

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**

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2025 JUL -8 A 11: 01
HEBRON TOWN CLERK

Board of Selectmen Regular Meeting
July 10, 2025, 7:00 PM (America/New York)
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Thursday, July 10, 2025

7:00 p.m.

AMENDED 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) Motor Vehicle Assessment Changes and Tax Bills |
| 7:15 p.m. | 6. APPOINTMENTS AND RESIGNATIONS

a) Director of Administrative Services Appointment
b) Historic Properties Commission Resignation |

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 Charter Revision for Referendum Vote
- d) Horton Property Master Plan
- e) Any Other Old Business

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

8:00 p.m. 9. NEW BUSINESS

- a) Hebron Economic Development Incentive Program
- b) Approve Addendum to Town of Hebron, Connecticut
Employee Handbook of Personnel Policies and Procedures for
Firefighters/EMTs Terms and Conditions
- c) Draft Agenda for July 24, 2025, Regular Meeting
- d) Any Other New Business

8:15 p.m. 10. CONSENT AGENDA

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

a) **APPROVAL OF MINUTES**

10.a.1 June 26, 2025 – Regular Meeting

8:20 p.m. 11. LIAISON REPORTS

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

8:30 p.m. 12. PUBLIC COMMENT

8:35 p.m. 13. ADJOURNMENT

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**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JULY 10, 2025**

APPOINTMENTS AND RESIGNATIONS

a. Director of Administrative Services Appointment

A thorough recruitment and interview process has recently been completed for the position of Director of Administrative Services. Donna Lanza will be retiring on August 15, 2025. Over thirty applications were received and seven qualified candidates were selected for interview. Second round interviews were conducted with three finalists.

The Town Manager is pleased to recommend Dorianne Wolf, current Town of Hebron Administrative Secretary to the Town Manager, as the successful candidate.

Proposed Motion:

Move that, in accordance with Town Charter Section 801, the Hebron Board of Selectmen confirms the Town Manager's appointment of Dorianne Wolf as Director of Administrative Services effective August 16, 2025.

b. Hebron Historic Properties Commission Resignation

Attached is a letter from Jonathan Minard resigning his position as a regular member of the Hebron Historic Properties Commission.

Proposed Motion:

Move that the Hebron Board of Selectmen accept the resignation of Jonathan Minard from the Hebron Historic Properties Commission with regret and thanks for his years of service.

Town of Hebron
15 Gilead St.
Hebron, CT 06248

June 26, 2025

Dear Francesca Villani,

I am resigning as a member of the Hebron Historic Properties Commission.

Thank you.



Jonathan Minard
283 Hope Valley Rd.
Amston, CT

RECEIVED
JUN 27 A 8:04
HEBRON TOWN CLERK

CORRESPONDENCE



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



Lieutenant Timothy Henderson
#066
Commanding Officer

M/Sgt Shawn Mansfield #078
Executive Officer

Troop K – Colchester

July 1, 2025

Andrew Tierney
Town Manager
15 Gilead Road
Hebron, CT 06048

Dear Andrew Tierney,

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Hebron.

During the month of **June 2025**, the Hebron Resident Trooper, Hebron Constable Officers, as well as Troop K Troopers responded to **178** Calls for Service in the Town of Hebron. Of these Calls for Service, the most notable are:

Total Calls	Crashes WR	Crashes NR	Fatals	Serious	Minor	Non Injury	OUIs - All	OUIs - Crashes	OUIs - OnSite	Alarms	Non-Crash Reportable	Non Reportable	Motorist Assists	Comm Stops	Parking Violation	Traffic Stops	Infraction Issued	Written Warning	Verbal Warning	Misd.	UAR
57	1					1					1	15		2		41	1	40			
13	1	1				1					1	11	1								
10												10									
8											1	7									
N (0578)										1	1	7									
	1					1	1		1	2	2	6				1				1	
8												6				2	2				
5										1		5									
5												4				1		1			
5											1	4									
4												4									
4	1					1						3									
3										2		3									
5										1	1	2				2	2				
6	1					1					1	2		1		2		2			
4	1				1						1	2									
1												1									
3		1									1	1									
4												1				3	1		2		
2	1					1						1									
3	1					1	1		1		1	1									
1												1									
2											1	1									
2											1	1									
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1													1								
1	1					1															
1											1										
1	1				1																
178	10	2		1	1	8	2		2	7	15	100	1	3		52	6	43	2		

Respectfully,

LT Timothy Henderson #066

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

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

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JULY 10, 2025**

DEPARTMENT OF PUBLIC WORKS ACTION COMMITTEE UPDATE

An update will be provided at the meeting.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JULY 10, 2025**

APPROVE CHARTER REVISION FOR REFERENDUM VOTE

Attached is the Final Report to the Board of Selectmen from the Charter Revision Commission. The document is currently being reviewed by the Town Attorney.

PROPOSED RESOLUTION:

Be it resolved that the Hebron Board of Selectmen accept the Charter revision as presented by the Charter Revision Commission, incorporating the recommendations of the Town Attorney and send to referendum on November 4, 2025, as one or two questions as follows:

QUESTION # 1

**(EXCEPT FOR THE ONE SPECIFIC PROPOSED CHARTER AMENDMENT
STATED BELOW FOR SEPARATE VOTE,) SHALL THE TOWN OF HEBRON
ADOPT THE AMENDMENTS TO THE HEBRON TOWN CHARTER, AS
APPROVED BY THE BOARD OF SELECTMEN ON JULY 10, 2025?**

QUESTION # 2

**SHALL THE TOWN OF HEBRON ADOPT THE AMENDMENT TO
THE HEBRON TOWN CHARTER TO TRANSITION FROM AN ELECTED TO
AN APPOINTED TOWN CLERK, AS APPROVED BY THE BOARD
OF SELECTMEN ON JULY 10, 2025?**

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

TOWN OF HEBRON, CONNECTICUT

TOWN CHARTER

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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.

Commented [KS1]: This is okay, but I would leave it as General Statutes because it uses General Statutes in the very same paragraph. The definition below takes care of it, but stylistically, I wouldn't not start using defined terms, particularly abbreviation, in the charter until after the definitions section. But, again, it is fine as is.

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. The Charter acknowledges that the Hebron Board of Education is not an agent of the Town but a creature of the State per C.G.S. 170 acts pursuant to certain powers and restrictions of Chapter 170 of C.G.S. that supersede the provisions of this Charter.
- 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.

Commented [KS2]: This is not an accurate statement of law. A board of education is a municipal agency, not a state agency, even though state law requires each town to have one. It is governed by substantial statutory requirements and is subject to oversight by the state. The town itself is a creature of state law, but is a municipality. While not perfect examples, a wetlands agency must be formed in every town under state law and is subject to DEEP oversight and statutory limitations but it is still a municipal agency. A fire marshal and building official are local officials subject to oversight and control of state agencies.

As drafted, this suggests that the Charter has no authority over the BOE. In fact, several Charter provisions do apply to the BOE.

For these reasons I think I accomplish the purpose of that language in a manner that is legally correct with the language in highlight.

J.. **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 ~~and 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 1st 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.

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

Commented [KS3]: I would keep General Statutes here because it reads well. As amended, the portion of sentence that reads "... with applicable C.G.S" does not. But, again, that is a style suggestion. Legally this is fine even though it reads awkwardly.

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 Capital and Non-Recurring Expense Fund, 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 Chairman. Also at this meeting, a Vice-Chairman shall be chosen who shall act in the absence or temporary disability of the Chairman. Nothing shall prohibit the Chairman or Vice-Chairman 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.~~

Commented [KS4]: Single this is not defined in the charter and not a proper name, I suggest not capitalizing it.

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 (21st) day after such publication following its final passage except if overruled as provided in Section 405 of this Charter.

Section 405. Power of Overrule - 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 overrule 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,

Commented [KS5]: I am aware of some municipalities using the word "their" in an effort to be gender neutral. I understand the effort to be gender neutral but disfavor language that is plainly wrong from a grammatical standpoint and general usage. Their in this paragraph creates the ambiguity that there is more than one Town Manager or that more than one person must make the designation. The use of "his or her" or "his/her/their" would be grammatically correct and not be ambiguous.

Another alternative, which is the one I favor to avoid being needlessly wordy through the charter while avoiding ambiguity with the use of plural pronouns to refer to single officials is a new gender definition such as:

Their/they/them. When referring to a single public official using the word "their" "they" or "them," the use of those words are intended to be general neutral to include persons using the pronouns he/him/his, she/her/hers, and they/them/their.

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 Chair~~man~~ 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-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 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.

Commented [KS6]: Why would this not track the same language used in the Town Council section requiring that the BOF set its regular meeting schedule at the first meeting following the election. As drafted it could wait until March or later to set the regular meeting schedule. Prior to that, all meetings would have to be special meetings. Unless I am missing a subtlety, I suggesting keeping the language as is in this first sentence.

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. The members 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 DO WE NEED TO DEFINTE "FOR CAUSE"?

Commented [KS7]: It isn't essential but it is a good idea. See a proposed suggested sentence based on my review of several charters that define "good cause."

Any member of an appointed Town Board may be removed by the ~~Board of Selectmen Town Council~~ by an affirmative vote of three (3) members of the ~~Board of Selectmen Town Council~~ for cause as provided herein. Reasons for cause to remove one or more of the following: neglect/derelection of duty, incompetency, dishonesty, incapacity, misconduct during meetings such as disregarding parliamentary decisions of the chair or making inappropriate comments directed at other persons, conviction of a crime that would undermine the public confidence in the member, and such other similar action or inaction that the Town Council, in its sole discretion, determines is good cause for removal. ;

- 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 to the Town of Hebron email address of the member or by registered or certified mail to the address of the member on file in the office of the Town Tax Collector. 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 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.

B. There shall be an appointed Connecticut Certified Town Clerk. The Town Manager shall appoint, and may remove, subject to confirmation by the Council by a vote of at least four (4) affirmative votes ~~of the Town Council.~~

Commented [KS8]: This makes clear that the it is the Council that confirms, subject to the heightened vote requirement, rather than the Town Manager getting votes from 4 members outside of the context of a council meeting.

A.C. 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.

B.D. The Town Manager, subject to the confirmation 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 which~~ shall be ~~an attorney-at-law or~~ a firm of attorneys-at-law admitted to practice in this State, ~~who which~~ shall serve for a two (2) year term of office commencing on the second Tuesday following the Town election. ~~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 15th. In the event that the budget is not adopted by June 15th, 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~~ approves 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 Chair~~man~~ 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

Commented [KS9]: I do not favor this new language. It is an undefined term with no accepted legal meaning. Some sources might consider it for borrowing for only a year while others might use a note for a longer period. As drafted it gives the Council latitude and avoids any disputes create by an ambiguity we can avoid. Let me know if there is a reason for this language that I am overlooking.

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 office 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 Chairman of the ~~Board of Selectmen Town Council~~ and the Chairman 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~~As Town Clerk, the former Acting 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.

Commented [KS10]: The language as proposed is okay but it could be read such that the "transitioned Town Clerk" is an office and that the actual Town Clerk would still have to be appointed. This slight change makes clear the transitioned Acting Clerk will be the Town Clerk on October 1.

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.



Town of Hebron

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ANDREW J. TIERNEY
TOWN MANAGER

KEITH PETIT
CHAIRMAN

DANIEL LARSON
VICE CHAIRMAN

TIFFANY V. THIELE
SELECTMAN

CLAUDIA TEJADA RILEY
SELECTMAN

DATE: June 17, 2025

TO: Keith Petit, Chairman Board of Selectmen

CC: Andrew J. Tierney, Town Manager
Francesca Villani, Acting Town Clerk

FROM: Charter Review Commission

Dear Chairman Petit:

The Charter Review Commission (CRC) appreciates the Board of Selectmen's thoughtful questions, review and follow up items for reconsideration. The CRC is thankful for your continued engagement with the Charter review process. At its regular meeting on Wednesday, June 11, 2025, the CRC carefully reviewed and discussed the Board of Selectmen's recommendations for consideration. The CRC offers the following responses to the items in the Board of Selectmen's letter dated June 5, 2025, as agreed to by a majority of the Commission:

1. Charge No. 1 – Section 105(G)

The CRC reviewed the Connecticut General Statutes as they pertain to the change of a Board of Selectmen to a Town Council. Specifically, the CRC reviewed the following statutes and agreed that the change would not affect the current ex-officio status and operations of the Board. Specifically:

- Conn. Gen. Stat. Chapter 91
 - § 7-10 *Oath*. An oath is currently a requirement of the Hebron Town Charter for all elected positions and as such would have no effect.
 - § 7-12 *Duties of Selectmen*. This statute states that “members should superintend the concerns of the town, adjust and settle all claims against it and draw orders on the treasurer for their payment.” Under Conn. Gen. Stat. §7-194, “all towns, cities or boroughs which have a

charter or which adopt or amend a charter under the provisions of this chapter shall have the following specific powers in addition to all powers granted to towns, cities and boroughs under the Constitution and general statutes: To manage, regulate and control the finances and property, real and personal, of the town, city or borough and to regulate and provide for the sale, conveyance, transfer and release of town, city or borough property and to provide for the execution of contracts and evidences of indebtedness issued by the town, city or borough." As such, this statute covers the financial duties of the Board or Council.

- § 7-12a *First selectman to be chief executive officer and ex-officio member of town boards, commissions and committees.* This statute specifically references towns with a First Selectman form of government only. Hebron has a Board of Selectmen and Town Manager form of government so this statute would not apply.
- § 7-12b *Records of Meetings.* Meetings and subsequent posting and minutes of are covered under the State of Connecticut Freedom of Information Act and as such would have no effect.
- § 7-13 *Orders on Town Treasurer.* The duties in this statute are covered in Charter for the Board/Council and in Conn. Gen. Stat. § 7-194 which states "Subject to the provisions of section 7-192, all towns, cities or boroughs which have a charter or which adopt or amend a charter under the provisions of this chapter shall have the following specific powers in addition to all powers granted to towns, cities and boroughs under the Constitution and general statutes: To manage, regulate and control the finances and property, real and personal, of the town, city or borough and to regulate and provide for the sale, conveyance, transfer and release of town, city or borough property and to provide for the execution of contracts and evidences of indebtedness issued by the town, city or borough."
- § 7-14 *Land records indexes. Examination of land records. Attestation of records and photocopies. Town records. Certification as to examination of records and indexes. General index of land records. Penalties.* This section specifically states Board of Selectmen or administrative head of the town if other than selectmen.

- Conn. Gen. Stat. § 7-193 *Required provisions. Organization of government.* This statute specifically states in part “...(1) The municipality shall have a legislative body, which may be: (A) A town meeting; (B) a representative town meeting; (C) a board of selectmen, **council**, board of directors, board of aldermen or board of burgesses; or (D) a combination of a town meeting or representative town meeting and one of the bodies listed in subparagraph (C). In any combination, the body having the greater number of members shall have the power to adopt the annual budget and shall have such other powers as the charter prescribes, and the body having the lesser number of members shall have the power to adopt, amend and repeal ordinances, subject to any limitations imposed by the general statutes or by the charter. The number of members in any elective legislative body, the terms of office of such members and the method by which they are elected shall be prescribed by the charter...”

2. Charge No. 2

Although the Board of Selectmen did not support the inclusion of the supermajority requirement for removal of Town Clerk, the CRC’s recommendation is to include this provision. The CRC notes that the appointment or removal of an employee from this position has the potential to be political due to the history of the position. In addition, we considered the following:

- Andrew Tierney’s letter to the CRC dated June 11, 2025, that states in part “...To remove an individual of the listed officers in the charter by a supermajority vote I see as a potential problem for a sitting Town Manager. I believe discipline and dismissal would have to come along with merit and it would still need a majority vote from the Board of Selectmen for approval. As a counter to this proposal, I strongly agree with the suggestion to have a review board in place to hear the grievances of an individual being removed. I strongly agree with this suggestion, and I hope the Charter Revision Commission will see it as an alternative. However, I am aware that the Town Clerk’s position feels strongly a supermajority is preferred. I do not have a problem with a requirement for that office as that position has different circumstances and I could see where politics could pressure a decision...”
- Francesca Villani’s letter to the CRC dated April 24, 2024, that states in part “...The language of the Charter should specify that the Town Clerk’s removal can only be initiated upon resignation, death or just cause. Just cause being defined as any continued and repeated failure to perform the duties of the Town Clerk, or any willful, material, and serious violation of any criminal statute or common law fraud, or any other willful misconduct which is

materially injurious to the financial condition or reputation of Hebron or is otherwise materially injurious to Hebron or any of its employees or agents. Any proposed termination of the Town Clerk shall be initiated only upon written complaint of the Town Manager. Any such written complaint shall clearly state the grounds upon which removal is requested and shall be filed with the Board of Selectmen. The Board of Selectmen shall be the authority having the power of removal subject to the conditions set forth after due hearing...”

The CRC did not specifically discuss an appeal process but recommend the BOS consider adding to Section 801.

