

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 AUG -1 P 11: 36

HEBRON TOWN CLERK

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

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Thursday, August 7, 2025

7:00 p.m.

AGENDA

Time Guideline

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

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

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

7:05 p.m. 4. PUBLIC COMMENT

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

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

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

a) Appoint Acting Revenue Collector

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

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

7:30 p.m. 8. OLD BUSINESS

- a) American Rescue Plan State and Local Recovery Funds Update ***
- b) Department of Public Works Action Committee Update
- c) Personnel Policy Review
- d) Ordinance Delegating the Board of Selectmen as the Authority for Fixed Assessment in Accordance with CGS and Other Local Economic Development Incentive Programs
- e) Any Other Old Business

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

7:45 p.m. 9. NEW BUSINESS

- a) Award 2026 Revaluation Bid
- b) Economic Development Incentive Program Applications:
 - i. Proud Light, LLC (Mini Golf) 290 Church Street
 - ii. Strong Wolf, LLC (Nursery) 300 Church Street
- c) Draft Agenda for August 21, 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 July 24, 2025 – Regular Meeting

b) **TAX REFUNDS**

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

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
AUGUST 7, 2025**

**APPOINTMENTS AND RESIGNATIONS
ACTING REVENUE COLLECTOR**

The Revenue Collector resigned their position on July 24, 2025. In the interest of continued coverage in the Revenue Collector's Office, the Town Manager proposes that an acting Revenue Collector be appointed.

The Town Manager recommends Brigit Tanganelli, currently the Assistant to the Assessor/Revenue Collector, be appointed as Acting Revenue Collector until a permanent individual is hired.

Proposed Motion:

Move that, in accordance with Town Charter Section 803, the Hebron Board of Selectmen confirms the Town Manager's appointment of Brigit Tanganelli as Acting Revenue Collector effective August 7, 2025.

CORRESPONDENCE



Town of Hebron

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

ANDREW J. TIERNEY
TOWN MANAGER

KEITH PETIT
CHAIRMAN

DANIEL LARSON
VICE CHAIRMAN

TIFFANY V. THIELE
SELECTMAN

CLAUDIA TEJADA RILEY
SELECTMAN

SEAN FITZGERALD
SELECTMAN

July 28, 2025

Jay

Mr. Jason Costa
62 Jan Drive
Hebron, CT 06248

Dear Jay:

As the Town Manager of Hebron and on behalf of the Board of Selectmen and town residents, I want to personally congratulate and thank you for your 15 years of service, as of July 26, 2025.

Your continued dedication, support, diligence and hard work have not gone unnoticed. You are a valued employee who goes above and beyond, and it is much appreciated.

Every town should be so lucky to have an employee like you.

Again, congratulations on this milestone!!!

Sincerely,

Andrew J. Tierney
Andrew J. Tierney
Town Manager

AJT:dw

cc: Board of Selectmen

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
AUGUST 7, 2025**

DEPARTMENT OF PUBLIC WORKS ACTION COMMITTEE UPDATE

An update will be provided at the meeting.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
AUGUST 7, 2025**

PERSONNEL POLICY REVIEW

The Town Manager is working with our labor attorney, Zangari, Cohn, Cuthbertson, Duhl & Grello, P.C. on revisions to the current Personnel Policies. An update will be provided at the meeting.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
AUGUST 7, 2025**

**CONSIDER PUBLIC HEARING LEGAL NOTICE REGARDING AN ORDINANCE
DELEGATING THE BOARD OF SELECTMEN AS THE AUTHORITY FOR FIXED
ASSESSMENT IN ACCORDANCE WITH CGS AND OTHER LOCAL ECONOMIC
DEVELOPMENT INCENTIVE PROGRAMS**

The Board of Selectmen have scheduled a Public Hearing for August 21, 2025 at 6:45 p.m. in the Lower Level Meeting Room at the Hebron Town Office Building, 15 Gilead Street, Hebron, Connecticut, regarding a proposed ordinance. After a review of the proposed ordinance revisions were suggested to expand the scope of the ordinance. A copy of the Legal Notice and proposed Ordinance reflecting the changes are attached for consideration.

Proposed Motion:

Move that the Hebron Board of Selectmen approve the revisions to the Legal Notice regarding the Public Hearing that has been scheduled for Thursday, August 21, 2025 at 6:45 p.m. at the Hebron Town Office Building Lower Level Meeting Room, to receive public comment concerning an Ordinance Delegating the Board of Selectmen as the Authority for Fixed Assessment in Accordance with CGS and Other Local Economic Development Incentive Programs.

**PUBLIC HEARING
LEGAL NOTICE**

**TOWN OF HEBRON
BOARD OF SELECTMEN**

The Hebron Board of Selectmen has scheduled a Public Hearing for Thursday, August 21, 2025, at 6:45 p.m. in the Lower Level Meeting Room at the Hebron Town Office Building, 15 Gilead Street, Hebron, Connecticut, regarding a proposed ordinance as follows:

**Ordinance Delegating the Board of Selectmen as the Authority for
Fixed Assessment in Accordance with
Connecticut General Statutes Section 12-65b
and Other Local Economic Development Incentive Programs**

It is the Mission of the Hebron Board of Selectmen to provide, amongst other things, an economic base that creates jobs and tax assistance to the community. ~~The Hebron Economic Development Incentive Program is adopted to offer tax abatement or other economic incentives whereby the~~ The Hebron Board of Selectmen shall have the authority to enter into written agreement, fixing the assessment of personal property, real property or air space, which is subject of the agreement, in accordance with Connecticut General Statutes Section 12-65b, as amended; including any local programs adopted in accordance with Connecticut General Statutes, and the Hebron Economic Development Incentive Program.

There will also be a virtual option for attending the meeting:

Board of Selectmen Public Hearing

August 21, 2025, 6:45 PM (America/New York)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/936096485>

You can also dial in using your phone.

Access Code: 936-096-485

United States: [+1 \(571\) 317-3112](tel:+15713173112)

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Residents are encouraged to attend this Public Hearing and express their opinions.

Andrew J. Tierney
Town Manager

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
AUGUST 7, 2025**

AWARD THE 2026 GRAND LIST REAPPRAISAL AND REVALUATION BID

The Town recently received bids in response to a Request for Bids for the 2026 Grand List Reappraisal and Revaluation. Attached is a summary of the two (2) responses received. Also attached is a recommendation from the Suzanne Topliff, the Hebron Assessor together with a copy of eQuality Valuation Services, LLC proposal.

Proposed Motion:

Move that the Hebron Board of Selectmen award the bid for the 2026 Grand List Reappraisal and Revaluation to eQuality Valuation Services, LLC of Waterbury, Connecticut in the amount of \$93,000.00 as recommended, and authorize Andrew J. Tierney, Town Manager, to sign necessary contract documents.



Town of Hebron

TOWN OFFICE BUILDING
15 GILEAD STREET
HEBRON, CONNECTICUT 06248
TELEPHONE: (860) 228-5971
FAX: (860) 228-4859
www.hebronct.gov

To: Andrew Tierney, Town Manager
Lori Granato, Finance Director

From: Suzanne Topliff, Assessor

Date: August 1, 2025

Subject: October 1, 2026 Revaluation

After a thorough review of the (two) bid proposals submitted for the October 1, 2026 revaluation, I am recommending eQuality Valuation Services LLC be awarded the contract to perform the services detailed in the proposal. I was impressed with the proposals presented by both revaluation companies and believe that both offered met the standards required and demonstrated their ability to perform the required work; however, I am recommending the lower bid proposal of \$93,000.

Hebron has utilized eQuality Valuation Services for the 2016 and 2021 revaluations. The town currently operates on eQuality's Computer Assisted Mass Appraisal (CAMA) software package and the Town does not plan to migrate to a different system with this revaluation. The proposed revaluation will utilize online service options for data retrieval and imagery support to accomplish their data collection and valuation goals, a practice that is becoming more common and is being modeled in nearby towns for their revaluations.

The data collection from prior revaluations has been found to be substantially accurate and I believe that the level of service and experience eQuality offers will produce a similar result that will also meet the state statute requirements.

Thank you for your consideration of my request.

Respectfully,

Suzanne Topliff CCMA II
Assessor



eQuality Valuation Services, LLC.

Hebron

Proposal for:

2026 Revaluation Services



**121 Mattatuck Heights Road
Waterbury, CT 06705**

**Tel: 203.346.1000
Fax: 203.574.4360**

www.equalitycama.com

July 21, 2025

Thank you for the opportunity to bid on the October 1, 2026, Revaluation for the Town of Hebron.

We have carefully examined the RFP specification for the revaluation to be completed for the October 2026 Grand List. We are pleased to submit our offer to perform the services as outlined in the enclosed proposal. This offer is effective for sixty (60) days from the date of this submission,

As your current software provider, we look forward to having the opportunity to work with you on your revaluation project.

Yours sincerely,

Vincent Crudele
eQuality Valuation Services, LLC
President
121 Mattatuck Heights Road
Waterbury, Ct 06705
203-346-1000

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

eQuality Valuation Services, LLC
121 Mattatuck Heights Road
Waterbury, CT 06705

OWNER:

(Name, legal status and address)

Town of Hebron
Hebron Town Hall, 15 Gilead Street
Hebron, CT 06248

SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 10% Ten Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

2026 Revaluation Services - Bid # 2025-11

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 17th day of July, 2025.


(Witness)

eQuality Valuation Services, LLC

(Principal)

(Seal)

By: 

(Title)

Travelers Casualty and Surety Company of America

(Surety)

(Seal)

By: 

(Title) Dalton Lotz, Attorney-in-Fact





Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company
Farmington Casualty Company

POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint Dalton Lotz of Glastonbury, CT, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 4th day of March, 2024.



State of Connecticut

City of Hartford ss.

On this the 4th day of March, 2024, before me personally appeared Bryce Grissom, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026



Anna P. Nowik

Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

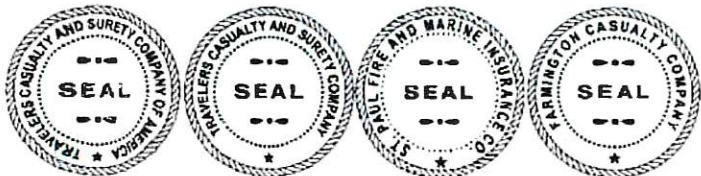
FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this July 17, 2025



Kevin E. Hughes

Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

BID PROPOSAL FORM
TOWN OF HEBRON, CONNECTICUT 06248
2026 Grand List Reappraisal and Revaluation for Hebron, CT

Opening Date: 2:00 p.m., Wednesday, July 23, 2025

Town Manager's Office

Town of Hebron

15 Gilead St

Hebron, CT 06248

In accordance with Town Specifications, the undersigned agrees to the following:

To provide the Hebron 2026 Reappraisal and Revaluation for the total amount of:

\$ Ninety-Three Thousand.....dollars
(amount in words)

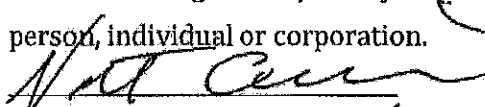
\$93,000.00.....
(amount in figures)

References (if necessary)

We have done work or provided services for the following municipalities and dates:

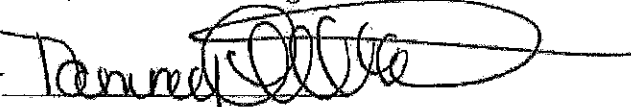
1. Please see Revaluation Proposal
2. _____
3. _____

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Town reserves the right to reject any and all bids, and is submitting this bid without collusion with any other person, individual or corporation.



Signature

VINCENT CRUDELE



Witness

Printed Name & Title of Signer

eQuality Valuation Services LLC

Date

203-635-4506

Company Name

121 Mattatuck Heights Rd

Phone

203-574-4360

Address

Waterbury CT 06705

Fax

Town/City

State

Zip

TOWN OF HEBRON
Department of Finance
NON-COLLUSIVE AFFIDAVIT OF PROPOSER

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

- (1) The proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition.
- (2) The proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal, and
- (3) acknowledges that the Town of Hebron's Code of Ethics Policy has been received and understood.

The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Hebron to consider the proposal and make an award in accordance therewith.

eQuality Valuation Services LLC 121 Mattatuck Heights Rd Waterbury CT 06705

Legal Name of Proposer/Firm

Business Address

Vincent Cerullo

7/21/2025

Signature and Title

Date

VINCENT CERULLO

Printed Name of Title Person

Subscribed and sworn to me on this 21st day of July, 2025

Notary Public

My Commission Expires

10-31-2027

Notary Public for the State of Connecticut
Tammy A. Allen
NOTARY PUBLIC
State of Connecticut
My Commission Expires 10/31/2027

AFFIRMATIVE ACTION/EEO AFFIDAVIT

For: Bid# 2025-11 2026 Grand List Reappraisal and Revaluation for Hebron, CT

Concerning Equal Employment Opportunities and/or Affirmative Action Policy

I/we, the respondent, certify to the **TOWN OF HEBRON** that:

1. I/we are in compliance with the equal opportunity clause as set forth in Connecticut state law (Executive Order No. Three, <http://www.cslib.org/exeorder3.htm>).
2. I/we do not maintain segregated facilities.
3. I/we have filed all required employer's information reports.
4. I/we have developed and maintain written affirmative action programs.
5. I/we list job openings with federal and state employment services.
6. I/we attempt to employ and advance in employment qualified handicapped individuals.
7. I/we are in compliance with the Americans with Disabilities Act.
8. I/we (check one)


X have an Affirmative Action Program, or

_____ employ 10 people or fewer

Legal Name of Bidder: **eQuality Valuation Services, LLC**

Business Name: **eQuality Valuation Services, LLC**

Business Address: 121 Mattatuck Heights Rd
Waterbury, CT. 06705


Signature & Title of Person

Subscriber and sworn to me  This 21st day of July 2025

My Commission Expires 10-31-2027 Notary Public

Tommy Allison
NOTARY PUBLIC
State of Connecticut
My Commission Expires 10/31/2027

2026 Hebron Revaluation

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2026 Hebron Revaluation

1. Transmittal Form

A signed Letter of Transmittal stating that this offer is effective for at least sixty (60) days from the deadline for the submission of proposals is attached.

Contact Information

Vincent Crudele
President
Phone: 203-755-9031
Fax: 203-574-4360
vincent@qds.biz

Vicki Powell-Crudele
Director of Product Development
Phone: 203-635-4506
Fax: 203-574-4360
vicki@qds.biz

Project as Outlined

This proposal is for eQuality Revaluation Services, which includes the following services:

- Data Mailers are sent to all Residential and Residential Condominiums.
 - Return Envelopes are included
 - Return Postage is not included.
 - All returned Data Mailers to be attached to each parcel.
- Collection:
 - Commercial buildings are collected to ensure the quality and accuracy of valuation.
 - Building Permits not to exceed 250.
 - Inspections required by the mailers are not to exceed 170.
 - eQuality's Virtual Inspections are included.
- Images of all properties.
- Field Review using eQuality Field Review Application with new Images.
- 2 years of Sales Verification forms mailed and analyzed.

2. Bid Bond

Attached

2026 Hebron Revaluation

3. Municipal Revaluations Completed during the past four (4) years.

Municipality	Year	Assessor	Size	Type	End
Norfolk 19 Maple Ave Norfolk CT 06058 (860) 542-5287	2024	Rae Ann Walcott	1,238	Hybrid	Jan-25
North Haven 18 Church St North Haven CT 06473 (203) 239-5321	2024	Gary Johns	9,537	Stat	Jan-25
Oxford 486 Oxford Rd Oxford CT 06478 (203) 888-2543	2024	Penny Mudgett	5,404	Hybrid	Jan-25
Prospect 36 Center St Prospect CT 06712 (203) 758-4461	2024	Betsy Quist	4,124	Hybrid	Jan-25
Seymour 1 First St Seymour CT 06483 (203) 881-5013	2024	Tara Keller	6,946	Hybrid	Jan-25
Torrington 140 Main St Torrington CT 06790 (860) 489-2222	2024	Stacie Maldonado	14,685	Stat	Jan-25
Voluntown 115 Main St Voluntown CT 06384 (860) 376-3927	2024	Cathy Sarvas	1,497	Hybrid	Jan-25
Woodbridge 11 Meetinghouse Ln Woodbridge CT 06525 (203) 389-3416	2024	Marsha Benno	3,300	Stat	Jan-25

2026 Hebron Revaluation

Municipality	Year	Assessor	Size	Type	End
Bethany 40 Peck Road Bethany, CT 06524 (203)393-2100	2023	Betsy Quist	2,452	Hybrid	Jan-24
Cheshire 84 South Main Street Cheshire, CT. 06410 (203) 271-6621	2023	Chris McCardle	10,667	Hybrid	Jan-24
Chester 203 Middlesex Ave Chester, CT. 06412 (860) 526-0013	2023	Emily Eckenroth	2,453	Hybrid	Jan-24
Eastford 10 Westford Rd Eastford CT. 06242 (860) 974-1291	2023	Mary Hawley	2,453	Hybrid	Jan-24
Franklin 7 Meetinghouse Hill Rd Franklin CT 06254 (860) 642-6055	2023	Kim Bechard	2,600	Hybrid	Jan-24
Rocky Hill 761 Old Main St Rocky Hill CT 06067 (860) 258-2722	2023	Stuart Topliff	7,009	Stat	Jan-24
Scotland 9 Devotion Rd Scotland CT 06264 (860) 423-9634	2023	Mary Hawley	2,235	Hybrid	Jan-24
Suffield 83 Mountain Rd Suffield CT 06078 (860) 668-3866	2023	Lisa Trase	6,388	Hybrid	Jan-24
Washington 2 Bryan Plaza Washington Depot CT (860) 868-0398	2023	Cory Iacino	2,606	Hybrid	Jan-24
Watertown 61 Echo Lake Rd Watertown CT 06795 (860) 945-5235	2023	Faith Richmond	9,217	Hybrid	Jan-24
Weston 56 Norfield Road Weston Ct. 06883 (203)222-2606	2023	Denise Hames	3,699	Full	Jan-24
Woodbury 281 Main Street South Woodbury, CT 06798 (203) 263-2435	2023	Rae Ann Walcott	5,178	Hybrid	Jan-24

2026 Hebron Revaluation

Municipality	Year	Assessor	Size	Type	End
Ansonia City Hall 253 Main Street Ansonia CT 06401-1872 (203) 736-5950	2022	David Graybosch II	5,968	Hybrid	Jan-23
Danbury 155 Deer Hill Avenue Danbury CT 06810-7769 (203) 797-4556	2022	Donna Murphy	27,810	Hybrid	Jan-23
Naugatuck 229 Church Street Naugatuck CT 06770 (203) 720-7016	2022	Shelby Jackson	11,313	Stat	Jan-23
North Canaan 100 Pease St. # 2 North Canaan CT 06018-6020 (860) 824-7313	2022	Jennifer Dubray	1,865	Stat	Jan-23
Simsbury 933 Hopmeadow Street Simsbury, CT 06070 (860) 658-3200	2022	Francine Beland	9,410	Hybrid	Jan-23
Ridgefield 400 Main St Ridgefield, Ct 06877 (203) 431-2706	2022	Alfred Garzi	10,380	Full	Jan-23
Roxbury 29 North St Roxbury, Ct 06783 (860) 354-2634	2022	Linda Bertaccini	1,525	Stat	Jan-23
Warren 50 Cemetery Rd Warren, Ct 06754 (860) 868-7881	2022	Linda Bertaccini	1,099	Stat	Jan-23
Waterbury 235 Grand St Waterbury, Ct 06702 (203) 574-6821	2022	Michael Moriarty	34,467	Hybrid	Jan-23

2026 Hebron Revaluation

Municipality	Year	Assessor	Size	Type	End
Ashford 5 Town Hall Rd Ashford, CT 06278 (860) 487-4403	2021	Kara J. Fishman	2,237	Stat	Jan-22
Columbia 323 CT-87 Columbia, Ct 06237 (860) 228-9555	2021	Mary Lavallee	2,629	Stat	Jan-22
East Haven 250 Main St East Haven, Ct 06512 (203) 468-3396	2021	Unoccupied	11,251	Stat	Jan-22
Hebron 15 Gilead St Hebron, Ct 06248 (860) 228-9406	2021	Debra Gernhardt	4,172	Stat	Jan-22
Killingworth 323 CT-81 Killingworth, Ct 06419 (860) 663-2002	2021	Michael Bekech	3,080	Full	Jan-22
Montville 310 Norwich-New London Turnpike Uncasville, Ct 06382 (860) 848-8221	2021	Lucy Beit	7,851	Stat	Jan-22
Plymouth 80 Main Street Terryville CT 06786-5107 (860) 585-4004	2021	Rae Ann Walcott	5,052	Stat	Jan-22

2026 Hebron Revaluation

4. Current Revaluations Under Contract

Municipality	Year	Assessor	Size	Type	Completion Date
Ashford 5 Town Hall Rd Ashford, CT 06278 (860) 487-4403	2025	Lynn Byberg	2,221	DM	Jan 2026
Colebrook 562 Colebrook Rd Colebrook, CT 06021 (860) 379-3359 x206	2025	David Dietch	967	DM	Jan 2026
Durham 30 Town House Road Durham CT 06422 (860) 343-6709	2025	John Phillip	3,031	Full	Jan 2026
East Hampton 1 Community Drive East Hampton, CT 06424 (860) 267-2510	2025	Deborah Copp	6,210	Full	Jan 2026
Haddam 30 Field Park Drive Haddam, CT 06438 (860) 345-8531 x213	2025	Tammy Anderson	3,524	DM	Jan 2026
Marlborough 26 North Main Street Marlborough, CT 06447 (203) 881-5013	2025	Simon Wake	2,527	DM	Jan 2026
Newington 200 Garfield St Newington, CT 06111 (860) 665-8535	2025	Larry LaBarbera	12,550	Hybrid	Jan 2026
North Stonington 40 Main Street North Stonington, CT 06359 (860) 376-3927	2025	Darryl DelGrosso	2,441	DM	Jan 2026
Salisbury 27 Main St PO Box 548 Salisbury, CT 06068-0548	2025	Kayla Johnson	3,069	Statistical	Jan 2026

5. Revaluation Certificate

STATE OF CONNECTICUT	
Certificate: 92	Expiration Date: March 31, 2026
BY THE SECRETARY OF THE OFFICE OF POLICY AND MANAGEMENT Intergovernmental Policy and Planning Division	
<i>let it be known that</i>	
eQuality Valuation Services	
<i>having met the necessary requirements and regulations is hereby designated as a Certified Revaluation Company to perform</i>	
Real Property Valuations	
<i>in witness thereof, this certificate is issued by:</i>	
	
Melissa N. McCaw Secretary Office of Policy and Management	Martin L. Heft Undersecretary Intergovernmental Policy and Planning Division

2026 Hebron Revaluation

6. Number of years engaged as a company

We are a **Connecticut based** company located in **Waterbury** Connecticut. eQuality Valuation Services, LLC (formerly known as Prophecy One, LLC), was organized and established in 2003 by President and Owner of Quality Data Services, Inc., Vincent Crudele.

7. Personnel Listing

At eQuality, we have a Valuation Team that is made up of our most senior revaluation staff and who are responsible for the valuation of all property subject to a revaluation project. While one of the staff will be assigned as the Project Supervisor of the job, all members of the team are involved with the valuation and contribute under the supervision of the Project Supervisor.
Certifications are attached.

Municipality	Year	Residential	Commercial
Ansonia	2023	Mario Panagrosso	Jay Cembruch
Ashford	2025	Mario Panagrosso	Mario Panagrosso
Ashford	2022	Mario Panagrosso	Mario Panagrosso
Bethany	2023	Mario Panagrosso	Mario Panagrosso
Bethany	2018	Jay Cembruch	Jay Cembruch
Bethany	2013	Jay Cembruch	Jay Cembruch
Bozrah	2022	Jay Cembruch	Jay Cembruch
Bozrah	2017	Jay Cembruch	Jay Cembruch
Bozrah	2012	Jay Cembruch	Jay Cembruch
Canton	2016	Jay Cembruch	Jay Cembruch
Cheshire	2023	Jay Cembruch	Jay Cembruch
Cheshire	2018	Jay Cembruch	Jay Cembruch
Cheshire	2013	Jay Cembruch	Jay Cembruch
Cheshire	2008	Jay Cembruch	Jay Cembruch
Chester	2023	Jay Cembruch	Jay Cembruch
Chester	2018	Jay Cembruch	Jay Cembruch
Chester	2013	Jay Cembruch	Jay Cembruch
Chester	2008	Jay Cembruch	Jay Cembruch

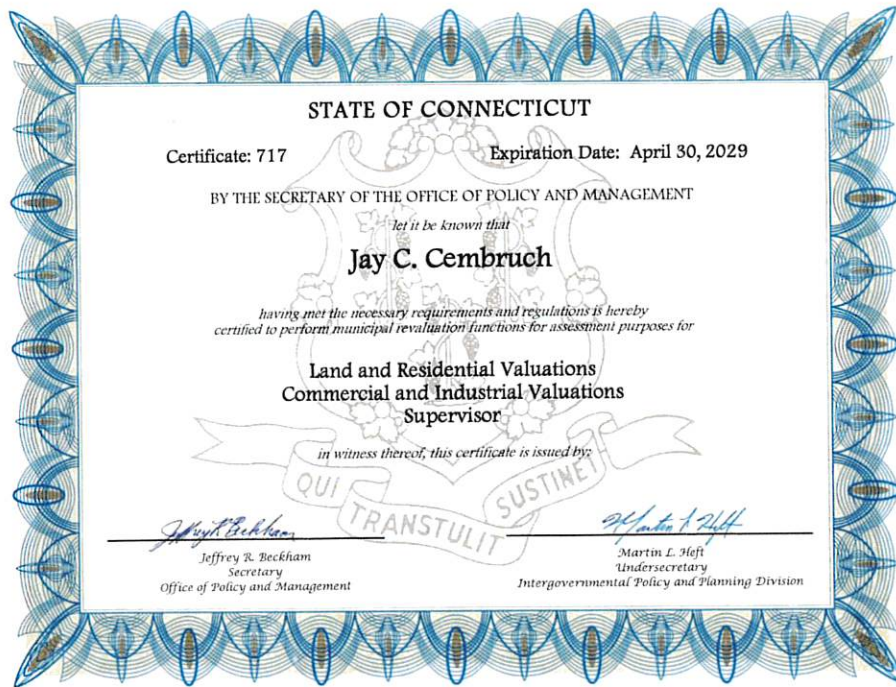
2026 Hebron Revaluation

Columbia	2022	Jay Cembruch	Jay Cembruch
Danbury	2022	Jay Cembruch / Mario Panagrosso	Miles Andrews / Jay Cembruch
Durham	2025	Jay Cembruch	Jay Cembruch
East Hampton	2025	Paul Kennedy	Jay Cembruch
East Haven	2021	Mario Panagrosso	Shelby Jackson
East Haven	2016	John Gelatii	Shelby Jackson
East Haven	2011	Jay Cembruch/ Vicki Powell-Crudele	Shelby Jackson
East Windsor	2016	Jay Cembruch	Jay Cembruch
East Windsor	2011	Jay Cembruch	Jay Cembruch
Eastford	2023	Paul Kennedy	Jay Cembruch
Easton	2016	Jay Cembruch	Jay Cembruch
Easton	2011	Jay Cembruch	Jay Cembruch
Ellington	2021	Mario Panagrosso	Jay Cembruch
Franklin	2023	Melissa Baer	Melissa Baer
Guilford	2017	Jay Cembruch	David Stannard
Guilford	2012	Peter Romanowski	Peter Romanowski
Haddam	2025	Mario Panagrosso	Jay Cembruch
Haddam	2021	Mario Panagrosso	Jay Cembruch
Hebron	2022	Jay Cembruch	Jay Cembruch
Hebron	2017	Jay Cembruch	Jay Cembruch
Hebron	2012	Jay Cembruch	Jay Cembruch
Killingworth	2021	Mario Panagrosso	Mario Panagrosso
Killingworth	2016	Jay Cembruch	Jay Cembruch
Killingworth	2011	Jay Cembruch	Jay Cembruch
Marlborough	2025	Paul Kennedy	Paul Kennedy
Montville	2021	Jay Cembruch	Jay Cembruch
Naugatuck	2022	Mario Panagrosso	Jay Cembruch
Newington	2025	Mario Panagrosso	Jay Cembruch
Newington	2020	Mario Panagrosso	Jay Cembruch
Newington	2015	Mario Panagrosso	Jay Cembruch
Newington	2011	Jay Cembruch	Jay Cembruch
North Canaan	2022	Jay Cembruch	Jay Cembruch
North Haven	2024	Mario Panagrosso	Jay Cembruch
North Haven	2019	Mario Panagrosso	Jay Cembruch
North Stonington	2025	Paul Kennedy	Paul Kennedy
North Stonington	2020	Mario Panagrosso	Jay Cembruch
Plymouth	2025	Jay Cembruch	Jay Cembruch
Plymouth	2021	Mario Panagrosso /Jay Cembruch	Jay Cembruch

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Prospect	2024	Jay Cembruch	Jay Cembruch
Prospect	2020	Jay Cembruch	Jay Cembruch
Prospect	2015	Jay Cembruch	Jay Cembruch
Prospect	2010	Jay Cembruch	Jay Cembruch
Ridgefield	2022	Steve Kosofsky	David Delaurey
Ridgefield	2017	John Gelatii	David Delaurey
Ridgefield	2012	Joe Holstein / Vicki Powell-Crudele	Joe Holstein
Rocky Hill	2023	Melissa Baer	Fauna Eller
Roxbury	2023	Mario Panagrosso	Mario Panagrosso
Roxbury	2018	Mario Panagrosso	Mario Panagrosso
Salisbury	2025	Mario Panagrosso	Mario Panagrosso
Scotland	2023	Mario Panagrosso	Mario Panagrosso
Suffield	2023	Paul Kennedy	Jay Cembruch
Voluntown	2024	Mario Panagrosso	Mario Panagrosso
Voluntown	2021	Mario Panagrosso	Jay Cembruch
Warren	2023	Mario Panagrosso	Mario Panagrosso
Warren	2018	Mario Panagrosso	Mario Panagrosso
Washington	2023	Jay Cembruch	Jay Cembruch
Washington	2018	Jay Cembruch	Jay Cembruch
Washington	2013	Jay Cembruch	Jay Cembruch
Washington	2008	Jay Cembruch	Jay Cembruch
Waterbury	2022	Jay Cembruch	Jay Cembruch
Waterbury	2017	Jay Cembruch	Steve Juda/Shelby Jackson
Waterbury	2012	In House	In House
Waterbury	2007	In House	In House
Watertown	2023	Mario Panagrosso	Jay Cembruch
Weston	2023	Jay Cembruch	Jay Cembruch
Weston	2018	Jay Cembruch	Jay Cembruch
Wethersfield	2018	Jay Cembruch	Steve Juda
Woodbridge	2024	Paul Kennedy	Jay Cembruch
Woodbury	2023	Mario Panagrosso	Mario Panagrosso
Woodbury	2018	Mario Panagrosso	Mario Panagrosso
Woodbury	2013	Jay Cembruch	David Stannard

2026 Hebron Revaluation



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8. Completion Date and Time Schedule

The project summary schedule is outlined below.

