

### 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 APR 25 A 11:11  
HEBRON TOWN CLERK

**Board of Selectmen Regular Meeting**  
May 1, 2025, 7:00 PM (America/New York)  
**Please join my meeting from your computer, tablet or  
smartphone.**  
<https://meet.goto.com/439866613>  
**You can also dial in using your phone.**  
Access Code: 439-866-613  
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, May 1, 2025**

**7:00 p.m.**

### AGENDA

#### Time Guideline

- |                  |   |
|------------------|---|
| <b>7:00 p.m.</b> | <b>1. CALL TO ORDER</b>   |
| <b>7:00 p.m.</b> | <b>2. PLEDGE OF ALLEGIANCE</b>  |
| <b>7:02 p.m.</b> | <b>3. ADDITIONS AND CHANGES TO THE AGENDA</b>   |
| <b>7:05 p.m.</b> | <b>4. PUBLIC COMMENT</b><br>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.) |
| <b>7:10 p.m.</b> | <b>5. GOOD TO KNOW/SPECIAL RECOGNITION</b><br><br>a) Small Business Week Proclamation   |
| <b>7:15 p.m.</b> | <b>6. APPOINTMENTS AND RESIGNATIONS</b><br><br>a) Parks and Recreation Commission Appointment<br>b) Parks and Recreation Commission Alternate Appointment<br>c) Open Space Land Acquisition Committee 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)      Economic Development Commission – Economic Vision Document
- b)      American Rescue Plan State and Local Recovery Funds Update\*\*\*
- c)      Department of Public Works Action Committee Update
- d)      Any Other Old Business

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

**7:55 p.m.      9.      NEW BUSINESS**

- a)      Charter Revision Commission First Draft Report
- b)      Schedule Public Hearing for Charter Revision
- c)      Award Contract for Architectural and Other Related Professional Design Services for the Public Works Facility Project
- d)      Draft Agenda for May 15, 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 27, 2025 – Regular Meeting/Budget Workshop
- 10.a.2 April 3, 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 PROCLAMATION** *recognizes* **SMALL BUSINESS WEEK**

**WHEREAS**, small businesses are the engine of the American economy and the foundation of a free and prosperous nation — built by men and women who work hard, take risks, and believe in the power of the American Dream; and

**WHEREAS**, small businesses make up more than 99 percent of all private sector employers and create nearly two out of every three new jobs in America, fuelling opportunity and driving local economies across every corner of the country; and

**WHEREAS**, whether in our fields, on our factory floors, or at the frontiers of technology, small businesses are driving the innovation and building the products that keep America strong, competitive, and secure; and

**WHEREAS**, in recent years, small business owners have faced unprecedented challenges — from record-high inflation to reckless federal spending and burdensome regulations — yet have remained resilient in their commitment to delivering for America's communities; and

**WHEREAS**, despite these headwinds, the American spirit of enterprise endures, and we now stand at the threshold of a new golden era for small businesses — built on common sense, pro-growth policies that put our people, our workers, and our job creators first; and

**WHEREAS**, under strong leadership that prioritizes energy independence, secure borders, and fair trade, we can once again restore American dominance, self-reliance, and independence; and

**WHEREAS**, the Town of Hebron, shares this Administration's commitment to cutting red tape, keeping taxes low, and fighting for the hardworking entrepreneurs who power our economy from the ground up; and

**WHEREAS**, National Small Business Week has been proclaimed by the President of the United States since 1963, honoring the vital role of small businesses in creating jobs, growing the economy, and anchoring our communities;

**NOW, THEREFORE**, the Hebron Board of Selectmen, do hereby proclaim

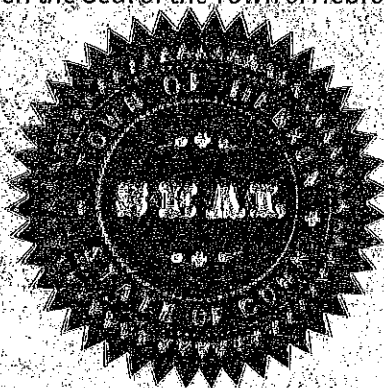
**May 4–10, 2025, as NATIONAL SMALL BUSINESS WEEK**

and encourage all citizens to support small businesses and celebrate their many achievements.

On behalf of the Hebron Board of Selectmen the Seal of the Town of Hebron, has been affixed this 1<sup>st</sup> day of May, 2025.

---

**Peter D. Kasper, Chairman**  
**Board of Selectmen**



---

**Andrew J. Tierney**  
**Town Manager**

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
MAY 1, 2025**

**APPOINTMENTS AND RESIGNATIONS**

**a. Parks and Recreation Commission Appointment**

Attached is correspondence from Tyler Kisner (U) expressing interest in moving from an alternate to regular member of the Parks and Recreation Commission to fill the vacancy recently created by the resignation of Kate Wilcox.

**Proposed Motion:**

Move that the Hebron Board of Selectmen appoint Tyler Kisner to the Parks and Recreation as a regular member for a term to run until December 2027.

**b. Parks and Recreation Commission Alternate Appointment**

Attached is correspondence from Darrell Tetreault (U) expressing interest in serving on the Parks and Recreation Commission.

**Proposed Motion:**

Move that the Hebron Board of Selectmen appoint Darrell Tetreault to the Parks and Recreation as an alternate member for a term to run until December 2028.

**c. Land Acquisition Committee Appointment**

Attached is correspondence from Parks and Recreation Commission Chair Ken Jardin, regarding the Commission's nomination of Adam Thiele (D) to represent the Parks and Recreation Commission on the Open Space Land Acquisition Committee. There is no set term for this appointment.

**Proposed Motion:**

Move that the Hebron Board of Selectmen appoint Adam Thiele as the Parks and Recreation Commission's representative to the Open Space Land Acquisition Committee.

## Donna Lanza

---

**From:** t kisner <tkisner21@gmail.com>  
**Sent:** Tuesday, April 22, 2025 12:23 PM  
**To:** Andy Tierney  
**Cc:** Donna Lanza  
**Subject:** Fwd: Parks and Rec Commission

Sent from my iPhone

Begin forwarded message:

**From:** t kisner <tkisner21@gmail.com>  
**Date:** April 16, 2025 at 1:30:04 PM EDT  
**To:** atierney@hebronct.com  
**Subject:** Parks and Rec Commission

Good afternoon Mr. Tierney I hope all is well. I currently am an alternate on the parks and rec commission and a regular spot has opened up. I've discussed with Ken and Craig and would like to fill the regular spot. If there's anything additional I need to do please let me know. Thank you and have a good day.

Tyler Kisner

**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.

## Donna Lanza

---

**From:** Andy Tierney  
**Sent:** Monday, March 31, 2025 1:14 PM  
**To:** Donna Lanza  
**Subject:** Fwd: Hebron Parks and Rec Commission

Sent from my iPhone

Begin forwarded message:

**From:** "Tetreault, Darrell" <Darrell.Tetreault@ct.gov>  
**Date:** March 31, 2025 at 1:00:52 PM EDT  
**To:** Andy Tierney <atierney@hebronct.com>  
**Subject:** **Hebron Parks and Rec Commission**

Sir,

I am requesting permission to join the Hebron Parks and Recreation Commission. I attended the last board meeting on March 18th and spoke in depth with Craig regarding the position. If anything is needed, please let me know. Thank you and hope all is well.

Respectfully,

**Darrell Tetreault**



**CAPTAIN**

---

Eastern District Headquarters



860-4

## Donna Lanza

---

**From:** Ken Jardin  
**Sent:** Wednesday, April 16, 2025 10:22 AM  
**To:** Andy Tierney  
**Cc:** Craig Bryant; Brian O'Connell; Donna Lanza; Adam Thiele  
**Subject:** P&R Open Space Committee Representative

Hi Andy-

At our meeting on April 15, 2025, the Parks & Recreation Commission nominated Adam Thiele as the representative for the Open Space Land Acquisition Committee. We believe Adam is well qualified to fill this role.

Thanks,  
Ken Jardin  
Chair, P&R Commission

Get [Outlook for Android](#)

# **CORRESPONDENCE**



ANDREW J. TIERNEY  
TOWN MANAGER

## *Town of Hebron*

**TOWN OFFICE BUILDING  
15 GILEAD STREET  
HEBRON, CONNECTICUT 06248  
TELEPHONE: (860) 228-5971  
FAX: (860) 228-4859  
[www.hebronct.com](http://www.hebronct.com)**

PETER D. KASPER  
CHAIRMAN

DANIEL E. LARSON  
VICE CHAIRMAN

TIFFANY V. THIELE  
SELECTMAN

KEITH PETIT  
SELECTMAN

CLAUDIA TEJADA RILEY  
SELECTMAN

April 9, 2025

Mr. Dennis Farrar  
One Columbus Street  
Manchester, CT 06042

Dear Dennis:

As the Town Manager of Hebron, I want to recognize the completion of your probationary period as outlined in the Employee Handbook and confirm your permanent employment with the Town of Hebron as Adult and Senior Services Social Worker.

You have demonstrated the skills and essential functions of your position in a manner consistent with its requirements.

Congratulations!

Sincerely,

Andrew J. Tierney  
Town Manager

cc: Board of Selectmen



ANDREW J. TIERNEY  
TOWN MANAGER

## *Town of Hebron*

**TOWN OFFICE BUILDING  
15 GILEAD STREET  
HEBRON, CONNECTICUT 06248  
TELEPHONE: (860) 228-5971  
FAX: (860) 228-4859  
[www.hebronct.com](http://www.hebronct.com)**

PETER D. KASPER  
CHAIRMAN

DANIEL E. LARSON  
VICE CHAIRMAN

TIFFANY V. THIELE  
SELECTMAN

KEITH PETIT  
SELECTMAN

CLAUDIA TEJADA RILEY  
SELECTMAN

April 10, 2025

Mr. Chris DiGiro  
1160 Silas Deane Highway  
Westhesterfield, CT 06109

Dear Chris:

As the Town Manager of Hebron, I want to recognize the completion of your probationary period as outlined in the Employee Handbook and confirm your permanent employment with the Town of Hebron as Program Supervisor II.

You have demonstrated the skills and essential functions of your position in a manner consistent with its requirements.

Congratulations!

Sincerely,

Andrew J. Tierney  
Town Manager

cc: Board of Selectmen ✓

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
MAY 1, 2025**

**ECONOMIC DEVELOPMENT COMMISSION  
ECONOMIC VISION DOCUMENT**

Attached is the reworked Economic Vision Document prepared by the Economic Development Commission. Members of the EDC will be present to discuss the proposal 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 while accommodating evolving market trends represented by business with success at a more regional scale. 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.
- Utilize Hebron's Design Guidelines to achieve a cohesive vision for future development consistent with community values.
- 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. Encourage improvements in infrastructure that enhances access to businesses and convenience for customers.
- 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 support small businesses and maintain Hebron's high standard will create a resilient, prosperous economy that benefits both residents and businesses.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
MAY 1, 2025**

**DEPARTMENT OF PUBLIC WORKS ACTION COMMITTEE UPDATE**

Chairman Kasper will provide an update at the meeting.

Refer to Item 9 c.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
MAY 1, 2025**

**CHARTER REVISION COMMISSION FIRST DRAFT REPORT**

Attached is the First Draft Report from the Charter Revision Commission (CRC). Members of the CRC will be in attendance to provide a short presentation and discuss the recommendations and timeline with the Board of Selectmen.

# Charter Revision Commission

MAY 1, 2025

PRESENTATION TO THE HEBRON BOARD OF SELECTMEN

# Charter Revision Commission Members

Heather Petit, Chair  
Donna Lanza, Vice Chair  
Machel Gauthier  
Terry McManus\*  
Adam Ockman  
Jessica Stewart  
Allegra Weir

\*member through November 2024

# Board of Selectmen Charge to the Charter Revision Commission

BOS CHARGE AND CRC DISPOSITION

# BOS CHARGE ITEMS AND CRC DISPOSITION

Charge No.	BOS Charge	CRC Disposition
1.	Section 105. G refers to gendered language. Changing references in our charter to gender-neutral language to reflect our current era, as other towns have done.	Removed any language in reference to gender and changed Board of Selectmen to Town Council throughout
2.	Town Clerk Position – Elected vs. Appointed (Section 203 C and 803 A)	Made Town Clerk appointed position with grandfather clause for current Town Clerk. For termination, an affirmative vote of four (4) members of the Town Council is required.
3.	Town Officers General Election Section 203 E – Review term of office start date	Not in favor of change
4.	Review percentage of grant match requiring Special Town Meeting approval (Section 303 G)	Increased to .02 (two percent)

# BOS CHARGE ITEMS AND CRC DISPOSITION

Charge No.	BOS Charge	CRC Disposition
5.	Section 403 Procedure – Review language for intent and clarify as needed	New language that the BOS to have meeting immediately following swearing in ceremony to select Chair and Vice Chair
6.	Section 406 Public Emergencies & Section 407 Emergency Ordinances a. Do we need to address time limits?	Not in favor of change
7.	Review of Appointed Town Boards (Section 706)	<ul style="list-style-type: none"><li>• Removed Commemoration Commission</li><li>• Changed Commission on Aging to five (5) members and two (2) alternates</li><li>• For Economic Development Commission added language after five (5) members “may include no more than two (2) of which may be non-electors Hebron based business owners”</li></ul>

# BOS CHARGE ITEMS AND CRC DISPOSITION

Charge No.	BOS Charge	CRC Disposition
8.	Possible Consideration of Water Pollution Control Authority (Section 706 B)	Not in favor of change
9.	Bifurcation of Town and Local Board of Education Budgets (Section 903)	Not in favor of change
10.	The Hebron BOE is a creature of the state per state statute, not a town agency. This needs to be changed in our charter to be in alignment with state statute (25 CS 305/182 C 93/ Chapter 170)	Not in favor of change
11.	Discussion of a later certification date of the BOE budget to the town. I have heard from several people that February 15 is far too early to determine needs	Changed language to add "preliminary" budget

# BOS CHARGE ITEMS AND CRC DISPOSITION

Charge No.	BOS Charge	CRC Disposition
12.	Consideration whether the sole authority to appoint new board members resides with BOS. Sovereign boards - RHAM, BOE, and BOF - may want authority to appoint their own members. Should be discussed.	Made change that vacancies to be filled on the Hebron and RHAM BOEs shall be made by the BOS in consultation with the members of the Hebron and RHAM BOEs
13.	Scenic Road Ordinance – Consider Ordinance # Chapter 313, Section 313-3 – 313-10 and whether approval should ultimately be Special Town Meeting.	Not in favor of change

# Charter Review Commission

RECOMMENDED CHANGES TO HEBRON TOWN CHARTER

# CRC Recommended Changes

Section	Recommendation
302 B	Change to .005 (one-half of one percent) of registered voters for a Town Meeting
303 F	Change to .01 (one percent) for any appropriation from the Capital and Non-Recurring Expense Fund
303 G	Change to .02 (two percent) for the acceptance of any federal, state or private grant which participation shall require the Town to contribute funds
709	Any member of an appointed Town Board may be removed by <u>Town Council</u> by an affirmative vote of <u>at least four (4) members of the Town Council</u>
710	<u>Prior to declaring a vacancy, a documented attempt will be made to reach out to the member being considered for removal</u>
801	The Town Manager shall appoint, and may remove, subject to the confirmation of <u>an affirmative vote of four (4) members of the Town Council</u> , the administrative officers provided for in Section 802, and other officials and employees as provided for in Section 803

# CRC Recommended Changes

Section	Recommendation
803 C	The Town Manager, subject to the <u>affirmative vote of four (4) members of the Town Council</u> , may combine any of the positions provided for in Section 802 and 803, provided that in combining positions, an appointee is qualified to perform such assigned functions
805	Added language: <u>The Town Attorney should not have a personal or financial interest in the Town.</u>
902 A	New language: Prior to <u>December 15</u> the Board of Finance shall confer with the <u>Town Council</u> and the Hebron Board of Education to discuss the goals and objectives for the upcoming projected budget and shall <u>communicate a target for the following fiscal year budget. This target shall be non-binding in terms of preparation of the following year's budget preparation.</u>

# CRC Recommended Changes

Section	Recommendation
905 B	Change to .02 (two percent) for the Board of Finance to make supplemental appropriations up to and including an amount that cumulatively is equal to .02 (two percent) of the current year's budget, excluding the amount appropriated to the Regional School district.
909	Change to .02 (two percent) appropriation of the current year's budget, excluding the amount appropriated for the Regional School District for public emergencies
1211	New title: <u>Transition - Appointed Boards, Agencies, Commissions, and Committees and Town Clerk</u>

# CRC Recommended Changes

Section	Recommendation
1211 A	New language: <u>A. The Acting Town Clerk/Town Clerk, as of October 1, 2025, shall retain such position and transition into the position as a non-elected official as provided for by this Charter on the effective date of this Charter. The transitioned Town Clerk shall continue to perform the duties of such office and will be considered an employee of the Town consistent with time served on the effective date of this Charter. This provision shall make election results for the position of Town Clerk which may occur on November 4, 2025, null and void.</u>
1211 B	New language: <u>B. Effective December 1, 2025, the Commission on Aging will consist of five (5) regular members and two (2) alternate members serving four (4) year overlapping terms. Of the two terms expiring in 2025, one will be appointed as a regular member and the other as an alternate member.</u>

# Thank You

THE CHARTER REVISION COMMISSION WOULD LIKE TO THANK THE FOLLOWING  
BOARDS, COMMISSIONS, AND CITIZENS FOR THEIR INPUT AND  
RECOMMENDATIONS ON THE HEBRON TOWN CHARTER REVISION

- BOARD OF SELECTMEN
- BOARD OF FINANCE
- HEBRON BOARD OF EDUCATION
- REGIONAL SCHOOL DISTRICT NO.8 (RHAM) BOARD OF EDUCATION
- COMMISSION ON AGING
- DOUGLAS LIBRARY BOARD OF TRUSTEES
- LORI GRANATO, FINANCE DIRECTOR, TOWN OF HEBRON
- KAITLYN SHELAR, BUSINESS MANAGER, HEBRON PUBLIC SCHOOLS
- FRANCESCA VILLANI, TOWN CLERK, TOWN OF HEBRON
- SUZANNE TOPLIFF, ASSESSOR, TOWN OF HEBRON
- DENISE RODOSEVICH
- TERRY MCMANUS
- HEBRON CITIZENS



## *Town of Hebron*

**TOWN OFFICE BUILDING  
15 GILEAD STREET  
HEBRON, CONNECTICUT 06248  
TELEPHONE: (860) 228-5971  
FAX: (860) 228-4859  
[www.hebronct.com](http://www.hebronct.com)**

**ANDREW J. TIERNEY**  
TOWN MANAGER

**PETER D. KASPER**  
CHAIRMAN

**DANIEL LARSON**  
VICE CHAIRMAN

**TIFFANY V. THIELE**  
SELECTMAN

**KEITH PETIT**  
SELECTMAN

**CLAUDIA TEJADA RILEY**  
SELECTMAN

April 25, 2025

TO: Francesca Villani, Acting Town Clerk  
Hebron Board of Selectmen  
Andrew J. Tierney, Town Manager

We are pleased to submit for your consideration our draft report of the recommended Charter amendments.

Attached is a disposition document summarizing recommended action from the CRC in response to the Board of Selectmen's Charge dated February 15, 2024. Also attached is a red-lined version of the proposed changes to the entire Charter document.

Representatives of the CRC will be in attendance at the Board of Selectmen meeting scheduled for May 1, 2025, to briefly present the proposal. To comply with the strict timeline required by CGS Chapter 99 Municipal Charters and Special Acts, we suggest a Public Hearing on May 15, 2025, and invite the Board of Selectmen to attend the Charter Revision Commission meeting scheduled for June 11, 2025, to confer on any potential recommendations from the Board to the Commission.

As you are well aware, the Town Charter is the organic law of the Town in the administration of local affairs. The Charter Revision Commission (CRC) is available, at your convenience, for a joint meeting to further explain our recommendations, if necessary.

We are grateful for the opportunity to have served the Town in this important process. It is our hope that our efforts will strengthen and provide some clarification to an already well-constructed document.