3. Charge 10 – Section 105(A)

The CRC’s recommendation is to reference the relevant statute of local Board of Education in the definition of Town Agency. Specifically, adding the following sentence to the definition: “The Charter acknowledges that the Hebron Board of Education is not an agent of the Town but creature of the State per C.G.S. 170.”

4. CRC Recommendation for Section 208(D)

Initially, the CRC was split (3 in favor; 3 opposed) on the provision to have the appointment of a vacancy on the Board of Selectmen (Town Council) go to Special Election after ninety (days) if the Board was unable to come to an agreement on an appointment. After the CRC meeting on June 11, 2025, the majority of the CRC (4 in favor; 2 opposed) is recommending removal of this provision. It is the hope of the CRC that the members of the Board would be able to perform their duties in a responsible, civil manner and come to a compromise on a qualified candidate. The CRC did have discussion on 90 versus 120 days if the Board of Selectmen chose to add a provision on moving to a Special Election for appointment in the Charter. The majority (but not unanimous) of the CRC agreed to 120 days versus 90 days.

5. CRC Recommendation for Section 709

The CRC agrees with the retraction of the supermajority recommendation except for the Town Clerk, however, asks that the Board of Selectmen seek the Town Attorney’s legal opinion on Removal for Cause when such removal comes before them.

6. CRC Recommendation for Section 801

The CRC agrees with the retraction of the supermajority recommendation except for the Town Clerk.

The CRC did not specifically discuss an appeal process but recommend the Board of Selectmen consider adding to Section 801.

7. CRC Recommendation for Section 803

The CRC agrees with the retraction of the supermajority recommendation except for the Town Clerk. To this end, the CRC recommends that the Town Clerk be listed separately in this section with language as follows: "There shall be an appointed Connecticut Certified Town Clerk. The Town Manager shall appoint, and may remove, subject to at least four (4) affirmative votes of the Town Council."

8. CRC Recommendation for Section 805

The CRC agrees with the retraction of the provision of the Town Attorney not having a personal or financial interest in the Town. It is the CRC's understanding, that all contracts that go out to bid, including that of the Town Attorney, require the contractor to sign and acknowledge the Hebron Code of Ethics which includes this provision.

Additionally, the CRC is recommending the following language change regarding a requirement to hire an attorney from a firm rather than a personal attorney: "The Town Manager, subject to the approval of the Town Council, may appoint and remove the Town Attorney which shall be a firm of attorneys-at-law admitted to practice in this State."

The CRC appreciates the opportunity to provide further feedback and recommendations to the Board of Selectmen. Should you wish to discuss any items further, the CRC plans to attend the Board of Selectmen meeting on July 10, 2025.

The Commission appreciates your partnership in shaping a Charter that reflects both our Town's heritage and future aspirations.

Sincerely,



Heather R. Petit
Chair, Hebron Charter Revision Commission



Town of Hebron

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TOWN MANAGER

KEITH PETIT
CHAIRMAN

DANIEL LARSON
VICE CHAIRMAN

TIFFANY V. THIELE
SELECTMAN

CLAUDIA TEJADA RILEY
SELECTMAN

June 5, 2025

TO:

Charter Revision Commission
Francesca Villani, Acting Town Clerk
Andrew J. Tierney, Town Manager

Dear Members of the Charter Revision Commission:

The Hebron Board of Selectmen extends our sincere appreciation to the Charter Revision Commission (CRC) for its thorough and thoughtful review of the Hebron Town Charter. It is clearly evident that the CRC approached this responsibility with diligence and care, resulting in a well-considered set of recommendations.

The Board of Selectmen reviewed the entire First Draft Report at a Special Meeting held on May 29, 2025. We are returning the report with a few comments and recommendations for your consideration. While we find the majority of the proposed revisions acceptable, we respectfully request further review or revision of the following items:

1. **Charge No. 1 – Section 105 (G):** The Board supports the proposed change to a Town Council structure. However, we request confirmation from the CRC that this change will not affect the current ex-officio status and operations of the Board of Selectmen. Reference CGS Chapter 91 and 7-193 for how changes in name might affect abilities.
2. **Charge No. 2:** While the Board agrees with the transition to an appointed Town Clerk, we do not support the inclusion of a supermajority requirement for removal.
3. **Charge No. 10 – Section 105 (A):** The Board requests that the CRC review and reconsider this section, consider CGS and seek a legal opinion for further clarity.
4. **CRC Recommendation for Section 208 (D):** We ask the CRC to reconsider this recommendation, including exploring the alternative of holding a Special Town Meeting or other alternatives. Additionally, if the current recommendation proceeds, we suggest extending the timeframe from 90 to 120 days.

5. **CRC Recommendation for Section 709:** The Board does not support this recommendation. We oppose the requirement of a supermajority and recommend that the existing language be retained.
6. **CRC Recommendation for Section 801:** Similarly, the Board is not in favor of a supermajority requirement. We recommend keeping the current language and suggest consideration of adding language providing for an appeals process through the Town Council in cases of removal.
7. **CRC Recommendation for Section 803:** The Board does not support this recommendation. We oppose the requirement of a supermajority and recommend that the existing language be retained.
8. **CRC Recommendation for Section 805:** We request that the CRC revisit the proposed language. Specifically, the Board suggests considering the appointment of a legal firm rather than an individual attorney and reviewing how this role aligns with our existing Code of Ethics.

The Board of Selectmen plans to attend the CRC meeting scheduled for June 11, 2025, to discuss these matters in greater detail.

Once again, thank you for your time, effort, and commitment to improving the Hebron Town Charter. Your work is commendable and appreciated by the entire Board.

Sincerely,

Keith Petit
Chairman
Hebron Board of Selectmen



ANDREW J. TIERNEY
TOWN MANAGER

Town of Hebron

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KEITH PETIT
CHAIRMAN

DANIEL LARSON
VICE CHAIRMAN

TIFFANY V. THIELE
SELECTMAN

CLAUDIA TEJADA RILEY
SELECTMAN

June 11, 2025

Ms. Heather Petit, Chairman
Charter Revision Commission
15 Gilead Street
Hebron, Connecticut 06248

Dear Chairman Petit,

First, I would like to thank you and the Charter Revision Committee for all the hard work and due diligence in updating Hebron's town charter. The Committee has done a comprehensive overview, added suggestions, were thoughtful and worked collaboratively for the final product.

In review of the Committee's recommendations, I have a couple of comments for consideration:

- Section 805. Appointment of Town Attorney. The added language regarding the town attorney is covered in an attorney's professional code of ethics and, I believe strongly, that this should not be added to the town's charter. Although the main attorney lives in town, our contract is with Halloran and Sage of Hartford, Connecticut and is billed as such. We currently use different attorneys in the firm depending on the issue, whether it be a construction contract or land use matter, we consult with the appropriate attorney based on area of expertise. I also feel this could be restrictive in the future and would increase our budget for legal services. We currently enjoy a lower hourly rate than most firms charge for this service.
- Chapter VIII. Administrative Officers, Department Heads and Employees. To remove an individual of the listed officers in the charter by a supermajority vote I see as a potential problem for a sitting Town Manager. I believe discipline and dismissal would have to come along with merit and it would still need a majority vote from the Board of Selectmen for approval. As a counter to this proposal, I strongly agree with the suggestion to have a review board in place to hear the grievances of an individual being removed. I strongly agree with this suggestion, and I hope the Charter Revision Commission will see it as an alternative. However, I am aware that the Town Clerk's position feels strongly a supermajority is preferred. I do not have a problem with a requirement for that office as that position has different circumstances and I could see where politics could pressure a decision.

As Hebron's Town Manager, I hope the Commission will consider my suggestions seriously as it may affect how I perform my duties in the best interest of Hebron.

If you or the Committee need clarification of these comments, please contact me directly. Thank you for your continued support.

Sincerely,



Andrew J. Tierney
Town Manager

AJT:dw



TOWN OF HEBRON

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Town Clerk
Registrar of Vital Statistics
fvillani@hebronct.com

Elisabeth Irish, CCTC
Assistant Town Clerk
Assistant Registrar of Vital Statistics
eirish@hebronct.com

Date: April 24, 2024
To: Charter Revision Commission – 2024
From: Francesca Villani, Town Clerk
RE: Town Clerk position Elected vs Appointed

I have been invited to attend the April 24th meeting of the Hebron Charter Revision Commission to address the issue of an elected verses an appointed Town Clerk for our town. In an effort to be informative and unbiased I have presented a set of Pros and Cons regarding this question in a separate document.

The points made in the pros and cons document are a collaboration of ideas expressed by the community of clerks to which I belong, the CT Town Clerk's Association, as well as the opinions and points of view of many other clerks who have wrestled with this issue within their communities throughout the country. I have further sought the perspective of an assessor or two that has also addressed this issue with respect to their positions.

The recommendation below is one that has been adopted by other towns to address the concerns of constituents and to provide the best possible service that can be offered by the office of the Town Clerk.

The overriding concern reiterated by every constituent presenting an opinion has been the same; that of the importance of neutrality and independence of the Town Clerk. The belief that the people of Hebron are best served by a Town Clerk who has no political or personal allegiance to the Town's management or governing authority. The allegiance of the Town Clerk to the constituents of Hebron is of primary concern to those who have expressed an opinion.

An independent Town Clerk is free to act in strict accordance with statute and in the best interest of the community because they are answerable to the people. Continuity and consistency in the staffing of the Town Clerk's office is a necessity as experience, education and institutional knowledge are required to competently fulfill the obligations of the office.

My recommendation to this committee is to consider the option of a Qualified Appointed vs a Politically Appointed Town Clerk. The distinction being that a Qualified Appointment is someone chosen based upon ability, education and experience not upon political connections or popularity. By appointing the most qualified candidate as Town Clerk, Hebron receives the best possible person available to serve their needs. The pool of candidates is not limited to town residents. We currently have an extremely experienced, proficient Assistant Town Clerk who would easily step into the position of Town Clerk if that option were available. She is not a resident of Hebron, although she has deep rooted connections to this town through her family. Hebron would be well served by the promotion of the Assistant Town Clerk when that time presents itself. Under the existing terms of the Hebron Charter, as a non-resident, Hebron's Assistant Town Clerk would not be eligible to run for the position of Town Clerk. If one of the primary concerns of our residents and town management is to maintain continuity of service from the Town Clerk's office, losing a qualified, experienced Assistant Town Clerk because of Charter restrictions would be a loss for Hebron.

A Town Clerk position established based on qualifications, education and experience, whose job will be specifically protected from political or administrative pressure by language added to the Charter, assures Hebron of both the independence of the office and that the position will be filled by the person best suited to the job.

The Qualified Appointed Town Clerk will be someone who has proven to be the most competent applicant for the position. That person having demonstrated the professional and educational standards required of any director level position within town government and whose position is assured for so long as they continue to perform the functions of the job in a manner that is consistent with statutory requirements. The language of the Charter should specify that the Town Clerk's removal can only be initiated upon resignation, death or just cause. Just cause being defined as any continued and repeated failure to perform the



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duties of the Town Clerk, or any willful, material, and serious violation of any criminal statute or common law fraud, or any other willful misconduct which is materially injurious to the financial condition or reputation of Hebron or is otherwise materially injurious to Hebron or any of its employees or agents. Any proposed termination of the Town Clerk shall be initiated only upon written complaint of the Town Manager. Any such written complaint shall clearly state the grounds upon which removal is requested and shall be filed with the Board of Selectmen. The Board of Selectmen shall be the authority having the power of removal subject to the conditions set forth after due hearing.

It is my proposition that the Qualified Appointed Town Clerk will have demonstrated the aptitude to perform the job and be assured of the independence of the office so they can freely fulfill statutory directives without fear of reprisal. As both these concerns and requirements are integral to the Town Clerk being answerable to the people of Hebron foremost and to the capable performance of the responsibilities of the job, this is an option that I feel comfortable recommending and endorsing in the best interests of Hebron.

Respectfully submitted,
Francesca Villani
Hebron Town Clerk

Attached: Pros & Cons Document

Sample language for Charter revision consideration:

"The Town Clerk shall continue to hold office until resignation, death or removal for "Just Cause." Just Cause shall mean any continued and repeated failure to perform the duties of the Town Clerk, or any willful, material, and serious violation of any criminal statute or common law fraud, or any other willful misconduct, which is materially injurious to the financial condition or reputation of, or is otherwise materially injurious to the Town, or any of its employees or agents. Any proposed termination shall be initiated only upon written complaint of the Town Manager. Any such complaint shall specify in writing all grounds upon which removal is requested and shall be filed with the Town Council. The Town Council shall be the authority having the power of removal, subject to a Hearing conducted by the Town Council."

Watertown Charter p 18



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Elisabeth Irish, CCTC
Assistant Town Clerk
Assistant Registrar of Vital Statistics
eirish@hebronct.com

Date: April 24, 2024
To: Charter Revision Commission – 2024
From: Francesca Villani, Town Clerk
RE: Town Clerk position Elected vs Appointed - Pros & Cons Document

ELECTED	
PROS	CONS
<p>1. <u>Electorate's Choice</u> –</p> <ul style="list-style-type: none">An elected official adds accountability to the constituency and to the statutory requirements of the position rather than to the Town's management. This point has been most often expressed by electors who have voted against the proposed elimination of this position as one selected through election.	<p>1. <u>Qualifications</u> –</p> <ul style="list-style-type: none">An elected Town Clerk can win on popularity not qualifications.The pool of candidates is restricted to the electorate. Within a town such as Hebron the current existing pool of candidates who are qualified and educated in the responsibilities of the office of the Town Clerk is extremely limited.Having an unqualified, untrained person occupying the position of Town Clerk in an office limited to two people is not in the best interests of Hebron.The office is required to always have a qualified person in the office. An elected town clerk would require at least 4 years to run through an entire election cycle and 3 years to complete the certification program. Having reached a minimum level of competency in the position, the Town Clerk would be subject to running for election to maintain the position. If not re-elected, the town would have expended resources in training that would not see a long-term gain.There is no incentive for a qualified, experienced, hired, non-resident Assistant Town Clerk, to train a superior who is receiving compensation that exceeds their own.
<p>2. <u>Greater Transparency and Accountability</u> -</p> <ul style="list-style-type: none">Direct accountability through election creates the need for the Town Clerk to respond favorably and diligently to those who put them in office	<p>2. <u>Politicization</u>:</p> <ul style="list-style-type: none">An elected Town Clerk may be beholden to the party and people who helped to support their candidacy and election.The office requires that the Town Clerk



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	remain impartial and supportive of all views and perspectives equally. This is a difficult ask when a given party or committee has been instrumental in the Town Clerk being elected.
<p>3. <u>Politically Independent</u> –</p> <ul style="list-style-type: none"> An elected Town Clerk does not have to become involved in the politics of town management. Activities of the Town Clerk remain separated as an elected official is not accountable to town management. 	<p>3. <u>Continuity</u>:</p> <ul style="list-style-type: none"> Each 4 year election cycle exposes the position to being filled by an unqualified, inexperienced Town Clerk who can win an election based purely on popularity and name recognition rather than qualifications.
APPOINTED	
PROS	CONS
<p>1. <u>Qualification Based Selection</u>:</p> <ul style="list-style-type: none"> The appointment of a Town Clerk would presumably be qualification based. 	<p>1. <u>Compromised Public Accountability</u>:</p> <ul style="list-style-type: none"> The appointed Town Clerk has no direct accountability to the electorate of Hebron. They may feel less need to be responsive to the concerns and requests of residents.
<p>2. <u>Continuity</u>:</p> <ul style="list-style-type: none"> The appointed Town Clerk generally serves at the discretion of town management, the Town Manager and Board of Selectmen. This generally means that the Town Clerk will continue to serve in the position for a period beyond a 4-year elected term. Continuity in this office is a desirable goal due to the extensive amount of statutory and institutional knowledge required to obtain competency in the position. 	<p>2. <u>Divided Loyalties</u>:</p> <ul style="list-style-type: none"> Where the Town Clerk is appointed, they can feel pressured into responding to the requests and desires of town management. The lack of separation between town management and the Town Clerk is a concern of the electorate who have supported an independent Town Clerk. Appointment can also be based on patronage rather than qualifications which would be detrimental to the actual performance of the job.
<p>3. <u>Non-Political Appointment</u>:</p> <ul style="list-style-type: none"> An appointed Town Clerk does not need to be endorsed or supported by a political party. They can act without concern for campaigning every 4 years to maintain their position. This suggests greater focus on the actual functions of the office and the neutrality demanded of the job. 	<p>3. <u>Lack of Public Engagement</u>:</p> <ul style="list-style-type: none"> A Town Clerk who does not have to rely on the population to elect them is not motivated to engage in community activities.

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**

TOWN OF HEBRON, CONNECTICUT

TOWN CHARTER

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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. The Charter acknowledges that the Hebron Board of Education is not an agent of the Town but a creature of the State per C.G.S. 170;
- 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.~~ **Town Government Budget** is the total town budget less Hebron Board of Education budget and the Regional School District #8 ("RHAM") Levy.

