

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 MAR 17 P 12:39
HEBRON TOWN CLERK

Board of Selectmen Regular Meeting
 March 20, 2025, 7:00 PM (America/New York)
Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/227893469>
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 Access Code: 227-893-469
 United States: [+1 \(571\) 317-3122](tel:+15713173122)
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Thursday, March 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 Clara O'Brien's Memorial Plaque
7:15 p.m.	6. APPOINTMENTS AND RESIGNATIONS a) Board of Assessment Appeals Alternate Appointment b) Water Pollution Control Authority (WPCA) Appointment c) Economic Development Commission Appointment d) Parks & Recreation Commission Alternate Appointment

- 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) Any Other Old Business
- *** No need for discussion or action at this time
- 7:40 p.m. 9. NEW BUSINESS**
- a) Approve Hebron Elementary School Roof Replacement Project Construction Drawings, Specifications and Cost Estimate
 - b) Approve Agreement for Consulting Architect
 - c) Local Option for Use of Alternate MV Depreciation Schedule
 - d) Economic Development Commission – Economic Vision Document
 - e) Schedule Special Town Meeting for Department of Public Works Architectural Design Professional Funding and Gilead Hill Roof
 - f) Draft Agenda for April 3, 2025 Meeting
 - g) 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 March 4, 2025 – Regular Meeting/Budget Workshop
 - 10.a.2 March 6, 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. ANTICIPATED EXECUTIVE SESSION**
- a) Town Manager's Annual Evaluation
- 8:55 p.m. 14. ACTION AS A RESULT OF EXECUTIVE SESSION**
- 9:00 p.m. 15. ADJOURNMENT**

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

APPOINTMENTS AND RESIGNATIONS

a. Board of Assessment Appeals Alternate Appointment

Attached is correspondence from Janet Fodaski (D) expressing interest in being appointed as an Alternate to the Board of Assessment Appeals. Also attached is the Town Attorney's opinion requested by the Board of Selectmen on simultaneous service on PZC and BAA.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint Janet Fodaski as an Alternate to the Board of Assessment Appeals for a term to run until November 2027.

b. Water Pollution Control Authority Appointment

Attached is correspondence from David O'Brien (R) expressing interest in being appointed to the Water Pollution Control Authority.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint David O'Brien to the Water Pollution Control Authority to a term to run until December 2027.

c. Economic Development Commission Appointment

Attached is correspondence from Julie Rodriguez (U) expressing interest in serving on the Economic Development Commission.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint Julie Rodriguez to the Economic Development Commission to a term to run until December 2026.

d. Parks and Recreation Commission Alternate Appointment

Attached is a letter from Tyler Kisner (U) expressing his interest in being appointed to the Parks and Recreation Commission.

Proposed Motion:

Move that the Hebron Board of Selectmen appoint Tyler Kisner as an Alternate on the Parks and Recreation Commission to a term to run until December 2028.

Donna Lanza

From: Andy Tierney
Sent: Thursday, February 27, 2025 12:53 PM
To: Donna Lanza
Cc: Dori Wolf
Subject: FW: Board of Assessment Appeals Alternate Vacancy

fyi

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

From: Janet Fodaski
Sent: Thursday, February 27, 2025 12:37 PM
To: Andy Tierney <atierney@hebronct.com>
Subject: Board of Assessment Appeals Alternate Vacancy

Hello, I am interested in volunteering for the Board of Assessment Appeals Alternate vacancy, I feel with my work background of 30 years in Budgets & Expense Management, plus my time on the BoF and P&Z would make me a good candidate for this board. I do realize that since I am already on P&Z I might not be able to join two boards. Please let me know if this will be an issue.

Thanks for your time,
Janet Fodaski

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.

March 13, 2025

VIA EMAIL atierney@hebronct.comAndrew J. Tierney, Town Manager
Town of Hebron
15 Gilead Street (Route 85)
Hebron, CT 06248Re: Simultaneous Service on PZC and Board of Assessment Appeals
Our File No. 22454.0001

Dear Andy:

As we discussed during our brief telephone conference last week, nothing in the Connecticut General Statutes, and the Hebron Charter or Code of Ordinances that prohibits a person from serving simultaneously on the Planning and Zoning Commission (“PZC”) and Board of Assessment Appeals (“BAA”). You asked me for my opinion as to whether a member of the BAA appeals must abstain from participating in an appeal related to property that was the subject of a development application that was previously decided by the PZC when he or she served on that commission.

Subject to the caveat below, in my opinion there is no inherent conflict in serving on both Boards on matters involving the same property because the roles and responsibilities of each agency are entirely different. When serving on the PZC, the member must apply the zoning or subdivision regulations to the application related to the property. If the member has no disqualifying personal or financial interest in the property, the person as a member of the PZC should fairly apply the zoning or subdivision regulations to the application related to the property.

At some subsequent time, the same property could be subject to an appeal to the BAA challenging the valuation placed on it by the assessor. Although, the value of the property may be affected by whether a prior land use application was approved or denied and whether it was developed pursuant to PZC’s approval, the only question before the BAA would pertain to the value of the property. That question is entirely unrelated to whether the prior land use application qualified for approval under applicable land use regulations. For that reason, the recusal would not be mandatory.

Although there is no inherent conflict between the role as a member PZC and BAA, the person must make a judgment on every application and appeal before either agency as to whether he or she has a personal or financial interest, or appearance thereof, that warrants a recusal. Perhaps the land use application was extremely controversial, and the member made statements or took positions that suggested hostility towards the owner or the land that might be perceived to result in a bias for or against that person for land. In that case, the person should consider recusal

March 13, 2025

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from action on a subsequent BAA appeal involving that owner and/or property. Those decisions must be made on a case-by-case basis and are not subject to any bright-line test that would bar the person from acting on any BAA appeal related to property that was previously the subject of a land use application acted on by that same person as a member of the PZC.

Regards,

A handwritten signature in blue ink, appearing to be "K. Slater, Jr.", written over a horizontal line.

Kenneth R. Slater, Jr.

Donna Lanza

From: Andy Tierney
Sent: Saturday, February 22, 2025 7:17 AM
To: Donna Lanza
Subject: Fwd: Interest in joining Water Pollution Control Authority

Sent from my iPhone

Begin forwarded message:

From: David O'Brien
Date: February 21, 2025 at 2:17:14 PM EST
To: Andy Tierney <atierney@hebronct.com>
Cc: Chris Hemberger <chemberger@hebronct.com>
Subject: Interest in joining Water Pollution Control Authority

February 21, 2025

Mr. Andrew Tierney
Town Manager
Town of Hebron
15 Gilead Street
Hebron CT 06248

Dear Mr. Tierney:

My name is Dave O'Brien and I am a property owner in the Town of Hebron. I am requesting that you present my name to the Town of Hebron Board of Selectmen for their consideration to nominate me for a voluntary board position to the Town of Hebron Water Pollution Control Authority.

I have been a property owner in the Town of Hebron for the past thirty four years. In addition, I have experience as a past volunteer member of the Amston Lake Board of Directors for a period of eleven years, six months (I was elected as district's president each year for the final seven years of my voluntary service to the district). During my time on that board, I worked directly with the Town of Hebron, Town of Lebanon and the State of Connecticut on several important projects to improve lake health and resident safety at Amston Lake.

At this point in my life, I am retired after spending the majority of my career working in the technology sector (Systems Analyst, Technology Product & Consulting Sales, Project Management, Product Training and Customer Support). My educational background consists of a BS in Business Administration and MBA with a Concentration in Computer Science.

Please let me know if you require additional information or an in person meeting to discuss my interest and qualifications for being a volunteer on the Town of Hebron Water Pollution Control Authority.

Thank you for your time and consideration.

David P. O'Brien

Donna Lanza

From: Matthew Bordeaux
Sent: Wednesday, March 05, 2025 8:30 AM
To: Andy Tierney
Cc: Donna Lanza; Dori Wolf
Subject: Fw: EDC Interest Letter

Please see the attached letter from Julie Rodriguez regarding her interest in joining the Hebron Economic Development Commission. Julie attended the Tuesday, February 25, 2025 meeting.

Matthew R. Bordeaux
Director of Planning and Development
Town of Hebron, CT
Hebron, CT 06248
P: (860) 228-5971 x137

[Town of Hebron | Historic Charm with a Vision for the Future](#)

From: Michelle Nicholson
Sent: Tuesday, March 4, 2025 4:23 PM
To: Matthew Bordeaux <mbordeaux@hebronct.com>
Subject: Fwd: EDC Interest Letter

Julie's interest letter. Can you please send on to BOS?

Michelle

----- Forwarded message -----

From: Julie Rodriguez
Date: Tue, Mar 4, 2025, 4:02 PM
Subject: EDC Interest Letter
To: Michelle Nicholson

Dear Hebron Economic Development Commission, I am writing to express my strong interest in joining the Hebron Economic Development Commission (EDC). As a dedicated community member, I am deeply committed to supporting Hebron's economic growth, local businesses, and future generations. My professional journey has been shaped by a passion for community development and personal growth. After graduating from the Culinary Institute of America in Hyde Park, New York, I gained valuable insights into career planning, professional development, and entrepreneurship. These experiences have instilled in me a profound understanding of the challenges young professionals and small business owners face when navigating their career paths. I am particularly motivated to contribute to the EDC by: - Providing mentorship and guidance to young professionals in our community - Supporting local small business owners in developing sustainable business strategies - Leveraging my professional experiences to foster economic opportunities in Hebron. My background has taught me the importance of

perseverance, strategic planning, and community support. I believe these qualities align perfectly with the mission of the Economic Development Commission. I am eager to bring my enthusiasm, professional insights, and commitment to help Hebron continue to thrive and grow. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the Hebron Economic Development Commission. Sincerely, Julie Rodriguez

Tyler Kisner

91 Reidy Hill Road, Amston, CT, 06231

(860) 617-6213

Greetings Town Manager,

I hope this letter finds you well. I am writing to express my interest in serving as an Alternate on the Parks and Recreation Commission. As a lifelong Hebron resident, I have a deep appreciation for our town and a strong desire to contribute to its continued growth and success.

