Timothy Henderson  
#066  
Commanding Officer

M/Sgt Shawn Mansfield #078  
Executive Officer

*Troop K – Colchester*

February 3, 2025

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 **January 2025**, the Hebron Resident Trooper, Hebron Constable Officers, as well as Troop K Troopers responded to **157** 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	
157	157	
	January 2025	YTD
Accidents	12	12
Criminal Investigations	10	10
Burglaries	1	1
Larcenies	0	0
Non Reportable Matters	128	128
<b>Total Arrests</b>	<b>5</b>	<b>5</b>

Motor Vehicle Enforcement*:	January	YTD
Total Traffic Stops	10	10
Onsite DUI's	0	0
Arrests	0	0
Misdemeanor Summons	0	0
Infractions	1	1
Written Warnings	4	4
Verbal Warnings	5	5

Respectfully,

*LT Timothy Henderson #066*

Lieutenant Timothy Henderson #066  
Commanding Officer  
Connecticut State Police – Troop K

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

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
FEBRUARY 6, 2025**

**DEPARTMENT OF PUBLIC WORKS ACTION COMMITTEE UPDATE**

Chairman Kasper will provide an update at the meeting.

The Public Works Action Committee will be issuing a Request for Proposal to four qualified firms and interviews will be conducted.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
FEBRUARY 6, 2025**

**TOWN MANAGER'S ANNUAL EVALUATION**

Chairman Kasper will provide an update at the meeting.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
FEBRUARY 6, 2025**

**APPROVE 2025 STEAP GRANT APPLICATIONS**

Town Planner Matthew Bordeaux is current preparing STEAP grant applications for Amston Village Water Main Extension Project in the amount of \$665,000 and the Main Street Sidewalk Gap Closure Project in the amount of \$335,000. Summaries of the projects are attached. The grant deadline is February 20, 2025. If STEAP Grants are successful, final acceptance of the grants and potentially matching funds may require Special Town Meeting approval (Hebron Town Charter Section 303 G).

**Proposed Resolution:**

BE IT RESOLVED that the Hebron Board of Selectmen approve the Small Town Economic Assistance Grant – 2025 Grant Round applications:

- Amston Village Water Main Extension Project in the amount of \$665,000
- Main Street Sidewalk Gap Closure Project in the amount of \$335,000

and authorize Andrew J. Tierney, Town Manager, to submit the 2025 STEAP Grant applications to the State of Connecticut Office of Policy and Management. .



**TOWN OF HEBRON  
PLANNING AND DEVELOPMENT DEPARTMENT**

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

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

**DATE:** February 3, 2025

**RE:** Authorization for STEAP Application

I am requesting the Board's authorization to grant the Town Manager the authority to apply for a grant application for the 2025 Small Town Economic Assistance Program, also known as STEAP. The Town of Hebron would seek \$665,000 to install approximately 1900 linear feet of 8" water main from the existing pipe in North Pond Rd to the intersection with Church St (State Route 85). A concept plan is attached. The water main extension is supported by the Connecticut Water Company, the owner of the Amston Lake Water System.

The project would provide a public water supply to the Turshen Mill, where the Town has invested in the remediation and redevelopment of the historic brownfield site. An existing State-funded Brownfield Remediation Program grant will be administered in the 2025 construction season, paving the way for the owners of 459 Church St to commence their redevelopment project. Extension of the water supply to Church Street would also put it in the position for further extensions in the future, southerly through the Amston Village District, a mixed-use/commercial district, for example.

The STEAP Program is intended for localities that are ineligible to receive Urban Action bonds, to facilitate economic development, community conservation and quality of life projects. The total amount a municipality can receive each fiscal year is \$1,000,000.

A 20% municipal match of the total project is preferred for a more competitive application. This match can come in the form of design and engineering services, activities that cannot be funded by the STEAP grant. The Connecticut Water Company has committed to perform engineering and construction administration services. The Town of Hebron would fund the performance of necessary survey and base map preparation. I am working with CT Water Co and Nathan L. Jacobson and Associates to quantify the anticipated dollar value of these services. I expect the total will be in the vicinity of the desired 20% local match.

I am requesting the Board authorize the Town Manager to apply for the Small Town Economic Assistance Program grant application for the Amston Village Water Main Extension Project.

**MRB**

H:\Planning Department\Grants & Projects\STEAP 2025 - Amston Village Water Main Ext\BOS Authorization Request Memo.docx



# Amston Village Water Main Extension



Town of Hebron, CT

1 inch = 563 Feet

www.cai-tech.com

January 31, 2025



CT - Large Scale	Wetland
CAI Town Line	Tract Line
Property Line	WaterLines
Public Road	Water-poly
Common Line	WaterLine
Conservation Restriction; Right of Way; Private Road ROW; Utility	

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  
PLANNING AND DEVELOPMENT DEPARTMENT**

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

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

**DATE:** February 3, 2025

**RE:** Authorization for STEAP Application

I am requesting the Board's authorization to grant the Town Manager the authority to apply for a grant application for the 2025 Small Town Economic Assistance Program, also known as STEAP. The Town of Hebron would seek an amount not to exceed \$335,000 to install sidewalks on Main St (State Route 66) where gaps exist.

The STEAP Program is intended for localities that are ineligible to receive Urban Action bonds, to facilitate economic development, community conservation and quality of life projects. The total amount a municipality can receive each fiscal year is \$1,000,000. In an attempt to take advantage of the maximum amount of grant funds available to municipalities, the proposed project would be the second application submitted this 2025 grant round. An emphasis will be placed on the Amston Village Water Main Extension project application, which dictates a request of \$665,000, leaving an available \$335,000 in STEAP funds to pursue.

A 20% municipal match of the total project is preferred for a more competitive application. This match can come in the form of design and engineering services, activities that cannot be funded by the STEAP grant. Engineering services performed by the Town's consultant Town Engineer at Nathan L. Jacobson and Associates (NLJ) would be the local match for this project.

The attached email from Joshua R. Eannotti, P.E., of NLJ, outlines anticipated budgets for engineering services related to various sidewalk improvement projects that I requested for the Town's capital planning for Fiscal Year 2026-27. My intent for the STEAP application would be to request funding for the following sections:

- 70 Main Street to 110 Main Street
- 44 Main Street to 70 Main Street

Depictions of the sidewalk sections overlaid on aerial photographs are attached.

I am requesting the Board authorize the Town Manager to apply for the Small Town Economic Assistance Program grant application for the Main Street Sidewalk Gap Closure Project.

MRB

H:\Planning Department\Grants & Projects\STEAP 2025 - Hebron Center Sidewalks\BOS Authorization Request Memo.docx





## 2025 Sidewalk Design Projects - Preliminary Design Estimates

From Joshua R. Eannotti <jeannotti@nlja.com>  
 Date Fri 12/13/2024 10:46 AM  
 To Matthew Bordeaux <mbordeaux@hebronct.com>  
 Cc Thomas H. Fenton <tfenton@nlja.com>

3 attachments (1,014 KB)

1 W. Main to 43 W. Main - Survey Area.pdf; 44 Main to 70 Main - Survey Area.pdf; 70 Main to 110 Main - Survey Area.pdf;

Hi Matt – My apologies for the delay in getting this information to you this week. We estimated the effort to advance the following three sidewalk projects through preliminary design. These are great connections!

The following figures represent estimated budgets, and though we try to be conservative for your planning purposes, more effort may be required. I should also mention that advancing these projects together would bring efficiencies, particularly during field survey and in the development of drawing sets.

### 70 Main Street to 110 Main Street (assumed to CVS for now):

Topographic and Right of Way Survey (LSTS):	\$8,400	
Wetland Delineation Allowance (Estimated):	\$800	
Engineering:		\$19,500
<u>Estimated Preliminary Design Budget:</u>	<u>\$28,700</u>	

### 44 Main Street to 70 Main Street:

Topographic and Right of Way Survey (LSTS):	\$6,000	
Engineering:		\$17,900
<u>Estimated Preliminary Design Budget:</u>	<u>\$23,900</u>	

### 1 West Main Street to 43 West Main Street

Topographic and Right of Way Survey (LSTS):	\$10,400	
Engineering:		\$22,500
<u>Estimated Preliminary Design Budget:</u>	<u>\$32,900</u>	

Here's a summary of the tasks which I've assumed would be included at this point, and those that aren't.

#### General Scope of Work Summary:

1. Site walk to review project area and design opportunities/constraints
2. Topographic & Right of Way Survey (LSTS)
3. Minor utility coordination effort
4. Design review and/or coordination meetings with Town, CTDOT, and/or property owners (assumed 16 total hrs per project)
5. Prepare Preliminary Design drawings
6. Prepare Preliminary Design cost estimate

#### Services currently not included in estimate:

1. Permitting
2. Town commission meetings
3. Structural design (headwall/endwalls, retaining walls, etc.)
4. Preparation of grant applications
5. Lighting or electrical design

6. Traffic signal or ped signal design/improvements
7. Coordination with SHPO and/or project notification form
8. Encroachment Permit coordination with CTDOT
9. Easement mapping and/or negotiation (if needed)
10. Advancing design beyond Preliminary Design
11. Bidding or Construction phase services

Feel free to reach out with any questions you may have on this. I'm happy to discuss anytime - Tuesday morning when we stop by, or beforehand.

Thanks,  
Josh

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Joshua R. Eannotti, P.E.



**Nathan L. Jacobson & Associates**

*Consulting Civil and Environmental Engineers Since 1972*

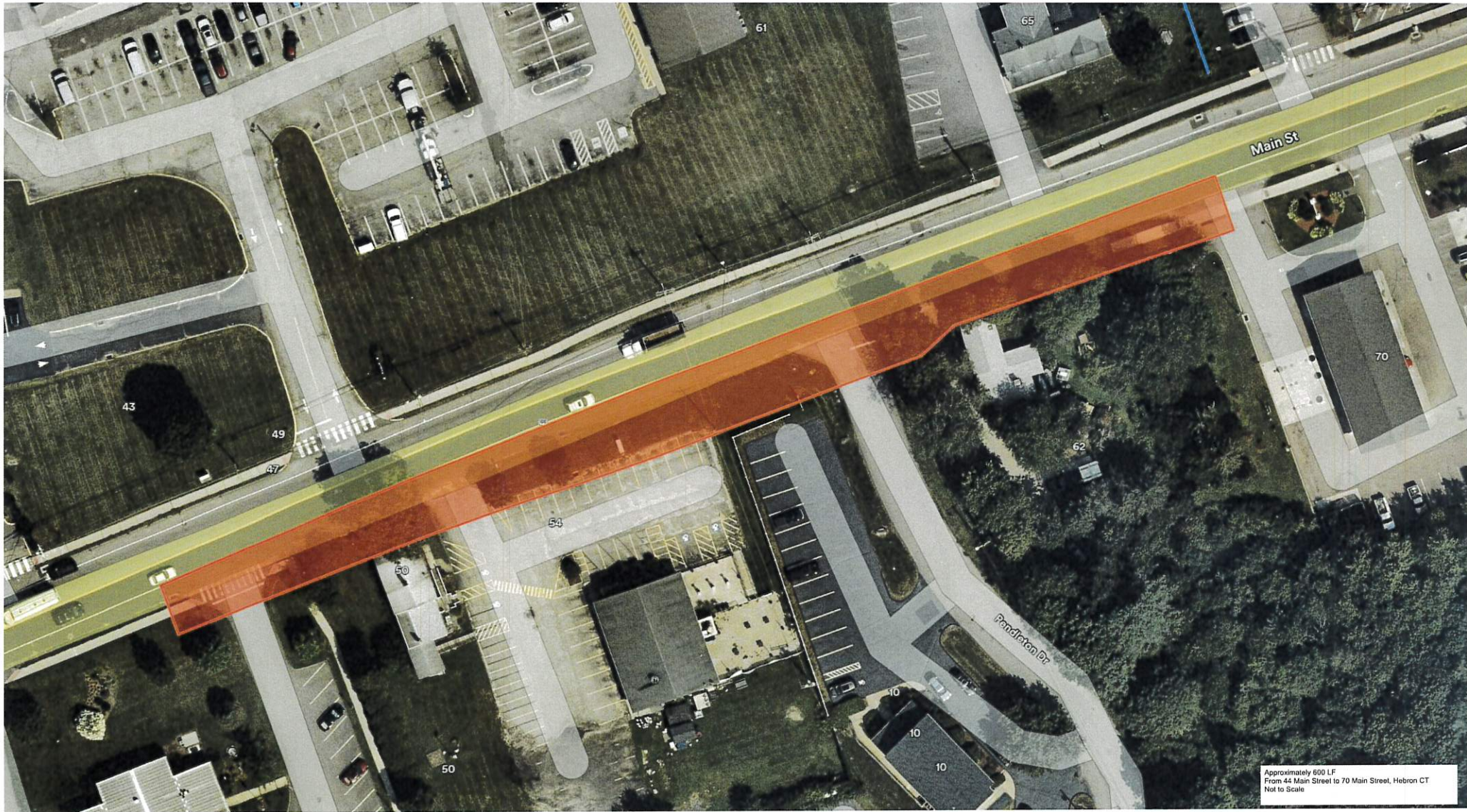
86 Main Street, P.O. Box 337, Chester, Connecticut 06412-0337

Office: 860.526.9591 • Direct: 959.214.7080

[jeannotti@nlja.com](mailto:jeannotti@nlja.com) • [www.nlja.com](http://www.nlja.com)

**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.





Approximately 600 L.F.  
From 44 Main Street to 70 Main Street, Hebron CT  
Not to Scale





Approximately 820 LF  
From 70 Main Street to 110 Main Street, Hebron CT  
Not to Scale



# CONNECTICUT Policy and Management

## 2025 GRANT ROUND

### SMALL TOWN ECONOMIC ASSISTANCE PROGRAM GUIDELINES



#### **PROGRAM:**

The Small Town Economic Assistance Program (STEAP) pursuant to C.G.S. §4-66g funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action bonds (C.G.S. §4-66c).