~~J.~~ **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 1st 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.

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~~recurring ~~E~~expense ~~F~~fund, 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 Chairman. 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 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 (21st) day after such publication following its final passage except if overruled as provided in Section 405 of this Charter.

Section 405. Power of Overrule - 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 overrule 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 DO WE NEED TO DEFINTE "FOR CAUSE"?

Any member of an appointed Town Board may be removed by the ~~Board of Selectmen~~ Town Council by an affirmative vote of 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 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.

B. There shall be an appointed Connecticut Certified Town Clerk. The Town Manager shall appoint, and may remove, subject to at least four (4) affirmative votes of the Town Council,

A.C. 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.

~~B-D.~~ The Town Manager, subject to the confirmation 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 which~~ shall be ~~an attorney-at-law or~~ a firm of attorneys-at-law admitted to practice in this State, ~~who which~~ shall serve for a two (2) year term of office commencing on the second Tuesday following the Town election. ~~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 15th. In the event that the budget is not adopted by June 15th, 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~~ approves 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 Chair~~man~~ 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.:

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 st 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.

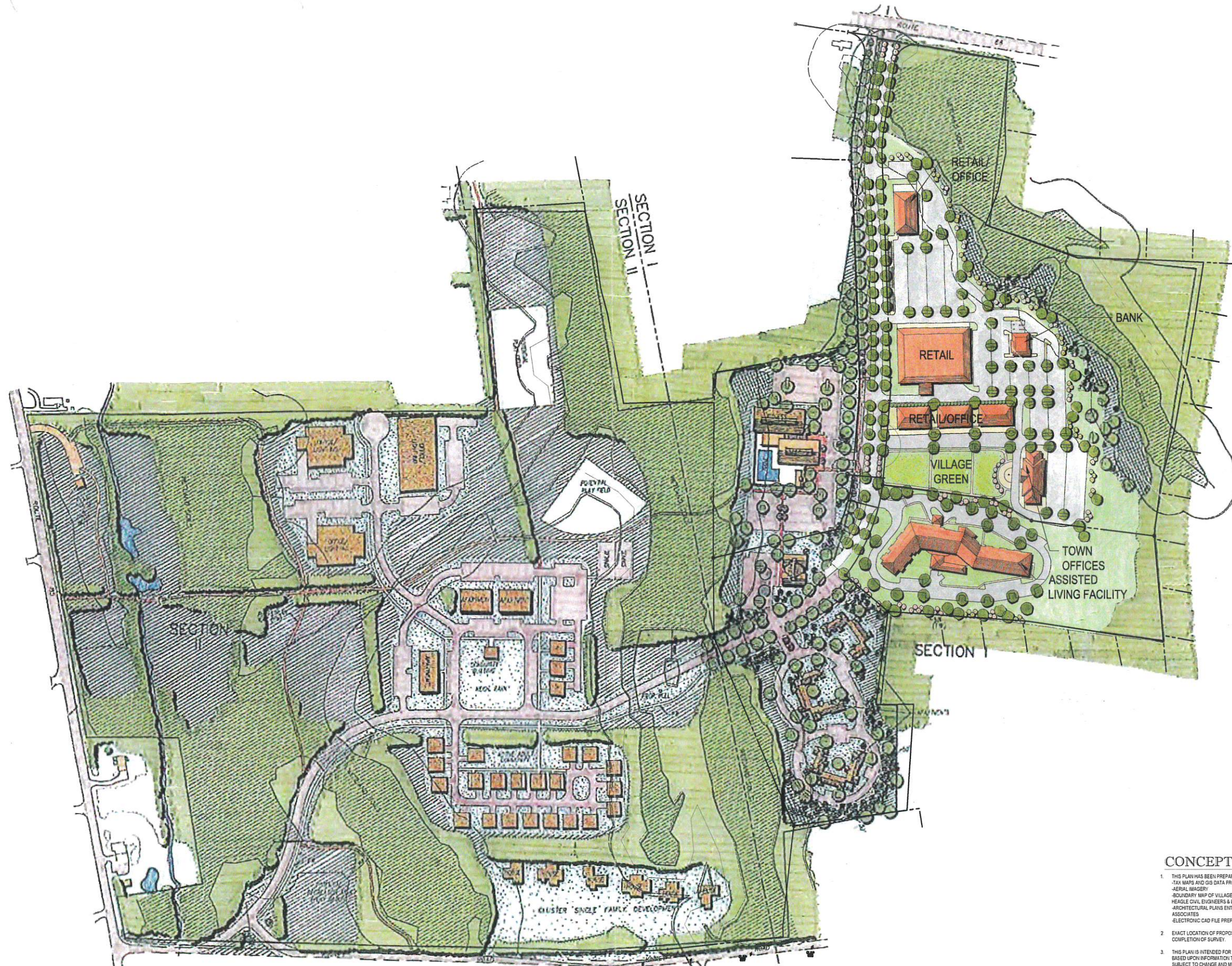
June 19, 2025

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JULY 10, 2025**

HORTON PROPERTY MASTER PLAN

As requested by the Board of Selectmen, Matthew Bordeaux, Town Planner, has provided the attached Master Concept Plan approved by the Planning and Zoning Commission on July 26, 2016. The approval represents changes proposed by the O'Connell Development Group, Inc. to accommodate the assisted living facility. The changes are to the privately owned lots (Lots #1 & #2) along Horton Blvd. There were no changes to the Town-owned portion as a result of the above-noted decision.

Also attached is Section 3.C of the Hebron Zoning Regulations pertinent to the Village Square District.



CONCEPT LAYOUT PLAN NOTES

1. THIS PLAN HAS BEEN PREPARED BASED ON REFERENCES INCLUDING:
- TAX MAPS AND GIS DATA FROM THE TOWN OF HEBRON
- AERIAL IMAGERY
- BOUNDARY MAP OF VILLAGE GREEN DISTRICT & HEBRON VILLAGE GREEN MASTER CONCEPT PLAN, BY MEGSON & HEAGLE CIVIL ENGINEERS & LAND SURVEYORS DATED 11/18/2007
- ARCHITECTURAL PLANS ENTITLED "SENIOR HOUSING COMMUNITY, HEBRON, CONNECTICUT" PREPARED BY GORI ASSOCIATES
- ELECTRONIC CAD FILE PREPARED BY MEGSON, HEAGLE & FRIEND
2. EXACT LOCATION OF PROPOSED BUILDING AND IMPROVEMENTS MUST BE CONFIRMED AND EVALUATED UPON COMPLETION OF SURVEY.
3. THIS PLAN IS INTENDED FOR CONCEPTUAL REVIEW PURPOSES ONLY. THE EXISTING CONDITIONS SHOWN HEREON IS BASED UPON INFORMATION THAT WAS SUPPLIED TO OUR OFFICE AT THE TIME OF PLAN PREPARATION AND MAY BE SUBJECT TO CHANGE AND MUST BE UPDATED UPON PERFORMANCE OF A SURVEY.

O'CONNELL
DEVELOPMENT GROUP

HEBRON VILLAGE GREEN

HEBRON, CT

ALTERNATIVE PROPOSED MASTER PLAN MODIFICATION

SCALE: 1" = 150'
DATE: 5/10/2016
PROJECT #: W131110



M.J. MRVA

REGISTERED
LANDSCAPE ARCHITECT
MASSACHUSETTS: 0317
NEW YORK: No. 902259
NEW HAMPSHIRE: No. 139

BOHLER
ENGINEERING

352 TURNPIKE ROAD
SOUTHBOROUGH, MA
Phone: (508) 450-9900

3.C. VILLAGE SQUARE (VS)

3.C.1 PURPOSE

3.C.1.1 OVERALL

The Village Square District is intended to promote flexible development patterns and a diverse land use mix within a master-planned environment in order to promote efficient use of the land; reinforce the historic development patterns that have occurred within Hebron Center; protect and enhance natural resources; and provide a variety of compatible architectural styles, building forms and building relationships within a planned development.

3.C.1.2 SUB-DISTRICTS

The Village Square District consists of three distinct components as shown on the Master Concept Plan:

1. **Village Square Center** - The Village Square Center component is intended to serve as the focal point and gathering place of the master-planned environment centered on a village green. This area is expected to contain shops and services, civil uses and buildings, and other uses to meet the daily needs of village residents and convenience needs of town residents and may also contain residences. Retail, services and other active, pedestrian oriented, uses will be encouraged on the first floor immediately proximate to the village green. Residential and service uses will be encouraged on second floors or just outside the village green area.
2. **Village Square General** - The Village Square General component is intended to be an area where larger retail and office uses are permitted and where employment areas may be located while still containing design and locational elements that are compatible to the Village Square Center and to a traditional New England village. This area is expected to contain retail/service and employment uses to serve the community-wide needs of Hebron, but not be of such a scale or size to serve any regional-wide shopping needs. The entire Village Square General area also will be encouraged to integrate residential uses to the maximum extent possible to encourage a walkable, active environment.
3. **Village Square Edge** - The Village Square Edge component is intended to be the least dense area of the Village Square District. This area is expected to contain primarily residential, civic, recreational and open space uses. It provides a discernible boundary for the Village Square District, preserves natural features, accommodates greenways as shown in the Plan of Conservation and Development, contains buffer areas along the edge of the District, and ensures compatibility with the surrounding uses in Hebron Center by serving as the transitional area of the Village Square District.

Section 3.C

BUSINESS DISTRICTS & USES

VILLAGE SQUARE (VS)

3.C.2 PERMITTED USES

The following uses are permitted subject to the Commission's prior approval of a Master Concept Plan as provided in Section 3.C.3, including design and location aspects of the proposed use.

3.C.2.1. RETAIL / FOOD / SERVICE-TYPE USES	Village Square Center	Village Square General	Village Square Edge
1. Small scale retail shops / Crafts and antiques shops / Artisan shops	Site Plan (PZC)	Site Plan (PZC)	x
2. Retail store (<i>Note that sale of alcoholic beverages through a grocery store permit, liquor store permit, or package store permit requires a separate Special Permit in accordance with Section 5.O.2</i>)	x	Site Plan (PZC)	x
3. Open air markets	Site Plan (PZC)	x	x
4. Restaurant in accordance with Section 3.G.1 (<i>Note that sale of alcoholic beverages requires a separate Special Permit in accordance with Section 5.O.1</i>)	Site Plan (PZC)	Site Plan (PZC)	x
5. Coffee shops	Site Plan (PZC)	x	x
6. Indoor entertainment / Theater	x	Site Plan (PZC)	x
7. Health club	x	Site Plan (PZC)	x
8. Day care centers (child or adult) in accordance with Section 2.G.4.	Site Plan (PZC)	x	x

3.C.2.2. OFFICE-TYPE USES	Village Square Center	Village Square General	Village Square Edge
1. Professional offices	Site Plan (PZC)	Site Plan (PZC)	x
2. Business offices	Site Plan (PZC)	Site Plan (PZC)	x
3. Medical offices	Site Plan (PZC)	Site Plan (PZC)	x
4. Financial services	Site Plan (PZC)	Site Plan (PZC)	x
5. Business services	Site Plan (PZC)	Site Plan (PZC)	x
6. Research and development	x	Special Permit (PZC)	x

Section 3.C
BUSINESS DISTRICTS & USES
VILLAGE SQUARE (VS)

3.C.2.3. INSTITUTIONAL-TYPE USES	Village Square Center	Village Square General	Village Square Edge
1. Places of worship	Site Plan (PZC)	Site Plan (PZC)	Site Plan (PZC)
2. Museums/galleries	Site Plan (PZC)	x	x

3.C.2.4. RESIDENTIAL-TYPE USES	Village Square Center	Village Square General	Village Square Edge
1. Attached residential units	Special Permit (PZC)	x	x
2. Mixed use buildings containing retail/service uses and residential units in the same building	Special Permit (PZC)	Special Permit (PZC)	x
3. Single family residential units on common land	x	x	Special Permit (PZC)
4. Single family residential units on individual lots	x	x	Special Permit (PZC)
5. Conservation Development within the Sewer Service District in accordance with Section 2.G.1.	x	x	Special Permit (PZC)
6. Housing for the Elderly in accordance with Section 2.F.3.	x	x	Special Permit (PZC)
7. Planned Residential Developments in accordance with Section 2.F.4.	x	x	Special Permit (PZC)
8. Assisted Living Community in accordance with Section 3.G.3.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)

Section 3.C

BUSINESS DISTRICTS & USES

VILLAGE SQUARE (VS)

3.C.2.5. INDUSTRIAL-TYPE USES	Village Square Center	Village Square General	Village Square Edge
1. Technology incubator spaces for new business development and job creation.	x	Special Permit (PZC)	x
2. Light manufacturing	x	Special Permit (PZC)	x
3. Assembly / Packaging / Small scale distribution	x	Special Permit (PZC)	x

3.C.2.6. OTHER USES	Village Square Center	Village Square General	Village Square Edge
1. Residence inns	x	Site Plan (PZC)	x
2. Bed and Breakfast establishment as per Section 2.G.6.	Site Plan (PZC)	x	x
3. Funeral home	x	Site Plan (PZC)	x
4. Municipal facilities	Site Plan (PZC)	Site Plan (PZC)	Site Plan (PZC)
5. Community centers	Site Plan (PZC)	x	x
6. Civic buildings and uses	x	Site Plan (PZC)	Site Plan (PZC)
7. Open space areas	Site Plan (PZC)	Site Plan (PZC)	Site Plan (PZC)
8. Recreational areas	x	x	Site Plan (PZC)
9. Additional uses that are considered similar and compatible to the uses listed above when compared to scale, traffic generation, hours of operation, and other similar standards which may be used by the Commission.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)
10. Alcoholic Beverages as an accessory use in accordance with Section 5.O.	Special Permit (PZC)	Special Permit (PZC)	x
11. Excavation and/or filling of earth products as a principal use (not associated with a valid zoning approval) in accordance with Section 5.M.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)
12. Outside storage and/or display of goods and merchandise as an accessory use in accordance with Section 5.K.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)

3.C.3 MASTER CONCEPT PLAN REQUIRED

1. Development within the Village Square District is preceded by Special Permit approval by the Commission of a Master Concept Plan and Standards.
2. Following approval of the Master Concept Plan and Standards, and the subsequent filing of the plan, standards, and Special Permit Certification in the Town Clerk's Office:
 - a. non-residential development shall be processed as a Site Plan Application; and
 - b. residential development shall be processed as a Special Permit Application.
3. The Master Concept Plan shall show the nature and scope of the development in sufficient detail for the Commission to evaluate:
 - a. the overall configuration of the proposed development and the location of the different areas (Village Square Center, Village Square General, and Village Square Edge);
 - b. the proposed uses, their proposed locations, and their approximate gross floor areas, densities, numbers of units and other data as appropriate;
 - c. the configuration of proposed public or private streets, walkways, parking areas, easements, planted and treed areas, buffers, signage, lighting and lighting methods and patterns, drainage methods and patterns, open space areas, access locations from abutting roads, driveways within the site to the existing and proposed road system, and amenities such as parks, meeting places, bike paths, and pedestrian trails;
 - d. illustrative renderings of all architectural and structural improvements, including a narrative describing style and design of these improvements, typical for each unique area of the village;
 - e. proposed plan for public dedication, such as streets, parks and open spaces and a plan of development for such areas;
 - f. a description of the areas of the site (by ratio, location, square footage, etc.) proposed for each land use type; and
 - g. proposed development phasing; types of ownership of improvements (including streets, parking areas, open spaces and other community areas), buildings, building clusters and utility systems; any proposed common interest communities; and, any proposed reciprocal easement agreements.
4. Additional standards and requirements for the Master Concept Plan are contained in Section 3.C.4 of the Regulations.
5. Development within the Village Square District shall conform to the applicable sections of the Zoning or Subdivision Regulations except that, in the event of a conflict between the provisions of this Section and any other Section, the provisions of this Section shall supersede the other Section.
6. Any substantive amendment to the Master Concept Plan and Standards, as determined by the Commission, will be adopted in the same manner as the adoption of the original Master Concept Plan and Standards. However, minor changes to the Master Concept Plan and Standards may be permitted by the Commission as an administrative interpretation provided the Commission finds that the general intent and scope of the approved Master Concept Plan and Standards has not been changed.