Key Milestones	Completion Dates
Project Start not later than	10/1/2025
Data Mailers sent to each residential property owner of improved properties by	10/1/2025
Data Collection and Sales verification completed by	12/16/2025
Complete and deliver to the ASSESSOR commercial, industrial, public utility and tax-exempt valuations by (except current building permits)	8/7/2026
Complete preliminary land study and values to the ASSESSOR by	8/14/2026
Complete preliminary building cost manual by	9/18/2026
Complete study of market rents, expenses and capitalization factors by	9/18/2026
Delivery of updated CAMA software, completed and corrected property record cards with all measurements, listings, sketches, pricing, suggested values to the ASSESSOR by	10/16/2026
ASSESSOR completes review and final adjustments made for real property no later than	11/13/2026
Assessment change notices mailed to comply with requirements of Connecticut State Statute, Section 12-62(f) (CONTRACTOR to pay postage) by	11/20/2026
Updated assessments for public viewing on Website by	11/20/2026
Informal Hearings to begin by	12/8/2026
Informal Hearings End by	12/22/2026
Notice of results of Informal Hearings completed and mailed out on forms approved by the ASSESSOR (CONTRACTOR to pay postage), computer file is updated and final property record cards printed and delivered to the ASSESSOR in alphabetical street order by	1/11/2027

2026 Hebron Revaluation

9. Payment Schedule for Percentage of Completed Work

Hebron		
Phase	Percent	Amount
Bonding, Project Startup, Project Management, Project Support	10%	9,300
Data Mailers Print and Mail	4%	3,720
Collection and Entry	47%	43,710
Valuation Analysis and Review	27%	25,110
Print and Mail Notices	3%	2,790
Informal Hearings Completed and Final Adjustments Made	7%	6,510
BAA and Final Work Products	2%	1,860
Sub Total	100%	93,000
Total		93,000

10. Public Relations Program

eQuality recognizes that the perceived success of a Revaluation can depend on the degree to which the public understands the purpose, benefits and procedures of the revaluation. Especially in these difficult economic times it is important to understand the attitudes and concerns of the public.

eQuality shall provide reasonable assistance to the Assessor in conducting a program of public information through the press and other media. This will include but not be limited to meetings with citizens, clubs, associations and property groups as a means of establishing understanding and support for the revaluation. eQuality shall have visual aids and other media at its disposal to this end. The Assessor shall approve all public media information prior to its release. At minimum, the following points will be addressed as often as possible:

- Significance of Property Tax
- Necessity of Project
- Purpose and methods of project
- Equity
- Role of Town
- Role of the Contractor
- Role of the Assessor
- Cooperation of parcel owners is key to successful project
- Necessity of Data Collectors
- Caliber and training of data collectors
- Valuation procedures
- Informal Hearings
- Need for data quality control
- Full disclosure aspect throughout project

By utilizing the eQuality Software package, you will also receive the eQuality web site which provides the public with information about what a revaluation is and what can be expected. In addition, upon approval of the Assessor, for the preparation of the Informal Hearing process, the ability for the public to access assessment information is vital. Open communication builds trust with the public. Sharing the information gathered as well as the process used to establish the valuation of property depicts transparency and accountability. The web pages can be tailored specifically to the needs of the municipality.

- Information on the informal hearing process and what to bring to the hearing
- Web site updates with sales information

Web site updates with final field cards information

11. Current Software: eQuality Valuation Services & Sample Screens

Qualifications & Experience

Customer Service

At eQuality, exceptional customer service isn't just a feature—it's a core value. Our support contracts are both affordable and comprehensive, covering everything from assistance with sketching to help with reporting. While our software is designed to be user-friendly and reliable, when assistance is needed, our knowledgeable staff is readily available by phone, email, or remote access.

Our valuation team also offers expert guidance on property values, ensuring you're supported not just technically, but professionally. We believe that consistent, accessible support creates lasting partnerships, and our high customer retention is a testament to that commitment.

As a Connecticut-based revaluation company, we have a deep understanding of local statutes, practices, and market conditions—allowing us to provide tailored solutions with confidence and accuracy.

Revaluation Approach

We intentionally maintain a low staff-to-client ratio to ensure that every municipality receives the attention and continuity needed for a successful revaluation. This hands-on approach connects all elements of the process—data collection, valuation, and public hearings—ensuring transparency and consistency.

Using our software, assessors have full real-time access to revaluation data throughout the project. From the moment data collection begins to the final value calibration, municipal staff can monitor progress, review records, and ensure accuracy at every stage. Our goal is to foster trust through full visibility and timely communication—ensuring compliance with state statutes and deadlines.

Advantages of Using eQuality Software

eQuality offers distinct benefits when conducting a revaluation using our software platform:

- **In-Depth System Expertise**
 - Deep understanding of cost table calibration and valuation logic
 - Insight into the relationship between data inputs and valuation outcomes
 - Custom development of notices, field cards, data mailers, and more via our Report Writer
- **Powerful Analytical Tools**
 - Tools for mass data changes and recalculations
 - Full access to proprietary applications throughout the project
- **Key Features and Services**
 - Reval Merge: Keeps municipal and revaluation databases in sync
 - Data Mailer Tracking: End-to-end tracking of mailer activity
 - Dedicated programming support and exclusive utility programs
 - No per-user licensing fees—unlimited users at no additional cost
 - Continuous software enhancements based on Assessor feedback

2026 Hebron Revaluation

eQuality CAMA Software Overview

Our flagship product, eQuality CAMA, integrates directly with Quality Data Services' Administrative and Tax systems, offering a unified platform powered by Microsoft SQL. This integration ensures seamless communication between departments and eliminates data silos.

As both a software and revaluation provider, we offer a comprehensive understanding of municipal operations and regulations, especially within the Connecticut market. Through our exclusive development partnership with QDS, we deliver robust software tailored to local needs and state compliance.

Key Benefits:

- Fully integrated CAMA and Admin platform
- Constant development to meet evolving municipal needs
- Intuitive interface designed with Assessor workflows in mind
- Exceeds Connecticut's CAMA grant criteria with advanced features

Security

Security is built into every layer of eQuality CAMA:

- SQL Server authentication at login
- User-level access management controlled by the Assessor
- Public-facing counter access with restricted views

Navigation & Interface

The user interface is highly flexible and customizable:

- Sidebar navigator can be pinned, collapsed, or hidden
- Multi-tab workspace allows for rearranging and side-by-side viewing
- Resizable panels and pages for multitasking

Key Functional Areas

Parcel Search

Refined search capabilities by property type, location, or parcel ID. Navigation tools allow users to cycle through results efficiently.

General & Parcel Characteristics

Consolidated summary of land, building, and owner information. View and compare assessments across multiple years. Built-in error controls prevent data entry mistakes on street names and map references.

Land & Building Details

Custom-defined land types, neighborhood-based pricing, and PA 490 valuation support. Building characteristics include foundation, HVAC, interior/exterior details, and 911 addressing.

Commercial Properties

Supports segmentation by use or occupancy (e.g., mixed-use properties). Tailored to handle varied commercial structures.

Condominiums

Condo models use default values, minimizing manual data entry. Sketches are optional, streamlining setup for new units.

Components

Handles all additional structures or yard items. Components can be drawn, labeled, and attached or detached from the main building.

2026 Hebron Revaluation

Notes, Documents & Inspections

- **Notes:** Mark notes as private or public
 - **Documents:** Attach relevant images and files
 - **Inspections & Hearings:** Log activity and outcomes
-

Valuation Details

- **Values & Assessments:** Breakdown by land, building, and components
 - **Ladder View:** Drill down into how values were calculated
 - **Override Options:** Modify condition, grade, and apply obsolescence with justification notes
 - **Income & Sales Approaches:** Detailed support for commercial property valuation
-

Sketching Tools

Our sketch module is powerful yet intuitive, supporting:

- Predefined shapes and measurements
 - Easy annotation and labeling
 - Smart functions like "Snap to Grid," "Join Shapes," and "Auto Complete"
 - Building creation and area calculations
-

Interfaces & Integrations

- Direct bridge to QDS Admin and Tax
 - Standardized exports (e.g., Warren Group, SpecPrint)
 - GIS integration and tablet export/import tools
 - Permit system feeds
 - EagleView imagery support
-

Historical Data

At each Grand List close, a snapshot of parcel data is preserved automatically. This archived data is printable in standardized formats and easily accessible for review.

2026 Hebron Revaluation

Reporting & Exports

eQuality CAMA provides multiple reporting tools to meet various needs:

1. Standard Reports

- Field Cards, Edit Reports, Sales Reports, and more
- Filter and sort options; output to CSV, print, or preview

2. Reporting Services Reports

- Statutory and project specific reports for state and local compliance

3. Report & Export Wizard

- No database knowledge needed
- Friendly field labels, filter by real-world values
- Save and reuse report templates

This combination of structured and customizable reporting gives users the power to access and analyze data on demand.

2026 Hebron Revaluation

Sample Screens

Parcel Search

Parcel Search | Sketch | Building Characteristics | Components | Notes and Documents | Permit Information | Reval Tracking Status

Search Selection

☐ Residential
☐ Condominium
☐ Commercial
☒ All

☒ Property Location Number Name TALMADGE Unit
☐ Owner's Name
☐ Map/Block/Lot
☐ Unique Id

How To Search: Begins With Find Cancel Total Records Found: 68

Search Results

Parcel Search Selection: Property Location

Street #	Street Name	Unit Number	Owner's Name	Map/Block/Lot	Unique Id	Lock Flag
36	TALMADGE HILL RD		BURNS JOHN W & ALEXIS L	115 150 36R	B0021400	
37	TALMADGE HILL RD		GALKO MARY LOUISE	115 150 37	G0110300	
38	TALMADGE HILL RD		FOLIO CURTIS P	115 150 38	D0094900	
38	TALMADGE HILL RD		GALKO WALTER J JR	115 150 38B	G0110000	
38	TALMADGE HILL RD		GALKO WALTER J JR	115 150 38C	G0110100	
38	TALMADGE HILL RD		GALKO WALTER J JR	115 150 38D	G0110200	
40	TALMADGE HILL RD		MCLEAN LEO A & SHARYN D	115 150 40	S0264300	
41	TALMADGE HILL RD		HAVANEC KEVIN & PATRICIA	115 150 41	S0272000	
45	TALMADGE HILL RD		WHITE WILLIAM P & LISA S	115 150 45	D0088600	
45	TALMADGE HILL RD		WILMOT MICHAEL P & MISTY L	115 150 45A	D0254300	
47	TALMADGE HILL RD		BERRY SIDNEY & BEATRICE EST	115 150 47	B0024500	
47	TALMADGE HILL RD		ECCLES WARREN F & DEBRA M	115 150 47R	E0095500	
48	TALMADGE HILL RD		DEVINO DIANE A	115 150 48	M0208800	
49	TALMADGE HILL RD		TOWN OF PROSPECT	115 150 49	B0025200	

Advanced Parcel Search

☐ All Parcels
☒ Residential Design
☒ Commercial Use
☒ Condo Complex/Model
☒ Outbuilding
☒ Special Feature
☒ Neighborhood
☒ Zone
☒ Land Type
☒ Street
☒ PA490
☒ Vacant

Sort Selection

Sort Fields: Sort By: Sort Order: ☒ Ascending ☐ Descending

Search Cancel

2026 Hebron Revaluation

General Information

Owner

Location	Street #	207	Street	KINGS HWY
Name	OBRIEN ERIC & CARLA			
2nd Name				
Care of				
Address 1	102-B KINGS HWY			
Address 2				
City	NORTH HAVEN	CT	06473	

Assessment

Asmt Year	2019	Valuation Method	Cost
Appraised		Assessed	
Land	153598		107520
Building	420122		294090
Outbuilding	25898		18120
Total	599618		419730

Transfers

Buyer	OBRIEN ERIC & CARLA		
Seller	US BANK NATIONAL ASSOC		
Sale Date	8/24/2018	Valid Sale	<input type="checkbox"/>
Sale Price	250000		
Vol/Page	0975	0387	
			

Land

Primary Use Code	Residential		
Land Area (Acres)	3.01	131,116	(SF)
Zone/Neighborhood	R40	R122	
Map/Block/Lot	093 077		
Developer Map/Lot			

Photo



Buildings

Building Use	Size (SF)	Yr. Built	Condition
Single Family	5424	1976	Average
Single Family	414	1985	Average

2026 Hebron Revaluation

Accounts and Owners

Account Detail

Unique Id: ☐ Omit From Web

Name:

2nd Name:

Care Of:

Address 1:

Address 2:

City/State/Zip:

Volume/Page: Exempt Status: ☐

Address Type:

Additional Owners

Name
*

Sales And Transfers

Sale Date: Sale Type:

Valid Sale: ☒

Non-Useable Code:

Sale Price:

Comments:

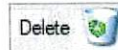
Assessment:

Sales Ratio: Sales Assessment Ratio:

Market Value:

Sales History

	Sale Date	Buyer	Prior Owner	Sale Type	Sale Price	Valid Sale
▶	4/28/2010	PUFFENBERGER CRAIG A	MONTANARO NANCY BUR		4,376,000	<input checked="" type="checkbox"/>
	11/4/2005	MONTANARO NANCY BUR	MONTANARO NANCY BUR			<input type="checkbox"/>
	1/11/1994	MONTANARO NANCY BUR				<input type="checkbox"/>



2026 Hebron Revaluation

Residential Building

Sketch	Building Characteristics	Components	Notes and Documents	Permit Information	Reval Tracking Status	General														
Unique: S0272000	Str No: 41	Street: TALMADGE HILL RD	Unit:	MBL: 115	150	41														
General Description																				
911	Building Use: Single Family	Units: 2.00	Construction: Wood Frame																	
	Class: 08	Stories: 2.00	Year Built/Effective: 1987	2000																
	Overall Condition: Average	Design (Style): Colonial	Percent Complete: 100																	
Foundation																				
	Basement: Basement 100 %	Bsmt Finished Area: 0	Built-in Garage Bays: 0																	
	Basement Grade:	Basement Walls: Concrete	Foundation Adjust: Wet																	
	Bsmt Size/Area: 1448 1448	Outside Entry:	Sump Pump: <input type="checkbox"/>																	
HVAC																				
	Heating: Hot Water	Fuel: Oil	Cooling: 0 %																	
Interior																				
	Floors: Hardwood	Ceiling Height: 0	Extra Fixtures: 1																	
	Bath Floors:	Fireplaces #: 0	<table border="1"> <thead> <tr> <th>Special Feature</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Whirlpool</td> <td>1</td> </tr> <tr> <td>*</td> <td></td> </tr> </tbody> </table>	Special Feature	Count	Whirlpool	1	*												
Special Feature	Count																			
Whirlpool	1																			
*																				
	Walls:	Wood Stoves #: 0																		
	Kitchen:	Attic Access:																		
	Trim:	Attic Finished Area: 0																		
<table border="1"> <thead> <tr> <th>Finished Area</th> <th>Rooms</th> <th>Bedrooms</th> <th>Kitchens</th> <th>Full Baths</th> <th>Half Baths</th> <th></th> </tr> </thead> <tbody> <tr> <td>3250</td> <td>8</td> <td>4</td> <td>1</td> <td>3</td> <td>0</td> <td>Details </td> </tr> </tbody> </table>							Finished Area	Rooms	Bedrooms	Kitchens	Full Baths	Half Baths		3250	8	4	1	3	0	Details
Finished Area	Rooms	Bedrooms	Kitchens	Full Baths	Half Baths															
3250	8	4	1	3	0	Details														
Exterior																				
	Exterior Walls: Vinyl	Roof Cover:	Roof Type:																	
Buildings																				
	No.	Building Use	Style	Size	Year Built	Class	Condition													
	1	Single Family	Colonial	3250	1987	08	Average													

2026 Hebron Revaluation

Condominium Building

Parcel Search	Sketch	Building Characteristics	Components	Notes and Documents	Permit Information	Reval Tracking														
Unique: T0259500		Str No: 8	Street: ASH LA	Unit:	MBL: 108 177 8															
General Description																				
911	Complex	REGENCY AT PRO!	Building Use	Residential	Story Height	2.00														
	Model	ACORN ELITE	Class	08	Yr Built/Eff Yr Built	2010 2010														
	Style	Townhouse	Overall Condition	Average	Percent Complete	100														
Foundation																				
	Basement	Basement	100 %	Bsmt Finished Area	0	Built-in Garage Bays														
	Basement Grade			Basement Walls		Foundation Adjust														
	Basement Area	964		Outside Entry		Sump Pump														
HVAC																				
	Heating	Forced Hot Air	Fuel	Gas	Cooling	Central 100 %														
Interior																				
	Floors	Hardwood	Kitchen Style		Special Feature Count															
	Bath Floors		Fireplaces/W Stoves	0 0	* []															
	Walls		Xtr Fix/Ceiling Height	0 0																
	Trim		Attic Acc/Fin Area	0																
<table border="1"> <thead> <tr> <th>Finished Area</th> <th>Rooms</th> <th>Bedrooms</th> <th>Kitchens</th> <th>Full Baths</th> <th>Half Baths</th> <th></th> </tr> </thead> <tbody> <tr> <td>1928</td> <td>0</td> <td>2</td> <td>1</td> <td>2</td> <td>0</td> <td>Details</td> </tr> </tbody> </table>							Finished Area	Rooms	Bedrooms	Kitchens	Full Baths	Half Baths		1928	0	2	1	2	0	Details
Finished Area	Rooms	Bedrooms	Kitchens	Full Baths	Half Baths															
1928	0	2	1	2	0	Details														
Unit Features																				
	Location		Amenities		Parking Spaces /Dist	0 0														
	Floor/Unit Location	End Unit	Amenities		Parking Type															
Buildings																				
	No.	Building Use	Style	Size	Year Built	Class	Condition													
▶	1	Condominium	Townhouse	1928	2010	08	Average													

2026 Hebron Revaluation

Commercial Building

Parcel Search	Sketch	Building Characteristics	Components	Notes and Documents	Permit Information	Reval Tracking
Unique: A0002000		Str No: 16	Street: BUCKLEY LA	Unit:	MBL: 105 21 16	
Commercial Building Description						
911 Description						
Building Category	Industrial	Overall Condition	Average	Year Built/Effective	1954 1980	
Building Use	Light Industrial	Construction Quality	Average	Percent Complete	100	
Class	Wood Frame	Units	0	Stories/Total Area	1.00 2206	
Basement						
Basement	Basement	Basement Size	1677			
Basement Percent	100 %	Basement Area	1677			
Basement Grade		Bsmt Finished Area	0			
HVAC						
Heating	FHA	Floors	Concrete			
Fuel	Oil	Walls	Nil			
Cooling	0 %	Wall Height	9			
Interior						
Exterior						
		Exterior Walls	Vertical Wood			
		Roof Type				
		Roof Cover				
Commercial Segments						
Segment Use	Size (SF)	Stories	Below Grade	Units	Comments	
Unfinished Storage	1677	1.00	<input checked="" type="checkbox"/>	0		
Light Industrial	1677	1.00	<input type="checkbox"/>	0		
Light Industrial	529	1.00	<input type="checkbox"/>	0		
Buildings						
No.	Building Use	Style	Size	Year Built	Class	Condition
1	Light Industrial	Industrial	2206	1954	Wood Frame	Average

2026 Hebron Revaluation

Components/Outbuildings

Parcel Search		Components	
Tract: 00880000	Str No: 216	Street: MELROSE RD	Unit: MBL: 130 53 002
Components			
Outbuilding Type	Porch	Class	08
# of Stories	1.00	Condition	Average
Construction	Open	# of Garage Bays	0
Year Built	2001	Length	0.00
% Complete	100	Width	0.00
Basement	<input type="checkbox"/>	Attached	<input checked="" type="checkbox"/>
Area	75	Additional Living Area	<input type="checkbox"/>
Override Value	<input type="checkbox"/>	Value	1024

	Building	Type	Construction	Year Built	Area	Market Value	Attached	Sketched	Override
▶	1	Porch	Open	2001	75	1024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1	Barn	2 Story Fram	1900	3168	23285	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	Shed	Frame	1920	468	6318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	Shed	Frame	1920	64	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	Porch	Open	1947	25	218	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2	Garage	Det 1 Story Fr	1947	820	9225	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	Shed	Frame	1947	820	3690	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	Barn	2 Story Fram	1947	2460	10849	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	Shed	Frame	1947	1302	5859	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	Deck	Wood	1947	148	1030	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

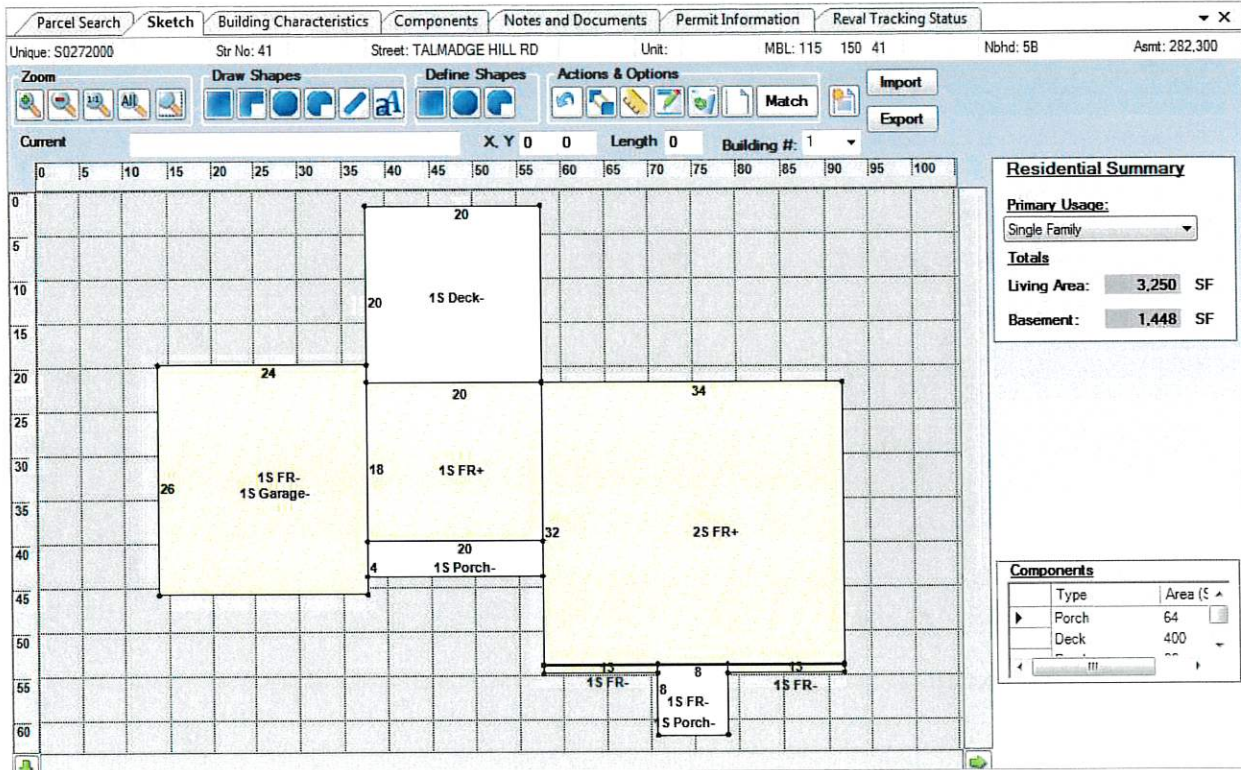
2026 Hebron Revaluation

Notes and Documents

[illegible]

2026 Hebron Revaluation

Sketch



2026 Hebron Revaluation

Report Wizard

Parcel Search

Data Export Wizard

Saved Exports

New

Data

Export

Class

CommSegAbove

CommSegBelow

Condition

CondoAmenities1

CondoAmenities2

CondoComplex

CondoDistance

CondoLocation

CondoModel

CondoStyle

CondoUnitLocation

CondoUseCode

Construction

Cooling

CoolingPct

DesignType

DifferentialCode

DifferentialFactor

EconomicDepreciation

EffYearBuiltOverride

ExteriorWalls1

ExteriorWalls2

FinishPercent

FloorType1

FloorType2

FuelType

FullBaths

FunctionalDepreciation

GradeFactor

Fields:

UniqueID

Name

StreetNumber

StreetName

StreetUnit

MBL

(PropertyType)

BuildingType

BuildingNumber

BuildingUse

DesignType

CurrentAppraisedBuilding

CurrentAppraisedLand

CurrentAppraisedOutbuilding

CurrentAppraisedTotal

Sort:

Field

Direction

Assessment.CurrentAppraisedTotal

Ascending

Filter:

Field

Type

Value

Building.BuildingType

EQ

Residential

Building.DesignType

EQ

Select

Sort

Filter

Input Filter Values

Enter filter values for Building.DesignType

Accessory Apartment

Antique

Apt House

Apt/Retail

Auxiliary Building

Barn Conversion

Bldg on Leased Land

Cabin

Cape

Colonial

Contemporary

Cottage

Estate

Garage/Apt

OK

Cancel

12. Imaging

At the time of data collection, the data collector will shoot a photo of the building to be integrated into eQuality CAMA at no charge as indicated in the RFP.

13. Data Mailer Quality Control Plan

eQuality has the skills and tools to successfully implement the use of Data Mailers for the Revaluation Project. The Data Mailers are a one-page document, printed double sided. eQuality has the ability to print any data field in the CAMA database on the mailers as well as the Image and sketch if requested. The format, data and text are customized to meet the needs of the Municipality. Below is our standard format which has been designed to gather as much information from the homeowners in a format that is easy to understand. Mailers are prepared for each residential building and condominium.

eQuality has also implemented a new Online Data Mailer program which provides the homeowner with the ability to enter their data mailer response online.

eQuality has a robust tracking application to track each data mailer through the revaluation process. This tracking tool is scalable to meet the specific needs of the municipality. It provides the ability to track multiple mailings, responses to the mailings and additional notifications. On each Data Mailer there are multiple barcodes used for tracking purposes. As the data mailers are received, they are scanned as to what information has been returned on the mailer. These barcodes have embedded codes used by our propriety program which updates our tracking based on information in the scan line.

eQuality works with the Municipality to review the mailers to determine the appropriate action to be taken. All mailers use a return envelope to our Post Office Box in Waterbury. Unreturned mailers are also identified to determine the action required.