#### **TIMELINE:**

Application Release Date: Thursday, January 9, 2025  
Application Due Date: On or before 4:00 PM Thursday, February 20, 2025  
Award Date: On or about April 3, 2025

#### **APPLICATION INSTRUCTIONS:**

- The complete application, any associated updates, addendums or related documents are available at Small Town Economic Assistance Program - STEAP.
- All submissions related to this application must be sent via email to opm.steapapplications@ct.gov. The subject-line of the email must include the municipality's name and "STEAP 2025 Application".
- The submission must be in PDF format.
- Applications are due on or before 4:00 PM on Thursday, February 20, 2025.
- The municipality must submit a completed copy of the "STEAP Application Checklist".
- The municipality must submit a "Statement of Work and Budget".

#### **GRANT AWARD FUNDING:**

STEAP funds are issued by the State Bond Commission and administered by the Office of Policy and Management (OPM). Funds can only be used for capital projects. A project is considered to be a capital project if it is new construction, expansion, renovation or replacement for an existing facility or facilities.

The 2025 STEAP grants will be funded from an aggregate amount of \$30,000,000. The total STEAP grant amount a municipality can receive each fiscal year is \$1,000,000. This includes

individual and group applications. Individual grant award amounts will depend on the number of participating municipalities, and the number of qualified applications selected to receive an award.

In no event shall a municipality receive a grant unless and until the secretary determines, in the secretary's sole discretion, that the municipality has fully utilized or has plans to fully utilize any other funds previously granted to such municipality.

**MUNICIPALITY ELIGIBILITY:**

Eligible municipalities are listed on the attached STEAP Eligibility Listing. Municipalities which have an Urban Center Per Adopted State Plan of Conservation and Development are NOT eligible for either STEAP or the STEAP Opt-In Provision.

Municipalities which are designated as on the Public Investment Community Index (PIC), and/or a Distressed Municipality, are eligible to Opt-In to STEAP as long as the municipality does not have an urban center as per adopted plan. The Opt-in period shall be for four years. During that four-year period, municipalities which have opted in are NOT eligible to receive Urban Act funding.

Municipalities that are eligible to opt into the STEAP program must submit their opt-in request **prior** to submitting their STEAP application.

Municipalities with projects more than five (5) years old or that have expired contracts that have not been closed out with the administering agency are ineligible to apply for new funding. Municipalities should contact the administering agency for previous award information to ensure compliance.

**MUNICIPAL MATCH:**

All project funding (other than STEAP grant award) must be secured as of the time of application.

A 20% municipal match of the total project is preferred, but not required, in accordance with the following:

- Match funds must be municipal funds, not funds from other state or federal grants;
- Municipal salaries and/or expenses cannot be counted toward the municipal match;
- Funds spent on studies, planning, design, engineering, cost of land and contract services needed to complete the project are acceptable matches;
- Match funds must be spent in their entirety prior to final reimbursement; and
- Match expenditures can be those allowable project-related expenditures which were incurred before or during the grant contract period

The municipal match commitment is not altered shall a project come in under expected costs. The reduction will be on the state grant side.

Shall a municipality not be able to complete their project and meet their municipal match during the contract period, the STEAP award shall be pro-rated based on the municipal match.

An authorizing referendum vote and/or resolution by the local legislative body, or, in any town where the legislative body is a town meeting, by a vote of the board of selectmen, which authorizes the Chief Executive Officer to accept such grant if awarded, and enter into and execute any and all agreements, contracts and documents necessary to obtain said 2025 STEAP Grant with the State of Connecticut. This authorizing vote and/or resolution needs to be submitted to the administering agency within thirty (30) days of grant award notice if not available at time of application.

**COMPLIANCE REQUIREMENTS:**

C.G.S. Sec. 8-23 requires each municipality to prepare or amend and adopt a plan of conservation and development (POCD) at least once every ten years. In accordance with Public Act 24-132, any municipality that fails to adopt a POCD every ten years shall be ineligible for discretionary state funding in excess of \$25,000 unless such prohibition is expressly waived by the OPM Secretary.

All STEAP-funded projects are subject to applicable federal, state, and local laws, ordinances, regulations.

Certain projects, if funded with a STEAP grant, may be subject to additional reviews, evaluations, permits, approvals, and/or certifications, including but not limited to: Commission on Human Rights and Opportunities (CHRO), Connecticut Environmental Policy Act (CEPA), Flood Management Certification (FMC); State Historic and Preservation Office (SHPO) review and determination; and/or Municipal Plan of Conservation and Development (POCD) provisions with regard to eligibility for discretionary state funding. Such reviews, evaluations, permits and/or certifications could significantly impact project costs and timelines.

The grantee should only submit applications for such projects when it is able to provide the detailed information that might be required for various state review processes and can continue with the proposed project and spend down the grant within the terms of the contract period despite these added costs and extended project timelines.

**CONTRACT:**

Grants awarded will have a four (4) year term and may be considered for a one (1) year extension to the grant end date. No grant shall have a term longer than five (5) years.

Each STEAP grant shall have its own contract and shall not be combined with any other grant contract. STEAP grants are not intended to be "banked" or "grouped together" over the course of multiple years. Each award is to be used expressly for the purpose and scope of work as outlined in the awarded grant application.

Any STEAP application, its receipt, and/or any subsequent announcement or notification of an award associated with an application, does not constitute a contract. A contract exists only when you have submitted all required contractual documents and such documents are approved by the administering state agency, and the municipality is notified that the contract is fully executed. Do not incur any anticipated STEAP grant funded project expenditures until a contract is fully executed, as only those allowable expenditures incurred between the start and end dates as established on the fully executed contract can be reimbursed. Expenditures incurred before the contract start date or after the contract end date will not be reimbursed.

When a municipality is selected to receive a STEAP grant, the municipality will receive a notification letter from OPM indicating which state agency has been assigned to administer their award.

Municipalities should be prepared to enter a grant assistance agreement/contract with the administering agency shortly after being notified of an award, therefore municipalities should only apply for a project which is near-term. This means that the STEAP funded portion of the project should be "shovel-ready" or "nearly shovel-ready" at time of application. This is necessary to ensure that the grantee will be able to spend down their grant funds within the defined term of the award, as funds not expended before the grant's end date will be forfeited.

**CHANGES IN CONTRACT:**

Only minor changes germane to the original scope from the approved application shall be approved by the administering agency. STEAP grant funds cannot be repurposed (used for a project other than the one for which it was awarded.)

- EXAMPLE: A STEAP grant is awarded for a sidewalk project. The original scope was to install 1000 feet of sidewalk. A scope change which would increase the sidewalk to 1200 feet would be germane, therefore would be allowable and could be approved. A scope change to instead use the funding for a veterans' memorial and NO sidewalks would not be germane, therefore cannot be allowed or approved.

**GRANT REIMBURSEMENT:**

All grant payments will be made on a reimbursement basis and only after the municipality has:

- Incurred and paid for the allowable STEAP-related allowable project expenditures incurred between the start and end dates of the contract
- Match funds must be spent in their entirety (100%) prior to final reimbursement

Unspent grant funds will not be repurposed for other uses. Such unspent funds will be returned to the STEAP program account and will be used for awards made in future rounds.

The administering agency will provide guidance on what information must be submitted to seek reimbursement. Expenditures incurred before the start date or after the end date of the agreement/contract will not be eligible for reimbursement.



**ELIGIBLE AND PRIORITY PROJECTS AREAS:**

**Projects eligible pursuant to CGS Section 4-66c:**

- Economic development projects such as (a) constructing or rehabilitating commercial, industrial, or mixed-use structures and (b) constructing, reconstructing, or repairing roads, access ways, and other site improvements;
- Recreational facility improvements;
- Solid waste disposal projects;
- Social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities;
- Homeownership initiatives in collaboration with local community development financial institutions;
- Redevelopment of historic preservation areas that leverage private funds;
- Development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs; and
- Land acquisition associated with the above types of projects.

**Priority Project Areas:**

- Shovel-ready projects which are at a stage where project work can begin at STEAP contract approval (see below)
- Improving the quality of life and fiscal stability of municipality
- Making government more effective, efficient and customer friendly
- Promoting economic growth particularly in transit-oriented areas
- Public Service Answering Point (PSAP) Consolidation
- Developing our workforce
- Infrastructure (i.e. roads, bridges, public buildings)
- Pollution control (water, waste, energy) in order to reduce costs and environmental impacts

**Shovel-ready projects are defined as those which have:**

- Legislative body approval (i.e.: referendum, town meeting)
- All funding (other than STEAP funding) for the STEAP project secured
  - Matching funds
  - Additional project funds
- Local permits in place (i.e.: Inland Wetlands, Zoning, Planning)
- State approvals and permits in place, such as:
  - State Historical Preservation Office (SHPO)
  - Flood Management Certification (FMC)
- Utility coordination plan established
- Municipal Plan of Conservation and Development (POCD) up to date
- Project PS&E (plans, specifications, and estimates) ready to be advertised



**EXPENDITURES THAT CANNOT BE FUNDED BY STEAP GRANT FUNDS:**

- Programmatic expenditures or recurring budget expenditures are **not** eligible for STEAP or any other state bond program. OPM reserves the right to not fund or reimburse certain projects or certain project components with State bond funds due to public policy reasons.
- Ceremonial or entertainment expenses; publicity; bonus payments; reserves; charges in excess of the lowest responsible bid where competitive bidding is required unless prior approval is obtained; deficits or overdrafts; interest charged; any judgment for damages arising from the project; fines and penalties; meals, municipal salaries or employee expenses.
- Furniture, fixtures, and equipment (FF&E). FF&E includes movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. FF&E includes, but is not limited to desks, chairs, computers, electronic equipment, appliances, tables, bookcases, and partitions.
- Goods and/or services purchased and/or provided before the contract start date, or after the contract end date will **not** be funded.
- STEAP funds **cannot** reimburse design, studies, planning and/or engineering costs.
- STEAP funds **cannot** be used to represent the required municipal "match" or "share" portion for another state or federal grant.

**STEAP CONTACT INFORMATION:**

- Program information: [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov) or 860.418.6355
- Application Submission: [opm.steapapplications@ct.gov](mailto:opm.steapapplications@ct.gov)
- Questions related to an award (including questions about your grant contract/agreement, payment/reimbursement and a one-time extension), must be directed to the assigned state agency.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
FEBRUARY 6, 2025**

**FY 2025-2026 CIP BUDGET REVIEW  
TO INCLUDE ELEMENTARY SCHOOL ROOFING PROJECTS FUNDING**

The Capital Improvement Plan Policy (attached) prescribes the Board of Selectmen review the Town Manager's CIP Budget Recommendation by February 15 and finalize the CIP Budget and Five-Year Plan by March 1 for inclusion in the upcoming fiscal year budget.

Attached is the Town Manager's FY 2025-2026 Recommended CIP Budget totaling \$3,223,439 along with recommendation for funding sources. A total of \$9,588,473 in department requests were received for FY 2025-2026.

This discussion will be continued at the February 20 BOS meeting for the Board to finalize the recommended CIP Budget and Five-Year Plan to be included in the FY 2025-2026 Budget.

-----

The Public Building Committee in conjunction with the Hebron Board of Education have been working on the roofing projects for Gilead Hill and Hebron Elementary Schools. It has recently been determined that it will be best to do Hebron Elementary School first (summer of 2025) for several reasons.

Please see attached. The request is for currently approved CIP Elementary School Roof funding from GHS in the amount of \$510,856 to be reassigned and designated for the Town's share for Hebron Elementary School Roof Project. The BOE is working to submit a grant application to the State as soon as the Town's share of funding is in place. The Town's share of the GHS roof funding is included as a request in FY 2025-2026 CIP Budget in the amount of \$1,365,905

Proposed Motion:

Move that the Hebron Board of Selectmen authorize the CIP funding in the amount of \$510,856 previously approved for Gilead Hill School Roof Project be reassigned and designated to be used to satisfy the Town's share of the Hebron Elementary School Roof Project.