Respectfully,

Heather Petit  
Chair  
Charter Revision Commission

RECEIVED  
2025 APR 25 A 9:01  
HEBRON TOWN CLERK

# Charter Revision Commission

## Disposition

Presented to the Board of Selectmen

May 1, 2025

### Charter Revision Commission Members

Heather Petit, Chair  
Donna Lanza, Vice Chair  
Machel Gauthier  
Terry McManus\*  
Jessica Stewart  
Adam Ockman  
Allegra Weir

RECEIVED  
2025 APR 25 A 9:01  
HEBRON TOWN CLERK

Table of Contents

Board of Selectmen Charge.....3

Board of Finance Recommendations .....5

Hebron Citizen Recommendations.....6

Charter Revision Commission Recommendations.....11

Attachment A.....18

*Email from Diane Del Rosso, Chair, Board of Finance* .....18

Attachment B .....19

*Email from Denise Rodosevich*.....19

Board of Selectmen Charge				
Charge No.	Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
1	105 (G)	BOS	Refers to gendered language. Changing references in our Charter to gender-neutral language to reflect our current era, as other towns have done. Reference: <a href="#">Chapter 171 Town Management</a>	<b>In Favor</b> Removed any language in reference to gender and changed Board of Selectmen to Town Council throughout
2	203 (C) & 803 (A)	BOS	Town Clerk position; elected vs. appointed	<b>In Favor of Change</b> Made Town Clerk appointed position with grandfather clause for current Town Clerk. For termination, a vote of four (4) of the Town Council in favor of such is required.
3	203 (E)	BOS	Town Officers general election; review term of office start date	<b>Not in Favor</b>
4	303 (G)	BOS	Review percentage of grant match requiring Special Town Meeting approval	<b>In Favor</b> Increased to .02 (2 percent)
5	403	BOS	Procedure; review language for intent and clarify as needed	<b>In Favor</b> BOS to have meeting immediately following swearing in ceremony to select Chair and Vice Chair
6	406 & 407	BOS	Public Emergencies and Emergency Ordinances; do we need to address limits?	<b>CRC Majority Agreement:</b> Leave as is

Board of Selectmen Charge				
Charge No.	Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
7	706	BOS	Review of appointed Town boards	<b>In Favor of Change</b> <ul style="list-style-type: none"> <li>• Removed Commemoration Commission</li> <li>• Changed Commission on Aging to five (5) members and two (2) alternates</li> <li>• For Economic Development Commission added language after five (5) members “may include no more than two (2) of which may be non-electors Hebron based business owners”</li> </ul>
8.	<a href="#">See Board of Finance Recommendations</a>			
9	903	BOS	Bifurcation of Town and Local Board of Education Budget	<b>Not in Favor</b>
10	105 (A)	Board of Selectmen (BOS)	Hebron Board of Education is a creature of the state per state statute, not a town agency. Needs to be changed in our Charter to align with State Statute (25 CS 305/182 C 93/ <a href="#">Chapter 170</a> )	<b>Not in Favor</b>

Board of Selectmen Charge				
Charge No.	Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
11	902 (B)	BOS	Review date Hebron Board of Education is required to send budget to the Town; heard from several people that February 15 <sup>th</sup> is far too early to determine needs	<b>In Favor of Change</b> Changed language to add “preliminary” budget
12	208, 703 & 1211	BOS	Consider whether the sole authority to appoint new Board members resides with the Board of Selectmen. Sovereign Boards – RHAM, BOE, and BOF, may want authority to appoint their own members. This should be discussed.	<b>In Favor of Change</b> Made change that vacancies to be filled on the Hebron and RHAM BOEs shall be made by the BOS in consultation with the members of the Hebron and RHAM BOEs
13	<a href="#">Chapter 13, Section 313</a> (Currently found in Hebron Code; not Charter)	BOS	Scenic Road Ordinance – consider Ordinance Chapter 13, Section 313 (3) – 313 (10) and whether approval should ultimately be Special Town Meeting	<b>Not in Favor</b>

Board of Finance Recommendations			
Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
706 (B)	Board of Finance	Possible consideration of Water Pollution Control Authority change <a href="#">See Attachment A</a>	<b>Not in Favor</b>

## Hebron Citizen Recommendations

Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
302 (B)	Terry McManus	Consider increasing quorum to 200	<b>In Favor of Change</b> Made change to .005 (one-half of a percent) of registered voters
302 (A)	Terry McManus	Consider eliminating and put all bond issues to referendum	<b>Not in Favor</b>
305 (A)	Terry McManus	Consider adding procedure to include the ability of citizens to ask questions of the principal interested parties presenting topics for consideration.	<b>Not in Favor</b>
602	Denise Rodosevich	Consider new language underlined: G. Shall purchase, or cause to be purchased, subject to such rules and regulations as may be adopted by the Selectmen, all supplies, materials, equipment and other commodities required by any Town agency or department, including the local Board of Education to the extent said Board shall authorize; <u>giving priority to purchasing the most energy efficient equipment, and the most environmentally-sound supplies, materials, and commodities, and reducing waste.</u>	<b>Not in Favor</b>
602	Denise Rodosevich	(NEW) K. <u>Shall check the rates of electricity providers at least every two years and direct the purchase of electricity for the Town buildings and infrastructure from the supplier that uses the most renewable resources, unless the cost is significantly higher.</u>	<b>Not in Favor</b>
702	Denise Rodosevich	Consider adding underlined: Except as otherwise provided herein, all members of Town boards shall be electors of the Town and shall have such other qualifications as the Board of Selectmen may provide. Except as otherwise provided by vote of the Board of Selectmen, <u>and except for the Sustainability and Resiliency Committee</u> , no member of any Town board shall hold any other office in Town government. Members of Town boards shall serve without compensation, except	<b>Not in Favor</b>

## Hebron Citizen Recommendations

Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
		that just and ordinary expenses incurred by said members in the performance of their duties may be reimbursed, provided that such an appropriation has been authorized for that purpose.	
706	Denise Rodosevich	(NEW) K. Sustainability and Resiliency Commission consisting of sixteen members, each of whom shall serve shall serve four-year overlapping terms. The members shall include the Directors of Planning, Public Works, Finance, and Parks & Recreation or his or her designee; the Fire Chief or his or her designee; a representative from a town church or synagogue; a representative from the Green Committee, the Conservation Commission or the Wetlands Agent, the Commission on Aging, Board of Education, Housing Authority, local business, local medical professional; and three members from the community at-large.	<b>Not in Favor</b>
706	Denise Rodosevich	(Re-letter if K is added) L. Such other Town boards as may be established by ordinance, whose function, composition and terms of members shall be prescribed in the establishing ordinance.	<b>Not in Favor</b>
802	Denise Rodosevich	Consider adding: There shall be the following Town administrative officers: ... (NEW) B. <u>Director of Planning and Development who shall, among other things, develop and promote Town planning and development that reduce/limit greenhouse gas emissions and increase carbon sequestration, with consideration to land use patterns, forest and wetland preservation, and green building practices.</u>	<b>Not in Favor</b>
902 (C)	Terry McManus	Consider adding: all entities shall present an actual expenditure (not budgeted) ten-year history on major line items, the details of which to be worked out later. Such history to be published before the budget referendum.	<b>Not in Favor</b>

Hebron Citizen Recommendations			
Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
902 (C)	Denise Rodosevich	Consider adding underlined: C. (5) The Town Manager shall also include in his budget message with due regard to the Town of Hebron Plan of Conservation and Development, <u>green building practices, energy conservation, and waste reduction</u> ; a proposed capital improvement plan for the next five fiscal years following the next ensuing fiscal year, together with an estimate of the cost and the method of financing capital improvement plans.	Not in Favor
902 (F)	Denise Rodosevich	Consider adding underlined: F. Duties of the Board of Finance. The Board of Finance shall meet and prepare the revenue projections for the upcoming fiscal year revenue budget, including the Capital Improvement Plan Budget. <u>Should the Board of Finance reject an energy-efficient product or environmentally-sound purchase, it shall prepare a report and file it with the Town, setting forth the reason for such rejection, including, with regard to energy-efficient products, an analysis of electric bill savings generated over the life of such products that will be lost.</u> Budget appropriations shall be at the department or general purpose level. The Board of Finance shall prepare a budget that incorporates a recommended expenditure level for the General Government and Board of Education budgets. The Board of Selectmen and Board of Education shall make specific changes in their respective budgets as will bring them into conformity with the expenditure levels recommended by the Board of Finance. The Board of Finance shall hold a public hearing on their recommended budget not later than the third Tuesday in April. Within one week after the public hearing, the Board of Finance shall present a budget for vote by the Annual Budget Referendum.	Not in Favor

Hebron Citizen Recommendations			
Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
903	Terry McManus	Consider as part of bifurcation discussion total cost of education including upkeep and capital improvement of facilities	Not in Favor
906 (A)	Denise Rodosevich	Consider adding underlined: No purchase shall be made by any agency except through the Town Manager or his designee. All purchasing shall be conducted according to purchasing policies adopted by the Board of Selectmen; <u>which policies shall include those that advance green buildings, resilient design, transit/bike/pedestrian facilities, energy conservation, non-plastic options, and waste reduction.</u> This section shall not apply to the local Board of Education.	Not in Favor
910 (C)	Terry McManus	Insert after C: retirement of debt should be that: retired. Not transferred to other items.	Not in Favor
1104	Denise Rodosevich	<p>Review Code of Ethics with an eye towards whether it is enforceable, whether it is too subjective, and whether there are loopholes.</p> <p>Example, Section 1104 includes this provision: “No person governed by this code or a business with which he is associated or member of his immediate family shall enter into a contract with the Town unless it is awarded through a process of public notice and/or competitive bidding.” This is clear enough, but it begs the question of whether a situation has arisen or can arise where a Town official or officer is paid for work done for the Town that is not covered by a contract.</p> <p><a href="#">See Attachment A</a></p>	Not in Favor
1106	Denise Rodosevich	Review Code of Ethics with an eye towards whether it is enforceable, whether it is too subjective, and whether there are loopholes.	Not in Favor

Hebron Citizen Recommendations			
Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
		<p>Example: while Section 1106 sets forth restrictions on gifts, the standard set for prohibiting the acceptance of a gift is very subjective: "No person governed by this code or member of such individual's immediate family or business with which he is associated shall solicit or accept any gift that could reasonably be expected to influence or create an appearance of influencing the actions or judgment of such person."</p> <p><a href="#">See Attachment B</a></p>	
Not currently in Charter	Denise Rodosevich	<p>Consider provision setting forth violation of the Code of Ethics</p> <p><a href="#">See Attachment B</a></p>	<b>Not in Favor</b>
Not currently in Charter	Terry McManus	<p>Once a year, the three Boards that affect the revenues and expenditures of the town shall together, hold a town forum for general discussion purposes from citizens of the town</p>	<b>Not in Favor</b>

Charter Revision Commission Recommendations			
Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
105 (F)	Charter Revision Commission (CRC)	Council shall mean the Town Council	In Favor
105 (G)	CRC	Councilor shall mean a member of the Town Council (in place of masculine gender definition)	In Favor
105 (H)	CRC	Remove Singular definition	In Favor
105 (K)	CRC	(NEW) K. <b>Town and Hebron Board of Education Budget (Town &amp; HBOE Budget)</b> is the total Town Government Budget and the Hebron Board of Education Budget.	In Favor
203 (C)	CRC	Removed language on elected Town Clerk	In Favor
203 (D)(1)	CRC	(NEW underlined language) A Board of Assessment Appeals, consisting of three (3) members, each of whom shall serve four (4) year overlapping terms; <u>with up to three (3) appointed alternates who shall serve four (4) year overlapping terms.</u>	In Favor
208 (D)	CRC	(NEW) <u>If a vacancy on the Board of Selectmen is not filled within 90 days of the vacancy notice, the vacancy shall go to Special Election. The vacancy shall be filled with a candidate of the same political party as the person vacating the position.</u>	CRC Equally Divided
303 (A)	CRC	(NEW underlined language) The issuance of bonds and all other forms of financing <u>(Refer to Section 910 Borrowing)</u> , the terms of which are in excess of one (1) year;	In Favor
303 (B)	CRC	(NEW underlined language) Any supplemental appropriation which exceeds <u>two percent (.02)</u> of the current year's Town Budget limit set forth in Section 905 B, excluding any bonds or notes issued subject to 910 D;	In Favor

Charter Revision Commission Recommendations			
Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
303 (F)	CRC	(NEW underlined language) Any appropriation from the Capital and Non-Recurring Expense Fund, not included in the annual budget, which exceeds <u>one percent (.01)</u> of the current year's Town Government Budget, as defined in Section 105;	In Favor
303 (G)	CRC	(NEW underlined language) The acceptance of any federal, state or private grant which participation shall require the Town to contribute funds in excess of one half of one percent (.005) <u>two percent (.02)</u> of the current year's Town Government Budget, as defined in Section 105.	In Favor
502 (B)	CRC	(NEW underline language) Approve supplemental appropriations, <u>pursuant to Section 905 B;</u>	In Favor
502 (F)	CRC	(NEW underline language) Authorize borrowing, <u>pursuant to Section 910;</u>	In Favor
706 (E)	CRC	(NEW underlined language) <b>A <i>Commission on Aging</i></b> consisting of <u>five (5)</u> members and two (2) alternate members, each of whom shall serve four (4) year overlapping terms.	In Favor
706 (F)	CRC	(NEW underlined language) An <b><i>Economic Development Commission</i></b> consisting of five (5) members and two (2) alternate members, each of whom shall serve four (4) year overlapping terms. <u>May include no more than two (2) non-electors Hebron based business owners.</u>	In Favor
709	CRC	(NEW underlined language – first paragraph) Any member of an appointed Town Board may be removed by <u>Town Council</u> by an affirmative vote of <u>at least four (4)</u> members of the <u>Town Council</u> as provided herein:	In Favor

Charter Revision Commission Recommendations			
Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
710	CRC	(NEW underlined language) ....A record of the “excused” absence shall be so noted in the attendance section of the meeting minutes. <u>Prior to declaring a vacancy, a documented attempt will be made to reach out to the member being considered for removal....</u>	In Favor
801	CRC	(NEW underlined language – first paragraph) The Town Manager shall appoint, and may remove, subject to the confirmation of <u>an affirmative vote of four (4) members of the Town Council</u> , the administrative officers provided for in Section 802, and other officials and employees as provided for in Section 803. Said officers shall have powers and duties as are provided for by the General Statutes, except as otherwise provided by this Charter.	In Favor
803 (A)	CRC	(NEW underlined language) There shall be an appointed Assessor, and Revenue Collector <u>and a Connecticut Certified Town Clerk.</u>	In Favor
803 (C)	CRC	(NEW underlined language) The Town Manager, subject to the <u>affirmative vote of four (4) members of the Town Council</u> , may combine any of the positions provided for in Section 802 and 803, provided that in combining positions, an appointee is qualified to perform such assigned functions.	In Favor

Charter Revision Commission Recommendations			
Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
805	CRC	<p>(NEW underlined language)</p> <p>The Town Manager, subject to the approval of the Board of Selectmen <u>Town Council</u>, may appoint and remove the Town Attorney who shall be an attorney-at-law or a firm of attorneys-at-law admitted to practice in this State, who shall serve for a two (2) year term of office commencing on the second Tuesday following the Town election. <u>The Town Attorney should not have a personal or financial interest in the Town. The Town Attorney shall appear for and protect the rights of the Town in all actions, suits or proceedings brought by or against it or any officers, employees or agencies in all matters affecting the Town...</u></p>	In Favor
902 (A)	CRC	<p>(Removal of first paragraph; NEW underlined language)</p> <p>Prior to <u>December 15</u> the Board of Finance shall confer with the <u>Town Council</u> and the Hebron Board of Education to discuss the goals and objectives for the upcoming projected budget <u>and shall communicate .a target for the following fiscal year budget. This target shall be non-binding in terms of preparation of the following year's budget preparation.</u></p>	In Favor

Charter Revision Commission Recommendations			
Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
905 (B)	CRC	(NEW underlined language) <u>Duties of the Board of Finance.</u> Within thirty (30) days of receipt of a request for a supplemental appropriation the Board of Finance shall either approve or deny the request. The Board of Finance may hold a public hearing on the request. The Board of Finance shall be empowered to make supplemental appropriations up to and including an amount that cumulatively is equal to <u>two (.02)</u> of the current year's budget, excluding the amount appropriated to the Regional School district. All subsequent supplemental appropriations approved by the Board of Finance which exceed the cumulative <u>two</u> percent <u>(.02)</u> of the current year's budget, excluding the amount appropriated for the Regional School District, shall be submitted to a Special Town Meeting pursuant to the provisions of Section 304 B of this Charter.	In Favor
909	CRC	(NEW underlined language) or the purpose of meeting a public emergency threatening the lives, health or property of the Town, its businesses or citizens, the Town Manager or in <u>their</u> absence the <u>Chair of the Town Council</u> , shall be empowered to receive, coordinate, and facilitate a request for emergency appropriations. Said appropriations shall not exceed <u>two percent (.02)</u> of the current year's budget, excluding the amount appropriated for the Regional School District for any one occurrence and shall be acted upon by the Board of Selectmen <u>Town Council....</u>	In Favor
910 (B)	CRC	(NEW underlined language) The <u>Town Council</u> may, by resolution, recommend to the Board of Finance that the Town issue its bonds or notes ( <u>short term financing</u> ) for such specific purposes as the Selectmen <u>Town Council</u> shall deem to be in the best interests of the Town.	In Favor

Charter Revision Commission Recommendations			
Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
910 (C)	CRC	(NEW underlined language) The issuance of <u>general obligation</u> bonds and notes <u>issues</u> totaling up to but not exceeding ten (10) percent of the current year's tax levy for any single purpose in any one fiscal year may, after public hearing and approval of the Board of Finance, be authorized by vote of the Town Meeting pursuant to Chapter III. of this Charter.	In Favor
910 (D)	CRC	(NEW underlined language) Any resolution approved by the Board of Finance authorizing the issuance of <u>general obligation</u> bonds or notes <u>issues</u> equal to ten (10) percent or more of the current year's tax levy shall be submitted for approval or rejection to a referendum vote at a regular or special election. The resolution shall stand approved if so voted by a majority of those voting thereon, provided that at least ten (10) percent of those electors (as defined in C.G.S. § 9-1) qualified to vote thereon shall have voted on the issue.	In Favor
1211	CRC	(NEW Title) <u>Transition - Appointed Boards, Agencies, Commissions, and Committees and Town Clerk</u>	In Favor
1211	CRC	(NEW) <u>A. The Acting Town Clerk/Town Clerk, as of October 1, 2025, shall retain such position and transition into the position as a non-elected official as provided for by this Charter on the effective date of this Charter. The transitioned Town Clerk shall continue to perform the duties of such office and will be considered an employee of the Town consistent with time served on the effective date of this Charter. This provision shall make election results for the position of Town Clerk which may occur on November 4, 2025, null and void.</u>	In Favor

Charter Revision Commission Recommendations			
Charter Section	Brought Forward By	Items for Review	Disposition of Charter Review Commission
1211	CRC	(NEW) <u>B. Effective December 1, 2025, the Commission on Aging will consist of five (5) regular members and two (2) alternate members serving four (4) year overlapping terms. Of the two terms expiring in 2025, one will be appointed as a regular member and the other as an alternate member.</u>	In Favor

## Attachment A

*Email from Diane Del Rosso, Chair, Board of Finance*

Over the last couple years the Board of Finance (BOF) has had some general discussions around oversight of Hebron's Water Pollution Control Authority (WPCA). We recognize the authority of Hebron's Board of Selectmen (BOS) and that the BOS appoint members to the WPCA Board under Chapter VII of Hebron's Town Charter. The Rules of Procedure for this Board are generally defined in Section 708 and are to be filed with the office of the Town Clerk and with the BOS.

The WPCA is responsible for major infrastructure for Hebron and its residents including major expenditures in the Town's budget. All of Hebron's constituents are currently paying for the replacement of the pumping stations due to the normal life cycle of the system. The BOF is requesting that the BOS take a more proactive approach to the review of the activities of the WPCA including the following:

1. Review and update, if necessary, the WPCA Rules of Procedure to consider -
  - a. Update timing of budget preparation to be included in the Town of Hebron's budget preparation
  - b. Review and update procedures to set system pricing that should include an escrow amount (to be restricted in Hebron's accounts) to be set aside for future replacement, maintenance and repair.
  - c. Identify specific timing for the WPCA to present to the BOS annual review and approval of user's fees.
  - d. Ensure that WPCA reports to the BOS on a regular cycle that might be through Board meeting notes, Liaison reports or direct updates to the BOS from time to time.

## Attachment B

*Email from Denise Rodosevich*

### Code of Ethics

Chapter XI sets forth Hebron's Code of Ethics for our Town employees, officials, and officers. I encourage you to review it with an eye towards whether it is enforceable, whether it is too subjective, and whether there are loopholes.