2026 Hebron Revaluation

Sample Data Mailer



Town of Hebron
Assessor's Office
15 Gilead Street
Hebron, Ct 06248

Dec/10/2020

ACTION REQUIRED: Please Complete the Reverse Side of This Form

Review the information and if incorrect, cross it off and circle the correct value(s) or write any additional changes.
Complete the contact information and return the form in the enclosed envelope. **A Signature is required.**

T6 P2096 SCH 5-DIGIT 06232
KOWSZ, JOHN C & KIM P
217 MARTIN RD
HEBRON, CT 06248-1252



Unique ID: 1532
Property Location: 217 MARTIN RD
Map/Block/Lot: 55-2.13
Building Number: 1 of 1



Dear Property Owner(s):

The Town of Hebron is in the process of revaluing all Real Estate in town. This revaluation will be effective for the Grand List date of October 1, 2021 (and thus, for taxes payable in July 2022). The Town of Hebron has contracted with eQuality Valuation Services, LLC, a Certified Revaluation Company, to assist the Assessor in completing the 2021 Revaluation.

Please review your property information on the reverse side of this letter and, if necessary, make any corrections by drawing a line through that item and either print or circle the correct information. If needed, you may request a phone call from the Revaluation Company in regards to any questions you have on this form. Sign and date where indicated and return this form in the provided envelope, with or without corrections, within 5 business days.

For the Protection of Public Health and Safety during the COVID-19 pandemic, interior inspections are not being performed at this time. You may still request an interior inspection by completing and returning this form. You will be contacted for an appointment when the restrictions due to COVID-19 are lifted.

The property may still require an interior inspection based on the changes received on the back of this letter, if this property recently sold, or if it has an open building permit when the restrictions due to COVID-19 are lifted.

Sincerely,

Debra L. Gemhardt
Assessor, CCMA II



Comments regarding your property

Contact Information

Date: Dec 19 2020
Signature: John Kow
Email: seikco@comcast.net
Day time Phone Number: 860-228-1637



2026 Hebron Revaluation

Unique ID: 1532

Please use blue ink

217 MARTIN RD

Building

Building Use

Single Family

with

inLaw

Accessory Apartment

Year Built

1989

Year Remodeled

Story Height

1.80

Construction

Wood Frame

Design Style

Cape

A-Frame

Cape

Cottage

Contemporary

Conventional

Craftsman

Cyber

Colonial

Contemporary

High Ranch

Modern Home

Mobile Manufactured

Raised Ranch

Ranch

Split Level

Split Level

Stick/Barn

Multi Family

Finished Outbuilding

Total Living Area

2,535

Flooring (Select 2)

Carpet

Concrete

Hardwood

Laminate

Tile

Vinyl

Other

Main Heating Type

Hot Water

Heat %

100

Fuel Type

Natural Gas

Electric Baseboard

Forced Hot Air

Hot Air No Duct

Hot Water

Hydro

None

Other

Radiant

Radiator

Stove

Cooling Type

Central

Direct

Heat Pump

None

Cooling %

0

Exterior Siding (Select 2)

Clapboards

Aluminum

Asbestos

B & V Siding

Board & Batten

Brick

Clapboards

Concrete Block

Glass

Hardy/Concrete Block

Log

Metal

Novelty

Stone

Stucco

Textured F-F

Vertical Wood

Vinyl

Wood Shingles

Other

Attached Components

Type

Yr Built

Sq Ft Area

Wood Deck

1989

354

Wood Deck

1989

24

Garage

1989

528

Open Porch

1989

410

Room Count

Please complete/enter the following

Kitchen

DR

LR

BedR

FR

Other

Total

Full Bath

Half Bath

Bsmt

1st

2nd

3rd

Total

1

4

10

3

1

A Full Bath = 2 Sinks (Tub, 1 sink, and shower) A Full Bath = 2 Sinks (Tub & 1 sink)

Extra Features

Please modify by adding or removing the extra features listed

1

Extra Features

Accessory Sink

Bath

Central Vac

Double Lender Ft

Double Sink

Dry Sinkless

Elevator

Extra Bath Sink

Extra Kitchen Sink

Extra Stove

Fireplace

Gas Fireplace

Generator

Hot Tub-Outdoor

Laundry Sink

Outdoor Shower

Partial Fireplace

Rear Stoveless

Sinks

Sink Sink

Sinkless

Sinkless Stoveless

Stair Bar

Whisper

Wood/Plastic Stove

2

Fireplace

1

Pelet/Wood Stove

If you have Extra Plumbing Features, please indicate what they are by selecting on this page the list

Basement

Basement Area

1,120

Basement Garage Bays

0

Finished Basement?

Yes/No

Sump Pump?

NO

*Bsmt Finished Square Feet

746

Basement Access

Back

Interior Only

Garage Dr

Walkout

*Basement Finish includes the following components: Floor Covering, Walls, Ceilings and Electricity

Detached Outbuildings / Yard Items

Type

Yr Built

Sq Ft Area







Frame Shed

1993

108

* Please indicate ANY outdoor item. Such as: Outdoor Fireplace, Outdoor Kitchen, Tennis/Basket Ball Courts, Generators, In-ground Pool Type, Pool Spa, Barns, etc. If you have a Detached Barn or Garage, please indicate if there is any finished area.

*If you have an Attic listed, please indicate if there is finished living area.

Instructions		Review and update the information above. Select one of the options below. Complete the contact information on the front of the form. A signature is required. Return the form in the enclosed envelope.	
1		<input type="checkbox"/> There are NO Changes to the information. <input checked="" type="checkbox"/> Make the Changes as indicated above. <input type="checkbox"/> Please have a representative contact me. <i>Complete contact information</i> <input type="checkbox"/> I would like an interior inspection. <i>Complete contact information</i>	 
2			

14. Hearings

eQuality provides a web site where taxpayers can enter the online Revaluation database where they can access their field card, review the sales used for the Revaluation or look up any other property in the municipality. From this site they can also set up an informal hearing appointment or they can submit an informal hearing form and attach documents for our review. All public hearings are held by phone or by accepting online hearings form. If requested, a virtual inspection can be performed.

15. Sales analyses performed to verify the accuracy of valuations

Sales analysis of properties shall be performed as a means of substantiating the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods/market areas previously delineated. The following tests and analyses are conducted to ensure quality revaluation for the Town.

- Coefficient of dispersion and variance tests
- Price related differential testing
- Isolating the effect of age, style and location on value
- Statistical measures of standard deviation, mean, mode and median
- Tracking of listings and sales
- Verification of sales data to include condition of sale, financing and terms of transfer
- Sales verification questionnaires are sent at the company's expense for analysis.

Utilizing the **online listings** of Sales provides the Supervisors with an *inside view* of the buildings for sale. Being able to view the information at the desk of a supervisor is far more valuable than multiple attempts to enter a property after it has sold. The information is not only very accurate, but it allows the Supervisor to accurately assess the Class and Condition as well as all interior features of the homes. This also provides input on home For Sale, not just properties that have sold. The Supervisor may request an inspection if any questions arise with the data or if they are questioning the sale.

Sample of back page of Sales Verification Form

Unique ID: M0227900
Property Location: RUSSO AVE 173 607
Owners: FRECHETTE SUZANNE

1. What was the total purchase price? \$ _____
2. Was a Real Estate Broker/Agent involved? Yes No
3. Were you under pressure to buy quickly? Yes No
4. Was this a bank owned purchase? Yes No
5. Was this sale between members of the same family? Yes No
6. Prior to purchase, did you rent this property with an option to buy? Yes No
7. Did the sale consist of more than one parcel of land? Yes No
8. Was this property a newly constructed home? Yes No
- 8a. If there were extras in addition to the contract price, please itemize them and their associated cost.

9. What was the condition of the property at the time of purchase? Excellent Good Average Fair Poor
10. Was there a home inspection performed by a Connecticut licensed home inspector? Yes No
- 10a. If repairs were necessary prior to the purchase, describe the nature and cost of repairs.

- 10b. How much did the impact of these repairs affect the purchase price? \$ _____
11. List any improvements to the property since your purchase.

12. List any special financing associated with this transaction.
For example: Did the seller pay the points and/or closing costs, take back a mortgage, etc.?

13. List any personal property or other assets included in the sale price.

Please make any additional comments that you think may be relevant to the conditions of the sale.
For example: Was a house taken in trade, the price affected by your relationship with the owner/builder, etc.)

Signature _____ Date _____

2026 Hebron Revaluation

16. Field Review

The grading of each dwelling is the process of assigning a construction quality rating to a set of construction specifications. The specification for each class or grade identifies and describes the specific characteristics of building materials and workmanship that distinguishes that class from the others. Even though a building is modern, attractive and well designed, the presence of inferior building material, equipment, or poor workmanship will adversely affect the value of the property.

The construction quality is a composite characteristic. It describes the cumulative effects of workmanship, the cost of material and, and the individuality of design. Quality-class rating is assigned without regard to the condition of the building. The class is assigned as if the building was just built.

The Class and Grading guidelines are initially set based on the current data. The Supervisor working with the Assessor establishes the guidelines for grading the Municipality at the beginning of the Revaluation project. Typically, this is achieved by performing a pre-review drive by of specific pockets of Municipality to ensure the consistency in grading by all parties involved in the valuation and grading of properties. eQuality has a proprietary program used strictly for the Field Review Process. This tool utilizes our Tablet technology to provide the Reviewers with the ability to immediately see the cause and effect of changes in the field review process. It provides the reviewers with summary information on one screen necessary to make the field review changes. It has a one click function to indicate what parcels have been reviewed or if additional investigation is needed. Changes are logged and tracked for reporting purposes.

FieldReview

Location: 45 ALAN Unit: Nbhd: 101 Zone: RA20 Occupancy: Single Family

Building 1

Design: Ranch Int. Cond:
 Class: C Phys. Depr. 34
 Condition: Average Func. Depr. 2
 Gr Factor: 0 Econ. Depr. 0
 Stories: 1.00 Differential
 Year Built: 1953
 Eff Year: 1982

Reval Appraised Old To New
 2020 2021 1 Building
 Land 94,429 94,400 ☐ Over
 Building 95,714 97,200 ☒ Adju
 Outbuild 0 0 New/Old
 Total 190,143 191,600 100.77%

Building Value
 Building Attached OB Total Bldg
 97,200 0 97,200

Sale Date Sale Price Sales Ratio

Field Review Comments

Attached Components

Construc	Type	Yr Built	Class	Condition	Area	Value

Detached Components

Construc	Type	Yr Built	Class	Condition	Area	Value

Permits

Permit #	Date	Status	%	Reason
62650	9/12/...	Closed	100.00	ADD FB

Land Type Acres PA490 Rate Size Adj Influence Non 490 Value


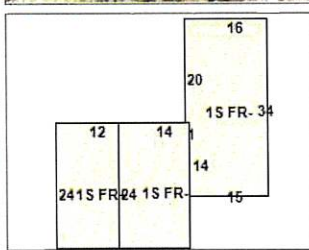
Land Type	Acres	PA490	Rate	Size Adj	Influence	Non 490	Value
House Lot	0.36	0.00	104,95...	0.90	0.00	94,400	94,400

Influence Type Land Type Percer Comment

Influence Type	Land Type	Percer	Comment
*			

Date Note

Date	Note
9/23/2021	2012 UBM-LOW 6' CLNG; WOODSTOVE; 2012 IA
9/23/2021	NO STAIR ACCESS TO UBM; FROM INSIDE ONLY A HOLE; W/LAD...

2026 Hebron Revaluation

Exceptions

Page 13: Section 3.5 Completion Date and Time Schedule:

- **Section 3.5.1.b**
Data Collection and Sales Verification to be completed by **September 15, 2026**, to take into consideration any current valid sales that may occur beyond December 16, 2025, as indicated in the RFP.
- **Section 3.5.1.c / 3.5.1.d / 3.5.1.f**
The Land Study and the study of market rents, expenses and capitalization factors are used to derive commercial, industrial, public utility and tax-exempt values.
 - Complete preliminary land study **July 1, 2026**
 - Complete study of market rents, expenses and capitalization factors by **August 1, 2026**.
 - Complete and deliver to the ASSESSOR, commercial, industrial, public utility and tax-exempt values by **September 1, 2026**

Page 18: Section 5.4.4 Imaging:

Cost values are developed using industry-standard methodologies consistent with Marshall & Swift principles.

Page 20: Section 5.4.9 Informal Public Hearings:

All Informal Hearings will be conducted by eQuality staff via telephone and will commence and conclude based upon the dates provided in this contract.

Page 20: Section 5.4.10 Board of Assessment Appeals:

There will be no physical presence of any eQuality personnel at the Board of Assessment Appeals as the project is completed prior to their meetings.

Page 21: Section: 5.4.11 Litigation:

In the event of appeals to the courts, eQuality shall furnish a competent witness, approved by the Assessor, to defend the valuation of the property in question. It is understood that eQuality shall furnish said witness on any court action instituted on the October 1, 2026, Grand List assessments, for up to 3 days and anything over 3 days, eQuality shall be compensated at a per diem rate of \$1,000. eQuality shall not be held responsible for any assessment changed from the original valuation figure by parties other than eQuality. The Town is responsible for the cost of any third-party consultant outside of eQuality

Page 22: Section: 6.2.2 & 6.2.3 Commercial and Special Structures / Public Utility & Industrial:

Based on our review of the commercial properties in Hebron, it is our feeling that requiring an MAI designation in addition to the State of Connecticut required commercial revaluation certification is unnecessary. Upon request, eQuality will engage an MAI appraiser, at the expense of the TOWN, to conduct a review as requested by the Assessor.

2026 Hebron Revaluation

Page 25: Section 7.3.2.a: Exterior Field Review

eQuality will conduct an office field review using our Field Review tool contained in the eQuality valuation software.

Page 25: Section 7.3.2b: Interior Field Review:

When entry is refused, the information may be taken at the door and will be noted on the collection card.

Sale inspections are performed using online sales.

Page 27: Section 8.8: Work Space:

eQuality will operate all revaluation activities from our Waterbury office. In addition, all Informal Hearings will be conducted by telephone and/or virtually.

Legal Notice

TOWN of HEBRON 2026 Grand List Reappraisal and Revaluation Bid # 2025-11

The Town of Hebron is seeking sealed bids for the **2026 Grand List Reappraisal and Revaluation for Hebron, CT**. Bidding documents are available at the Town Manager's Office, Town Office Building, 15 Gilead Street, Hebron, Connecticut, 06248 or by visiting <https://hebronct.com/bids/>.

All bids must be sealed and must be received at the Town Manager's Office by the due date. All bids are due no later than **Wednesday, July 23, 2025, at 10:00 a.m.** Bids must be in a sealed envelope and clearly marked "**Bid# 2025-11: 2026 Grand List Reappraisal and Revaluation for Hebron, CT**" on the outside of the envelope. The bids will be opened publicly and read aloud at the Town Office Building.

Complete Reappraisal and Revaluation for Hebron CT, effective for the October 1, 2026 Grand List. Inspections of all new construction since the prior revaluation as well as any existing properties which have undergone notable change, renovation, or addition to a property shall be included. Inspection and remeasure of all commercial, industrial and municipal properties shall be performed. Updated photos for all the abovementioned properties shall be taken along with any additional photos deemed necessary. Bids shall address all requirements stated in the Bid Proposal Package.

Any questions can be directed to the **Assessor, Suzanne Topliff** at 860 228-5971 x147 or by e-mail at assessor@hebronct.com. The Town of Hebron will award the bid to the lowest responsible bidder and reserves the right to waive any technical defects in the bids and to reject any bids which do not conform to the terms and conditions in the bid specifications.

The Town of Hebron also reserves the right to reject any or all bids and waive the informalities or irregularities in the bid procedure or bids when it is deemed by the Board of Selectmen that it is in the best interest of the Town to reject.

INSTRUCTIONS TO BIDDERS
TOWN OF HEBRON, CONNECTICUT 06248

BID # 2025-11 for the 2026 Grand List Reappraisal and Revaluation for Hebron, CT

The following instructions and specifications shall be observed by all Bidders:

I. GENERAL CONDITIONS

The purpose of these specifications is to obtain a complete Reappraisal and Revaluation of all taxable and exempt Real Estate for the October 1, 2026 Grand List. The contract is to commence no later than October 1, 2025 and conclude upon the completion date as specified in the contract.

1. **Bid Opening**

Sealed bids will be accepted by the Town Manager's Office, Town of Hebron, 15 Gilead Street, Hebron, Connecticut 06248 ***no later than*** 10:00 a.m., Wednesday, July 23, 2025, after such time determined they shall be publicly opened and read. **Bids received by the Town after the date and time specified will not be accepted.**

2. **Withdrawal of Bid**

Bids may be withdrawn 60 days after bid opening if no award has been made.

3. **Award of Bid**

Award of bid shall be made to the lowest responsible bidder. The lowest responsible bidder is that person or firm whose bid to perform is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Town and whose bid documents comply with the procedural requirements stated herein.

The Town of Hebron reserves the right to reject any and all bids, or part of such bid, or waive any defect, irregularity or informality of any bid when it is determined to be in the best interest of the Town.

Failure to completely fill out the bid form could result in rejection of bid submission. If an option is not available, it should clearly be stated on the bid form.

4. **Bid Return Envelope**

Bids are to be submitted either in the bid return envelope provided with this bid or in an envelope clearly marked with the bid title, bid number and opening date so as to prevent opening a sealed bid prior to the date specified. Any bids not so marked and opened by the Town prior to the date specified shall be rejected.

5. **No Bid**

Failure to return a bid could result in the removal of your firm's name from the Bid List. No Bids and responsive bids could result in your firm's retention on the Bid List. It is very helpful for the Town to obtain a better understanding as to why a vendor decides not to bid. We would appreciate the completion of the "No Bid" form and send it back to us so we can put improvements or changes in place that might be warranted.

6. **Bid Security**

Bid bonds are used in instances where we might want to make sure that the bidder is going to abide by the bid that was submitted. Bid Bonds are normally required for proposals valued over \$50,000 and the amount of the bid bond would be 10% of the proposal. Not all bids require bid bonds. Contact the Finance Director if you have any questions as to whether your bid would require one.

X Bid Bond required. Bids from vendors that have previously failed to satisfactorily complete performance on a contract with the Town, will not be considered.

7. **Acceptance of Subcontractor**

Submission of name of Subcontractor in Bid shall be deemed to constitute an acceptance by Contractor, if awarded the Contract, of Bid of such Subcontractor. Any alteration therein, after award of contract, shall be subject to approval of the Town of Hebron.

8. **Changes and/or Additions**

All changes or additions to these specifications shall only be executed by written communication bearing the signature of the Town Manager.

9. **Questions Relating to Specifications**

Any request from prospective bidders for interpretation of meaning of specifications or other contract documents shall be made in writing to the Town of Hebron, CT, Attention: Assessor, 15 Gilead St, Hebron, Connecticut 06248, and to be given consideration must be received at least seven (7) days prior to date fixed for opening of bids. If necessary, interpretations will be made in the form of a written Addendum to Bid Documents, which Addenda shall become a part of Contract. Not later than five (5) days prior to date fixed for opening of Bids, Addenda will be provided to all persons who obtained Bid Documents. Failure of any Bidder to receive any such Addenda shall not relieve bidder from any obligation under this bid as submitted.

10. **Equal Opportunity – Affirmative Action**

The successful bidder shall comply in all aspects with the Equal Employment Opportunity Act. All bidders must certify that they agree and warrant that it will not discriminate against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, intellectual disability, or physical disability or other basis in any manner prohibited by the laws or ordinances of the United States, the State of Connecticut, or the Town of Hebron. Findings of non-compliance with applicable State and Federal regulations could be sufficient reason for revocation or cancellation of this contract.

11. **Price and Discounts**

Prices bid shall not include any taxes, Local, State or Federal, as the Town is not liable. In addition to the prices bid each bidder may quote binding discounts which will be considered in making the award. All labor and materials shall be included in the prices quoted on the bid form. Tax exempt certificates are available upon request from the Town of Hebron Finance Office.

12. **Insurance Requirements**

The Town reserves the right to waive any portion or adjust downward the amount of insurance required depending on the exposures to the Town. The Contractor shall furnish a certificate of insurance to the Town Manager or his designee for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Hebron will receive thirty (30) days written notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

Any aggregate limit shall apply per project. Contractor's insurance shall be primary over any other valid and collectible insurance. Any deductibles are the sole

responsibility of the Contractor. Such policy shall name the Town of Hebron as "additional insured".

- A. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations, Broad Form Property Damage:

\$1,000,000 Bodily Injury per Occurrence
\$1,000,000 Property Damage per Occurrence
\$1,000,000 Combined Single Limit

Property damage Liability for the following hazards if applicable:
X (Explosion), C (Collapse), U (Underground damage).

- B. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Bodily Injury per Occurrence
\$1,000,000 Property Damage per Occurrence
\$1,000,000 Combined Single Limit

- C. Owners Protective Liability:

On purchase orders where the cost of the work, or contract price, exceeds \$100,000 or is hazardous in nature, there shall also be a \$4,000,000 umbrella or excess liability layer over the underlying described above. In such case there shall also be required an Owners and Contractors Protective Liability policy issued naming the Town as named insured, with a \$1,000,000 per occurrence limit.

The wording for both named insured and additional insured shall read as follows:
The Town of Hebron, The Hebron Board of Education (where appropriate), and its respective Officers, agents and servants.

- D. Worker's Compensation:

In accordance with Connecticut State Statutes.
Employers Liability Limit - \$1,000,000.

- E. Professional liability, \$5,000,000 limit (Architects, Engineers, Attorneys including Town Counsel, Accountants, Actuaries, Agents of Record). Additional coverage and limits may be required based upon the particular services contracted.

- F. HOLD HARMLESS

The Contractor agrees to indemnify, defend and hold harmless the Town of Hebron and its respective Officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Hebron resulting from or arising out of:

Any breach by the Contractor of the terms of the specifications, or

Any injuries (including death) sustained by or alleged to have been sustained by the Officers, employees, agents and/or servants of the Town of Hebron or the Contractor or subcontractors or material men, or

Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or

Any damage to property, real or personal, (including property of the Town of Hebron or its respective Officers, agents and servants) caused in whole or in part by the acts or omissions of the Contractor any subcontractor or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Hebron.

13. **Non-collusive Affidavit and Town of Hebron Code of Ethics Policy**

Any act or acts of misrepresentation or collusion shall be the basis for disqualification of any bid or proposal submitted by such person or company guilty of said misrepresentation or collusion. If the bidder has made any misrepresentations or has been involved in collusion and such conduct is discovered after the execution of an Agreement with the Town, the Town may cancel the Agreement without incurring liability, penalty, or damages. The attached Non-collusive Affidavit of Proposer form and acknowledgement of the Town Code of Ethics Policy must be submitted with the formal bid proposal.

14. **Local Bidder Preference**

Bidders are advised that the Town of Hebron has a Local Bidder Preference Ordinance. See Appendix II for Town Ordinance and Appendix III for Local Bidder Affidavit Form.

15. **Severability**

If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

II. TECHNICAL SPECIFICATIONS/ADDITIONAL REQUIREMENTS

The Town is seeking a Contractor for the Full Reappraisal and Revaluation of all Taxable and Tax Exempt Property for the 2026 Grand List. The Contractor shall be able to fulfill the specifications as outlined in the Bid Proposal and meet all timelines listed in said Bid Proposal.

2.1 SCOPE OF REVALUATION

This PROJECT includes the complete revaluation of all taxable real estate and exempt real estate property within the corporate limits of HEBRON, Connecticut, effective as of October 1, 2026.

1. All taxable real estate, land, buildings, and improvements.
2. All exempt real estate, land, building, and improvements.
3. All public utility land and buildings.

The CONTRACTOR shall furnish all the databases, vehicles, personnel, labor, materials, supplies and equipment and other resources as may be necessary or appropriate to perform all work for the project in strict accordance with the hereinafter-listed specifications.

All work will be carried out in this PROJECT and all forms, materials and supplies utilized in this project shall conform to and be carried out in accordance with the requirements of the Secretary, Office of Policy and Management, the Connecticut General Statutes, and Regulations of Connecticut State Agencies pertaining hereto, and shall be subject to the direct supervision and approval of the ASSESSOR of the town of HEBRON, Connecticut.

The values to be determined shall be the present true and actual value of each parcel of real property as that term is used in Title 12 of the Connecticut General Statutes and shall be based upon recognized methods of appraisal and conform to Uniform Standards of Professional Appraisal Practices, as required by Connecticut General Statutes for the licensing and certification of all individuals involved in the appraisal of real estate.

The value to be determined shall be seventy percent (70%) of the full fair market value as defined in the Connecticut General Statutes and shall be based upon recognized methods of appraising.

EFFECTIVE DATE: The effective date of this project shall be for the October 1, 2026 Grand List and the pricing valuation by CONTRACTOR of all land, building and property under this CONTRACT shall reflect the present true and actual value as of October 1, 2026.

2.2. PARCEL COUNT

CONTRACTOR'S price for the revaluations based upon the following anticipated parcel counts estimated by TOWN as of October 1, 2024 per Quality Data Services, Inc., Grand List totals.

TOWN DATA

Current Basis of Assessment:

Taxable Grand List as of October 1, 2024	879,769,170 (Gross Taxable Real Estate)
Date of last Revaluation	2021
Estimated 2020 Population	9098
Area of the Town:	37.3 Square Miles
Administration/Tax Billing	<i>Quality Data Service, Inc.</i>
CAMA System presently used:	<i>eQuality Government Solutions, Inc.</i>

APPROXIMATE NUMBER OF ACCOUNTS

Residential	3,568
Commercial	103
Industrial	3
Public Utility	14
Vacant Land	171
Use Assessment	197
Ten Mill	3
Tax Exempt	254

The CONTRACTOR shall value all newly constructed improvements created up to October 1, 2026, or those incomplete as of this valuation date, and these parcels shall be included in the contract price and valued in the same manner as stated above, and as provided hereinafter. The project will include one new digitized photograph of each new structure in addition to retaining the prior photographs and input of these new photographs into the CAMA system. The project will include comparison of all the new data with current records of the Assessor to verify accuracy and all new data is to be entered into the eQuality CAMA system. Any new projects or subdivisions created prior to the October 1, 2026 Grand List shall be incorporated into the project for review and data entry.

Additional charges by the CONTRACTOR for differences in parcel counts due to new construction, subdivisions or other changes for residential, commercial, industrial, public utility, vacant land and land use shall not be permitted by the TOWN. It is the responsibility of the CONTRACTOR to estimate adjustments in parcel counts, from the estimated counts of the October 1, 2026 list.

III. GENERAL CONDITIONS

A. CONTRACTOR

3.1 STATE CERTIFICATION:

Certification

1. Each company, corporation, partnership, or individual, hereinafter termed the CONTRACTOR must hold from the time of submission of the bid proposal through the completion of all work hereinafter required, a valid Connecticut Revaluation Company Certification pursuant to Section 12-2c of the Connecticut General Statutes.

Bid

2. Each BID PROPOSAL submitted shall include a copy of the CONTRACTOR'S Connecticut Revaluation Company Certificate and shall itemize the CONTRACTOR'S qualifications and experience. The CONTRACTOR shall submit a complete client list of municipalities to which it has rendered services during the last four (4) years and the nature of those services. The BID PROPOSAL shall also include a statement showing the number of years the bidder has been engaged in as a company, corporation, partnership, or individual specializing in municipal tax revaluation services.
3. ***The Company shall not make any changes to the Request for Proposal as presented.*** The bid shall reflect all the costs required to fulfil the contract as stated. The bid shall be in the same format as this RFP.

3.2 PERSONNEL

The CONTRACTOR shall provide experienced and qualified personnel in compliance with the requirements for the Equal Employment Opportunity provisions of Federal and State governments. The CONTRACTOR shall submit to the TOWN, written qualifications of all personnel assigned to this project. The CONTRACTOR shall adhere to all other legislation relating to employment procedures.

All personnel assigned to this project shall be subject to the approval of the TOWN *prior* to the commencement of the individual's duties in the TOWN and shall be caused to be removed from the project by CONTRACTOR upon written notification of the TOWN.

3.2.a Minimal Qualifications

3.2.1. A Project Manager or Supervisor:

The administration of this project shall be assigned by the CONTRACTOR to a project manager or supervisor, who shall be Certified by the State of Connecticut as a Revaluation Supervisor, who shall be certified pursuant to Section 12-2c of the Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time, and shall have not less than three (3) years of practical appraisal management experience in the appraisal of commercial, industrial, apartment and residential properties. The project manager or supervisor shall be subject to approval by the ASSESSOR.

The project manager or supervisor shall spend a sufficient percentage of the supervisor's working time per month in Hebron to complete the project on schedule. Sufficient time and personnel shall be submitted by the CONTRACTOR and approved by the ASSESSOR. This provision shall be effective from the commencement of work in the Town until the successful completion of the project as outlined in the time schedule.