**CAPITAL IMPROVEMENT PROGRAM  
FIVE YEAR PLAN**

			25-26	25-26					
	Total	Approved	Town Manager	DEPARTMENT					
	Request	Appropriation	Recommendation	REQUEST	26-27	27-28	28-29	29-30	30-31
<b>Town Wide Roads</b>									
Road Resurfacing and Road Improvements	On Going	On Going	340,475	340,475	350,689	361,210	372,046	383,207	394,703
<b>Town Wide Roads Sub Total</b>			<b>340,475</b>	<b>340,475</b>	<b>350,689</b>	<b>361,210</b>	<b>372,046</b>	<b>383,207</b>	<b>394,703</b>
<b>Public Works</b>									
Large Six Wheel Dump Truck w/ Plow and Sander (Truck 24 - 2005)	285,000		285,000	285,000					
Street Sweeper (1999)	260,000		130,000	130,000	130,000				
Large Dump w/Plow (replace Truck 9)(2009)	285,000			285,000					
Ten Wheel Dump Truck (replace Truck 18)(2007)	355,350				355,350				
Large Dump w/Plow (replace Truck 31) (2012)	299,250				299,250				
Mason Dump Truck (replace Truck 5)	101,970				101,970				
Large Dump Truck (replace Truck 2) (2006)	314,212					314,212			
Large Dump w/Plow (replace Truck 26) (2003)	314,212					314,212			
Large Dump Truck (replace Truck 46) (2006)	329,923						329,923		
Old Slocum Road Culvert Replacement	882,000						441,000	441,000	
Six Wheel Dump Truck	350,014								350,014
Engineering/Design New Public Works Facility - (to be bonded)	15,000,000+								
<b>Public Works Sub Total</b>			<b>415,000</b>	<b>700,000</b>	<b>886,570</b>	<b>628,424</b>	<b>770,923</b>	<b>441,000</b>	<b>350,014</b>
<b>Board of Education</b>									
Gilead Hill School Roof Restoration and Study (Hebron share)	1,279,039	550,000	1,365,905	729,039					
Hebron Elementary School Roof (Hebron share)	606,967	160,000		446,967					
Air Conditioning and HVAC Upgrade GHS (Hebron share)	2,950,527			2,950,527					
Air Conditioning and HVAC Upgrade HES (Hebron share)	2,627,927			2,627,927					
Playscape - HES	231,279			231,279					
Glass Brick Wall to Window Replacement GHS	149,500				149,500				
Glass Brick Wall to Window Replacement HES	53,500				53,500				
Pipe Replacement - GHS	527,525					527,526			
Backup Generator HES	193,500						193,500		
Parking Lot HES	100,000							100,000	
<b>Board of Education Sub Total</b>			<b>1,365,905</b>	<b>6,985,739</b>	<b>203,000</b>	<b>527,526</b>	<b>193,500</b>	<b>100,000</b>	<b>-</b>
<b>Fire Department/EMS</b>									
Replace Rescue 110 and Engine 110 w/ Rescue Pumper	1,100,000		550,000	550,000	550,000				
Replace Ambulance Stretcher and Stretcher Lift	77,840		77,840	77,840					
Ambulance 610	365,000				365,000				
Replace Squad 310 w/ Rescue Pumper	1,100,000						1,100,000		
<b>Fire Department Sub Total</b>			<b>627,840</b>	<b>627,840</b>	<b>915,000</b>	<b>-</b>	<b>1,100,000</b>	<b>-</b>	<b>-</b>
<b>Recreation</b>									
Skid Steer w/ Mower	92,200			92,200					
Parks and Recreation Master Plan	75,000		75,000	75,000					
Pickleball Courts - St. Peter's - (3) three additional courts	125,000				125,000				
Pickleball Court Lighting	75,000					75,000			
St. Peter's Bathroom	125,000					125,000			
Pond Dredging	100,000						100,000		
Softball Field Lighting - Veteran's Memorial Park	325,000							325,000	
Burnt Hill Playscape	275,000								275,000
<b>Recreation Sub Total</b>			<b>75,000</b>	<b>167,200</b>	<b>125,000</b>	<b>200,000</b>	<b>100,000</b>	<b>325,000</b>	<b>275,000</b>

**CAPITAL IMPROVEMENT PROGRAM  
FIVE YEAR PLAN**

	Total	Approved	Town Manager	DEPARTMENT	26-27	27-28	28-29	29-30	30-31
	Request	Appropriation	Recommendation	REQUEST					
<b>Douglas Library</b>									
Douglas Library Parking Lot Paving	173,919		173,919	173,919					
<b>Douglas Library Sub Total</b>			<b>173,919</b>	<b>173,919</b>	-	-	-	-	-
<b>Senior Center</b>									
Senior Center Parking Drainage, Repave and Expansion	107,500	75,000	32,500	32,500					
<b>Senior Center Sub Total</b>			<b>32,500</b>	<b>32,500</b>	-	-	-	-	-
<b>Planning &amp; Development</b>									
Hebron Green Design Services	100,000		100,000	100,000					
Horton House Improvements	92,800		92,800	92,800					
ADA Self-Evaluation and Transition Plan	150,000			75,000	75,000				
Hebron Sidewalk Design Services	100,000			100,000					
Senior Housing Needs Study/Engineering	TBD								
<b>Planning &amp; Development Sub Total</b>			<b>192,800</b>	<b>367,800</b>	<b>75,000</b>	-	-	-	-
<b>Miscellaneous</b>									
WPCA Infiltration/Inflow Study	112,500			112,500					
WPCA - Joint Facilities - Middletown Avenue Pump Station (MAPS)	2,260,000			113,000	113,000	113,000	113,000	113,000	113,000
<b>Miscellaneous Sub Total</b>			-	<b>225,500</b>	<b>113,000</b>	<b>113,000</b>	<b>113,000</b>	<b>113,000</b>	<b>113,000</b>
<b>GRAND TOTAL</b>			<b>3,223,439</b>	<b>9,588,473</b>	<b>2,668,259</b>	<b>1,830,160</b>	<b>2,649,469</b>	<b>1,362,207</b>	<b>1,132,717</b>

**TOWN OF HEBRON  
CAPITAL IMPROVEMENT PROGRAM**

**FY 2025-2026**

**TOWN MANAGER PROPOSED  
MARCH 1, 2025**

Project	Amount
HBOE - GHS School Roof Restoration	\$ 1,365,905
Rescue Pumper (Replaces Rescue 110 and Engine 110)	\$ 550,000
Road Resurfacing and Road Improvements	\$ 340,475
Large Six Wheel Dump Truck w/ Plow and Sander (Replaces 2005 - Truck 24)	\$ 285,000
Douglas Library Parking Lot Paving	\$ 173,919
Street Sweeper (Replaces 1999) - First Year Funding	\$ 130,000
Hebron Green Design Services (STEAP Match)	\$ 100,000
Horton House Improvements	\$ 92,800
Replace Ambulance Stretcher and Stretcher Lift	\$ 77,840
Parks and Recreation Master Plan	\$ 75,000
Senior Center Parking Drainage, Repave and Expansion - Second Year Funding	\$ 32,500
<b>Total Recommended CIP Budget</b>	<b>\$ 3,223,439</b>

**FY 2025-2026  
CIP Budget Revenue  
PROPOSED MARCH 1, 2025**

	<u>Approved 2024-2025</u>	<u>Proposed 2025-2026</u>
Balance from Previous Appropriations	\$ 5,238	\$ 216,886
LOCIP Funding	\$ 102,152	\$ 102,228
Funding from Other Sources: Public Safety Fund	\$ 11,400	\$ 11,400
Interest	\$ 30,000	\$ 30,000
General Fund Contribution	<u>\$ 1,176,734</u>	<u>\$ 2,862,925</u>
<b>Total Revenues</b>	<u><u>\$ 1,325,524</u></u>	<u><u>\$ 3,223,439</u></u>

**Completed Project Balances**

1994 International Trailer - Surplus Sale	952		
1995 GMC - Surplus Sale	1,875		
2001 Ford F-550 w/ plow- Surplus Sale	5,151		
2003 Ford F-250 - Surplus Sale	2,225		
2005 Ford Crown Victoria - Surplus Sale	975		
2009 GMC Sierra - Surplus Sale	4,150		
2013 Ford F-150 - Surplus Sale	2,126		
Douglas Library Roof Project 17-18	7,883		003.1.6000.300.1808.3007
Douglas Library Roof Project 21-22	45,478		003.1.6000.300.2210.0000
Douglas Library Roof Project - State Reimbursement	80,615		
23-24 FY CIP TRK 52 Replace	294		003.1.6000.300.2402.0000
CT Trail Connect Grant 20-21	30,102		003.1.6000.300.8024.3102
CT Connectivity Grant 19-20	2,344		003.1.6000.300.8911.3103
Wall Street Sidewalks 20-21 - State Reimbursement	<u>32,717</u>		003.1.6000.300.8022.4001
	<u>216,886</u>		Estimate - check w/ Lori This \$ needs to be confirmed



## CAPITAL PROJECTS/INFRASTRUCTURE REQUEST

Request Prepared By: Paul Forrest

Contact Person for Questions: Paul Forrest

Department: Public Works

Date Prepared: 10/28/24

1. Project Title: **Road Resurfacing and Road Improvements**

2. Department Priority:

3. Purpose of Project Request Form (check one)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Add a new item to the program

Modify a project already in the program

<input type="checkbox"/>
<input type="checkbox"/>

Continue a CIP request in the same year

Delete an item already a part of the program

4. Location: Town roads in Hebron

5. Description: Mill and paving of town roads. Money will be used for road resurfacing and reconstruction for Hebron roadways.

(If this request is part of a regular equipment replacement program, please attach a copy of that schedule.)

6. Justification and Useful Life:

Roads PCI ratings are at 60 and below.

7. Requested Cost Estimates for:

2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
<b>\$340,475.00</b>	<b>\$350,689.00</b>	<b>\$361,210.00</b>	<b>\$372,046.00</b>	<b>\$383,207.00</b>	<b>\$394,703.20</b>

If your estimate is indexed for inflation, indicate the adjustment percent (%) used or method of deriving the calculated future cost:

8. Project Cost Summary:

Equipment Acquisition:	
Property Acquisition:	
Planning / Engineering / Legal:	
Construction:	
Furnishings / Equipment:	
Contingency / Other:	
<b>TOTAL COST:</b>	<b>\$340,475.00</b>

9. Recommended Method of Financing:

	%
Taxes / Current revenues:	
Grants:	
Finance - Lease:	
Bonds:	
Capital reserve:	
Other:	
<b>TOTAL FINANCING:</b>	<b>\$340,475.00</b>

10. Please review the funding priorities in the CIP Policy Document. What priority(ies) does your request fall under and write a brief description as to how your request meets the CIP criteria for priority funding.

11. If the project funding is over several years, outline the schedule for completing the project, and what work has been done in prior years, including studies or other planning.

12. Reserved:

CIP Action:

Funding Recommendation:

BOS Action:

BOF Action:

Town Manager Review: / /

(complete one sheet for each request)

## CAPITAL PROJECTS/INFRASTRUCTURE REQUEST

Request Prepared By: Paul Forrest

Contact Person for Questions: Paul Forrest

Department: Public Works

Date Prepared: 10/15/24

1. Project Title: **Truck 24**

2. Department Priority: 1

3. Purpose of Project Request Form (check one)

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Add a new item to the program  
Modify a project already in the program

<input type="checkbox"/>
<input type="checkbox"/>

Continue a CIP request in the same year  
Delete an item already a part of the program

4. Location: Public Works Department

5. Description:

Large Six Wheel Dump Truck w/ Plow

(If this request is part of a regular equipment replacement program, please attach a copy of that schedule.)

6. Justification and Useful Life:

Replace due to age (2005) and mileage

7. Requested Cost Estimates for:

2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
<b>\$285,000.00</b>					

If your estimate is indexed for inflation, indicate the adjustment percent (%) used or method of deriving the calculated future cost:

8. Project Cost Summary:

Equipment Acquisition:	
Property Acquisition:	
Planning / Engineering / Legal:	
Construction:	
Furnishings / Equipment:	
Contingency / Other:	
<b>TOTAL COST:</b>	<b>\$285,000.00</b>

9. Recommended Method of Financing:

	%
Taxes / Current revenues:	
Grants:	
Finance - Lease:	
Bonds:	
Capital reserve:	
Other:	
<b>TOTAL FINANCING:</b>	<b>\$285,000.00</b>

10. Please review the funding priorities in the CIP Policy Document. What priority(ies) does your request fall under and write a brief description as to how your request meets the CIP criteria for priority funding.

11. If the project funding is over several years, outline the schedule for completing the project, and what work has been done in prior years, including studies or other planning.

12. Reserved:

CIP Action:

Funding Recommendation:

BOS Action:

BOF Action:

Town Manager Review:     /    /    

(complete one sheet for each request)

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**Fw: Budgetary Numbers for Plow Trucks**

---

**From:** Paul Forrest <pforrest@hebronct.com>  
**Date:** Wed 10/30/2024 8:13 AM  
**To:** Maryrose Betz <mbetz@hebronct.com>

---

**From:** Greg Martinotti <greg@freightlinerofhartford.com>  
**Sent:** Tuesday, October 29, 2024 5:32 PM  
**To:** Paul Forrest <pforrest@hebronct.com>  
**Cc:** Greg Martinotti <greg@freightlinerofhartford.com>  
**Subject:** Budgetary Numbers for Plow Trucks

Hi Paul,

Below are a couple of rough safe budgetary numbers for new plow equipment. I'm basing it on very similar units that we have put together recently for some other clients that run specifications like yours.

- Single Axle all season package with plow: \$285,000
- Tandem Axle all season package with plow: \$345,000

Please keep me abreast as to how the conversations materialize.