For example, while Section 1106 sets forth restrictions on gifts, the standard set for prohibiting the acceptance of a gift is very subjective: "No person governed by this code or member of such individual's immediate family or business with which he is associated shall solicit or accept any gift that could reasonably be expected to influence or create an appearance of influencing the actions or judgment of such person."

As another example, Section 1104 includes this provision: "No person governed by this code or a business with which he is associated or member of his immediate family shall enter into a contract with the Town unless it is awarded through a process of public notice and/or competitive bidding." This is clear enough, but it begs the question of whether a situation has arisen or can arise where a Town official or officer is paid for work done for the Town that is not covered by a contract.

And, as a last example, where is there a provision setting forth the consequences for violation of the code?

The last I knew, the Office of State Ethics was able to provide a copy of a model municipal ethics code. That Office may be able to direct you to other municipal codes and make recommendations.

# **TOWN CHARTER**

## **TOWN OF HEBRON, CONNECTICUT**

**APPROVED NOVEMBER 8, 1988  
IMPLEMENTED NOVEMBER 21, 1989**

**CHARTER AMENDMENTS  
APPROVED NOVEMBER 5, 1996  
EFFECTIVE NOVEMBER 19, 1996**

**CHARTER AMENDMENTS  
APPROVED NOVEMBER 4, 2003  
EFFECTIVE NOVEMBER 18, 2003**

**CHARTER AMENDMENTS  
APPROVED NOVEMBER 3, 2009  
EFFECTIVE NOVEMBER 17, 2009**

**CHARTER AMENDMENTS  
APPROVED NOVEMBER 4, 2014  
EFFECTIVE NOVEMBER 18, 2014**

**CHARTER AMENDMENTS  
APPROVED NOVEMBER 5, 2019  
EFFECTIVE NOVEMBER 19, 2019**

**CHARTER AMENDMENTS  
APPROVED NOVEMBER 4, 2025  
EFFECTIVE NOVEMBER 18, 2025**

RECEIVED  
2025 APR 25 A 9:02  
HEBRON TOWN CLERK

# TOWN OF HEBRON, CONNECTICUT

## TOWN CHARTER

### INDEX

#### Chapter I. Incorporation and General Powers

Sec. 101	Incorporation	Page 1
Sec. 102	Rights and Obligations	Page 1
Sec. 103	General Grant of Power	Page 1
Sec. 104	Effect of the Charter	Page 2
Sec. 105	Definitions	Page 2

#### Chapter II. Elections

Sec. 201	General	Page 3
Sec. 202	Federal and State Officers	Page 3
Sec. 203	Town Officers - General Election	Page 3
Sec. 204	The Regional Board of Education	Page 4
Sec. 205	Eligibility	Page 4
Sec. 206	Minority Representation	Page 4
Sec. 207	Tie Resolution	Page 5
Sec. 208	Vacancies - Elective Office	Page 5
Sec. 209	Voting Districts	Page 5
Sec. 210	Board of Admission for Electors	Page 5

#### Chapter III. The Town Meeting

Sec. 301	General	Page 6
Sec. 302	Town Meeting Procedure	Page 6
Sec. 303	Special Town Meetings	Page 7
Sec. 304	Petitioned Town Meetings	Page 8
Sec. 305	Panel of Moderators	Page 8

#### Chapter IV. ~~Board of Selectmen~~ Town Council

Sec. 401	Number of <del>Selectmen</del> <u>Town Council Members</u>	Page 9
Sec. 402	General Powers and Duties	Page 9
Sec. 403	Procedure	Page 10
Sec. 404	Public Hearing on and Publication of Ordinances	Page 10
Sec. 405	Power of Overrule - Ordinances Adopted by the <del>Board of Selectmen</del> <u>Town Council</u>	Page 11
Sec. 406	Public Emergencies	Page 11
Sec. 407	Emergency Ordinances	Page 12
Sec. 408	Coordination	Page 12
Sec. 409	Oath of Officers	Page 12

## Chapter V. Board of Finance

Sec. 501	Number of Board of Finance Members	Page 13
Sec. 502	General Powers and Duties	Page 13
Sec. 503	Procedure	Page 13

## Chapter VI. The Town Manager

Sec. 601	General	Page 14
Sec. 602	Duties	Page 15

## Chapter VII. Appointed Officers, Boards, Commissions, Committees, Authorities and Agencies

Sec. 701	General	Page 17
Sec. 702	Eligibility	Page 17
Sec. 703	Vacancies	Page 17
Sec. 704	Minority Representation	Page 17
Sec. 705	Terms of Office	Page 17
Sec. 706	Appointed Town Boards	Page 17
Sec. 707	Alternates	Page 18
Sec. 708	Rules of Procedure	Page 19
Sec. 709	Removal for Cause	Page 19
Sec. 710	Resignation and Removal for Failure to Serve	Page 19

## Chapter VIII. Administrative Officers, Department Heads and Employees

Sec. 801	General	Page 20
Sec. 802	Administrative Officers	Page 20
Sec. 803	Other Appointed Officials and Employees	Page 20
Sec. 804	Police Service	Page 21
Sec. 805	Appointment of Town Attorney	Page 21

## Chapter IX. Finance, Budget and Taxation

Sec. 901	Fiscal Year	Page 22
Sec. 902	Duties on the Budget	Page 22
Sec. 903	The Annual Town Budget Referendum	Page 24
Sec. 904	Expenditures Before the Adoption of the Budget	Page 25
Sec. 905	Supplemental Appropriations	Page 25
Sec. 906	Expenditures and Accounting	Page 26
Sec. 907	Purchasing	Page 27
Sec. 908	Reserve Fund for Capital and Non-Recurring Expenditures	Page 27
Sec. 909	Emergency Appropriations	Page 27
Sec. 910	Borrowing	Page 27
Sec. 911	Annual Audit	Page 28
Sec. 912	Tax Bills	Page 28

## Chapter X. Town Employee Policies

Sec. 1001	General	Page 29
Sec. 1002	Job Description	Page 29
Sec. 1003	Personnel Policies and Procedures	Page 29
Sec. 1004	Salaries	Page 29
Sec. 1005	Retirement	Page 30
Sec. 1006	Surety Bonds for Certain Officials	Page 30

## Chapter XI. Code of Ethics

Sec. 1101	Persons Governed by this Code	Page 31
Sec. 1102	Purpose	Page 31
Sec. 1103	Definitions	Page 31
Sec. 1104	Conflicts of Interest	Page 32
Sec. 1105	Disclosure and Recusal	Page 32
Sec. 1106	Gifts	Page 33
Sec. 1107	Use of Town Assets	Page 33
Sec. 1108	Use of Confidential Information	Page 33

## Chapter XII. Miscellaneous Provisions

Sec. 1201	Transfer of Powers	Page 34
Sec. 1202	Present Employees to Retain Positions	Page 34
Sec. 1203	Transfer of Records and Property	Page 34
Sec. 1204	Continuation of Appropriations and Town Funds	Page 35
Sec. 1205	Legal Proceedings	Page 35
Sec. 1206	Existing Laws and Ordinances	Page 35
Sec. 1207	Review and Amendment of Charter	Page 35
Sec. 1208	Saving Clause	Page 35
Sec. 1209	Resignations	Page 36
Sec. 1210	Effective Date	Page 36
Sec. 1211	Transition - Appointed Boards, Agencies, Commissions, <del>and</del> Committees <u>and Town Clerk</u>	Page 36
Sec. 1212	Notification Procedure for Public Hearing, Town Meeting and Annual Budget Referendum	Page 36

## **Chapter I. INCORPORATION AND GENERAL POWERS**

### **Section 101. Incorporation**

All of the inhabitants dwelling within the territorial limits of the Town of Hebron, as heretofore constituted, shall continue to be a body politic and corporate under the name of "The Town of Hebron", hereinafter called "the Town", and as such shall have perpetual succession and may hold and exercise all powers and privileges heretofore exercised by said Town and not inconsistent with the provisions of this Charter, the additional powers and privileges herein conferred and all powers and privileges conferred upon Towns under the Constitution and General Statutes of the State of Connecticut.

### **Section 102. Rights and Obligations**

All property, both real and personal, all rights of action and rights of every description and all securities and liens in said Town as of the effective date of this Charter are continued. Nothing herein shall be construed to affect the rights of the Town to collect any assessment, charge, debt or lien. The Town shall continue to be liable for its debts and obligations. If any contract has been entered into by said Town prior to the effective date of this Charter, or any bond or undertaking has been given by or in favor of said Town, which contains provisions that the same may be enforced by any office or agency therein named which is hereby abolished or superseded by the creation herein of a new commission, board, agency or office to which are granted similar powers and jurisdiction, such contracts, bonds or undertakings shall continue in full force and effect. The powers conferred and the duties imposed with reference to the same upon any office or agency, shall, except as otherwise provided in this Charter, hereinafter be exercised and discharged by the chief executive officer of said Town.

### **Section 103. General Grant of Power**

In addition to all of the powers granted to Towns under the Constitution and General Statutes of the State of Connecticut, or which may hereafter be conferred, the Town shall have all powers specifically granted by this Charter and all of the powers fairly implied in or incidental to the powers expressly granted, all powers conferred by the **General Statutes C.G.S.**, as amended, and by special acts of the General Assembly, not inconsistent with this Charter, and all other powers incident to the management of the property, government and affairs of the Town, including the power to enter into contracts with the United States Government or any branch thereof, or any other body politic or corporate not expressly forbidden by the Constitution or General Statutes of the State of Connecticut. The enumeration of particular powers in this and any chapter of this Charter shall not be construed as limiting this general grant of power, but shall be considered as an addition thereto.

#### **Section 104.      Effect of the Charter**

This Charter shall be the organic law of the Town in the administration of local affairs. Special acts, ordinances, bylaws, rules, regulations and resolutions inconsistent with this Charter and superseded by it shall have no further force and effect after the effective date of this Charter. Other special acts affecting the Town and all ordinances, bylaws, rules, regulations and resolutions duly adopted and in force before the effective date of this Charter shall remain in full force and effect.

#### **Section 105.      Definitions**

Whenever used in the context of this Charter, the following words and phrases shall have the following meanings:

- A.    **Town Agency** shall mean all of the elected and appointed boards, agencies, commissions, authorities and committees of the Town, including the Town Council and the local Board of Education;
- B.    **Supplemental Appropriation** shall mean an appropriation that is in addition to the total amount of the budget at any given point in time. It is not a transfer within or between departments;
- C.    **Department** shall mean a unit of administration for budgetary purposes. There need not be a director of a department;
- D.    **Town Officer** means a member of a Town Agency as defined in "A." above, those officers and employees enumerated in Section 802, and all elected officials;
- E.    **Connecticut General Statutes** (C.G.S.) or **General Statutes** shall mean the Connecticut General Statutes, Revision of 1958 as the same may be revised amended from time to time;
- F.    ~~**Selectmen Council** (plural)~~ shall mean the Board of Selectmen Town Council;
- G.    **Councilor** shall mean a member of the Town Council;
- G.    ~~**Masculine gender** shall include the feminine and the feminine shall include the masculine;~~
- H. ~~**Singular** shall include the plural and the plural shall include the singular unless the context otherwise requires;~~
- H.I. **Day** shall mean a calendar day unless otherwise specified in the Town Charter.

I.J. **Town Government Budget** is the total town budget less Hebron Board of Education budget and the Regional School District #8 ("RHAM") Levy.

K. **Town and Hebron Board of Education Budget (Town & HBOE Budget) is the total Town Government Budget and the Hebron Board of Education Budget.**

## Chapter II. ELECTIONS

### Section 201. General

Nomination and election of federal and state officials and of such Town Officers and Town Agencies as are provided for in this Charter, shall be conducted, and the Registrars of Voters shall prepare lists of electors qualified to vote therein, in the manner prescribed by law.

### Section 202. Federal and State Officers

Nominations and elections of federal and state officers, Registrars of Voters and Justices of the Peace shall be conducted as prescribed in the ~~Connecticut General Statutes~~ C.G.S.

- A. At the regular state election held on November 8, 1992 and every four (4) years thereafter, there shall be elected two (2) Registrars of Voters, whose terms of office shall commence on the Wednesday after the first Monday in January following their election.
- B. Justices of the Peace shall be selected in the manner prescribed for in the ~~General Statutes~~ C.G.S. and by Town Ordinance.

### Section 203. Town Officers - General Election

- A. There shall be elected a ~~Board of Selectmen~~ Town Council consisting of five (5) members each of whom shall serve four (4) year overlapping terms. .
- B. There shall be elected a Board of Finance, consisting of five (5) members, each of whom shall serve four (4) year overlapping terms.
- C. ~~There shall be elected a Town Clerk, whose term of office shall be four (4) years and shall commence on the Wednesday after the first Monday in January following the Town election.~~
- D. There shall be elected members to the following Town Agencies for the terms specified herein. Except as otherwise provided in this Charter, such Town Agencies shall have powers and duties as are provided in the ~~Connecticut General Statutes~~

C.G.S. Electors may vote for, and each political party may nominate, as many candidates as there are available seats to be filled on the following Town Agencies, specifically including the Board of Assessment Appeals and the Board of Education provided, however, that the election requirements of C.G.S. § 9-204b shall apply to the Board of Education:

1. A Board of Assessment Appeals, consisting of three (3) members, each of whom shall serve four (4) year overlapping terms; with up to three (3) appointed alternates who shall serve four (4) year overlapping terms.
  2. A Planning and Zoning Commission consisting of five (5) members and two (2) alternates, each of whom shall serve four (4) year overlapping terms;
  3. A Zoning Board of Appeals consisting of five (5) members and three (3) alternates, each of whom shall serve four (4) year overlapping terms;
  4. A Board of Education, hereinafter referred to as the "Local Board", consisting of seven (7) members, each of whom shall serve four (4) year overlapping terms;
- E. All terms of office, except as otherwise provided in this Charter, shall commence on the second Tuesday following the Town election. Elected Town officers shall hold office until their successors have been chosen and qualified.
- F. Elected officials, other than members of the Board of Selectmen Town Council, shall receive such compensation as may be approved in the annual budget. Reimbursement of expenses incurred by elected officials in performing official duties shall be authorized by the Board of Finance and subject to any appropriation in the annual budget. All fees collected by elected officials shall be remitted to the general fund.

#### **Section 204.        The Regional Board of Education**

Members of the Regional Board of Education shall be elected concurrent with municipal elections. Said members shall serve four (4) year overlapping terms, commencing December 1<sup>st</sup> of the year in which elected. The Town shall elect members of the Regional District #8 Board of Education in the manner provided for by C.G.S. § 10-46 (a) and (c). as amended from time to time.

#### **Section 205.        Eligibility**

No person shall be eligible for election to any Town office who is not, at the time of his election, an elector of said Town. Any person ceasing to be an elector of said Town shall

thereupon cease to hold elective office in the Town. The resulting vacancy shall be filled pursuant to Section 208.

**Section 206. Minority Representation**

- A. Except as otherwise provided, minority representation on all Town Agencies, as defined in Section 105 of this Charter, shall be determined in accordance with the provisions of C.G.S. § 9-167a.
- B. Minority representation on the local Board of Education shall be determined by C.G.S. § 9-204b.
- C. Minority representation on the Regional Board of Education shall be determined pursuant to C.G.S. § 10-46 (c).

**Section 207. Tie Resolution**

When any municipal election conducted pursuant to the provisions of this Charter results in a tie, with the consent of the tied candidates, the tie may be broken by the single toss of a coin by a third party agreeable to tied candidates. Otherwise, when any regular or special municipal election, primary election or referendum conducted pursuant to the provisions of this Charter results in a tie, an adjourned election shall be conducted in accordance with the provisions of C.G.S. § 9-332 to determine who shall be elected, or in the case of a question at referendum whether it shall be accepted or rejected. The provisions of this section shall not apply to questions at referendum under which the provisions of this Charter or the ~~General Statutes~~ C.G.S. require a minimum number of electors voting in favor of such questions for approval.

**Section 208. Vacancies - Elective Office**

- A. Any vacancy arising in any elective office or Town Agency shall be filled in accordance with this Section 208 following the date of notice to the Town Clerk and acceptance of any resignation or the determination by the ~~Board of Selectmen~~ Town Council of such vacancy. Any such appointment shall be made by vote of the ~~Board of Selectmen~~ Town Council and shall be for the unexpired portion of the term.
- B. In filling vacancies the ~~Board of Selectmen~~ Town Council shall solicit nominations for such vacancies from the political parties as well as from the general public. No appointment shall be made before thirty five (35) days after notification from the ~~Board of Selectmen~~ Town Council. The ~~Board of Selectmen~~ Town Council in filling vacancies shall have the final authority in deciding whom to appoint to fill any vacancy.

C. Vacancies to be filled on the Hebron and RHAM Boards of Education shall be made by the Town Council in consultation with the Hebron Board of Education and Hebron members of the RHAM Board of Education.

D. If a vacancy on the Town Council is not filled within 90 days of the vacancy notice, the vacancy shall go to Special Election. The vacancy shall be filled with a candidate of the same political party as the person vacating the position.

#### **Section 209. Voting Districts**

There shall continue to be one (1) voting district as existed on the effective date of this Charter. The ~~Board of Selectmen~~ Town Council shall have the authority to create additional voting districts as the needs of the Town may require, subject to the approval of the Town Meeting.

#### **Section 210. Board of Admission for Electors**

The Town Clerk, or any assistants, and the Registrars of Voter, or any deputies, shall constitute the Board of Admission for Electors in accordance with applicable ~~General Statutes C.G.S.~~

### **Chapter III. THE TOWN MEETING**

#### **Section 301. General**

The Town Meeting shall have authority for final approval of those actions of the Town as hereinafter enumerated, and when considering such actions said meeting shall be deemed to be the legislative body of the Town. The Town Meeting shall also have legislative authority for all other matters not specifically enumerated hereinafter or enumerated in Section 402. All persons deemed to be eligible to vote in Town Meetings as prescribed in the ~~General Statutes C.G.S.~~ shall be eligible to vote in Town Meetings called pursuant to this Charter. Said voters shall be eligible to vote in special referenda called pursuant to this Charter. No Town Meeting shall be called except pursuant to Section 303 and 304 of this Charter.

#### **Section 302. Town Meeting Procedure**

A. All Town Meetings shall be called pursuant to C.G.S. § 7-3 by resolution of the ~~Board of Selectmen~~ Town Council, fixing the time and place of said meeting, notice of which shall be given at least five (5) days in advance by publication in a newspaper having a general circulation in the Town, and by posting a notice in a public place. All Town Meetings shall be called to order by the moderator selected to moderate said Town Meeting and all business shall be conducted pursuant to Section 305 of this Charter. The Town Clerk shall serve as clerk of all Town Meetings, but in the absence of the Town Clerk, the moderator shall appoint a clerk

of the meeting. Any Town Meeting may be recessed from time to time as the interests of the Town may require, and the moderator may entertain a motion to recess such meeting.

- B. All actions taken at Town Meetings shall be by a majority vote of those present and qualified to vote providing that a quorum is present equal to ~~at least twenty-five (25)~~ at least one half of one percent (.005) of the electors of the Town as determined from the latest official list of the Registrars of Voters. Immediately upon calling the meeting to order, the moderator shall ascertain if a quorum is in attendance. If a quorum is present the meeting shall proceed. If a quorum is not present, the moderator shall recess the meeting to the same day of the next following week.

If a quorum is present at the recessed meeting, the meeting shall proceed. If a quorum is not present at the subsequent Town Meeting, all matters on the call of the Town Meeting shall revert to the ~~Board of Selectmen~~ Town Council who shall have final authority over such matters.

A Town Meeting vote on any matter on the call of the Town Meeting shall be by paper ballot if more than twenty percent (20%) of present and qualified voters vote to require that the matter on the call be decided by a paper ballot vote.