3.2.1.a Reviewers and Appraisers:

Reviewers and appraisers shall be certified under the Connecticut Revaluation Certification Program pursuant to Section 12-2c of the Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time, and shall not have less than three (3) years of practical appraisal experience in the appraisal of the particular type of properties for which they are responsible. Two (2) years of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years. All reviewers and appraisers shall be subject to the approval of the ASSESSOR *prior* to the commencement of their duties on this project.

3.2.1. b Data Collectors

Data collectors must have sufficient training experience prior to collecting information in the TOWN. Data Collectors with fewer than two years' experience in the appraisal or municipal revaluation field must work under the direct supervision of an appraiser or project supervisor. Data collectors must wear the proper identification and have vehicles marked with "Revaluation Project" signage. Data collectors must make a notation on the inspection card if they were refused entry. If entry is allowed or data is collected from the property owner, the taxpayer's signature.

3.2.1. c Appearance

All personnel shall dress in appropriate professional attire. The vehicles used will be in acceptable condition for work order. Consideration shall be given to ensuring personnel are appropriately dressed for weather and temperature conditions while meeting standards of professional attire.

3.2.1. d Background Check:

All personnel will be subject to background checks by the HEBRON Police Department, the TOWN may object to the personnel assigned by the CONTRACTOR for any reason.

3.2.1. e Identification

All field personnel shall have visible clip-on identification cards. Such card shall be laminated and include an up-to-date photograph, supplied by CONTRACTOR and signed by the TOWN'S ASSESSOR. In addition, all field personnel shall carry a "Letter of Introduction" signed by the ASSESSOR. All automobiles used by field personnel shall be registered with the TOWN'S Police Department, Town Manager's Office and Assessor's Office, giving license number, year, make, model and color of all vehicles used on this PROJECT. Any changes to vehicles will be noticed to the forementioned offices prior to going into the field to perform field work.

3.2.2. Office Hours and Staffing:

CONTRACTOR shall maintain an appropriate work station in the HEBRON Town Hall, as needed, from the commencement of work on this project through the conclusion of the public hearings. This work station shall be staffed at CONTRACTOR'S expense with clerical staff as needed, as well as other qualified full-time persons so as to ensure the successful completion of this PROJECT in accordance with the completion dates set forth in the **Contract Specification** and any Addenda thereto.

3.2.3. Conflict of Interest

No resident or TOWN employees shall be employed by the CONTRACTOR, except for clerical purposes, without written approval of the TOWN OF HEBRON.

3.3 Liquidated Damages

3.3. a Liquidated Damages

Failure by the CONTRACTOR to complete all work prior to the dates specified in Section 3.5.1, shall be cause for the imposition of liquidated damages.

Payment by the CONTRACTOR shall be in the amount of \$200.00 per day for each day beyond the date of completion of any of the tasks set forth in Section 3.5.1 below. For the purposes of this provision only, completion of all work by CONTRACTOR is defined as follows:

1. Completed street/field cards with all measurements, listings, pricing, review, and final valuation.

2. Assessment notices sent out, hearings completed for all those wishing to be heard, and all calculations completed and ready for the Board of Assessment Appeals.
3. Digital Imaging of all properties with dwellings that have changed significantly from the previous photo, or properties with dwellings that were vacant parcels since the last 2021 revaluation, up to fifty (50) replacement/new photograph images or properties of the ASSESSORS choice.
4. Written certification by the ASSESSOR that the CONTRACTOR has fulfilled all contractual requirements of said PROJECT.
 - a. Liquidated damages, if applied, shall be deducted from the contract price. Delays occasioned by war, strike, explosion, acts of God, or an order of court or other public authority is excepted.

3.3 b Liquidated damages due under this clause shall be deducted from the contract price and will represent a fair and equitable estimate of the damages the TOWN will suffer if CONTRACTOR'S work is not completed by completion of the *Board of Assessment Appeals duties as noted in 5.4.10*.

The TOWN shall have the right to use the funds withheld from each periodic payment to these CONTRACTOR SPECIFICATIONS to satisfy in whole or in part, this penalty clause. Delays occasioned by strike, explosion or acts of God or an order of the court or other public authority are excused.

3.3. c Bankruptcy, Receivership, Insolvency: If the CONTRACTOR becomes insolvent and does not pay its debts as they become due, or if a receiver shall be appointed for its business or its assets and not voided within 60 days, or if interest herein shall be sold under execution or if it shall be adjudicated insolvent or bankrupt, then and forthwith thereafter, the TOWN shall have the right, at its option and without prejudice to its rights hereunder, to terminate the contract.

3.3. d Termination: If either party fails to fulfill in a timely and satisfactory manner their obligations under this agreement, or shall violate any of the covenants, conditions or stipulations of this agreement, which failure or violation shall continue 30 days after written notice of said failure or violation is received by the offending party, unless the correction of such failure inherently requires a longer period of time and provided further that the applicable party is proceeding diligently to correct the failure, then the opposing party shall thereupon have the right to terminate this agreement by giving written notice to the offending party of such termination and specify the effective date thereof, at least seven (7) days before the effective date of such termination.

In the event of termination, all finished work and documentation, complete and incomplete, shall be delivered to the TOWN. The CONTRACTOR shall be entitled, less any applicable liquidated damages, to the release of the performance bond and to receive just and equitable compensation for any work satisfactorily performed under this agreement and completed prior to the date of termination.

Notwithstanding the above, in the event of termination, neither party shall be relieved of liability by virtue of its breach of this agreement.

3.3. e Waiver: No action or failure to act by the TOWN shall constitute a waiver of any right or duty afforded it under the contract or contract specifications.

3.3. f Misrepresentation or Default: The TOWN may void this agreement if the CONTRACTOR has misrepresented any offering or defaults on any contract with any other Connecticut municipality. The CONTRACTOR shall, also, immediately notify the TOWN of any claim or case brought against the CONTRACTOR. The CONTRACTOR shall promptly notify the TOWN of its license or the license of any of its supervisors or employees is suspended or revoked or if any proceedings for license termination, license revocation is brought against it or if any other municipality terminates or seeks to terminate a revaluation contract with the CONTRACTOR.

3.4 CHANGES AND SUBLETTING OF CONTRACT

3.4.1 Changes

Changes in these specifications or to the contract will be permitted only upon written mutual agreement of the CONTRACTOR and the TOWN.

3.4.2. Assignment

The CONTRACTOR shall not assign, transfer or sublet the contract or any interest or part therein, without first receiving written approval from the TOWN. It should be mutually agreed and understood that said consent by the TOWN shall in no way release the CONTRACTOR from any responsibility or liability as covered in these specifications and contract.

3.4.3 Misrepresentation of Default

The TOWN may void this agreement if the CONTRACTOR commits fraud, forgery, misrepresents in any way project completion, has materially misrepresented any offering or, defaults any contract with a Connecticut municipality.

3.4.4. Cancellation

If the CONTRACTOR does not pay its debts as they shall become due, or if a receiver shall be appointed for its business or its assets and not voided within sixty (60) days, or if the CONTRACTOR shall make an assignment for the benefit of creditors, or otherwise, or if interest herein shall be sold under execution or if it shall be adjudicated insolvent or bankrupt then and forthwith thereafter, the TOWN shall have the right at its option and without prejudice to its right here under to terminate the Contract and withhold any payments due.

If the CONTRACTOR fails to perform the Contract in accordance with its terms, or if the TOWN reasonably doubts that the CONTRACTOR'S work is progressing in such a manner as to ensure compliance with the schedule of completion dates set forth in the Contract Specifications and any addendum thereto, the TOWN shall have the right, in addition to all other remedies it may have, upon seven (7) days written notice to the CONTRACTOR and its surety bonding company, to declare the contract in default and thereby terminated, and to award the Project or the remaining work thereof, to another contractor. If this termination clause is invoked, the CONTRACTOR'S agents and employees shall, at the Assessor's direction vacate in an orderly fashion the office space provided by the TOWN, leaving behind all records, property filed and indexed, as well as the property of the TOWN to the extent necessary to reimburse the TOWN for its cost in obtaining another contractor and supervising the transition. Termination of the Contract and retention of funds by the TOWN shall not preclude the TOWN from bringing an action against the CONTRACTOR for damages or exercising any other legal, equitable, or contractual rights the TOWN may possess in the event of the CONTRACTOR'S failure to perform.

3.4.5 INDEMNIFICATION AND CONDITIONS

- A. The CONTRACTOR is an independent contractor and, as such, is not and shall not be construed to be an agent, employee or employer of the Town of HEBRON. To the fullest extent permitted by law, the CONTRACTOR shall indemnify, hold harmless and defend the TOWN at the CONTRACTOR'S expense from and against any and all liability for loss, damage or expense for which it may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, or costs and expenses for, or on account of, any patented or copyrighted equipment, materials, articles or processes used in the performance of this Contract. Indemnification shall be limited by available insurance.
- B. Upon execution of the Contract, and thereafter no less than fifteen (15) days prior to the expiration date of any insurance policy delivered pursuant to this contract, the CONTRACTOR shall deliver to the TOWN a certificate(s) of insurance to show compliance with the specifications.
- C. Each policy of insurance shall be issued by financially responsible insurers duly licensed to do business in the State of Connecticut. The insurers shall be reasonably acceptable to the TOWN and shall have an A.M. Best Company rating acceptable to the Town.
- D. Each policy of insurance shall include a waiver of subrogation in favor of the TOWN and shall provide no less than thirty (30) days' notice to the TOWN in the event of a cancellation or change in conditions or amounts of coverage. Contractor coverage shall be primary and non-contributory.
- E. The CONTRACTOR will promptly notify the TOWN of any claim or case formally brought against the CONTRACTOR within fifteen (15) days of such filing.
- F. The CONTRACTOR'S Software License Agreement in relation to work done shall be attached for review.

3.5 COMPLETION DATE AND TIME SCHEDULE

Signing of contract: Within 30 days after receipt of notice of acceptance by the TOWN of its bid acceptance, as possible revised by negotiations, the CONTRACTOR shall execute with the TOWN a contract in the form agreeable and incorporating these contract specifications.

STAGES OF COMPLETION

3.5.1. Stages of Completion Dates

The following phases of the revaluation must be completed in accordance with the following schedule shown below:

- 3.5.1.a** Data Mailers shall be sent to each property owner with buildings and improvements by October 1, 2025.
- 3.5.1.b** Data Collection and Sales verification completed by December 16, 2025.
- 3.5.1.c** Complete and deliver to the ASSESSOR commercial, industrial, public utility, and tax exempt valuations by **August 7, 2026** (except for current building permits).

- 3.5.1. d** Complete preliminary land study and values to the ASSESSOR by August 14, 2026.
- 3.5.1. e** Complete preliminary building cost manual by September 18, 2026.
- 3.5.1.f** Complete study of market rents, expenses and capitalization factors by September 18, 2026.
- 3.5.1. g** The delivery of updated of CAMA software, completed and corrected property record cards with all measurements, listings, sketches, pricing, suggested values to the ASSESSOR by October 16, 2026.
- 3.5.1. h** ASSESSOR completes review and final adjustments made for real property no later November 13, 2026.
- 3.5.1 i** Assessment change notices mailed to comply with requirements of Connecticut State Statute, Section 12-62(f) by November 20, 2026. (CONTRACTOR to pay postage).
- 3.5.1.j** Updated assessments for public viewing on Website by November 20, 2026.
- 3.5.1. k** Informal hearings to begin no later than December 08, 2026 and end no later December 22, 2026.
- 3.5.1. l** Notice of results of informal hearings completed and mailed out on forms approved by the ASSESSOR (CONTRACTOR to pay postage), computer file is updated and final property record cards printed and delivered to the ASSESSOR in alphabetical street order by January 11, 2027.

The CONTRACTOR and the TOWN acknowledge and agree that time shall be of the essence of these Contract Specifications.

3.5.2 Assessment Date

The completed Fair Market Values, and field cards upon approval of the ASSESSOR, will serve as the basis for assessments effective on the Grand List of **October 1, 2026.**

3.5.3 Signing of Contract:

Within 30 days after receipt of notice of acceptance by the TOWN of its bid, as possibly revised by the contract, the revaluation work may be started at the convenience of the CONTRACTOR by October 1, 2025, but not later than November 1, 2025, and must continue in a diligent manner to ensure completion within the schedule of completion dates as set forth above and below.

3.6 Delays

CONTRACTOR shall not be liable for delays caused by reason of war, strike, explosion, acts of God, order of court or other public authority.

IV. PAYMENT SCHEDULE

Payments shall be made in the following manner:

At the end of each thirty (30) day period during the period covered by this contract, the CONTRACTOR is to certify in writing in the form of a progress report to the ASSESSOR, the percentage of total work completed under the contract which the CONTRACTOR has performed during the said thirty (30) day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, and category or in any manner as required by the ASSESSOR. The itemization shall be categorized by each of the "Stages of Completed" as listed on page 13.

The TOWN, upon determination by the ASSESSOR that the certification of CONTRACTOR concerning work during said period is accurate, will pay the CONTRACTOR a percentage of the total compensation due under the contract equal to the percentage of work certified as having been completed during said period, less ten percent (10%), which is to be retained by the TOWN for payment to CONTRACTOR at such time that it has performed fully and satisfactorily all its obligations, requirements, and litigation under the contract. The retained ten percent (10%) of the contract prices is to be paid upon the completion of work of the Board of Assessment Appeals on the **October 1, 2026** Grand List in accordance with the provisions of **Section 5.4.10** of this provision.

This contract makes provisions for a reduction of the performance bond to ten percent (10%) of the contract price to ensure the defense of any appeals resulting from the revaluation work.

If the ASSESSOR determines that the CONTRACTOR'S certification is inaccurate, that periodic payment shall be omitted, delayed or adjusted accordingly.

4.1 Fiscal Year Limitations:

Notwithstanding the foregoing, it is further understood that the funding for the CONTRACT **becomes available July 1st of each year. No amount in excess of the limits specified in this section** shall be paid to the CONTRACTOR during any of fiscal years here noted. Further, that the funding for the fiscal year July 1, 2025 to June 30, 2026, and no amount excess thereof shall be paid to the CONTRACTOR DURING THE PERIOD September 1, 2025 to June 30, 2026. The contract cost shall be paid in the **2026/2027** TOWN Fiscal Years according to the provisions of this section and subject to the appropriation of necessary funds by the TOWN's fiscal authority.

This contract makes provisions for a reduction in the amount of the performance bond to ten percent (10%) of the contract price to ensure the payment of the cost of defense of any appeals resulting from the revaluation work.

V. RESPONSIBILITIES OF CONTRACTOR

5.1 Good Faith

The CONTRACTOR shall, in good faith use its best efforts to assist the ASSESSOR in determining accurate and the proper market values of all real property situated in the TOWN, and shall not undervalue or overvalue any land, building or other property to avoid or minimize its responsibilities specified herein.

5.2 Public Relations

The parties involved in this revaluation project recognize that a good public relations program is required in order that the general public may be informed as to the purpose, benefits and procedures of the revaluation program.

Public relations must be an extremely important part of the revaluation project. Adequate public understanding of the revaluation project is essential to its success. The CONTRACTOR must be prepared to conduct a public information campaign which includes media releases and oral presentations. All information and press releases must have prior approval of the ASSESSOR. The CONTRACTOR shall provide reasonable assistance to the ASSESSOR in conducting a program of public information through

the press and other media, such as meeting with citizens, local officials, businesses, service clubs, and property owner groups as a means of establishing understanding and support for the revaluation program and sound assessment administration. The CONTRACTOR shall supply visual aids/videos and other media at its disposal for public use to this end. All public releases shall be approved by the ASSESSOR prior to release. This campaign will commence prior to the data collection effort and continue on a regular basis for the duration of the PROJECT.

At minimum, the following points will be addressed as often as possible:

- Significance of Property Tax
- Necessity of Project
- Purpose and Methods of Project
- Equity
- Role of the Town
- Role of the Project Contractor
- Role of the Assessor
- Cooperation of property owners is key to successful project
- Necessity of Data Collectors
- Caliber and Training of data collectors
- Need for data quality control
- Full disclosure aspect throughout the project

The public relations program must remain flexible so that any one type of the defined public groups can have information adjusted and modified to satisfy their needs and promote understanding.

The CONTRACTOR shall supply a telephone number, at its expense, to make available throughout the duration of the PROJECT, for all revaluation related questions and manned Monday through Friday.

5.3 CONDUCT OF COMPANY EMPLOYEES

As a condition of this contract, the CONTRACTOR'S employees shall, at all times, treat the residents, taxpayers and employees of the TOWN with respect and courtesy; the CONTRACTOR shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

At no time shall any employee of the CONTRACTOR enter any structure which is occupied solely by a minor. A minor is defined as any individual less than 18 years of age.

5.4 RECORDS

5.4.1 General Provisions

The CONTRACTOR shall provide all record cards, street cards, owner cards, supplies, equipment, forms, literature, notices and papers to be used in this project at no additional cost to the TOWN.

All forms shall be subject to approval by the ASSESSOR as to format, design, content, shape, size, color, quality and quantity and shall be further subject to the approval of the Secretary of the Office of Policy and Management as may be required by Connecticut General Statutes. At the completion of the PROJECT, the CONTRACTOR shall provide the TOWN with a reasonable additional supply of the necessary forms used to support the CONTRACTOR'S computer assisted mass appraisal program.

5.4.2 Records are TOWN property

The original or a copy of all records and computations, including machine readable databases, made by

CONTRACTOR in connection with any appraisal of property in the TOWN shall, at all times, be the property of the TOWN and, upon completion of the project or termination of this contract by the TOWN, shall be left in good order in the custody of the ASSESSOR. Such records and computations shall include, but not be limited to:

- 5.4.2. a** Assessor's Maps;
- 5.4.2. b** Land Value Maps;
- 5.4.2. c** Materials and Wages, Cost Investigations and Schedules;
- 5.4.2. d** Data Collection Forms, Listing Cards, Property Record Cards with property value sketches;
- 5.4.2. e** Capitalization Rate Data;
- 5.4.2. f** Sales data;
- 5.4.2. g** Depreciation Tables;
- 5.4.2. h** Computations of land and/or building values;
- 5.4.2. i** All letters of memoranda to individuals or groups explaining the methods used for appraisals;
- 5.4.2. j** Operating statement of income properties;
- 5.4.2. k** Duplicated notice of valuation changes;

- 5.4.2. l** Database of all property records, CAMA system, and integration with administrative system;
- 5.4.2.m** In addition, throughout the conduct of said revaluation, any criteria, guidelines, price schedules or statement of procedures used in such revaluation by the CONTRACTOR shall be available by CONTRACTOR for public inspection in the Assessor's Office and shall be available thereafter, all in accordance with Section 12-62(c) of the Connecticut General State Statutes;
- 5.4.2.n** The CONTRACTOR shall provide the TOWN with all documentation required to satisfy compliance with the Performance Based Testing Standards established by the regulatory requirements of State Statute 12-621i-1 through 12-62i-8 of the Regulation of Connecticut State Agencies and any other statutory or regulatory requirement of the State of Connecticut in conjunction with the revaluation process;

5.4.3 CAMA System

The Town of HEBRON has the current version of eQuality CAMA software and will be maintaining eQuality as a CAMA system.

The valuation module shall provide for the determination of the value of all real estate property based on accepted appraisal methodology, using a table or formula driven system. At a minimum, the valuation module shall have the ability to perform the tasks described below and conform to all requirements and recommendations of the Office of Policy and Management. The CAMA System must meet the requirements as provided for in the Section 12-62f-1 to 12-62f-6 of the Regulations of Connecticut State Agencies.

- a. With respect to land, the valuation module shall have the capacity to compute land value based upon one or more of the following: Square feet; acreage; standard lot size; frontage/depth; and or unit. In addition, said module shall allow for the editing of land values based upon market-derived adjustment factors, using at least two of the following: unit value; fractional acreage; and front foot adjusted for depth.

- b. With respect to residential property, the valuation module shall have the capacity to: Compute replacement cost new, less depreciation; provide user-modifiable tables or formulas for various

types of buildings; provide user-modifiable depreciation tables for age and condition variables; compute the value of each yard improvement (e.g., swimming pool, tennis court, detached garage, and shed); allow for the acceptance rejection or adjustment of table or formula derived values; allow for on-line sketch input; provide for the automatic computation of total square footage; provide automatic computation of gross living area; and provide for the computation of other area measurements as defined by the user. In addition, the valuation module shall have the capacity to allow user modifiable selection criteria to identify up to three properties that are most comparable to the property for which a value is being determined.

- c. With respect to apartment, commercial and industrial properties, the valuation module shall have the capacity to: Compute replacement cost new, less depreciation; compute the value of each yard improvement (e.g. paving, fencing, light poles); allow for the acceptance, rejection or adjustment of table or formula derived values; and provide for the automatic computation of total square footage, gross and net. In addition, said module shall have the capacity to compute the value of property using the income approach, by using the direct capitalization method.
- d. The valuation module shall also the capacity to: Print a property record card with the appropriate fields listed in the data management module; allow flexibility of design of the data printed on the property record card, based on the discretion of the ASSESSOR; provide for the random printing of cards; provide for the printing of sketches showing dimensions; insure the closure of such sketches; and provide for the creation of multi-page property record cards for a parcel.
- e. The valuation module shall include a general report writer capable of printing two screen hard-copy, and/or providing the data listed in the data management module to a data storage system (disc, thumb drive, etc). In addition, such application shall have the capacity to produce reports for statistical and comparable sales analysis based upon pre-defined and user-defined criteria.
- f. Output to standard analytical software programs the following measurements and sales/assessments ratios by property type and neighborhood: Sales prices; assessments; the mean sales/assessment ratios by property type and neighborhood: Sales prices; assessments; the mean sales/assessment ratio: the median sales/assessment ration; the coefficient of dispersion; the standard deviation; the coefficient of variation; the price-related differential; and the "unsold property test".

5.4.4 Imaging

A visual imaging database integrated within the CAMA System installed by the CONTRACTOR shall be in place by the completion of this project. This will provide the TOWN with the ability to randomly retrieve an image of any parcel described on the CAMA data file. The imaging shall be included in the cost of the bid by the CONTRACTOR.

The CONTRACTOR shall provide all the CAMA software and/or software modifications necessary to fully integrate with the TOWN'S existing network including full interaction with the TOWN'S assessment administration software package furnished and maintained by Quality Data Service, Inc., (QDS). The CONTRACTOR shall also provide commercial and industrial data in Marshall and Swift Valuation software or program of the like. In addition, the Assessor's Office has two employee workstations and one "Public" workstation.

The CONTRACTOR'S CAMA System shall have the ability to interface with the TOWN'S QDS assessment administration software. The CONTRACTOR is responsible for matching all parcels and accounts in the appraisal file with the administrative file. The CONTRACTOR shall be responsible for entering an account number or other acceptable means of parcel identification on the CAMA System from which the ability to

transfer value from one system to others arises. A list of all discrepancies between the appraisal and administrative system shall be generated by the CAMA System and submitted to the ASSESSOR with recommendations for correcting such discrepancies. The CONTRACTOR shall be responsible for all costs of bridging the CAMA System with the TOWN'S existing administrative system.

5.4.5 Assessor's Records

The CONTRACTOR shall use a system approved by the ASSESSOR for the accurate accounting of all records and maps, which may be taken from the ASSESSOR'S office in conjunction with this project. All such records and maps shall be returned immediately following their use. None of the ASSESSOR'S records shall be taken outside the corporate limits of the TOWN without prior written permission of the ASSESSOR.

The ASSESSOR will permit the CONTRACTOR to copy all residential building sketches from existing field cards, together with the exterior dimensions of all auxiliary buildings such as sheds, garages, barns, in-ground pools, etc., to use only as a reference tool, only. *Any property that has recently taken out a building permit, and all outstanding building permits which constitute a change to the buildings (including outbuildings) shall be physically measured and inspected. Any discrepancies shall be noted and corrected on the current card.*

5.4.6 Property Record Cards (Street/Field Cards)

The CONTRACTOR shall provide by Property Location order, property record cards, commonly referred to as "Street Cards" or "Field Cards". These cards shall contain all manner of information affecting value, including but not limited to, information as to location of property, classification as to usage, owner of record, source of title, size, shape and physical characteristics of land, with the breakdown of front feet, square feet or acreage size as applicable, along with the unit of value applicable to each, public utilities available, public improvements, census tract number, zoning regulations in effect as of the assessment date. All physical improvements shall be listed giving all interior and exterior construction details, quality of construction, age, condition, replacement values, percent of physical, functional and economic depreciation, depreciated values, fair market value and 70% assessment value will be shown. A computer-generated sketch of all buildings, with the appropriate scale of such sketch, shall also be shown on these cards. The property record card will contain a digitized photo of each house.

5.4.7 Data Mailers

The CONTRACTOR shall, at its own expense, send Data Mailers to residential properties with information regarding what the current field card contains. Such mailer shall show number of rooms, bedrooms, bathrooms and fixture count, style of dwelling and all pertinent information. This mailer shall also request information regarding home improvements which may or may not have required a permit, since October 1, 2021, and/or the cost to improve and any existing MAJOR problems. Data Mailers will be sent via first class mail to all improved residential properties. All of the costs associated with the Data Mailers, including construction, printing, outgoing postage, receiving, organizing, correlating, and data entry in the TOWN's CAMA system will be the responsibility of the CONTRACTOR.

5.4.8 Assessment Notices

At the close of the PROJECT, a notice shall be sent, at the CONTRACTOR'S expense by first class mail, to each property owner of record, setting forth the valuation that has been placed upon the property identified in the notice, prepared in duplicate. The CONTRACTOR will provide the needed information for the notice. Also enclosed with such notice shall be information specifying the dates, times and places of the informal public hearings and information describing the property owner's right to appeal the valuation of his property, including the manner in which an appeal may be filed with the Board of Assessment Appeals. Such notices shall be subject to approval by the ASSESSOR in accordance with Connecticut General Statutes.

The CONTRACTOR shall, at its own expense, send out an additional notice for real property classified under PA 490, C.G.S. 12-107c (farmland), 12-107d (forest land) and Ten Mill properties. At that same time, the company should be prepared to make data available via the Web so that taxpayers can log in and review properties on-line.

5.4.9 Informal Public Hearings

At a time mutually agreeable to the ASSESSOR and the CONTRACTOR and following completion of all review work by the ASSESSOR and the CONTRACTOR, the CONTRACTOR shall hold public hearings so that owners of property or their legal representative may appear at specified times to discuss, with qualified members of the CONTRACTOR'S staff, the valuations of their property. The CONTRACTOR'S personnel shall explain the manner and methods of arriving at value. Informal public hearings, at the ASSESSOR'S discretion, may be held on weeknights and Saturdays.

The CONTRACTOR, in conjunction with the recommendations of the ASSESSOR, shall schedule a sufficient number of hearings and provide sufficient personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer or their legal representative shall be given consideration, and an adjustment shall be made where warranted. The public hearings shall begin no later December 8, 2026 and end no later than December 22, 2026 or begin no later than January 12, 2026 through January 19, 2026 if necessary, due to a Grand List extension and or to allow ample to hear all appeals.

The CONTRACTOR shall keep a record, on a form approved by the ASSESSOR, of all owners that requested a hearing and the result of that hearing. A copy of those records shall be given to the ASSESSOR.

The CONTRACTOR shall require each person, or his or her legal representative, who appears at a hearing to sign a form indicating whether or not CONTRACTOR shall re-inspect the property being questioned; such decision to re-inspect to be at the reasonable discretion of CONTRACTOR. Any such re-inspection shall be made as soon as possible. This form shall be approved by the ASSESSOR and provided by the CONTRACTOR. The completed and signed forms shall be turned over to the ASSESSOR at the conclusion of the hearings. CONTRACTOR shall, at its expense by first class mail, notify each taxpayer that has appeared at an informal public hearing of the results. **Hearing decision results for commercial and industrial properties must first be approved by ASSESSOR prior to being sent to taxpayer/property owner.** Re-inspections shall be at no additional cost to the TOWN.

The CONTRACTOR shall be responsible for sending notice, by First Class mail at CONTRACTOR'S expense, to each taxpayer or his or her legal representative who appears at these hearings seeking review of valuation. Such notice shall include the original valuation determined by CONTRACTOR and any adjusted valuation as deemed appropriate based on any information received at such hearing, or a statement to no change is warranted. Such notice shall be subject to approval by the ASSESSOR and shall contain information describing the property owner's right to appeal the valuation, including the manner in which an appeal may be filed with the Board of Assessment Appeals.

5.4.10 Board of Assessment Appeals

CONTRACTOR shall have the project supervisor available for a three (3) hour Training session with the Board of Assessment Appeals prior to the Board's hearings on the 2026 Grand List if necessary. The CONTRACTOR shall have a qualified member or members of it staff, approved by the ASSESSOR, available for attendance at any deliberations of the Board of Assessment Appeals held after the completion of the revaluation, Sundays excluded, but such availability and attendance shall not be required after the date for the completion of the duties of the Board of Assessment Appeals on the October 1, 2026 Grand List or for one complete calendar year beyond the completion of the revaluation, whichever comes first, to assist in the settlement of complaints and to explain the valuation methods.