We are back on allocation this year and have limited availability to the Allison 4000-Series transmission. While we have many secured; we will sell out quickly and they are based on first come first serve basis.

Thanks,

Greg Martinotti  
860-559-9547

**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.



## CAPITAL PROJECTS/INFRASTRUCTURE REQUEST

Request Prepared By: Paul Forrest

Contact Person for Questions: Paul Forrest

Department: Public Works

Date Prepared: 10/15/24

1. Project Title: **Street Sweeper**

2. Department Priority: 2

**3. Purpose of Project Request Form (check one)**

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Add a new item to the program  
Modify a project already in the program

<input type="checkbox"/>
<input type="checkbox"/>

Continue a CIP request in the same year  
Delete an item already a part of the program

4. Location: Public Works Department

**5. Description:**

Street Sweeper (1999) Broom Bear Sweeper

(If this request is part of a regular equipment replacement program, please attach a copy of that schedule.)

**6. Justification and Useful Life:**

Replace due to age (24 years old) and mileage. Per MS4 requirements, the roadway system has to be swept annually.

**7. Requested Cost Estimates for:**

2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
<b>\$130,000.00</b>	<b>\$130,000.00</b>				

If your estimate is indexed for inflation, indicate the adjustment percent (%) used or method of deriving the calculated future cost:

**8. Project Cost Summary:**

Equipment Acquisition:	
Property Acquisition:	
Planning / Engineering / Legal:	
Construction:	
Furnishings / Equipment:	
Contingency / Other:	
<b>TOTAL COST:</b>	<b>\$260,000.00</b>

**9. Recommended Method of Financing:**

	%
Taxes / Current revenues:	
Grants:	
Finance - Lease:	
Bonds:	
Capital reserve:	
Other:	
<b>TOTAL FINANCING:</b>	<b>\$260,000.00</b>

10. Please review the funding priorities in the CIP Policy Document. What priority(ies) does your request fall under and write a brief description as to how your request meets the CIP criteria for priority funding.

11. If the project funding is over several years, outline the schedule for completing the project, and what work has been done in prior years, including studies or other planning.

**12. Reserved:**

*CIP Action:*

*Funding Recommendation:*

*BOS Action:*

*BOF Action:*

Town Manager Review:        /        /

(complete one sheet for each request)



CHADWICK – BAROSS Inc.  
67 McGuire Rd  
South Windsor, CT 06074

October 14, 2024

Town Of Hebron  
DPW  
Hebron, CT

Reference: Street Sweeper 2025 BUDGET Quote

We are pleased to quote you on the following:

ONE – New ODRA Model MT4H Four Wheel Mechanical High Dump Street Sweeper complete mounted on a new ISUZU NRR 19,500 Lb. GVW cab and chassis and with the following specifications:

- Kubota 65 HP auxiliary engine
- 4 cubic yard high dump hopper (10' dump height) with interior camera
- squeegee elevator system with elevator flush system
- 220 gallon poly water tank with diaphragm pump and inside controls
- 58" wide main broom / side brooms: 42" street side - 42" curb side with in cab side tilt
- inside cab controls for sweeper and auxiliary engine
- 12 volt electrical system
- front and rear (2) strobe lights
- single left hand steering
- operator / parts / service manuals
- balance as per standard specifications

F.O.B.: Hebron, CT:.....\$ 260,000.00

OPTION: Dual steer in lieu of single steer cab and chassis: ADD: \$ 15,000.00

Sincerely,  
*Rob Harrison*  
Rob Harrison

**CAPITAL PROJECTS/INFRASTRUCTURE REQUEST**

Request Prepared By: <u>Kaitlyn Shelar</u>		Contact Person for Question: <u>Kaitlyn Shelar</u>																																										
Department: <u>Board of Education</u>		Date Prepared: <u>11/12/24</u>																																										
1. Project Title: <b>Roof-GHS</b>		2. Department Priority: <u>1</u>																																										
3. Purpose of Project Request Form (check one)																																												
<input type="checkbox"/> Add a new item to the program		<input type="checkbox"/> Continue a CIP request in the same year																																										
<input checked="" type="checkbox"/> Modify a project already in the program		<input type="checkbox"/> Delete an item already a part of the program																																										
4. Location: <u>Gilead Hill School</u>																																												
5. Description: <u>Remove &amp; Replace 1,073 square feet of insulation on levels A, C &amp; E. Add tapered crickets &amp; saddles to 5,400 sq. ft. of ponding area. Add additional drains to assist positive drainage in roof A. C. Complete full reinforced 20 year roof restoration to all surfaces.</u>																																												
<small>(If this request is part of a regular equipment replacement program, please attach a copy of that schedule.)</small>																																												
6. Justification and Useful Life:																																												
7. Requested Cost Estimates for:																																												
	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031																																						
\$	729,039.00																																											
<small>If your estimate is indexed for inflation, indicate the adjustment percent (%) used or method of deriving the calculated future cost:</small>																																												
8. Project Cost Summary:				9. Recommended Method of Financing:																																								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Equipment Acquisition:</td><td></td></tr> <tr><td>Property Acquisition:</td><td></td></tr> <tr><td>Planning / Engineering / Legal:</td><td align="right">65,709.00</td></tr> <tr><td>Construction:</td><td align="right">2,282,576.00</td></tr> <tr><td>Furnishings / Equipment:</td><td></td></tr> <tr><td>Contingency / Other:</td><td></td></tr> <tr><td><b>TOTAL COST:</b></td><td align="right"><b>\$ 2,328,285.00</b></td></tr> </table>				Equipment Acquisition:		Property Acquisition:		Planning / Engineering / Legal:	65,709.00	Construction:	2,282,576.00	Furnishings / Equipment:		Contingency / Other:		<b>TOTAL COST:</b>	<b>\$ 2,328,285.00</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td></td><td align="center">%</td><td></td></tr> <tr><td>Taxes / Current revenues:</td><td></td><td align="right">\$729,039.00</td></tr> <tr><td>Grants: (state reimbursement)</td><td></td><td align="right">\$1,049,246.00</td></tr> <tr><td>Finance - Lease:</td><td></td><td></td></tr> <tr><td>Bonds:</td><td></td><td></td></tr> <tr><td>Capital reserve:</td><td></td><td></td></tr> <tr><td>Other: (prior year funding)</td><td></td><td align="right">\$550,000.00</td></tr> <tr><td><b>TOTAL FINANCING:</b></td><td></td><td align="right"><b>\$ 2,328,285.00</b></td></tr> </table>				%		Taxes / Current revenues:		\$729,039.00	Grants: (state reimbursement)		\$1,049,246.00	Finance - Lease:			Bonds:			Capital reserve:			Other: (prior year funding)		\$550,000.00	<b>TOTAL FINANCING:</b>		<b>\$ 2,328,285.00</b>
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Bonds:																																												
Capital reserve:																																												
Other: (prior year funding)		\$550,000.00																																										
<b>TOTAL FINANCING:</b>		<b>\$ 2,328,285.00</b>																																										
10. Please review the funding priorities in the CIP Policy Document. What priority(ies) does your request fall under and write a brief description as to how your request meets the CIP criteria for priority funding.				11. If the project funding is over several years, outline the schedule for completing the project, and what work has been done in prior years, including studies or other planning.																																								
<p>Core: This project priority is "core" as it is a completion of a phase of a previously approved project. The roof replacement work is well underway with planning and design being approved in previous CIP budgets.</p>				<p>FY23: \$50,000 allocated for initial work on roof.  FY25.: \$500,000 allocated, Design work, cost estimate completed. State application to be submitted once all funding is secured.  FY26: construction to be done summer 2025  This requests includes the balance needed for this project.</p>																																								
12. Reserved:																																												
CIP Action:																																												
Funding Recommendation:																																												
BOS Action:																																												
BOF Action:																																												

Town Manager Review:     /     /

(complete one sheet for each request)

Capital Improvement Program (CIP)

Fiscal Year 2025-2026

Replace Rescue 110 & Engine 110 with Rescue Pumper \$1,100,000

The Fire Department proposes replacing both Rescue 110 and Engine 110 with a combination Rescue Pumper. This would enable limited staffing to respond with a vehicle that provides both fire suppression and rescue capabilities. Company 1 previously did not have a Class A pumper, which was a concern from a fire protection standpoint, as the primary attack piece out of that station was a ladder truck that only carries four hundred gallons of water and has an extremely limited number of operators. As a temporary solution to this problem three years ago, Squad 310, a 1998 KME pumper, was relocated from Company 3 to Company 1. Over the past two years we replaced the motor (\$35,000), alternator (\$2000), numerous pump valves (\$4000) that were left out of a previous refurbishment project, and most recently the sterling box, cab lift, and a cab lock (\$6378). Unfortunately, due to cost and reliability concerns, this truck has now been relocated again and moved to Company 2, and our newest pumper, Squad 210, a 2014 Four-Guys pumper, has been moved to Company 1. Rescue 110, a 2005 Emergency One Heavy Duty Rescue, was slated to be replaced and Engine 110, a 1996 International pumper, was slated to either be replaced or refurbished, but in lieu of that, we feel a combination rescue pumper would enhance our service and better serve the Town, especially with extremely limited staffing. Two pieces of apparatus would be consolidated into one which also equates to less maintenance, insurance, and operating costs. Proceeds from the sale of both the Rescue and Engine could be used to offset the cost of this project. If this project were to come to fruition, Squad 310 would be moved back to Company 3, Squad 210 would be moved back to Company 2, and the new pumper would be assigned to Company 1.

The Proposed budget figure is based on current sales of a similar size and type apparatus. The major apparatus manufacturers have several financing options, many of which include deferred payments for up to a year, which would allow the Town to spread out the purchase for minimal additional cost. There are also entities that exclusively provide custom financing options for public safety agencies and municipalities. Estimated wait times for apparatus from time of order to delivery are currently two to four years.

---

Fiscal Year 2025-2026

Replace Ambulance Stretcher and Stretcher Lift \$77,840

The Department proposes replacing one of our Ambulance stretchers and stretcher lifts, due to age, constant use, and unfortunately a lack of preventive maintenance over their lifetime. These are the most used pieces of equipment in our operation, and not only do they ensure patient safety, but the safety and well being of our personnel. The Department will hopefully be re-applying for a federal grant to purchase another stretcher and lift for our other ambulance as we are absolutely in need of two.

---

Fiscal Year 2026-2027

Replace Ambulance 610

\$365,000

The Department is proposing the replacement of Ambulance 610, a 2010 Ford that was purchased used, in fiscal year 2026-2027. The proposed budget figure is based on current sales of a similar size and type ambulance.

---



## CAPITAL PROJECTS/INFRASTRUCTURE REQUEST

Request Prepared By: Peter J. Starkel

Contact Person for Questions: Peter J. Starkel

Department: Fire

Date Prepared: 11/08/24

1. Project Title: **Rescue Pumper**

2. Department Priority:

1

3. Purpose of Project Request Form (check one)

X

Add a new item to the program  
Modify a project already in the program


Continue a CIP request in the same year  
Delete an item already a part of the program

4. Location: Company 1 - 44 Main Street

5. Description:

Replace Engine 110 and Rescue 110 with a combination Rescue Pumper

(If this request is part of a regular equipment replacement program, please attach a copy of that schedule.)

6. Justification and Useful Life:

Useful life for a pumper is 20-30 years old, depending on care, use, and maintenance. Two of our pumpers are approaching the end of their service life, and the cost to maintain our aging fleet is excessive. Lead time for a pumper is now two to four years.

7. Requested Cost Estimates for:

2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
\$ 550,000.00	\$ 550,000.00				

If your estimate is indexed for inflation, indicate the adjustment percent (%) used or method of deriving the calculated future cost:

8. Project Cost Summary:

Equipment Acquisition:	
Property Acquisition:	
Planning / Engineering / Legal:	
Construction:	
Furnishings / Equipment:	
Contingency / Other:	
<b>TOTAL COST:</b>	

9. Recommended Method of Financing:

	%
Taxes / Current revenues:	
Grants:	
Finance - Lease:	
Bonds:	
Capital reserve:	
Other:	
<b>TOTAL FINANCING:</b>	

10. Please review the funding priorities in the CIP Policy Document. What priority(ies) does your request fall under and write a brief description as to how your request meets the CIP criteria for priority funding.

Fire Department is proposing replacing Rescue 110 and Engine 110 with a combination rescue pumper. See attached narrative.

11. If the project funding is over several years, outline the schedule for completing the project, and what work has been done in prior years, including studies or other planning.

12. Reserved:

CIP Action:

Funding Recommendation:

BOS Action:

BOF Action:

Town Manager Review: / /

(complete one sheet for each request)

## CAPITAL PROJECTS/INFRASTRUCTURE REQUEST

Request Prepared By: Peter J. Starkel

Contact Person for Questions: Peter J. Starkel

Department: Fire

Date Prepared: 11/08/24

1. Project Title: **Ambulance Stretcher & Stretcher Lift**

2. Department Priority:  
2

3. Purpose of Project Request Form (check one)

X

Add a new item to the program  
Modify a project already in the program


Continue a CIP request in the same year  
Delete an item already a part of the program

4. Location: Company 1 - 44 Main Street

5. Description:

Replace Ambulance Stretcher and Lift

(If this request is part of a regular equipment replacement program, please attach a copy of that schedule.)