I recently attended the commission meeting on February 18, 2025, to learn more about its work and how I can get involved. Seeing the discussions firsthand reinforced my motivation to participate and support the town's efforts in any way I can.

Community involvement has always been important to me. For the past five years, I have been actively engaged in RHAM Youth Football and Cheer, coaching while my two children, Paul and Wyatt, participated in the program. Additionally, I volunteer with the Hebron Lions Club whenever possible, as I believe in giving back to the community that has given so much to me.

I would welcome the opportunity to bring my experience, dedication, and passion for community service to this commission. I am eager to learn, collaborate, and contribute however I can. Please let me know the next steps in the process—I would be happy to discuss my interest further.

Thank you for your time and consideration. I look forward to the opportunity to serve.

Best regards,

Tyler Kisner

CORRESPONDENCE



**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

March 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 **February 2025**, the Hebron Resident Trooper, Hebron Constable Officers, as well as Troop K Troopers responded to **131** 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	
131	288	...
	February 2025	YTD
Accidents	9	21
Criminal Investigations	9	19
Burglaries	0	1
Larcenies	0	0
Non Reportable Matters	95	223
Total Arrests	4	9

Motor Vehicle Enforcement*:	February	YTD
Total Traffic Stops	17	27
Onsite DUI's	0	0
Arrests	1	1
Misdemeanor Summons	0	0
Infractions	2	3
Written Warnings	3	7
Verbal Warnings	10	15

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
MARCH 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
MARCH 20, 2025**

**APPROVE HEBRON ELEMENTARY SCHOOL ROOF REPLACEMENT PROJECT
CONSTRUCTION DRAWINGS, SPECIFICATIONS AND COST ESTIMATE**

Please see the attached correspondence from the Hebron Board of Education and the Building Committee regarding the approval of the Hebron Elementary School Roof Replacement Project Construction Drawings, Specifications and Cost Estimate. The Board of Selectmen's approval is required at this time.

Proposed Motion:

Move that the Hebron Board of Selectmen approves the Construction Drawings, Specifications, and cost estimate compiled by Friar Architecture for the Hebron Elementary School Roof Replacement Project (067-0043 RR) dated March 3, 2025, as required by the State grant process.

**HEBRON ELEMENTARY SCHOOL
RE-ROOFING BUILDING COMMITTEE
15 GILEAD STREET
HEBRON, CT 06248**

March 12, 2025

Mr. Andy Tierney, Town Manager
Town of Hebron
15 Gilead Street
Hebron, CT 06248

RE: Hebron Elementary School
Re-Roofing Project

Dear Andy:

On Monday evening the Hebron Elementary School Re-Roofing Building Committee met and approved the final plans, project manual and cost estimates that were prepared by Friar Architecture. Subsequently on Tuesday evening, the Board of Education took similar action and approved the documents.

To ascertain approval from the Department of Administrative Services to allow the project to be publicly bid, the Board of Selectmen will need to undertake similar action.

Therefore, the Committee would request that this be placed on their agenda for the upcoming meeting of March 20, 2025.

For expediency, we would suggest the following language for the motion. "That the Hebron Board of Selectmen approves the Construction Drawings, Specifications, and cost estimate compiled by Friar Architecture for the Hebron Elementary School Roof Replacement project (067-0043 RR) dated March 3, 2025, as required by the State grant process."

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Richard Steiner

Chairman

Enc: Building Committee Letter

BOE Letter

Electronic Copies of Bid Documents



HEBRON BOARD OF EDUCATION

580 Gilead Street, Hebron, CT 06248 ▪ BOE@Hebron.k12.ct.us

Heather Petit, Chair Joseph Margaitis, Vice-Chair Sera Coppolino, Secretary
Kim Hills Eleisha LeMay Nicole Matthews Allyson Nadeau-Schmeizl

March 11, 2025

Mr. Andrew Tierney, Town Manager
15 Gilead Street
Hebron, CT 06248

RE: Hebron Elementary School Re-Roofing
Project

Dear Andy:

The Hebron Board of Education met this evening and one item on the agenda was to review, discuss and approve the final plans, project manual and cost estimates prepared by Friar Architecture.

After some discussion, the following motion was made, "that the Hebron Board of Education approves the construction drawings, specifications, project manual, and cost estimates prepared by Friar Architecture for the Hebron Elementary School Roof Replacement project (067-0043 RR) dated March 3, 2025, as required by the State grant process and moved further that the Hebron Board of Education's action be forward to the Hebron Board of Selectmen with the recommendation that they formally approve proceeding with the project." The motion was approved unanimously (6-0) with the abstention of Heather Petit. As you know, Heather Petit is an employee of the Department of Administrative Services and has abstained from any action regarding school construction projects. It is for that same reason that I am sending you this communication in my capacity as Vice Chair of the Hebron Board of Education.

The Board of Education respectfully requests that this be placed as an agenda item of the next scheduled Board of Selectmen meeting for their consideration.

Sincerely,

Joseph Margaitis, Vice Chair

**HEBRON ELEMENTARY SCHOOL
RE-ROOFING BUILDING COMMITTEE
15 GILEAD STREET
HEBRON, CT 06248**

March 10, 2025

Dr. Thomas Baird, Superintendent Hebron
Public Schools
580 Gilead Street
Hebron, CT 06248

RE: Hebron Elementary School Re-Roofing
Project


Dear Tom:

The Hebron Elementary School Re-Roofing Building Committee met this evening and one item on the agenda was to review, discuss and approve the final plans, project manual and cost estimates prepared by Friar Architecture.

After some discussion, the following motion was made, "that the Hebron Elementary School Re-Roofing Building Committee approves the Construction Drawings, Specifications, and cost estimate compiled by Friar Architecture for the Hebron Elementary School Roof Replacement project (067-0043 RR) dated March 3, 2025, as required by the State grant process. In addition, our action be forwarded on to the Hebron Board of Education with the recommendation that they formally approve proceeding with the project." The motion was approved unanimously (5-0) with no abstentions.

Therefore, our committee would respectfully request that this be placed as an agenda item of the next scheduled Board of Education meeting for their consideration.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Richard B. Steiner

Chairman

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

APPROVE AGREEMENT FOR CONSULTING ARCHITECT

Attached is a memo from Matthew Bordeaux, Town Planner, requesting the Selectmen approve a Consulting Architect Professional Services Agreement with William W. Brewster, RA of Brewster Architects. Purchasing Policy allows for the Selectmen to approve professional services agreement without the need for formal bid (Page 6 Section 2.b.2 attached).

Proposed Motion:

Move that the Hebron Board of Selectmen authorize Andrew J. Tierney, Town Manager, to execute an agreement with William W. Brewster, RA of Brewster Architects to perform architectural consulting services on an "on-call" basis.

**TOWN OF HEBRON
PLANNING AND DEVELOPMENT DEPARTMENT**

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

FROM: Matthew R. Bordeaux, Town Planner

DATE: March 13, 2025

RE: Proposal for Professional Services: Consulting Architect

The Hebron Planning and Development Department is recommending the Board of Selectmen authorize the Town Manager to execute an agreement with William W. Brewster, RA of Brewster Architects to provide architectural consulting services in an 'On-call' capacity for the Town of Hebron. Mr. Brewster's services will be requested when applications for new construction or substantial renovation are proposed in the Hebron Green Village District and in cases where the Commission seeks input on consistency of non-residential projects subject to review under the Guidelines for Community Site and Architectural Design.

Mr. Brewster serves in a similar capacity in the Town of Colchester and has personally designed projects in local historic districts, notably the Lebanon Green.

Draft Motion:

Move to authorize the Town Manager to execute an agreement with William W. Brewster, RA of Brewster Architects to perform architectural consulting services on an 'On-call' basis.

MRB

H:\Planning Department\Boards & Commissions\PZC\Architectural Consultant\Memo to BOS.docx

Attach.

12 Mar 2025^{Rev1}

Mr. Matthew Bordeaux, Director of Planning and Development
Town of Hebron, CT
15 Gilead Street
Hebron, CT 06248

Re: Proposal for Professional Services; Consulting Architect 2024-2025

Dear Mr. Bordeaux:

Thank you for your telephone call and the opportunity to provide an 'On-call' agreement for professional services. Based on our previous discussions, we offer the following hourly rates for the current year.

The scope of the work as we understand it:

- Brewster|Architects (B|A) will be a Prime Consultant to the Town of Hebron.

Planning Application Review:

- **Hebron Green, Main Street, Village Square Districts**
 - Provide an independent and objective review of applications for properties within the Village District in accordance with the Zoning Regulations. The purpose of these reviews is to identify architectural design deficiencies with respect to these guidelines.
- **All Planning Districts**
 - Review all applications, submitted drawings, reports, Historic Resources Inventories (where applicable) and field conditions when requested by the Commission or Town Planner.
 - Attend meetings as requested by the Commission or Town Planner.
 - Provide a clear and objectively written letter-type report to the Town Planner outlining any architectural deficiencies found with respect to architectural character, historic precedence and compatibility with the existing context in accordance with the adopted regulations.
 - Provide additional letter-type reports for application re-submittals when requested by the Commission or Town Planner.
 - Provide assistance with the development of written aids, describing the adopted Guidelines to assist property Owner's in their understanding of these requirements.
 - Additional Services to assist the Town Planner in his review process will be provided as mutually determined necessary.

