

**MISSION STATEMENT**

The Town Council, 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.

RECEIVED

2026 MAY 29 A 9:29

HEBRON TOWN CLERK

**TOWN OF HEBRON  
TOWN COUNCIL  
REGULAR MEETING (HYBRID)  
15 GILEAD STREET**

**Town Council Regular Meeting**  
Jun 4, 2026, 7:00 PM (America/New\_York)

**Please join my meeting from your computer, tablet or smartphone.**  
<https://meet.goto.com/578214085>

**You can also dial in using your phone.**  
Access Code: 578-214-085  
United States: [+1 \(408\) 650-3123](tel:+14086503123)

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Thursday, June 4, 2026

7:00 p.m.

**AGENDA**

Time Guideline

7:00 p.m.    1.    **CALL TO ORDER**

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

7:05 p.m.    3.    **ADDITIONS AND CHANGES TO THE AGENDA**

7:10 p.m.    4.    **PUBLIC COMMENT**

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

7:15 p.m.    5.    **GOOD TO KNOW/SPECIAL RECOGNITION**

- a) Jacob Ammermann – Eagle Scout
- b) Douglas Fellman – Eagle Scout
- c) William Kemp – Eagle Scout
- d) Pride Month Proclamation

7:25 p.m.    6.    **APPOINTMENTS AND RESIGNATIONS**

- 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) FY 2026-2027 Budget Update
  - b) American Rescue Plan State and Local Recovery Funds Update\*\*\*
  - c) Department of Public Works Action Committee Update\*\*\*
  - d) Revisions to Employee Handbook of Personnel Policies and Procedures
  - e) Homestead Exemption Ordinance Update\*\*\*
  - f) The Town Center Project – America 250 Update
  - g) Hebron Cell Phone Towers Advisory Group Update
  - h) Town Website Project Update\*\*\*
  - i) Town Manager Executive Search Update
  - j) CT Main Street Initiative\*\*\*
  - k) Any Other Old Business
- \*\*\*no update at this time
- 7:35 p.m. 9. **NEW BUSINESS**
- a) Public Building Committee recommendation on Clerk of the Works
  - b) Approve FY 25-26 Transfers and FY 23-24 Year End Transfers
  - c) Approve Fire Department FEMA Application for a FY 2025 Assistance to Firefighters Grant (AFG) for Portable Radios
  - d) Approve Fire Department FEMA Application for a FY 2025 Assistance to Firefighters Grant (AFG) for Fire Hose
  - e) Approve Fire Department FEMA Application for a FY 2025 Staffing for Adequate Fire and Emergency Response Grant (SAFER)
  - f) Draft Agenda for June 18, 2026 Regular Meeting
  - g) Any Other New Business
- 7:45 p.m. 10. **CONSENT AGENDA**
- Consent agenda items are considered to be routine in nature, which the Council may not need to discuss individually and may be voted on as a group. Any council member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.
- a) **APPROVAL OF MINUTES**
    - 10.a.1 May 21, 2026 – Public Hearing
    - 10.a.2 May 21, 2026 – Regular Meeting
- 7:50 p.m. 11. **LIAISON REPORTS**
- a) AHM Youth Services – Sean Fitzgerald
  - b) Hebron BOE – Tiffany V. Thiele
  - c) Board of Finance – Keith Petit
  - d) Open Space Land Acquisition – Jan Lawrence
  - e) Water Pollution Control Authority – Jan Lawrence
  - f) RHAM BOE – Claudia Riley

- 8:00 p.m.      12.    PUBLIC COMMENT**
- 8:10 p.m.      13.    ANTICIPATED EXECUTIVE SESSION**
  - A. Personnel Matter - Town Supervisors Union Contract
- 8:25 p.m.      14.    POSSIBLE ACTION AS A RESULT OF EXECUTIVE SESSION**
- 8:30 p.m.      15.    ADJOURNMENT**

# **CORRESPONDENCE**

## Scouting America Troop 28/1028, Hebron, CT

Dianne T. Winicki, Eagle Court of Honor Coordinator  
44 Skyview Drive  
Colchester, CT 06415  
[Diwin1@yahoo.com](mailto:Diwin1@yahoo.com)

May 11, 2026

First Selectman Daniel Larson, Board of Selectmen, and Town Manager  
Town of Hebron  
15 Gilead Street  
Hebron, CT 06248

Dear First Selectman Daniel Larson, Board of Selectmen, and Town Manager:

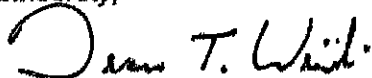
My name is Dianne Winicki, a volunteer with Scouting America, Connecticut Rivers Council, Troop 28/1028 Hebron, CT. This letter is to cordially invite your assistance in recognizing the achievements and service of three exemplary young men, Jacob Ammermann, Will Kemp and Douglas Fellman who have all recently achieved the highest rank in scouting, the rank of Eagle Scout.