6. Justification and Useful Life:

Useful life is on average 10 years, this vehicle will be 15 years old, was second hand when the Department procured it, and has ongoing maintenance issues. Lead time for an Ambulance is now two+ years

7. Requested Cost Estimates for:

2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
\$ 77,840.00					

If your estimate is indexed for inflation, indicate the adjustment percent (%) used or method of deriving the calculated future cost:

8. Project Cost Summary:

Equipment Acquisition:	
Property Acquisition:	
Planning / Engineering / Legal:	
Construction:	
Furnishings / Equipment:	
Contingency / Other:	
<b>TOTAL COST:</b>	

9. Recommended Method of Financing:

	%	
Taxes / Current revenues:		
Grants:		
Finance - Lease:		
Bonds:		
Capital reserve:		
Other:		
<b>TOTAL FINANCING:</b>		

10. Please review the funding priorities in the CIP Policy Document. What priority(ies) does your request fall under and write a brief description as to how your request meets the CIP criteria for priority funding.

Fire Department is proposing replacing the Ambulance Stretcher and Stretcher Lift in one of the Ambulances. See attached narrative

11. If the project funding is over several years, outline the schedule for completing the project, and what work has been done in prior years, including studies or other planning.

12. Reserved:

CIP Action:

Funding Recommendation:

BOS Action:

BOF Action:

Town Manager Review: / /

(complete one sheet for each request)





## 2025 Budgeting

Quote Number: 10862595  
 Version: 1  
 Prepared For: HEBRON FIRE DEPT  
 Attn:

Rep: Monica Lombardi  
 Email: monica.lombardi@stryker.com  
 Phone Number:  
 Mobile: 860-881-0204

Quote Date: 11/01/2024  
 Expiration Date: 01/30/2025  
 Contract Start: 02/02/2024  
 Contract End: 02/01/2025

### Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	639005550001	MTS POWER LOAD	1	\$30,223.45	\$30,223.45
2.0	650705550001	6507 POWER PRO 2, HIGH CONFIG	1	\$32,761.55	\$32,761.55
6.0	650700450301	ASSEMBLY, BATTERY CHARGER	1	\$1,325.12	\$1,325.12
7.0	650700450102	ASSEMBLY, POWER CORD, NORTH AM	1	\$30.34	\$30.34
8.0	650707000002	KIT, ALVARIUM BATTERY, SERVICE	1	\$925.78	\$925.78
Equipment Total:					\$65,266.24

### Trade In Credit:

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

### ProCare Products:

#	Product	Months	Qty	Sell Price	Total
3.1	POWERLOAD-PROCARE	72	1	\$11,995.20	\$11,995.20
3.2	POWERPRO-PROCARE	60	1	\$6,200.75	\$6,200.75
ProCare Total:					\$18,195.95



## 2025 Budgeting

Quote Number: 10862595  
Version: 1  
Prepared For: HEBRON FIRE DEPT  
Attn:

Rep: Monica Lombardi  
Email: monica.lombardi@stryker.com  
Phone Number:  
Mobile: 860-881-0204

Quote Date: 11/01/2024  
Expiration Date: 01/30/2025  
Contract Start: 02/02/2024  
Contract End: 02/01/2025

### Price Totals:

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Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$878.55
Grand Total:	\$77,840.74

---

Prices: In effect for 30 days

Terms: Net 30 Days

### Terms and Conditions:

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

## CAPITAL PROJECTS/INFRASTRUCTURE REQUEST

Request Prepared By: Craig Bryant

Contact Person for Questions: Craig Bryant

Department: Parks and Recreation

Date Prepared: 12/30/24

1. Project Title: Parks and Recreation Master Plan

2. Department Priority: 2 of 2

3. Purpose of Project Request Form (check one)

Add a new item to the program  
 Modify a project already in the program

Continue a CIP request in the same year  
 Delete an item already a part of the program

4. Location: Townwide Parks Plan

5. Description: Strategially develops a town-wide plan focusing on all Town parks, open spaces, and facilities  
 Creates goals and objectives for future recreational opportunities and development  
 Inventories park assets and identify needs  
 Instill better understanding and planning for future decisions

(If this request is part of a regular equipment replacement program, please attach a copy of that schedule.)

6. Justification and Useful Life: Comprehensive plan used for future development, programing, and projects.

7. Requested Cost Estimates for:

2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
\$75,000					

If your estimate is indexed for inflation, indicate the adjustment percent (%) used or method of deriving the calculated future cost:

8. Project Cost Summary:

Equipment Acquisition:	
Property Acquisition:	
Planning / Engineering / Legal:	75,000.00
Construction:	
Furnishings / Equipment:	
Contingency / Other:	
<b>TOTAL COST:</b>	<b>\$ 75,000.00</b>

9. Recommended Method of Financing:

	%
Taxes / Current revenues:	
Grants:	
Finance - Lease:	
Bonds:	
Capital reserve:	
Other:	
<b>TOTAL FINANCING:</b>	

10. Please review the funding priorities in the CIP Policy Document. What priority(ies) does your request fall under and write a brief description as to how your request meets the CIP criteria for priority funding.

The Parks and Recreation Master Plan funding request falls into the Essential projects category as it will guide decision-making regarding facilities and equipment maintenance and and provide guidance on how to pursue outside agency grants and to leverage Town dollars effeciently.

11. If the project funding is over several years, outline the schedule for completing the project, and what work has been done in prior years, including studies or other planning.

12. Reserved:

CIP Action:

Funding Recommendation:

BOS Action:

BOF Action:

Town Manager Review: / /

(complete one sheet for each request)

**RE: Park and Open Space Master Plan**

Chmielewski, Ryan &lt;Chmielewski.Ryan@wseinc.com&gt;

Mon 11/20/2023 10:20 AM

To: Matthew Bordeaux &lt;mbordeaux@hebronct.com&gt;

Cc: Ruane, Cheri &lt;ruanec@wseinc.com&gt;

📎 4 attachments (4 MB)

2019.09.17 Greenwich Athletic Facilities Master Plan.pdf; 2022.01.19 Rockwell Park Master Plan\_Bloomfield.pdf; 2023.10.25 Crystal Lake and Tedford Park Master Plan\_Ellington - Letter Proposal.pdf; Simsbury Rec Park Open Space Master Plan Scope&Fee\_2018.pdf;

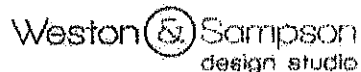
Matt, as a follow-up to our conversation on Friday, attached are some examples scope and fees. These range from \$45K to \$90K. Based on our conversation of looking at facilities only at all your parks, \$60-75K seems like a good guess. We can help draft a specific scope and budget for your project should you need assistance. Please keep these confidential.

Good luck!

~Ryan

**Ryan Chmielewski, RLA, CPSI**

TEAM LEADER



Weston &amp; Sampson

712 Brook Street, Suite 103 | Rocky Hill, CT 06067

main: 860.513.1473

direct: 860.616.6497

cell: 203.565.1460

[westonandsampson.com](http://westonandsampson.com)**From:** Matthew Bordeaux <mbordeaux@hebronct.com>**Sent:** Friday, November 17, 2023 11:37 AM**To:** Chmielewski, Ryan <Chmielewski.Ryan@wseinc.com>**Cc:** Ruane, Cheri <ruanec@wseinc.com>**Subject:** Re: Park and Open Space Master Plan

Hi Ryan,

Thanks for calling. It looks like I just missed you. I'd appreciate a chat, but the big thing I'm looking for in the very near term is an approximate amount to budget for a parks facilities master plan. I see that Weston & Sampson have been involved in a few projects across CT along these lines and was hoping you could give me an approximate number/range that I could propose to the powers that be around here.

Thanks in advance,

Matthew R. Bordeaux

Director of Planning and Development

## CAPITAL PROJECTS/INFRASTRUCTURE REQUEST

Request Prepared By:     Drusilla Carter

Contact Person for Questions:     Drusilla Carter

Department:     Douglas Library of Hebron

Date Prepared:     10/22/24

1. Project Title:	2. Department Priority:
-------------------	-------------------------

<b>3. Purpose of Project Request Form (check one)</b>			
<input type="checkbox"/>	Add a new item to the program	<input type="checkbox"/>	Continue a CIP request in the same year
<input type="checkbox"/>	Modify a project already in the program	<input type="checkbox"/>	Delete an item already a part of the program

4. Location:     Library

5. Description:     Paving of library parking lot.

(If this request is part of a regular equipment replacement program, please attach a copy of that schedule.)

6. Justification and Useful Life:  
    Parking lot is showing signs of age and heavy use, and paving should be completed in conjunction with other improvements to entrance

7. Requested Cost Estimates for:

2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
\$ 173,919.00					

If your estimate is indexed for inflation, indicate the adjustment percent (%) used or method of deriving the calculated future cost:

8. Project Cost Summary:

Equipment Acquisition:	
Property Acquisition:	
Planning / Engineering / Legal:	
Construction:	173,919.00
Furnishings / Equipment:	
Contingency / Other:	
<b>TOTAL COST:</b>	

9. Recommended Method of Financing:

	%
Taxes / Current revenues:	
Grants:	
Finance - Lease:	
Bonds:	
Capital reserve:	
Other:	
<b>TOTAL FINANCING:</b>	

10. Please review the funding priorities in the CIP Policy Document. What priority(ies) does your request fall under and write a brief description as to how your request meets the CIP criteria for priority funding.

#5: Infrastructure/site improvements. Parking lot repaving will improve access to the library building for the community

11. If the project funding is over several years, outline the schedule for completing the project, and what work has been done in prior years, including studies or other planning.

N/A

12. Reserved:

CIP Action:

Funding Recommendation:

BOS Action:

BOF Action:

Town Manager Review:     /     /    

(complete one sheet for each request)



## CAPITAL PROJECTS/INFRASTRUCTURE REQUEST

Request Prepared By: Sharon Garrard-Hoffman		Contact Person for Questions: ___ Sharon Garrard-Hoffman/Paul Forest																																									
Department: Senior Services		Date Prepared: 12/16/24																																									
1. Project Title: <b>Reclaim Fine Grade &amp; Pave Senior Center Parking Lot &amp; Replace Stairs between Upper &amp; Lower Le</b>		2. Department Priority: Core																																									
3. Purpose of Project Request Form (check one)																																											
<input checked="" type="checkbox"/> Add a new item to the program		<input checked="" type="checkbox"/> Continue a CIP request in the same year																																									
<input checked="" type="checkbox"/> Modify a project already in the program		<input type="checkbox"/> Delete an item already a part of the program																																									
4. Location: Russell Mercier Senior Center																																											
5. Description: Parking lot exhibits many areas of failure & deterioration, such as alligator cracking, traverse cracking, extensive raveling, & localized depressions throughout. Stairs (10 steps) with railings on both sides between upper & lower lot showing significant signs of rotting wood and deterioration of stability of railings Reclaim Fine Grade & Pave Upper & Lower Parking Lot plus additional materials to address drainage. In-Kind labor can be used before paving is done with purchase of necessary additional paving materials not included in All States' quote (If this request is part of a regular equipment replacement program, please attach a copy of that schedule.)																																											
6. Justification and Useful Life: According to the Facility Condition Assessment, the parking lot is in poor condition and in need of complete milling & overlay of the entire lot. The lot's conditions create a tripping/fall/injury concern, and the poor drainage creates hazardous icing conditions. Deterioration of stairs and railing between upper & lower lot also present a serious safety concern. Useful life 30 years																																											
7. Requested Cost Estimates for:																																											
2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031																																						
\$ 32,500.00																																											
If your estimate is indexed for inflation, indicate the adjustment percent (%) used or method of deriving the calculated future cost:																																											
8. Project Cost Summary:			9. Recommended Method of Financing:																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Equipment Acquisition:</td><td></td></tr> <tr><td>Property Acquisition:</td><td></td></tr> <tr><td>Planning / Engineering / Legal:</td><td></td></tr> <tr><td>Construction:</td><td style="text-align: right;">107,500.00</td></tr> <tr><td>Furnishings / Equipment:</td><td></td></tr> <tr><td>Contingency / Other:</td><td></td></tr> <tr><td><b>TOTAL COST:</b></td><td style="text-align: right;"><b>\$ 107,500.00</b></td></tr> </table>			Equipment Acquisition:		Property Acquisition:		Planning / Engineering / Legal:		Construction:	107,500.00	Furnishings / Equipment:		Contingency / Other:		<b>TOTAL COST:</b>	<b>\$ 107,500.00</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td style="text-align: center;">%</td><td></td></tr> <tr><td>Taxes / Current revenues:</td><td style="text-align: center;">100</td><td style="text-align: right;">*107,500.00</td></tr> <tr><td>Grants:</td><td></td><td></td></tr> <tr><td>Finance - Lease:</td><td></td><td></td></tr> <tr><td>Bonds:</td><td></td><td></td></tr> <tr><td>Capital reserve:</td><td></td><td></td></tr> <tr><td>Other:</td><td></td><td></td></tr> <tr><td><b>TOTAL FINANCING:</b></td><td></td><td style="text-align: right;"><b>\$ 107,500.00</b></td></tr> </table>				%		Taxes / Current revenues:	100	*107,500.00	Grants:			Finance - Lease:			Bonds:			Capital reserve:			Other:			<b>TOTAL FINANCING:</b>		<b>\$ 107,500.00</b>
Equipment Acquisition:																																											
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Planning / Engineering / Legal:																																											
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Capital reserve:																																											
Other:																																											
<b>TOTAL FINANCING:</b>		<b>\$ 107,500.00</b>																																									
10. Please review the funding priorities in the CIP Policy Document. What priority(ies) does your request fall under and write a brief description as to how your request meets the CIP criteria for priority funding.  Core: Current condition of parking lot, stairs, and railings create hazardous conditions with concerns for tripping, falling, injury			11. If the project funding is over several years, outline the schedule for completing the project, and what work has been done in prior years, including studies or other planning.  For 2024-2025 \$100,000 was requested for paving - \$75,000 was approved For 2025-2026 the CIP request includes the balance for paving of \$25,000 in addition to \$7,500 (Total of \$32,500) to repair the stairs between the upper and lower lots																																								
			12. Reserved:  CIP Action:  Funding Recommendation: BOS Action: BOF Action:																																								