Section 3.C

BUSINESS DISTRICTS & USES

VILLAGE SQUARE (VS)

3.C.4 STANDARDS FOR MASTER CONCEPT PLAN

3.C.4.1 REQUIRED ELEMENTS

A Master Plan submission shall, at a minimum, include:

1. Map(s) depicting existing conditions on the parcel(s) and in the vicinity.
2. Map(s) and plan(s) illustrating the Master Concept Plan and showing the approximate boundaries of the Village Square Center, Village Square General and Village Square Edge areas and the development patterns within each area.
3. Proposed standards for the development including, but not limited to:
 - a. the overall development program;
 - b. development standards including but not limited to minimum setbacks; maximum building and impervious coverage limits for each lot or parcel; maximum and minimum building height; and number of parking and loading spaces;
 - c. construction of roadways and other improvements; and
 - d. other standards as appropriate.
4. **Impact Statements -**
 - a. Municipal Financial Impact Statement.
 - b. Public Safety and Traffic Impact Statement.
 - c. Public Works Impact Statement.
 - d. Cultural, Aesthetic or Heritage Impact Statement.
 - e. Natural Resources Impact Statement.
5. Other plans and details as may be requested by the Commission to illustrate the size, impact and appropriateness of the application and its relation to the surrounding neighborhood and districts.

3.C.4.2 ARCHITECTURAL STANDARDS

1. Architectural design shall be established in order to ensure compatibility of building design to the building traditions of the Hebron Center and to a traditional New England village character.
2. The architectural design standards shall include:
 - a. overall architectural compatibility;
 - b. human scale design – street level openings such as doors and windows, window displays, a variety of interesting architectural features with staggered building setbacks, and areas designed for pedestrians to sit, browse and watch;
 - c. a cohesive pattern of many separate buildings, or the appearance of many separate buildings, in the Village Square Center;
 - d. integration of uses;
 - e. encouragement of pedestrian activity;
 - f. first floor, pedestrian oriented, retail and similar uses in the Village Square Center are strongly encouraged;
 - g. buildings must relate to and be oriented to the street;
 - h. predominantly two story building height in the Village Square Center;
 - i. maximum of two and one-half story building height;
 - j. use of awnings, pitched roofs, gable ends, gable dormers, porches, overhangs and similar features;
 - k. screening of all mechanical and utility equipment, loading areas and storage areas by landscaping or architectural features;
 - l. buildings at intersections or main entrances with special architectural features to emphasize the importance of its location; and
 - m. traditional New England village building design, using materials, colors and construction that are compatible to the historic buildings of Hebron.

3.C.4.3 DESIGN STANDARDS

1. Design Standards are those design elements other than building design that strive to unify the Village Square District as a planned development with a distinctive New England village character.
2. The design standards shall include:
 - a. a complete village containing a definable center, a variety of housing types, retail, services, employment areas, recreation and open space areas;
 - b. an interconnected network of streets and sidewalks and trails;
 - c. an active street environment with all major and minor streets having walkways, street furniture, native species street trees, and pedestrian level lights;
 - d. public spaces and places including streetscapes that invite and encourage pedestrian activity;
 - e. usable and understandable pedestrian and vehicular links to the existing Town Center and Hebron Center;
 - f. preservation of stone walls, hedgerows, specimen trees and barways;
 - g. screening of all storage, loading and mechanical areas from view by means of landscaping or architectural features;
 - h. buffers shall be incorporated along all edges of the District similar to buffers required for commercial districts as set forth in Section 5.D of these Regulations; and
 - i. use of native landscape materials throughout the village.

Section 3.C

BUSINESS DISTRICTS & USES

VILLAGE SQUARE (VS)

3.C.4.4 OPEN SPACE STANDARDS

1. Open space is a significant part of a Village Square District and such open spaces serve as areas for community gatherings, landmarks, organizing elements of the village design as well as for the purpose of preserving significant natural and man-made features.
2. The Open Space standards shall include:
 - a. the open space shall consist of formal and informal areas including public spaces, public recreational areas and open space preservation/buffers, examples of which are shown on the Conceptual Plan of Development contained in the "Village Green District" or "Village Square" section of the Plan of Conservation and Development;
 - b. the Open Space shall be consistent with the Future Open Space Plan contained within the Plan of Conservation and Development;
 - c. a Village Square Center shall contain a formal Open Space area in the form of a village green;
 - d. overall design shall utilize open space squares and plazas and other civic places;
 - e. open Space shall provide active recreational opportunities;
 - f. open Space shall incorporate buffers to preserve natural resource corridors, protect and include watercourses and adjacent areas of wetland soils, provide buffers to adjacent uses and complement the Plan of Conservation and Development; and
 - g. trails consistent with the approved Master Concept Plan shall be provided.

3.C.4.5 DRAINAGE STANDARDS

1. Due to the amount of land area and open space that is part of the Village Square District, combined with a development pattern in which density generally decreases from the village center out to the village fringe, there is an opportunity to reduce storm water quality impacts on the receiving wetlands, watercourses and waterbodies.
2. The drainage standards shall include:
 - a. post-development peak run-off rates leaving the development shall not exceed pre-construction rates;
 - b. drainage design and planning shall consider the entire village green district;
 - c. drainage system design and construction standards shall be as contained in the Town of Hebron Public Improvement Specifications;
 - d. the drainage system shall be consistent with any overall drainage study conducted by the Town;
 - e. drainage design shall include components to cleanse storm water prior to discharge into the natural system by means of vegetative ponds, bio-filters, and other similar methods; and
 - f. drainage control features shall be designed to be functional, environmentally sensitive and, where visible to the public view, shall be aesthetically designed.

3.C.4.6 STREETS AND PARKING STANDARDS

1. The street pattern creates the framework of the Village Square District and therefore is a prime planning consideration. The Master Concept Plan shall specify the appropriate hierarchy of streets.
2. No new parking spaces in the Village Square District shall be located between the front facade of the principal building and the abutting streets unless approved by the Commission by Special Permit due to special or unique circumstances.
3. The Streets and Parking Standards shall include the following:
 - a. the street pattern shall generally be interconnected, discouraging dead-end streets and allowing a flow of vehicles and/or pedestrians between different level streets, to sidewalks, and to trails;
 - b. streets shall be designed on a small grid pattern, creating smaller blocks, particularly in the Village Square Center;
 - c. safe on-street parking shall be encouraged;
 - d. traffic calming methods shall be employed to reduce speed and create a pedestrian friendly village;
 - e. the width of streets shall be planned to accommodate their intended function as described in the Town of Hebron Public Improvement Specifications;
 - f. roadway connections are encouraged between arterial roadways surrounding a village green district;
 - g. street trees shall be planted along all streets, having a minimum 2 ½ inches caliper and planted at a maximum spacing of 50 feet on center using native landscape species;
 - h. street lights shall be provided along all streets and parking areas and shall have a consistent design that complements the small town New England Village character;
 - i. parking lots shall be located at the rear or at the sides of buildings and effectively screened from street view; and, in order to preserve a pedestrian friendly streetscape, no more than one-third of any street frontage shall be boarded by parking areas;
 - j. shared parking among uses and between separate parcels of land is encouraged; and
 - k. parking shall be provided as specified in Section 5.C of these Regulations provided a 20% reduction may be permitted by the Commission if such areas are shared by various uses, and if pedestrian walkways connect said parking areas to nearby roads, open space and commercial uses. The Commission may reduce parking requirements by an additional 25% provided adjacent land is set aside for use by a place of worship, community use of formal village green which is adjacent to on street parking. Any such reduction shall be considered only upon receipt of a parking plan analysis justifying any such reductions and which also shall include a plan for managing any shared parking area.

Section 3.C

BUSINESS DISTRICTS & USES

VILLAGE SQUARE (VS)

3.C.4.7 SIGN STANDARDS

1. Signs shall be consistent and compatible with the Village Patterns as noted in Section 3.B.1, as well as the scale and character of a traditional New England Village center.
2. A Unified Sign Proposal, subject to approval by the Commission, shall include an overall sign plan, containing an example of each type of proposed sign, provide standards for design, placement, size, material, color, lighting and landscaping, and shall be provided by the applicant with each Special Permit application. Each sign shall be found to be proportional to and compatible with the buildings and/or streetscapes where such sign is located.
3. Such Unified Sign Proposal shall adhere to the following standards:
 - a. a free-standing project identification sign, containing architectural details compatible with the architecture of the District, may be located at the District's major entrance, shall contain the project name and may contain the address and a major tenant (up to twenty feet in height and up to fifty square feet in area);
 - b. signs permitted throughout the Village Square Center shall include wall signs, window signs, building projecting or hanging signs, and awning signs (up to a maximum of one square foot of sign area per each foot of frontage of tenant space) as traditional signs in a New England village district; and, a traditional colonial freestanding hanging sign using a single post and cross-arm may be permitted as approved by the Commission for significant uses in the Center (where the message area does not exceed eight feet in height and nine square feet in area);
 - c. signs permitted within the remainder of the District may include signs permitted in the Village Square Center area and may also include a low-profile identification sign on a lot where identification beyond what is permitted in sub-section (2) above is necessary and where building setbacks and site conditions warrant (maximum of five feet in height and twenty-four square feet in area); and
 - d. the Unified Sign Proposal shall adhere to the General Sign Regulations contained in Section 5.B of these Regulations.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JULY 10, 2025**

HEBRON ECONOMIC DEVELOPMENT INCENTIVE PROGRAM

Attached is a memo from Matthew Bordeaux, Town Planner, regarding the Hebron Economic Development Incentive Program along with a recommendation that the Board of Selectmen charge the Economic Development Commission with a comprehensive review and preparation of recommendations for an update.

Also attached are the CGS 12-65b, CT Public Act 24-143 and the currently approved Economic Development Incentive Program.

**TOWN OF HEBRON
PLANNING AND DEVELOPMENT DEPARTMENT**

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

FROM: Matthew R. Bordeaux, Town Planner

DATE: July 1, 2025

RE: Hebron Economic Development Incentive Program

The Town of Hebron's Economic Development Incentive Program was developed by the Hebron Economic Development Commission and approved by the Hebron Board of Selectmen in 2010, to utilize the enabling legislation (Connecticut General Statutes Section 12-65b) authorizing municipalities to fix the assessment of real property, thereby incentivizing investment in certain types of development in Hebron. The Program was updated in 2017.

The State Statute has been revised several times throughout the years; from once limiting the terms of agreements both in duration and in minimum investment, and also in the types of uses eligible for consideration. Recently however, some significant changes have been adopted by the CT General Assembly, that should cause the Town of Hebron to consider updating the Program. The most notable of those changes are summarized below:

1. Subsection (a)(1) states that "Any municipality may, by affirmative vote of its legislative body or, pursuant to subdivision (2) of this subsection, by its board of selectmen... Subdivision (2) states that "In the case of a municipality where the legislative body is a town meeting and such town meeting has adopted an ordinance delegating to the board of selectmen the authority to enter into such an agreement described in subdivision (1) of this subsection, such board of selectmen may enter into such agreement. The Program is currently established by a policy adopted by the Board of Selectmen.
2. Public Act 24-143 amended Subsection (a) to extend the maximum duration of fixed assessment agreement to 30 years, whereas the previous limit was ten (10) years.
3. CT Public Act 24-143 amended Subsections (a) and (b) to allow fixed assessment agreements concerning personal property, whereas the previous version limited agreements to real property.

Recommendation: As stated above, the Hebron Economic Development Commission developed the Program in 2010. The Program should be updated. I recommend the Board of Selectmen charge the Economic Development Commission with a comprehensive review of the statutory amendments and preparation of recommendations for an update.

MRB

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Attachment

Sec. 12-65b. Agreements between municipality and owner or lessee of real property, personal property or air space fixing the assessment of such property or air space.

(a)(1) Any municipality may, by affirmative vote of its legislative body or, pursuant to subdivision (2) of this subsection, by its board of selectmen, enter into a written agreement, for a period of not more than thirty years, with any party (A) owning or proposing to acquire an interest in real property in such municipality, (B) owning personal property in such municipality, (C) owning or proposing to acquire an interest in air space in such municipality, or (D) who is the lessee of, or who proposes to be the lessee of, air space in such municipality in such a manner that the air space leased or proposed to be leased shall be assessed to the lessee pursuant to section [12-64](#), fixing the assessment of the personal property, real property or air space which is the subject of the agreement, and all improvements on such real property or in such air space and to be constructed on such real property or in such air space, subject to the provisions of subsection (b) of this section. For purposes of this section, “improvements to be constructed” includes the rehabilitation of existing structures for retail business use.

(2) In the case of a municipality where the legislative body is a town meeting and such town meeting has adopted an ordinance delegating to the board of selectmen the authority to enter into an agreement described in subdivision (1) of this subsection, such board of selectmen may enter into such agreement.

(b) The provisions of subsection (a) of this section shall only apply if the personal property, improvements or improvements to be constructed are for at least one of the following: (1) Office use; (2) retail use; (3) permanent residential use in connection with a residential property consisting of four or more dwelling units; (4) transient residential use in connection with a residential property consisting of four or more dwelling units; (5) manufacturing use; (6) warehouse, storage or distribution use; (7) structured multilevel parking use necessary in connection with a mass transit system; (8) information technology; (9) recreation facilities; (10) transportation facilities; (11) mixed-use development, as defined in section [8-13m](#); or (12) use by or on behalf of a health system, as defined in section [19a-508c](#).

(1971, P.A. 471, S. 1, 2; P.A. 73-477; P.A. 75-575, S. 1, 2; P.A. 77-138, S. 1, 3; 77-586, S. 2, 3; P.A. 79-78, S. 1, 2; P.A. 82-414, S. 1, 2; P.A. 85-573, S. 1, 18; P.A. 90-219, S. 13; May Sp. Sess. P.A. 92-15, S. 4, 20; P.A. 94-157, S. 3, 4; P.A. 97-235, S. 1, 4; P.A. 98-207; P.A. 01-125, S. 1; P.A. 03-19, S. 25; P.A. 13-246, S. 1; P.A. 14-174, S. 5; June Sp. Sess. P.A. 15-5, S. 240; May Sp. Sess. P.A. 16-3, S. 32; P.A. 22-72, S. 1; P.A. 24-143, S. 6.)

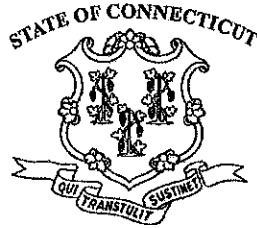
History: P.A. 73-477 added words “an interest in” with reference to acquisition of real property and air space in Subsec. (a); P.A. 75-575 amended Subsec. (a) to include

municipalities with population densities of 4,500 persons or more per square mile and those contracting with U.S. for grants of more than \$10,000,000 for redevelopment and urban renewal and amended Subsec. (b) to include improvements for manufacturing use and to change cost minimum from \$10,000,000 to \$5,000,000; P.A. 77-138 made provisions applicable to any municipality, deleting all restrictions based on population, population density or amount of federal grant and included in Subsec. (b) improvements for warehouse storage or distribution use; P.A. 77-586 reinstated restriction on applicability of provisions, limiting provisions to municipalities with population of at least 35,000; P.A. 79-78 deleted restriction imposed by P.A. 77-586 and changed cost minimum in Subsec. (b) from \$5,000,000 to \$3,000,000; P.A. 82-414 amended requirements in Subsec. (b) applicable to fixed assessment agreements to permit agreements if at least one, rather than two or more as was previously the case, of the types of improvements is satisfied; and increased list by adding multilevel parking facilities as an improvement, the proposed construction of which would allow such an agreement; P.A. 85-573 provided for agreements for not more than two years on improvements of not less than \$500,000, effective July 10, 1985, and applicable in any municipality to the assessment year commencing October 1, 1985, and thereafter; P.A. 90-219 amended Subsec. (b) to require that improvements for structured multilevel parking use be necessary in connection with a mass transit system; May Sp. Sess. P.A. 92-15 added Subsec. (a)(3) re improvements of not less than \$100,000, effective July 1, 1992, and applicable to assessment years of municipalities commencing on or after October 1, 1992; P.A. 94-157 added Subsec. (a)(4) to (7), inclusive, effective October 1, 1994, and applicable to assessment years commencing on or after that date; P.A. 97-235 added Subsec. (b)(viii) re improvements for information technology, effective June 24, 1997; P.A. 98-207 reorganized and relettered Subsec. (b) and added new Subdivs. (9) and (10) re recreation facilities and transportation facilities; P.A. 01-125 amended Subsec. (a) to reduce the threshold to qualify for abatement from \$100,000 to \$25,000 and change the amount of the abatement from 50% to not more than 50% in Subdiv. (3) and to delete Subdivs. (4) to (7), inclusive; P.A. 03-19 made technical changes in Subsec. (b), effective May 12, 2003; P.A. 13-246 amended Subsec. (a) by changing improvement cost threshold for assessment for period of not more than 3 years from not less than \$25,000 to not less than \$10,000 and amended Subsec. (b) by adding Subdiv. (11) re mixed-use development; P.A. 14-174 amended Subsec. (a) by adding Subdiv. (4) re fixing the assessment for improvements on land used or to be used for retail business; June Sp. Sess. P.A. 15-5 added Subsec. (b)(12) re use by or on behalf of a health system, effective June 30, 2015; May Sp. Sess. P.A. 16-3 amended Subsec. (a) to add provision limiting written agreement to a period of not more than 10 years and delete former Subdivs. (1) to (4) re options for duration of assessment and amended Subsec. (b)(3) and (4) to add provision re improvements to be for residential property consisting of 4 or more dwelling units, effective October 1, 2016, and applicable to assessment years commencing on or after October 1, 2016; P.A. 22-72 amended 0

Subsec. (a) by designating existing provisions re agreements to fix assessments of real property or air space as Subdiv. (1) and specifying that boards of selectmen may enter into such agreements pursuant to Subdiv. (2), and adding Subdiv. (2) re authority of boards of selectmen to enter into such agreements, and amended Subsec. (b) by making a conforming change; P.A. 24-143 amended Subsec. (a) to extend the maximum duration of fixed assessment agreements to 30 years and amended Subsecs. (a) and (b) to allow fixed assessment agreements concerning personal property.