Jacob Ammermann's Eagle Court of Honor will be held on Saturday, June 6<sup>th</sup>, and Will Kemp and Douglas Fellman's will be the following Saturday, June 13<sup>th</sup>. Both ceremonies will be held at 2:00 p.m. at Gilead Congregational Church, 672 Gilead Street, Hebron, CT. If your schedules allow, your attendance at either or both Courts of Honor would be highly valued and greatly celebrated. If not, would you be so gracious to send a letter of greeting, along with any item of congratulations that you wish to have presented to each of them during their recognition ceremonies.

Please address your letters and recognitions to Eagle Scout Ammermann, Eagle Scout Kemp, and Eagle Scout Fellman, in care of me at the below address. The recognitions and letters will be compiled, and after they are read at their Eagle Courts of Honor, they will be displayed at these upcoming ceremonies.

First Selectman Larson, Board of Selectmen and Town Manager, heartfelt thanks for taking the time out of your very busy schedule and innumerable commitments to assist our scouting unit and our community recognize the investment, the personal service, and the achievement of Eagle Scouts Ammermann, Kemp, and Fellman. Your congratulations will be greatly appreciated.

Sincerely,



Dianne T. Winicki, Eagle Court of Honor Coordinator  
Scouting America Troop 28/1028  
44 Skyview Drive  
Colchester, CT. 06415

## Donna Lanza

---

**From:** Karen Stewartson <kstewartson@crcogct.gov>  
**Sent:** Thursday, May 28, 2026 12:29 PM  
**To:** Douglas Wilson; cmartin@easthartfordct.gov; Jason Outlaw, PE; mayor@newbritainct.gov; Jeff LaMalva; Steven Stephanou; Larry Baril; tory.sidoti@southwindsor-ct.gov; Stephen Braun; Kessler Adam; troy@simsbury-ct.gov; dcorcoran@tolland.org; Devin Cowperthwaite; Robert Trottier; Smith, David; Kirk Severance; Leonard Norton; Zibbideo, Christopher; Nunes, Donald; Derrick Gregor; Peter Hughes; Paul Forrest; Jason Hayes; hpeck@avonct.gov; michael.maniscalco@southwindsor-ct.gov; corey.turner@glastonbury-ct.gov; Wendy Mackstutis; jsavino@wlocks.com; bfoley@tollandct.gov; aharrington@bloomfieldct.gov; Jon Colman; dchampagne@vernon-ct.gov; mwalsh@granby-ct.gov; jaltshul@newingtonct.gov; Jason Bowza; gcekala@enfield.org; Fred Presley; dporter@marlboroughct.gov; Donna Lanza; Jason Hayes  
**Cc:** Matt Hart; Rob Aloise; Cara Radzins; Roger Krahn; Stephanie Dominello; Sotoria Montanari  
**Subject:** 2026 LOTCIP Solicitation Staff Recommended Selections (Approved by Policy Board May 27, 2026)  
**Attachments:** 2026-04-Staff Recommended LOTCIP Projects.pdf

Congratulations, your project proposal is advancing in the 2026 LOTCIP Solicitation!

At the May 27 Policy Board meeting, the Policy Board approved the recommended LOTCIP projects selections (**attached**). Each of these project applications will then need to be transmitted to CTDOT for their approval in the form of a Commitment to Fund letter. **PLEASE NOTE that LOTCIP project design costs are borne by the municipality, and therefore many communities choose not to begin their designs (and/or contract with a design consultant) until their project receives a Commitment to Fund letter.**

### Tentative Schedule

Summer 2026 – Applications to CRCOG consultants for review  
Summer/Fall 2026 – Applications returned to Municipalities for review of comments  
Fall 2026 – Submit to CTDOT  
Fall 2026/Winter 2027 – CTDOT review/Distribute comments to municipalities  
Winter/Spring 2027 – Continuing reviews/Commitment to Fund Letters issued

We appreciate all your efforts in preparing your project application(s) and look forward to assisting you in making your project a success. As always, please do not hesitate to contact me at 860-724-4214 or Sotoria Montanari ( [smontanari@crcogct.gov](mailto:smontanari@crcogct.gov) or 860-724-4220 ) if you have any questions or concerns.