Town Manager Review:        /        /

(complete one sheet for each request)





**ALL STATES MATERIALS GROUP**  
PO Box 91, Sunderland, MA 01375

Contractor:  
 All States Construction, Inc.  
413.665.7021

Warner Bros., LLC  
413.665.4055

## PROPOSAL - CONTRACT

<b>Buyer</b>	Name <u>Town Of Hebron</u>	Contact <u>Paul I Forest</u>
	Address <u>Highway Dept.</u>	Telephone <u>860-573-4650</u> Ext <u>        </u>
	City <u>Hebron</u> State <u>CT</u> Zip <u>        </u>	Facsimile <u>860-228-5988</u> Call <u>        </u>
		Email <u>        </u>
<b>Project</b>	Description <u>Reclaim Fine Grade and Pave</u>	Job No. <u>        </u>
	Location <u>Senior Center</u> <u>Hebron</u>	Date <u>12-18-23</u> May be withdrawn after <u>30</u> days
	Owner <u>        </u> Engineer <u>        </u>	General Contractor <u>        </u>

The above Contractor is pleased to propose the following Scope of Work:

	ESTIMATED QUANTITIES	PRICE
Reclaim Remove Curb, Fine Grade and Roll Gravel ( Excess Material Removed by Town )	2,300 SQYDS	\$ 7.75 Per SQYD
Machine Pave 2" Binder Coarse 1 1/2" Top Course With HMA .5 and .375 Super Pave	.5      265 Tons .375      198 Tons	\$ 125.00 Per Ton \$ 130.00 Per Ton
6 Inch Curb Furnish and Install on Top Course	1,195 LFT	\$ 7.75 Per LFT

- NOTES: 1.) Final job cost based on per ton per slip count for Paving and Square Yard for Reclamation.  
 2.) Liquid escalation clause based at \$ 585.00.  
 3.) All Traffic Control and Signage done by Town.  
 4.) All special permits and notifications done by Town.  
 5.) Milling Machine for Key Cuts \$ 500.00 per hour.  
 6.) All layout and engineering done by Town.  
 7.) If required Calcium Chloride \$ 4.00 per gallon.  
 8.) Driveway Aprons saw cutting \$ 10.00 LFT.  
 9.) Traffic Control available \$ 10.00 per ton.

115815  
 33125  
 25740  
 9214.35  
 85,431.25

<b>Paving Details</b>	Ready for Paving by	Required Complete by	Time of Day Restrictions	Day of Week Restrictions	Price Firm Through	Subbase		
	Provided by:	Fine grade Contr Buyer	Sweeping Contr Buyer	Joint cutting Contr Buyer	Fine grade... compact Contr Buyer	Structure adjust Contr Buyer	Traffic control Contr Buyer	Additional materials
	State Spec	Certified Y ( N )	Retainage Allowed 0 %	Taxable Y ( N ) Incl	Berm Price \$ 8.00	Handwork Price \$ 275.00	Tack Coat Price \$10.00 Per Gal.	

**MOBILIZATIONS:** Prices are based on 1 mobilization(s). Additional mobilizations which become necessary will be subject to a charge of \$ 12,000.00 each.  
**ESCALATION:** Prices are based upon current liquid asphalt costs, which are not guaranteed by suppliers and, therefore, subject to sudden adjustment during the term of this agreement. The base cost (index) of asphalt for this quote is \$ 585.00 per ton. Any increase in this index will necessitate an additional charge of \$ .060 per TON for every \$1.00 per ton increase in the cost of liquid asphalt.  
**NOTE:** All fees, permits, and engineering will be the responsibility of the Buyer unless otherwise noted above. No bonds will be supplied. Above quantities are estimates only and are subject to adjustment determined by Field Measure unless otherwise noted above. Payment terms are net 30 days, no retainage is permitted by Buyer, unless stated above, and subject to credit approval. Contractor may set off past due balances against any amount due or which becomes due to the Buyer from Contractor or any of its affiliates or subsidiaries. Balances not paid within above terms are subject to default interest at 1.5% monthly percentage rate. In such event, Buyer agrees to reimburse Contractor all collection costs including reasonable attorney's fees and court costs. Contractor reserves all rights to file lawfully permitted liens and seek other lawful remedies.

BY SIGNING BELOW, BUYER ACKNOWLEDGES AND AGREES THAT IT HAS ALSO READ AND APPROVED CONTRACTOR'S STANDARD CONDITIONS, ON THE REVERSE SIDE, AS REQUIRED INCLUDED PARTS OF THIS CONTRACT. This Contract constitutes the entire agreement between the Contractor and Buyer and may only be modified by a written amendment executed by both parties. This Proposal is accepted upon receipt of Buyer's signature, and the Contract is effective as of the date of Contractor's signature tendered to Buyer. Executed by both parties as a sealed instrument.

BUYER	CONTRACTOR
Signature _____ Date _____	Signature <u>BRUCE PAIGE</u> Date _____
Name _____ Title _____	Name _____ Title _____

# FRANK CARDILE MASONRY, LLC

32 Llynwood Drive  
Bolton, CT 06043  
860-649-2122  
sfscardile@comcast.net

## Invoice

Date	Invoice #
12/10/2024	1690

Bill To
Town of Hebron

Terms	JOB
QUOTE	

Description	Amount
Town Hall: Labor and materials to form, pour, and finish sidewalk next to Town Hall	4,500.00
Option 2: Remove 2 pads that are in disrepair and form, pour, and finish	2,500.00
Senior Center: Labor and materials to form install rebar and pour steps at Senior Center	7,500.00

Respectfully submitted	<b>Total</b> \$14,500.00
------------------------	--------------------------

<b>Balance Due</b>	\$14,500.00
--------------------	-------------

## CAPITAL PROJECTS/INFRASTRUCTURE REQUEST

Request Prepared By: Matthew Bordeaux

Contact Person for Questions: \_\_\_ Same

Department: Planning and Development

Date Prepared: 12/01/24

1. Project Title: **Hebron Green Design Services**

2. Department Priority: 1 of 3

**3. Purpose of Project Request Form (check one)**

<input type="checkbox"/>
<input type="checkbox"/>

Add a new item to the program  
Modify a project already in the program

<input type="checkbox"/>
<input type="checkbox"/>

Continue a CIP request in the same year  
Delete an item already a part of the program

4. Location: Hebron Green including Main St frontage and Library parking area

5. Description: 2023 STEAP Hebron Green Pedestrian Connections and Parking Improvements Project (\$474K) requires \$80k municipal match. Consider conceptual plans for redesign of the Main St frontage and integration of Library repaving project of the STEAP-funded project with the Library parking area.

(If this request is part of a regular equipment replacement program, please attach a copy of that schedule.)

6. Justification and Useful Life: Hebron Green is the focus of energy and community character. Continued improvement to meet the evolving needs of the community should be a priority.

**7. Requested Cost Estimates for:**

2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
	\$100,000				

If your estimate is indexed for inflation, indicate the adjustment percent (%) used or method of deriving the calculated future cost:

**8. Project Cost Summary:**

Equipment Acquisition:	
Property Acquisition:	
Planning / Engineering / Legal:	\$100,000
Construction:	
Furnishings / Equipment:	
Contingency / Other:	
<b>TOTAL COST:</b>	

**9. Recommended Method of Financing:**

	%
Taxes / Current revenues:	
Grants:	
Finance - Lease:	
Bonds:	
Capital reserve:	
Other:	
<b>TOTAL FINANCING:</b>	

10. Please review the funding priorities in the CIP Policy Document. What priority(ies) does your request fall under and write a brief description as to how your request meets the CIP criteria for priority funding.

This project will continue the phased approach to enhancement of the Hebron Green, leveraging State grant funds and addressing elements of past projects requiring maintenance and replacement.

11. If the project funding is over several years, outline the schedule for completing the project, and what work has been done in prior years, including studies or other planning.

**12. Reserved:**

CIP Action:  
Funding Recommendation:  
BOS Action:  
BOF Action:

Town Manager Review: / /

(complete one sheet for each request)

## Design Services for Hebron Green Pedestrian Connections and Parking Improvements

The Town of Hebron was awarded a 2023 STEAP Grant (\$474,000.00 grant / \$80,000 municipal match) for the Hebron Green Pedestrian Connections and Parking Improvements Project. The project will likely improve the vehicle access from Main St to the Library, restore the sidewalks in front of the buildings lining Main St, extend the sidewalk connection from the westerly terminus of the recently completed pedestrian improvement project between Pendleton Dr and the library, and make improvements to the parking at the rear of 10 and 12 Main St. The Town also plans to repave the Douglas Library parking area east of the main entrance. As the two project areas overlap, some minor alterations of the Library parking area may be appropriate. Nathan L. Jacobson and Associates, the Town's consultant engineers will work with Town staff to move the project from conceptual design, to permit drawings, bid package preparation, and through construction administration. I recommend an additional \$20,000 be budgeted for any potential changes to the Library parking area for a total of \$100,000.





- NOTES**
1. In General, Lower Case Text Identifies Features/Conditions.
  2. In General, Upper Case Text Identifies Proposed Features/Conditions Unless Otherwise Specified.
  3. FOR LOCATION OF UNDERGROUND ELECTRIC, TELEPHONE, GAS, CABLE TV AND OTHER FACILITIES OF PUBLIC UTILITY COMPANIES, INQUIRE OF CALL BEFORE YOU DIG, INC. AT 1-800-922-4455.
  4. SURVEY INFORMATION IN THIS DRAWING HAS BEEN MOVED TO ALIGN WITH THE COLLOCATION AGREEMENT. THEREFORE, THE SURVEY INFORMATION IN THIS DRAWING SHALL NOT BE USED FOR CONSTRUCTION.

THIS DRAWING IS INTENDED TO BE USED FOR INFORMATION AND NOT FOR CONSTRUCTION. IT IS NOT TO BE USED FOR CONSTRUCTION.

GRAPHIC SCALE  
 0' 10' 20' 30' 40' 50' 60' 70' 80' 90' 100'  
 1" = 40'

**HEBRON GREEN PEDESTRIAN CONNECTIONS AND PARKING IMPROVEMENTS**

**HEBRON, CONNECTICUT**

**LAYOUT PLAN**

**CONCEPTUAL**

AS ALL INFORMATION TO THIS DRAWING WAS PROVIDED BY THE CLIENT AND THE ENGINEER HAS CONDUCTED VISUAL VERIFICATION OF THE INFORMATION PROVIDED BY THE CLIENT, THE ENGINEER HAS CONDUCTED VISUAL VERIFICATION OF THE INFORMATION PROVIDED BY THE CLIENT AND HAS FOUND IT TO BE ACCURATE AND COMPLETE. THE ENGINEER HAS CONDUCTED VISUAL VERIFICATION OF THE INFORMATION PROVIDED BY THE CLIENT AND HAS FOUND IT TO BE ACCURATE AND COMPLETE.

**Nathan L. Jacobson & Associates, Inc.**  
 85 Main Street, P.O. Box 337  
 Cheshire, Connecticut 06012-0337  
 Tel: (860) 526-5591 Fax: (860) 526-5416  
 www.nlj.com

**Jacobson Consulting Civil and Environmental Engineers Since 1972**

NOT VALID WITHOUT ORIGINAL SEAL

THOMAS E. FENTON, P.E.  
 CT REGISTRATION NO. 14450

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REVISIONS		
NO.	DESCRIPTION	DATE

DATE: AUGUST 2023	SHEET NO.:
SCALE: PAVE	1 OF 2
PROJECT NO.: 0648103A	
CADD FILE: 0648103A.DWG	
DESIGNED: THE	
DRAWN: CEB	
CHECKED:	



## CAPITAL PROJECTS/INFRASTRUCTURE REQUEST

Request Prepared By: Matthew R. Bordeaux

Contact Person for Questions: Matthew R. Bordeaux

Department: Planning and Development

Date Prepared: 12/01/24

1. Project Title: **Horton House Improvements**

2. Department Priority: 2 of 3

3. Purpose of Project Request Form (check one)

<input type="checkbox"/>
<input type="checkbox"/>

Add a new item to the program  
Modify a project already in the program

<input type="checkbox"/>
<input type="checkbox"/>

Continue a CIP request in the same year  
Delete an item already a part of the program

4. Location: 8 Marjorie Circle

5. Description: See Attached.

(If this request is part of a regular equipment replacement program, please attach a copy of that schedule.)