5.4.11 Litigation

In the event of appeal to the courts, CONTRACTOR shall furnish a competent witness or witnesses, approved by the TOWN, either pursuant to Section 12-117a or Section 12-119 of the C.G.S. (as amended from time to time) the company shall furnish a competent appraiser or appraisers, who actually performed appraisal work on the PROJECT to defend the valuation of the properties appraised. It is understood that the CONTRACTOR shall furnish said witness or witnesses on any court or appeal action instituted on the October 1, 2026 Grand List assessments/values until final adjudication by the courts at no extra cost to the TOWN. The CONTRACTOR shall cooperate with the TOWN in court at place of business, as appropriate, CONTRACTOR shall provide supporting data, including written appraisal if deemed necessary by the TOWN, for any said court appeals. The CONTRACTOR shall also comply with any request by the TOWN to answer any interrogatories, provide witnesses for depositions or to otherwise participate in the discovery process pertaining to any litigation described herein. The CONTRACTOR shall not be held responsible for any assessment changed from the original valuation figure by parties other than the CONTRACTOR. For all non-residential properties, the CONTRACTOR shall provide an Appraisal and Appraiser experienced in Commercial or Industrial properties.

5.4.12 Information

The CONTRACTOR shall give to the TOWN any and all information requested pertaining to the project for a period of one (1) year after completion of the duties of the Board of Assessment Appeals on the October 1, 2026 Grand List, without any additional cost to the TOWN.

VI. BUILDING COST SCHEDULES

6.1 General

CONTRACTOR shall prepare for usage in the project as hereinafter specified, building cost schedules. These schedules will reflect the unit-in-place method based upon the square foot or cubic foot area of buildings as applicable. These schedules shall be used in computing the replacement cost in the TOWN for all residential, commercial, industrial, and farm construction. They shall reflect the wage scale for the various trades, labor efficiencies, overhead, profit, engineer and architect fees and all other direct and indirect costs of construction. Before final acceptance, they shall be proven by testing against known sales. All finalized schedules shall be approved by the ASSESSOR before adoption and usage by the CONTRACTOR.

6.2 Types of Cost Schedules

6.2.1 Residential Properties

Residential cost schedules shall include schedules for various classifications, types, models, and story heights on a per square foot basis, normally associated with residential buildings. The schedule shall be flexible with special sections reflecting the various additions and deductions for construction components from the base specifications, along with prices for different types of heating systems, bathrooms, porches, breezeways, attached, detached, and basement garages, and finished basements, and schedules for other building improvements usually found on residential property including, but not limited to, in-ground pools, barns, sheds, tennis courts, gazebos and hot tubs.

The market approach is the preferred valuation methodology for parcels in the residential category. The CAMA system as installed for the TOWN will contain proven techniques for developing market estimates of value.

6.2.2 Commercial and Special Structures/Public Utility

Commercial building cost schedules shall be prepared in unit costs of material in place and charted on a per square foot basis and shall be prepared in various story heights and contain all the additions and deductions from construction components from base specifications. For commercial rental properties, the CONTRACTOR shall use Income and Expense Reports supplied by the taxpayers. Commercial/industrial appraisers must have an MAI or comparable designation.

6.2.3 Industrial

Cost schedules for industrial and special purpose structures shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall contain all the additions and deductions for construction components from base specifications.

The appraisal of income producing properties relies heavily on an analysis of what the prudent investor would pay for a given property based on the income stream that the property could reasonably be expected to produce. In this regard, the actual Income & Expense information for each property will be collected and analyzed to arrive at a capitalization rate reflective of the market environment.

The TOWN will be responsible for the collection of these Income & Expense Forms, while the CONTRACTOR will be responsible for the field verification of this data. The CONTRACTOR, subject to the approval of the ASSESSOR will handle the analysis of the data.

The CAMA System will give the appraiser the ability to model the marketplace by physical characteristics, construction type, and actual use for income producing properties and apply the results of the models to individual commercial or industrial properties. The models are used to assign appropriate economic rent and expense information that is keyed to the location of the property and the allocation of building space for potential or actual use.

Capitalization rates shall be developed by type of property and location. When the ASSESSOR has approved capitalization rates and techniques, the CONTRACTOR shall perform income approaches using both actual and economic income and expense data. For all non-residential properties, the CONTRACTOR shall provide an MAI Appraisal or comparable designation.

6.2.4 Farm

Cost schedules for farm structures shall be prepared for in square foot and cubic foot costs for various types of farm buildings including, but not limited to, barns, sheds, silos, milk houses, coops, etc.

Cost schedules for the afore mentioned must be supported by a recognized valuation publication company such as Marshall and Swift, Means, etc. The CONTRACTOR shall deliver the most recent publication of such material to the Assessor upon completion of the CONTRACTORS' duties.

6.3 Depreciation Schedules

Depreciation schedules or methods to be used in determining the amount of depreciation shall reflect the normal and accepted depreciation rates of buildings according to classification. These schedules or methods shall cover residential, commercial, industrial, and farm buildings and shall be approved by the ASSESSOR.

6.4 Schedule for TOWN

The CONTRACTOR shall supply and leave for the TOWN not less than two (2) copies of all the above required building cost schedules and depreciation schedules for the TOWN'S usage, one copy of which shall be turned over to the ASSESSOR upon approval of the schedules.

VII. APPRAISAL SPECIFICATIONS

7.1 Appraisal of Land

The CONTRACTOR shall appraise all land within the TOWN: including residential, vacant, commercial, industrial, agricultural, special use, public utility and tax-exempt.

7.1.1 Land Value Study

Land shall be valued based on an analysis of all sales data occurring during the two-year period prior to October 1, 2026. The analysis and application of sales data shall be governed by procedures and techniques expressly approved by the ASSESSOR. The CONTRACTOR shall make a careful investigation of this data and shall consult owners, realtors, banks and other sources of information relative to sales of properties within the TOWN. All factors affecting the final values of land shall be considered, such as location, zoning, inland wetlands, topography, soil condition, utilities, size, vacancy, form of ownership, non-conforming uses, zoning variances.

7.1.2 Land Value Inspection

The CONTRACTOR will make necessary adjustments in value to compensate for topographical irregularities such as high banks, steep slopes, swamps, irregular shapes or anything else which may detract from the usefulness of the land. Non-conforming uses and zoning variances shall be considered in establishing values.

7.1.3 Land Value Unit

The CONTRACTOR shall prepare land unit values by front foot, square foot, acreage or fractional acreage; whichever in the judgment of the CONTRACTOR and the ASSESSOR most accurately reflects the market for appraised land.

7.1.4. Land Value Map

The CONTRACTOR shall delineate the land value units on all streets and acreage in the TOWN on a suitable map to be provided by the TOWN. The land value map shall be returned to the TOWN prior to the completion of the PROJECT.

7.1.5. Neighborhood Delineation

After consideration of the environmental, economic and social characteristics of the TOWN, the CONTRACTOR shall, with the cooperation and approval of the ASSESSOR, delineate "neighborhood" units within the TOWN. Each neighborhood unit will, in the CONTRACTOR'S opinion, exhibit homogenous characteristics. Each neighborhood unit will be assigned a separate identification code, which will be used for valuation. These neighborhood codes shall be recorded and maintained on all property record cards and the computer database.

7.2 APPRAISAL OF RESIDENTIAL BUILDINGS AND STRUCTURES

To ensure public confidence, taxpayers must play an active and important role in monitoring the quality of the data to be used as the basis of this revaluation. Property owners must review the information collected from the data collectors and owners must sign the form presented to them from the data collector.

7.2.1 Real Estate Valuation

The CONTRACTOR will calculate a value estimate for each parcel of land, building, outbuildings, and total value. The final value shall reflect 70% of the fair market value as of October 1 2026. The CONTRACTOR shall compute to the nearest 100 dollars of value of all properties identified above.

The CONTRACTOR will perform inspections of all sold properties to be utilized in the analysis, which will include a minimum of 24 months of sales which are estimated at 400 properties. Interior inspections should inspect all new construction completed as of the last revaluation and any properties which have had a substantial change in condition within the last two years. All properties subject to inspection will have an updated photo taken.

A perimeter of all improvements shall be carefully reviewed for accuracy against the ASSESSOR'S current records by the CONTRACTOR. The CONTRACTOR may also utilize sketch verification/validation software and aerial overlays to determine errors or changes. Any properties with notable changes should be included in the sale and permit inspections.

7.3 APPRAISAL OF COMMERCIAL, INDUSTRIAL, PUBLIC UTILITY, AND SPECIAL PURPOSE PROPERTIES

General

All commercial, industrial, public utility and special purpose buildings shall be inspected to assist in valuation of property. Industrial properties shall include story height with the review. The appraisal of income producing properties relies heavily on an analysis of what the prudent investor would pay for a given property based on the income stream that the property could reasonably be expected to produce. In this regard, the actual income/expense information for each property is collected and analyzed to arrive at a capitalization rate reflective of the market environment. All information filed and furnished with the M-58 report shall not be a public record and is not subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes. From these returns and other data sources, such as field investigations and interviews, the CONTRACTOR shall establish market or economic rent and expenses for income producing properties. The CONTRACTOR shall also establish capitalization rates by investigating sales and income data. Rates shall be established for the various classes of property. The TOWN will be responsible for the collection of these Income & Expense forms, while the CONTRACTOR will be responsible for the field verification of this data. The CONTRACTOR, subject to the approval of the ASSESSOR, will handle the analysis of the data.

The CAMA System will give the appraiser the ability to model the market place by physical characteristics, construction type, and actual use for income producing properties and apply the results of the models to individual commercial or industrial properties. The models are used to assign appropriate economic rent and expense information that is keyed to the location of the property and the allocation of building space for potential or actual use.

The review appraiser will be provided with a single review document which provides information regarding physical characteristics of the property, the indicated cost approach, and one or more approaches to value that have already been adjusted to reflect the location, age and condition of the subject property.

Capitalization rates shall be developed by type of property, and location. When the ASSESSOR has approved capitalization rates and techniques, the CONTRACTOR shall perform income approaches using both actual and economic income and expense data.

7.3.1 Income Approach

Income and expense data gathered by the TOWN shall be utilized by CONTRACTOR for income producing and, where appropriate, owner-occupied properties. Any income and expense data with accompanying summary reports and rent schedules, shall become the property of the TOWN. All information filed and furnished with Income and Expense report shall not be a public record and is not subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes. From these returns and other data sources, such as field investigations and interviews, the CONTRACTOR will establish market or economic rent and expenses for income producing properties. The CONTRACTOR shall also develop capitalization rates by investigating sales and income data. Rates shall be established for the various classes of property and checked by bankers, investors and appraisers to ensure their accuracy. When the rates and methods have been approved by the ASSESSOR, the CONTRACTOR shall perform the income approach using both actual and economic income and expenses the CONTRACTOR shall be responsible for entering all income data into the CAMA system.

7.3.2 Field Review

The CONTRACTOR will field review all parcels after values have been set. The CONTRACTOR is responsible for the review of value estimates for all real property parcels to verify that the application of the valuation methodology employed has resulted in the uniform and consistent valuation of comparable properties. The CONTRACTOR shall be required to submit final values in a timely manner to be determined by the ASSESSOR. The CONTRACTOR will record on the CAMA data file the source of the final appraisal value (cost, market, income, appraiser override, etc.).

7.3.2. a Exterior Field Review

All properties shall be reviewed in the field by CONTRACTOR'S personnel qualified as reviewers as previously prescribed in these specifications for properties that have an out-standing building permit or a current permit dated up to September 1, 2026.

7.3.2 b Interior Field Review –

CONTRACTOR shall do interior inspections of all real properties with outstanding and new building permits issued up to September 1, 2026. The CONTRACTOR shall inspect a property if an individual requests an inspection, approved by the ASSESSOR, as long as there is a history that the property has not had an interior inspection since the last full-physical revaluation or has never been allowed to enter. Taxpayers must request in writing to the ASSESSOR.

7.3.2 c Individuals conducting the review phase of the program must have valuation expertise, field review experience and knowledge of the valuation techniques employed in the TOWN, as well as complete familiarity with the revaluation project. During review valuation changes are made due to data error, the data must be corrected on the property file by the CONTRACTOR.

The CONTRACTOR shall provide the ASSESSOR with written procedures for the conduct of valuation field review at least ten (10) days prior to the scheduled date for the commencement of the valuation field review.

7.3.3 Review

All final reviews and inspections shall be made in the same manner and for the same purpose as prescribed for residential properties. The reviewer shall be completely trained and fully experienced in the appraisal of this particular type and kind of commercial, industrial, public utility or special purpose building; the final value of which he or she is responsible.

7.4 CONTROL AND QUALITY CHECKS

7.4.1 Field Checks

The ASSESSOR shall spot check in the field, properties picked at random by him/her with or without the appropriate CONTRACTOR'S supervisor. Should the ASSESSOR find any discrepancies, the ASSESSOR shall make the final decision as to how the property will be written or valued.

7.4.2 Building Permits

The ASSESSOR shall screen and make available on a timely basis to CONTRACTOR, copies of all building permits issued during the course of the revaluation to allow the inclusion of all new construction, additions, and remodeling in CONTRACTOR'S appraisals. All building permits dated up to the date of September 1, 2026 will be reviewed and evaluated for start or completion by October 1, 2026.

7.4.3 Incomplete Construction

CONTRACTOR shall code as unfinished construction all property cards which appear to have incomplete improvements as of October 1, 2026 Grand List. The street card shall show the percentage of completion, based upon a schedule approved by the ASSESSOR, and reflect the percentage of completion in the valuation.

7.4.4 Sales Analysis

Sales analyses of properties shall be performed as a means of sustaining the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods previously delineated. The sales analyses shall include, at a minimum, sales ratios and coefficients of variance and dispersion. Any additional requests for sales analysis by the ASSESSOR shall be performed.

7.4.5 Performance Based Revaluation Standards

All fair market values that are developed by the CONTRACTOR must meet the Performance Based Testing Standards developed by the State of Connecticut Office of Policy and Management as stated in the Regulations of Connecticut State Agencies in CT. General Statute 12-62i-1 through 12-62i-8 as amended with additions and revisions. (See Appendix)

VIII. RESPONSIBILITIES OF THE TOWN

8.1 Nature of Service

It is clearly understood and agreed that the service rendered by the CONTRACTOR are in the nature of assistance to the ASSESSOR and all decisions as to proper valuation shall rest with the ASSESSOR.

8.2 Cooperation

The ASSESSOR, TOWN and its employees will cooperate with and render all reasonable assistance to the CONTRACTOR and its employees.

8.3 Items Furnished by the TOWN

The TOWN shall furnish the following:

1. **Maps** – The TOWN shall furnish one (1) set of the most up-to-date TOWN Tax Maps that are currently available showing streets, and property lines and boundaries.
2. **Land Dimensions** – The TOWN will make available lot sizes and total acreage to CONTRACTOR of all pieces of property where the map or present records fail to disclose measurement or acreage.
3. **Zoning** – The TOWN will provide current TOWN zoning regulations and zoning maps, and zoning changes up to October 1, 2026.
4. **Existing Property Record Cards** – The TOWN will make available the present field cards.
5. **Property Transfers** – The TOWN shall notify the CONTRACTOR, on a regular basis, of property splits and subdivisions, boundary line changes and ownership transfers occurring after the initial creation of the revaluation database by the CONTRACTOR. The CONTRACTOR shall update the revaluation database as necessary.

8.4 Building Permits

The TOWN shall make available copies of all outstanding building permits and building permits issued during the revaluation project up to October 1, 2026.

8.5 Income and Expense Forms

The TOWN shall make available all copies of the Income and Expense information (Form M-58) received by the TOWN for the 2023, 2024 and 2025 filing periods. All information filed and furnished with the M-58 report shall not be a public record and shall not be subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes. The CONTRACTOR shall maintain all such M-58 reports in strict confidence.

8.6 Signing of Communications

The TOWN shall sign, by the ASSESSOR or Assessor's designee, communications to be mailed, at CONTRACTOR'S expense, for the purpose of contacting a property owner for inspection of the property if necessary.

8.7 Mailing Address

The TOWN shall make available through the ASSESSOR'S or Tax Collectors Office the current mailing address and other relevant data that exists on the administrative program for all property owners.

8.8 Work Space

The TOWN will provide the CONTRACTOR sufficient work space at HEBRON Town Hall, 15 Gilead Street, HEBRON, CT., for use by the CONTRACTOR during the TOWN's regular business hours. These accommodations will be provided at no charge throughout the duration of the PROJECT. There will also be space at the same location (Town Hall) for meetings and conducting the informal hearings. The CONTRACTOR is responsible for telephone service, including installation, at its sole cost and expense. The CONTRACTOR acknowledges that it has inspected such space and that such space is acceptable to the CONTRACTOR at its present, "AS-IS" condition. All use of such facilities shall be at the CONTRACTOR'S sole risk. In no event shall the CONTRACTOR be entitled to use or occupy in any way any other facilities or portion thereof except at such times and to provide such services as are specified on the Contract, unless the TOWN has provided its prior written consent. The CONTRACTOR'S use of the TOWN'S facilities shall not interfere with the ordinary operation of the TOWN'S business or with the TOWN'S ordinary use of its facilities. The CONTRACTOR shall leave the facility in orderly and organized condition by the end of each work day.

On the last day of the term of this Contract or upon any earlier termination of this Contract, the CONTRACTOR shall, as its sole cost and expense, quit and surrender the premises to the TOWN broom-clean, in good order, condition and repair except for ordinary wear and tear and damage by fire or other casualty. The CONTRACTOR shall remove from the TOWN'S facilities all of the CONTRACTOR'S property

and all personal property and personal effects of all persons claiming through or under the CONTRACTOR and shall repair all damage to the TOWN'S facilities occasioned by such removal.

8.9 Bid Award

The TOWN reserves the right to reject any, or any part of, or all BID PROPOSALS; to waive informalities and technicalities; and to accept the BID PROPOSAL which the BOARD OF SELECTMEN deems to be in the best interest of the TOWN, whether or not it is the lowest dollar bid.

Consideration in awarding of the Contract will be given to price, prior experience and competence of the bidder, the nature and size of the bidder's organization and familiarity with the area, quality and ease of operation of the CAMA software, and the quality of similar projects the bidder has completed in the past. The TOWN will also take into consideration, changes made in the BID PROPOSAL compared to the TOWN'S original RFP.

8.10 Media

CONTRACTOR will have on-hand, two (2) portable storage devices or appropriate media to release for the public's perusal, regarding the valuation process and the importance of the public's role and communication with the revaluation company to help make the revaluation project successful.

8.11 Obligation to Keep Current

The TOWN shall continuously and currently provide copies of all sales information available to it with respect to transfer of parcels and copies of all building permits issued from the start of the project to September 1, 2026, which the building department will supply to the ASSESSOR.

IX. TRAINING

9.1 Personnel

The ASSESSOR shall determine the number of individuals and the amount of training each individual shall receive. If more than one person is receiving training at the same time, the training time shall be calculated as if one person is receiving training. Training shall amount to a total of one (1) individual. The CONTRACTOR will be responsible for training in such a manner that, at the end of the project, the Assessors' Office will be knowledgeable in the operation of all phases of the system.

9.1.a The CONTRACTOR will provide the ASSESSOR with a proposed training curricula and Schedule subject to the approval of the ASSESSOR.

9.2 Location

All training shall take place on TOWN'S computer hardware within the TOWN, unless both the TOWN and CONTRACTOR agree to an alternate training site or computer hardware.

9.3 Documentation

The CONTRACTOR will provide a detailed user manual for the CAMA software and Grand List production interface. The CONTRACTOR will also provide a pricing manual for commercial/industrial properties.

X. TRANSMITTAL OF DELIVERABLES TO THE ASSESSOR

10.1 Records

Regular periodic delivery of appraisals, as completed, and other information required under this agreement, as completed, and in accordance to a schedule set forth or agreeable to the ASSESSOR shall be made to the ASSESSOR for his/her review. All appraisals of buildings, either complete or under construction, shall be completed as of and including October 1, 2026. All completed and/or corrected

records shall be turned over to the ASSESSOR as of December 1, 2026. The final inspection and review shall take into consideration any known or apparent changes in the individual property since they were first inspected in order that the final appraisal of property shall be appraised as of October 1, 2026.

This information and/or appraisal and records shall not be made public until just prior to the informal public hearing, except to the extent public access may be compulsory under the provisions of applicable law.

It is understood and agreed that the Revaluation of properties covered by this contract shall meet or exceed the standards as outlined in the Connecticut Performance Based Revaluation.

Standards and Certification of Revaluation (Regulations of Connecticut State Agencies Sec. 12-62i-1 to 12-62i-8) shall be acceptable to the ASSESSOR and shall conform to the procedures and technical requirements of the ASSESSOR and, at least weekly, the CONTRACTOR shall communicate with said ASSESSOR to discuss the progress and various other details of the project.

Completion Date

The Contractor must be able to complete the duties of the Reappraisal and Revaluation for the 2026 Grand List as defined by contract: Contractor will be able to deliver the initial values to the Town by August 7, 2026 for commercial, industrial, public utility and tax-exempt valuations and residential records and sketches by October 16, 2026. The successful bidder must complete all informal hearings and deliver the results to the Assessor by January 11, 2027. Failure to comply with this deadline will result in a fine of \$200 per day for every day the vendor fails to comply with the deadline.

Availability

The successful bidder must be available to respond to Town requests for these services or delivery as directed by contract and within forty-eight hours of that request is being made.

Inspection (Used in the event that something will require inspection)

After the bids have been received but prior to any award, each piece of equipment bid may be reviewed by the Assessor or representative. Bidders will be contacted by the Town if an inspection is required. Failure to pass inspection will delay the award process until the situation is corrected under these bid specifications.

Rejection of Bids

Any bid received that does not contain the information requested shall be rejected. The Town reserves the right to waive certain missing information if it does not have a bearing on the overall decision to award the bid.

Operators

All operators must be properly licensed and certified to operate the equipment to meet the terms of the contract listed. Any operator not so certified will be promptly removed from the job, and the bidder's award of this contract may be terminated.

BID PROPOSAL FORM
TOWN OF HEBRON, CONNECTICUT 06248
2026 Grand List Reappraisal and Revaluation for Hebron, CT

Opening Date: 2:00 p.m., Wednesday, July 23, 2025

Town Manager's Office

Town of Hebron

15 Gilead St

Hebron, CT 06248

In accordance with Town Specifications, the undersigned agrees to the following:
To provide the Hebron 2026 Reappraisal and Revaluation for the total amount of:

\$.....dollars
(amount in words)

\$.....
(amount in figures)

References (if necessary)

We have done work or provided services for the following municipalities and dates:

- 1 _____
- 2 _____
- 3 _____

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Town reserves the right to reject any and all bids, and is submitting this bid without collusion with any other person, individual or corporation.

Signature	Witness	
Printed Name & Title of Signer	Date	
Company Name	Phone	
Address	Fax	
Town/City	State	Zip

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

Hebron Code of Ethics

Effective November 5, 2019

I. 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, full time or part time, paid or unpaid and shall hereinafter be referred to collectively as "persons governed by this code."

II. 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 affect 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.

People 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.

III. 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.

IV. **Conflicts of Interest**

No person governed by this code shall use his position or office for the financial or personal interest of himself, a business with which he is associated, an individual with which he is associated or a member of 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 official responsibilities in the public interest or that would tend to impair his independent judgment or action in the performance of his official responsibilities.

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

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

V. **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, a business with which he is associated, an individual with whom he is associated or a member of his 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 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 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 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.

VI. Gifts

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

If a prohibited gift is offered to a person governed by this code, he shall refuse it, return it, pay the donor the market value of the gift or donate it to a nonprofit organization provided he does 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.

VII. 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.

VIII. 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.

APPENDIX II
ORDINANCE PROVIDING FOR LOCAL PREFERENCE
CHAPTER 11, ARTICLE 1

§11-1 TOWN BASED BUSINESS

The term “town-based business” shall mean a business with a principal business located within the Town of Hebron. A business shall not be considered a town-based business, unless evidence submitted with each bid submitted by said business to establish that said business has a bona fide principal place of business in Hebron. Such evidence may include evidence of ownership of or a long-term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business to be used in performance of the bid.

§11-2 LOWEST RESPONSIBLE BIDDERS

On any project the lowest responsible bidder shall be determined in the following order:

Provided that such town based resident bidder shall have met all other requirements set forth in this article, any town based resident bidder which has submitted a bid not more than five (5) percent higher than the lowest most responsible bid may be awarded the bid provided such town based bidder agrees to accept the award of the bid at the amount of the lowest most responsible bid.

If more than one town based resident bidder has submitted a bid not more than five (5) percent higher than the lowest responsible bid, the lowest responsible bidder shall be that one of the town based resident bidders which had submitted the lowest bid.

§11-3 IMPLEMENTATION OF LOCAL BIDDER PREFERENCE

Any local vendor meeting the requirements of a local vendor as defined in the above ordinance responding to the solicitation shall be required to submit a signed Local Bidder Affidavit form with their bid submittal. Failure to submit an affidavit form, approved by the Town of Hebron, may result in your disqualification as a local vendor and ineligibility for contract award.

§11-4 RESTRICTION OF USE OF LOCAL BIDDER PREFERENCE

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the town and other municipalities or the State of Connecticut.

APPENDIX III

AFFIDAVIT PURSUANT
TO THE ORDINANCE PROVIDING FOR LOCAL PREFERENCE

(It is not necessary to submit this form unless you are a Hebron Town-based Business)

The undersigned, being duly sworn, disposes and says as follows:

1. That he/she is over the age of eighteen (18) years of age;
2. That he/she believes in and understands the obligations of an oath;
3. That he/she is submitting a bid as a "town based business", pursuant to those conditions delineated in the Town of Hebron's Ordinance Providing for Local Preference.

Name of Local Bidder
(Please Print)

Date

Signature of Local Bidder

TOWN OF HEBRON
Purchasing Office

15 Gilead St

HEBRON, CT 06248

"NO BID" RESPONSE

Name of Bid/RFP/RFQ: 2025-11

Date of Bid Opening: July 23, 2025

For tracking, audit, and record-keeping purposes, we would very much appreciate knowing the reason why you have chosen not to submit a proposal for the above-referenced Public Bid, RFP or RFQ.

Would you please take a moment to provide a brief explanation below for not submitting a proposal to us for this purchase?

Please also indicate if you would like to continue to receive bids and quotes from us in the future for above-referenced related purchases. If we do not receive this form back, we will assume you are no longer interested in receiving bids and quotes from us.

Please continue to send me bids, quotes, and RFPs. Yes _____ No _____

Company name _____

Mailing address _____

Your name _____ Date _____

This may be mailed, faxed, or e-mailed back to us at:

Town of Hebron

Attn: Town Manager's Office

Hebron, CT 06248

Fax: 860 228-4859

E-mail: dlanza@hebronct.com

Thank you for your response.

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
AUGUST 7, 2025**

ECONOMIC DEVELOPMENT INCENTIVE PROGRAM APPLICATIONS

- i) Attached is a memo from Matthew Bordeaux, Town Planner, and Hebron Economic Development Commission recommending approval of Hebron Economic Development Incentive Program for an Application by Proud Light, LLC for proposed improvements at 290 Church Street, for a period of five years as outlined in the memo.

Proposed Resolution:

BE IT RESOLVED by the Hebron Board of Selectmen that the Hebron Economic Development Incentive Program application received from Proud Light, LLC for relief from the assessment on the improvements at 290 Church Street, be approved for a period of five (5) years, commencing the first full fiscal year following the issuance of a Certificate of Occupancy by the Hebron Building Official in the following amounts:

Fiscal Year 1: 100%
Fiscal Year 2: 100%
Fiscal Year 3: 80%
Fiscal Year 4: 60%
Fiscal Year 5: 40%

- ii) Attached is a memo from Matthew Bordeaux, Town Planner, and Hebron Economic Development Commission recommending approval of Hebron Economic Development Incentive Program for an Application by Strong Wolf Light, LLC for proposed improvements at 300 Church Street, for a period of five years as outlined in the memo.

