

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
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RECEIVED
 2025 FEB 14 A 9:46
 HEBRON TOWN CLERK

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 |
| 7:15 p.m. | 6. TOWN MANAGER’S REPORT a) Recent Activities b) Correspondence c) Town Manager Updates |

- 7:25 p.m. 7. OLD BUSINESS**
- a) American Rescue Plan State and Local Recovery Funds Update***
 - b) Department of Public Works Action Committee Update
 - c) Town Manager's Annual Evaluation
 - d) Finalize FY 2025-2026 CIP Budget and Five Year Plan
 - e) Any Other Old Business
- *** No need for discussion or action at this time
- 7:45 p.m. 8. NEW BUSINESS**
- a) BOS/BOF Financial Planning – Schedule Workshop
 - b) Draft Agenda for March 6, 2025 Meeting
 - c) Any Other New Business
- 7:55 p.m. 9. CONSENT AGENDA**
- Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.
- a) **APPROVAL OF MINUTES**
 - 9.a.1 February 6, 2025 – Regular Meeting
 - b) **TAX REFUNDS**
- 8:00 p.m. 10. LIAISON REPORTS**
- a) AHM Youth Services – Peter Kasper
 - b) Hebron BOE – Tiffany Thiele
 - c) Board of Finance – Dan Larson
 - d) Land Acquisition – Keith Petit
 - e) RHAM BOE – Claudia Riley
- 8:10 p.m. 11. PUBLIC COMMENT**
- 8:15 p.m. 12. ADJOURNMENT**

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 20, 2025**

DEPARTMENT OF PUBLIC WORKS ACTION COMMITTEE UPDATE

Chairman Kasper will provide an update at the meeting.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 20, 2025**

The Capital Improvement Plan Policy (attached) prescribes the Board of Selectmen review the Town Manager's CIP Budget Recommendation by February 15 and finalize the CIP Budget and Five-Year Plan by March 1 for inclusion in the upcoming fiscal year budget. Attached is the proposed CIP Five Year Plan, recommendation for funding sources and a proposal for the FY 2025-2026 CIP Budget.

Proposed Motion:

Move that in accordance with the Town of Hebron Capital Improvement Plan Policy the Hebron Board of Selectmen approve a list of recommended projects for the FY 2025-2026 CIP Budget of \$3,463,212 and the Five-Year Plan as presented (or amended) for inclusion in the Town Manager's FY 2025-2026 Budget Recommendation.

**TOWN OF HEBRON
CAPITAL IMPROVEMENT PROGRAM
FY 2025-2026
TOWN MANAGER PROPOSED
MARCH 1, 2025**

| Project | Amount |
|--|------------------|
| HBOE - GHS School Roof Restoration - Town Match | \$ 1,545,678 |
| Rescue Pumper (Replaces Rescue 110 and Engine 110) - First Year Funding | \$ 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 (2023 STEAP Grant Match) | \$ 100,000 |
| Horton House Improvements | \$ 92,800 |
| Replace Ambulance Stretcher and Stretcher Lift | \$ 77,840 |
| Parks and Recreation Master Plan | \$ 75,000 |
| Hebron Sidewalk Design Services (2025 STEAP Grant Match) | \$ 60,000 |
| Senior Center Parking Drainage, Repave and Expansion - Second Year Funding | <u>\$ 32,500</u> |
| Total Recommended CIP Budget | \$ 3,463,212 |