6. Justification and Useful Life: Historic Building occupied by Planning and Development Dept requires improvements for safety, proficient working environment and structural integrity

7. Requested Cost Estimates for:

2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
	\$92,800				

If your estimate is indexed for inflation, indicate the adjustment percent (%) used or method of deriving the calculated future cost:

8. Project Cost Summary:

Equipment Acquisition:	
Property Acquisition:	
Planning / Engineering / Legal:	
Construction:	\$92,800
Furnishings / Equipment:	
Contingency / Other:	
<b>TOTAL COST:</b>	

9. Recommended Method of Financing:

Taxes / Current revenues:	%	
Grants:		
Finance - Lease:		
Bonds:		
Capital reserve:		
Other:		
<b>TOTAL FINANCING:</b>		

10. Please review the funding priorities in the CIP Policy Document. What priority(ies) does your request fall under and write a brief description as to how your request meets the CIP criteria for priority funding.

This request will address an immediate health and safety concern. As an historic structure under the Town's care, it is our responsibility to maintain and address issues that have potential impacts on employee and customer safety.

11. If the project funding is over several years, outline the schedule for completing the project, and what work has been done in prior years, including studies or other planning.

12. Reserved:

*CIP Action:*

*Funding Recommendation:*

*BOS Action:*

*BOF Action:*

Town Manager Review: / /

(complete one sheet for each request)

## **Horton House Repairs**

The Horton House is occupied by the Planning and Development Department. The House has seen many renovations over the years including heating and cooling systems, and new windows. The Facilities' Conditions Assessment (FCA) conducted by Bureau Veritas, noted that structural degradation is a primary concern.

The Hebron Board of Selectmen approved ARPA funding for a study recommended by the BV FCA and subsequent design services required to prepare an engineered plan on which to solicit bids from qualified contractors for the repair.

The FCA recommends immediate (\$34,200) and Short Term 1-2 Years (\$48,700) funds be dedicated to required improvements at the Horton House. Some of this work has been completed with ARPA funds. The primary focus is to follow-through with, and complete the improvements designed by the structural engineer currently drafting plans. The remaining funds will be used to make the additional improvements noted in the FCA.

**Structural Integrity** – BV identified cracking and deterioration in the masonry element in the basement below the chimney stack. A structural engineer is preparing designs for the repair. The project should be a top priority. BV's FCA recommended \$35,300 for this purpose.

**Other Improvements** - The bathrooms may have been renovated within memory but are now in need of an update. Certain interior features need work as well, including water damaged windowsills, light and vent fan fixtures, etc. The flooring needs to be replaced. Wiring, especially in the basement, presumably electrical and communications, needs to be repaired. This will likely require some walls to be reframed, which may require some waterproofing. The baseboard heating should either be repaired or removed. The mortared joints of the stone foundation need to be repointed around the basement door. The foundation under the stone slab threshold at the front door needs repair. The retaining wall toward the Marjorie Circle frontage needs repair. BV's FCA recommends \$57,500.

**TOWN OF HEBRON  
CAPITAL IMPROVEMENT PLAN POLICY**

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

**POLICY STATEMENT**

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

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

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

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

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



## **TIMELINE**

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

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

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

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

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

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

## **FUNDING PRIORITIES**

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

### **Core Projects**

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

### Essential projects

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

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

### CIP Financing Policies

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

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

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

### **SCOPE**

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

### **REVIEW OF POLICY**

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

### **FILING OF CERTIFIED COPIES**

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

## HES ROOF REPLACEMENT ESTIMATE AND LOCAL SHARE FRIAR Ver 2

CONSTRUCTION COSTS		Total Costs	Ineligible Costs	Comments
Shell		\$660,131	\$31,658	
Interiors		\$7,500	\$7,500	Bob's V2 Up Date
Services		\$11,000	\$3,200	Bob's V2 Up Date
		\$678,631	\$42,358	
GENERAL CONDITIONS		Total Costs	Ineligible Costs	Comments
General Conditions Overhead & Profit		\$169,658	\$10,590	
		\$169,658	\$10,590	
SOFT COSTS		Total Costs	Ineligible Costs	Comments
Sitework		\$2,000	\$0	
Consultants		\$55,300	\$3,548	
Fees		\$176	\$176	
Owners Contingency		\$120,000	\$4,328	
		\$177,476	\$3,728	
ALLOWANCES		Total Costs	Ineligible Costs	Comments
Design & Estimating Contingency	5.0%	\$33,932	\$33,932	Bob's V2 Up Date PLUS \$925
Inflation (Escalation) Allowance	4.0%	\$27,145	\$27,145	Bob's V2 Up Date PLUS \$27,145
Construction Contingency	10.0%	\$67,863	\$67,863	Bob's V2 Up Date PLUS \$1,850
		\$128,940		

If allowances are used they WILL most likely be available for re-imbursement. Numbers listed in column "E" are included in E31. Numbers in G29 Are Not included in E31

<b>TOTAL PROJECT COSTS</b>	<b>\$1,154,705</b>	<b>\$56,676</b>	Total Cost IS \$1,154,705 OF WHICH \$56,676 is NOT REIMBURSABLE BY STATE
<b>Eligible for Reimbursement</b>	<b>\$1,098,029</b>		Total Cost (E30) MINUS INELIGIBLE COSTS (G30)
<b>Reimbursement Amount</b>	<b>\$618,849</b>		Eligible for Reimbursement \$1,098,029 (E32) Times 56.36%
<b>REQUIRED "Local Share"</b>	<b>\$535,856</b>		TOTAL COST (E30) MINUS Reimbursement Amount (E34)
<b>Incase of Unknown/s Beyond Contingency</b>	<b>\$135,000</b>		Friar Associate Recommends to add additional to Required "Local Share" To "Keep potential overages eligible" for State reimbursement in case of expense overage
<b>RECOMMENDED "Local Share"</b>	<b>\$670,856</b>		Total Cost (Reimbursement Amount (E30) Plus (E35) In Case Of Unknown/s Beyond Contingency

### FUNDING to Cover "Local Share"

HES CIP	\$160,000	Utilize Current Allocation
Original GHS CIP Allocation	\$550,000	<b>Board of Selectmen Board of Finance Options</b>
MINUS expended to date	\$34,729	
GHS CIP Balance	\$515,271	
MINUS (To Remain In GHS CIP)	\$4,415	
<b>TRANSFER TO HES CIP</b>	<b>\$510,856</b>	BOS can XFER to HES Roof project in CIP and Utilize for HES Project
<b>NEW HES CIP BALANCE</b>	<b>\$670,856</b>	HES CIP (E44) PLUS Transfer to HES CIP (E50)
<b>Available For Recommended "Local Share"</b>	<b>\$675,271</b>	HES CIP (E44) PLUS GHS CIP BALANCE (E48)
<b>EXCESS ABOVE "Local Share"</b>	<b>\$4,415</b>	Available For Recommended "Local Share" (E53) MINUS New GHS CIP Balance (E51)
<b>RECOMMENDED FINAL "Local Share"</b>	<b>\$670,856</b>	

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
FEBRUARY 6, 2025**

**APPROVE 2024 EMERGENCY MANAGEMENT PERFORMANCE  
GRANT APPLICATION**

The State of Connecticut Department of Emergency Services and Public Protection Emergency Management Performance Grant application for the period from October 1, 2024 to September 30, 2025, deadline is March 30, 2025. This is an annual grant application which provides funding for the Emergency Management operations of the Town of Hebron. Paul Bancroft, Emergency Management Director, has requested the Board adopt the following resolution.

**Proposed Resolution:**

RESOLVED, that the Town of Hebron 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 documents 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. This authorization is for the EMPG Grant for the performance period October 1, 2024, to September 30, 2025.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
FEBRUARY 6, 2025**

**APPROVE AHM FY 2025-2026 BUDGET MUNICIPAL FORMULA**

Attached is the proposed AHM Youth and Family Services FY 2025-2026 Municipal Formula along with the proposed budget detail. The AHM Oversight Committee was scheduled to meet earlier today (February 6) to approve the Municipal Formula.

**Proposed Motion:**

Move that the Hebron Board of Selectmen approve Hebron's share of the FY 2025-2026 Andover, Hebron and Marlborough Youth and Family Services budget in the amount of \$331,034 and include this amount in the Town of Hebron's FY 2025-2026 Budget.



# Municipal YSB Formula

	Andover	Hebron	Marlborough	Totals	RHAM TOTAL
Pre-K-12 Enrollment as of Dec 2024	396	1317	861	2,574	1175
	15.38%	51.17%	33.45%	100%	TG called schools on 12/9
2024 CERC Town Profile	3,160	9,127	6,134	18,421	
	17.15%	49.55%	33.30%	100%	
Combined Avg.	16.27%	50.36%	33.37%	100.00%	
FY 25/26	106,953	331,034	219,399	657,386	31,305
FY 24/25	102,528	312,246	211,308	626,081	5.00%
FY 23/24	97,002	296,552	202,713	596,268	
FY 22/23	93,406	285,558	195,198	574,163	
FY 21/22	89,104	272,571	191,202	552,877	

Change:					
FY 25/26 Increase	4,425	18,788	8,091	31,305	5.00%
FY 24/25 Increase	3,880	11,862	8,109	23,851	4.00%
FY 23/24 Increase	3,596	10,994	7,515	22,105	3.85%
FY 22/23 Increase	4,302	12,987	3,996	21,286	

2024-2025 Enrollment	RHAM	Elementary	Total
Hebron	620	697	1317
Marlborough	401	460	861
Andover	154	242	396

## 2024 Enrollment Values

	Andover	Hebron	Marlborough	Totals
Pre-K-12 Enrollment as of Dec 2024	396	1317	861	2574

## 2024 Enrollment Estimates

	Andover	Hebron	Marlborough	Totals
Pre-K-12 Enrollment as of Dec 2024	396	1317	861	2574

## MODEL ESTIMATED ENROLLMENT

	Andover	Hebron	Marlborough	Totals	
Pre-K-12 Enrollment as of Dec 2024	396	1,317	861	2,574	
	15.38%	51.17%	33.45%	100%	
2024 CERC Town Profile	3,160	9,127	6,134	18,421	
	17.15%	49.55%	33.30%	100%	
Combined Avg.	16.27%	50.36%	33.37%	100.00%	
FY 25/26	\$ 106,953	\$ 331,034	\$ 219,399	\$ 657,386	3%
FY 24/25	\$ 102,528	\$ 312,246	\$ 211,308	\$ 626,081	3%
FY 23/24	\$ 97,002	\$ 296,552	\$ 202,713	\$ 596,268	13,821
Difference	\$ 4,425	\$ 18,788	\$ 8,091	\$ 31,305	2.50%
\$	657,386.10				

## Model VS Estimates

FY 25/26	\$ 106,953	\$ 331,034	\$ 219,399	\$ 657,386	
	107,654.40	327,858.30	221,873.40	657,386.10	5.00%

**AHM YOUTH & FAMILY SERVICES**  
**FY 2025-2026**  
**PROPOSED BUDGET**  
**VS FY 2024-2025**

ACCOUNT	FY 25-26 BUDGETED INCOME	FY 24-25 BUDGETED INCOME	Variance
4000 · Federated Campaigns	-	-	-
4100 · Fundraising Events	-	-	-
4120 · Fall - Auction & Concert	10,000	10,000	-
4130 · Winter - Holiday Auction	9,000	9,000	-
4140 · Spring - Annual Appeal	53,000	53,000	-
4150 · Summer - Golf Tourn.	31,000	26,500	4,500
4160 · Fundraising Events	14,500	16,400	(1,900)
4400 · Government Grants	-	-	-
4440 · Local	2,000	15,160	(13,160)
4450 · State	159,690	173,021	(13,331)
4460 · Federal	225,000	31,250	193,750
4500 · Coporate/Foundations/Individual	-	-	-
4510 · Corporate	7,847	3,000	4,847
4520 · Donor Advised Funds	-	-	-
4525 · Faith Based	4,074	5,900	(1,826)
4530 · Foundations/Trust	30,890	20,500	10,390
4540 · Individual	25,033	16,055	8,978
4550 · Legacy/Bequest	-	-	-
4560 · Non-profit	16,016	13,500	2,516
4570 · Small Business	1,000	-	1,000
4700 · Program Service Revenue	-	-	-
4710 · Program Revenue	426,257	429,060	(2,803)
4720 · Local Service Contracts	1,031,259	976,468	54,791
4800 · Investment Income	-	-	-
4820 · Endowment Distributions	42,504	-	42,504
4810 · Interest/Dividends	51,500	42,505	8,995
4900 · Misc. Income	250	-	250
<b>TOTAL INCOME</b>	<b>2,140,821</b>	<b>1,841,319</b>	<b>299,502</b>