### **Section 303. Special Town Meetings**

Special Town Meetings shall be called by the ~~Board of Selectmen~~ Town Council and shall follow Section 302 of this Charter for consideration of the following:

- A. The issuance of bonds and all other forms of financing (Refer to Section 910 Borrowing), the terms of which are in excess of one (1) year;
- B. Any supplemental appropriation which exceeds two percent (.02) ~~one percent (.01)~~ of the current year's Town and Hebron Board of Education Budget limit set forth in Section 905 B, ~~excluding any bonds or notes issued subject to 910 D~~;
- C. With the exception of the acquisition of open space contained within a plan of subdivision approved by the Planning and Zoning Commission in accordance with Chapter 126 of the General Statutes C.G.S., the acquisition or disposition of the fee title to real estate by the Town;
- D. The creation, consolidation, modification or abolition of any permanent Town Agency or department not otherwise provided for in this Charter, provided however, any newly created Town Agency or department shall come under the provisions contained in this Charter;

- E. Leases and lease options to which the Town, including the local Board of Education, is a party which involve a term or obligation in excess of one (1) year, excluding leases of personal property;
- F. Any appropriation from the ~~C~~capital and ~~N~~non-~~R~~ecurring ~~E~~expense ~~F~~und, not included in the annual budget, which exceeds one percent (.01) ~~one half of one percent (.005)~~ of the current year's Town Government Budget, as defined in Section 105;
- G. The acceptance of any federal, state or private grant which participation shall require the Town to contribute funds in excess of ~~one half of one percent (.005)~~ two percent (.02) of the current year's Town Government Budget, as defined in Section 105.
- H. The discontinuance of Town roads;
- I. The establishment of or changes to the geographical boundaries of Voting Districts;
- J. Such other matters or proposals as the Selectmen Town Council, in their discretion, shall deem of sufficient importance to be submitted to a Special Town Meeting, including recommendations by the Selectmen Town Council for the adoption, modification or repeal of any ordinance.

#### **Section 304. Petitioned Town Meetings**

- A. Two (2) percent of the electors of the Town, as determined by the latest official registry lists of the Registrars of Voters may, at any time, petition over their signature for a Special Town Meeting concerning such matters provided for in Section 303 C (except for a petition to purchase property), Section 303 D and Section 303 H of this Charter. Any such proposal may be examined by the Town Attorney before being submitted to a Special Town Meeting. The Town Attorney shall be authorized to correct the proposal for repetitions, illegalities and unconstitutional provisions, but may not materially change its meaning or intent.
- B. The Town Clerk shall, within seven (7) days of the receipt of the petition, report to the Selectmen Town Council whether the petition yields sufficient valid signatures. If sufficient valid signatures are not found, the Clerk shall so notify the Selectmen Town Council who shall declare the petition invalid. If sufficient signatures are found, the Selectmen Town Council shall call a Special Town Meeting within thirty (30) days of such certification. The same procedures and requirements shall govern Petitioned Town Meetings as govern Special Town Meetings.

#### **Section 305. Panel of Moderators**

- A. There shall be a panel of Town Moderators, consisting of not more than four (4) members, no more than two (2) of whom shall be members of the same political party. The Panel of Moderators shall be appointed by the ~~Board of Selectmen~~ Town Council for a two (2) year term beginning on the first day of December of each Town election year. Each moderator shall be an elector of the Town and shall have a working knowledge of Robert's Rules of Order as well as Chapter III of the Hebron Town Charter. Following their appointment, the Moderators shall meet to draft a common set of procedures to be used at all Town Meetings, using Robert's Rules of Order as a guideline. Periodically, the Panel of Moderators may meet to discuss, and as necessary, revise, add or delete provisions to the common set of procedures.
- B. Not less than five (5) days prior to any Town Meeting, the ~~Board of Selectmen~~ Town Council shall appoint one of the members of the Panel of Moderators to preside as moderator of the forthcoming Town Meeting and one to serve as an alternate moderator. The ~~Selectmen~~ Town Council shall exercise reasonable care in the selection of the moderators to avoid any conflict of interest. Prior to the Town Meeting the moderators may meet with the person or persons designated by the Town Manager to discuss procedures and conduct of the upcoming meeting. The ~~Board of Selectmen~~ Town Council shall appoint members of the Panel of Moderators on a rotational basis so that each shall act as moderator as nearly equal a number of times as possible. In the event that no Town Moderator is available the ~~Board of Selectmen~~ Town Council may appoint a qualified elector to serve as Special Moderator at a particular meeting.

#### Chapter IV. ~~BOARD OF SELECTMEN~~ TOWN COUNCIL

##### Section 401. Number of ~~Selectmen~~ Town Council Members

There shall be a ~~Board of Selectmen~~ Town Council consisting of five (5) members. The members shall serve without compensation except for the reimbursement of authorized expenses incurred in the performance of official duties. No more than three (3) members of ~~such Board~~ the Council shall be members of the same political party.

##### Section 402. General Powers and Duties

The ~~Board of Selectmen~~ Town Council shall have the powers and duties which, at the effective date of this Charter, were conferred by the Constitution and General Statutes of the State on Boards of Selectmen and shall have such additional powers as shall enable them:

- A. To enact and amend ordinances not inconsistent with this Charter or the ~~General Statutes~~ C.G.S. and to repeal ordinances or amendments adopted under this section;

- B. To recommend to the Town Meeting the creation, consolidation, modification or abolition of Town Agencies and departments of the Town, provided that any such Town Agency or department created, consolidated, modified or abolished shall be bound by the provisions of this Charter;
- C. In adopting ordinances, to incorporate any nationally recognized code, rules or regulations or any portion thereof, by reference thereto in such ordinance; provided upon adoption of any such ordinance wherein such code, rules or regulations or portions thereof have been incorporated by reference, such code, rules or regulations shall be duly filed in the office of the Town Clerk for inspection and copying by the public at reasonable hours in lieu of publication in any newspaper;
- D. By resolution to regulate the internal procedure of agencies;
- E. To fix the charges, if any, to be made for services rendered by the Town;
- F. To prepare and have published the Annual Town Report;
- G. To accept roads on behalf of the Town, provided that any road so accepted (1) complies with planning and zoning regulations, (2) is certified by the Town Engineer as having been constructed in accordance with Town standards and (3) that proper deeds, which have been approved by the Town Attorney, are in the hands of the Board of Selectmen Town Council. Once acceptance is given, the Town Clerk shall be provided with a copy of the resolution accepting any road(s) and the deed(s) for inclusion with the land records of the Town;
- H. To make such appointments to local and regional agencies as are provided by law subject to the limitations of this Charter and any ordinances of the Town;
- I. To acquire or dispose of any interest in real estate by the Town less than a fee title;
- J. To lease personal property; and
- K. To authorize, apply for, accept and appropriate the proceeds from federal, state and other grants in aid or bequests for any Town purpose. All grant applications must be approved by the Town Council. ~~Board of Selectmen prior to submission.~~

#### **Section 403. Procedure**

At its first meeting, following each biennial Town Election, At a Special Meeting to be held immediately following the swearing in of newly elected officials (second Tuesday after the election) the Board of Selectmen Town Council shall fix a time and place of its

regular meetings and provide a method for the calling of special meetings. At this meeting, the ~~Board of Selectmen-Town Council~~ shall choose one of its members to be the Chair~~man~~. Also at this meeting, a Vice-Chair~~man~~ shall be chosen who shall act in the absence or temporary disability of the Chair~~man~~. Nothing shall prohibit the Chair~~man~~ or Vice-Chair~~man~~ from being a full voting and participating member of the ~~Board of Selectmen-Town Council~~. The ~~Board of Selectmen-Town Council~~ shall, by resolution, determine its own rules of procedure, except that each ~~Selectman-Councilor~~ shall be able to make a motion or offer a proposal which shall be considered by the ~~Board of Selectmen Council~~ without the necessity of a seconding motion. All meetings of the ~~Board of Selectmen-Town Council~~ for the transaction of business shall be open to the public, except that the ~~Board of Selectmen-Town Council~~ may stand in executive session whenever otherwise permitted or required by law. The votes of each member shall be recorded at the session at which they occur and reported in the minutes of such meeting. The majority of the entire ~~Board of Selectmen-Town Council~~ shall constitute a quorum, and no ordinance, resolution, or action except a vote to adjourn or fix the time and place of the next meeting shall be adopted by less than a majority of the entire ~~Board of Selectmen Town Council~~.

#### **Section 404. Public Hearing on and Publication of Ordinances**

At least one public hearing, notice of which shall be given at least five (5) days in advance by publication in a newspaper having a general circulation in the Town, and by posting a notice in a public place, shall be held by the ~~Board of Selectmen-Town Council~~ before any ordinance shall be voted upon.

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

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

#### **Section 405. Power of Override - Ordinances Adopted by the Board of Selectmen Town Council**

All actions of the ~~Board of Selectmen-Town Council~~ on ordinances, except emergency ordinances, shall be subject to override at a special referendum in the following manner:

- A. A petition must be filed with the Town Clerk within twenty (20) days after final action by the ~~Board of Selectmen Town Council~~. Two (2) percent of the electors of the Town, as determined by the latest official registry lists of the Registrars of Voters, may file with the Town Clerk a petition, signed in ink or indelible pencil,

requesting that such ordinance be submitted to the voters of the Town for special referendum.

- B. The Town Clerk shall, within seven (7) days of receipt of said petition, certify to the Selectmen Town Council as to whether the petition yielded sufficient valid signatures. If sufficient valid signatures are not found, the Clerk shall so inform the Selectmen Town Council who shall declare the petition invalid and the ordinance shall take effect on the following Monday. If sufficient valid signatures are found, the effective date of the ordinance shall be set aside and the Selectmen Town Council shall call a special referendum to be held within thirty (30) days of the certification of the petition.
- C. The ordinance shall stand approved unless a majority of those voting shall have voted in favor of overruling such ordinance, providing however that at least ten (10) percent of the voters of the Town shall have voted on the matter. Any ordinance not so overruled shall take effect on the day following the referendum.

#### **Section 406. Public Emergencies**

Whenever a public emergency exists or threatens to arise involving or threatening the lives, health, or property of the inhabitants of the Town or property of the Town, the Town Manager or their ~~his~~ designee with the consent of the Chairman of the ~~Board of Selectmen Town Council~~ may declare a public emergency and shall have the power to mobilize, organize, and direct the forces of the Town and to call upon the forces of the Federal Government, the State of Connecticut and other political subdivisions. The Town Manager, or in ~~his~~ their absence, the Chairman of the ~~Board of Selectmen Town Council~~ may summon, marshal, deputize or otherwise employ other persons to do whatever may be deemed necessary for the purpose of meeting the emergency. Spending to meet said public emergency shall be pursuant to Section 909 of this Charter. Emergency ordinances shall be enacted pursuant to Section 407 of this Charter.

#### **Section 407. Emergency Ordinances**

An ordinance adopted by the ~~Board of Selectmen Town Council~~ as a public emergency measure and stating the facts constituting such public emergency shall become effective immediately and shall be published in a newspaper having a general circulation in the Town and by posting a notice in a public place as soon as possible thereafter. No public hearing or notice of public hearing shall be required for any public emergency ordinance.

Every such emergency ordinance, unless repealed at an earlier time, including any amendment thereto, shall automatically stand repealed at the termination of the sixty first (61) day following passage of said ordinance, except that if the emergency continues the

~~Board of Selectmen Town Council~~ may continue said ordinance for an additional period not to exceed sixty (60) days.

**Section 408.        Coordination**

The ~~Board of Selectmen Town Council~~ shall coordinate through the Town Manager the activities and operations of the Town government and from time to time may convene joint meetings of Town agencies for such purposes, and from time to time may require such reports or information to be submitted by the agencies as the ~~Board of Selectmen Town Council~~ may deem necessary for such purposes.

**Section 409.        Oath of Officers**

The ~~Selectmen Town Council~~ shall forthwith, after the election or appointment of any Town officers of whom an oath is required by law, cause them to be sworn to a faithful discharge of their respective duties by the Town Clerk. Notice of election or appointment shall be in written form indicating if the oath is needed, as well as the time and the location of the next regularly scheduled meeting of the appropriate group.

## Chapter V. BOARD OF FINANCE

### Section 501. Number of Board of Finance Members

There shall be a Board of Finance consisting of five (5) members. The members shall serve without compensation except for the reimbursement of authorized expenses incurred in the performance of official duties. No more than three (3) members of such Board shall be members of the same political party.

### Section 502. General Powers and Duties

The Board of Finance shall under the authority conferred by the Constitution and General Statutes of the State on Connecticut, Hebron Town Ordinances ~~and shall~~ have the following powers and duties as more specifically set forth in this Charter:

- A. Oversee the financial activity of the Town;
- B. Approve supplemental appropriations, pursuant to Section 905 B;
- C. Approve interdepartmental and intradepartmental transfers;
- D. Annually set revenue projections and ~~prepare~~ budgets for the General Government and the Board of Education;
- E. Set the mill rate;
- F. Authorize borrowing, pursuant to Section 910;
- G. Call for public hearings as necessary.

### Section 503. Procedure

~~At its first meeting, following each biennial Town Election, Annually~~ the Board of Finance shall fix a time and place of its regular meetings and provide a method for the calling of special meetings. At ~~this its first~~ meeting following each biennial Town Election, the Board of Finance shall choose one of its members to be the Chair~~man~~. Also at this meeting, a Vice-~~Chairman~~ shall be chosen who shall act in the absence or temporary disability of the Chair~~man~~. Nothing shall prohibit the Chair~~man~~ or Vice Chair~~man~~ from being a full voting and participating member of the Board of Finance. All meetings of the Board of Finance for the transaction of business shall be open to the public. The majority of the entire Board of Finance shall constitute a quorum, and no action except a vote to adjourn or fix the time and place of the next meeting shall be adopted by less than a majority of the entire Board of Finance.

## Chapter VI. THE TOWN MANAGER

### Section 601. General

- A. The Town Manager shall be appointed by the ~~Board of Selectmen~~ Town Council after having been chosen exclusively on the basis of technical and administrative qualifications, character, education, training and experience. ~~The Town Manager~~ He shall be the Chief Executive and Chief Administrative Officer of the Town.

The appointment of the Town Manager shall require at least four (4) affirmative votes and it shall require at least four (4) affirmative votes to remove the Town Manager from office. The Town Manager shall not be required to reside in Town during ~~his~~ the term of employment.

The Town Manager shall be responsible to the ~~Board of Selectmen~~ Town Council for the administration of all departments and agencies of the Town government except the local Board of Education and Town agencies whose head or whose members are elected by popular vote. ~~He~~ The Town Manager shall have the power to supervise, direct and control the operation of all departments and agencies under ~~his~~ their jurisdiction. The Town Manager may designate one of the Administrative Officers to act on ~~his~~ their behalf during any period of temporary absence or unavailability. The Town Manager shall have the right to attend all public meetings of the ~~Board of Selectmen~~ Town Council with full right to participate in all discussions but without the right to vote.

- B. The Town Manager may be removed by an affirmative vote of at least four (4) members of the ~~Board of Selectmen~~ Town Council, as herein provided. At least thirty (30) days before the proposed removal of the Town Manager, the ~~Board of Selectmen~~ Town Council shall adopt a resolution which shall state its intention to remove the Town Manager from office and the reasons for the removal. A copy of the resolution shall be served on the Town Manager within twenty four (24) hours of the passage of the resolution. Upon the passage of the resolution to remove the Town Manager from office, the ~~Board of Selectmen~~ Town Council may suspend the Town Manager from duty, provided the salary of the Town Manager shall continue until ~~his~~ removal from office. The Town Manager may, within ten (10) days, request a public hearing in which event the Town Manager shall not be removed until the public hearing has been held. At the public hearing, the Town Manager may be represented by legal counsel. At the conclusion of the public hearing, the ~~Board of Selectmen~~ Town Council shall take final action on the removal of the Town Manager. Any action by the ~~Board of Selectmen~~ Town Council in removing the Town Manager shall be final. Upon suspension, removal or resignation of the Town Manager, the ~~Board of Selectmen~~ Town Council may appoint an Interim Town Manager, who shall serve at the pleasure of the ~~Board of Selectmen~~ Town Council for a period not to exceed ninety (90) days. In the event a

permanent Town Manager has not been appointed within the ninety (90) day period, the ~~Board of Selectmen Town Council~~ is empowered to extend appointment of the Interim Town Manager for increments of thirty (30) days or until a permanent Town Manager has been appointed. The Interim Town Manager shall have only those powers granted by the ~~Board of Selectmen Town Council~~.

## **Section 602.        Duties**

Except as otherwise provided by this Charter, the Town Manager shall have all the powers, duties and responsibilities conferred by law. In addition, ~~he the Town Manager~~ shall have all of the powers necessary or incidental to the discharge of ~~his~~ their duties as set forth in this Charter.

The Town Manager:

- A. Shall be responsible to the ~~Board of Selectmen Town Council~~ for the administration of all Town matters;
- B. Shall be responsible for coordinating the administration of the departments, offices and agencies of the Town including all town employees as provided in Chapter VIII ADMINISTRATIVE OFFICERS, DEPARTMENT HEADS AND EMPLOYEES of this Charter;
- C. Shall be responsible for carrying out the ordinances, resolutions, policies, and other actions of the ~~Board of Selectmen Town Council~~ and of the Town Meeting;
- D. Shall be responsible for making a continuous review of the current and future needs of the Town, and in connection therewith, may require reports and information to be submitted by any agency of the Town;
- E. Shall periodically review all insurance coverage carried by the Town, including the local Board of Education, and shall recommend to the ~~Board of Selectmen Town Council~~ adjustments and improvements in such coverage;
- F. Shall keep the ~~Board of Selectmen Town Council~~ informed of state and federal grant programs for which the Town may be eligible and shall assist the ~~Board Town Council~~ in applying for and implementing same;
- G. Shall purchase, or cause to be purchased, subject to such rules and regulations as may be adopted by the ~~Selectmen Town Council~~, all supplies, materials, equipment and other commodities required by any Town Agency or Department; including the local Board of Education to the extent said board shall authorize;

- H. May recommend to the ~~Board of Selectmen~~ Town Council such measures as deemed necessary or expedient, and shall keep the ~~Board of Selectmen~~ Town Council fully advised as to the financial condition of the Town;
- I. Shall exercise such other powers and duties as may be authorized by ordinance and resolution of the ~~Board of Selectmen~~ Town Council, not inconsistent with this Charter;
- J. May, in lieu of any appointment to any office under their jurisdiction and subject to the approval of the ~~Board of Selectmen~~ Town Council, enter into contracts for the performance of services, or perform duties of any office under their jurisdiction.

## **Chapter VII. APPOINTED OFFICERS, BOARDS, COMMISSIONS, COMMITTEES, AUTHORITIES AND AGENCIES**

### **Section 701. General**

The members of boards, commissions, committees, authorities and agencies specified in this chapter, hereinafter referred to as "Town Boards", shall be appointed by the ~~Board of Selectmen Town Council~~. Said Town Boards shall have such powers and duties as are prescribed for such by the ~~General Statutes, C.G.S.~~, except as otherwise specifically provided by this Charter.

### **Section 702. Eligibility**

Except as otherwise provided herein, all members of Town Boards shall be electors of the Town and shall have such other qualifications as the ~~Board of Selectmen Town Council~~ may provide. Except as otherwise provided by vote of the ~~Board of Selectmen Town Council~~, no member of any Town Board shall hold any other office in Town government. Members of Town Boards shall serve without compensation, except that just and ordinary expenses incurred by said members in the performance of their duties may be reimbursed, provided that such an appropriation has been authorized for that purpose.

### **Section 703. Vacancies**

Any vacancy on any Town Board, irrespective of cause, shall be filled as soon as practical after the acceptance of any resignation or the determination of said vacancy by vote of the Board of Selectmen Town Council, ~~by vote of the Selectmen~~ for the unexpired portion of said term. In filling vacancies, the ~~Selectmen Town Council~~ shall notify the political parties of any vacancy in writing. The ~~Board of Selectmen Town Council~~ shall have the final authority for filling vacancies.

### **Section 704. Minority Representation**

Membership on Town Boards shall be in conformance with the minority representation requirements of C.G.S. § 9-167a.

### **Section 705. Terms of Office**

The terms of all Town Board members shall commence on the first Monday in December, except as otherwise provided in this Charter.