Exclusions + Qualifications

This Proposal specifically excludes the following:

- Construction Drawings, Site and Civil Engineering or Surveying, Structural Engineering Services or Mechanical or Electrical Engineering Services.
- Project representation for the Applicant at Public Meetings.
- Code-compliance reviews regarding the submittals.
- Bid Documents, Civil, Structural, Mechanical or Electrical Engineering, or Construction Administration Services.

Contact

William W. Brewster, RA
Principal

Brewster|Architects, LLC
111 Oliver Road

email: wbrewster@brewsterarchitects.com

Lebanon, CT 06249
860.642.9907

Fee

We propose the following hourly rate fee for the above outlined scope of work:

B | A Hourly Rates:

<i>Title</i>	<i>Standard Rate</i>
Project Architect	\$ 125.00/hr.
Sr. Draftsperson	\$ 95.00/hr.
Clerical	\$ 75.00/hr.

Reimbursable Expenses:

<i>Item</i>	<i>Rate</i>
Travel Expenses in connection with pre-authorized out-of-town travel	Current IRS Rate
Expense of Authorized Express Delivery Service	1.15% Cost
Expense of Printing Costs	Original Letter-type Report included in Base Rate. Additional Authorized Commercial Printing at 1.15% Cost

Again, on behalf of Brewster|Architects, LLC, I extend my appreciation for the opportunity to fulfill the role of Consulting Architect to the Town of Hebron.

Please contact me if you have any questions, or wish to discuss the fee further. If you find this proposal satisfactory, please return a signed copy to me at your earliest convenience.

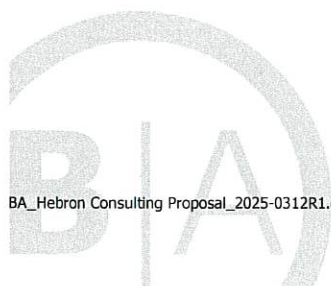
Sincerely,
BREWSTER | ARCHITECTS



William W. Brewster, RA [LEED AP]
Principal
cc: file

Accepted by: _____
Town of Hebron, Connecticut

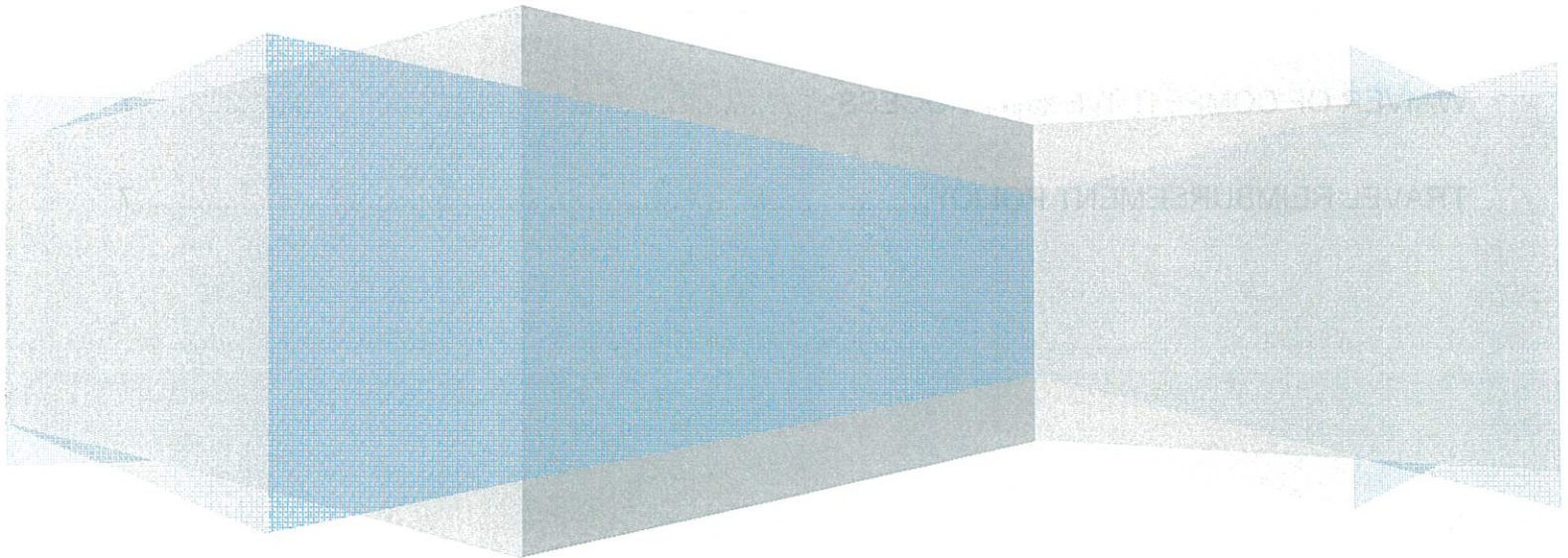
Date: _____



Town of Hebron

Purchasing Policy

Supersedes: All previous versions



Adopted by Board of Selectmen
February 17, 2011

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INTRODUCTION

The purpose of this purchasing policy is to provide a systematic and uniform system for the procurement of goods and services by any Department, Office or Agency of the Town.

The Board of Selectmen has established rules and regulations which will apply to purchases made by the Town. The procedures and personnel involved in the purchasing process shall be subject to the supervision of, and fall within the jurisdiction of, the Town Manager and Finance Director.

To assist in identifying the procurement needs of the various Departments in the Town of Hebron, the Finance Director worked with all the Department Heads and associated personnel who extensively utilize the purchasing function. The purpose for bringing this group together was primarily to improve the communication between users and the Finance Office and to receive feedback from the staff as to ways to make the purchasing process easier.

In all respects, the provisions of this Policy shall be subject to the terms, conditions, requirements and other directives as contained in any applicable local, state or federal regulation, law, ordinance, statute, policy or other directive, including but not limited to affirmative action and prevailing wages, the Town of Hebron Code of Ethics and the Town of Hebron Local Vendor Preference Ordinance, as applicable.

Some of the policies outlined herein can be waived at any time, if it is deemed to be in the best interest of the Town of Hebron, by the Town Manager, Finance Director, or Board of Selectmen, provided that the waiver is in accordance with any applicable Charter and Ordinance requirements. Certain sections of this policy will document the various limitations of authority. In certain circumstances, some waivers may have to be presented for Board of Selectmen approval and are noted within this policy.

GENERAL PURCHASING GUIDELINES

Systematic coordination for all Town purchasing activities is the responsibility of the Finance Department. Under the auspices of the Finance Director, payments for goods and services acquired by the Town are made on behalf of Departments/Divisions centrally; all purchasing/budgetary records are then updated accordingly to reflect each transaction.

The Town Manager and Finance Director will work with each Department to determine the best method of how certain types of purchases should be consolidated for the best pricing and most efficient process for the Town. A list will be maintained that will reflect which commodities should be considered by bulk, annual total or per unit for determination if the commodity requires a bid process.

Where Federal or State law or regulations including grant requirements require other procedures, such other procedures will be followed in lieu of those specified within this policy.

Objectives

- Clearly establish the responsibility for the purchasing function as being vested with the Town Manager and Finance Director.
- Procure services and goods from the lowest qualified vendor.
- Provide an expeditious and efficient means of procuring materials, goods or services.
- Ensure that all purchasing functions and practices are conducted in accordance with the Town Charter and all other applicable local, State or Federal requirements.
- Ensure that the Town makes its purchases from local vendors whenever it is in the best interests of the Town and is consistent with this policy.

Responsibility for Compliance

Compliance with this Purchasing Policy shall be monitored as follows:

- The Town Manager shall bear primary, non-delegable responsibility for ensuring compliance with this policy.
- The Finance Director shall be responsible for establishing specifications and procedures for procuring goods or services, as applicable. The Finance Director

will establish forms and processes to carry out the policies and procedures contained in this policy and related procedures manual, as applicable.

- All employees, including Department Heads, supervisors and any other authorized personnel who make purchases for the Town are responsible for following the provisions outlined in this policy and the purchasing procedures manual when making purchases with Town funds.

Purchasing Thresholds

A wide range of procedures govern the Town's purchasing function in order to accommodate the acquisition of an ever changing list of goods and services (that vary significantly in terms of both availability and price). To facilitate a better understanding of this system, a detailed description of the Town's policy requirements appears in a separate procedures manual. Telephone or in person quotes qualify as verbal quotes and electronic messages including email, fax, text, etc., will qualify as written quotes. State, Cooperative, Local or regional bids may be used instead of obtaining quotes, requests for proposals or bids. The general policies should be followed in good faith by each agency and appear below.

It should be noted that whenever a minimum of three vendor quotations are solicited (either verbal or written), the Department has the discretion to select whichever vendor it feels best serves its needs and those of the Town. If the recommended vendor is not the lowest priced vendor, the Department/Division Head must include a written justification for its selection on the Quotation Form. The practice of ordering small quantities of an item over a short period of time to avoid the purchasing procedure is prohibited. Although verbal quotes are permitted under section 1.2, it is advisable to get written back up in order to have the vendor document the quote.

1. Purchases under \$25,000 (Request for proposal or bid is NOT required)

These purchases do not require public advertisement, formal bid or request for proposal procedures and are administered by the Department and forwarded to the Finance Department. **A Purchase Order and approval of such is required prior to any order being placed for items with a cost of \$3,000 or more pursuant to the procedures manual.** Items costing less than \$3,000 are excluded from quotes, requests for proposal or bids. State, Cooperative, Local and Regional bids may be used in place of obtaining quotes.