**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 | |
| Town Wide Roads | | | | | | | | | | |
| Road Resurfacing and Road Improvements | On Going | On Going | 340,475 | * | 340,475 | 350,689 | 361,210 | 372,046 | 383,207 | 394,703 |
| Town Wide Roads Sub Total | | | 340,475 | | 340,475 | 350,689 | 361,210 | 372,046 | 383,207 | 394,703 |
| Public Works | | | | | | | | | | |
| 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 | 285,000 | | | | |
| Ten Wheel Dump Truck (replace Truck 18)(2007) | 355,350 | | | | | 355,350 | | | | |
| Large Dump w/Plow (replace Truck 31) (2012) | 299,250 | | | | | | 314,212 | | | |
| 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 | | | | | | | 329,923 | | |
| Large Dump Truck (replace Truck 46) (2006) | 329,923 | | | | | | | | 346,419 | |
| 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+ | | | * | | | | | | |
| Public Works Sub Total | | | 415,000 | | 700,000 | 872,320 | 628,424 | 770,923 | 787,419 | 350,014 |
| Board of Education | | | | | | | | | | |
| Gilead Hill School Roof Restoration and Study (Hebron share) | 1,279,039 | 550,000 | 1,545,678 | * | 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 | 2,950,527 | | | | |
| Air Conditioning and HVAC Upgrade HES (Hebron share) | 2,627,927 | | | | 2,627,927 | 2,627,927 | | | | |
| Playscape - HES | 231,279 | | | | 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 | |
| Board of Education Sub Total | | | 1,545,678 | | 6,985,739 | 5,781,454 | 758,805 | 193,500 | 100,000 | - |
| Fire Department/EMS | | | | | | | | | | |
| 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 | | |
| Fire Department Sub Total | | | 627,840 | | 627,840 | 915,000 | - | 1,100,000 | - | - |
| Recreation | | | | | | | | | | |
| Skid Steer w/ Mower | 92,200 | | | | 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 |
| Recreation Sub Total | | | 75,000 | | 167,200 | 217,200 | 200,000 | 100,000 | 325,000 | 275,000 |
| * Identified for possible alternative financing. | | | | | | | | | | |

**CAPITAL IMPROVEMENT PROGRAM
FIVE YEAR PLAN**

| | Total Request | Approved Appropriation | Town Manager Recommendation | DEPARTMENT REQUEST | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 |
|---|---------------|------------------------|-----------------------------|--------------------|------------------|------------------|------------------|------------------|------------------|
| Douglas Library | | | | | | | | | |
| Douglas Library Parking Lot Paving | 173,919 | | 173,919 | 173,919 | | | | | |
| Douglas Library Sub Total | | | 173,919 | 173,919 | - | - | - | - | - |
| Senior Center | | | | | | | | | |
| Senior Center Parking Drainage, Repave and Expansion | 107,500 | 75,000 | 32,500 | 32,500 | | | | | |
| Senior Center Sub Total | | | 32,500 | 32,500 | - | - | - | - | - |
| Planning & Development | | | | | | | | | |
| 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 | | 60,000 | 100,000 | | | | | |
| Senior Housing Needs Study/Engineering | TBD | | | | | | | | |
| Planning & Development Sub Total | | | 252,800 | 367,800 | 75,000 | 75,000 | - | - | - |
| Miscellaneous | | | | | | | | | |
| WPCA Infiltration/Inflow Study | 112,500 | | | 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 |
| Miscellaneous Sub Total | | | - | 225,500 | 225,500 | 113,000 | 113,000 | 113,000 | 113,000 |
| GRAND TOTAL | | | 3,463,212 | 9,588,473 | 8,437,163 | 2,136,439 | 2,649,469 | 1,708,626 | 1,132,717 |

**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 | \$ 102,229 |
| 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>\$ 3,102,697</u> |
| Total Revenues | <u>\$ 1,325,524</u> | <u>\$ 3,463,212</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 |
| | 216,886 | Estimate - check w/ Lori | This \$ needs to be confirmed |

**TOWN OF HEBRON
CAPITAL IMPROVEMENT PLAN POLICY**

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

POLICY STATEMENT

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

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

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

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

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

TIMELINE

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

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

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

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

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

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

FUNDING PRIORITIES

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

Core Projects

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

Essential projects

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

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

CIP Financing Policies

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

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

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

SCOPE

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

REVIEW OF POLICY

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

FILING OF CERTIFIED COPIES

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

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 20, 2025**

**BOARD OF SELECTMEN AND BOARD OF FINANCE
FINANCIAL PLANNING – SCHEDULE WORKSHOP**

A suggested date for the financial planning discussion is the Board of Finance Regular Meeting scheduled for Thursday, February 27, 2025.