### **Section 706. Appointed Town Boards**

There shall be the following appointed Town Boards:

- A. A **Conservation Commission and Inland Wetlands Agency** consisting of five (5) members and two (2) alternate members, each of whom shall serve four (4) year overlapping terms.
- B. A **Water Pollution Control Authority** consisting of five (5) members, each of whom shall serve four (4) year overlapping terms.
- C. A **Housing Authority** consisting of five (5) members, each of whom shall serve four (4) year overlapping terms.
- D. A **Parks and Recreation Commission** consisting of seven (7) members and two (2) alternate members, each of whom shall serve four (4) year overlapping terms.
- E. A **Commission on Aging** consisting of ~~seven (7)~~ five (5) members and two (2) alternate members, each of whom shall serve four (4) year overlapping terms.
- F. An **Economic Development Commission** consisting of five (5) members and two (2) alternate members, each of whom shall serve four (4) year overlapping terms.  
May include no more than two (2) non-electors Hebron based business owners.
- ~~G. A **Commemoration Commission** consisting of not less than three (3) with a maximum of thirteen (13) members, each of whom shall serve four (4) year overlapping terms.~~
- ~~H. G~~ An **Historic Properties Commission** consisting of five (5) regular members and three (3) alternate members, each of whom shall serve four (4) year overlapping terms.
- I. ~~H~~ A **Douglas Library Board of Trustees** consisting of nine (9) regular members each of whom shall serve four (4) year overlapping terms.
- ~~J. I.~~ **Veteran's Advisory Board** constituted as set forth in the Code of Ordinances of the Town of Hebron.
- ~~K. J.~~ Such other Town Boards as may be established by ordinance, whose function, composition and terms of members shall be prescribed in the establishing ordinance.

#### **Section 707.        Alternates**

The ~~Board of Selectmen- Town Council~~ may provide for the appointment of alternates to the appointed boards delineated in Section 706 when deemed necessary, in accordance with Hebron Code Chapter 14, Article VIII, referring to the Section on 14-15 Alternate Members.

## **Section 708. Rules of Procedure**

Each appointed Town Board shall, by resolution, determine its own rules of procedure, provided that all regular and special meetings shall be held in accordance with the applicable provisions of the ~~General Statutes C.G.S.~~ Such rules of procedure shall be filed with the Office of the Town Clerk and with the ~~Board of Selectmen Town Council~~. Amendments to rules of procedures may be made at any meeting, providing that such amendments are properly on the call of the meeting.

## **Section 709. Removal for Cause**

Any member of an appointed Town Board may be removed by the ~~Board of Selectmen Town Council~~ by an affirmative vote of ~~four (4) three (3)~~ members of the ~~Board of Selectmen Town Council~~ as provided herein:

- A. The ~~Board of Selectmen Town Council~~ shall adopt a resolution to remove such member. The ~~Board of Selectmen Town Council~~ shall forthwith serve said member with a written statement, by certified mail, to the last address of record, stating why the person should be removed from office.
- B. The member to be removed shall be given, within fifteen (15) days of such written notice, an opportunity for a hearing before the ~~Board of Selectmen Town Council~~, at which hearing said member may appear with counsel. Any member requesting a hearing shall not be removed until such hearing has been held.
- C. The final decision with respect to such removal shall be made not later than fifteen (15) days following the close of said hearing. The decision of the ~~Board of Selectmen Town Council~~ in removing a member shall be final.

## **Section 710. Resignation and Removal for Failure to Serve**

Any member of an appointed Town Board who, without good cause and timely notification to the Chair~~man~~, Vice Chair~~man~~ or Town Staff of the agency of the reasons for nonattendance, either fails to attend at least two-thirds of the regularly scheduled meetings of such agency during any twelve (12) consecutive months or fails to attend three (3) consecutive regularly scheduled meetings of the agency shall be deemed to have resigned ~~his- their~~ office. A record of the "excused" absence shall be so noted in the attendance section of the meeting minutes. Prior to declaring a vacancy, a documented attempt will be made to contact the member being considered for removal. It shall be the duty of the Chair~~man~~ of the agency (or, in ~~his-their~~ absence or disability or where the Chair~~man~~'s attendance is the concern, the Vice Chair~~man~~) to inform the ~~Board of Selectmen Town Council~~ of the vacancy; provided, however, that the failure to inform the ~~Board of Selectmen Town Council~~ of the vacancy as required by this Section 710 shall not affect such Town Board member's deemed resignation. Any such vacancy shall be filled pursuant to Section 703 of this Charter.

## Chapter VIII. ADMINISTRATIVE OFFICERS, DEPARTMENT HEADS AND EMPLOYEES

### Section 801. General

The Town Manager shall appoint, and may remove, subject to the confirmation vote of four (4) of the ~~Board of Selectmen Town Council~~, the administrative officers provided for in Section 802, and other officials and employees as provided for in Section 803. Said officers shall have powers and duties as are provided for such by the ~~General Statutes, C.G.S.~~, except as otherwise provided by this Charter.

All officers shall receive such compensation as determined by the ~~Board of Selectmen Town Council~~, subject to inclusion in the annual budget. Unless otherwise provided by the ~~Selectmen Town Council~~, officers, department heads and employees need not be residents of the Town.

### Section 802. Administrative Officers

There shall be the following Town Administrative Officers:

- A. Director of Administrative Services
- B. Director of Planning and Development
- C. Director of Public Works
- D. Finance Director who shall have the following powers and duties together with such powers and duties as the Town Manager and the ~~Board of Selectmen Town Council~~ shall confer. The Finance Director shall be the Town Treasurer and the agent of all Town funds and, except as otherwise provided by this Charter, shall have all the powers and duties prescribed for Town Treasurers by the ~~General Statutes, C.G.S.~~

### Section 803. Other Appointed Officials and Employees

- A. There shall be an appointed Assessor, ~~and~~ Revenue Collector and a Connecticut Certified Town Clerk.
- B. The Town Manager, subject to the approval of the ~~Board of Selectmen Town Council~~, may appoint and remove such officials and employees as the needs of the Town require and as mandated by ~~State Statutes C.G.S.~~ to include regional partnerships and services, subject to budgetary appropriations.

C. The Town Manager, subject to the confirmation of a vote of four (4) of the ~~Board of Selectmen Town Council~~, may combine any of the positions provided for in Section 802 and 803, provided that in combining positions, an appointee is qualified to perform such assigned functions.

#### **Section 804. Police Service**

The Town Manager may utilize the services of the resident state trooper program supplemented with local police officers or constables or organize a local police department by ordinance.

#### **Section 805. Appointment of Town Attorney**

The Town Manager, subject to the approval of the ~~Board of Selectmen Town Council~~, may appoint and remove the Town Attorney who shall be an attorney-at-law or a firm of attorneys-at-law admitted to practice in this State, who shall serve for a two (2) year term of office commencing on the second Tuesday following the Town election. The Town Attorney should not have a personal or financial interest in the Town. ~~He~~The Town Attorney shall appear for and protect the rights of the Town in all actions, suits or proceedings brought by or against it or any officers, employees or agencies in all matters affecting the Town. ~~He~~The Town Attorney shall, upon written request of the Town Manager or ~~Board of Selectmen Town Council~~, provide a written opinion to any official of the Town on any question of law involving their respective powers and duties. ~~He~~The Town Attorney shall, upon request of the Town Manager or the ~~Board of Selectmen Town Council~~, prepare or approve forms or contracts or other instruments to which the Town is a party. ~~He~~The Town Attorney shall have the power, with the approval of the ~~Board of Selectmen Town Council~~, to compromise and settle all claims by or against the Town. Upon request of the ~~Selectmen Town Council~~ he the Town Attorney shall attend Town Meetings. Nothing in this section shall prevent the ~~Selectmen Town Council~~ from retaining Special Counsel when the needs of the Town so require. In actions brought against the Town which fall within the coverage of a liability insurance policy, the insurer will appoint counsel.

## Chapter IX. FINANCE, BUDGET AND TAXATION

### Section 901. Fiscal Year

The fiscal year of the Town shall begin on July 1 and end on June 30 of the following calendar year.

### Section 902. Duties on the Budget

- A. ~~Prior to October 1 the Board of Finance will communicate to the Town Manager and the Superintendent of Hebron Public Schools in writing, a target for the following fiscal year budget. This target shall be non-binding in terms of preparation of the following year's budget preparation.~~

Prior to ~~December 15~~ November 1 the Board of Finance shall confer with the ~~Board of Selectmen~~ Town Council and the Hebron Board of Education to discuss the goals and objectives for the upcoming projected budget and shall communicate a target for the following fiscal year budget. This target shall be non-binding in terms of preparation of the following year's budget preparation.

- B. Agency and Department Heads. At least one-hundred fifty (150) days before the end of the fiscal year, the head of each department, office or agency of the Town, supported wholly or in part by Town funds, except the Regional Board of Education and the Local Board of Education, shall file with the Town Manager a detailed estimate of expenditures to be made by that department, office or agency and the revenues, other than property taxes, to be collected thereby in the ensuing fiscal year. Such estimates shall be accompanied by a statement setting forth the services, activities and work accomplished during the current year and planned for accomplishment for the ensuing fiscal year. The preliminary Local Board of Education budget must be submitted to the Town Manager by February 15.
- C. Duties of the Town Manager. The Town Manager, with the assistance of the Finance Director, shall review the budget estimates with the heads of all Town supported departments, offices and agencies. Upon completion of the review and not later than one-hundred twenty days (120) days prior to the end of the fiscal year, the Town Manager shall present to the ~~Board of Selectmen~~ Town Council and the Board of Finance a proposed budget. In preparing the proposed budget, the Town Manager may add to, delete from or eliminate requests made by the various departments, offices and agencies, except that the Town Manager ~~he~~ may only comment and make recommendations on the budget requests of elected officials and the local Board of Education. The Town Manager shall include in the budget the estimated budget request of the Regional School District No. 8.

The proposed budget shall include:

1. A budget message describing the important features of the proposed Town budget indicating major changes from the current fiscal year, expenditures and revenues, together with the reasons for such changes and containing a summary of the budget contents.
  2. Revenues, presenting in parallel columns, the itemized revenues collected in the last completed fiscal year, the current year adopted budget, estimated revenues to be collected during the current fiscal year and estimated revenues to be collected in the ensuing fiscal year.
  3. Expenditures, presenting in parallel columns, the actual expenditures for each department, office or Town Agency supported wholly or in part by Town funds, including the local Board of Education and Regional School District No. 8., for the last completed fiscal year, the original current budget allocations, the estimated expenditures to be incurred during the current fiscal year, the request of each agency, office and department and recommendations of the amounts to be appropriated for the ensuing fiscal year by department. Additional budget detail shall be in a form approved by the ~~Board of Selectmen~~ Town Council. Nothing shall prohibit the inclusion of additional information in the budget document as may be deemed necessary.
  4. A budget recommendation for those capital projects to be undertaken during the ensuing fiscal year and the method of financing those projects.
  5. The Town Manager shall also include in ~~his~~ the budget message with due regard to the Town of Hebron Plan of Conservation and Development, a proposed capital improvement plan for the next five (5) fiscal years following the next ensuing fiscal year, together with an estimate of the cost and the method of financing capital improvement plans.
  6. At the time the Town Manager presents ~~his~~ the budget to the ~~Board of Selectmen~~ Town Council and Board of Finance, a budget summary with absolute dollar amount, percent change, and budget details shall be made available to the taxpayers along with the budget review meeting schedule for the ~~Board of Selectmen~~ Town Council/Board of Finance budget meetings. The summary budget information shall also be provided in a legal notice in a newspaper with general circulation.
- D. There shall be one or more Budget Review Meetings in March which shall be joint meetings of the ~~Board of Selectmen~~ Town Council and the Board of Finance. A quorum of at least one of the two Boards is required to conduct business.

- E. Duties of the ~~Board of Selectmen Town Council~~. The ~~Board of Selectmen Town Council~~ shall consider the budget estimates as submitted by the Town Manager and shall make such further revisions as the ~~Board Town Council~~ deems desirable, except that the ~~Board Town Council~~ may only make recommendations in the budgets prepared by other elected officers, elected Town agencies and the local Board of Education. Budget appropriations shall be at the department or general purpose level. The ~~Board of Selectmen Town Council~~ shall include in the budget the latest estimated budget of Regional School District No. 8. The ~~Board of Selectmen Town Council~~ shall submit its budget recommendations to the Board of Finance no later than ninety (90) days before the end of the fiscal year.
- F. Duties of the Board of Finance. The Board of Finance shall meet and prepare the revenue projections for the upcoming fiscal year revenue budget including the Capital Improvement Plan Budget. Budget appropriations shall be at the department or general purpose level. The Board of Finance shall prepare a budget that incorporates a recommended expenditure level for the General Government and Board of Education budgets. The ~~Board of Selectmen Town Council~~ and Board of Education shall make specific changes in their respective budgets as will bring them into conformity with the expenditure levels recommended by the Board of Finance. The Board of Finance shall hold a public hearing on their recommended budget not later than the third Tuesday in April. Within one week after the public hearing, the Board of Finance shall present a budget for vote by the Annual Budget Referendum.

### **Section 903.        The Annual Town Budget Referendum**

- A. The Town Budget and Capital Improvement Plan Budget shall be acted upon by a machine vote of all those persons qualified to vote, such machine vote to be conducted on the first Tuesday after the first Monday in May.
- B. If the budget is rejected by machine vote, the Board of Finance shall review the rejected budget, as the same may be revised, and present the same or revised budget to a subsequent machine vote to be held three (3) weeks later. It is the intent that rejected budgets, as they may be revised, will be brought back every three (3) weeks for machine vote until the budget is passed.
- C. The Board of Finance shall set the mill rate by June 15<sup>th</sup>. In the event that the budget is not adopted by June 15<sup>th</sup>, the Board of Finance shall set an interim mill rate as required to make necessary expenditures within the limits of appropriations specified in budgetary line items for the previous fiscal year and as necessary to fund any levy imposed upon the Town by the Regional School District. Once the budget is adopted and a mill rate set, any adjustments from the interim mill rate will be made in accordance with the direction of the Board of Finance.

**Section 904.            Expenditures Before the Adoption of the Budget**

In the event that a budget has not been adopted by July 1 in any year, the Board of Finance may authorize expenditures and provide for the raising of necessary revenues pursuant to the provisions of C.G.S. § 7-405.

**Section 905.            Supplemental Appropriations**

- A.    Duties of the ~~Town Council Board of Selectmen~~. In the event that a department or Town Agency shall require a supplemental appropriation, such requests shall be made in writing to the Town Manager. The Town Manager shall forward, with any comments or recommendations ~~that he might have~~, said request to the ~~Board of Selectmen Town Council~~. The ~~Selectmen Town Council~~ shall examine the request and shall, except for requests from the local Board of Education, have the power to approve or deny the request. If the ~~Board of Selectmen Town Council shall approve~~ the request, it shall submit said request to the Board of Finance with its recommendations. Any request from the local Board of Education shall be forwarded forthwith to the Board of Finance, except that the ~~Board of Selectmen Town Council~~ may comment on the request.
- B.    Duties of the Board of Finance. Within thirty (30) days of receipt of a request for a supplemental appropriation, the Board of Finance shall either approve or deny the request. The Board of Finance may hold a public hearing on the request. The Board of Finance shall be empowered to make supplemental appropriations up to and including an amount that cumulatively is equal to ~~one two~~ percent ~~(.01) (.02)~~ of the current year's budget, excluding the amount appropriated to the Regional School district. All subsequent supplemental appropriations approved by the Board of Finance which exceed the cumulative ~~one two~~ percent ~~(.01) (.02)~~ of the current year's budget, excluding the amount appropriated for the Regional School District, shall be submitted to a Special Town Meeting pursuant to the provisions of Section 304 B of this Charter.
- C.    Source of Funding. Funding for supplemental appropriations may be provided from the following sources:
1. Any applicable uncommitted fund balance, not otherwise protected by Ordinance.
  2. Borrowing, provided that an amount so borrowed shall be repaid from the budget of the next ensuing fiscal year.
  3. Proceeds of federal or state grants, gifts, bequests and the like.

## Section 906. Expenditures and Accounting

- A. No purchase shall be made by any agency except through the Town Manager or their his-designee. All purchasing shall be conducted according to purchasing policies adopted by the ~~Board of Selectmen~~ Town Council. This section shall not apply to the local Board of Education.
- B. No voucher, claim or charge against the Town shall be paid until the same has been approved for correctness and validity by the department head or the person involved in said purchase and approved by the Finance Director or their his designee. Checks for payment of approved claims shall be signed by the Finance Director and countersigned by the Town Manager. In the absence or inability to act of either the Finance Director or the Town Manager, the Chairman of the ~~Board of Selectmen~~ Town Council shall act for the Finance Director or the Town Manager, but not both.

### C. **Intradepartmental Transfer of Funds**

1. When an agency, excluding the local Board of Education, shall desire to transfer funds within its appropriation from the funds set apart for one purpose to another, such agency shall file a request with the Town Manager. The Town Manager shall examine the matter and shall have the power to approve requests up to and including a cumulative amount of \$2,000 for any one department, office or agency in any fiscal year.

2. Any amounts over the \$2,000 limit shall be reviewed by the Town Manager and forwarded to the ~~Board of Selectmen~~ Town Council, who shall have the power to approve or deny such requests.

AND

All requests which exceed the cumulative limit of \$10,000 shall be reviewed by the Town Manager who shall forward such requests to the Board of Finance who shall have the power to approve or deny such requests.

3. All transfers shall be reported in writing to the Board of Finance and the ~~Board of Selectmen~~ Town Council on a monthly basis.

### D. **Interdepartmental Transfer of Funds**

The Town Manager through the ~~Board of Selectmen~~ Town Council may request, after April 1, that the Board of Finance transfer any unencumbered appropriation, balance or portion thereof, from one department, office or agency to another. The ~~Board of Selectmen~~ Town Council shall provide to the Board of Finance a statement certifying that the balance to be transferred is available for transfer from

the department, office or agency from which such transfer is being made. Interdepartmental transfers shall be guided by Generally Accepted Accounting Principles (GAAP). This section shall not affect the local Board of Education which shall have the power to make its own transfers provided that such transfers are reported to the Board of Finance when so made.

#### **E. Illegal Payments**

Every payment made in violation of this Charter shall be deemed illegal and every official authorizing or making any such payment or taking part therein and every person knowingly receiving such payment or any part thereof, shall be jointly and severally liable to the Town for the full amount so paid or received. Any officer or employee who knowingly violates the provisions of this Charter shall be subject to disciplinary action up to and including termination.

#### **Section 907. Purchasing**

The ~~Board of Selectmen Town Council~~, in consultation with the Board of Finance, shall be empowered to establish purchasing procedures to be followed by all Town departments, boards, agencies, except the local Board of Education.

#### **Section 908. Reserve Fund for Capital and Non-Recurring Expenditures**

There shall continue to be a reserve Fund for Capital and Non-Recurring Expenditures as the same existed on the effective date of this Charter.

#### **Section 909. Emergency Appropriations**

For the purpose of meeting a public emergency threatening the lives, health or property of the Town, its businesses or citizens, the Town Manager or in ~~his~~~~their~~ absence the ~~Chairman~~ of the ~~Board of Selectmen Town Council~~, shall be empowered to receive, coordinate, and facilitate a request for emergency appropriations. Said appropriations shall not exceed ~~one percent (.01%)~~ two percent (.02) of the current year's budget, excluding the amount appropriated for the Regional School District for any one occurrence and shall be acted upon by the ~~Board of Selectmen Town Council~~. In the absence of sufficient general fund resources to meet such appropriations, additional means of financing may be provided in such manner as is consistent with the provisions of the ~~General Statutes C.G.S.~~, as may be determined by the ~~Board of Selectmen Town Council~~ in consultation with the Board of Finance.

**Section 910.        Borrowing**

- A. The Town shall have the power to incur indebtedness by issuing its notes or bonds as provided by the ~~General Statutes C.G.S.~~ and subject to the provisions of this Charter.
- B. The ~~Board of Selectmen Town Council~~ may, by resolution, recommend to the Board of Finance that the Town issue its bonds or notes (short term financing) for such specific purposes as the ~~Selectmen Town Council~~ shall deem to be in the best interests of the Town.
- C. The issuance of general obligation bonds and notes ~~issues~~ totaling up to but not exceeding ten (10) percent of the current year's tax levy for any single purpose in any one fiscal year may, after public hearing and approval of the Board of Finance, be authorized by vote of the Town Meeting pursuant to Chapter III. of this Charter.
- D. Any resolution approved by the Board of Finance authorizing the issuance of general obligation bonds or notes ~~issues~~ equal to ten (10) percent or more of the current year's tax levy shall be submitted for approval or rejection to a referendum vote at a regular or special election. The resolution shall stand approved if so voted by a majority of those voting thereon, provided that at least ten (10) percent of those electors (as defined in C.G.S. § 9-1) qualified to vote thereon shall have voted on the issue.

**Section 911.        Annual Audit**

The Board of Finance shall annually designate an independent certified public accountant or firm of independent certified accountants to audit the books and accounts of the Town including the Hebron Board of Education in accordance with C.G.S. § 7-391 through Section 7-397 inclusive.