- 1.1** A payment voucher may be used for items costing less than \$3,000 without pre-approval of the purchase by the Finance Director.
- 1.2** For purchases of items costing between \$3,000 and less than \$10,000, a minimum of three verbal or written quotes must be obtained. ?”
- 1.3** For purchases of items between \$10,000 and less than \$25,000, a minimum of three written quotes must be obtained.

2. Purchases for \$25,000 or more (Formal bid or request for proposal (RFP) is required)

2.1 For purchases of items of \$25,000 or more, formal bid procedures within the procedures manual shall be followed using the Town Manager's Office and the Finance Department for assistance if needed. The Board of Selectmen have expressed that there should also be some **flexibility** in determining when a bid should be based on a unit price, type of item, etc. The Town Manager and Finance Director together shall make this determination in order to seek the best value for the purchase. Unless a bid or RFP is exempted per below, the Board of Selectmen must approve the bid award.

a. Exceptions to bid requirements that do not require Board of Selectmen approval for purchase

The supplies, commodities, materials, services or construction listed below will not require sealed bids, but do require **Town Manager or Finance Director** approval. Any new initiatives, policy or procedure changes that were not approved during the budget process must be brought forward to the Board of Selectmen for approval.

1. Those furnished by a monopoly utility.
2. Those having or requiring a single source supply.
3. Those required to meet a public emergency as determined by the Town Manager or agent and reported to the Board of Selectmen at their next regularly scheduled meeting. (See also Section 3).
4. Annual maintenance agreements that are provided by a specialized vendor for specialized types of equipment. i.e., telephone or computer system service contract.
5. Those exempted or determined by law.
6. On-Line Reverse Auctions pursuant to State Public Act 08-141 approved June 5, 2008.
7. Items that will maintain consistency with other like items previously

purchased.

b. Exceptions to Bid requirements that must have Board of Selectmen Approval of purchase

1. Any purchase of \$25,000 or more that has not been exempted pursuant to 2.1 (a).
2. Those providing technical services or professional consulting, such as architectural, engineering, planning, medical, data processing, legal, personnel or management service, on call mechanical, equipment, facility or specialized vehicle repairs requiring repair by a qualified mechanic associated with the vehicle. **Although these do not require the formal bid process, a request for proposal is to be done at least every three (3) years to appoint various vendors whose costs would be \$25,000 or more per year for these types of services. Professional Auditing, pension investment, legal, financial advisors and bond counsel services shall have a request for proposal done at least every five (5) years if the annual cost is \$25,000 or more per year.**
3. Those made through or administered by any State, local, regional or other purchasing agencies as recommended by the Town Manager or Finance Director.
4. Negotiated purchases of computer equipment using vendors who have access to government contract alliances or governmental preferred pricing. It is permissible to negotiate better pricing with these vendors if possible.
5. Those made through local, State or Federal surplus property agencies.

3. Emergency Purchases

- 3.1** Purchases of goods and services in an emergency which are made to protect the Town from loss shall be made through the Finance Department with the approval of the Town Manager. The Town Manager will inform and provide the Board of Selectmen with all relevant information regarding the purchase as soon as possible and at the very least, by their next scheduled meeting. The Board of Selectmen shall act upon any additional appropriations not to exceed \$25,000, pursuant to the Town Charter section 809. Refer to the purchasing procedures manual for additional information.

- 3.2 Extreme care must be taken in the use of this particular provision, for it is not to be used as a method of evading the purchasing function. Improper use of this procedure will result in the return of the Purchase Order request and invoice paperwork to the Department involved.

WAIVER OF COMPETITIVE BID PROCESS

In certain situations the bidding, quotation and proposal processes may be waived even though the estimated cost exceeds the dollar threshold established within this policy. The formal process may be waived for any of the following reasons:

- Time is a critical factor.
- A formal process would result in substantially higher costs to the Town or inefficient use of personnel, or cause substantial disruption of Town services.

The Town Manager may grant a waiver for any of the above listed reasons. Upon granting such waiver, the Town Manager must, in writing, state the reason(s) for granting such waiver and shall notify the Board of Selectmen of such action at their next meeting.

A waiver for any reason other than those above requires the approval of the Board of Selectmen. For a requesting Department to obtain a waiver, a written waiver request including specific reasons for the waiver shall be provided to the Town Manager. The request must be signed by the Department Head. Upon receipt of the waiver request, the Town Manager will notify the requestor if the waiver has been granted.

TRAVEL REIMBURSEMENT POLICY

This policy shall govern all travel expenses incurred by employees who attend an approved conference/training program involving (overnight) travel. **Note that all requests for Town reimbursement will be considered within the confines of established budgetary limitations.**

Approval Process:

All employees interested in attending an out-of-town overnight conference/educational seminar must submit a Travel Expense Authorization Form to the Town Manager at least two weeks prior to the conference's commencement date. No commitments for registration, travel, etc., shall be made until the travel authorization form has been approved by the Town Manager.

Acceptable Travel Costs:

Reimbursable travel costs may include lodging, transportation, meals, registration fees and related incidentals. Meals shall be reimbursed at the daily rate as established by the Finance Director at the beginning of each fiscal year. However, at the discretion of the Town Manager, meal-related costs may be approved in excess of the daily threshold if the conference/training session is located in a "high cost" area. Under no circumstances may Town funds be expended towards the purchase of alcoholic beverages. Other reasonable expenses shall be reimbursed in full if supported by receipts. Employees are required to estimate their total expenses on the Authorization Form in order to facilitate direct payments as well as cash advances.

Mileage Reimbursement:

Employees shall be reimbursed for mileage expenses at a rate consistent with that established by their respective bargaining unit. (If no such provision exists, the personnel rules or other appropriate authority such as, a bargaining unit agreement shall be referenced for payment information.) If no other document provides guidance for the mileage rate, then the rate will be based on the current IRS allowable reimbursement rate for mileage.

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

**LOCAL OPTION FOR USE OF ALTERNATE
MOTOR VEHICLE DEPRECIATION SCHEDULE**

Attached is information from the Assessor and CRCOG regarding the local option for use of alternate motor vehicle depreciation schedule. Suzanne Topliff, Assessor, will be present to provide more information and respond to questions.

Proposed Resolution:

BE IT RESOLVED, that the Hebron Board of Selectmen approve adoption of the local option allowed under HB 7067, Section 7 (b) to elect to apply a modified schedule of depreciation as outlined in HB 7067, Section 7 (b) with respect to motor vehicles based upon manufacturer's suggested retail price of such motor vehicles, provided no motor vehicle shall be assessed at an amount less than \$500.

Donna Lanza

From: Suzanne Topliff
Sent: Tuesday, March 04, 2025 3:06 PM
To: Andy Tierney
Cc: Lori Granato; Donna Lanza
Subject: MOTOR VEHICLE AND BAA CHANGES
Attachments: COMPARISON FOR MV LIST.xlsx

Andy,

I have been reviewing the numbers from the Legislative changes and I wanted to provide you with some information about the impact if the BOS decides to implement the changed assessment from 85%/15% to the 90%/20% assessment change.

Bottom line: \$200-300k in tax potential gained.
This accounts for a few changes as noted below.

I attached a spreadsheet that shows the following:

- Value added back in from P&T change on exemptions due to this legislation
- BAA adjustments if ALL adjustments are given to appellants
- Potential addition of assessment to motor vehicles if 90/20 depreciation schedule is adopted

The P&T change is a given, we are eliminating that amount in exemptions. The BAA is likely for all but solar companies which I denied exemptions for late filing. But let's say they give the exemption back so we have all the potential changes accounted.

The potential addition from motor vehicles is larger than I anticipated, and I will take another look just in case there was a factor (exemptions, etc) I missed, so be conservative when you look at it. Keep in mind, the additional value comes from motor vehicles which has a **lower mill rate** than Real Estate or Personal Property and the potential tax gain uses that mill rate.

IF the Board of Selectman is interested in adopting the plan, they may have to have a noticed meeting to the public, the Board of Assessment Appeals will have to meet again in April to entertain any appeals submitted within thirty days of the passing of the bill, and the Grand List will need to be resubmitted with a new Grand List book made. Also, all exemptions we have applied, and any corrections made will need to be redone. (I estimate the labor hours at 50 hours or more to accomplish these tasks). As I am out on vacation April 7-11, this decision would need to be made by April 1 to allow ample time to complete the refiling of the Grand List. If the Grand List is refiled, unless I hear otherwise, only Motor Vehicles can be redone.

Board of Assessment Appeals is meeting to hear appeals on March 11th, appellants have been noticed per statute of dates and meeting times. That could not be held up by any potential change.

As far as neighboring towns: Columbia assessor stated that it is likely they will implement the new values.(they want additional tax revenue). All other towns it's still undecided. Lebanon is meeting over the next couple of days, the Assessor is hoping they do NOT implement because of camper values under Personal Property, and Marlborough is also going to meet over the next couple of days to discuss. Colchester and Andover, as of last week, also considering but there are no definite changes confirmed. I am not advocating for the change but if the Board of Selectmen decides to move forward, I will follow through as best I can. (Perhaps your network between towns can provide you with more insight) The delta is approx.. a 1% increase in overall Grand List with all changes, both up and down.