Cited. 228 C. 79; 235 C. 637.

Cited. 17 CA 166.



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Public Act No. 24-143

AN ACT CONCERNING MUNICIPAL APPROVALS FOR HOUSING DEVELOPMENT, FINES FOR VIOLATIONS OF LOCAL ORDINANCES, REGULATION OF SHORT-TERM RENTALS, RENTAL ASSISTANCE PROGRAM ADMINISTRATION, NOTICES OF RENT INCREASES AND THE HOUSING ENVIRONMENTAL IMPROVEMENT REVOLVING LOAN AND GRANT FUND.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 8-31 of the 2024 supplement to the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

(a) (1) Not later than March 31, 2024, and annually thereafter, each municipality shall report to the [Department] Commissioner of Economic and Community Development, in a form and manner to be prescribed by the commissioner, for the previous calendar year, (A) the number of new dwelling units permitted in such municipality, including specifying how many new dwelling units are located within single family, two-to-four family and more than four-family homes; and (B) the number of dwelling units demolished in such municipality.

(2) Not later than December 31, 2023, each municipality shall report the information specified in subdivision (1) of this subsection for each calendar year from 2018 to 2022, inclusive.

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(b) On and after April 1, 2024, the commissioner shall send a notice to any municipality that fails to comply with the requirements of subsection (a) of this section. If any municipality fails to comply with the requirements of subsection (a) of this section more than sixty days after the issuance of such letter by the commissioner, the commissioner shall deem such municipality ineligible for discretionary state funding from the Department of Economic and Community Development for a period lasting until the subsequent reporting deadline required by this section unless such prohibition is expressly waived by the commissioner upon the commissioner's finding of good cause for such failure to comply.

(c) (1) For the purposes of this subsection, (A) "residential permit application" means any subdivision, zoning permit, special permit or site plan application submitted in connection with the proposed construction or renovation of a structure that contains one or more dwelling units, and (B) "dwelling unit" has the same meaning as provided in section 47a-1, as amended by this act.

(2) The commissioner shall annually send to each municipality a supplemental questionnaire concerning residential permit applications submitted to or reviewed by any planning commission, zoning commission or combined planning and zoning commission of the municipality. Such questionnaire shall include questions concerning (A) the number of residential permit applications submitted to the planning commission, zoning commission or combined planning and zoning commission, (B) the number of dwelling units proposed to be constructed or renovated in such applications, (C) the number of such applications approved by the planning commission, zoning commission or combined planning and zoning commission, (D) the number of dwelling units proposed to be constructed or renovated in such applications that were approved by the planning commission, zoning commission or combined planning and zoning commission, (E) the

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number of such applications denied by the planning commission, zoning commission or combined planning and zoning commission, (F) the number of dwelling units proposed to be constructed or renovated in such applications that were denied by the planning commission, zoning commission or combined planning and zoning commission, and (G) any other information concerning residential permit applications prescribed by the commissioner.

(3) Any municipality may elect to complete and return such supplemental questionnaire to the commissioner.

~~[(c)]~~ (d) The Department of Economic and Community Development shall collect the reports as provided in subsection (a) of this section and questionnaires as provided in subsection (c) of this section and publish such reports and questionnaires on the department's Internet web site.

Sec. 2. (*Effective from passage*) The majority leaders' roundtable group on affordable housing, established pursuant to section 2-139 of the general statutes, shall conduct a study concerning any municipal design review process required in connection with residential developments. The study shall include, but need not be limited to, (1) an analysis of current required design review processes and the impact of such processes on the cost and development time of affordable housing, as defined in section 8-39a of the general statutes, (2) the identification of barriers within such design review processes that may hinder the construction or renovation of such affordable housing, and (3) the examination of successful models from other jurisdictions that have streamlined, modified or eliminated such design review processes for such affordable housing. Not later than January 1, 2025, the roundtable group shall submit a report, in accordance with the provisions of section 11-4a of the general statutes, on its findings and any recommendations to the joint standing committees of the General Assembly having cognizance of matters relating to planning and development and housing.

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Sec. 3. (NEW) (*Effective October 1, 2024*) (a) For the purposes of this section, (1) "summary review" means able to be approved in accordance with the terms of a zoning regulation or regulations and without requiring that a public hearing be held, a variance, special permit or special exception be granted or some other discretionary zoning action be taken, other than a determination that a site plan is in conformance with applicable zoning regulations and that public health and safety will not be substantially impacted, (2) "dwelling unit" has the same meaning as provided in section 47a-1 of the general statutes, as amended by this act, (3) "multifamily housing" has the same meaning as provided in section 8-13m of the general statutes, and (4) "nursing home" has the same meaning as provided in section 19a-490 of the general statutes.

(b) Any zoning regulations adopted by a municipality pursuant to section 8-2 of the general statutes shall allow for the conversion of any nursing home into multifamily housing subject only to summary review, provided (1) such nursing home is a freestanding structure, (2) such nursing home is not a nonconforming use, (3) such conversion does not result in the substantial alteration of the footprint of such structure, (4) such conversion does not result in the total demolition of such structure, and (5) the owner of such nursing home has declared, in writing to the municipality, that such nursing home has been vacant for a period of not less than ninety days immediately preceding the submission of the summary review application to the planning commission, zoning commission or combined planning and zoning commission of the municipality.

(c) Notwithstanding the provisions of subdivisions (3) and (4) of subsection (b) of this section, a municipality may require that a public hearing be held, a variance, special permit or special exemption be granted or some other discretionary zoning action be taken if the conversion of the nursing home structure into multifamily housing will result in the substantial alteration of the footprint of such structure or

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the total demolition of such structure.

(d) The summary review process for the approval of the conversion of a nursing home into multifamily housing shall require that a decision on any such application be rendered not later than sixty-five days after receipt of such application by the planning commission, zoning commission or combined planning and zoning commission, except an applicant may consent to one or more extensions of not more than an additional sixty-five days or may withdraw such application.

Sec. 4. Subsection (c) of section 4b-21 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

(c) (1) Not later than thirty days after receipt of such notification from the secretary, the following agencies shall determine and notify the secretary in writing if the land, improvement or interest serves the following needs: [(1)] (A) The Commissioner of Economic and Community Development, whether it can be used or adapted for economic development or exchanged for property that can be used for economic development; [(2)] (B) the Commissioner of Transportation, whether it can be used for transportation purposes; [(3)] (C) the Commissioner of Energy and Environmental Protection, whether it can be used for open space purposes or to otherwise support the department's mission; [(4)] (D) the Commissioner of Agriculture, whether it can be used for farming or agricultural purposes; [(5)] (E) the Commissioner of Veterans Affairs, whether it can be used for veterans' housing; [(6)] (F) the Commissioner of Children and Families, whether it can be used to support the department's mission; [(7)] (G) the Commissioner of Developmental Services, whether it can be used to support the department's mission; [(8)] (H) the Commissioner of Administrative Services, whether it can be used to house state agencies or can be leased; and [(9)] (I) the Commissioner of Housing, whether it can be used as an emergency shelter or transitional living facility for

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homeless persons, or used for the construction, rehabilitation or renovation of housing for persons and families of low and moderate income.

(2) Not later than thirty days after receipt of such notification from the secretary [, any] pursuant to subdivision (1) of this subsection: (A) Any state agency, department or institution that is interested in utilizing the land, improvement or interest shall submit a plan to the secretary that sets forth the proposed use for the land, improvement or interest and a budget and timetable for such use, and (B) if the Commissioner of Housing determines that the land, improvement or interest may be used for the construction, rehabilitation or renovation of housing for persons and families of low and moderate income, the commissioner shall submit a plan to the secretary for any such use of the land, improvement or interest that includes a budget and timetable for any such use.

(3) If one or more agencies, departments or institutions submit a plan for such land, improvement or interest to the secretary [within such thirty-day period] as specified in subdivision (2) of this subsection, the secretary shall analyze such agency, department or institution plan or plans and determine whether custody and control of the land, improvement or interest shall be transferred to one of such agencies, departments or institutions, in which case the agency, department or institution having custody of the land, improvement or interest shall make such transfer, provided if the Commissioner of Housing submits a plan for the use of such land, improvement or interest for the construction, rehabilitation or renovation of housing for persons and families of low and moderate income, the secretary shall prioritize the review of the commissioner's plan and grant the transfer of the land, improvement or interest to the commissioner unless the secretary states in writing any reason why such transfer is not feasible.

Sec. 5. Subparagraph (H) of subdivision (7) of subsection (c) of section 7-148 of the 2024 supplement to the general statutes is repealed and the

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following is substituted in lieu thereof (*Effective October 1, 2024*):

(H) (i) Secure the safety of persons in or passing through the municipality by regulation of shows, processions, parades and music;

(ii) Regulate and prohibit the carrying on within the municipality of any trade, manufacture, business or profession which is, or may be, so carried on as to become prejudicial to public health, conducive to fraud and cheating, or dangerous to, or constituting an unreasonable annoyance to, those living or owning property in the vicinity;

(iii) Regulate auctions and garage and tag sales;

(iv) Prohibit, restrain, license and regulate the business of peddlers, auctioneers and junk dealers in a manner not inconsistent with the general statutes;

(v) Regulate and prohibit swimming or bathing in the public or exposed places within the municipality;

(vi) Regulate and license the operation of amusement parks and amusement arcades including, but not limited to, the regulation of mechanical rides and the establishment of the hours of operation;

(vii) Prohibit, restrain, license and regulate all sports, exhibitions, public amusements and performances and all places where games may be played;

(viii) Preserve the public peace and good order, prevent and quell riots and disorderly assemblages and prevent disturbing noises;

(ix) Establish a system to obtain a more accurate registration of births, marriages and deaths than the system provided by the general statutes in a manner not inconsistent with the general statutes;

(x) Control insect pests or plant diseases in any manner deemed

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appropriate;

(xi) Provide for the health of the inhabitants of the municipality and do all things necessary or desirable to secure and promote the public health;

(xii) Regulate the use of streets, sidewalks, highways, public places and grounds for public and private purposes;

(xiii) Make and enforce police, sanitary or other similar regulations and protect or promote the peace, safety, good government and welfare of the municipality and its inhabitants;

(xiv) Regulate, in addition to the requirements under section 7-282b, the installation, maintenance and operation of any device or equipment in a residence or place of business which is capable of automatically calling and relaying recorded emergency messages to any state police or municipal police or fire department telephone number or which is capable of automatically calling and relaying recorded emergency messages or other forms of emergency signals to an intermediate third party which shall thereafter call and relay such emergency messages to a state police or municipal police or fire department telephone number. Such regulations may provide for penalties for the transmittal of false alarms by such devices or equipment;

(xv) Make and enforce regulations for the prevention and remediation of housing blight or blight upon any commercial real property, including regulations reducing assessments and authorizing designated agents of the municipality to enter property during reasonable hours for the purpose of remediating blighted conditions, provided such regulations define blight and require such municipality to give written notice of any violation to the owner of the property and provide a reasonable opportunity for the owner to remediate the blighted conditions prior to any enforcement action being taken, except

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that a municipality may take immediate enforcement action in the case of a violation at a property that is the third or more such blight violation at such property during the prior twelve-month period, and further provided such regulations shall not authorize such municipality or its designated agents to enter any dwelling house or structure on such property, and including regulations establishing a duty to maintain property and specifying standards to determine if there is neglect; prescribe civil penalties for the violation of such regulations (I) for housing blight upon real property containing six or fewer dwelling units, of not more than one hundred fifty dollars for each day that a violation continues if such violation occurs at an occupied property, not more than two hundred fifty dollars for each day that a violation continues if such violation occurs at a vacant property, and not more than one thousand dollars for each day that a violation continues at a property if such violation is the third or more such violation at such property during the prior twelve-month period, [and, if] (II) for housing blight upon real property containing more than six but fewer than forty dwelling units, not more than ten cents per square foot of each residential building upon such real property for each day that a violation continues, (III) for housing blight upon real property containing forty or more dwelling units, not more than twelve cents per square foot of each residential building upon such real property for each day that a violation continues, and (IV) for blight upon any commercial real property, not more than ten cents per square foot of any commercial building upon such real property for each day that a violation continues. If any such civil penalties are prescribed, such municipality shall adopt a citation hearing procedure in accordance with section 7-152c. For the sole purpose of determining if a violation is the third or more such violation at such property during the prior twelve-month period, "violation" means a violation of any municipal blight regulation for which the municipality has issued a notice of violation and either, [(I)] in the determination of such municipality, the conditions creating such violation were previously cured [,] or [(II)] one hundred twenty days

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have passed from the notice of violation and the conditions creating such violation have not been cured. A third violation may also be established where three or more conditions constituting such violation exist at a property simultaneously;

(xvi) Regulate, on any property owned by or under the control of the municipality, any activity deemed to be deleterious to public health, including the burning of a lighted cigarette, cigar, pipe or similar device, whether containing, wholly or in part, tobacco or cannabis, as defined in section 21a-420, and the use or consumption of cannabis, including, but not limited to, electronic cannabis delivery systems, as defined in section 19a-342a, or vapor products, as defined in said section, containing cannabis. If the municipality's population is greater than fifty thousand, such regulations shall designate a place in the municipality in which public consumption of cannabis is permitted. Such regulations may prohibit the smoking of cannabis and the use of electronic cannabis delivery systems and vapor products containing cannabis in the outdoor sections of a restaurant. Such regulations may prescribe penalties for the violation of such regulations, provided such fine does not exceed fifty dollars for a violation of such regulations regarding consumption by an individual or a fine in excess of one thousand dollars to any business for a violation of such regulations;

Sec. 6. Section 12-65b of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

(a) (1) Any municipality may, by affirmative vote of its legislative body or, pursuant to subdivision (2) of this subsection, by its board of selectmen, enter into a written agreement, for a period of not more than [ten] thirty years, with any party (A) owning or proposing to acquire an interest in real property in such municipality, [or with any party] (B) owning personal property in such municipality, (C) owning or proposing to acquire an interest in air space in such municipality, or [with any party] (D) who is the lessee of, or who proposes to be the

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lessee of, air space in such municipality in such a manner that the air space leased or proposed to be leased shall be assessed to the lessee pursuant to section 12-64, fixing the assessment of the personal property, real property or air space which is the subject of the agreement, and all improvements [thereon or therein] on such real property or in such air space and to be constructed [thereon or therein] on such real property or in such air space, subject to the provisions of subsection (b) of this section. For purposes of this section, "improvements to be constructed" includes the rehabilitation of existing structures for retail business use.

(2) In the case of a municipality where the legislative body is a town meeting and such town meeting has adopted an ordinance delegating to the board of selectmen the authority to enter into an agreement described in subdivision (1) of this subsection, such board of selectmen may enter into such agreement.

(b) The provisions of subsection (a) of this section shall only apply if the personal property, improvements or improvements to be constructed are for at least one of the following: (1) Office use; (2) retail use; (3) permanent residential use in connection with a residential property consisting of four or more dwelling units; (4) transient residential use in connection with a residential property consisting of four or more dwelling units; (5) manufacturing use; (6) warehouse, storage or distribution use; (7) structured multilevel parking use necessary in connection with a mass transit system; (8) information technology; (9) recreation facilities; (10) transportation facilities; (11) mixed-use development, as defined in section 8-13m; or (12) use by or on behalf of a health system, as defined in section 19a-508c.

Sec. 7. (NEW) (*Effective October 1, 2024*) Any municipality may (1) by vote of its legislative body, adopt an ordinance requiring the licensure of short-term rental properties in such municipality and regulating the operation and use of such properties, and (2) engage one or more

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consultants to assist such municipality in developing such ordinance. For the purposes of this section, "short-term rental properties" means a dwelling unit, as defined in section 47a-1 of the general statutes, as amended by this act, or any portion thereof, that is (A) the subject of a short-term rental, as defined in section 12-408h of the general statutes, and (B) not a hotel or bed and breakfast establishment, as such terms are defined in section 12-407 of the general statutes, or a motel, motor court, motor inn or tourist court.