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
 March 6, 2025, 7:00 PM (America/New York)
Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/180321709>
You can also dial in using your phone.
 Access Code: 180-321-709
 United States: +1 (872) 240-3212
Get the app now and be ready when your first meeting starts:
<https://meet.goto.com/install>

Thursday, March 6, 2025

7:00 p.m.

AGENDA

| Time Guideline | |
|------------------|---|
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| 7:00 p.m. | 2. PLEDGE OF ALLEGIANCE |
| 7:02 p.m. | 3. ADDITIONS AND CHANGES TO THE AGENDA |
| 7:05 p.m. | 4. PUBLIC COMMENT This section of the agenda is reserved for persons in attendance who wish to briefly address the Board of Selectmen. The Board requests that a person's comments be limited to a single period lasting three minutes or less. While the Board respects the right of the public to provide comment, this time is not intended for open discussion or a Board response. Residents who wish to request a dialogue should make arrangements to do so through the Town Manager's Office or the Board Chair. (Persons wishing to comment should type "comment" and your name in the chat box and you will be recognized.) |
| 7:10 p.m. | 5. GOOD TO KNOW/SPECIAL RECOGNITION a) Hebron Maple Festival 2025 |
| 7:15 p.m. | 6. APPOINTMENTS AND RESIGNATIONS a) Central Regional Tourism District Board of Directors Appointment b) Amplify Catchment Area 15 Board of Directors c) Board of Assessment Appeals Alternate(s) |

7:25 p.m. 7. TOWN MANAGER'S REPORT

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

7:35 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) Any Other Old Business

7:50 p.m. 9. NEW BUSINESS

- a) Approve Fire Department Grant Application
- b) Approve NCAAA Grant Applications
- c) Renew Membership Agreement with the Connecticut River Valley Chamber of Commerce
- d) Schedule Special Town Meeting – DPW Project Design Funding
- e) Draft Agenda for March 20, 2025 Meeting
- f) Any Other New Business

8:25 p.m. 10. CONSENT AGENDA

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

a) **APPROVAL OF MINUTES**

10.a.1 February 20, 2025 – Regular Meeting

b) **TAX REFUNDS**

8:30 p.m. 11. LIAISON REPORTS

- a) AHM Youth Services – Peter Kasper
- b) Hebron BOE – Tiffany Thiele
- c) Board of Finance – Dan Larson
- d) Land Acquisition – Keith Petit
- e) RHAM BOE – Claudia Riley

8:40 p.m. 12. PUBLIC COMMENT

8:45 p.m. 13. ADJOURNMENT

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
FEBRUARY 20, 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

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

b) APPROVAL OF TAX REFUNDS

| | | |
|-------|---------------------------------------|------------|
| 9.b.1 | Kris & Shelly Caltagirone | \$ 461.28 |
| 9.b.2 | Tyler Hoar | \$2,644.43 |
| 9.b.3 | Peter Austin and Lena Holleran-Austin | \$1,181.00 |

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, February 6, 2025 - 7:00 PM**

RECEIVED
2025 FEB 10 A 8:50
J. J.
HEBRON TOWN CLERK

MINUTES

ATTENDANCE:

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

Staff: Andrew Tierney, Donna Lanza, Matthew Bordeaux

Guests: Sue Smallidge, Mal Leichter, Richard Steiner, Diane Del Rosso, Chris Cyr, Community Voice Channel, Holly Habicht, John Matra, Kathy Williams

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

A. Sue Smallidge – Member of the Coalition on Equity and Diversity (CoDE) Board of Trustees, requesting the Town consider an economic study of the Village Square District, and offering that organization's collaboration.

B. Mal Leichter (62 Wellswood Rd) – Noted the agreed-upon contract between the RHAM BoE and educators is available for review in the Town Clerk's office.

5. Good to Know/Special Recognition

A. Black History Month Proclamation

C. Riley read the following proclamation:

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

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

TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, February 6, 2025 - 7:00 PM

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.