Suzanne Topliff CCMA II

Assessor

Town of Hebron

15 Gilead Street

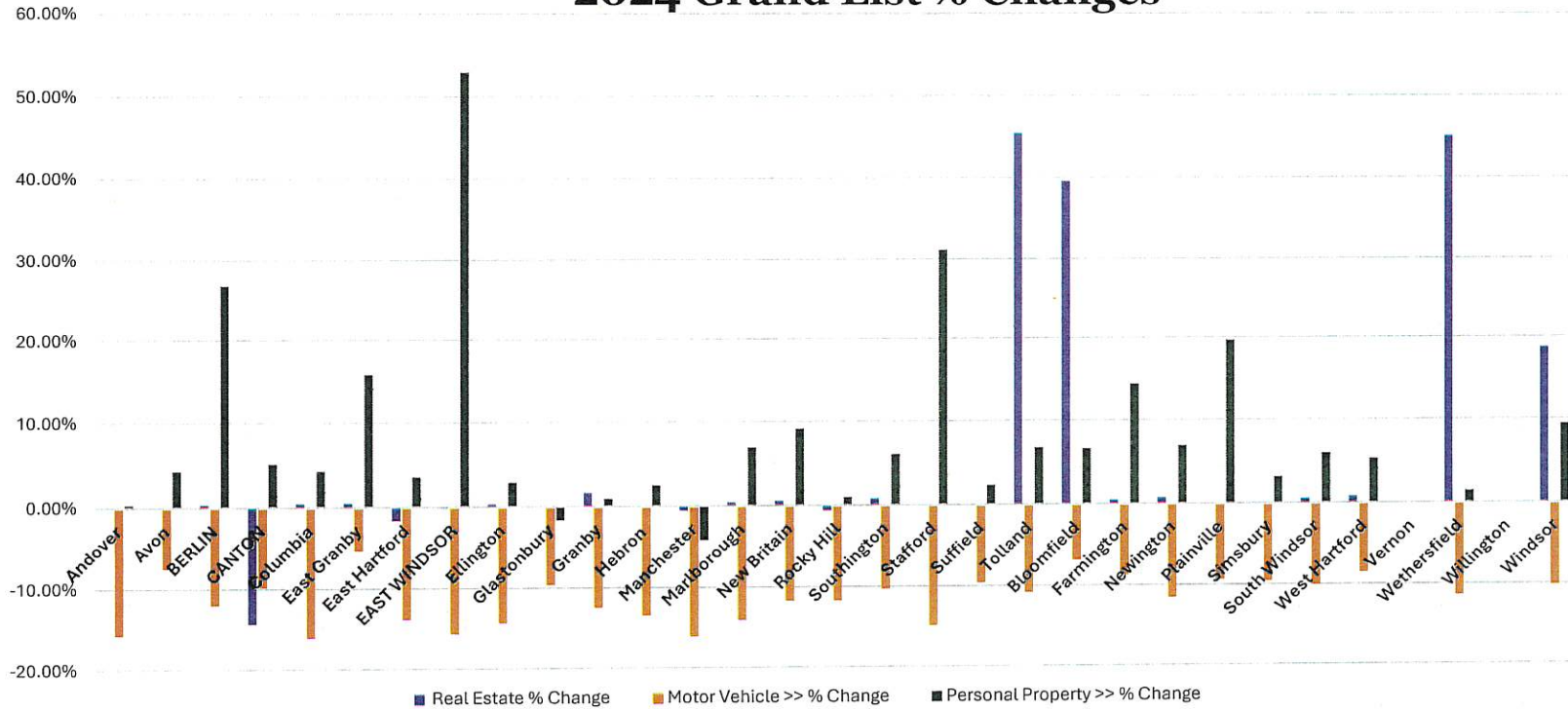
Hebron, CT 06248

860-228-5971 x147

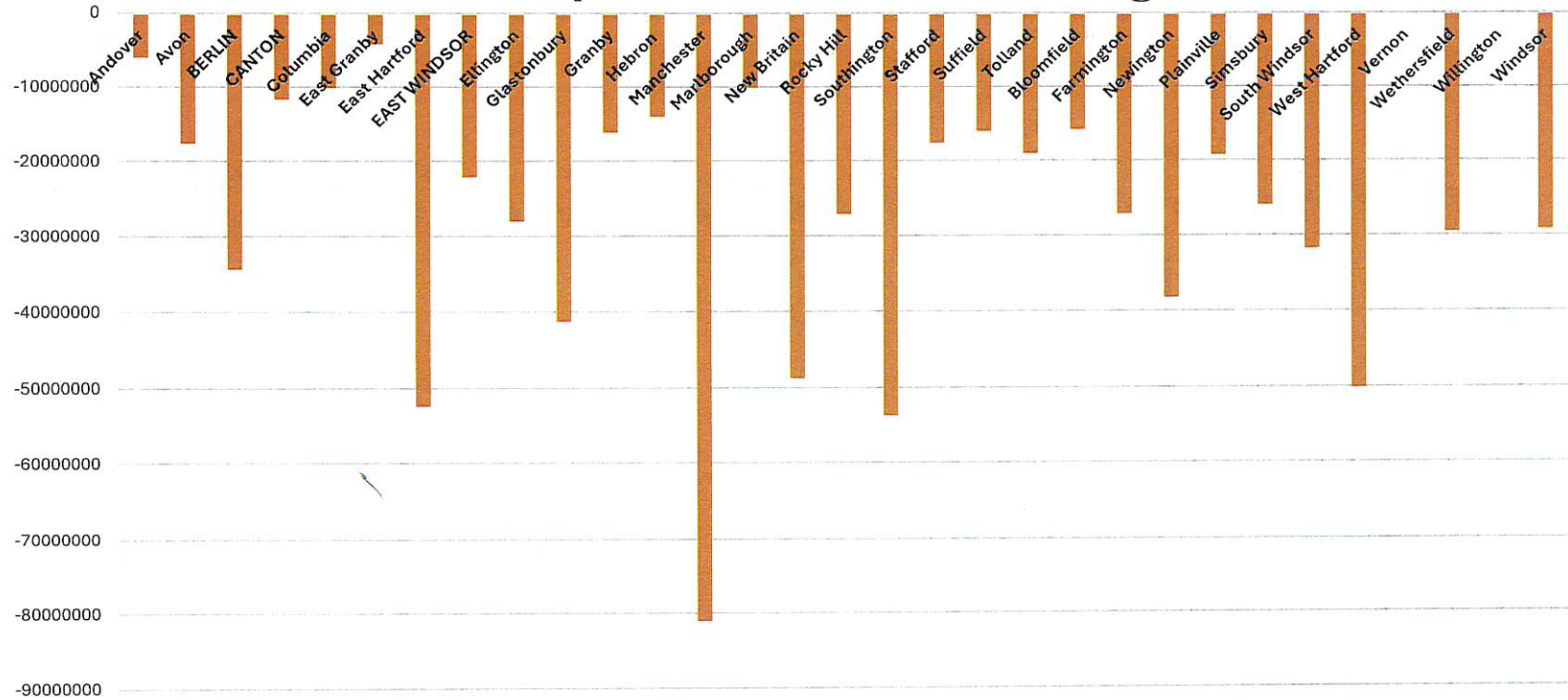
assessor@hebronct.com

2024 GRAND LIST	ASSESSMENT	P&T ADJUSTMNT	ADDS FROM MV		ADJ. ASSESSMENT	DIFF	TAX DIFFERENCE
			ADJUSTMENT	BAA ADJUSTMENTS			
REAL ESTATE	804,290,931	453,460.00			804,510,241		
PERSONAL PROPERTY	28,318,764	0.00			27,150,764		
MOTOR VEHICLE	90,994,230	0.00	10,535,458.00		101,529,688		
TOTALS	923,603,925	453,460	10,535,458.00	-1,402,150.00	933,190,693	9,586,768 X32.46	311,000