Thank you,

Karen (Sending on behalf of Robert Aloise)

**TOWN OF HEBRON  
TOWN COUNCIL  
REGULAR MEETING  
JUNE 4, 2026**

**GOOD TO KNOW/SPECIAL RECOGNITION**

- a) Attached is a Letter of Recognition for Jacob Ammermann who has attained Eagle Scout status. Jacob and his family are in attendance at tonight's meeting and he will receive this letter. Jacob's Court of Honor Ceremony will be held on Saturday, June 6<sup>th</sup> at Gilead Congregational Church.
- b) Attached is a Letter of Recognition for Douglas Fellman who has attained Eagle Scout status. This letter will be presented to Douglas at his ceremony to be held on Saturday, June 13<sup>th</sup> at Gilead Congregational Church.
- c) Attached is a Letter of Recognition for William Kemp who has attained Eagle Scout status. This letter will be presented to Douglas at his ceremony to be held on Saturday, June 13<sup>th</sup> at Gilead Congregational Church.
- d) Pride Month Proclamation to be provided by Councilor Riley.



DONNA LANZA  
INTERIM TOWN MANAGER

## *Town of Hebron*

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

TIFFANY V. THIELE  
CHAIR

JAN LAWRENCE  
VICE CHAIR

KEITH PETIT  
COUNCILOR

CLAUDIA TEJADA RILEY  
COUNCILOR

SEAN FITZGERALD  
COUNCILOR

June 4, 2026

Mr. Jacob Ammermann  
Amston, CT 06231

Re: Eagle Scout Designation

Dear Mr. Ammermann:

On behalf of the Town of Hebron, it is with great pleasure to write this letter in recognition of your designation as Eagle Scout with Scouts BSA Troop 28. This is a tremendous achievement in a young person's life.

The students of Hebron Elementary and residents from all over Connecticut can enjoy the nature trail and the space that the outdoor classroom provides because of the hard work and planning that you put into repairing and cleaning the space. Your Eagle Scout project will benefit the town for years to come. We appreciate and honor your hard work and dedication to Scouting America and the Town of Hebron.

Good luck in your future endeavors!

Sincerely,

Tiffany V. Thiele  
Council Chair



DONNA LANZA  
INTERIM TOWN MANAGER

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COUNCILOR

SEAN FITZGERALD  
COUNCILOR

June 4, 2026

Mr. Douglas Fellman  
53 Fox Ridge Ln  
Hebron, CT 06248

Re: Eagle Scout Designation

Dear Mr. Fellman:

On behalf of the Town of Hebron, it is with great pleasure to write this letter in recognition of your designation as Eagle Scout with Scouts BSA Troop 28. This is a tremendous achievement in a young person's life.

The Gilead Congregational Church Garden of Remembrance is a significant outdoor setting that offers a quiet space for honoring memories, personal reflection, and coming together as a community. The revitalization project you lead will enhance the beauty of the space, while the addition of the two outdoor benches will allow for an inclusive space for visitors of all ages. We appreciate and honor your hard work and dedication to Scouting America and the Town of Hebron.

Good luck in your future endeavors!

Sincerely,

Tiffany V. Thiele  
Council Chair



DONNA LANZA  
INTERIM TOWN MANAGER

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CLAUDIA TEJADA RILEY  
COUNCILOR

SEAN FITZGERALD  
COUNCILOR

June 4, 2026

Mr. William Kemp  
8 Wildflower Dr  
Hebron, CT 06248

Re: Eagle Scout Designation

Dear Mr. Kemp:

On behalf of the Town of Hebron, it is with great pleasure to write this letter in recognition of your designation as Eagle Scout with Scouts BSA Troop 28. This is a tremendous achievement in a young person's life.

Our historic cemeteries act as symbols of Hebron's culture and heritage as well as providing a place of reflection. The Jones Street Cemetery was active from approximately 1777-1934 and holds 170 markers. The cemetery clean-up you organized, including brush removal and gravestone cleaning, will ensure that these historic markers remain accessible and protected. We appreciate and honor your hard work and dedication to Scouting America and the Town of Hebron.

Good luck in your future endeavors!