**Section 912.        Tax Bills**

The Revenue Collector shall cause to be mailed to each taxpayer a tax bill and shall collect such taxes in accordance with the provisions of the ~~General Statutes C.G.S.~~, except that such taxes, together with interest, penalties and lien fees thereon, shall be deposited within four (4) business days of collection. Taxes shall be due and payable in such installments as shall be fixed by ordinance. The Revenue Collector shall prepare and submit such reports to the Town Manager, Finance Director or ~~Board of Selectmen Town Council~~ as may be prescribed.

## Chapter X. TOWN EMPLOYEE POLICIES

### Section 1001. General

The Town Manager shall prepare Personnel Policies and Procedures for personnel administration which ~~he~~ the Town Manager shall review annually. Such Personnel Policies and Procedures shall be subject to review and approval by the ~~Board of Selectmen~~ Town Council at least once every four (4) years or more frequently as necessary. Said Personnel Policies and Procedures shall cover all employees of the Town, but shall not affect the following: elected officials and persons appointed to fill vacancies in elective offices; members of boards and commissions; employees of the Board of Education; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation; and those under contract.

### Section 1002. Job Description

The Town Manager, subject to the approval of the ~~Board of Selectmen~~ Town Council, shall prepare a statement of the duties and responsibilities of each position covered by the Personnel Policies and Procedures and of the minimum qualifications for appointment to such position.

### Section 1003. Personnel Policies and Procedures

The Personnel Policies and Procedures shall provide, for the method of holding competitive examinations, probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absences, removals and such other rules as may be necessary to provide adequate and systematic procedures for the administration of the personnel affairs of the Town. Such rules and any amendments thereto shall become effective upon being approved by resolution of the ~~Board of Selectmen~~ Town Council and filed with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all Town employees.

### Section 1004. Salaries

The Town Manager shall submit annually a proposed pay schedule for those employees covered under Section 1001 of this Charter for approval by the ~~Board of Selectmen~~ Town Council. Said pay schedule shall be reviewed annually and amendments may be adopted by the ~~Board of Selectmen~~ Town Council from time to time upon recommendation of the Town Manager. For purpose of C.G.S. § 7-467 *et seq.*, ~~as amended~~, the Town Manager shall have sole authority to recognize the exclusive bargaining agent for any unit of Town employees and shall act as the bargaining agent for the Town. Such contracts shall become effective upon approval by the ~~Board of Selectmen~~ Town Council.

**Section 1005.      Retirement**

The Town shall provide a system of retirement benefits for regular full-time employees. The Town may operate its own retirement plan, may enter into a contract with any financial institution authorized to do business in this state, may elect to participate in the Connecticut Municipal Employees Retirement Plan, may elect to participate in the old age and survivor insurance system under the Federal Social Security Act or may choose any combination thereof.

**Section 1006.      Surety Bonds for Certain Officials**

All officers and employees as may be required to do so by the ~~Board of Selectmen~~ Town Council shall, before assuming their respective official duties, execute to the Town, in the form prescribed by the ~~Board of Selectmen~~ Town Council and approved by the Town Attorney, and filed with the Town Clerk, a surety company bond in a penal sum to be fixed by the ~~Board of Selectmen~~ Town Council, conditioned upon the honest and faithful performance of such duties. Nothing herein shall be construed to prevent the ~~Board of Selectmen~~ Town Council, if it deems it to be in the best interests of the Town, from prescribing a name schedule bond, a schedule position bond or blanket bond, or from prescribing which departments, officers, town agencies, ~~boards or commissions~~ shall be covered by a specific type of the aforementioned bonds. Premiums for such bonds shall be paid by the Town.

## Chapter XI. CODE OF ETHICS

### Section 1101. Persons Governed by this Code

This code shall apply to all Town officials, officers and employees, whether elected and/or appointed, including members of ~~boards, commissions, and committees~~ Town Agencies, full time or part time, paid or unpaid and shall hereinafter be referred to collectively as "persons governed by this code."

### Section 1102. Purpose

Public office is a public trust. The trust of the public is essential for government to function effectively. Policy developed by government officials and employees affects every citizen of the town, and it must be based upon honest and fair deliberations and decisions. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity, fairness and transparency of their government.

Persons governed by this code shall strive to conduct themselves in a professional, courteous, honest manner and otherwise according to the highest moral and personal standards of integrity, such that their behavior reflects favorably upon themselves and the Town of Hebron, including but not limited to conduct or communication in any public forum or media.

### Section 1103. Definitions

As used in this Chapter, the following listed words and phrases shall have these specific meanings:

- A. ***Conflict of Interest:*** A conflict between one's obligation to the public good and one's self-interest.
- B. ***Financial Interest:*** Any monetary benefit accruing to persons governed by this code that is not equally available to the general public.
- C. ***Gift:*** Anything having value whether in the form of service, loan, tangible property, promise or any other form. However a gift shall not include political contributions made in accordance with campaign financing regulations; nor tokens of appreciation, recognition or other incidental gratuities not exceeding \$100 per year.

- D. **Immediate Family:** Includes spouse/domestic partner, siblings, child(ren), parents, of persons governed by this code or the spouse/domestic partner and any individual residing in the same household.
- E. **Independent Contractor:** Any general contractor, subcontractor, consultant, person, firm, corporation, vendor or organization currently providing or formerly providing, goods or services to the Town of Hebron in exchange for compensation.
- F. **Personal Interest:** Any non-monetary benefit, special consideration, treatment or advantage accruing to persons governed by this code which is not equally available to the general public.

#### **Section 1104. Conflicts of Interest**

No person governed by this code shall use ~~his~~ their position or office for the financial or personal interest of ~~him~~ themselves, a business with which ~~they are~~ he is associated, an individual with which ~~he is~~ they are associated or a member of ~~their~~ his immediate family.

No person governed by this code shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, that is incompatible with the proper discharge of ~~his~~ their official responsibilities in the public interest or that would tend to impair ~~his~~ their independent judgment or action in the performance of ~~their~~ his official responsibilities.

No person governed by this code or a business with which ~~he is~~ they are associated or member of ~~his~~ their immediate family shall enter into a contract with the Town unless it is awarded through a process of public notice and/or competitive bidding.

No person governed by this code or independent contractor shall knowingly counsel, authorize or otherwise sanction action that violates any provision of this code.

#### **Section 1105. Disclosure and Recusal**

A person governed by this code shall refrain from participating on behalf of the Town of Hebron in any matter pending before any agency of the town if ~~he~~ they, a business with which ~~he is~~ they are associated, an individual with whom ~~he is~~ they are associated or a member of ~~his~~ their immediate family has a financial or personal interest in that matter and such interest is not shared by a substantial segment of the town's population.

If such participation is within the scope of said person's official responsibility, ~~he~~ they shall be required to provide written disclosure, that sets forth the nature and extent of such interest to the Town Clerk, and this disclosure shall be included in the official record of all proceedings on this matter.

Notwithstanding the prohibition outlined above, a person governed by this code may vote or otherwise participate in a matter that involves a determination of general policy if said person's interest in the matter is shared with a substantial segment of the population of the Town.

No person governed by this code shall appear on behalf of private interests before any agency of the Town, nor shall ~~he~~ they represent private interests in any action, proceeding or litigation against the town.

Nothing contained in this code shall prohibit or restrict a person governed by this code from appearing before any agency of the Town on ~~his~~ their own behalf, or from being a party in any action, proceeding or litigation brought by or against such person to which the Town is also a party.

For a period of one (1) year after termination of service to the Town, no former employee or Town official who participated in the negotiation or award of a town contract valued in excess of \$25,000 shall accept employment with, appear on behalf of, or represent any private interest concerning matters related to this same contract.

#### **Section 1106.      Gifts**

No person governed by this code or member of such individual's immediate family or business with which ~~he-is~~ they are associated shall solicit or accept any gift that could reasonably be expected to influence or create an appearance of influencing the actions or judgment of such person.

If a prohibited gift is offered to a person governed by this code, ~~he~~ they shall refuse it, return it, pay the donor the market value of the gift or donate it to a nonprofit organization provided ~~he-does~~ they do not take the corresponding tax write-off. Alternatively, such prohibited gift may be considered a gift to the Town provided it remains in the Town's possession.

#### **Section 1107.      Use of Town Assets**

No person governed by this code or independent contractor shall request or permit the use of town funds or services, Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit, except when such assets and services are available to the public generally or are provided as Town policy for the use of persons governed by this code in the conduct of official business.

#### **Section 1108.      Use of Confidential Information**

No person governed by this code, former employee or independent contractor shall disclose confidential information concerning Town affairs, nor shall such persons

governed by this code use this information for the personal or financial interests of themselves or others.

## **Chapter XII. MISCELLANEOUS PROVISIONS**

### **Section 1201. Transfer of Powers**

The powers which are conferred and the duties which are imposed upon any ~~commission, board, town~~ agency, department or office under the ~~General Statutes C.G.S.~~ or any ordinance or regulation in force at the time this Charter shall take effect, if such ~~commission, board, town~~ agency, department or office is abolished by this Charter or superseded by the creation herein of a new ~~commission, board, town~~ agency, or office to which are granted similar powers and jurisdiction, shall be thereafter exercised and discharged by the ~~commission, board, town~~ agency, department or office upon which are imposed corresponding or like functions, powers and duties under the provisions of this Charter. All ~~commissions, boards, town~~ agencies, departments or offices abolished by this Charter, whether elective or appointive, shall continue in the performance of their duties until provisions have been made for the discontinuance of such ~~commissions, boards, town~~ agencies, departments or offices and the performance of their duties by other ~~commissions, boards, town~~ agencies, departments or offices created under this Charter.

### **Section 1202. Present Employees to Retain Positions**

All employees of the Town on the effective date of this Charter whose positions are not abolished by the provisions of this Charter, shall retain such positions pending action by the ~~Board of Selectmen- Town Council~~ or the appropriate officer charged by this Charter with powers of appointment and removal. Any provisions of law in force at the time that this Charter shall take effect, and not inconsistent with the provisions of this Charter, in relation to personnel, appointments, ranks, grades, tenure of office, promotions, removals, pension and retirement rights, civil rights or any other rights or privileges of employees of the Town or any office, department or agency thereof, shall continue to be in effect, until or unless amended or repealed in accordance with the provisions of this Charter.

### **Section 1203. Transfer of Records and Property**

All records, property and equipment whatsoever of any ~~commission, board, authority town agency~~, department or office part thereof, all powers and duties which are assigned to any other ~~commission, board, town agency~~, department or office by this Charter, shall be transferred and delivered intact forthwith to the ~~commission, board, town~~ agency, department or office to which such powers and duties are so assigned. If part of the powers and duties of any ~~commission, board, authority, town agency~~, department or office are by this Charter assigned to another ~~commission, board, authority, town agency~~, department or office, all records, property and equipment relating exclusively thereto shall

be transferred and delivered intact forthwith to the ~~commission, board, authority, town agency~~, department or office to which such powers and duties are assigned.

**Section 1204. Continuation of Appropriations and Town Funds**

All appropriations approved and in force, and all funds, including special or reserve funds in the name of the Town, at the time of the adoption of this Charter, shall remain in full force and effect unless and until the same shall be amended, transferred or abolished by the ~~Board of Selectmen~~ Town Council under the provision of this Charter.

**Section 1205. Legal Proceedings**

No action or proceedings, civil or criminal, pending on the effective date of this Charter brought by or against the Town or any ~~commission, board, authority, town agency~~, department or office thereof, shall be affected or abated by the adoption of this Charter or by anything herein contained; but all such actions or proceedings may be continued notwithstanding that functions, powers and duties of any ~~commission, board, authority, town agency~~, department or office which shall have been a party thereto may, by or under this Charter, be assigned or transferred to another ~~commission, board, authority, town agency~~, department or the officer to which such functions, powers and duties have been assigned or transferred by or under this Charter.

**Section 1206. Existing Laws and Ordinances**

As of the effective date of this Charter, all general laws and special acts applying to the Town, all ordinances and bylaws of the Town, and all rules and regulations of commissions, boards, authorities, departments and agencies of the Town shall continue in force, except insofar as they are inconsistent with the provisions of this Charter or are repealed.

**Section 1207. Review and Amendment of Charter**

The ~~Board of Selectmen~~ Town Council shall review the several provisions of this Charter from time to time as it deems such review to be in the best interest of the Town, but at least once every five (5) years, said review to be filed with the Town Clerk, who shall publish notice of receipt of said report. Amendments to this Charter shall be in accordance with C.G.S. Chapter 99, ~~as the same may be from time to time amended.~~

**Section 1208. Saving Clause**

If any section or part of any section of this Charter shall be held invalid by a court of competent jurisdiction such holding shall not affect the remainder of this Charter nor the context in which said section or part thereof held invalid may appear, except to the extent that an entire section or part of a section may be inseparably connected in meaning and effect with the section or part of the section to which such ruling shall directly apply.

**Section 1209.      Resignations**

Any elected or appointed member of any ~~board, town~~ agency, ~~commission~~ or similar body, who wishes to resign from office, shall do so in writing to the Town Clerk with a copy forwarded to the Chair~~man~~ of the ~~Board of Selectmen Town Council~~ and the Chair~~man~~ of said agency or similar body. Said resignation shall become effective upon acceptance by a vote of the ~~Board of Selectmen Town Council~~. ~~Resignation by the Town Clerk shall be filed with the Chairman of the Board of Selectmen.~~ Vacancies shall be filled in accordance with Sections 208 and 703.

**Section 1210.      Effective Date**

This Charter shall become effective upon the approval of a majority of the electors voting at a regular election on November ~~5, 2019~~ 4, 2025 in accordance with the provisions of C.G.S. § 7-191, ~~as amended~~, provided, however, no provision of this Charter shall be implemented until November ~~19, 2019~~ 18, 2025.

**Section 1211.      Transition - Appointed Boards, Agencies, Commissions, ~~and~~ Committees and Town Clerk**

Except as otherwise provided in this Charter, appointed officials serving a specific term on the effective date of this Charter shall continue to serve until the expiration of the term, unless the office or position is abolished. As terms expire or are vacated, the ~~Selectmen Town Council~~ may, as necessary make appointments for a short term in order to achieve the regular rotation of appointments so as to provide that members of appointed boards serve four (4) year overlapping terms.

A. The Acting Town Clerk/Town Clerk, as of October 1, 2025, shall retain such position and transition into the position as a non-elected official as provided for by this Charter on the effective date of this Charter. The transitioned Town Clerk shall continue to perform the duties of such office and will be considered an employee of the Town consistent with time served on the effective date of this Charter. This provision shall make election results for the position of Town Clerk which may occur on November 4, 2025 null and void.

B. Effective December 1, 2025, the Commission on Aging will consist of five (5) regular members and two (2) alternate members serving four (4) year overlapping terms. Of the two terms expiring in 2025, one will be appointed as a regular member and the other as an alternate member.

**Section 1212.      Notification Procedure for Public Hearing, Town Meeting and Annual Budget Referendum**

Notice for Public Hearing, Town Meeting, and Annual Town Budget Referendum shall be given at least five (5) days in advance by publication in a newspaper having a general circulation in the Town and by posting a notice in a public place, unless otherwise governed by ~~State Statute~~ C.G.S.:

## CHARTER REVISION 2024/2025

Items identified to be included for review:

1. Section 105. G refers to gendered language. Changing references in our charter to gender-neutral language to reflect our current era, as other towns have done: <https://www.wshu.org/connecticut-news/2022-03-16/darien-is-switching-to-gender-neutral-language-in-its-town-charter-and-rules>
2. Town Clerk Position – Elected vs. Appointed (Section 203 C and 803 A)
3. Town Officers General Election Section 203 E – Review term of office start date.
4. Review percentage of grant match requiring Special Town Meeting approval (Section 303 G)
5. Section 403 Procedure – Review language for intent and clarify as needed.
6. Section 406 Public Emergencies & Section 407 Emergency Ordinances
  - a. Do we need to address time limits?
7. Review of Appointed Town Boards (Section 706)
8. Possible Consideration of Water Pollution Control Authority (Section 706 B) (see attached).
9. Bifurcation of Town and Local Board of Education Budgets (Section 903)
10. The Hebron BOE is a creature of the state per state statute, not a town agency. This needs to be changed in our charter to be in alignment with state statute (25 CS 305/182 C 93/ Chapter 170)
11. Discussion of a later certification date of the BOE budget to the town. I have heard from several people that February 15 is far too early to determine needs.
12. Consideration whether the sole authority to appoint new board members resides with BOS. Sovereign boards - RHAM, BOE, and BOF - may want authority to appoint their own members. Should be discussed.
13. Scenic Road Ordinance – Consider Ordinance # Chapter 313, Section 313-3 – 313-10 and whether approval should ultimately be Special Town Meeting.

(From Diane DelRosso) Over the last couple years the Board of Finance (BOF) has had some general discussions around oversight of Hebron's Water Pollution Control Authority (WPCA). We recognize the authority of Hebron's Board of Selectmen (BOS) and that the BOS appoint members to the WPCA Board under Chapter VII of Hebron's Town Charter. The Rules of Procedure for this Board are generally defined in Section 708 and are to be filed with the office of the Town Clerk and with the BOS.

The WPCA is responsible for major infrastructure for Hebron and its residents including major expenditures in the Town's budget. All of Hebron's constituents are currently paying for the replacement of the pumping stations due to the normal life cycle of the system. The BOF is requesting that the BOS take a more proactive approach to the review of the activities of the WPCA including the following:

1. Review and update, if necessary, the WPCA Rules of Procedure to consider -
  - a. Update timing of budget preparation to be included in the Town of Hebron's budget preparation
  - b. Review and update procedures to set system pricing that should include an escrow amount (to be restricted in Hebron's accounts) to be set aside for future replacement, maintenance and repair.
  - c. Identify specific timing for the WPCA to present to the BOS annual review and approval of user's fees.
  - d. Ensure that WPCA reports to the BOS on a regular cycle that might be through Board meeting notes, Liaison reports or direct updates to the BOS from time to time.

#### CHAPTER 171\*TOWN MANAGEMENT:

[https://www.cga.ct.gov/current/pub/chap\\_171.htm](https://www.cga.ct.gov/current/pub/chap_171.htm)

BOARD OF SELECTMEN – APPROVED 2/15/2024  
2024-2025 CHARTER REVISION COMMISSION  
2025 ELECTION VOTE

Board of Selectmen	Step 1 Initiate Charter Revision	1/18/2024
Board of Selectmen	Step 2 Appoint Charter Revision Com.	2/15/2024
Charter Revision Com.	Step 3 Organize and Set Public Hearing Date	by 2/29/2024
Charter Revision Com.	Step 3 First Public Hearing	by 3/15/2024
Charter Revision Com.	Step 4 Prepares First Draft	4/ 1/2025
Charter Revision Com.	Step 5 Second Public Hearing (1 <sup>st</sup> Draft)	4/15/2025
Charter Revision Com.	Step 6 Submit Draft Report to BOS	5/ 1/2025
Board of Selectmen	Step 7 Public Hearing on CRC Draft	5/15/2025
Board of Selectmen	Step 8 BOS Return to CRC	6/ 1/2025
Charter Revision Com.	Step 9 Finalizes Final Report	7/ 1/2025
Charter Revision Com.	Step 9 Presents Final Report to BOS	7/ 1/2025
Board of Selectmen	Step 10 Approval of Charter Revisions	7/11/2025
Legal Ad	Step 11 (45 days to Step 12)	7/18/2025
Board of Selectmen	Step 12 Approved Revision and Question(s) To Town Clerk	9/ 4/2025
Election	Step 13	11/ 4/2025
Effective Date	Step 14 30 Days After The Vote	12/ 4/2025

This schedule allows the CRC **fourteen (14) months** to complete the draft report.