Proposed Resolution:

BE IT RESOLVED by the Hebron Board of Selectmen that the Hebron Economic Development Incentive Program application received from Strong Wolf, LLC for relief from the assessment on the improvements at 290 Church Street, be approved for a period of five (5) years commencing the first full fiscal year following the issuance of a Certificate of Occupancy by the Hebron Building Official in the following amounts:

Fiscal Year 1: 100%
Fiscal Year 2: 80%
Fiscal Year 3: 60%
Fiscal Year 4: 40%
Fiscal Year 5: 20%

**TOWN OF HEBRON
PLANNING AND DEVELOPMENT DEPARTMENT**

TO: Hebron Board of Selectmen

FROM: Matthew R. Bordeaux, Director of Planning and Development
Hebron Economic Development Commission

DATE: July 31, 2025

RE: Recommendation to Hebron Board of Selectmen regarding Economic Development Incentive Program Application from Proud Light, LLC for Hebron Mini Golf proposed at 290 Church Street

Introduction

The Hebron Economic Development Commission received a new application under the Hebron Economic Development Incentive Program, related to the proposed development of a miniature golf course at 290 Church Street. The Commission discussed the project and incentive application with the applicant at a Special Meeting on July 29, 2025.

As provided in the application form attached, the applicant wishes to construct an 18-hole miniature golf course, concession stand, gazebo and associated improvements at 290 Church Street, Lot #3 of the Ellenberg Subdivision, located in the Neighborhood Convenience District. The proposal, depicted on the Site Plan attached, includes a shared parking area with a garden center/nursery proposed on the adjacent Lot #4 (300 Church St), also subject of an application under the Economic Development Incentive Program. The applicant proposes a complementary design aesthetic across the two lots, where the miniature golf course would be maintained by the garden center/nursery and serve as a showcase for plant material and design services offered at the adjacent business.

Hebron Economic Development Incentive Program

The Hebron Economic Development Incentive Program was adopted to further the policy of the Town of Hebron to encourage the development and expansion of quality types of businesses. 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. The program was adopted in accordance with Connecticut General Statutes Section 12-65b. The State Statute provides that any municipality may, by affirmative vote of its legislative body, enter into a written agreement with a property owner or prospective property owner, fixing the assessment of the real property or air space.

The provisions of this section of the Statutes only apply if the improvements 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; or (12) use by or on behalf of a health system.

Recreational uses such as a miniature golf course are eligible for tax abatement agreement pursuant to Connecticut General Statutes Section 12-65b.

The local objectives of the program include attracting businesses that will generate additional tax revenue, provide jobs, provide high quality goods and services, and be consistent with the goals and policies of the Hebron Plan of Conservation and Development.

Project Value and Taxes

The applicant anticipates the project will cost \$550,000 to \$650,000 to construct. Valuation of a miniature golf course is difficult for the Town Assessor as there are few projects of this nature to compare to. As an outdoor, seasonal use, revenue projections are difficult as well. For that reason, I've predicted a market value of \$500,000 to demonstrate the potential tax implications.

The Town of Hebron's recently adopted mill rate is 36.85 mills. The following table outlines the tax revenue anticipated and the recommended relief assuming the real property value over the five (5) year request. An assessment based on 70% of an estimated property value of \$500,000 would be approximately \$350,000. The rate of 36.85 mills, applied to the assessed value of the property would be approximately \$12,900 in real property taxes annually.

	Term	Real Property Taxes	Proposed Relief
\$500,000 Property Value x 70% = \$350,000 Assessment 350 x 36.85 mills = \$12,900	Year 1	\$12,900	\$12,900 (100%)
	Year 2	\$12,900	\$12,900 (100%)
	Year 3	\$12,900	\$10,320 (80%)
	Year 4	\$12,900	\$7,740 (60%)
	Year 5	\$12,900	\$5,160 (40%)
	Total	\$64,500	\$49,020

Recommendation for Tax Abatement

The Hebron Economic Development Commission encourages the Hebron Board of Selectmen to consider an incentive package that recognizes the significant costs of new construction and unique contribution a miniature golf course would provide to the recreational and entertainment opportunities for residents and visitors of Hebron. The following motion was unanimously approved by the Hebron Economic Development Commission at their July 29, 2025 meeting:

Move to recommend that the Board of Selectmen approve the Hebron Economic Development Incentive Program application from Proud Light, LLC for proposed improvements at 290 Church Street, for a period of five (5) years and in the following amounts:

Fiscal Year 1: (100%) Abatement of real property taxes

Fiscal Year 2 (100%)

Fiscal Year 3: (80%)

Fiscal Year 4 (60%)

Fiscal Year 5 (40%)

Relief from taxes based on the real property assessment on the improved site would commence the first full fiscal year following the issuance of a Certificate of Occupancy by the Hebron Building Official.

MRB

H:\Planning Department\Boards & Commissions\EDC\Economic Development Incentive Program\Applications\290 Church St - Mini-golf\Recommendation Memo.docx

Attachments

Thank you for your consideration in our tax abatement requests. As a small business, any assistance in helping us gain our footing can make a big difference to the long-term success.

We are currently in the process of acquiring 300 Church Street for the purpose of building a Nursery Garden Center. Comer Nursery will sell plant stock, materials, gardening supplies, and locally grown produce and farm products. Our goal is to create local access to all of these supplies and products in a location easy to access by everyone in town. When we moved to Hebron, we fell in love with the fact that it still feels like we're living in the country, yet close enough to conveniences. We are excited to add one more local business to provide products and services to our community, and to be able to support other local CT businesses through our venture.

The 2nd development project we are intending, is to build a Miniature Golf Course on 290 Church Street, directly next door. When it came to naming this course, we didn't have to think twice. Hebron Mini Golf. This course is for our town and our community & will fit the small town, rural vibe that Hebron so charmingly has. When you think "mini golf" you may picture tall light houses, dinosaurs, or pirate ships. While those have their correct place in the world, we do not believe that is the direction to go in Hebron. Our theme is simply "backyard oasis." We want the people of Hebron to truly feel like they are at home when they visit the course – both by their physical surroundings of plant materials, and in the nature of how they will be treated when they visit our establishment. We will have a full 9-hole ADA compliant course to help ensure that everyone in town feels included in this outdoor adventure.

We are incredibly honored to be a part of the group of blossoming business ventures that get to help Hebron continue to grow and thrive over time by bringing in additional revenues to town.

TOWN OF HEBRON
APPLICATION TO FIX ASSESSMENT OF PROPERTY UNDER
SECTION 12-65B CONNECTICUT GENERAL STATUTES

Applicant Information:

Business Name: Hebron Mini Golf

Street Address: 290 Church Street

City: Hebron State: CT Zip: 06248

Business: Proud Light LLC Telephone: 978 852 0330
Owner

Email: hebronminigolf@gmail.com

President: Bria Comer Telephone: _____

Email: _____

Treasurer: _____ Telephone: _____

Email: _____

Property Owner Information:

Owner Name: Proud Light LLC

Owner Address: 220 Gilead Street

City: Hebron State: CT Zip: 06248

Assessor's Map #: 2080 Parcel #: 12-18.3

Street Address: 290 Church Street, Amston, CT 06231

Requested Assistance:

Please specify the type and amount of assistance that you are requesting?

☐ The length of time (in years) you are requesting assistance? 5 years

☐ A constant fixed amount of tax relief per year? In the amount of _____

☐ A variable fixed amount of tax relief per year? In the following amounts:

x☐ Or, a graduated percentage of fixed assessment per year as follows:

Project Description:

- ☒ New Construction ☐ Addition Total Cost/Project: \$550,000-\$650,000
- | | |
|---|---|
| <input type="checkbox"/> Corporate Headquarters | <input type="checkbox"/> Satellite Offices |
| <input type="checkbox"/> Campus-style office development | <input type="checkbox"/> Research & Development |
| <input type="checkbox"/> Light Manufacturing | <input type="checkbox"/> Mixed use facility |
| <input type="checkbox"/> Retail use | <input type="checkbox"/> Information technology use |
| <input checked="" type="checkbox"/> Private recreational facilities | <input type="checkbox"/> HealthCare Facilities to include continuing care centers |

Anticipated date of initiation: Spring 2027

Anticipated date of completion: Fall 2027

Owner Occupied: ☒ Yes ☐ No

Builder for sublet: ☐ Yes ☒ No

of square feet: 384

of floors: 1

Type of Construction: Pre-fab

Planning and Zoning Approval: ☒ Yes ☐ No

Employment Information:

Total # of employees: Approx 6# of employees by category: Full-Time _____ Part-Time 6

of jobs:

Manufacturing _____	Office _____	Other <u>6</u>
Engineering _____	IT Related _____	
Semi-skilled _____	Unskilled _____	

Current/Initial Employment: 0

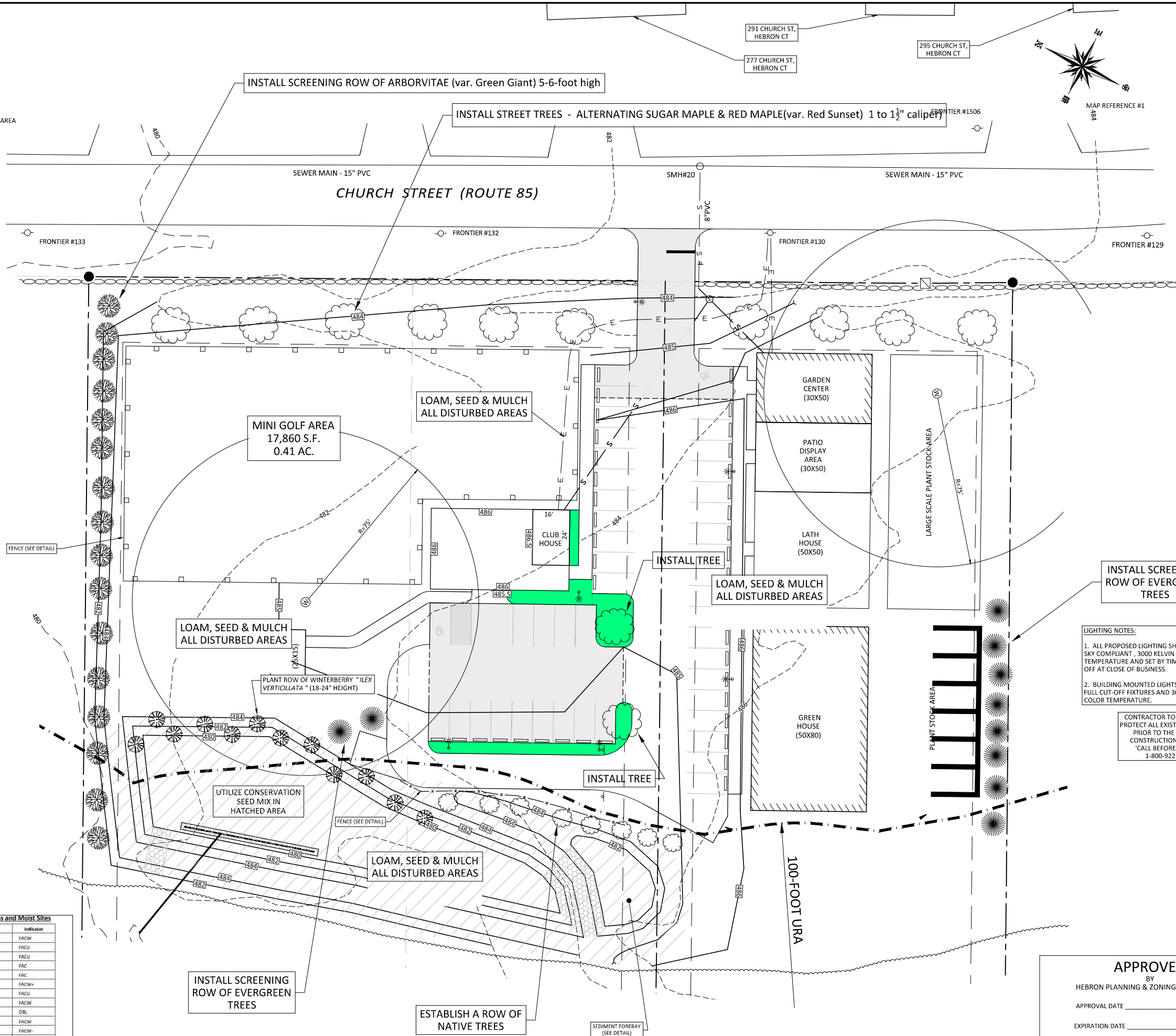
Projected employment (5 years): 10?

.....
Please submit any additional information as an attachment to this application that you believe may assist our understanding of your request. This can include but is not limited to: Proposed building and site plans; business plan; background information on company or individual requesting assistance, anticipated economic impact to the Town of Hebron from this project, etc.

Date Submitted: 7/24/2015 Signature: Bria Comer

For further information please contact:

Matthew R. Bordeaux Town Planner 15 Gilead Street Hebron, CT 06248 860-228-5971 x137 <u>mbordeaux@hebronct.com</u>	and/or	Andrew Tierney Town Manager 15 Gilead Street Hebron, CT 06248 860-228-5971 x122 <u>atierney@hebronct.com</u>
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<h1 style="margin: 0;">APPROVED</h1> <p style="margin: 5px 0;">BY</p> <p style="margin: 0;">HEBRON PLANNING & ZONING COMMISSION</p> <p style="margin: 10px 0;">APPROVAL DATE _____</p> <p style="margin: 10px 0;">EXPIRATION DATE _____</p> <p style="margin: 10px 0;">COMMISSION SIGNATURE _____</p>
--

LIGHTING NOTES:

1. ALL PROPOSED LIGHTING SHALL BE DARK SKY COMPLIANT, 3000 KELVIN COLOR TEMPERATURE AND SET BY TIMER TO SHUT OFF AT CLOSE OF BUSINESS.
2. BUILDING MOUNTED LIGHTS SHALL BE FULL CUT-OFF FIXTURES AND 3000 KELVIN COLOR TEMPERATURE.


**CONTRACTOR TO PRESERVE &
PROTECT ALL EXISTING UTILITIES.
PRIOR TO THE START OF
CONSTRUCTION CONTACT
'CALL BEFORE YOU DIG'
1-800-922-4455**

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS
SUBSTANTIALLY CORRECT AS NOTED HEREON.

THIS DRAWING IS NOT VALID UNLESS IT BEARS
AN ORIGINAL INK SIGNATURE AND EMBOSSED SEAL

MARK A. REYNOLDS, P.E. #19789

GRAPHIC SCALE



(IN FEET)
1 inch = 20ft.

R
ROB HELLSTROM
LAND SURVEYING LLC
61 MAIN STREET - SUITE G
HEBRON, CONNECTICUT
(860)-228-9853

LANDSCAPE & LIGHTING PLAN
LOT #4 - ELLENBERG SUBDIVISION
- PREPARED FOR -
BRIA COMER

HEBRON		CO
HEET NO.:	5 OF 9	JOB NO.: 22-006

DATE: OCTOBER 24, 2024

SCALE: 1"= 20'

FILE NO.: 22-006_SP.DWG

FILE NO.: 22-006_SP.DWG



PROJECT: Hebron Mini Golf Hebron, CT	
DRAWN BY: J. Onyschczak	DATE: 07/31/24
CHECKED BY: G. Lynn	JOB #: 24-82-2
LAYOUT PLAN	SHEET: 2 OF 8

REVISIONS:	
J.J.O.	05/04/25 (COURSE LAYOUT)
J.J.O.	11/12/24 (COURSE LAYOUT)

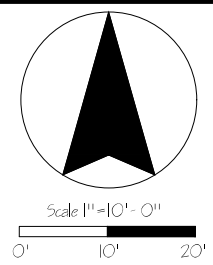
DATE PRINTED: 03/05/25

Handicap accessible portions of the course(s) are designed in accordance with ADAAG (Americans with Disabilities Act Accessibility Guidelines) Chapter 10 Section 1007.

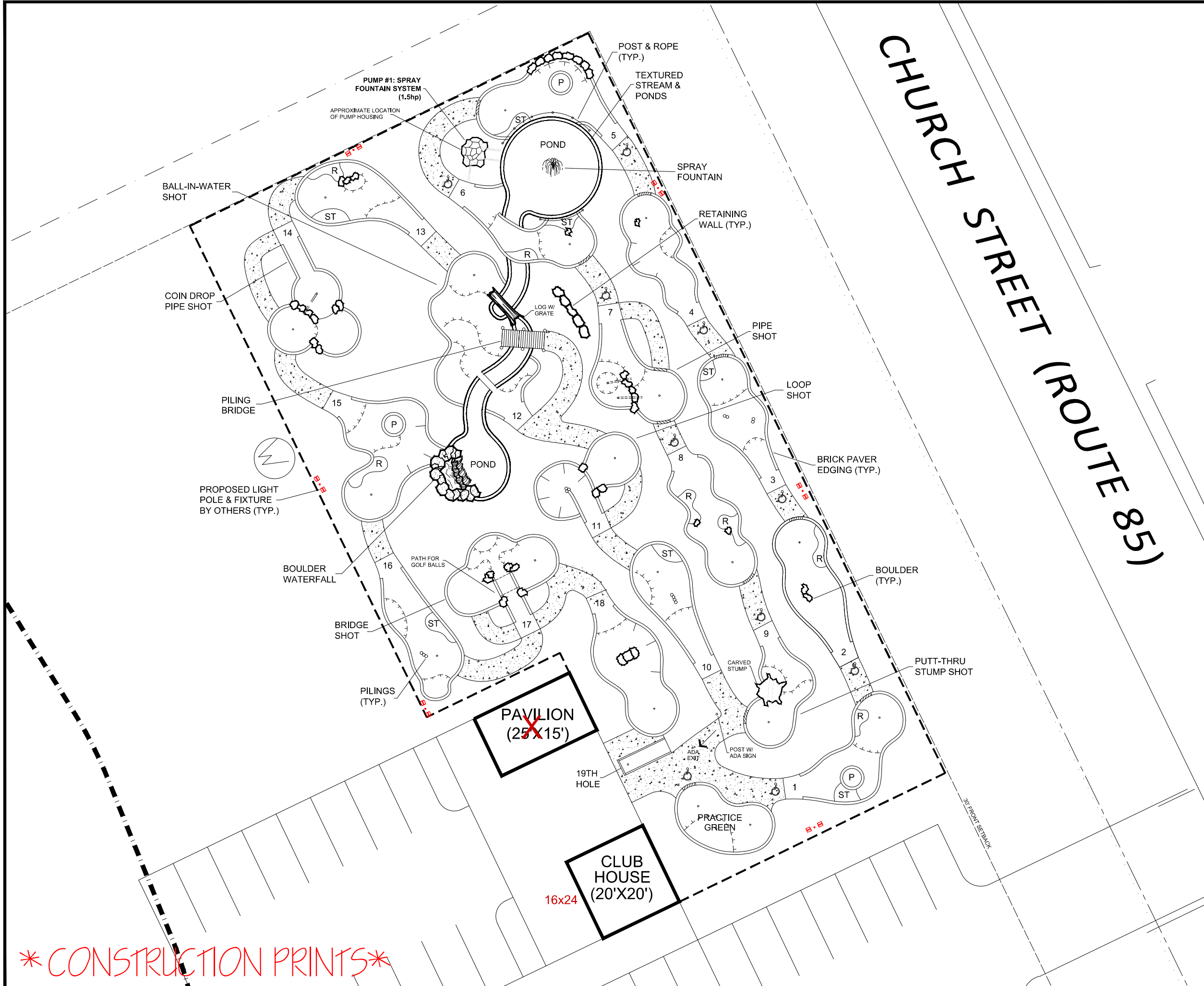
REUSE OF DOCUMENTS:
This document, and the designs incorporated herein, are the property of Harris Miniature Golf Courses, Inc. and are not to be used in whole or in part for construction of this, or any other project without written authorization of Harris Miniature Golf Courses, Inc.

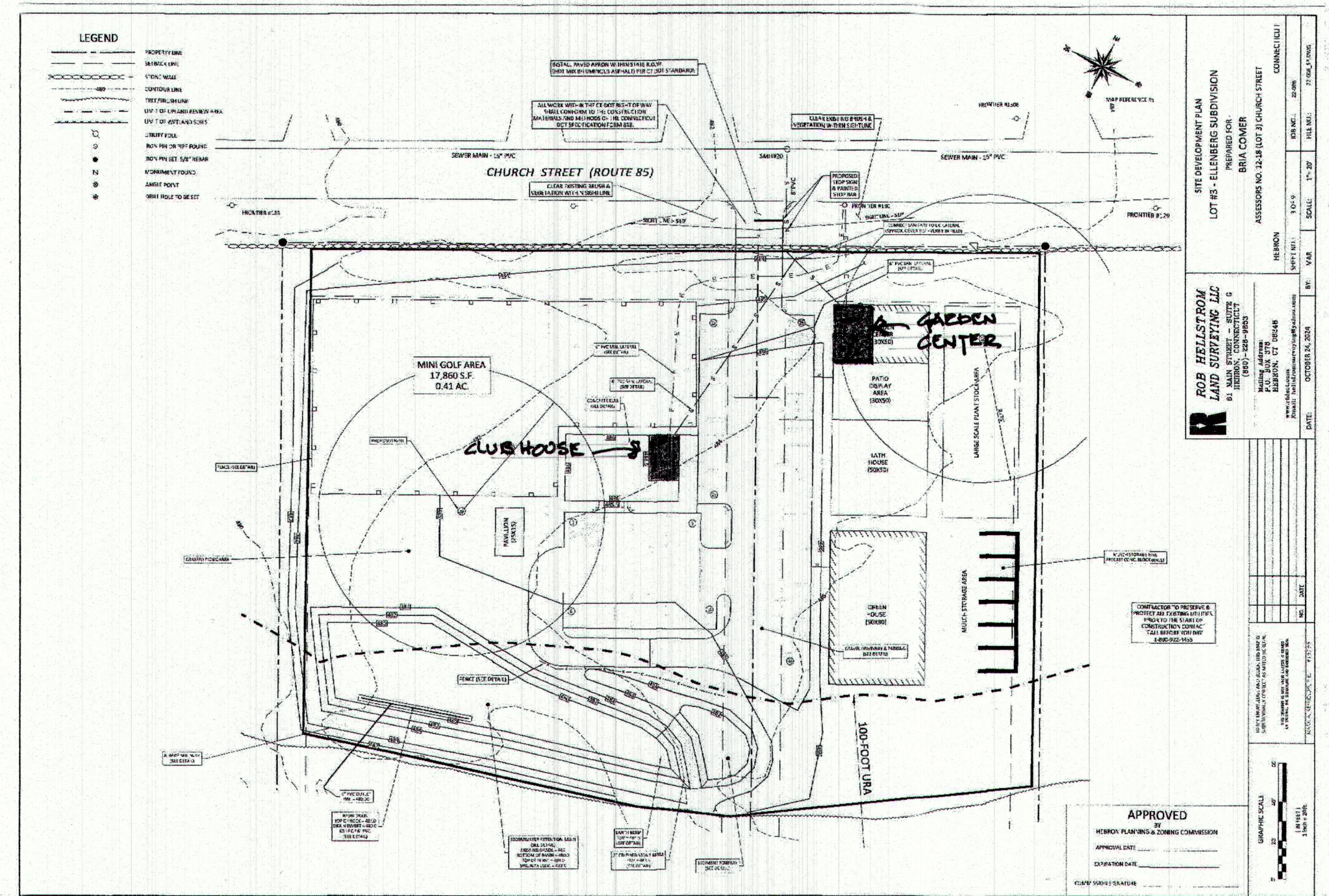
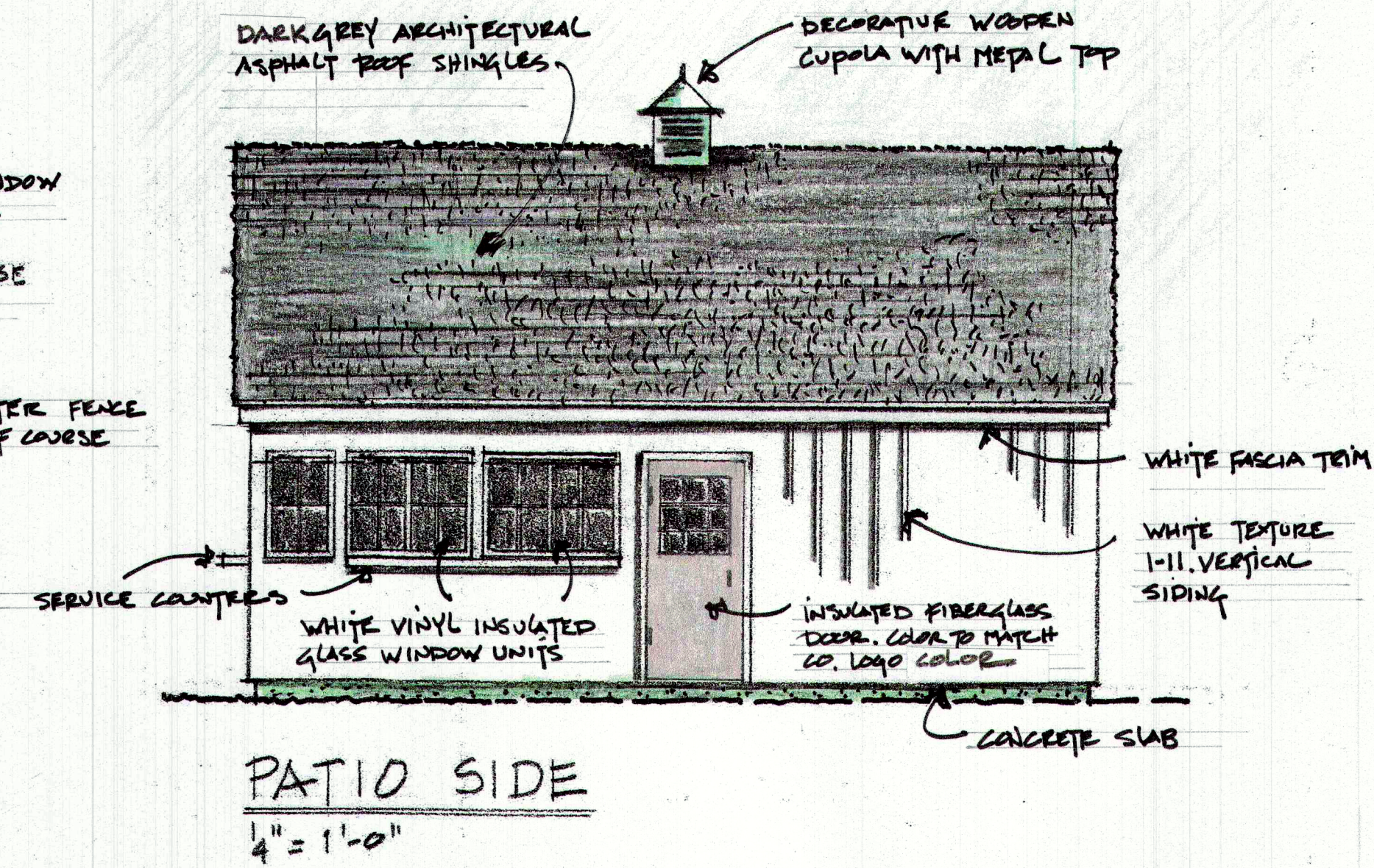
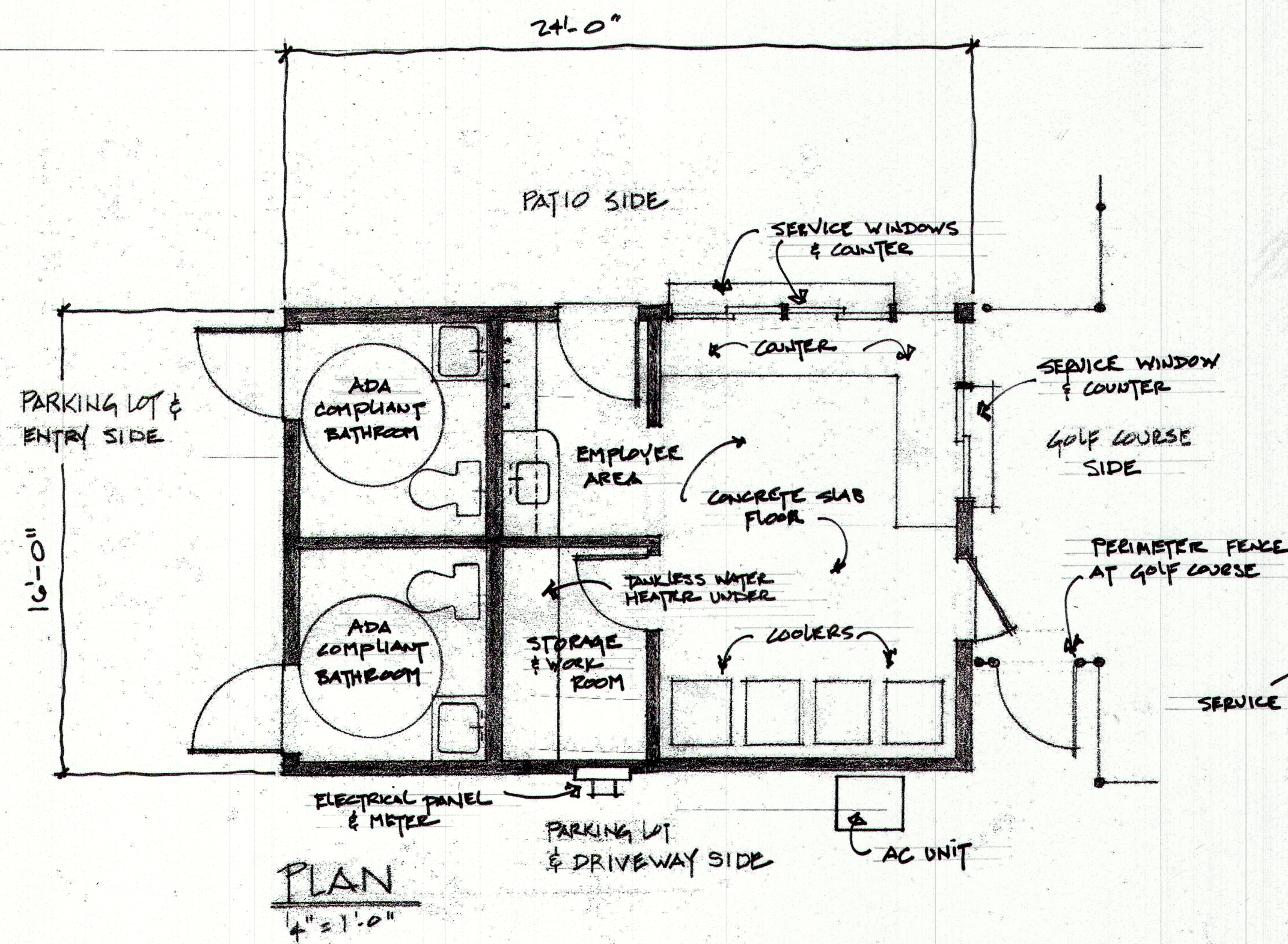
NOTES:

- All concrete on site shall be a fiber mesh based concrete with a 3500 P.S.I. rating.
- Motor starters or timers should be used to turn pumps on/off. Harris cannot warrant pumps that are controlled by breakers alone.
- Three Phase available but motor starter is required. Please consult your electrician in choosing appropriate pump assembly.
- Owner MUST request Three Phase pumps IN WRITING.
- It is strongly recommended that a buck & boost transformer be installed if a single phase leg is taken from 3-phase service to power the pumps, due to the unstable voltage of this arrangement.
- Spray fountain heads in lower ponds MUST be HIGHER than pump.