Sincerely,

Tiffany V. Thiele  
Council Chair

**TOWN OF HEBRON  
TOWN COUNCIL  
REGULAR MEETING  
JUNE 4, 2026**

**FY 2026-2027 BUDGET UPDATE**

An update on the May 26, 2026 Budget Referendum will be provided at the meeting. Attached is the Summary of Votes and Advisory Questions.

The Board of Finance held a meeting on Wednesday, June 3, 2026, to consider budget adjustments and set a budget to send to June 16, 2026, referendum. The Town Council may wish to review and consider budget allocation adjustments as necessary.

A new Summary Page will be presented at the meeting along with a list of potential budget adjustments. Town Council shall decide if Advisory Questions will be included on the June 16, 2026 Referendum.

CERTIFICATION OF THE VOTE

I, Francesca Villani, Town Clerk of Hebron, Connecticut, on May 27, 2026 hereby certify that a referendum vote of the electors and citizens qualified to vote for Budget Referenda of said town was held at the normal polling place of said Town on May 26, 2026, between the hours of 6:00 A.M. and 8:00 P.M.; that the questions submitted to referendum vote were placed on the voting machines under the following headings and that the results of said referendum vote were as follows:

1. SHALL THE TOWN OF HEBRON APPROVE A FY 2026-2027 BUDGET OF \$44,018,872 AS RECOMMENDED BY THE BOARD OF FINANCE?  
 Number of "Yes" votes 929      Number of "No" votes 1168
  
2. SHALL THE TOWN OF HEBRON APPROVE A FY 2026-2027 CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET OF \$694,789 AS RECOMMENDED BY THE BOARD OF FINANCE?  
 Number of "Yes" votes 1055      Number of "No" votes 1038
  
3. "SHALL THE BUDGET OF \$32,501,251 FOR THE OPERATION AND MAINTENANCE OF THE REGIONAL SCHOOL DISTRICT 8 PUBLIC SCHOOL SYSTEM (RHAM) FOR THE FISCAL YEAR JULY 1, 2026 TO JUNE 30, 2027 BE APPROVED?"
 

Hebron Number of <i>Yes</i> votes	<span style="border: 1px solid black; padding: 2px;">873</span>	Hebron Number of <i>No</i> votes	<span style="border: 1px solid black; padding: 2px;">1222</span>
Andover Number of <i>Yes</i> votes	<span style="border: 1px solid black; padding: 2px;">417</span>	Andover Number of <i>No</i> votes	<span style="border: 1px solid black; padding: 2px;">360</span>
Marlborough Number of <i>Yes</i> votes	<span style="border: 1px solid black; padding: 2px;">319</span>	Marlborough Number of <i>No</i> votes	<span style="border: 1px solid black; padding: 2px;">140</span>
Total RHAM <i>Yes</i> votes	<span style="border: 1px solid black; padding: 2px;">1609</span>	Total RHAM <i>No</i> votes	<span style="border: 1px solid black; padding: 2px;">1722</span>
  
4. "SHALL THE CAPITAL IMPROVEMENT PROGRAM BUDGET OF \$331,037 AS RECOMMENDED BY THE REGIONAL SCHOOL DISTRICT 8 BOARD OF EDUCATION (RHAM) FOR THE FISCAL YEAR JULY 1, 2026 TO JUNE 30, 2027 BE APPROVED?"
 

Hebron Number of <i>Yes</i> votes	<span style="border: 1px solid black; padding: 2px;">947</span>	Hebron Number of <i>No</i> votes	<span style="border: 1px solid black; padding: 2px;">1148</span>
Andover Number of <i>Yes</i> votes	<span style="border: 1px solid black; padding: 2px;">424</span>	Andover Number of <i>No</i> votes	<span style="border: 1px solid black; padding: 2px;">350</span>
Marlborough Number of <i>Yes</i> votes	<span style="border: 1px solid black; padding: 2px;">318</span>	Marlborough Number of <i>No</i> votes	<span style="border: 1px solid black; padding: 2px;">140</span>
Total RHAM <i>Yes</i> votes	<span style="border: 1px solid black; padding: 2px;">1689</span>	Total RHAM <i>No</i> votes	<span style="border: 1px solid black; padding: 2px;">1638</span>
  
1. The TOWN GOVERNMENT portion of the Total Budget is
 

	TOO HIGH <span style="border: 1px solid black; padding: 2px;">1208</span>
	TOO LOW <span style="border: 1px solid black; padding: 2px;">114</span>
	JUST RIGHT <span style="border: 1px solid black; padding: 2px;">688</span>
  