April 15, 2025

**APPROVED NOVEMBER 7, 2024**

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
2025 MEETING SCHEDULE**

<b>January</b>	<b>2 and 16</b>
<b>February</b>	<b>6 and 20</b>
<b>March</b>	<b>6 and 20</b>
<b>(Town Manager's Budget Presentation March 4 Budget Workshops 11, 18, 25 and 27) **</b>	
<b>April</b>	<b>3 and 17</b>
<b>May</b>	<b>1 and 15</b>
<b>June</b>	<b>5 and 26</b>
<b>July</b>	<b>10 and 24</b>
<b>August</b>	<b>7 and 21</b>
<b>September</b>	<b>11 and 25</b>
<b>October</b>	<b>9 and 23</b>
<b>November</b>	<b>6 and 20</b>
<b>December</b>	<b>4 and 18</b>
<b>2026</b>	
<b>January</b>	<b>8 and 22</b>

**Meeting format to be determined; virtual, hybrid or in-person meetings may be scheduled. Meetings will be held at 7:00 p.m. at the Hebron Town Office Building or the Douglas Library Community Room, unless otherwise warned.**

**\*\* March Budget Meetings will be held in the Douglas Library Community Room.**

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
MAY 1, 2025**

**SCHEDULE PUBLIC HEARING FOR CHARTER REVISION**

**Proposed Motion:**

Move that the Hebron Board of Selectmen schedule a Public Hearing on the First Draft Report of the Charter Revision Commission, to be held on Thursday, May 15, 2025, at 7:00 p.m. just prior to the regularly scheduled Board of Selectmen Meeting. The Public Hearing will be held in person with a virtual option.

# **NOTICE OF HYBRID PUBLIC HEARING**

## **TOWN OF HEBRON BOARD OF SELECTMEN**

**Thursday, May 15, 2025, 7:00 p.m.  
Town Office Building – Meeting Room**

The Hebron Board of Selectmen will hold a Public Hearing on Thursday, May 15, 2025, at 7:00 p.m. in the Town Office Building Meeting Room, 15 Gilead Street, Hebron, Connecticut, to hear public comment on the draft report of the Charter Revision Commission. A virtual option will also be available:

### **Board of Selectmen Charter Revision Public Hearing**

May 15, 2025, 7:00 PM (America/New York)

**Please join the meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/145170557>

**You can also dial in using your phone.**

Access Code: 145-170-557

United States: [+1 \(408\) 650-3123](tel:+14086503123)

**Get the app now and be ready when your first meeting starts:**

<https://meet.goto.com/install>

Copies of the recommendations are available at the Town Office Building and online at <https://hebronct.com/>

Hebron Board of Selectmen

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
REGULAR MEETING  
MAY 1, 2025**

**AWARD CONTRACT FOR ARCHITECTURAL AND OTHER RELATED  
PROFESSIONAL DESIGN SERVICES FOR  
THE PUBLIC WORKS FACILITY PROJECT**

Funding for the design professional for the first phase of design for the new Public Works Facility on Old Colchester Road was approved at Special Town Meeting on April 24, 2025. It is now appropriate for the Selectmen to award the contract to the firm recommended by the Department of Public Works Action Committee.

Attached is the recommendation from the Department of Public Works Action Committee.

**Proposed Motion:**

Move that the Hebron Board of Selectmen award the contract for the construction to build a new Hebron Public works facility at 550 Old Colchester Road in the amount of \$1,576,796, to Silver Petrucelli + Associates of Hamden, Connecticut, of which \$726,719 has been appropriated for architectural and other related professional design services and the appropriation of the balance of the contract amount being contingent upon a successful referendum vote to fund construction phase of the project, with Andrew J. Tierney, Town Manager, authorized to sign necessary contract documents.

DEPARTMENT OF PUBLIC WORKS ACTION COMMITTEE  
TOWN OF HEBRON  
15 GILEAD STREET  
HEBRON, CT 06248

March 31, 2025

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

RE: Department of Public Works-New Facility Project  
550 Old Colchester Road  
Letter of Recommendation-Silver-Petrucelli + Associates

Dear Andy:

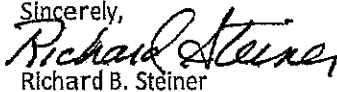
In response to the issuance of the RFQ for an Architectural firm to spearhead the construction of a new Public Works facility at 550 Old Colchester, the Committee received nine submissions. Subsequently, an RFP was issued by the Committee to four "shortlisted" firms. Each firm made formal presentations to the Committee along with submitting their fee proposals for performing all the design-related work that will be necessary. After a lengthy detailed and in-depth evaluation and assessment of those proposals the Committee has now concluded that process.

At a special meeting that was convened this evening, the following motion was made by Mal Leichter and seconded by Wayne Warwick "to recommend Silver Petrucelli + Associates to be named as the design professionals to prepare a program, design documents, and cost estimates to build a new Hebron Public Works facility at 550 Old Colchester Rd in Amston, CT. The total expenditure to be approved shall be \$1,576,796." A vote was taken, and it passed unanimously 7-0 with no abstentions.

The Committee's evaluation of the four firms was undertaken in accordance with CGS 10-287-(b) (2) and (4). The Committee also noted some of the following as justification in making this decision. References were contacted on several recently completed projects and the responses were exemplary as to their work. Their RFQ submission and formal presentation was clear, concise, and comprehensive and they provided extensive additional detail in their narrative in addressing their Project Approach and Understanding. They have also supplemented their team with outstanding firms that will assist in the site, civil, structural and environmental permitting that the project will require. Lastly, the total cost of their proposal was the lowest that was received. Also, attached is Silver Petrucelli's fee proposal along with the Bid Tabulation sheet that shows in detail the breakdown of the cost proposals that were received from the other firms.

If you have any questions or comments, please feel to contact me, or any member of our committee.

Sincerely,

  
Richard B. Steiner

Recording Secretary

Enc: Bid Tabulation Sheet

Silver Petrucelli + Associates-Fee Proposal

**DEPARTMENT OF PUBLIC WORKS ACTION COMMITTEE**

**BID TABULATION SPREADSHEET**

**ARCHITECTURAL AND OTHER RELATED PROFESSIONAL DESIGN SERVICES**

**Wednesday, March 26, 2025**

	BL COMPANIES	NE COLLABORATIVE	SILVER PETRUCELLI	WESTON & SAMPSON
TASK #1-SCHEMATIC DESIGN	\$247,000	\$208,134	\$141,680	\$287,400
TASK #2-DESIGN DEVELOPMENT	\$506,000	\$592,030	\$425,039	\$399,000
ALLOWANCES	\$160,000	\$160,000	\$160,000	\$160,000
<b>SUBTOTAL (TOWN MEETING REQUEST)</b>	<b>\$913,000</b>	<b>\$960,164</b>	<b>\$726,719</b>	<b>\$846,400</b>
TASK #3-CONSTRUCTION DOCUMENTS/CONTRACT DOCUMENTS	\$465,000	\$329,950	\$354,199	\$745,600
TASK #4-BIDDING, POST BID SCOPE REVIEW AND NEGOTIATIONS	\$40,000	\$32,475	\$21,252	\$96,600
TASK #5-CONTRACT ADMINISTRATION	\$313,000	\$271,460	\$467,542	\$324,000
TASK #6-CLOSEOUT	\$35,000	\$30,315	\$7,084	\$50,000
<b>SUBTOTAL</b>	<b>\$853,000</b>	<b>\$664,200</b>	<b>\$850,077</b>	<b>\$1,216,200</b>
<b>GRAND TOTAL OF ALL TASKS</b>	<b>\$1,766,000</b>	<b>\$1,624,364</b>	<b>\$1,576,796</b>	<b>\$2,062,600</b>
<b>ACKNOWLEDGEMENT OF ADDENDUMS #1, #2 and #3</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>



ARCHITECTS  
ENGINEERS  
INTERIORS

March 13, 2025

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

Re: New Department of Public Works Facility – T- 25-05  
SP+A Project No. 25.002

Dear Mr. Tierney:

We are pleased to provide our fee proposal and presentation questions for the new Department of Public Works and look forward to presenting to the committee next week.

Thank you again for the opportunity to be part of this project. Please feel free to contact me at 203-230-9007 x201 or [dstein@silverpetrucelli.com](mailto:dstein@silverpetrucelli.com).

Sincerely,

David J. Stein, AIA  
Principal | Vice President

**FEE PROPOSAL FORM  
TOWN OF HEBRON, CONNECTICUT 06248**

**Architectural and Other Related Professional Design Services  
New Public Work Facility Project  
550 Old Colchester Road**

**HEBRON, CT  
BID # 2025-02**

Opening Date: **12 NOON- MARCH 14, 2025**

Town Manager's Office  
Town of Hebron  
15 Gilead St  
Hebron, CT 06248

In accordance with the Request for Qualifications, Addendum No. 1, Addendum No. 2, and Addendum No. 3 this Request for Fee Proposal, the undersigned agrees to the following:

**SUBMITTED BY:**

(Bidder's full Company Name) Silver, Petrucelli & Associates, Inc.

(Bidder's full address) 3190 Whitney Avenue, Hamden, CT 06518

.....

(Bidder's telephone and fax numbers) 203-230-9007 x 201 No fax

(Bidder's email address) dstein@silverpetrucelli.com

**1. OFFER**

Having examined the Request for Qualifications, Addendums No. 1, 2 and 3, and this Request for Fee Proposal for the

above-mentioned project, we, the undersigned, hereby offer to enter into a Contract which includes all allowances to perform the Work for the total Sum of:

**TOTAL SUM OF FEE PROPOSAL INCLUDING ALL ALLOWANCES**

One Million Five Hundred Seventy Six Thousand Seven Hundred Ninety Six Dollars

\$.....dollars (...1,576,796.00.....)  
(amount in words) (amount in figures)

**The above fee proposal is comprised of the following phases of work:**

**Schematic Design**

One Hundred Forty-One Thousand Six Hundred Eighty Dollars

\$.....dollars (...141,680.00.....)  
(amount in words) (amount in figures)

**Design Development**

Four Hundred Twenty-Five Thousand Thirty-Nine Dollars

\$.....dollars (...425,039.00.....)  
(amount in words) (amount in figures)

**Construction Documents/Contract Documents**

Three Hundred Fifty-Four Thousand One Hundred Ninety-Nine Dollars

\$.....dollars (...354,199.00.....)  
(amount in words) (amount in figures)

**Bidding, Post Bid Scope Review and Negotiations**

Twenty-One Thousand Two Hundred Fifty-Two Dollars

\$.....dollars (...21,252.00.....)  
(amount in words) (amount in figures)

**Contract Administration**

Four Hundred Sixty-Seven Thousand Five Hundred Forty-Two Dollars

\$.....dollars (...467,542.00.....)  
(amount in words) (amount in figures)

**Project Closeout**

\$...Seven Thousand Eighty-Four Dollars.....dollars (...7,084.00.....)  
(amount in words) (amount in figures)

## Allowances

\$...One Hundred Sixty Thousand Dollars.....dollars (..160,000.00.....)  
 (amount in words) (amount in figures)

### 3. ALLOWANCES-Schedule of Allowances included in Fee Proposal ,

ITEM NO.	UNIT	PRICE
A. <b>Asbestos Containing Materials</b> -Include within the Fee Proposal a dollar allowance for the cost to conduct bulk sampling of materials suspected to contain Asbestos Materials.	Dollars	\$20,000
B. <b>Lead-Based Paint Inspections</b> -Include within the Fee Proposal a dollar allowance for the cost to conduct Toxic Characteristic Leaching Procedure (TCLP) of paint suspected to contain lead.	Dollars	\$20,000
C. <b>Polychlorinated Biphenyl (PCB) Bulk Product Sampling</b> -Include within the Fee Proposal a dollar allowance for the cost to conduct bulk sampling of materials suspected to contain PCB's.	Dollars	\$20,000
D. <b>Test Borings</b> -Include within the Fee Proposal a dollar allowance for the costs to provide test borings to further assist in the understanding of the subsurface soil conditions and an environmental evaluation.	Dollars	\$20,000
E. <b>Test Pits</b> - Include within the Fee Proposal a dollar allowance for the costs to provide test pits and percolation tests to further assist in the understanding of the subsurface soil conditions.	Dollars	\$10,000
F. <b>Geotechnical Borings</b> - Include within the Fee Proposal a dollar allowance for the costs to provide Geotechnical Borings to further assist in the understanding of the subsurface soil conditions.	Dollars	\$30,000

<b>G. Phase 2 Environmental Site Assessments-</b> Include within the Fee Proposal a dollar allowance for the cost to perform a Phase 2 Environmental Site Assessment, if deemed necessary, based on the results of the Phase 1 Environmental Site Assessments.	Dollars	\$25,000
<b>H. Ground Penetrating Radar-</b> Include within the Fee Proposal a dollar allowance for the costs to perform an entire site assessment using Ground Penetrating Radar.	Dollars	\$ 5,000
<b>I. Ground Water Monitoring Wells-</b> Include within the Fee Proposal a dollar allowance for the costs to install permanent Ground Water Monitoring Wells.	Dollars	\$10,000

#### 4. UNIT PRICES

We propose and agree that the following unit prices for work performed in accordance with Contract Documents, measured in place, shall be used to compute the cost to the Town of Hebron should an amount of work be required by the Contract Documents be changed by order of the Town of Hebron and will be assessed against the allowances contained with the Fee Proposal. Unit prices include all necessary material, overhead and profit, and applicable taxes.

All Unit Prices in regard to testing shall be complete in every manner and shall include, but not be limited to, all evaluations and assessments and shall be presented to the Committee in formal reports.

If the costs exceed the total value of the amount of any of the dollar allowances, the Town will issue an additive change order that will cover any cost overruns.

##### 1. Asbestos Containing Materials-Assume Standard Turn Around Time

- A. Bulk Sampling Analysis by PLM \$ 16 per test sample
- B. Bulk Sampling Analysis by PLM/Pt. Count \$ 40 per test sample
- C. Bulk Sampling by TEM \$ 65 per test sample
- D. Air Sample Analysis by PCM \$ 16 per test sample
- E. Clearance Air Sample Analysis by TEM \$ 130 per test sample

**2. Lead Paint Analysis-Assume Standard Turn Around Time**

- A. Lead Paint Analysis (TCLP Analysis) \$ 150 per test sample  
B. Lead Paint Analysis (Wipe/Chip) \$ 15 per test sample

**3. Microbial Air Sample Analysis-Assume Standard Turn Around Time**

- A. Microbial Air Sample Analysis (M001) \$ 80 per test sample  
B. Microbial Air Sample Analysis (M041) \$ 80 per test sample

**4. PCB In Caulk and Sealants-Assume Standard Turn Around Time**

- A. PCB in Caulk Sealants-(EPA SW 846 8082) \$ 90 per test sample

**5. Test Borings**

- A. Test Borings Done with Others \$ 1,200 per test boring  
B. Test Borings Done Separate Time \$ 1,350 per test boring

**6. Test Pits**

- A. Test Pits Done with Others \$ 1,000 per test pit  
B. Test Pits Done Separate Time \$ 1,000 per test pit

**7. Geotechnical Borings**

- A. Geotech. Borings Done with Others \$ 1,200 per boring  
B. Geotech. Borings Done Separate Time \$ 1,350 per boring

**8. Ground Penetrating Radar-In addition to Contract Obligations**

- a. Provide Additional Ground Penetrating Radar \$ 1,500 half day rate  
b. Provide Additional Ground Penetrating Radar \$ 3,000 full day rate

**9. Ground Water Monitoring Wells**

- a. Added Monitoring Well Done with others \$ 5,000 per well  
b. Added Monitoring Well Done Separate Time \$ 7,000 per well

## 5. ALTERNATE BID ITEMS

A. Architectural Services- Provide an hourly rate sheet for all key on-site and in office personnel. see attached

B. Environmental/Hygienist-Provide an hourly rate sheet for all key on-site and in office personnel. see attached

## 6. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for ninety (90) days from the Fee Proposal closing date.

If the Town of Hebron accepts this fee proposal within the time period stated above, we will:

- Execute the Agreement within ten days of receipt of notice of acceptance of this fee proposal.
- Commence work within ten days after award of Contract and written Notice to Proceed.

If this fee proposal is accepted within the time stated, and we fail to enter into an Agreement or we fail to provide the required Certificates of Insurance, the Fee Proposal shall be considered forfeited by reason of our failure.

We understand the Town of Hebron reserves the right to accept any Fee Proposal or reject any or all Fee Proposals and to waive any informality in the Bidding.

## 7. CONTRACT TIME

If this Fee Proposal is accepted, we will be required to complete the Work in accordance with the following schedule:

Final Punch List work shall be complete, all temporary facilities removed, and site restored no later than **June 30, 2027**, or as designated by the Town of Hebron.

## 8. ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum No. 1- Dated December 19,2024

Addendum No. 2- Dated December 27, 2024

Addendum No. 3-Dated February 24, 2025

## 9. APPENDICES

## 10. DIRECTIONS FOR SUBMITTING PROPOSALS

Firms responding to the RFP should submit one (1) flash drive or a similar electronic copy and one (1) signed original and nine (9) printed copies of sealed proposals to:

Town of Hebron

c/o Andrew Tierney, Town Manager

Town Office Building

15 Gilead Street

Hebron, Connecticut 06248

All proposals must HARD COPY and be received no later than **12 NOON, MARCH 14, 2025.**

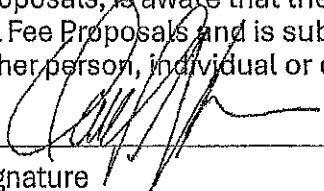
Questions regarding this RFP shall be directed to:

Name: Andrew Tierney

Email: [atierney@hebronct.com](mailto:atierney@hebronct.com)

Questions must be received via email only (telephone inquiries will not receive a response) by seven days before the date proposals are due. Any addenda will be posted to the Town's website no later than four (4) days before the date proposals are due. It is the respondent's obligation to visit the Town's web page to access and download any addenda.

11. The undersigned is familiar with the conditions surrounding this call for Fee Proposals, is aware that the Town of Hebron reserves the right to reject any and all Fee Proposals and is submitting this Fee Proposal without collusion with any other person, individual or corporation.

  
Signature  
David J. Stein, AIA, Vice President

Printed Name & Title of Signer  
Silver, Petrucelli & Associates, Inc.

Company Name  
3190 Whitney Avenue

Address  
Hamden, CT 06518

Town/City      State      Zip

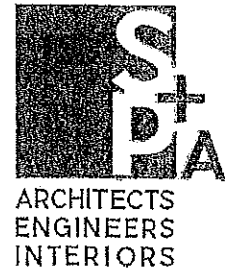
  
Witness

3/12/2025

Date  
203-230-9007 x 201

Phone  
None

Fax



## STANDARD HOURLY RATES

2025

<u>Personnel</u>	<u>Hourly Rate</u>
Principal/Project Manager	\$206
Principal/Project Architect	\$191
Architect	\$153
Architectural Designer	\$128
Architectural Draftsperson	\$103
Principal M/E Engineer	\$206
Sr. Project Engineer/Manager	\$179
Project Engineer	\$137
Engineering Designer	\$123
Interior Designer	\$118
Construction Administrator/Building Official	\$133
Specification Writer	\$128
Administration	\$89

# **LANGAN**

## **Hebron DPW Hourly Rates**

<b>Role</b>	<b>Hourly Rate</b>
Senior Environmental Principal	\$275
Senior HBM and Environmental Project Manager	\$250
Asbestos/Lead/HBM – Senior Inspector/Manager/Project Designer	\$180
Environmental Field Personnel	\$170
CADD Personnel	\$150
Asbestos/Lead/HBM – Inspector/Project Monitor	\$90
Administrative	\$75

- 1. Reference is made to Section IV of your RFQ submission. Notwithstanding the organizational chart that was provided, what individuals will be the day-to-day active participants and be the leaders of the design team for Hebron? Which individual will overall be in charge? Explain how all the individuals of each firm will be integrated to ensure that the project operates smoothly for the entire duration.**

SP+A is a fully integrated Architectural, MEP Engineering and Interior Design firm. With a staff of 55 people, we are large enough to develop complex projects like yours. Although, we are small enough that the principals of the firm are actively involved throughout the entire design and construction phases. Therefore, Dean Petrucelli, AIA, will lead the project as the Principal-in-Charge and Bob Banning, PE, will lead the MEP engineering team and Amanda Cleveland on the interior office design. That leadership will be supported by the design and production team outlined within the organizational chart.

- 2. It appears that your firm overall does have some DPW construction experience. However, the designated Project Leader(s) have minimal experience whereas the Architecture Second tier of McDonnell and Tebo do not identify any prior DPW experience. Please explain.**

SP+A's production architects are licensed architects with decades of multidisciplinary project types, scales, locale and complexity. The experience of different building types, office uses, and functional planning provides your project with a unique perspective, creativity and technical competence.