Sec. 8. Section 7-148aa of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

Any unpaid penalty imposed by a municipality pursuant to the provisions of an ordinance (1) adopted pursuant to section 8-12a, or (2) regulating blight, adopted pursuant to subparagraph (H)(xv) of subdivision (7) of subsection (c) of section 7-148, as amended by this act, shall constitute a lien upon the real estate against which the penalty was imposed from the date of such penalty. Each such lien may be continued, recorded and released in the manner provided by the general statutes for continuing, recording and releasing property tax liens. Each such lien shall take precedence over all other liens filed after July 1, 1997, and encumbrances except taxes, and may be enforced in the same manner as property tax liens.

Sec. 9. Subsection (a) of section 8-216a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

(a) [The provisions of] Notwithstanding any [other] provision of the general [statute] statutes or special act, [to the contrary notwithstanding,] the present true and actual value of [the] any real property [classified as property] used for housing solely for low or moderate-income persons or families, [pursuant to section 8-215] as defined in section 8-202, on which rents or carrying charges are limited

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by regulatory agreement with, or otherwise regulated by, the federal or state government or any department or agency thereof, shall be based upon and shall not exceed the capitalized value of the net rental income of [the housing project] such real property. For purposes of [sections 8-215, 8-216 and] this section, [such net rental income] "net rental income" means the gross income of [the project] any real property used for housing solely for low or moderate-income persons or families as limited by the schedule of rents or carrying charges, less reasonable operating expenses and property taxes.

Sec. 10. Subsection (b) of section 8-1a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

(b) As used in this chapter and section 11 of this act:

(1) "Accessory apartment" means a separate dwelling unit that (A) is located on the same lot as a principal dwelling unit of greater square footage, (B) has cooking facilities, and (C) complies with or is otherwise exempt from any applicable building code, fire code and health and safety regulations;

(2) "Affordable accessory apartment" means an accessory apartment that is subject to binding recorded deeds which contain covenants or restrictions that require such accessory apartment be sold or rented at, or below, prices that will preserve the unit as housing for which, for a period of not less than ten years, persons and families pay thirty per cent or less of income, where such income is less than or equal to eighty per cent of the median income;

(3) "As of right" or "as-of-right" means able to be approved in accordance with the terms of a zoning regulation or regulations and without requiring that a public hearing be held, a variance, special permit or special exception be granted or some other discretionary

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zoning action be taken, other than a determination that a site plan is in conformance with applicable zoning regulations;

(4) "Cottage cluster" means a grouping of at least four detached housing units, or live work units, per acre that are located around a common open area;

(5) "Live work unit" means a building or a space within a building used for both commercial and residential purposes by an individual residing within such building or space;

~~[(5)]~~ (6) "Middle housing" means duplexes, triplexes, quadplexes, cottage clusters and townhouses;

~~[(6)]~~ (7) "Mixed-use development" means a development containing both residential and nonresidential uses in any single building; and

~~[(7)]~~ (8) "Townhouse" means a residential building constructed in a grouping of three or more attached units, each of which shares at least one common wall with an adjacent unit and has exterior walls on at least two sides.

Sec. 11. (NEW) (*Effective October 1, 2024*) (a) Any zoning regulations adopted pursuant to section 8-2 of the general statutes may allow for the as-of-right development of any type of middle housing on any lot that allows for residential use, commercial use or mixed-use development.

(b) Any municipality that adopts zoning regulations that allow for the as-of-right development of middle housing as described in subsection (a) of this section shall be awarded one-quarter housing unit-equivalent point pursuant to subdivision (6) of subsection (l) of section 8-30g of the general statutes, as amended by this act, for each dwelling unit, as defined in section 47a-1 of the general statutes, as amended by this act, for which a certificate of occupancy has been issued by the municipality.

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(c) No municipality that has (1) adopted zoning regulations that allow for the as-of-right development of middle housing as described in subsection (a) of this section, (2) been awarded housing unit-equivalent points pursuant to subsection (b) of this section, and (3) qualified for a moratorium from the affordable housing appeals procedure under subsection (l) of section 8-30g of the general statutes, as amended by this act, based in part on housing unit-equivalent points awarded pursuant to subsection (b) of this section shall repeal or substantially modify such zoning regulations concerning the as-of-right development of middle housing during the period of such moratorium.

Sec. 12. Subdivision (6) of subsection (l) of section 8-30g of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

(6) For the purposes of this subsection, housing unit-equivalent points shall be determined by the commissioner as follows: (A) No points shall be awarded for a unit unless its occupancy is restricted to persons and families whose income is equal to or less than eighty per cent of the median income, except that (i) unrestricted units in a set-aside development shall be awarded [one-fourth] one-quarter point each; and (ii) dwelling units in middle housing developed as of right pursuant to section 11 of this act shall be awarded one-quarter point each. (B) Family units restricted to persons and families whose income is equal to or less than eighty per cent of the median income shall be awarded one point if an ownership unit and one and one-half points if a rental unit. (C) Family units restricted to persons and families whose income is equal to or less than sixty per cent of the median income shall be awarded one and one-half points if an ownership unit and two points if a rental unit. (D) Family units restricted to persons and families whose income is equal to or less than forty per cent of the median income shall be awarded two points if an ownership unit and two and one-half points if a rental unit. (E) Elderly units restricted to persons and families whose

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income is equal to or less than eighty per cent of the median income shall be awarded one-half point. (F) A set-aside development containing family units which are rental units shall be awarded additional points equal to twenty-two per cent of the total points awarded to such development, provided the application for such development was filed with the commission prior to July 6, 1995. (G) A mobile manufactured home in a resident-owned mobile manufactured home park shall be awarded points as follows: One and one-half points when occupied by persons and families with an income equal to or less than eighty per cent of the median income; two points when occupied by persons and families with an income equal to or less than sixty per cent of the median income; and one-fourth point for the remaining units.

Sec. 13. Section 8-345 of the 2024 supplement to the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

(a) As used in this section, "housing" or "housing unit" means any house or building, or portion thereof, that is occupied, designed to be occupied, or rented, leased or hired out to be occupied, exclusively as a home or residence of one or more persons. The Commissioner of Housing shall implement and administer a program of rental assistance for low-income families living in privately-owned rental housing. For the purposes of this section, a low-income family is one whose income does not exceed fifty per cent of the median family income for the area of the state in which such family lives, as determined by the commissioner.

(b) Housing eligible for participation in the program shall comply with applicable state and local health, housing, building and safety codes.

(c) In addition to an element in which rental assistance certificates are made available to qualified tenants, to be used in eligible housing which

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such tenants are able to locate, the program may include a housing support element in which rental assistance for tenants is linked to participation by the property owner in other municipal, state or federal housing repair, rehabilitation or financing programs. The commissioner shall use rental assistance under this section so as to encourage the preservation of existing housing and the revitalization of neighborhoods or the creation of additional rental housing.

(d) The commissioner may designate a portion of the rental assistance available under the program for tenant-based and project-based supportive housing units. To the extent practicable rental assistance for supportive housing shall adhere to the requirements of the federal Housing Choice Voucher Program, 42 USC 1437f(o), relative to calculating the tenant's share of the rent to be paid.

(e) The commissioner shall administer the program under this section to promote housing choice for certificate holders and encourage racial and economic integration. The commissioner shall affirmatively seek to expend all funds appropriated for the program on an annual basis without regard to population limitation established in prior years. The commissioner shall establish maximum rent levels for each municipality in a manner that promotes the use of the program in all municipalities, provided, if the fair market rent established for a housing unit under the federal Housing Choice Voucher Program, 42 USC 1437f(o), is greater than such maximum allowable rent established for such housing unit, such fair market rent shall apply for such housing unit. Any certificate issued pursuant to this section may be used for housing in any municipality in the state. The commissioner shall inform certificate holders that a certificate may be used in any municipality and, to the extent practicable, the commissioner shall assist certificate holders in finding housing in the municipality of their choice.

(f) Nothing in this section shall give any person a right to continued receipt of rental assistance at any time that the program is not funded.

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(g) The commissioner shall adopt regulations in accordance with the provisions of chapter 54 to carry out the purposes of this section. The regulations shall establish maximum income eligibility guidelines for such rental assistance and criteria for determining the amount of rental assistance which shall be provided to eligible families.

(h) Any person aggrieved by a decision of the commissioner or the commissioner's agent pursuant to the program under this section shall have the right to a hearing in accordance with the provisions of section 8-37gg.

Sec. 14. Section 7-339hh of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

Costs authorized for payment from a district master plan fund, established pursuant to section 7-339gg are limited to:

(1) Costs of improvements made within the tax increment district, including, but not limited to, (A) capital costs, including, but not limited to, (i) the acquisition or construction of land, improvements, infrastructure, public ways, parks, buildings, structures, railings, street furniture, signs, landscaping, plantings, benches, trash receptacles, curbs, sidewalks, turnouts, recreational facilities, structured parking, transportation improvements, pedestrian improvements and other related improvements, fixtures and equipment for public use, (ii) the acquisition or construction of land, improvements, infrastructure, buildings, structures, including facades and signage, fixtures and equipment for industrial, commercial, residential, mixed-use or retail use or transit-oriented development, (iii) the demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures; (iv) environmental remediation; (v) site preparation and finishing work; and (vi) all fees and expenses associated with the capital cost of such improvements, including, but not limited to, licensing and permitting expenses and planning, engineering, architectural, testing,

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legal and accounting expenses; (B) financing costs, including, but not limited to, closing costs, issuance costs, reserve funds and capitalized interest; (C) real property assembly costs; (D) costs of technical and marketing assistance programs; (E) professional service costs, including, but not limited to, licensing, architectural, planning, engineering, development and legal expenses; (F) maintenance and operation costs; (G) administrative costs, including, but not limited to, reasonable charges for the time spent by municipal employees, other agencies or third-party entities in connection with the implementation of a district master plan; and (H) organizational costs relating to the planning and the establishment of the tax increment district, including, but not limited to, the costs of conducting environmental impact and other studies and the costs of informing the public about the creation of tax increment districts and the implementation of the district master plan;

(2) Costs of improvements that are made outside the tax increment district but are directly related to or are made necessary by the establishment or operation of the tax increment district, including, but not limited to, (A) that portion of the costs reasonably related to the construction, alteration or expansion of any facilities not located within the tax increment district that are required due to improvements or activities within the tax increment district, including, but not limited to, roadways, traffic signalization, easements, sewage treatment plants, water treatment plants or other environmental protection devices, storm or sanitary sewer lines, water lines, electrical lines, improvements to fire stations, and street signs; (B) costs of public safety and public school improvements made necessary by the establishment of the tax increment district; and (C) costs of funding to mitigate any adverse impact of the tax increment district upon the municipality and its constituents; [and]

(3) Costs related to economic development, environmental

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improvements or employment training associated with the tax increment district, including, but not limited to, (A) economic development programs or events related to the tax increment district; (B) environmental improvement projects developed by the municipality related to the tax increment district; (C) the establishment of permanent economic development revolving loan funds, investment funds and grants; and (D) services and equipment necessary for employment skills development and training, including scholarships to in-state educational institutions for jobs created or retained in the tax increment district; and

(4) Costs of improvements that are made outside the tax increment district for the renovation or rehabilitation of a housing development that is a set-aside development, as defined in subsection (a) of section 8-30g, as amended by this act, for which development the deed covenants or restrictions that preserve such development as a set-aside development will expire in not more than three years, provided the costs of such improvements are paid pursuant to an agreement between the municipality and the owner of such development in which the owner agrees to renew such deed covenants or restrictions for not less than forty years.

Sec. 15. Section 8-37rrr of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

Not later than January 1, [2014] 2025, and annually thereafter, the Commissioner of Housing, in consultation with the Commissioners of Social Services, Children and Families, Mental Health and Addiction Services and Developmental Services, shall submit a report, in accordance with the requirements of section 11-4a, on the number of departmental clients and the number who have been recipients of rental assistance certificates to the joint standing committees of the General Assembly having cognizance of matters relating to appropriations, housing, human services and public health. Such report shall detail the

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utilization of the rental assistance vouchers or certificates issued pursuant to sections 8-345 to 8-346a, inclusive, as amended by this act, [and] at the time of the report, including the number of applicants remaining on any waitlist for a rental certificate, the number of applicants from any such waitlist who received a rental assistance certificate in the prior year, the date of the last opening on any waitlist, the number of applications submitted when any waitlist was last opened and the number of applicants added to any waitlist during the prior year. The report shall establish targets to ensure that rental assistance program resources are allocated in accordance with legislative intent.

Sec. 16. Section 47a-1 of the 2024 supplement to the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

As used in this chapter, sections 47a-21, 47a-23 to 47a-23c, inclusive, 47a-26a to 47a-26g, inclusive, 47a-35 to 47a-35b, inclusive, 47a-41a, 47a-43, [and] 47a-46 and section 17 of this act:

(a) "Action" includes recoupment, counterclaim, set-off, cause of action and any other proceeding in which rights are determined, including an action for possession.

(b) "Building and housing codes" include any law, ordinance or governmental regulation concerning fitness for habitation or the construction, maintenance, operation, occupancy, use or appearance of any premises or dwelling unit.

(c) "Dwelling unit" means any house or building, or portion thereof, which is occupied, is designed to be occupied, or is rented, leased or hired out to be occupied, as a home or residence of one or more persons.

(d) "Landlord" means the owner, lessor or sublessor of the dwelling unit, the building of which it is a part or the premises.

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(e) "Owner" means one or more persons, jointly or severally, in whom is vested (1) all or part of the legal title to property, or (2) all or part of the beneficial ownership and a right to present use and enjoyment of the premises and includes a mortgagee in possession.

(f) "Person" means an individual, corporation, limited liability company, the state or any political subdivision thereof, or agency, business trust, estate, trust, partnership or association, two or more persons having a joint or common interest, and any other legal or commercial entity.

(g) "Premises" means a dwelling unit and the structure of which it is a part and facilities and appurtenances therein and grounds, areas and facilities held out for the use of tenants generally or whose use is promised to the tenant.

(h) "Rent" means all periodic payments to be made to the landlord under the rental agreement.

(i) "Rental agreement" means all agreements, written or oral, and valid rules and regulations adopted under section 47a-9 or subsection (d) of section 21-70 embodying the terms and conditions concerning the use and occupancy of a dwelling unit or premises.

(j) "Roomer" means a person occupying a dwelling unit, which unit does not include a refrigerator, stove, kitchen sink, toilet and shower or bathtub and one or more of these facilities are used in common by other occupants in the structure.

(k) "Single-family residence" means a structure maintained and used as a single dwelling unit. Notwithstanding that a dwelling unit shares one or more walls with another dwelling unit or has a common parking facility, it is a single-family residence if it has direct access to a street or thoroughfare and does not share heating facilities, hot water equipment or any other essential facility or service with any other dwelling unit.

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(l) "Tenant" means the lessee, sublessee or person entitled under a rental agreement to occupy a dwelling unit or premises to the exclusion of others or as is otherwise defined by law.

(m) "Tenement house" means any house or building, or portion thereof, which is rented, leased or hired out to be occupied, or is arranged or designed to be occupied, or is occupied, as the home or residence of three or more families, living independently of each other, and doing their cooking upon the premises, and having a common right in the halls, stairways or yards.

Sec. 17. (NEW) (*Effective October 1, 2024, and applicable to rental agreements entered into, renewed or extended on or after October 1, 2024*) No rent increase for a dwelling unit shall be effective unless the landlord has given the tenant of such dwelling unit written notice of the proposed increase not less than forty-five days before the day on which the increase is proposed to take effect, except in the case of a lease with a term of one month or less, such notice shall be given a number of days equivalent to the length of a full term of such lease. A tenant's failure to respond to such notice shall not constitute the tenant's agreement to such proposed increase. Nothing in this section shall be construed to (1) allow a landlord to increase the rent during the term of a rental agreement, or (2) alter any notice requirements concerning increases in rent imposed by federal law.

Sec. 18. (*Effective from passage*) (a) There is established a task force to study the federal Housing Choice Voucher Program, 42 USC 1437f(o), and its implementation in the state. Such study shall include, but need not be limited to, an evaluation concerning any disparate impacts said program has on the development of at-risk children and youth or families.

(b) The task force shall consist of the following members:

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(1) The chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters relating to housing, or their designees;

(2) One appointed by the speaker of the House of Representatives;

(3) One appointed by the president pro tempore of the Senate;

(4) One appointed by the majority leader of the House of Representatives;

(5) One appointed by the majority leader of the Senate;

(6) Two appointed by the minority leader of the Senate; and

(7) Two appointed by the minority leader of the House of Representatives.

(c) Any member of the task force appointed under subsection (b) of this section may be a member of the General Assembly. All initial appointments to the task force shall be made not later than thirty days after the effective date of this section. Any vacancy shall be filled by the appointing authority.

(d) The speaker of the House of Representatives and the minority leader of the Senate shall each select a chairperson from among the members of the task force. Such chairpersons shall schedule the first meeting of the task force, which shall be held not later than sixty days after the effective date of this section.

(e) The administrative staff of the joint standing committee of the General Assembly having cognizance of matters relating to housing shall serve as administrative staff of the task force.