2. The HEBRON BOARD OF EDUCATION portion of the Total Budget is
 

	TOO HIGH <span style="border: 1px solid black; padding: 2px;">1252</span>
	TOO LOW <span style="border: 1px solid black; padding: 2px;">272</span>
	JUST RIGHT <span style="border: 1px solid black; padding: 2px;">503</span>
  
3. The TOWN CAPITAL IMPROVEMENT PROGRAM (CIP) Budget is
 

	TOO HIGH <span style="border: 1px solid black; padding: 2px;">1067</span>
	TOO LOW <span style="border: 1px solid black; padding: 2px;">153</span>
	JUST RIGHT <span style="border: 1px solid black; padding: 2px;">779</span>
  
4. Hebron's Share of the RHAM Budget is
 

	TOO HIGH <span style="border: 1px solid black; padding: 2px;">1366</span>
	TOO LOW <span style="border: 1px solid black; padding: 2px;">108</span>
	JUST RIGHT <span style="border: 1px solid black; padding: 2px;">543</span>
  
5. Hebron's Share of the RHAM CIP Budget is
 

	TOO HIGH <span style="border: 1px solid black; padding: 2px;">1260</span>
	TOO LOW <span style="border: 1px solid black; padding: 2px;">83</span>
	JUST RIGHT <span style="border: 1px solid black; padding: 2px;">661</span>

**TOWN OF HEBRON  
TOWN COUNCIL  
REGULAR MEETING  
JUNE 4, 2026**

**THE TOWN CENTER PROJECT – AMERICA 250 UPDATE**

Member(s) of The Town Center Project will be present to give an update on the America 250 celebratory events.

**TOWN OF HEBRON  
TOWN COUNCIL  
REGULAR MEETING  
JUNE 4, 2026**

**HEBRON CELL PHONE TOWERS ADVISORY GROUP UPDATE**

Member(s) of the Hebron Cell Phone Towers Advisory Group will be providing a recommendation and is expecting a proposed contract from SBA Communications for the Town Council to consider.

Once this Contract is received, it will be shared with Halloran and Sage, Hebron Town Counsel for legal review.

The Contract may be presented at the June 18, 2026, Town Council meeting for possible approval.

**TOWN OF HEBRON  
TOWN COUNCIL  
REGULAR MEETING  
JUNE 4, 2026**

**TOWN MANGER EXECUTIVE SEARCH UPDATE**

Bill Frasier, Senior Vice President of Strategic Government Resources, met with Town Department Heads and the Town Manager Search Committee last week.

The Town Council will provide a brief update on the progress of this project.

**TOWN OF HEBRON  
TOWN COUNCIL  
REGULAR MEETING  
JUNE 4, 2026**

**PUBLIC BUILDING COMMITTEE RECOMMENDATION ON CLERK OF THE WORKS**

Attached is a letter from the Public Building Committee recommending that the contract for Clerk of the Works on the Gilead Hill School Roofing and Code Violations Project be awarded to M & J Engineering of Hamden, CT.

Member(s) of the Building Committee will be present to answer any questions.

**PROPOSED MOTION:**

Move that the Hebron Town Council approves the award of contract to M & J Engineering of Hamden, Connecticut for the Gilead Hill School Roofing and Code Violations Project based on the hourly rate of \$197.00 with the not to exceed amount of \$100,000; and authorize Donna Lanza, Interim Town Manager, to sign all necessary documents to effectuate the transaction.

**GILEAD HILL ELEMENTARY SCHOOL  
BUILDING COMMITTEE  
15 GILEAD STREET  
HEBRON, CT 06248**

May 28, 2026

Ms. Donna Lanza  
Interim Town Manager  
Town of Hebron  
15 Gilead Street  
Hebron, CT 06248

RE: Gilead Hill Elementary School-Clerk of the Works  
Recommendation of Contract Award  
M & J Engineering

Dear Donna:

On Friday, May 22nd, the Request for Qualifications and the Request for Fee Proposals were received and opened for the Clerk of the Works position to oversee both the re-roofing and code violation projects at the Gilead Hill Elementary School.

Last night, members of the Building Committee convened a special meeting to share their independent assessments and evaluations of the three submissions that were received.