**\* Line 4720 Details**

Town Levies - General Operations			
<b>Andover</b>	<b>106,953</b>	<b>102,528</b>	4,426
<b>Hebron</b>	<b>331,034</b>	<b>312,246</b>	18,788
<b>Marlborough</b>	<b>219,399</b>	<b>211,308</b>	8,091
Total Town Levies	657,386	626,081	31,305
Town Personal Service Agreements (PSA)	-	-	-
<b>Andover</b>	-	-	-
<b>Hebron Elementary</b>	<b>36,978</b>	<b>35,556</b>	1,422
<b>Hebron Glied</b>	<b>46,114</b>	<b>44,341</b>	1,774
<b>Marlborough</b>	<b>49,389</b>	<b>47,490</b>	1,900
<b>Columbia</b>	<b>51,656</b>	<b>35,777</b>	15,879
<b>Columbia</b>	<b>56,998</b>	<b>54,284</b>	2,714
Sub-Total PSAs	241,136	217,447	23,689
Pass-through grants (Hebron)	111,363	111,565	(202)
Pass-through grants YSB (Columbia)	21,374	21,374	-
Total Town Contracts	1,031,259	976,468	54,791

ACCOUNT	FY 25-26 BUDGETED EXPENSE	FY 24-25 BUDGETED EXPENSE	Variance
5100 · Personnel	-	-	-
5110 · Salaries/Wages	1,465,792	1,255,473	210,319
5120 · FICA - Medicare/Soc. Sec.	112,133	93,246	18,887
5130 · CT - Unemployment	14,365	16,000	(1,635)
5200 · Fringe Benefits	-	-	-
5210 · Health Insurance	81,351	63,000	18,351
5215 · HSA Contributions	8,250	6,250	2,000
5220 · Dental Insurance	-	-	-
5230 · STD/LTD Disability Ins.	5,500	4,500	1,000
5240 · Workers' Comp Ins.	3,833	1,500	2,333
5250 · 401K - Match	58,632	35,000	23,632
5260 · 401K - Discretionary	29,316	22,000	7,316
5500 · Program Expenses	-	-	-
6040 · Contractor Services	45,725	11,025	34,700
6210 · Program Supplies/Expenses	32,117	43,300	(11,183)
6000 · Professional/Contractual	-	-	-
6050 · Audit	15,250	15,000	250
6020 · Accounting & HR	61,725	54,275	7,450
6055 · Claims Management	11,500	10,800	700
6010 · 401K - Managment Fees	3,075	3,500	(425)
6035 · Other Professional Services	1,650	2,500	(850)
6030 · Legal	2,000	2,000	-
7030 · Investment fees	13,500	12,000	1,500
6100 · Advertising/Promotion	3,500	6,000	(2,500)
6200 · Office Expense	-	-	-
6215 · Food	10,263	10,000	263
6220 · Office Supplies	9,457	8,500	957
6230 · Telephone	391	1,750	(1,359)
6240 · Postage/Shipping	1,448	2,200	(752)
6250 · Equipment Rental	445	3,000	(2,555)
6255 · Printing	6,859	7,500	(642)
6260 · Bank Fees	1,426	1,400	27
6270 · Credit Card Processing	8,954	7,700	1,254
6275 · Awards/Recognition	7,042	7,000	42
6280 · Recruiting/Pre-Employment	1,100	2,500	(1,400)
6300 · Technology	-	-	-
6310 · Tech. Gen	26,503	17,760	8,743
6320 · Hardware	2,500	2,500	-
6330 · Tech Support	9,605	9,000	605
6400 · Occupancy	-	-	-
6410 · Utilities	11,755	17,500	(5,745)
6420 · Maintenance & Repairs	14,255	15,000	(745)
6500 · Travel	-	-	-
6510 · Airfare	-	2,500	(2,500)
6520 · Lodging	-	5,500	(5,500)
6530 · Mileage	250	600	(350)
6540 · Per Diem	-	1,500	(1,500)
6550 · Ground Transportation	-	1,500	(1,500)
6600 · Professional Development	3,114	8,000	(4,886)
6900 · Insurance	-	-	-
6430 · Property Insurance	15,397	12,500	2,897
6950 · CYBER Insurance	3,071	6,300	(3,229)
6930 · Prof. Liability Ins.	3,833	8,000	(4,167)
6990 · Fundraising Expenses	17,711	20,000	(2,289)
5000 · Scholarships/Assistance	11,000	-	11,000
9100 · Bad Debt	2,000	-	2,000
6980 · Membership/Dues	3,228	4,240	(1,012)
<b>Total Expenses</b>	<b>2,140,821</b>	<b>1,841,319</b>	<b>299,502</b>
Operating Expenses	0.02	0.25	



**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**  
 February 20, 2025, 7:00 PM (America/New York)  
**Please join my meeting from your computer, tablet or smartphone.**  
<https://meet.goto.com/910486349>  
**You can also dial in using your phone.**  
 Access Code: 910-486-349  
 United States: [+1 \(872\) 240-3311](tel:+18722403311)  
**Get the app now and be ready when your first meeting starts:**  
<https://meet.goto.com/install>

**Thursday, February 20, 2025**

**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**

**7:30 p.m. 6. APPOINTMENTS AND RESIGNATIONS**

a) Central Regional Tourism District Board of Directors Appointment

**7:35 p.m. 7. TOWN MANAGER'S REPORT**

- a) Recent Activities
- b) Correspondence
- c) Town Manager Updates

**7:45 p.m. 8. OLD BUSINESS**

- a) American Rescue Plan State and Local Recovery Funds Update
- b) Department of Public Works Action Committee Update
- c) Town Manager's Annual Evaluation
- d) Finalize FY 2025-2026 CIP Budget and Five Year Plan
- e) Any Other Old Business

**8:05 p.m. 9. NEW BUSINESS**

- a) Approve Fire Department Grant Application
- b) Renew Membership Agreement with the Connecticut River Valley Chamber of Commerce
- c) Schedule Special Town Meeting – DPW Project Design Funding
- d) Draft Agenda for March 6, 2025 Meeting
- e) Any Other New Business

**8:20 p.m. 10. CONSENT AGENDA**

Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.

**a) APPROVAL OF MINUTES**

10.a.1 February 6, 2025 – Regular Meeting

**b) TAX REFUNDS**

**8:25 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

**8:35 p.m. 12. PUBLIC COMMENT**

**8:40 p.m. 13. ADJOURNMENT**

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
FEBRUARY 6, 2025**

**CONSENT AGENDA**

Proposed Motion:

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

**a) APPROVAL OF MINUTES**

10.a.1 January 16, 2025 – Regular Meeting

**b) APPROVAL OF TAX REFUNDS**

10.b.1	Financial Serv. Veh. Trust	\$ 645.92
10.b.2	VCFS Auto Leasing Co.	\$ 561.98
10.b.3	Toyota Lease Trust	\$ 736.47
10.b.4	Geoffrey Kirkham	\$ 500.00
10.b.5	Thomas and Linda Saletnik	\$ 42.23
10.b.6	Robin Kilgore	\$1,145.92
10.b.7	Dormer Daniel Irrevocable Family Trust	\$3,469.15
10.b.8	Toyota Lease Trust	\$1,917.90
10.b.9	Toyota Lease Trust	\$ 360.14
10.b.10	Nissan Infiniti LT LLC	\$1,039.34
10.b.11	Steven R. Konopka	\$ 84.72
10.b.12	Tucker B. Snook	\$ 328.82

**TOWN OF HEBRON**  
**BOARD OF SELECTMEN**  
**Regular Meeting (Hybrid)**  
**Town Office Building – 15 Gilead Street**  
**Thursday, January 16, 2025 - 7:00 PM**

**RECEIVED**

2025 JAN 21 P 2:46

*JQC*  
HEBRON TOWN CLERK

**MINUTES**

**ATTENDENCE:**

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

**Staff:** Andrew Tierney, Donna Lanza, Matthew Bordeaux

**Guests:** Community Voice Channel, Kathy Williams, Holly Habicht, Rich Marzi, Matt Waychoff, Ryan Price (and sons), Ken Jardin, Todd Habicht, Eric May, Ethan Stone

**1. Call to Order**

**2. Pledge of Allegiance**

Chair P. Kasper called the meeting to order and led the Pledge of Allegiance.

**3. Additions and Changes to Agenda**

None.

**4. Public Comment**

None.

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

**A. RHAM Youth Baseball – Field Lighting Donation**

R. Price and E. May of RHAM Youth Baseball presented the Town with a \$40,000 donation towards field lighting at Veteran's Park, and thanked officials including K. Jardin, C. Bryant, and P. Kasper for their support. P. Kasper thanked and commended the organization, their representatives and participants for their generosity and dedication to community.

**6. Appointments and Resignations**

**A. Hebron Historic Properties Commission - Alternate**

**Motion by D. Larson that the Hebron Board of Selectmen appoint Ethan Stone as an alternate member of the Hebron Historic Properties Commission to a term to run until December 2025. The motion passed unanimously (5-0).**

**7. Town Manager's Report**



**TOWN OF HEBRON**  
**BOARD OF SELECTMEN**  
**Regular Meeting (Hybrid)**  
**Town Office Building – 15 Gilead Street**  
**Thursday, January 16, 2025 - 7:00 PM**

Budget development is ongoing. The health insurance consortium meeting was held recently. The Town continues to work with Senator Osten, DOT, and Eversource to get the newly installed lights and crosswalk signals at the intersection of Routes 66 and 316 (Wall Street) online. Work with the Public Building Committee on several projects, including the Public Works facility and school roofs, and associated RFQs, is ongoing. The new registrar of voters has started. Meetings for this year's Maple Fest have begun as well.

**8. Old Business**

**A. ARPA Update**

No update. Uncommitted ARPA funds are \$3,037. Following a question from T. Thiele, A. Tierney suggested retaining those funds as contingency for in-process projects.

**B. DPWAC Update**

P. Kasper reported eleven (11) RFQ design services submissions were received. The DPWAC has selected a shortlist of four (4) proposals, with interviews to be scheduled in the next three weeks. It was reiterated that contracting design services, once a firm is selected, will be a significant expense.

**C. Town Manager's Annual Evaluation**

T. Thiele and K. Petit are evaluating evaluations from the BoS, and will bring analysis to the full Board at a future meeting.

**D. Communications with Hebron Community**

Selectmen discussed methods of engaging with the community, including continued streaming of meetings via Facebook, cited as a main source of information for many residents. T. Thiele suggested the BoS consider ways of promoting notifications about meetings and hearings during budget season.

**E. Other Old Business**

None.

**9. New Business**

**A. Economic Development Policy and Strategy**

M. Bordeaux presented, noting his estimate that less than 5% of the Town's Grand List comes from businesses, and cited the benefits of a healthy balance of residential and commercial tax income. Current Economic Development Commission (EDC) goals include supporting existing businesses, with the Savy Brothers land swap highlighted. M. Bordeaux described paths of economic development, such as assisting the expansion of existing businesses, improving parcels, and bringing in new developments. There was discussion on challenges in those processes, including lack of cohesion or guidance in overall Town policy among various Boards and

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, January 16, 2025 - 7:00 PM**

Commissions. Following comment from T. Thiele regarding public perception on the recent application by Dollar General, M. Bordeaux clarified the process of engaging potential investors. Solicitation of applicants by the Town is rare, and only done so when the proposal would align with the Town's accepted goals for the district in question. Private landowners may market their properties as they choose. There was further discussion on the Dollar General application, which was denied by Planning & Zoning. There was also brief discussion on housing needs. M. Bordeaux reviewed in-process and potential developments, including a landscaping business and mini-golf facility on the subdivided Ellenberg parcel, among others. The BoS discussed Town policies and regulations, including the Plan of Conservation & Development (POCD), and their impact on economic growth.

**B. 2025 STEAP Grant Application**

A. Tierney noted the quick turnaround for grant applications. Potential STEAP-funded projects include extension of the water main at North Pond Road to the intersection with Church Street. M. Bordeaux introduced a concept for an Historic Structures Preservation program, like the Façade Improvement program. Following discussion with PZC, a third idea to complete gaps in Main Street sidewalks was suggested. M. Bordeaux will bring more developed plans to the next BoS meeting.

**C. Draft Agenda for February 6, 2025 Meeting**

**D. Other New Business**

K. Petit suggested further discussion of the POCD.

**10. Consent Agenda**

**A. Approval of Minutes**

1. **January 2, 2025 – Regular Meeting**

**B. Tax Refunds**

1. <b>Est. of Ronald Keith</b>	<b>\$204.50</b>
2. <b>Molly Brown &amp; James Brown</b>	<b>\$383.72</b>

**Motion by K. Petit that the Board of Selectmen approve the minutes of January 2<sup>nd</sup>, 2025. The motion passed unanimously (4-0-1, with T. Thiele abstaining.)**

**Motion by P. Kasper to approve the tax refunds listed above. The motion passed unanimously (5-0).**

**11. Liaison Reports**

**A. AHM – No report.**

**TOWN OF HEBRON**  
**BOARD OF SELECTMEN**  
**Regular Meeting (Hybrid)**  
**Town Office Building – 15 Gilead Street**  
**Thursday, January 16, 2025 - 7:00 PM**

- B. Hebron BoE** – T. Thiele reported on the Superintendent’s budget presentation to the BoE, with a focus on maintaining services and investing in student support.
- C. BoF** – No report.
- D. OSLAC** – No report.
- E. RHAM BoE** – No report.

**12. Public Comment**

- A. Todd Habicht (98 East Street)** – Suggested a liaison between PZC and BoS, as well as an update to the Horton Master Plan.

**13. Adjournment**

**Motion by T. Thiele to adjourn at 8:52 p.m.**

Respectfully submitted,  
Hannah Walcott (Board Clerk)