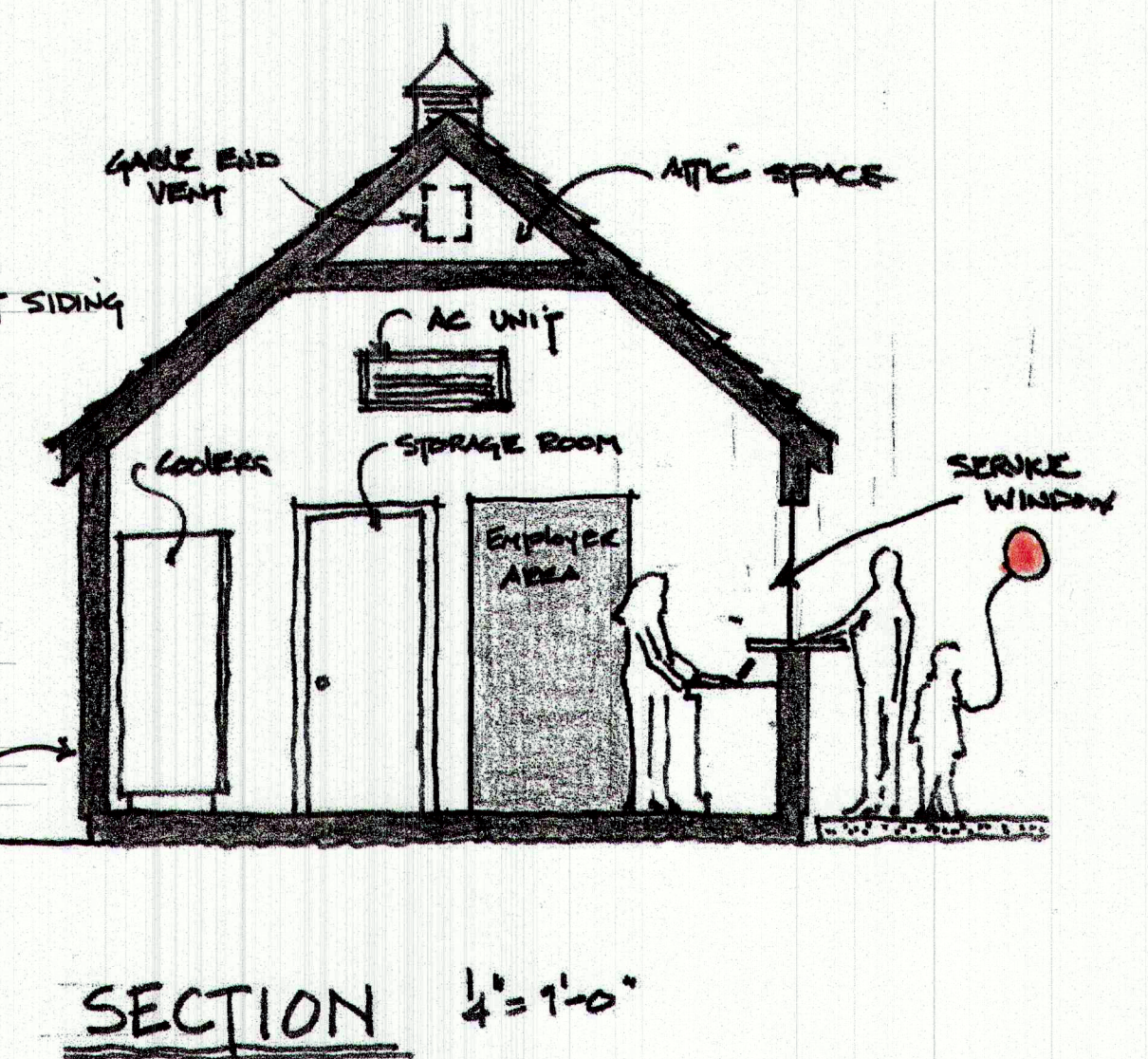
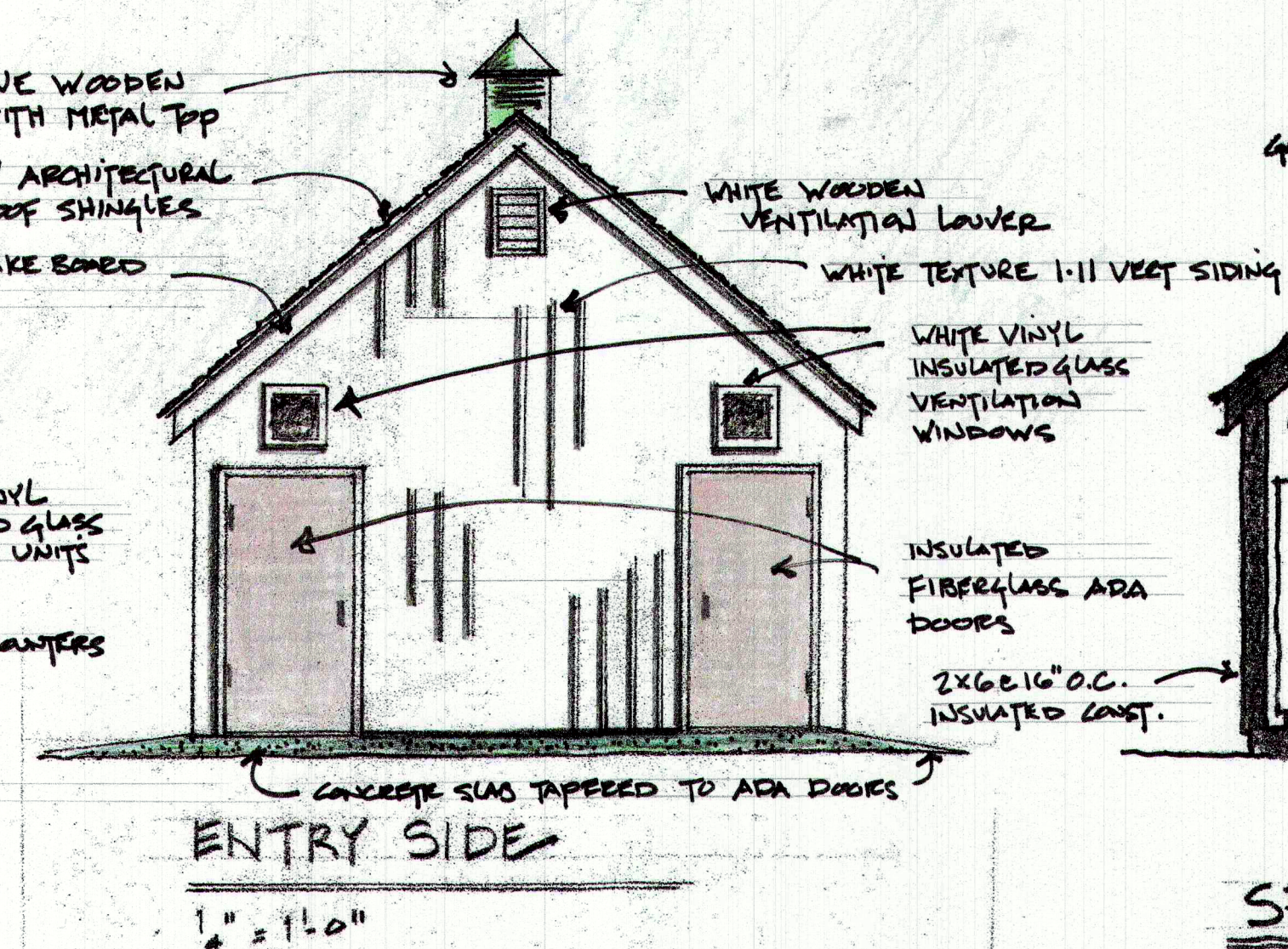
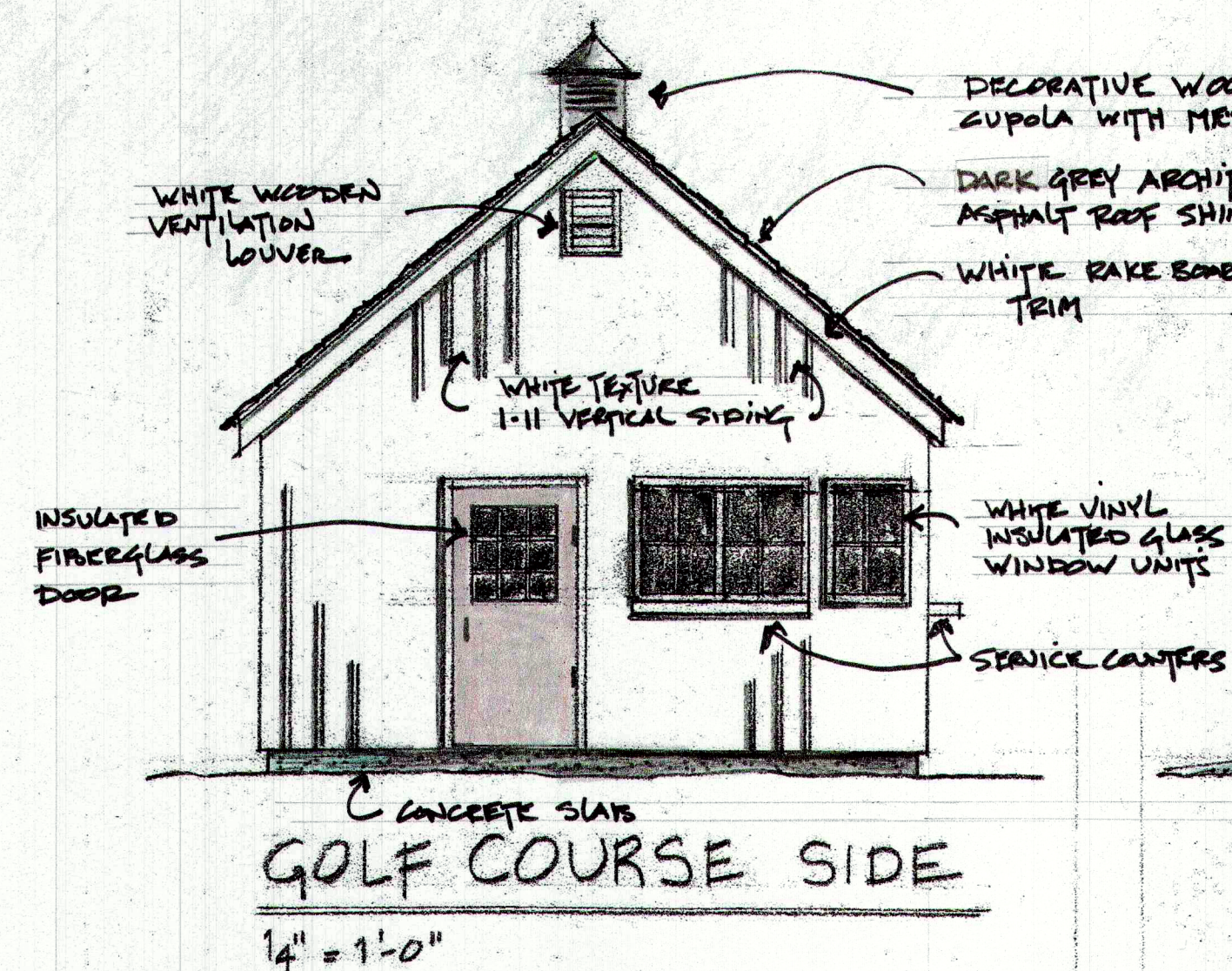
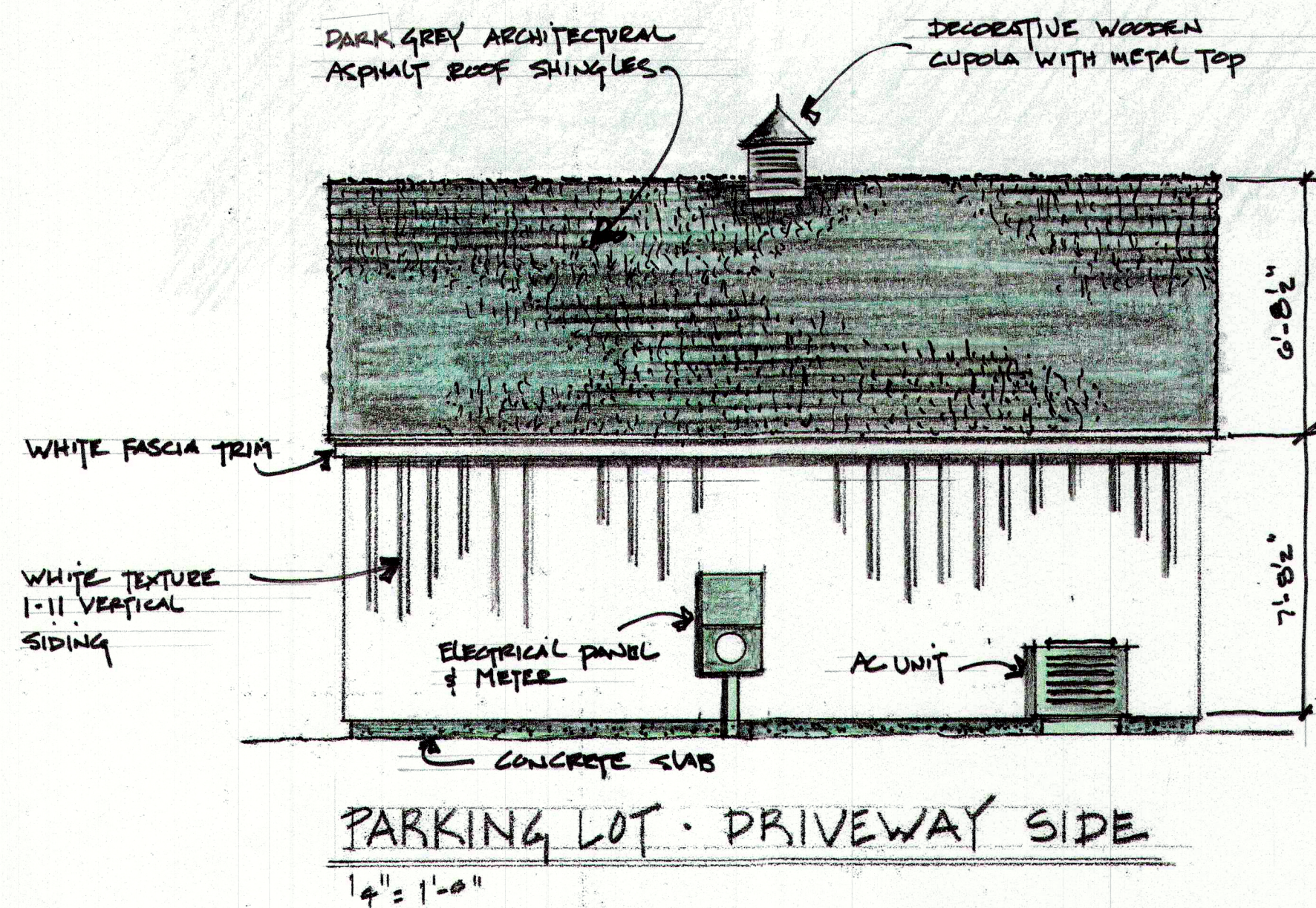


GRAPHICS LEGEND:	
R- Rough	Elevation Change
ST- Sand Trap	Embankment
*Note: color carpet may be used in place of natural sand	





SITE PLAN



HEBRON MINI GOLF

290 CHURCH STREET
AMSTON, CT 06231

LOT
3

**TOWN OF HEBRON
PLANNING AND DEVELOPMENT DEPARTMENT**

TO: Hebron Board of Selectmen

FROM: Matthew R. Bordeaux, Director of Planning and Development
Hebron Economic Development Commission

DATE: July 31, 2025

RE: Recommendation to Hebron Board of Selectmen regarding Economic Development Incentive Program Application from Strong Wolf, LLC for proposed Comer Nursery & Garden Center at 300 Church Street

Introduction

The Hebron Economic Development Commission received a new application under the Hebron Economic Development Incentive Program, related to the proposed development of a nursery and garden center at 300 Church Street. The Commission discussed the project and incentive application with the applicant at a Special Meeting on July 29, 2025.

As provided in the application form attached, the applicant wishes to construct a garden center, patio display area, lath house and green house at 300 Church Street, Lot #4 of the Ellenberg Subdivision, located in the Neighborhood Convenience District. The proposal, depicted on the Site Plan attached, includes a shared parking area with a miniature golf course proposed on the adjacent Lot #3 (290 Church St), also subject of an application under the Economic Development Incentive Program. As stated in the memo regarding the proposed Hebron Mini Golf, the two uses would function to complement each other, in terms of design aesthetic and maintenance. The applicant anticipates the project will cost approximately \$590,000 to construct.

Hebron Economic Development Incentive Program

The Hebron Economic Development Incentive Program was adopted to further the policy of the Town of Hebron to encourage the development and expansion of quality types of businesses. 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. The program was adopted in accordance with Connecticut General Statutes Section 12-65b. The State Statute provides that any municipality may, by affirmative vote of its legislative body, enter into a written agreement with a property owner or prospective property owner, fixing the assessment of the real property or air space.

The provisions of this section of the Statutes only apply if the improvements 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; or (12) use by or on behalf of a health system.

The local objectives of the program include attracting businesses that will generate additional tax revenue, provide jobs, provide high quality goods and services, and be consistent with the goals and policies of the Hebron Plan of Conservation and Development.

Recommendation for Tax Abatement

The following motion was unanimously approved by the Hebron Economic Development Commission at their July 29, 2025 meeting:

Move to recommend that the Board of Selectmen approve the Hebron Economic Development Incentive Program application from Strong Wolf, LLC for proposed improvements at 300 Church Street, for a period of five (5) years and in the following amounts:

Fiscal Year 1: (100%) Abatement of real property taxes

Fiscal Year 2: (80%)

Fiscal Year 3: (60%)

Fiscal Year 4 (40%)

Fiscal Year 5 (20%)

Relief from taxes based on the real property assessment of the improved site would commence the first full fiscal year following the issuance of a Certificate of Occupancy by the Hebron Building Official.

The Town of Hebron's recently adopted mill rate is 36.85 mills. The following table outlines the tax revenue anticipated and the relief provided assuming the real property values provided by the applicant over the five (5) year request. An assessment based on 70% of an estimated property value of \$500,000 would be approximately \$350,000. The rate of 36.85 mills, applied to the assessed value of the property would be approximately \$12,900 in real property taxes annually.

	Term	Real Property Taxes	Proposed Relief
\$500,000 Property Value x 70% = \$350,000 Assessment 350 x 36.85 mills = \$12,900	Year 1	\$12,900	\$12,900 (100%)
	Year 2	\$12,900	\$10,320 (80%)
	Year 3	\$12,900	\$7,740 (60%)
	Year 4	\$12,900	\$5,160 (40%)
	Year 5	\$12,900	\$2,580 (20%)
	Total	\$64,500	\$38,700

MRB

H:\Planning Department\Boards & Commissions\EDC\Economic Development Incentive Program\Applications\300 Church St - Nursery\Recommendation Memo.docx

Attachments

TOWN OF HEBRON
APPLICATION TO FIX ASSESSMENT OF PROPERTY UNDER
SECTION 12-65B CONNECTICUT GENERAL STATUTES

Applicant Information:

Business Name: Comer Nursery & Garden Center

Street Address: 300 Church Street

City: Hebron State: CT Zip: 06248

Business: Sean Comer
Owner

Telephone: 860 335 3322

Email: comersean9@gmail.com

President: _____

Telephone: _____

Email: _____

Treasurer: _____

Telephone: _____

Email: _____

Property Owner Information:

Owner Name: Strong Wolf LLC

Owner Address: 220 Gilead Street

City: Hebron State: CT Zip: 06248

Assessor's Map #: 2080 Parcel #: 12-18.4 & 12-18.5

Street Address: 300 & 310 Church Street, Amston, CT 06231

Requested Assistance:

Please specify the type and amount of assistance that you are requesting?

☐ The length of time (in years) you are requesting assistance? 5 years

☐ A constant fixed amount of tax relief per year? In the amount of _____

☐ A variable fixed amount of tax relief per year? In the following amounts:

☒ Or, a graduated percentage of fixed assessment per year as follows:

Able to use land that might not otherwise be particularly useful.

Project Description:

☒ New Construction

☐ Addition

Total Cost/Project: \$590,000

☐ Corporate Headquarters

☐ Satellite Offices

☐ Campus-style office development

☐ Research & Development

☐ Light Manufacturing

☐ Mixed use facility

☒ Retail use

☐ Information technology use

☐ Private recreational facilities

☐ HealthCare Facilities to include continuing care centers

Anticipated date of initiation August 2025 Anticipated date of completion: March 2026

Owner Occupied: ☒ Yes ☐ No

Builder for sublet: ☐ Yes ☒ No

of square feet: 504

of floors: 1

Type of Construction: Pre-fab

Planning and Zoning Approval: ☒ Yes ☐ No

Employment Information:

Total # of employees: Approx 4 # of employees by category: Full-Time 1 Part-Time 3

of jobs:

Manufacturing

Office

Other 3

Engineering

IT Related

Semi-skilled 1

Unskilled

Current/Initial Employment: 0

Projected employment (5 years): 10?

.....
Please submit any additional information as an attachment to this application that you believe may assist our understanding of your request. This can include but is not limited to: Proposed building and site plans; business plan; background information on company or individual requesting assistance, anticipated economic impact to the Town of Hebron from this project, etc.

Date Submitted: 7/24/2025

Signature: 

For further information please contact:

Matthew R. Bordeaux

Town Planner

15 Gilead Street

Hebron, CT 06248

860-228-5971 x137

mbordeaux@hebronct.com

and/or

Andrew Tierney

Town Manager

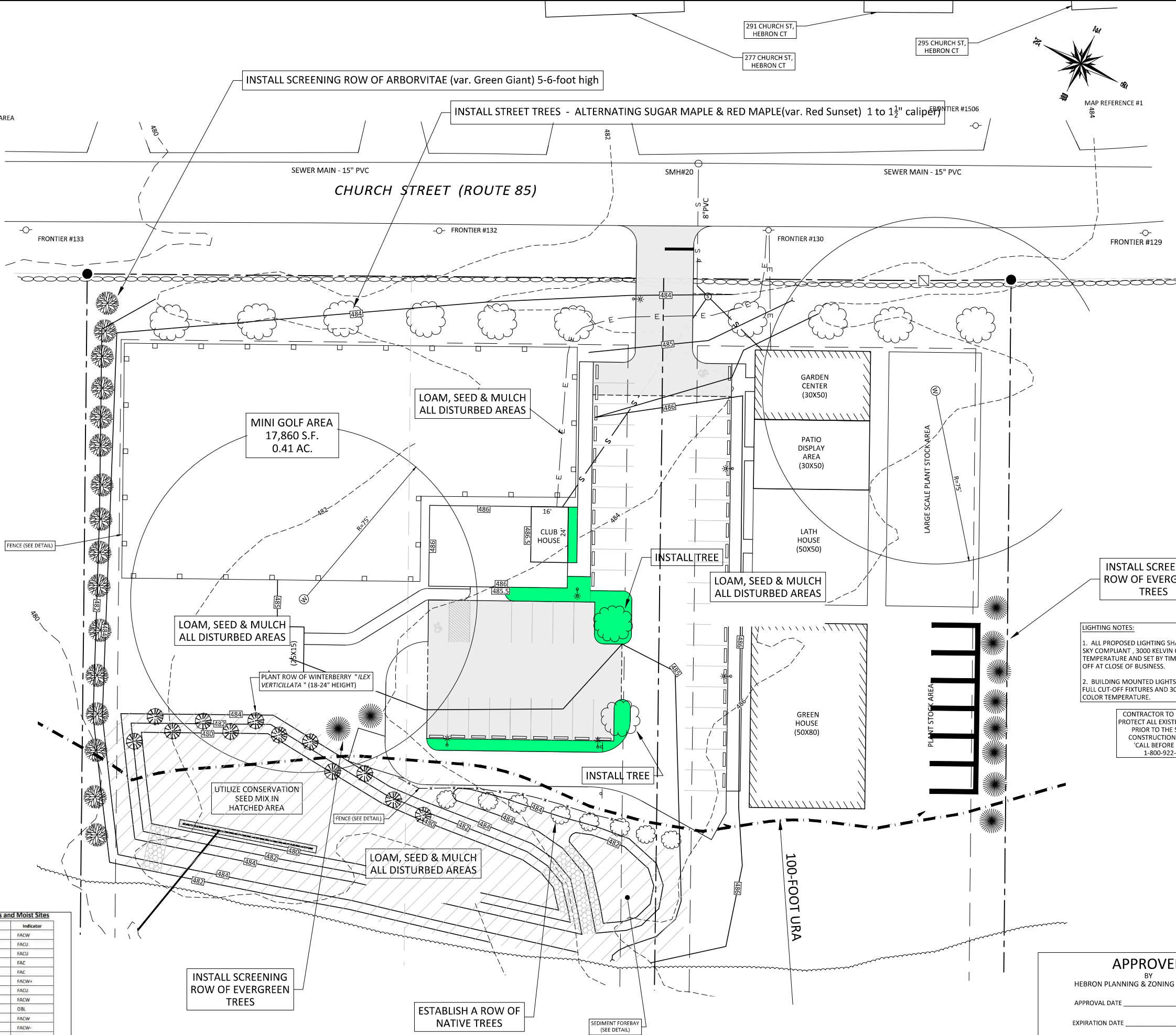
15 Gilead Street

Hebron, CT 06248

860-228-5971 x122

atierney@hebronct.com

- LEGEND**
- PROPERTY LINE
 - SETBACK LINE
 - STONE WALL
 - CONTOUR LINE
 - TREE/BRUSH LINE
 - LIMIT OF UPLAND REVIEW AREA
 - LIMIT OF WETLAND SOILS
 - UTILITY POLE
 - IRON PIN OR PIPE FOUND
 - IRON PIN SET: 5/8" REBAR
 - MONUMENT FOUND
 - ANGLE POINT
 - DRILL HOLE TO BE SET



ROB HELLSTROM
LAND SURVEYING LLC
61 MAIN STREET - SUITE G
HEBRON, CONNECTICUT
(860)-228-9853

Mailing Address:
P.O. BOX 378
HEBRON, CT 06248
www.rhllc.com
Email: hellstromsurveying@yahoo.com

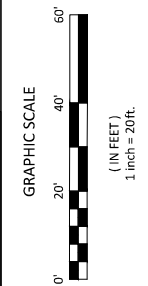
LANDSCAPE & LIGHTING PLAN
LOT #4 - ELLENBERG SUBDIVISION
- PREPARED FOR -
BRIA COMER
ASSESSORS NO. 12-18 (LOT 4) CHURCH STREET

HEBRON
SHEET NO.: 5 OF 9
SCALE: 1"= 20'
DATE: OCTOBER 24, 2024
BY: MAR
JOB NO.: 22-006
FILE NO.: 22-006.SP.DWG

- LIGHTING NOTES:**
- ALL PROPOSED LIGHTING SHALL BE DARK SKY COMPLIANT, 3000 KELVIN COLOR TEMPERATURE AND SET BY TIMER TO SHUT OFF AT CLOSE OF BUSINESS.
 - BUILDING MOUNTED LIGHTS SHALL BE FULL CUT-OFF FIXTURES AND 3000 KELVIN COLOR TEMPERATURE.