(f) Not later than January 16, 2025, the task force shall submit a report on its findings and recommendations regarding the implementation of

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the federal Housing Choice Voucher Program in the state to the joint standing committee of the General Assembly having cognizance of matters relating to housing, in accordance with the provisions of section 11-4a of the general statutes, and to the state's congressional delegation. The task force shall terminate on the date that it submits such report or January 16, 2025, whichever is later.

Sec. 19. Section 8-240a of the 2024 supplement to the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

(a) As used in this section:

(1) "Alliance district" has the same meaning as provided in section 10-262u;

(2) "Environmental justice community" has the same meaning as provided in section 22a-20a; and

(3) "Low-income resident" means, after adjustments for family size, individuals or families whose income is not greater than (A) sixty per cent of the state median income, [or] (B) eighty per cent of the area median income for the area in which the resident resides, as determined by the United States Department of Housing and Urban Development, or (C) any other definition of "low-income resident" included in any program in the state that utilizes federal funding, as determined by the Commissioner of Energy and Environmental Protection.

(b) There is established a revolving loan and grant fund to be known as the "Housing Environmental Improvement Revolving Loan and Grant Fund". The fund may be funded from the proceeds of bonds issued pursuant to section 8-240b, as amended by this act, or from any moneys available to the Commissioner of Energy and Environmental Protection or from other sources. Investment earnings credited to the fund shall become part of the assets of the fund. Any balance remaining

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in the fund at the end of any fiscal year shall be carried forward in the fund for the next fiscal year. Payments of principal or interest on a low interest loan made pursuant to this section shall be paid to the State Treasurer for deposit in the Housing Environmental Improvement Revolving Loan and Grant Fund. The fund shall be used to make grants or low interest loans pursuant to this section [and] to pay reasonable and necessary [expenses] fees incurred in administering loans under this section. The Commissioner of Energy and Environmental Protection may enter into contracts with quasi-public agencies or nonprofit corporations to provide for the administration of the Housing Environmental Improvement Revolving Loan and Grant Fund by such [nonprofit corporations] entity or entities, provided no grant or low interest loan shall be made from the fund without the authorization of the commissioner as provided in this section.

(c) The Commissioner of Energy and Environmental Protection, in collaboration with the Commissioner of Housing, shall establish a pilot program or programs to provide financing or grants from the fund established in subsection (b) of this section for retrofitting projects for multifamily residences located in environmental justice communities or alliance districts that (1) improve the energy efficiency of such residences, which may include, but need not be limited to, the installation of heat pumps, solar power generating systems, improved roofing, exterior doors and windows, improved insulation, air sealing, improved ventilation, appliance upgrades and any electric system or wiring upgrades necessary for such retrofit, (2) remediate health and safety concerns that are barriers to any such retrofit, including, but not limited to, mold, vermiculite, asbestos, lead and radon, or (3) provide services to assist residents and building owners to access and implement the programs established pursuant to this section or other available state or federal programs that enable the implementation of energy efficiency retrofitting.

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(d) On and after July 1, [2024] 2025, the Commissioner of Energy and Environmental Protection, or any program administrator the commissioner may designate, shall accept applications, in a form specified by the commissioner, from any owner of a residential dwelling unit for financing or a grant under the program or programs. Any such financing or grant may be awarded to an owner of a residential dwelling unit, as defined in section 47a-1, as amended by this act. [that is (1) not owner-occupied, and (2) occupied by a tenant or, if vacant, to be occupied by a tenant not more than one hundred eighty days after the award. If such dwelling unit is not occupied within one hundred eighty days of the award, the owner shall return any funds received by the owner to the commissioner.]

(e) The Commissioner of Energy and Environmental Protection shall prioritize the awarding of financing or grants for projects that benefit any resident or prospective resident who is a low-income resident.

(f) The Commissioner of Energy and Environmental Protection shall exclude from the program or programs any owner of a residential dwelling unit determined by the Commissioner of Housing to be in violation of chapter 830.

(g) On or before October 1, [2027] 2028, the Commissioner of Energy and Environmental Protection shall file a report, in accordance with the provisions of section 11-4a, with the joint standing committee of the General Assembly having cognizance of matters relating to housing (1) analyzing the success of the pilot program or programs, and (2) recommending whether a permanent program should be established in the state and, if so, any proposed legislation for such program.

(h) The pilot program or programs established pursuant to this section shall terminate on September 30, [2028] 2029.

Sec. 20. Subsections (a) and (b) of section 8-240b of the 2024

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supplement to the general statutes are repealed and the following is substituted in lieu thereof (*Effective from passage*):

(a) For the purposes described in subsection (b) of this section, the State Bond Commission shall have the power from time to time to authorize the issuance of bonds of the state in one or more series and in principal amounts not exceeding in the aggregate one hundred twenty-five million dollars, provided seventy-five million dollars of said authorization shall be effective July 1, [2024] 2025.

(b) The proceeds of the sale of such bonds, to the extent of the amount stated in subsection (a) of this section, shall be used by the Department of Energy and Environmental Protection for the purpose of financing and awarding grants for retrofitting projects for multifamily residences as provided in section 8-240a, as amended by this act. Not more than twenty million dollars of the bonds issued pursuant to this section shall be utilized by said department for grants for such projects.

Sec. 21. Subsection (b) of section 8-26a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2024*):

(b) (1) Notwithstanding the provisions of any general or special act or local ordinance, when a change is adopted in the zoning regulations or boundaries of zoning districts of any town, city or borough, no lot or lots shown on a subdivision or resubdivision plan for residential property which has been approved, prior to the effective date of such change, by the planning commission of such town, city or borough, or other body exercising the powers of such commission, and filed or recorded with the town clerk, shall be required to conform to such change.

(2) (A) Any construction on a vacant lot shown on a subdivision or resubdivision plan approved before, on or after June 1, 2004, shall not

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be required to conform to a change in the zoning regulations or boundaries of zoning districts in a town, city or borough adopted after the approval of the subdivision or resubdivision. Notwithstanding subdivision (1) of this subsection, any construction on an improved lot shown on a subdivision or resubdivision plan approved before, on or after June 1, 2004, shall be required to conform to a zoning change adopted subsequent to said lot becoming an improved lot.

(B) Notwithstanding the provisions of subsection (a) of section 8-25 and subsection (a) of section 8-26, any vacant lot that is depicted on a subdivision or resubdivision plan that has been recorded on or before October 1, 2024, in the land records of the municipality in which such vacant lot is located, if the recorded chain of title for such vacant lot references such subdivision or resubdivision plan, shall not be required to conform to a change in the zoning regulations or the boundaries of zoning districts in such municipality that is adopted after the approval or recording of the subdivision or resubdivision plan.

(C) Notwithstanding the provisions of subsection (a) of section 8-25 and subsection (a) of section 8-26, any vacant lot that is depicted on a subdivision or resubdivision plan that, prior to the adoption of zoning regulations, has been recorded on or before October 1, 2024, in the land records of the municipality in which such vacant lot is located, shall not be required to conform to a change in the zoning regulations or the boundaries of zoning districts in such municipality that is adopted after the approval or recording of the subdivision or resubdivision plan if such vacant lot conformed at any time with any zoning regulations that would have applied to such vacant lot if such vacant lot was depicted on a subdivision or resubdivision plan recorded after the adoption of zoning regulations.

~~[(B)]~~ (D) For purposes of this subsection, (i) a lot shall be deemed vacant until the date a building permit is issued with respect thereto and a foundation has been completed in accordance with such building

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permit but shall not be deemed vacant if any structures on such lot are subsequently demolished, and (ii) a lot shall be deemed improved after the date a building permit is issued with respect thereto and a foundation has been completed in accordance with such building permit.

(3) This subsection shall not alter or affect a nonconforming use or structure as provided in section 8-2.

Sec. 22. Subdivision (3) of subsection (l) of section 8-30g of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

(3) Eligible units completed before a moratorium has begun, but that were not counted toward establishing eligibility for such moratorium, may be counted toward establishing eligibility for a subsequent moratorium. Eligible units completed after a moratorium has begun may be counted toward establishing eligibility for a subsequent moratorium.

Approved June 6, 2024

TOWN OF HEBRON

**ECONOMIC
DEVELOPMENT INCENTIVE
PROGRAM**

DEVELOPED BY:

HEBRON ECONOMIC DEVELOPMENT COMMISSION

Approved by:

Hebron Board of Selectmen

Date: July 15, 2010

Revised: April 6, 2017

***Town of Hebron
Town Office Building
15 Gilead Street
Hebron, Connecticut 06248
TEL. (860) 228-5971
FAX (860) 228-5980
www.hebronct.com***

ECONOMIC DEVELOPMENT INCENTIVE PROGRAM

It is the policy of the Town of Hebron to encourage the development and expansion of quality types of businesses. In an effort to attract these select businesses, the Town may offer tax abatement or other economic incentives if the Economic Development Commission and the Board of Selectmen deem such action to be in the best interest of the Town.

TYPES OF BUSINESS/INDUSTRY TARGETED

Incentives will be used to encourage, but shall not be limited to, the following types of development:

1. Corporate headquarters
2. Corporate satellite offices
3. Campus-style office development
4. Research and development facilities
5. Light manufacturing facilities
6. Mixed-use facilities
7. Retail use
8. Information technology use
9. Private recreation facilities
10. Health Care Facilities to include continuing care centers

OBJECTIVES OF THE TOWN OF ECONOMIC DEVELOPMENT INCENTIVE PROGRAM

The Town is interested in attracting businesses that will accomplish, but shall not be limited, to these goals:

1. Generate additional tax revenue through real estate and/or personal property taxes.
 2. Provide employment opportunities.
 3. Provide high quality goods and services.
 4. Conform to the Goals and Policies of the Town of Hebron Plan of Conservation and Development.
-

Town of Hebron
Economic Development Incentive Program

TYPES OF ASSISTANCE AVAILABLE

A. NEW BUILDING CONSTRUCTION OR ADDITIONS TO EXISTING BUILDINGS

TAX AGREEMENTS AS PERMITTED UNDER CGS, Section 12-65b

The assessment of the real property and all improvements thereon or therein and to be constructed thereon or therein may be fixed, or may be phased-in, at the discretion of the Hebron Board of Selectmen as follows.

The Town of Hebron, by affirmative vote of its Board of Selectmen, may enter into a written agreement, for a period of not more than ten years, with any party owning or proposing to acquire an interest in real property in Hebron, fixing the assessment of the real property which is the subject of the agreement, and all improvements thereon or therein and to be constructed thereon or therein, subject to all of the other provision of this document and policy. For purposes of this policy, " all improvements thereon or therein and to be constructed thereon or therein " includes the rehabilitation of existing structures.

The assessment period shall commence with the fiscal year of the Town of Hebron for which a tax list is proposed on the October first immediately preceding the issuance of a certificate of occupancy for the new construction, or occupancy of the new construction. The assessment of the real property for the period prior to the assessment period shall be determined in the normal course pursuant to State and local laws and ordinance.

Application Requirement and Procedures

Any applicant who is delinquent in any taxes that are otherwise due to the Town of Hebron shall be ineligible to enter into any such agreement.

Applications are encouraged to be submitted to the Economic Development Commission prior to submission of the formal site plan application to the Planning and Zoning Commission.

The Economic Development Commission shall review the application, and shall receive supporting documentation and request a presentation from the applicant. The Economic Development Commission shall then make a report and recommendation to the Board of Selectmen within sixty (60) days of receipt of a completed application by the Economic Development Commission. The Board of Selectmen's action on the application shall be

Town of Hebron
Economic Development Incentive Program

final and shall occur within sixty (60) days of its receipt of approvals required by all Town agencies or Commissions.

The Board of Selectmen reserves the right to alter or waive any of the foregoing provisions. These guidelines may be changed, in whole or in part, or repealed in their entirety, at any time, without a public hearing, by action of the Board of Selectmen.

B. ROAD CONSTRUCTION, UTILITY EXTENSION AND IMPROVEMENT ASSISTANCE

The Town of Hebron may assist the applicant in its attempt to offset the cost of public roads proposed for construction and/or utilities proposed for extension and/or improvement to serve desirable businesses and industries.

In the case of new road construction, the property on both sides of the new road must be zoned for industrial or commercial uses.

The new road must, when completed, connect at one end with the existing highway system of the Town. The title to the land on which such road is to be constructed shall be conveyed to the Town by Warranty Deed, for a nominal consideration, upon completion and approval, before any contribution is made by the Town. The plan for such road and associated site development must receive the approvals required of all Town agencies or commissions. Costs eligible for reimbursement shall exclude electric service and telephone service.

In the case of utility extension/improvement, the plan for such extension/improvement and associated site development must receive the approvals required of all Town agencies or commissions. Applications for reimbursement shall be limited to the extension/improvement of storm-water drainage, sanitary sewer, and other municipal utilities as may become available.

The applicant's reimbursement shall be based on the difference between the tax revenue collected before improvements and issuance of the Certificate of Occupancy and the tax revenues after such events. The taxes are those attributable to real estate and personal property.

Subject to the foregoing and following conditions, the town may reimburse the applicant for up to 100% of the costs of eligible public improvements upon receipt and approval of documentation of expenses incurred. Reimbursement will be in three (3) annual installments after the road is accepted by the Town. Each installment will not be greater than 50% of the additional tax revenues generated by the improvements for that year up to a maximum of 33% of the total reimbursement amount. Reimbursement shall be due

Town of Hebron
Economic Development Incentive Program

sixty (60) days after the first tax payment is received from the facilities that generated the increase in the assessment. The three year period shall begin once public improvements are completed to the satisfaction of the Town, and when occupancy of the new construction occurs or when a Certificate of Occupancy is issued for any building(s) benefiting from such improvements.

The Board of Selectmen reserves the right to include in any agreement under the guidelines any additional requirements pertaining to the road construction, utility expansion/improvement or site development.

Application Requirements and Procedures

The application for Town reimbursement shall be approved prior to construction start-up on the project. The applicant shall bear all costs for the planning, engineering, and construction of such facilities.

Any applicant who is delinquent in any taxes that are otherwise due to the Town of Hebron shall be ineligible to enter into any such agreement.

Application shall be made to the Economic Development Commission, and shall be in such form and contain such information as prescribed by the Economic Development Commission. Information required shall include, but not be limited to, site plans, itemization of improvements by category, quantity and cost, construction schedules, projected additional employees, identification of any public incentives, financial or otherwise, which are included in the project financing.

The Economic Development Commission shall review the application, and shall receive supporting documentation and request a presentation from the applicant. The Economic Development Commission shall then make a report and recommendation to the Board of Selectmen within sixty (60) days of receipt of a completed application by the Economic Development Commission. The Board of Selectmen's action on the application shall be final and shall occur within sixty (60) days of its receipt of approvals required by all Town agencies or Commissions.

In the event of unusual or extraordinary circumstances, the Board of Selectmen reserves the right to alter or waive any of the foregoing provisions. These guidelines may be changed, in whole or in part, or repealed in their entirety, at any time, without a public hearing, by action of the Board of Selectmen.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
JULY 10, 2025**

**APPROVE ADDENDUM TO TOWN OF HEBRON, CONNECTICUT
EMPLOYEE HANDBOOK OF PERSONNEL POLICIES AND PROCEDURES
FOR FIREFIGHTERS/EMTs**

The original Addendum to Town of Hebron, Connecticut, Employee Handbook of Personnel Policies and Procedures for Firefighters/EMTs Terms and Conditions was approved by the Board of Selectmen on September 26, 2024 (see attached).

Attached is a revision to the Addendum recently prepared by the Fire Chief and Town Manager in consultation with the Town of Hebron Labor Attorney. The Town Manager is recommending approval of the Revised Addendum as presented (see attached).

Proposed Motion:

Move that the Hebron Board of Selectmen hereby approve the revision to the Full Time Firefighters/EMTs Terms and Conditions of Employment Addendum to the Town of Hebron, Connecticut Employee Handbook of Personnel Policies and Procedures November 7, 2019, revision as presented (attached).



Hebron Fire Department
44 Main Street, PO Box 911
Hebron, CT 06248
(860) 228-3022

Addendum to Town of Hebron, Connecticut Employee Handbook of Personnel Policies & Procedures

Due to the particular services provided by Firefighters/EMTs employed by the Town of Hebron (hereinafter the "Town"), this Addendum is intended to address specific terms and conditions of employment for full-time and per diem Firefighters/EMTs. Where terms and conditions of employment are not addressed in this Addendum, the Town of Hebron, Connecticut Employee Handbook of Personnel Policies & Procedures will remain applicable.

Work Schedule

The work schedule for Firefighters/EMTs is structured in accordance with the Fair Labor Standards Act (FLSA) § 207(k) exemption for fire protection personnel. The Town has adopted a 14-day work period under this exemption. Under this structure, firefighters/EMTs may work up to 106 hours in a 14-day period without triggering overtime compensation, as permitted by 29 C.F.R. § 553.230.