- 3. Provide an indication of your Project Team's overall familiarity with the permitting processes required for: a) fueling stations, b) septic systems, c) wash bay floor drain systems, d) floor drain holding tanks, f) fire suppression systems without public water supply, g) transfer stations, h) waste oil and antifreeze recycling, i) dog kennels, k) newly drilled domestic well systems and l) emergency electrical generator backup systems.**

In our 34 years of serving municipal projects throughout the State of Connecticut, our focus has been on public safety and public-school facilities. Many of those projects are in communities that do not have public water to service sprinkler systems. Therefore, we often design tanks and pump stations. In Darien, we specifically designed a wash bay. We designed a well system for the new East Haddam Municipal Complex. Benesch Engineering (a long-term partner of SP+A) is a national engineering firm that has broad expertise in all forms of site engineering and public works facilities. Our team has designed and completed Animal Shelters across the state and will bring that experience.

- 4. What percentage of your Public Works projects have come in on, under, and over budget?**

Our performance overall on projects coming in and on budget has been exemplary (Darien DPW was on budget) and 30+ years experience demonstrates that. In the past few years, we have consulted with a third-party professional estimator to develop realistic budgets as the markets have shifted drastically since 2020 and the results of the COVID supply chain issues and large inflationary fluxes. With the uncertainty of what tariffs will do and a depleting construction workforce, early estimating is key to a successful project.

- 5. What percentage of those projects that were over budget were due to planning and design decisions, errors and/or omissions?**

Our change order ratios are less than 1% for design adjustments and overall change orders fall well below the industry standards across all the projects we design. As an A&E firm, we can better manage those changes.

- 6. Please confirm your RFQ preparation included consideration for both a Dog Pound and Transfer Station as part of the new DPW facilities.**

Yes, we have included the fee structure for both.

- 7. Please confirm you are not including any costs for Public Works operations moving and transitioning to or from temporary alternative sites during the construction phase as the Town of Hebron will be addressing these matters.**

That's correct, our team will not be managing the operations or moving management during construction. Our core competency lies in the design of the complex.

- 8. What percentage of each project leader's day will be assigned to our project? Will the lead personnel be running additional jobs concurrently while working on Hebron's project? If so, how many?**

As with all firms of our size and ability to perform a project of this scale, we (like other firms) have other projects that are active in various stages of design and construction. If awarded the project, we will assemble a team as presented to provide clear and daily attention to your project through each stage of the project's design and then as it transitions to construction, we assign a dedicated construction administrator to be actively involved at every meeting and all correspondence.

- 9. What level of service commitments can we expect from the various project leaders? Same day return phone calls? Onsite within 24 hours if there is an issue?**

We are a service firm first; we practice responsiveness in many ways. Our team (including both offices) are connected via email, phone and project-based software. 24-hours responsiveness is reasonable and a typical practice of us. We also define in the AIA A201, the responsiveness of RFI's and Submittals to help manage the expectations of the project team.

- 10. Will the key lead personnel be running additional projects concurrently while working on Hebron's project?**

Yes, due to the pace of the project other projects do run concurrently with your project. This is common with all firms.

- 11. Has Silver, Petrucelli+ Partners undertaken DPW projects with similar challenges to that of Hebron's?**

Each project offers different challenges. Site constraints, access to utilities, soil and drainage designs are a common threat with all our projects.

- 12. Reference is made to Section III of your RFQ submission. Please indicate which projects that SP+ A only provided assessments for and which ones that included the actual construction.**

Guilford and Cromwell were site assessments. We just started studying Haddam's DPW for a new site. Darien is a fully completed addition/renovations/alterations design through construction.

- 13. One key member of your team is "One Earth Environmental, LLC." It does not appear that this firm has any experience in any aspects of Public Works facilities. Please explain why this should not be a concern.**

Down to Earth is a geo-technical soil expert. They will be providing drilling services and recommend soil improvements to the design of the building. They are a testing firm and soil engineering firm.

***14. All of your design team members have home offices in Connecticut. However, we noted that both Langan and Benesch have offices in other states. Please confirm that all their key project personnel will be based out of their Connecticut offices.***

Langan will perform Hazardous Material Testing and Reporting. They are in New Haven and provide those services throughout CT. Benesch is located in Glastonbury and they practice large scale projects in CT.

### MISSION STATEMENT

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

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

Board of Selectmen Regular Meeting  
May 15, 2025, 7:00 PM (America/New York)  
Please join my meeting from your computer, tablet or  
smartphone.

<https://meet.goto.com/145170557>

You can also dial in using your phone.

Access Code: 145-170-557

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

Thursday, May 15, 2025

Immediately Following Public Hearing or 7:00 p.m.

### AGENDA

---

#### Time Guideline

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

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

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

7:05 p.m. 4. PUBLIC COMMENT

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

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

a)

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

a) Economic Development 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)      Approve Agreement for Consulting Architect
- d)      Economic Development Commission – Economic Vision Document
- e)      Any Other Old Business

**7:50 p.m.      9.      NEW BUSINESS**

- a)      Charter Revision Commission First Draft Report
- b)      Draft Agenda for June 5, 2025 Meeting
- c)      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 May 1, 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  
MAY 1, 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 27, 2025 – Regular Meeting/Budget Workshop
- 10.a.2 April 3, 2025 – Regular Meeting

**b) TAX REFUNDS**

- |        |                              |            |
|--------|------------------------------|------------|
| 10.b.1 | Ryan Arnold & Caitlyn Ayotte | \$1,525.08 |
| 10.b.2 | Angieszka Ryba               | \$ 169.07  |

**TOWN OF HEBRON**  
**BOARD OF SELECTMEN and BOARD OF FINANCE**  
**Regular Meeting – Budget Workshop**  
**Douglas Library of Hebron Community Room**  
**22 Main Street, Hebron**  
**Thursday, March 27, 2025 - 7:00 PM**

**RECEIVED**  
**2025 MAR 31 A 9:19**  
*[Signature]*  
**HEBRON TOWN CLERK**

**MINUTES**

**ATTENDENCE:**

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

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

**Staff:** Andrew Tierney, Donna Lanza, Lori Granato

**Guests:** Kim Hills, Adam Ockman, Allyson Nadeau-Schmeizl

**1. Call to Order**

**2. Pledge of Allegiance**

P. Kasper called the Board of Selectmen to order at 7:00 p.m. D. Del Rosso called the Board of Finance to order at 7:00 p.m. The Pledge was recited.

**3. Public Comment**

- A. Kim Hills (312 Old Slocum Rd)** – Asked for support for the 2<sup>nd</sup> SRO, stating she feels safer as a parent and a teacher with security officers in schools.
- B. Adam Ockman (500 Hope Valley Rd)** – Stated the BoE should be held harmless next year, should non-lapsing funds be utilized this budget cycle. Also urged the Town to be ready to bond quickly.
- C. Allyson Nadeau-Schmeizl (Cannon Dr)** – Spoke in support of the 2<sup>nd</sup> SRO, stressing the safety of students and staff must remain a top priority.

**4. Outstanding Questions or Information**

A. Tierney reviewed potential adjustments made following Tuesday's workshop. Reductions include \$50,000 from Open Space contribution, \$27,000 from WPCA salary, \$200,000 from BoE non-lapsing, \$101,000 for the 2<sup>nd</sup> SRO, \$75,000 from CIP (for Parks and Rec Master Plan), \$50,000 from Fire Department Per Diem payroll, and \$2,500 towards Selectmen's meetings and conferences. Total proposed reductions to expenses are \$505,500, which, in conjunction with projected revenue and contributions from fund balance, would result in an 8.4% budget increase over last year, with a proposed mill rate of 37.40.

**5. Revenue Overview and Discussion**

**TOWN OF HEBRON**  
**BOARD OF SELECTMEN and BOARD OF FINANCE**  
**Regular Meeting – Budget Workshop**  
**Douglas Library of Hebron Community Room**  
**22 Main Street, Hebron**  
**Thursday, March 27, 2025 - 7:00 PM**

There was brief discussion on tax collection rates.

**6. Budget Deliberations**

Board members discussed suggested reductions, with D. Del Rosso hesitant to use BoE non-lapsing funds. Communication was read from Chair H. Petit clarifying the BoE's position, and that Board's concern for next year's budget. L. Granato noted motor vehicle and state Special Education reimbursement numbers are not final yet, and could bring the mill rate down further. There was extended discussion on the proposed facilities manager, including A. Tierney's suggestion to wait until next year. Several members including M. Leichter, B. Thibeault, and D. Del Rosso urged funding the position this year due to need, and fear of future budget constraints. Others, including D. Larson and C. Riley, preferred to wait due to current budget constraints, and so staff may properly research and develop the job description. There was also discussion on the additional SRO, with general support for the position, but reluctance at the expenditure this year.

**7. Finalize Selectmen's FY 2025-2026 Budget and CIP Budget**

Resolution by P. Kasper that pursuant to Hebron Town Charter Chapter IX, Finance, Budget and Taxation, Section 902 E, the Hebron Board of Selectmen recommend to the Board of Finance a proposed town government expenditure budget for FY 2025-2026 of \$11,606,401 which is a 2.80 percent decrease (-2.80 %) from the FY 2024-2025 budget. This includes:

<b>Town Government Budget</b>	<b>\$ 9,995,477</b>
<b>Contribution to Capital Improvement (Projects over \$75,000)</b>	<b>\$ 489,736</b>
<b>Contribution to Open Space</b>	<b>\$ 50,000</b>
<b>Contribution to Capital Projects (Projects \$10,000 to \$75,000)</b>	<b>\$ 467,040</b>
<b>Debt Service</b>	<b>\$ 604,148</b>

The resolution passed unanimously (5-0).

Resolution by T. Thiele that the Hebron Board of Selectmen recommend a proposed CIP Budget of \$817,534 for FY 2025-2026 as follows:

<b>Road Resurfacing and Road Improvements</b>	<b>\$ 340,475</b>
<b>Douglas Library Parking Lot Paving</b>	<b>\$ 173,919</b>
<b>Hebron Green Design Services (2023 STEAP Grant Match)</b>	<b>\$ 100,000</b>

**TOWN OF HEBRON**  
**BOARD OF SELECTMEN and BOARD OF FINANCE**  
**Regular Meeting – Budget Workshop**  
**Douglas Library of Hebron Community Room**  
**22 Main Street, Hebron**  
**Thursday, March 27, 2025 - 7:00 PM**

Horton House Improvements	\$	92,800
Replace Ambulance Stretcher and Stretcher Lift	\$	77,840
Senior Center Parking Drainage & Repave (2 <sup>nd</sup> Year Funding)	\$	32,500

The resolution passed unanimously (5-0).

**8. Adjournment**

Motion by T. Thiele to adjourn the Board of Selectmen meeting at 8:41 p.m.

Motion by M. Leichter to adjourn the Board of Finance meeting at 8:41 p.m.

Respectfully submitted,  
Hannah Walcott (Board Clerk)

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, April 3, 2025 - 7:00 PM**

**MINUTES**

**RECEIVED**  
2025 APR -7 A 8:56  
*[Signature]*  
HEBRON TOWN CLERK

**ATTENDENCE:**

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

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

**Staff:** Andrew Tierney, Donna Lanza, Suzanne Topliff

**Guests:** Community Voice Channel, Holly Habicht, Todd Habicht, Mal Leichter, Richard Steiner, Kathy Williams, Chris Cyr, David Rose, Diane Del Rosso, John Matra, Louis Palshaw

**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**

None.

**6. Appointments and Resignations**

**A. Parks and Recreation Commission Resignation**

**Motion by D. Larson that the Hebron Board of Selectmen accept the resignation of Kate Wilcox from the Parks and Recreation Commission with regret and thanks for her service to the Town of Hebron. The motion passed unanimously (4-0).**

**B. Open Space Land Acquisition Committee Resignation**

**Motion by K. Petit that the Hebron Board of Selectmen accept the resignation of Kate Wilcox from the Open Space Land Acquisition Committee with regret and thanks for her service to the Town of Hebron. The motion passed unanimously (4-0).**

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, April 3, 2025 - 7:00 PM**

**C. Economic Development Commission Alternate Appointment**

**Motion by T. Thiele that the Hebron Board of Selectmen appoint Tim Casey as an alternate member of the Economic Development Commission to a term to run until December 2028. The motion passed unanimously (4-0).**

**7. Town Manager's Report**

The budget referendum is May 6<sup>th</sup>, with a Board of Finance Public Hearing to be held next Thursday, April 10<sup>th</sup>. Many ARPA projects are ahead of schedule, including field lighting and skate park installation at Veteran's. Security upgrades at Town buildings are nearly complete. OSHA-related compliance updates, mainly related to training, are nearly complete as well. Finalization of the audit and discussions with the bonding council are ongoing. Potential impacts from federal-level cuts were briefly discussed.

**8. Old Business**

**A. ARPA Update**

No discussion.

**B. DPWAC Update**

P. Kasper deferred an update and noted upcoming action under New Business related to the DPW project.

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

P. Kasper thanked T. Thiele and K. Petit for overseeing the evaluation. Selectmen thanked A. Tierney for his continued excellent work.

**D. Approve Agreement for Consulting Architect**

No discussion.

**E. Local Option for Use of Alternate MV Depreciation Schedule**

Consultation with the Town Attorney confirmed an ordinance is not required. S. Topliff provided Selectmen with an updated map indicating the action taken by neighboring towns, noting most have adopted the option.

**Resolution by P. Kasper that the Hebron Board of Selectmen approve adoption of the local option allowed under Public Act 25-2 (HB 7067 Section 7 (b)) to elect to apply a modified schedule of depreciation as outlined in Public Act 25-2 (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.**

Discussion: Selectmen debated, and ultimately agreed to, limiting the term of the option.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, April 3, 2025 - 7:00 PM**

**Amended resolution by P. Kasper that the Hebron Board of Selectmen approve adoption of the local option for Grand List Year 2024 allowed under Public Act 25-2 (HB 7067 Section 7 (b)) to elect to apply a modified schedule of depreciation as outlined in Public Act 25-2 (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. This resolution will be reviewed annually for possible modification. The amended resolution passed unanimously (4-0).**

**F. Economic Development Commission Economic Vision Document**

No discussion.

**G. Other Old Business**

None.

**9. New Business**

**A. Approve Supplemental Appropriation Request for Department of Public Works Design Professional**

**Resolution by P. Kasper that, pursuant to Section 303 B of the Hebron Town Charter, that the Hebron Board of Selectmen approve a supplemental appropriation in the amount of \$730,000 to engage a contractor to prepare a program, design documents, and cost estimates to build a new Hebron Public Works facility at 550 Old Colchester Road in Amston, CT, and forward to the Board of Finance for approval, for eventual consideration at the Special Town Meeting scheduled for April 24, 2025.**

Discussion: R. Steiner provided additional context. This appropriation represents funds needed to generate and develop plans from initial, conceptual stages through to comprehensive, detailed designs, and is essential to the progress of the overall project. There was discussion on efforts to improve communication with voters ahead of the Town Meeting.

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

**B. Adopt Resolution for Gilead Hill School Roof Project Appropriation**

**Resolution by T. Thiele that the Board of Selectmen approves the appropriation and recommends to the Board of Finance its approval of the authorization to issue bonds, notes or other obligations, which the Board of Selectmen deem to be in the best interests of the Town, all as provided in the following resolution:**

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, April 3, 2025 - 7:00 PM**

**RESOLUTION APPROPRIATING \$2,925,000 FOR ROOF REPLACEMENT AT THE GILEAD HILL SCHOOL; AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE PORTION OF SAID APPROPRIATION NOT DEFRAIDED FROM GRANTS ANTICIPATED TO TOTAL \$1,333,924**

**RESOLVED,**

- 1. That the Town of Hebron appropriate TWO MILLION NINE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$2,925,000) for costs related to replacement of the roof at Gilead Hill School, consisting of, but not limited to, the shell, partitions to conceal interior drains, interior finishes, rain water drainage, special construction and demolition, fencing and other sitework preparation. The appropriation may be spent for design, demolition and construction costs, equipment, materials, site improvements, survey costs, architects' fees, engineering fees, other consultants' fees, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing, including the preparation of schematic drawings and outline specifications for the project. The HES and GHS School Roof Building Committee is established as the building committee with regards to the project and shall determine the particulars and scope of the project and may reduce or modify the project, and the entire appropriation may be expended on the project as so reduced or modified.**
- 2. That the Town issue bonds or notes in an amount not to exceed TWO MILLION NINE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$2,925,000) to finance the appropriation for the project. The amount of bonds, notes or obligations authorized to be issued shall be reduced by the amount of grants, anticipated to total \$1,333,924, received by the Town for the project. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.**
- 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed TWO MILLION NINE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$2,925,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be**

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, April 3, 2025 - 7:00 PM**

secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

4. That the Chairman of the Board of Selectmen, the Town Manager and the Treasurer of the Town, or any two of them, shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes. The Chairman of the Board of Selectmen, the Town Manager and the Treasurer of the Town, or any two of them, are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.
5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Chairman of the Board of Selectmen, the Town Manager and the Treasurer of the Town, or any two of them, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.
6. That the Chairman of the Board of Selectmen, the Town Manager and the Treasurer of the Town, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, April 3, 2025 - 7:00 PM**

7. That the Chairman of the Board of Selectmen, the Town Manager, the Treasurer of the Town, the Board of Education, the Superintendent and the Business Manager of the Board of Education are each authorized to apply to the State Commissioner of Administrative Services for and to accept or reject state or other grants for the project, to file applications with the State Board of Education or other grantors, to execute grant agreements for the project, and to file such documents as may be required by the State Board of Education or other grantors to obtain grants for the costs of financing the project. Any grant proceeds may be used to pay costs of the project or principal and interest on bonds, notes or temporary notes.
8. That the Board of Selectmen, the Chairman of the Board of Selectmen, the Town Manager, the Treasurer, the Board of Education, the Superintendent, the Business Manager of the Board of Education and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

**FURTHER RESOLVED**, that, contingent on the aforesaid approval of the Board of Finance of the proposed appropriation and borrowing authorization for the aforesaid roof replacement at Gilead Hill School, a Special Town Meeting of the Town of Hebron be held in the Community Room of the Douglas Library of Hebron, 22 Main Street, in Hebron, on Thursday, April 24, 2025, at 7:00 P.M. to discuss, consider and act a resolution approving the appropriation and bond and note authorization for said project.

**FURTHER RESOLVED**, That the Moderator for the meeting will be Scot Kauffman and the Alternate Moderator for the meeting will be Kevin Connors. The resolution passed unanimously (4-0).

**C. Approve Call and Appoint Moderator and Alternate Moderator for the April 24, 2025, Special Town Meetings**

Resolution by D. Larson that the Hebron Board of Selectmen approve the Meeting Call for the Special Town Meeting scheduled for Thursday, April, 24, 2025, at 7:00 p.m. as presented; and

Further resolved that Scot Kauffman be appointed Moderator and Kevin Connors be appointed Alternate Moderator. The resolution passed unanimously (4-0).

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, April 3, 2025 - 7:00 PM**

**D. Tax Abatement Ordinance – Annual Interest Rate Review**

**Resolution by K. Petit that, in accordance with Chapter 320, Article XII Section 320-20 of the Hebron Town Code, the tax abatement interest rate for 2025 be set at 4 and one quarter (4.25) percent. The resolution passed unanimously (4-0).**

**E. Budget Communications and Approve Explanatory Text Flyer**

**Resolution by D. Larson that the Hebron Board of Selectmen authorize an Explanatory Text flyer be prepared and distributed for the FY 2025-2026 Budget Referendum. The resolution passed unanimously (4-0).**

**F. Draft Agenda for April 17, 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 (4-0).**

**A. Approval of Minutes**

- 1. March 11, 2025 – Regular Meeting/Budget Workshop**
- 2. March 18, 2025 – Regular Meeting/Budget Workshop**
- 3. March 20, 2025 – Regular Meeting**
- 4. March 25, 2025 – Regular Meeting/Budget Workshop**

**11. Liaison Reports**

- A. AHM Youth Services – No report.**
- B. Hebron BoE – T. Thiele stated they are meeting next week.**
- C. Board of Finance – No report.**
- D. Land Acquisition – Meeting cancelled. No report.**
- E. RHAM BoE – No report.**

**12. Public Comment**

- A. Keith Petit – thanked Town staff for their effort during budget season.**

**TOWN OF HEBRON  
BOARD OF SELECTMEN  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, April 3, 2025 - 7:00 PM**

**B. Dan Larson** – thanked The Town Center Project for a wonderful Maple Fest.

**13. Adjournment**

**Motion by T. Thiele to adjourn at 8:03 p.m. The motion passed unanimously (4-0).**

Meeting adjourned.

Respectfully submitted,  
Hannah Walcott (Board Clerk)