CONTRACTOR TO PRESERVE & PROTECT ALL EXISTING UTILITIES. PRIOR TO THE START OF CONSTRUCTION CONTACT "CALL BEFORE YOU DIG" 1-800-922-4455

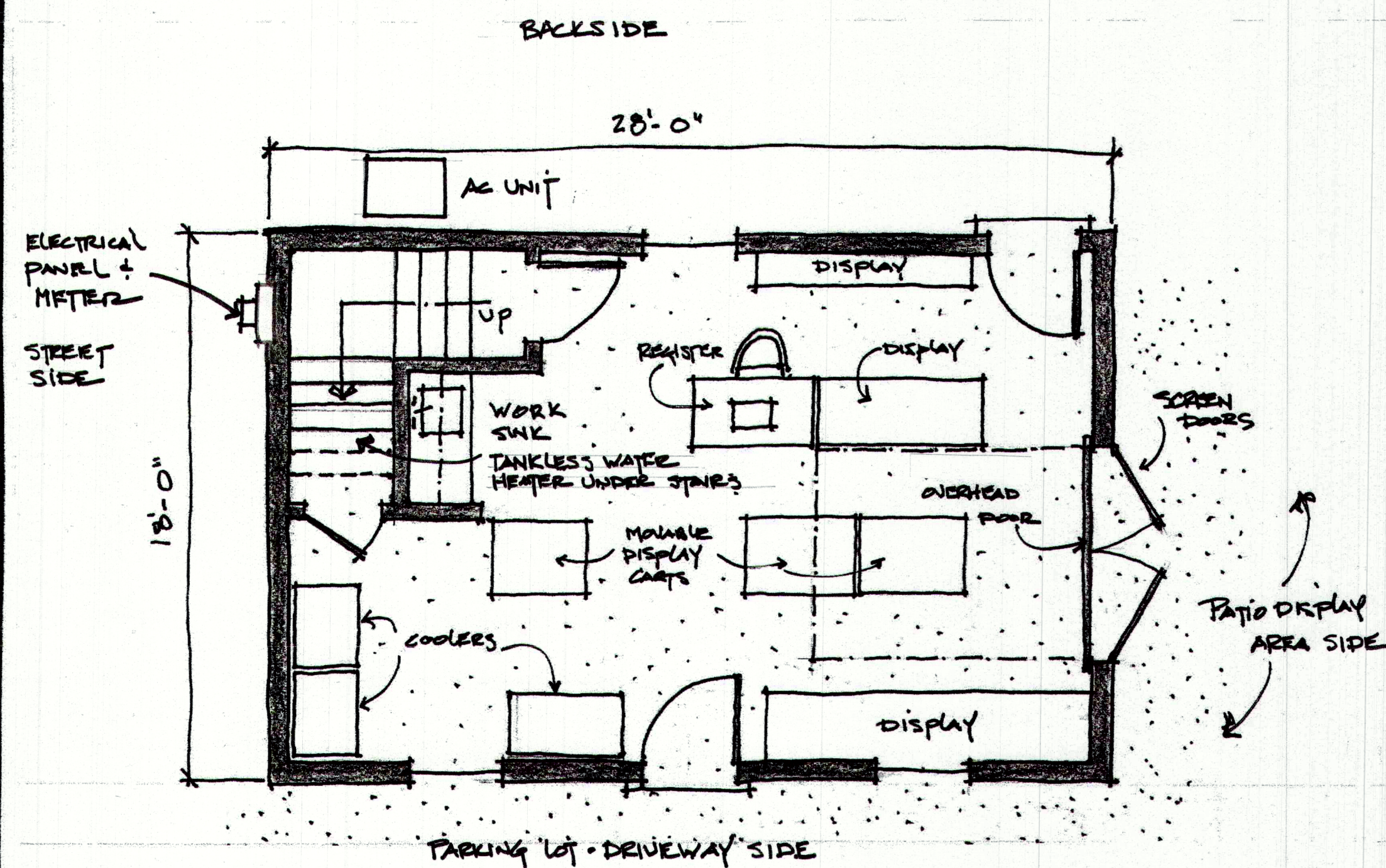
TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.
THIS DRAWING IS NOT VALID UNLESS IT BEARS AN ORIGINAL INK SIGNATURE AND UNDISSED SEAL
MARK A. REYNOLDS, P.E. #19769



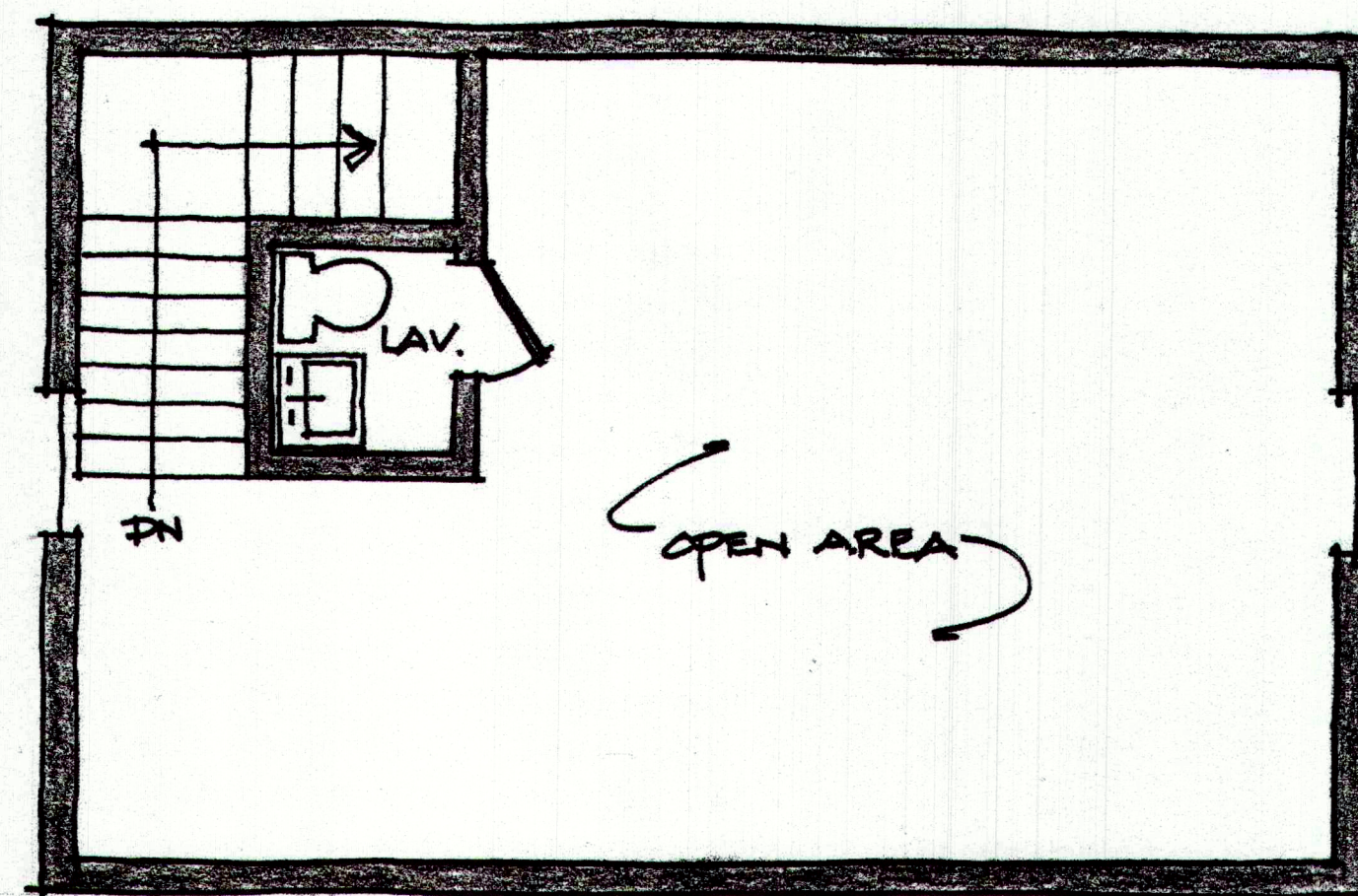
APPROVED
BY
HEBRON PLANNING & ZONING COMMISSION
APPROVAL DATE _____
EXPIRATION DATE _____
COMMISSION SIGNATURE _____

New England Erosion Control/Restoration Mix For Detention Basins and Moist Sites		
Botanical Name	Common Name	Indicator
<i>Elymus riparius</i>	Riverbank Wild Rye	FACW
<i>Schizachyrium scoparium</i>	Little Bluestem	FACU
<i>Festuca rubra</i>	Red Fescue	FACU
<i>Andropogon gerardii</i>	Big Bluestem	FAC
<i>Panicum virgatum</i>	Switch Grass	FAC
<i>Vernonia noveboracensis</i>	New York Ironweed	FACW+
<i>Ageratina perennans</i>	Upland Bentgrass	FACU
<i>Bidens frondosa</i>	Beggar Ticks	FACW
<i>Equisetum maculatum</i> (<i>Equisetum maculatum</i>)	Spotted Joe Pye Weed	OBL
<i>Equisetum perfoliatum</i>	Boneset	FACW
<i>Aster novae-angliae</i> (<i>Symphoricarum novae-angliae</i>)	New England Aster	FACW-
<i>Scirpus cyperinus</i>	Wool Grass	FACW
<i>Juncus effusus</i>	Soft Rush	FACW+

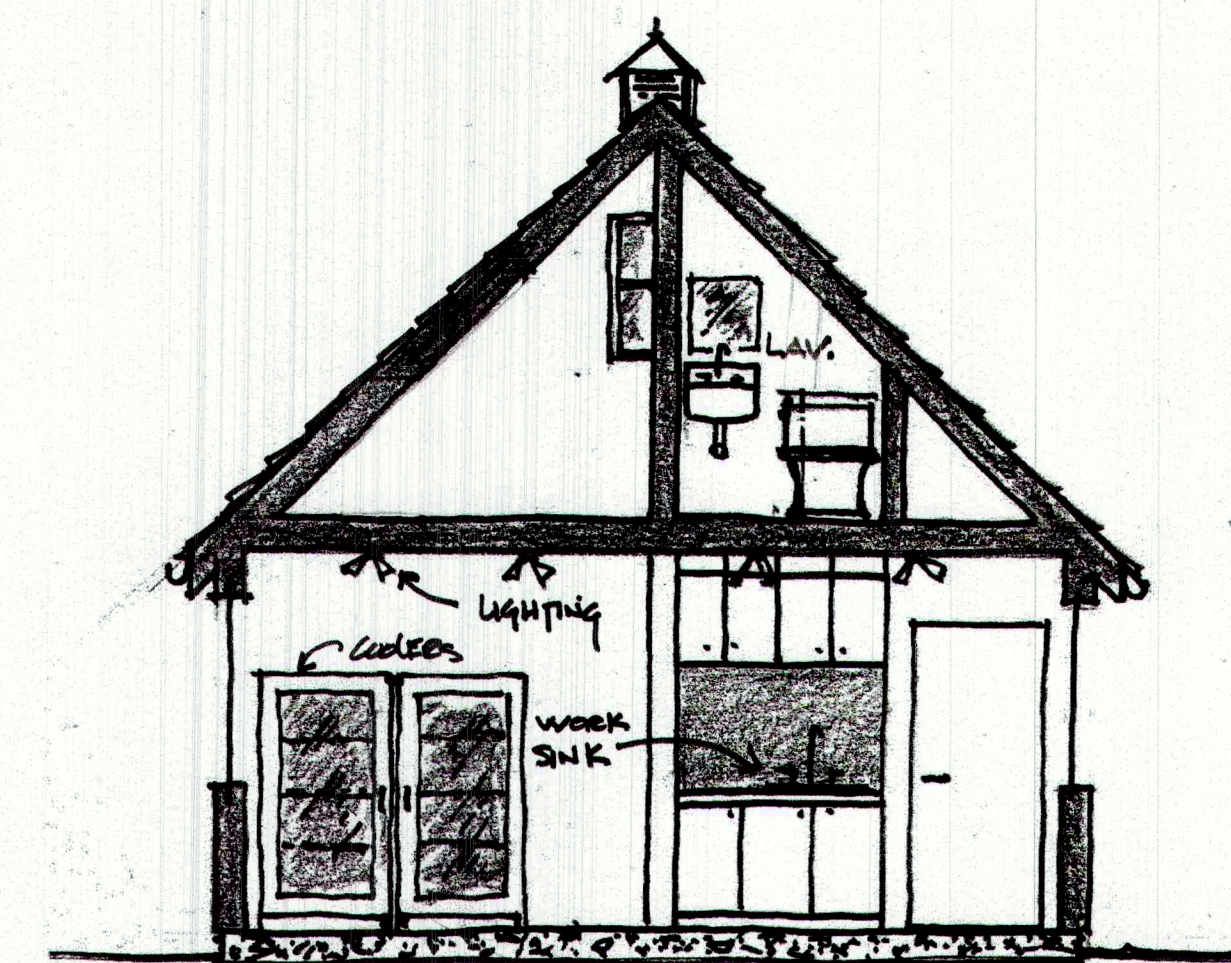
APPLY: 35 LBS/ACRE (1250 lb 1/10)



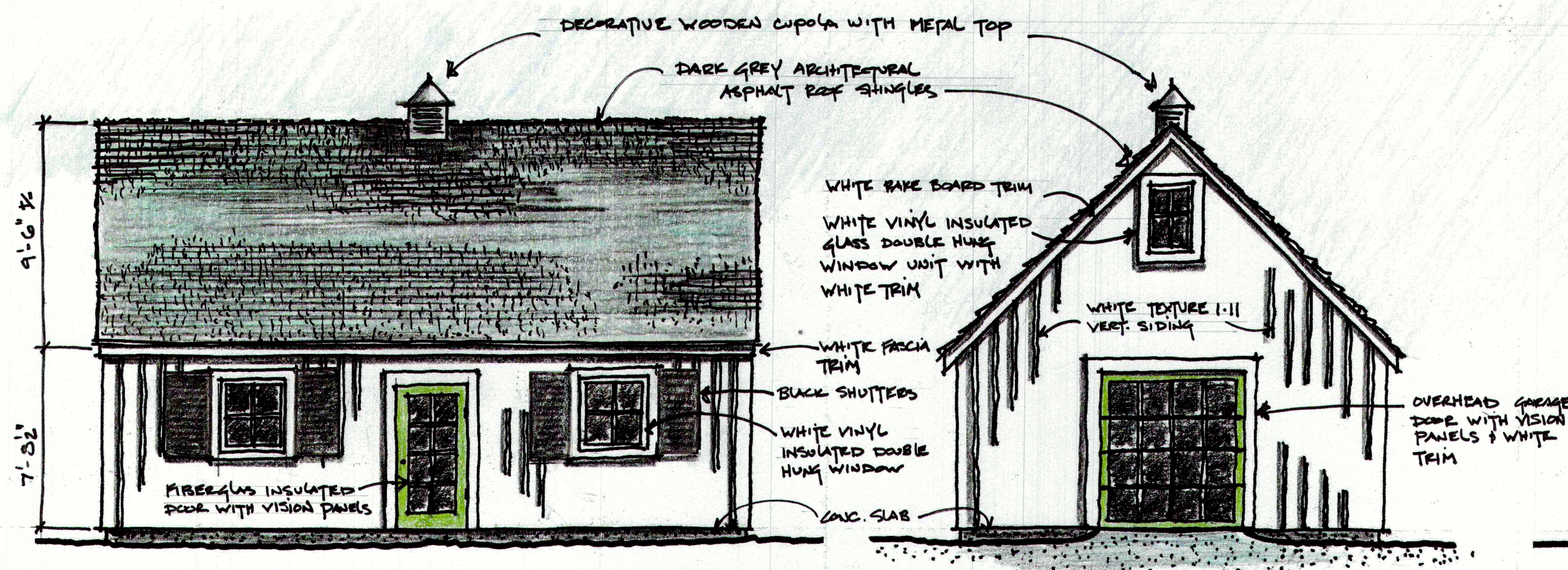
PLAN - GROUND FLOOR
1/4" = 1'-0"



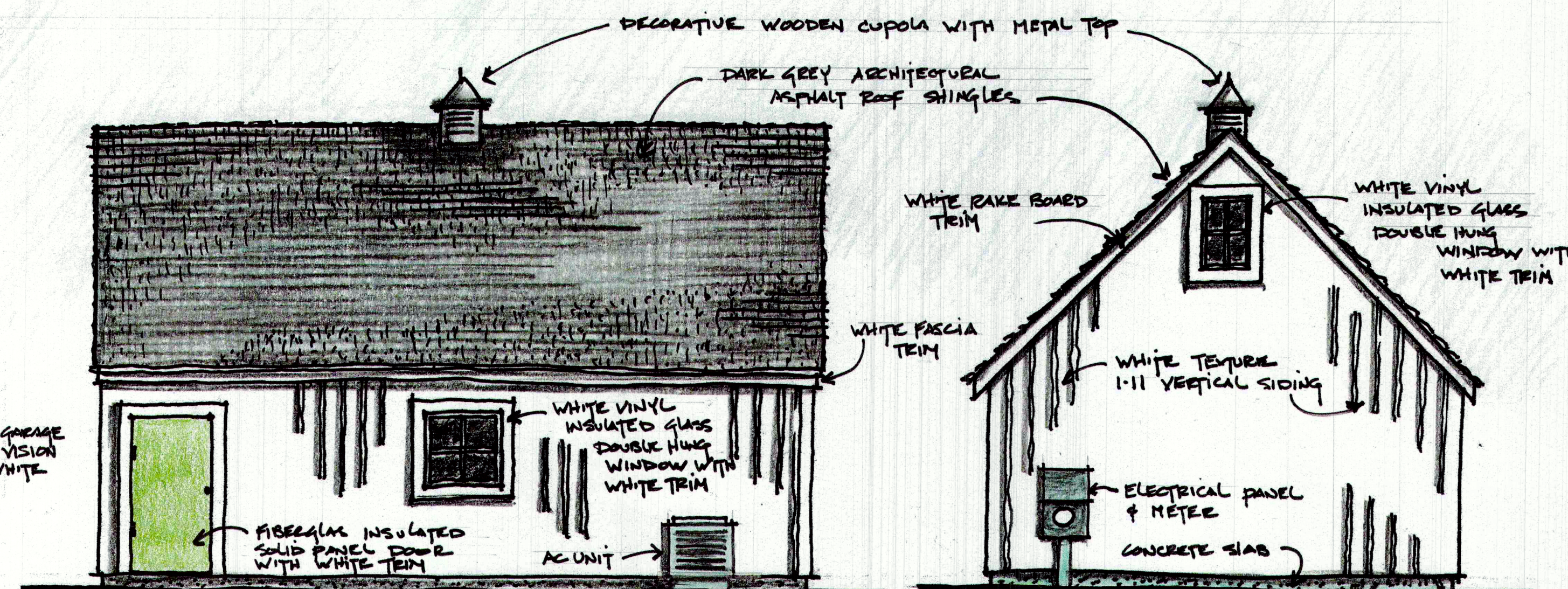
PLAN - 2ND FLOOR
1/4" = 1'-0"



SECTION
1/4" = 1'-0"



PARKING LOT - DRIVEWAY SIDE
1/4" = 1'-0"



BACKSIDE
1/4" = 1'-0"

STREET SIDE
1/4" = 1'-0"

COMER NURSERY &
GARDEN CENTER

300 CHURCH STREET
AMSTON, CT 06231

LOT
4

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.

MISSION STATEMENT

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

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

**Board of Selectmen Regular Meeting
August 21, 2025, 7:00 PM (America/New York)
Please join my meeting from your computer, tablet or
smartphone.**

<https://meet.goto.com/936096485>

You can also dial in using your phone.

Access Code: 936-096-485

United States: +1 (571) 317-3112

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

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

Thursday, August 21, 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)

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) Personnel Policy Review
 - d) Any Other Old Business
- 7:50 p.m. 9. NEW BUSINESS**
- a) Adopt Ordinance Delegating the Board of Selectmen as the Authority for Fixed Assessment in Accordance with CGS and Other Local Economic Development Incentive Programs
 - b) Approval of RHAM SRO Agreement
 - c) Approval of Hebron BOE SRO Agreement
 - d) Draft Agenda for September 11, 2025, Regular Meeting
 - e) Any Other New Business
- 8:25 p.m. 10. CONSENT AGENDA**
- Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.
- a) **APPROVAL OF MINUTES**
- 10.a.1 August 7, 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
AUGUST 7, 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 July 24, 2025 – Regular Meeting

b) TAX REFUNDS

10.b.1	Jason Pueschel	\$305.45
10.b.2	Fred E Weber	\$20.94
10.b.3	Susan Oshman	\$530.99

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, July 24, 2025 –7:00 PM**

2025 JUL 25 P 12:37
[Signature]
HEBRON TOWN CLERK

MINUTES

ATTENDANCE:

Board of Selectmen (Present): Keith Petit (Chair), Daniel Larson (Vice-Chair), Tiffany Thiele, Claudia Riley (arrived at 7:06 p.m.), Sean Fitzgerald

Staff: Donna Lanza, Andrew Tierney, Dori Wolf, Paul Forrest, Lori Granato, Matt Bordeaux

Guests: Richard Steiner, Mal Leichter, Chris Cyr, Community Voice Channel, Holly & Todd Habicht, Kathy Williams

1. Call to Order

2. Pledge of Allegiance

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

3. Additions and Changes to Agenda

The following items were added:

- 7.d - Audit update
- 13.c – Discussion of personnel matter

4. Public Comment

None.

5. Good to Know / Special Recognition

A. Road Safety – Paul Forrest, Public Works Director

After increased inquiries about road safety signage, P. Forrest reviewed the process by which residents may pursue solutions. A. Tierney is designated as the Town's Legal Traffic Authority (LTA), and is responsible for ensuring signage on all Town roads adheres to the manual on uniform traffic controls. Residents seeking changes should contact DPW or the Town Manager's Office. A. Tierney reviewed the process for speed limit adjustments and other traffic easing measures, noting some signs previously used are no longer permitted. Requests regarding non-Town roads must be made to the State.

(C. Riley arrived.)

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, July 24, 2025 –7:00 PM**

6. Appointments and Resignations

A. Douglas Library Board of Trustees Appointment

Motion by D. Larson that the Hebron Board of Selectmen appoint Elizabeth Fitzgerald to the Douglas Library Board of Trustees for a term to run until December 2028. The motion passed unanimously (5-0).

7. Town Manager's Report

A. Recent Activities

B. Correspondence

C. Town Manager Updates

DPW union negotiations are ongoing. Two bids were received for the 2026 revaluation. Interviews for the Town Manager's Office administrative assistant will begin next week. Paving is upcoming at the Senior Center, as well as Hope Valley Road. Work with the PBC continues on multiple projects, including school roofs, DPW site testing and engineering, and the RHAM emergency generator. A DEEP grant has been received for the purchase of hoses and hose appliances for the fire department. Following a question from C. Riley, there was brief discussion on SRO contract negotiations, and newly budgeted SRO positions at RHAM.

D. Audit Update

L. Granato reviewed communication from the States's Office of Policy and Management (OPM), which was previously shared with Selectmen. OPM requires submission of documentation when municipalities are more than six months late in completing their audit. These include explanation as to the cause of the delay, steps that will be taken to fix it, and an expected date of completion. L. Granato reported auditors will conduct field work in mid-August, with the audit to expected to be complete in the last week of September.

Selectmen inquired as to the causes of the delay, leading to discussion on software rollover issues, missing or incomplete process and procedure guidelines, and staffing needs, particularly within the Finance Department. Attracting and retaining qualified candidates is an ongoing challenge. L. Granato noted an emphasis on clerical tasks for existing positions, and stated an individual with a higher-level skill set, specifically a background in accounting, would likely improve department efficiency. D. Larson stressed the need to pay Town employees competitively. Following inquiry from S. Fitzgerald, L. Granato affirmed the Town's financial solvency is not at risk due to the late audit.

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, July 24, 2025 –7:00 PM**

8. Old Business

A. ARPA Update

Pickleball courts are complete. The parking lot for the dog park is under construction. Security upgrades at Town buildings are nearly complete.

B. DPWAC Update

R. Steiner and M. Leichter of the DPWAC reported environmental site testing will be conducted through mid-August, with the committee receiving updates from Langan (the contractor), at their most recent meeting. Preliminary conceptual schematics were also shared. M. Leichter stated the effort to inform and educate the public must begin well in advance of the referendum, and emphasized collaboration between the BoS and DPWAC. K. Petit agreed, and requested quarterly updates and or presentations by the DPWAC at BoS meetings. There was also discussion of operating a booth at the upcoming Harvest Fair to provide residents with information related to the project.

C. Other Old Business

None.

9. New Business

A. Consider Adoption of Ordinance Delegating the BoS as Authority for Economic Development Incentive Program per C.G.S. 12-65b

Motion by S. Fitzgerald that the Hebron Board of Selectmen schedule a Public Hearing for Thursday, August 21, 2025 at 6:45 p.m. at the Hebron Town Office Building Lower Level Meeting Room to receive public comment on the proposed Ordinance Delegating the Board of Selectmen as the Authority for the Economic Development Incentive Program per C.G.S. 12-65b.

Discussion: M. Bordeaux stated the proposal would reflect updates to state statute as well as providing better clarity regarding BoS authority. Suggested ordinance language was included in the agenda, and will be reviewed by the Town Attorney and finalized prior to the Public Hearing.

The motion passed unanimously (5-0).

B. Reject RHAM Emergency Generator Bids

Motion by T. Thiele that the Hebron Board of Selectmen reject all bids received for the pre-purchase of the emergency electrical generator for the RHAM Generator Project, due to inconsistencies in the bids received. The project should be rebid as soon as practical.

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, July 24, 2025 –7:00 PM**

Discussion: A. Tierney stated it is in the best interests of the Town to rebid, with R. Steiner reporting the concurrence of the DPWAC, Town Attorney, and Department of Economic and Community Development (DECD) in the matter.

The motion passed unanimously (5-0).

C. Draft Agenda for August 7, 2025 Meeting

D. Other New Business

K. Petit noted upcoming items under Old Business. A. Tierney stated the new resident trooper will begin early next month.

10. Consent Agenda

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

A. Approval of Minutes

- 1. July 3, 2025 – Special Meeting**
- 2. July 10, 2025 – Regular Meeting**

11. Liaison Reports

- A. AHM Youth Services – No report.**
- B. Hebron BoE – No report.**
- C. Board of Finance – No report.**
- D. Land Acquisition – No report.**
- E. RHAM BoE – No report.**

12. Public Comment

None.

13. Executive Session

Motion by K. Petit that the Board of Selectmen enter Executive Session for discussion of the Simiola property on Hope Valley Road, the Rifkin property on West Main Street, and also to discuss a personnel matter relating to the revenue collector's position in town, inviting Matt (Bordeaux), Donna (Lanza), and Andy (Tierney) for appropriate portions. The motion passed unanimously (5-0).

**TOWN OF HEBRON
BOARD OF SELECTMEN
Regular Meeting (Hybrid)
Town Office Building – 15 Gilead Street
Thursday, July 24, 2025 –7:00 PM**

Executive Session began at 8:12 p.m.

Executive Session ended at 9:16 p.m.

14. Action as a Result of Executive Session

Motion by K. Petit that the Board of Selectmen authorize the Town Planner to get an appraisal of the Simiola property not to exceed \$2,000. The motion passed unanimously (5-0).

Motion by K. Petit that the Board of Selectmen authorize the Town Planner to get an appraisal of the Rifkin property not to exceed \$6,000. The motion passed unanimously (5-0).

Motion by K. Petit that the Board of Selectmen accept the resignation of the revenue collector as received by the Town Manager. The motion passed unanimously (5-0).

15. Adjournment

Motion by T. Thiele to adjourn the Board of Selectmen's meeting at 9:19 p.m.

Respectfully submitted,
Hannah Walcott (Board Clerk)