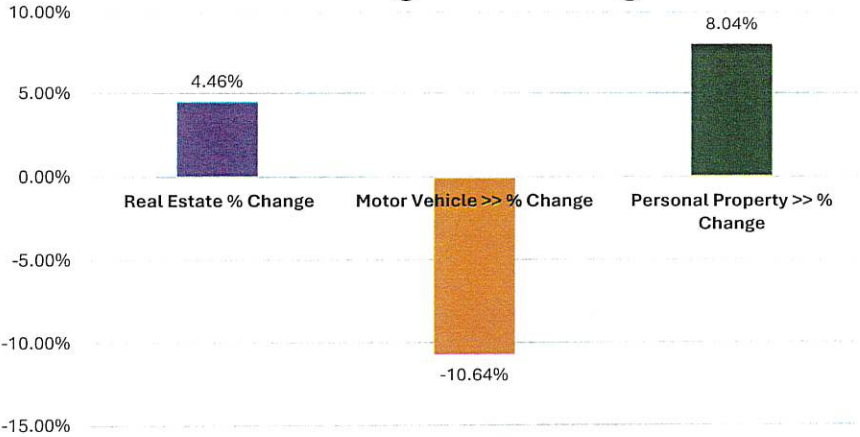
2024 Grand List % Changes



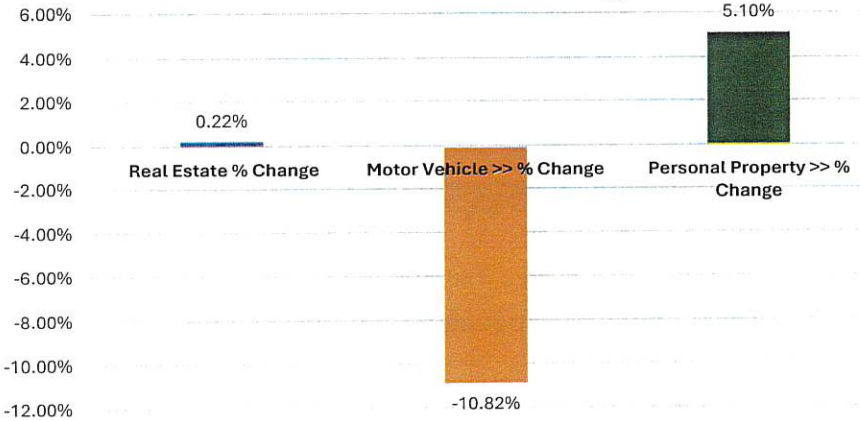
2024 Motor Vehicle >> \$ Change



Average % Change

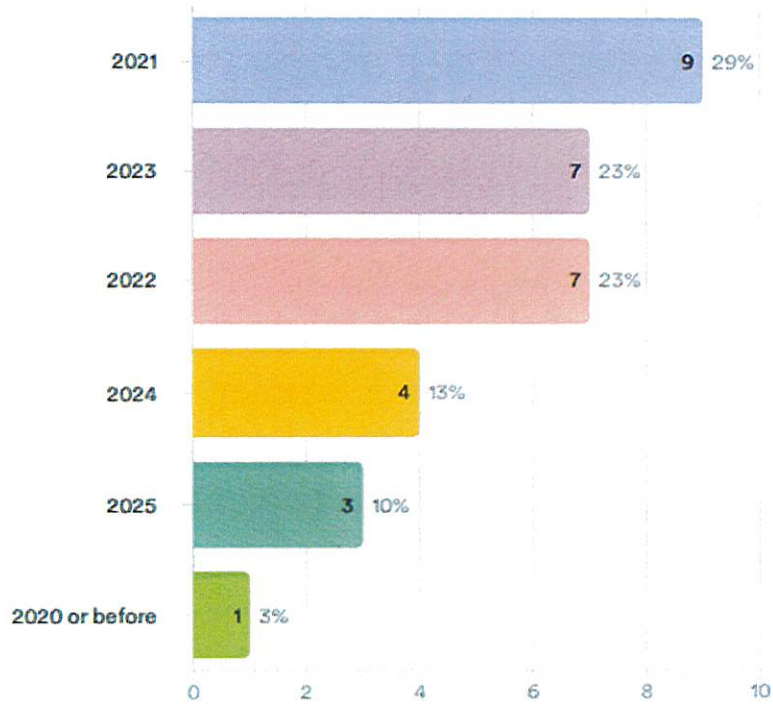


Median % Change



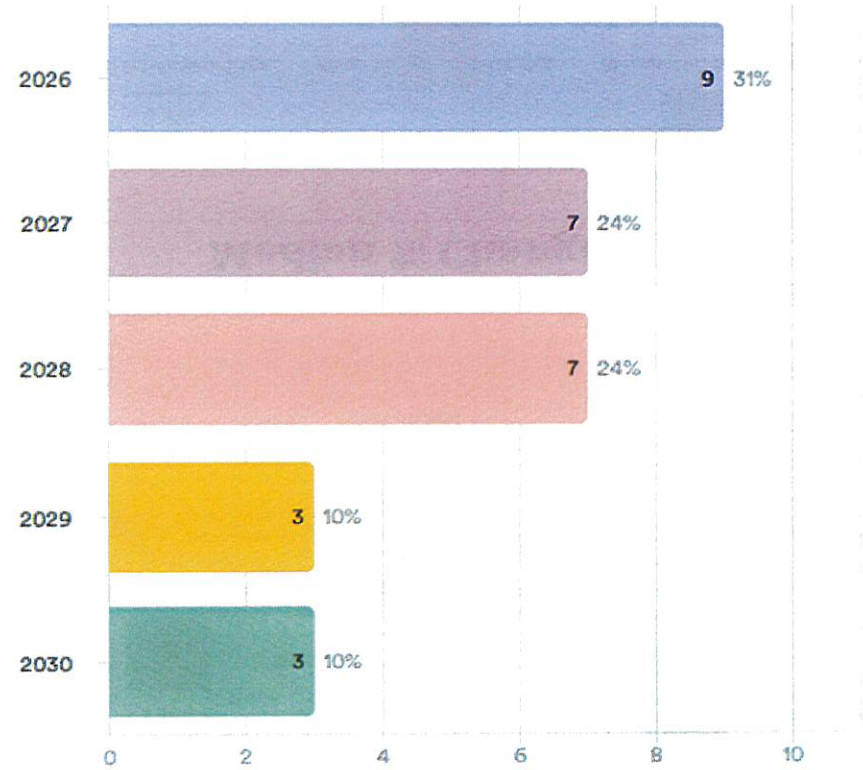
What is your most recent revaluation year?

31 Responses



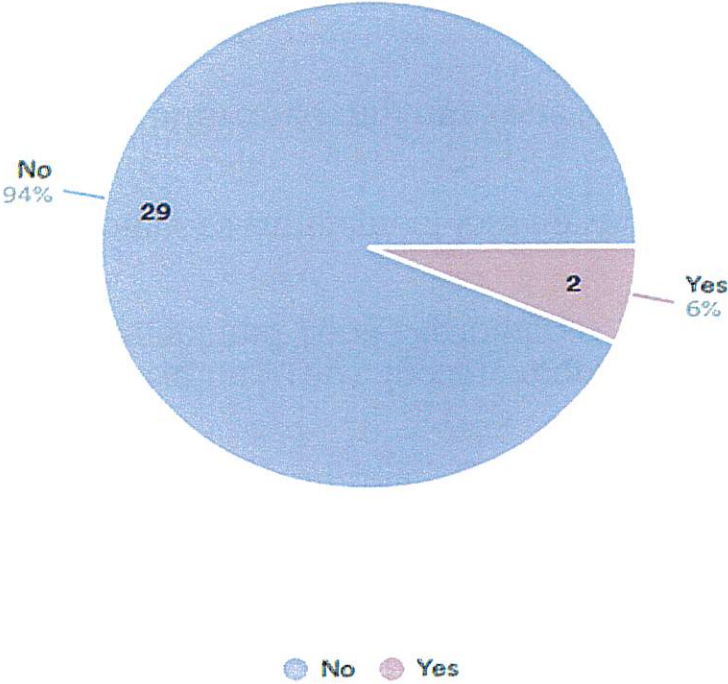
When is your next planned revaluation year?

29 Responses- 2 Empty



Have you had to extend your grand list this year because of the change in motor vehicle assessments?

31 Responses



- Increase MV tax cap to simplify or repeal entirely.
- Adjust depreciation schedule.
- Reinstate state reimbursement for Manufacturing Machinery & Equipment (MME) exemptions.
- Implement applications, caps, income requirements for Veterans Permanent and Total Disability.
- State/grant monies to supplement loss for municipalities.
- Allow separated/bifurcated mill rate (one for RE and PP, and another for MV).
- Amend SB 1276, to provide the exemption of one home, condo or motor vehicle to apply only to severely disabled veterans rather than those who have a 100% permanent and total disability rating from the VA;
 - Also, income limit on this legislation.
- Consider “phase in” approach to this change.

HB 7067 Legislative Update

HB 7067 - An Emergency Certificate of Need Application Process for Transfers of Ownership of Hospitals that have filed for Bankruptcy Protection, the Assessment of Motor Vehicles for Property Taxation, a Property Tax Exemption for Veterans' who are Permanently and Totally Disabled and Funding of the Special Education Excess Cost Grant.

- **HB 7067 made changes to the valuation of motor vehicles for taxation purposes:**
 - Allows municipalities (with the approval of their local legislative body) to change the depreciation schedule established by PA 24-01 and start with a valuation of 90% of MSRP versus the current 85% with vehicles reduced in value by 5% annually. This change was made to provide relief for towns and cities as the changes in PA 24-01 had resulted in an average MV grand list reduction of 15%.
 - Made a correction to the newly adopted Veterans' Property Tax exemption by adding that Veterans must be designated 100% and Permanently Totally disabled to qualify for the exemption. This change was made to correct an omission in PA 24-46 and is one change that continues to work on reducing the unfunded mandate imposed by PA 24-46 through SB 1276.
 - Appropriated \$40M for additional aid to towns and cities to offset the rising costs of special education services. The \$40M would be made available for the current fiscal year but has raised concerns from the Governor as the increased funding would exceed the spending and conflict with recently renewed fiscal guardrails. This has prompted the Governor to consider either vetoing HB 7067 or using a line-item veto on the sections that would provide the increased funding for Special Education.

HB 7067 – CHANGES AFFECTING ASSESSMENTS & 2024 GRAND LIST

MOTOR VEHICLES (SECTIONS 2 & 3):

- Allows municipalities to adopt a modified depreciation schedule for purposes of valuing motor vehicles. The modified schedule has an increase of 5%, ranging from 90% (for vehicles aged up to one year) down to 20% (for vehicles fifteen years and older). This is contrasted to the original depreciation schedule of 85% down to 15%.

Vehicle Age (in years)	% of MSRP	
	Current Schedule	Modified Schedule
Up to 1	85	90
2	80	85
3	75	80
4	70	75
5	65	70
6	60	65
7	55	60
8	50	55
9	45	50
10	40	45
11	35	40
12	30	35
13	25	30
14	20	25
15-19	15	20
20+	≥ \$500	≥ \$500

- For vehicles years 20 and beyond, the assessment (not value) cannot be less than \$500.

- If adopted, the 2024 Grand List may be adjusted and republished by April 15, 2025.
- Taxpayers would still have the ability to appeal the adjusted 2024 Grand List.

VETERANS EXEMPTIONS (SECTION 4, 5 & 6):

- The new exemption for veterans with a service-connected permanent & total disability has been changed, affecting who is now eligible.
- The law originally provided for one “dwelling” or motor vehicle to be exempted for veterans with a “service-connected permanent and total disability rating.”
- The law did not specify that a certain numerical percentage of disability rating was required to receive the exemption.
- Now the exemption only applies to veterans with a service-connected permanent and total disability based on a numerical disability rating of **100%**. Anyone with a disability rating of less than 100% is no longer eligible for the exemption, even if they have the permanent & total rating. Some veterans have a “service-connected permanent and total disability” with a numerical percentage rating less than 100%, some as low as 60%. They are no longer eligible for the exemption.
- The 2024 Grand List shall be adjusted and republished by April 15, 2025.
- Taxpayers will still be allowed the opportunity to appeal the amended grand list.