6. Appointments and Resignations

A. Green Committee Resignation

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, February 6, 2025 - 7:00 PM**

Motion by T. Thiele 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. The motion passed unanimously (5-0).

7. Town Manager's Report

A photo of the current Board of Selectmen will be arranged. Departmental budget review is ongoing. Discussion with RHAM's Superintendent is also ongoing, following initial budget levy numbers. An appeal to the Dollar General decision has been received, and is under review by the Town Attorney. A. Tierney and the BoS agreed future discussions should take place during executive session due to the legal nature of proceedings. A FOIA filing related to documents between the Town and Friends of the Douglas Library has been received. There has been some progress in getting the traffic lights and crosswalk signals at Rt 66/316 energized, as Eversource and DOT work towards a resolution. The issue concerns metering, and is beyond the Town's control.

8. Old Business

A. ARPA Update

No discussion.

B. DPWAC Update

P. Kasper and R. Steiner reported the RFP is currently under attorney review. Once it is finalized and the four shortlisted firms interviewed, the DWPAC will offer a recommendation to the BoS, likely in early March.

C. Town Manager's Annual Evaluation

T. Thiele and K. Petit are assembling paperwork for the Selectmen's evaluations of the Town Manager, as well as A. Tierney's self-assessment.

D. Approve 2025 STEAP Grant Application

Resolution by K. Petit that the Hebron Board of Selectmen approve the Small Town Economic Assistance Grant – 2025 Grand 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. The resolution passed unanimously (5-0).

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E. Other Old Business

None.

9. New Business

A. FY 2025-2026 CIP Budget Review to Include Elementary School Roofing Projects Funding

A. Tierney shared initial CIP budget numbers, noting inclusion of a \$1.5 million request for matching for school roofs, and suggested Selectmen consider alternate funding mechanisms, including bonding of several larger projects. T. Thiele and C. Riley noted the need for improved economic development. There was brief discussion on updated plans to address HES this summer, and GHS next summer, as well as the state grant and reimbursement process.

Resolution by D. Larson that the Hebron Board of Selectmen authorize the CIP funding in the amount of \$504,594 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. The resolution passed unanimously (5-0).

Resolution by D. Larson that, by the Hebron Board of Selectmen, the Hebron Elementary School Roof Renovations be funded for the local share in the amount of \$664,594 of the total project cost of \$1,134,705 requested by the Hebron Public Schools in its School Construction Grant Application and Educational Specification. The resolution passed unanimously (5-0).

B. Approve 2024 EMPG Grant Application

Resolution by T. Thiele 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. The resolution passed unanimously (5-0).

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C. Approve AHM FY 2025-2026 Budget Municipal Formula

Motion by P. Kasper 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.

Discussion:

P. Kasper reported on today’s AHM budget approval meeting, and stressed the importance of services offered to the community, as well as the cost efficiency.

The motion passed unanimously (5-0).

D. Draft Agenda for February 20, 2025 Meeting

E. Other New Business

There was agreement upon organizing a long-term planning and budgeting meeting between the Board of Finance, BoS, and town officials.

10. Consent Agenda

Motion by K. Petit that the Board of Selectmen approve the following Consent Agenda items and motions contained therein as if individually adopted. The motion passed unanimously (5-0).

A. Approval of Minutes

1. January 16, 2025 – Regular Meeting

B. Tax Refunds

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

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11. Liaison Reports

- A. **AHM** – Discussed above.
- B. **Hebron BoE** – T. Thiele reported departmental budget review is ongoing.
- C. **BoF** – No report.
- D. **OSLAC** – K. Petit reported on last night's meeting, which focused on upcoming budget presentations, as well as several potentially available properties.
- E. **RHAM BoE** – C. Riley noted budget discussions are also ongoing, and that Columbia was recently approved as a sending town. Early graduates were celebrated this past month.

12. Public Comment

- A. **Dan Larson** – Thanked Public Works employees for their hard work and long hours during poor weather.

13. Adjournment

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

Respectfully submitted,
Hannah Walcott (Board Clerk)