Full-time firefighters/EMTs shall work a forty-eight (48) hour week comprised of a two (2) twenty-four (24) hour shift schedule, alternating one (1) day on, one (1) day off, one (1) day on, followed by four (4) days off. One group shall work Monday and Wednesday, and a second group shall work Tuesday and Thursday. Groups shall alternate workdays on a calendar year quarterly basis.

Per diem staff normally work: (a) 6:00 a.m. to 6:00 p.m.; (b) 6:00 p.m. to 6:00 a.m. Friday, Saturday, and Sunday, (c) to cover for full-time firefighters/EMTs who are absent from work due to, for example, use of paid time off; (d) to fill vacant full time firefighter/EMT positions in the full time firefighter/EMT work schedule; and (e) may be used for call-backs.

Rates of Pay

Hourly rates of pay for full-time firefighters/EMTs, and per diem firefighters, and stipends for volunteer firefighters shall be established by the Town. Any increases shall be determined on an annual basis by the Town.

Paid Time Off

In lieu of vacation days, personal days, holidays, and sick days, full-time firefighters/EMTs will receive paid time off in the following increments based on the full-time firefighter/EMT's anniversary date (credited on their anniversary date):

Full-time firefighters/EMT's hired prior to July 1, 2024, shall be credited with 300 hours

1 st anniversary date through 3 rd anniversary date:	336 hours
4 th anniversary date through 9 th anniversary date:	376 hours
10 th anniversary date through 14 th anniversary date:	396 hours
15 th anniversary date through 19 th anniversary date:	416 hours
20 th anniversary date and subsequent anniversary dates:	456 hours

Full-time firefighters/EMT's hired on or after July 1, 2024, shall be credited in accordance with the following:

After 6 months of employment:	228 hours
1 st anniversary date through 3 rd anniversary date:	336 hours
4 th anniversary date through 9 th anniversary date:	376 hours
10 th anniversary date through 14 th anniversary date:	396 hours
15 th anniversary date through 19 th anniversary date:	416 hours
20 th anniversary date and subsequent anniversary dates:	456 hours

Use of and scheduling of paid time off shall be established by the Town.

Full-time firefighters/EMTs may carry-over up to fifty percent (50%) of paid time off credited in one (1) year to the subsequent year.

Upon separation from employment, at or above the Town's eligible retirement age, for any reason (other than termination), a full-time firefighter/EMT shall receive payment for fifty percent (50%) of their remaining paid time off (prorated for their last year of employment from their anniversary date through their last day of employment).

Upon separation from employment prior to the Town's eligible retirement age, for any reason (other than termination), a full-time firefighter/EMT shall receive payment for twenty percent (20%) of their remaining paid time off (prorated for their last year of employment from their anniversary date through their last day of employment).

Absence from work (and remuneration for full-time firefighters/EMTs) due to bereavement leave, jury duty, and military leave shall be in accordance with the Town of Hebron, Connecticut Employee Handbook of Personnel Policies & Procedures.

Holidays

If a full-time or per diem firefighter/EMT is scheduled to work and elects to work on any of the following holidays, the firefighter/EMT will be paid for the actual hours worked on that calendar day at time and one-half (1½) of their regular hourly rate of pay for working on the holiday:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Day

The use of and scheduling of holiday time shall be established by the Town.

Overtime

If no per diem staff are available to cover a shift, at the discretion of the Fire Chief, the vacant shift may be offered to full-time firefighters/EMTs.

The Fire Department will establish a process for offering vacant shifts to full-time firefighters/EMTs that are not filled by per diem staff.

Callbacks

At the discretion of the Fire Chief, paid staff may be called back for incidents. If there is a callback, paid staff may respond at their discretion (it shall not be mandatory).

The Town may use paid staff and volunteer firefighters to address calls when dispatch initiates a re-tone. The Fire Department will establish a call-back process.

**Addendum to Town of Hebron, Connecticut
Employee Handbook of Personnel Policies & Procedures**

Due to the particular services provided by full-time firefighters/EMTs employed by the Town of Hebron (hereinafter the "Town"), this Addendum is intended to address specific terms and conditions of employment for full-time firefighters/EMTs. Where terms and conditions of employment are not addressed in this Addendum, the Town of Hebron, Connecticut Employee Handbook of Personnel Policies & Procedures will remain applicable.

Work Schedule

Full-time firefighters/EMTs shall work a 7:00 a.m. to 5:00 p.m. schedule, alternating four (4) days on, four (4) days off, scheduled from Tuesday through Friday and Monday through Thursday.

Per diem staff normally work: (a) 11:00 p.m. to 7:00 a.m.; (b) 7:00 a.m. to 5:00 p.m. Saturday and Sunday, (c) to cover for full-time firefighters/EMTs who are absent from work due to, for example, use of paid time off; and (d) may be used for call-backs.

Volunteer staff provide primary coverage between 5:00 p.m. and 11:00 p.m.

Rates of Pay

Hourly rates of pay for full-time firefighters/EMTs, and per diem firefighters, and stipends for volunteer firefighters shall be established by the Town. Any increases shall be determined on an annual basis by the Town.

Paid time off

In lieu of vacation days, personal days, holidays, and sick days, full-time firefighters/EMTs will receive paid time off in the following increments based on the full-time firefighter/EMT's anniversary date (credited on their anniversary date):

Full-time firefighters/EMT's hired prior to July 1, 2024 shall be credited with 300 hours:

1 st anniversary date through 3 rd anniversary date:	316 hours
4 th anniversary date through 9 th anniversary date:	356 hours
10 th anniversary date through 14 th anniversary date:	376 hours
15 th anniversary date through 19 th anniversary date:	396 hours
20 th anniversary date and subsequent anniversary dates:	436 hours

Full-time firefighters/EMT's hired on or after July 1, 2024 shall be credited in accordance with the following:

After 6 months of employment:	208 hours
1 st anniversary date through 3 rd anniversary date:	316 hours
4 th anniversary date through 9 th anniversary date:	356 hours
10 th anniversary date through 14 th anniversary date:	376 hours
15 th anniversary date through 19 th anniversary date:	396 hours
20 th anniversary date and subsequent anniversary dates:	436 hours

Use of and scheduling of paid time off shall be established by the Town.

Full-time firefighters/EMTs may carry-over up to fifty percent (50%) of paid time off credited in one (1) year to the subsequent year.

Upon separation from employment, at or above the Town's eligible retirement age, for any reason (other than termination), a full-time firefighter/EMT shall receive payment for fifty percent (50%) of their accrued paid time off (prorated for their last year of employment from their anniversary date through their last day of employment). Paid time off will accrue to a maximum of sixteen hundred (1,600) hours.

Upon separation from employment prior to the Town's eligible retirement age, for any reason (other than termination), a full-time firefighter/EMT shall receive payment for twenty percent (20%) of their accrued paid time off (prorated for their last year of employment from their anniversary date through their last day of employment). Paid time off will accrue to a maximum of sixteen hundred (1,600) hours.

Absence from work (and remuneration for full-time firefighters/EMTs) due to bereavement leave, jury duty, and military leave shall be in accordance with the Town of Hebron, Connecticut Employee Handbook of Personnel Policies & Procedures.

Holidays

If a full-time firefighter/EMT is scheduled to work and elects to work on any of the following holidays, the full-time firefighter/EMT will be paid for ten (10) hours at time and one-half (1½) of their regular hourly rate of pay for working on the holiday:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Day

Use of and scheduling of holiday time shall be established by the Town.

Overtime

If no per diem staff are available to cover a shift, at the discretion of the Fire Chief, the vacant shift may be offered to full-time firefighters/EMTs.

The Fire Department will establish a process for offering vacant shifts to full-time firefighters/EMTs that are not filled by per diem staff.

Call-backs

At the discretion of the Fire Chief, paid staff may be called back for incidents. If there is a call-back, paid staff may respond at their discretion (it shall not be mandatory).

The Town may use paid staff and volunteer firefighters to address calls when dispatch initiates a re-tone. The Fire Department will establish a call-back process.

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
July 24, 2025, 7:00 PM (America/New York)
**Please join my meeting from your computer, tablet or
smartphone.**
<https://meet.goto.com/303566965>
You can also dial in using your phone.
Access Code: 303-566-965
United States: [+1 \(646\) 749-3122](tel:+16467493122)
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Thursday, July 24, 2025

7:00 p.m.

AGENDA

Time Guideline

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

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

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

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

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

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

a) Road Safety

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

a)

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) Charter Revision Update
- d) Horton Property and Hebron Community Master Planning
- e) Any Other Old Business

7:50 p.m. 9. NEW BUSINESS

- a)
- b) Draft Agenda for August 7, 2025, Regular 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 July 10, 2025 – Regular Meeting

b) **TAX REFUNDS**

8:30 p.m. 11. LIAISON REPORTS

- a) AHM Youth Services – Tiffany Thiele
- 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
JULY 10, 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 June 26, 2025 – Regular Meeting

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, June 26, 2025 –7:00 PM**

RECEIVED
2025 JUL -1 P 12:12
HKB Asst
HEBRON TOWN CLERK

MINUTES

ATTENDENCE:

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

Staff: Donna Lanza, Andrew Tierney, Adrian MacLean, Paul Forrest, Dori Wolf, Fran Villani, Matthew Bordeaux

Guests: Richard Steiner, Tory McBrien Vranken, Community Voice Channel, Michelle Nicholson, Wendy and Scott Sears, Adam Ockman

1. Call to Order

2. Pledge of Allegiance

D. Larson called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

3. Additions and Changes to Agenda

Items 9.A and 9.B will be moved up, becoming items 6.C and 6.D.

4. Public Comment

None.

5. Good to Know / Special Recognition

T. Thiele and C. Riley reviewed recent Juneteenth ceremonies, including dedication of a memorial and poetry readings.

6. Appointments and Resignations

A. Board of Selectmen Appointment

Motion by D. Larson that the Hebron Board of Selectmen appoint Sean Fitzgerald to the Board of Selectmen for a term to run until November 2027. The motion passed unanimously (4-0).

S. Fitzgerald sworn in by F. Villani.

B. Director of Administrative Services Appointment

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, June 26, 2025 –7:00 PM**

Motion by D. Larson that, in accordance with Town Charter Section 801, the Hebron Board of Selectmen confirms the Town Manager's appointment of Dorianne Wolf as Director of Administrative Services effective August 16, 2025.

Discussion: K. Petit noted outstanding questions regarding transparency in the hiring process, as well as S. Fitzgerald's lack of time to prepare for a vote, with T. Thiele and C. Riley in agreement. D. Larson expressed opposition to tabling the motion as suggested by K. Petit, and read communication from Town Attorney K. Slater. It was agreed to table the motion until July's meeting.

Tabled.

C. EDC Incentive Program Proposal – Connecticut Equine Clinic

Resolution by T. Thiele:

Be it resolved by the Hebron Board of Selectmen, that the Hebron Economic Development Incentive Program application received from Wensco, LLC for proposed improvements at 280 Church Street, be approved for a period of 10 years and in the amount of 50 percent relief from the assessment on the improved site commencing the first full fiscal year following the issuance of a Certificate of Occupancy by the Hebron Building Official.

Discussion: Selectmen discussed recommended terms and agreed to five years of graduated abatement.

Amended resolution by T. Thiele:

Be it resolved by the Hebron Board of Selectmen, that the Hebron Economic Development Incentive Program application received from Wensco, LLC for proposed improvements at 280 Church Street, be approved for a period of 5 years as follows: year one (1) – 100%, year two (2) – 100%, year three (3) – 100%, year four (4) – 50%, year five (5) – 50% relief from the assessment on the improved site commencing the first full fiscal year following the issuance of a Certificate of Occupancy by the Hebron Building Official. The resolution passed unanimously (5-0).

D. Green Committee: DEEP SMM Grant

DPW Director P. Forrest briefed the BoS on the Green Committee's request for approval to apply for a DEEP grant to assist in food waste diversion, stating the application deadline is tomorrow. T. McBrien Vranken of WasteZero reviewed program options in detail, noting there is no initial cost to the Town. Selectmen and

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, June 26, 2025 –7:00 PM**

Town officials stated their opposition to being rushed into a decision due to the deadline. There was extended discussion on waste disposal options, increased tipping fees, and interest by residents in alternative programs. Following a question from T. Thiele, P. Forrest noted his hesitation to engage in a new program, given ongoing and upcoming DPW-related projects.

Resolution by S. Fitzgerald that the Hebron Board of Selectmen approve the grant application to the State of Connecticut Department of Energy and Environmental Protection Sustainable Materials Management Program and authorize Andrew J. Tierney, Town Manager, to sign any necessary grant application documents. The resolution failed unanimously (0-5).

(K. Petit left at 7:57 p.m.)

7. Town Manager's Report

Union negotiations with DPW employees are ongoing. A. Tierney recently attended a FOIA meeting concerning the Friends of the Douglas Library request. The Town is seeking a Senior Services driver. Meetings with representatives of CCDC related to affordable housing are ongoing.

8. Old Business

A. ARPA Update

Work is ongoing on several projects, including pickleball courts.

B. DPWAC Update

R. Steiner reported Silver Petrucelli representatives will meet with P. Forrest and DPW employees tomorrow, beginning an in-depth site evaluation process expected to last through much of July.

C. Charter Revision Commission Final Report

No discussion. The CRC will attend the July 10th BoS meeting for any needed further deliberations.

D. Horton Property and Hebron Community Master Planning

Town Planner M. Bordeaux stated updates to the plan may be necessary as the Town evaluates future uses of the Horton property. Development potential is dependent upon several factors, including availability of water service. T. Thiele noted her confusion regarding multiple versions of the Master Plan. A. Tierney stated the future of the DPW facility is also a factor in determining development of the Horton parcel.

E. Other Old Business

None.

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, June 26, 2025 –7:00 PM**

9. New Business

A. Approve Resolution for FFY 2024 Homeland Security Grant Program Omnibus MOA

Resolution by C. Riley that the Town of Hebron Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

Further resolved, that Andrew J. Tierney, as the Town Manager of the Town of Hebron, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Hebron and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents. This authorization is for the FFY 2024 Homeland Security Grant Program and the Omnibus Memorandum of Agreement. The resolution passed unanimously (4-0).

B. Adopt Gilead Hill School Code Violations Project Resolution

Resolution by S. Fitzgerald that the Town of Hebron Board of Selectmen authorizes the Superintendent of the Hebron Board of Education to apply to the Commissioner of the Department of Administrative Services and to accept or reject a grant for the code violation project at Gilead Hill School;

Be it further resolved, that the Town of Hebron is hereby establishing the building committee with regard to the code violation project at Gilead Hill School; the Committee to consist of the following individuals: Mal Leichter, Richard Steiner, Wayne Warwick and two representatives of the Board of Education: Joe Margaitis and Eleisha LeMay.

Be it further resolved, that the Town of Hebron hereby authorizes the preparation of schematic drawings and outline specifications for the code violation project at Gilead Hill School.

Discussion: R. Steiner provided background. The code violations relate to improper or missing fire caulking/blocking, including multiple intrusions above ceiling tiles, as well as the presence of asbestos, and were discovered during preparations for roof replacement. The State's preference is for the projects to be submitted as separate applications.

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, June 26, 2025 –7:00 PM**

The resolution passed unanimously (4-0).

C. Approve Bid Waiver and Award Contract for Road Resurfacing

Motion by D. Larson that the Hebron Board of Selectmen, in accordance with Town of Hebron Purchasing Policies and Procedures, approve a bid waiver and award the contract for road resurfacing for FY 2025-2026 to Galasso Materials.

Discussion: P. Forrest noted the contractor can begin work next week, if approved. D. Larson stated his intent to abstain due to family connections.

The motion passed (3-0-1, with D. Larson abstaining).

D. Approve Recommendation from Revenue Collector for the Suspense List

Motion by T. Thiele that, in accordance with CGS 12-165, the Hebron Board of Selectmen approve the Suspense List as presented in the total amount of \$66,366.26.

Discussion: Revenue Collector A. McLean stated the list is an accounting function, and accounts listed are still potentially collectable, though all available enforcement measures have been taken to this point. She also noted accounts on the list are older, and all are either business or motor vehicle property; no real property/real estate is included.

The motion passed unanimously (4-0).

E. Draft Agenda for July 10, 2025 Meeting

F. 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 (3-0-1, with S. Fitzgerald abstaining).

A. Approval of Minutes

- 1. May 29, 2025 – Special Meeting/Workshop**
- 2. June 5, 2025 – Regular Meeting**

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, June 26, 2025 –7:00 PM**

11. Liaison Reports

- A. AHM Youth Services** – No report.
- B. Hebron BoE** – T. Thiele reported the BoE is seeking a business manager.
- C. Board of Finance** – No report. They are also meeting this evening.
- D. Land Acquisition** – No report.
- E. RHAM BoE** – No report.

12. Public Comment

None.

13. Adjournment

Motion by T. Thiele to adjourn at 8:41 p.m. The motion passed unanimously (4-0).

Respectfully submitted,
Hannah Walcott (Board Clerk)