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

**ECONOMIC DEVELOPMENT COMMISSION
ECONOMIC VISION DOCUMENT**

Members of the Economic Development Commission will be in attendance to discuss the proposed Hebron Economic Development Commission Economic Vision Document Vision Statement (attached) with the Board of Selectmen.

Hebron Economic Development Commission
Economic Vision Document

Vision Statement:

Our vision is to cultivate a thriving local economy in Hebron that is rooted in small, privately owned businesses. We aim to create an environment where businesses can flourish while preserving the rural charm and close-knit community that defines our town. Our focus is on fostering sustainable growth that serves the needs of our residents, supports existing businesses, and enhances the overall quality of life in Hebron. The Hebron Economic Development Commission will work with the Hebron Board of Selectmen to develop a toolbox to support this vision.

Core Values:

- **Community-Centered Growth:** We prioritize development that aligns with the needs and interests of Hebron's residents.
- **Entrepreneurship and Innovation:** We support local entrepreneurs and encourage innovative business ideas that add value to our community.
- **Collaboration and Partnership:** We foster strong relationships between businesses, residents, the EDC, and the Board of Selectmen to create a united and resilient local economy.
- **Sustainability and Stewardship:** We promote environmentally and economically sustainable business practices that respect Hebron's rural character.

Strategic Goals:

1. **Support Existing Businesses:**
 - Offer resources, networking opportunities, and promotional support to help existing businesses grow and succeed.
 - Encourage residents to shop locally and support community businesses.
2. **Attract New Businesses:**
 - Focus on recruiting businesses that complement the needs of Hebron's residents and fill existing service gaps.
 - Develop a comprehensive business attraction toolbox with clear guidelines, incentives, and resources tailored to Hebron's unique profile.
3. **Strengthen Community Engagement:**
 - Promote events and initiatives that bring residents and businesses together, fostering a sense of community pride and connection.
 - Encourage local youth to explore entrepreneurship, creating a future generation of business leaders.
4. **Promote Hebron's Rural Aesthetic:**
 - Balance economic growth with environmental stewardship to maintain Hebron's scenic landscapes and rural atmosphere.
 - Support businesses that contribute to sustainable living and local agriculture.
5. **Increase Communication and Collaboration:**
 - Develop a comprehensive business directory to connect current businesses, new businesses, and the town.
 - Implement a contact management system to streamline communication and engagement.
 - Launch a monthly newsletter to share updates, resources, and success stories within the business community. Consider collaboration with the CT River Valley Chamber of Commerce.

Implementation Plan:

- Collaborate with the Board of Selectmen to ensure alignment in economic development goals.
- Utilize a comprehensive marketing campaign to highlight Hebron's unique advantages as a place to live, work, and start a business.
- Establish mentorship programs that connect new entrepreneurs with experienced business owners.
- Create a business-friendly environment by working closely with local government to review zoning laws, permitting processes, and tax incentives.
- Build a toolbox that includes business development guides, available properties, financial incentives, and local resources tailored to the needs of prospective businesses. We are looking for the support of other community boards in helping to develop a toolkit which will help offer incentives to prospective businesses.

Measuring Success:

We will measure our progress through key performance indicators such as:

- Increase in percentage of commercial contribution in Grand List
- Increase in the number of locally owned businesses
- Growth in local employment opportunities
- Higher levels of resident satisfaction with available goods and services
- Positive feedback from local business owners regarding the support they receive

Conclusion:

By aligning our economic vision with the goals of the Board of Selectmen, the EDC can effectively attract businesses that fit Hebron's profile. Our shared commitment to supporting small businesses and maintaining Hebron's high standard will create a resilient, prosperous economy that benefits both residents and businesses.

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

**SCHEDULE SPECIAL TOWN MEETING FOR DEPARTMENT OF PUBLIC WORKS
ARCHITECTURAL DESIGN PROFESSIONAL FUNDING
AND GILEAD HILL SCHOOL ROOF FUNDING**

Bid proposals were recently received from design professionals for the Public Works Building Project. The Building Committee will soon be making a recommendation and funding will be requested for approval at a Special Town Meeting.

The recommended date for the Special Town Meeting is Thursday, April 24, 2025, at 7:00 p.m. at the Douglas Library. The official call for the meeting and the appointment of Moderator and Alternate Moderator will be approved at the April 3, 2025, Board of Selectmen Regular Meeting.

A Supplemental Appropriation request/recommendation will also be required from the Board of Selectmen and the Board of Finance. More information will be available at the April 3, 2025, Board of Selectmen Regular Meeting.

The Selectmen may wish to consider placing the Gilead Hill School Roof Project local match in the amount of \$1,545,678 on the Special Town Meeting agenda for consideration of funding through a short term note, with the intent of rolling it into the planned future bonding for capital projects and the DPW project.

Proposed Motion:

Move that the Hebron Board of Selectmen schedule a Special Town Meeting for Thursday, April 24, 2025, at 7:00 p.m. at the Douglas Library of Hebron Community Room to act on the following:

1. Approve a supplemental appropriation for funding the professional design services for the Public Works Building Project at 550 Old Colchester Road.
2. Approve a short-term note to fund the Town match for the Gilead Hill School Roofing Project.

MISSION STATEMENT

The Board of Selectmen, acting as stewards of the Town and agents of the people, will provide services that promote safety; an affordable healthy living environment; and through effective land use and town resources, an economic base that creates jobs and tax assistance to the community while preserving our rural historic character.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING (HYBRID)
TOWN OFFICE BUILDING – 15 GILEAD STREET**

Board of Selectmen Regular Meeting
 April 3, 2025, 7:00 PM (America/New York)
Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/305861645>
You can also dial in using your phone.
 Access Code: 305-861-645
 United States: [+1 \(646\) 749-3122](tel:+16467493122)
Get the app now and be ready when your first meeting starts:
<https://meet.goto.com/install>

Thursday, April 3, 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. APPOINTMENTS AND RESIGNATIONS a) Board of Assessment Appeals Alternate Appointment

- 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 Call and Appoint Moderator and Alternate Moderator for DATE TBD Special Town Meeting
 - b) Tax Abatement Ordinance – Annual Interest Rate Review
 - c) Budget Communications and Approve Explanatory Text Flyer
 - d) Draft Agenda for April 20, 2025 Meeting
 - e) 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 March 11, 2025 – Regular Meeting/Budget Workshop
 - 10.a.2 March 18, 2025 – Regular Meeting/Budget Workshop
 - 10.a.3 March 20, 2025 – Regular Meeting
 - 10.a.4 March 25, 2025 – Regular Meeting/Budget Workshop
 - 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
MARCH 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

10.a.1 March 4, 2025 – Regular Meeting – Budget Workshop

10.a.2 March 6, 2025 – Regular Meeting

b) APPROVAL OF TAX REFUNDS

10.b.1 Donald & Patricia Brancard

\$6,296.36

TOWN OF HEBRON
BOARD OF SELECTMEN and BOARD OF FINANCE
Regular Meeting – Budget Workshop
Douglas Library of Hebron Community Room
22 Main Street, Hebron
Tuesday, March 4, 2024 - 7:00 PM

RECEIVED
2025 MAR -6 A 9:42
E. Ockman
HEBRON TOWN CLERK

MINUTES

ATTENDANCE:

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

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

Staff: Andrew Tierney, Donna Lanza, Lori Granato

Guests: Adam Ockman, Jim Cordier, Chris Cyr, Community Voice Channel, Kathy Williams, Terry McManus

1. Call to Order

2. Pledge of Allegiance

D. Del Rosso called the Board of Finance to order at 7:00 p.m. P. Kasper called the Board of Selectmen to order at 7:00 p.m. and led the Pledge of Allegiance.

3. Public Comment

A. Adam Ockman (500 Hope Valley Rd) – Noted uncertainty in state Special Education funding, and the adverse impacts to municipalities such as Hebron. Also thanked participants for their work on the budget, and stated department codes used in budget documents may be unclear to the public. Also gave support for repaving efforts.

4. Town Manager’s Proposed FY 2025-2026 Budget Presentation

The proposed budget for 2025-2026 was presented. That presentation is also available on the Town’s website (hebronct.com/budget-information). A. Tierney’s summary introduction is provided below.

Pursuant to Section 902 C of the Town Charter, I am presenting the Town Manager’s proposed budget for FY 2025-2026 totaling \$42,927,020. The expenditure budget as presented is a 4.47 percent increase or \$1,836,239 more than the FY 2024-2025 budget.

The Town Manager has reduced the Department Head budget requests in the Town Government Budget by \$2,806,807 (includes \$2,537,961 CIP Budget reduction).

TOWN OF HEBRON
BOARD OF SELECTMEN and BOARD OF FINANCE
Regular Meeting – Budget Workshop
Douglas Library of Hebron Community Room
22 Main Street, Hebron
Tuesday, March 4, 2024 - 7:00 PM

The Town Manager is recommending the following funding allocations:

Contribution to CIP	\$564,736
Contribution to Open Space	\$100,000
Capital Projects (\$10,000-\$75,000)	\$467,040

The Town Manager is recommending a CIP budget of \$ \$892,534. This proposal supports the Town’s immediate needs of maintaining infrastructure and equipment at adequate and safe levels. This CIP Budget falls short of addressing all capital needs of the Town, and alternative funding sources are currently being considered to address the overall capital needs of the Town and Hebron Board of Education. The Hebron Board of Education budget as presented is a 5.75 percent increase of \$786,051 for a total budget of \$14,449,965.

The RHAM Board of Education budget as it stands today is at \$32,606,899 or a 2.56 percent increase, which includes a \$565,487 CIP Budget. Hebron student population at RHAM is 51.95 percent which translates to an increase of \$1,073,621 to Hebron for a total levy amount of \$16,560,224. The increase to the Town of Hebron has been reduced by the credit from prior year surplus in the amount of \$379,060.

The October 2024 Grand List has decreased by \$12,604,866 (1.35 percent). With the budget as presented, this translates to a mill rate of 38.93 for real estate and personal property and 32.46 for motor vehicles.

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

Please refer to the attached Executive Summary for highlights of the Town Manager’s proposed budget.

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

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

TOWN OF HEBRON
BOARD OF SELECTMEN and BOARD OF FINANCE
Regular Meeting – Budget Workshop
Douglas Library of Hebron Community Room
22 Main Street, Hebron
Tuesday, March 4, 2024 - 7:00 PM

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

The Budget Referendum vote is on Tuesday, May 6, 2025, 6:00 a.m. to 8:00 p.m. at Hebron Elementary School.

Board members sought clarification on Hebron’s share of the RHAM levy, tax collection rates, and requests that were not recommended for funding. A. Tierney noted enhanced funding for the WPCA administrator’s salary to attract applicants. K. Kelly has been filling that role remotely since retiring, leading to discussion on WPCA budgeting and oversight. D. Del Rosso requested a presentation by WPCA representatives during the budget process. Avenues for increased WPCA operational efficiency, including regionalization, are under consideration. There was also discussion on the unassigned fund balance, with L. Granato stating the ongoing target is 18%, and expenditures for legal services.

5. CIP Budget Presentation

A. Tierney presented the proposed 2025-2026 Capital Improvement Plan (CIP) budget, summarized below:

Total funding requests	\$9,620,973
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CIP Recommendations

Road Resurfacing & Road Improvements	\$340,475
Douglas Library Parking Lot Paving	\$173,919
Hebron Green Design Services (2023 STEAP Grant Match)	\$100,000
Horton House Improvements	\$ 92,800
Replace Ambulance Stretcher & Stretcher Lift	\$ 77,840
Parks & Recreation Master Plan	\$ 75,000
Senior Center Parking Drainage & Repave (Second Year Funding	\$ 32,500

Total Recommended CIP Budget	\$892,534
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D. Larson noted previous goals of a CIP budget representing 5% of the town budget, with A. Tierney confirming Hebron has not been able to meet that target in recent years. P. Kasper

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asked for further detail on bonding, and impacts to taxpayers. There was discussion on potential bonding projects, including continued road maintenance, with A. Tierney noting roads represent the Town's largest asset.

6. Open Space/Land Acquisition Presentation

J. Cordier presented on behalf of OSLAC, outlining acquisitions and achievements since the fund began. He noted threats to federal funding, and urged the Town to maintain support for OSLAC and similar efforts. P. Kasper inquired on maintenance of acquired lands, leading to discussion of existing set asides and funding, as well as potential forestry maintenance plans. T. Thiele noted studies in the presentation date from 2009, and cited conflicting and unclear land preservation goals.

7. Miscellaneous General Government Requests

A Tierney requested members review the recommended budget and reach out with requests for further information prior to the next workshop, if possible. Following a question from D. Larson regarding the BoF's requested Facilities director, he stated he is assembling relevant data to draft a job description and potential salary expectations.

8. Adjournment

Motion by T. Thiele to adjourn the Board of Selectmen meeting at 8:56 p.m.

Motion by M. Leichter and seconded by D. Del Rosso to adjourn the Board of Finance meeting at 8:57 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)

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

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HEBRON TOWN CLERK

MINUTES

ATTENDANCE:

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

Staff: Andrew Tierney, Donna Lanza, Matthew Bordeaux

Guests: Sharon Garrard-Hoffman, Janet Fodaski, Chris Cyr, Community Voice Channel, Holly Habicht, John Matra, Kathy Williams, Chris Hemberger, Rosalie Simichak

1. Call to Order

2. Pledge of Allegiance

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

3. Additions and Changes to Agenda

None.

4. Public Comment

None.

5. Good to Know/Special Recognition

A. Hebron Maple Festival 2025

Holly Habicht of The Town Center Project shared recent efforts and new subcommittees, and highlighted upcoming Maple Festival events, scheduled for March 15th and 16th.

6. Appointments and Resignations

A. Amplify Catchment Area 15 Board of Directors Appointment

Motion by D. Larson that the Hebron Board of Selectmen appoint Rosalie Simichak as Hebron’s representative to the Catchment Area Council 15 for Amplify North Central Regional Mental Health Board. The motion passed unanimously (5-0).

B. Central Regional Tourism District Board of Directors Appointment

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

Motion by T. Thiele that the Hebron Board of Selectmen appoint Michelle Nicholson as Hebron’s representative to the Central Regional Tourism District Board of Directors for a three-year term. The motion passed unanimously (5-0).

C. Board of Assessment Appeals Alternate Appointment

Motion by C. Riley that the Hebron Board of Selectmen appoint Janet Fodaski as an Alternate to the Board of Assessment Appeals for a term to run until November 2027.

Discussion: P. Kasper noted J. Fodaski’s hesitation in volunteering for the BoAA alternate position, due to already serving on Planning and Zoning. Selectmen discussed potential overlap between the two boards, as well public perception. It was agreed to seek the Town Attorney’s advice prior to a vote.

Tabled.

7. Town Manager’s Report

The BoS agreed to hang a plaque commemorating longtime Hebron resident and volunteer Clara O’Brien, which will be displayed in Town Hall until a suitable location is ready at a new Public Works facility. A glitch with the new traffic lights should be resolved next week. Following a meeting with OSHA, the Town’s fines have been reduced by half. One of the ambulances lost a motor recently. A. Tierney reported a replacement will cost between \$30,000 and \$40,000.

8. Old Business

A. ARPA Update

None.

B. DPWAC Update

P. Kasper reported cost proposals are due the 14th, with interviews scheduled for the 17th and 19th.

C. Town Manager’s Annual Evaluation

T. Thiele stated comments and scores have been tabulated, and requested an Executive Session next meeting to discuss.

D. Other Old Business

None.

9. New Business

Senior Center Director S. Garrard-Hoffman spoke on the need for services provided via these grants, primarily due to the large increase in Hebron’s senior population in recent decades.

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

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

Motion by K. Petit that the Hebron Board of Selectmen approve the grant application in the amount of \$24,000 with \$60,232 in-kind matching funds from the Hebron Senior Center budget, for the FFY 2025 North Central Area Agency on Aging, Inc – Hebron Outreach, Information, Assistance and Referral, and Social Support Services Project Grant; and authorize Town Manager Andrew J. Tierney to apply for, accept and receive this grant and to sign any necessary documents. The motion passed unanimously (5-0).

B. Approve NCAAA Hebron Therapeutic Activity Grant Application

Motion by P. Kasper that the Hebron Board of Selectmen approve the grant application in the amount of \$10,800 with \$62,886 in-kind matching funds from the Senior Center budget, for the FFY 2025 North Central Area Agency on Aging, Inc – Hebron Therapeutic Activity and Health Promotion Program Grant; and authorize Town Manager Andrew J. Tierney to apply for, accept and receive this grant and to sign any necessary documents. The motion passed unanimously (5-0).

C. Approve NCAAA Hebron Transportation Grant Application

Motion by T. Thiele that the Hebron Board of Selectmen approve the grant application in the amount of \$72,000 with \$98,855 in-kind matching funds from the Hebron van budget, for the FFY 2025 North Central Area Agency on Aging, Inc – Hebron Transportation Services Grant; and authorize Town Manager Andrew J. Tierney to apply for, accept and receive this grant and to sign any necessary documents. The motion passed unanimously (5-0).

D. Renew Membership Agreement with the Connecticut River Valley Chamber of Commerce

Motion by C. Riley that the Hebron Board of Selectmen authorize Andrew J. Tierney, Town Manager, to renew the perennial membership agreement with the Connecticut River Valley Chamber of Commerce until such time that Town staff, the Hebron Economic Development Commission or Hebron Board of Selectmen wish to revisit the terms of the agreement.

Discussion: M. Bordeaux noted the relationship with CT River Valley CoC is relatively new, but resources available seem to be more robust than those with

**TOWN OF HEBRON
BOARD OF SELECTMEN
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previous Chambers with whom the Town has worked. P. Kasper recently met with EDC Chair M. Nicholson to discuss future economic development, to be deliberated with the full Board next meeting. The BoS agreed to continue the partnership with CT River Valley, but requested a one-year term in order to assess the relationship before agreeing to renew perennially.

Friendly amendment to the motion by K. Petit and accepted by C. Riley that the Board of Selectmen authorize Andrew J. Tierney, Town Manager, to renew the membership agreement with the Connecticut River Valley Chamber of Commerce for the next year. The motion passed unanimously (5-0).

E. Schedule Special Town Meeting – DPW Project Design Funding

A recommended date will be provided next meeting.

F. Draft Agenda for March 20, 2025 Meeting

G. Other New Business

None.

10. Consent Agenda

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

A. Approval of Minutes

1. February 20, 2025 – Regular Meeting

B. Tax Refunds

1. Gary Nadeau \$ 10.00

11. Liaison Reports

A. AHM Youth Services – No report.

B. Hebron BoE – No report.

C. Board of Finance – No report.

D. Land Acquisition – No report.

E. RHAM BoE – No report.

12. Public Comment

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

- A. **Holly Habicht (98 East St.)** – Noted a misconception regarding Maple Fest, stating TTCP has not worked with the Chamber of Commerce, and she is unsure what organization is referred to in the memo.

13. Adjournment

Motion by K. Petit and seconded by P. Kasper to adjourn at 8:08 p.m.

Meeting adjourned.

Respectfully submitted,
Hannah Walcott (Board Clerk)