A very extensive and thorough review was conducted, and it was the consensus of opinions that the firm M & J Engineering of Hamden, CT, provides an extremely deep level of experience. But, more importantly the Clerk of the Works candidate that they are proposing has the wide variety of knowledge to oversee all the various work that is going to be undertaken this coming summer at the school.

As a result, "a motion was made by Mal Leichter that the Gilead Hill Building Committee vote to approve retaining the services of M & J Engineering of Hamden, CT, based on the hourly rate of \$197.00 with the not to exceed amount of \$100,000 and recommend that the Town enter into a contact with them. The Building Committee requests that this be placed on the next Town Council meeting for their formal approval and with the Interim Town Manager, Donna Lanza being authorized to sign all necessary documents and contracts related to this work." The motion was seconded by Wayne Warwick. A vote was taken, and it was unanimous with three in favor (3-0) with no abstentions.

It is important to note that the Committee did not select the two lowest submitters for this very important work. There were two concerns with the lowest bidder, KK Lion Construction. The firm is located far from the project site, and research indicates that they are a relatively newly established company. As a result, their similar work experience did not align with what was requested in the RFQ. Regarding the second lowest bidder, Prime Consulting, the instructions in the RFQ clearly stated that all

Ms. Donna Lanza  
Recommendation Clerk of the Works  
May 28, 2026  
Page 2

hourly rates must be all inclusive of all costs. However, they excluded travel expenses and project management fees. On the basis of that, their submission had to be dismissed.

Attached are a copy of M & J Engineering's fee proposal and the Bid Tabulation Sheet for your information and use. It is important to note that the bid is within the budgeted amount that was allocated for the project.

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

Sincerely,



Richard B. Steiner, Chairman

Cc: Building Committee Members  
Scott Phelps-Building Department

Enc. (4)



# M & J ENGINEERING

## FEE PROPOSAL

TOWN OF HEBRON

REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS

CLERK OF THE WORKS

Gilead Hill School Roofing and Code Violation Projects

### PROPOSAL FORM

- *The all-inclusive Hourly Rate for the Clerk of the Works to be on the Project Site no less than 40 hours from Monday through to Friday.*

HOURLY RATE: \$197.00 / Hour

- *The all-inclusive hourly rate for the Clerk of the Works on the Project Site for more than 8 hours a day or over 40 hours in a week.*

HOURLY RATE: \$197.00 / Hour

- *The all-Inclusive Hourly Rate for the Clerk of the Works to be on the Project Site on some Saturdays above the 40 hours from Monday through to Friday.*

HOURLY RATE: \$197.00 / Hour

**Requested Information to be Provided in RFQ:** *Please indicate if the Submitter has had previous experience in working with either Silktown Roofing Company or Sarazin General Contractors and in what capacity and how the working relationship was. In addition, the prospective respondent shall disclose of any possible conflicts such as current or recent joint ventures, whether they are currently in privity, whether the clerk has any interest in those companies, or has ever been employed by them, etc.*

END OF REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS

# RFQ FEE PROPOSAL

## REQUIREMENTS

In regards the roof replacement and fire and smoke penetration work, the Clerk of the Works must not be averse to climbing up and down ladders.

**Project Construction Cost:** The total project construction cost is \$380,000 dollars.

**Projects Prime Contractor:** Sarazin General Contractors, North Windham, CT

**Requested Information to be Provided in RFQ:** In the Qualifications Section of this Request, please indicate if the Submitter has had previous experience in working with the above-noted Trade Contractor and in what capacity and how the working relationship was. In addition, the prospective respondent shall disclose of any possible conflicts such as current or recent joint ventures, whether they are currently in privity, whether the clerk has any interest in those companies, or has ever been employed by them, etc.

### Specific Roles and Responsibilities:

- ↘ • **The Clerk of the Works shall be on the Project Site for no less than 40 hours from Monday through to Friday. The Respondent shall provide an all-inclusive hourly rate for these services on the Proposal Form that is part of this RFQ/RFP.**
- ↘ • **The Respondent should anticipate that there may be a requirement to be on the Project Site some days beyond 8 hours which may increase the overall weekly on site time to exceed 40 hours. The Respondent shall provide an all-inclusive hourly rate for these services beyond the anticipated 8 hours per day and 40 hours per week that are described in the above bullet item on the Proposal Form that is part of this RFQ/RFP.**
- ↘ • **The Respondent should anticipate that there may be a requirement to be on the Project Site on some Saturdays. The Respondent shall provide an all-inclusive hourly rate for these services beyond the 40 hours that is described in the above bullet item on the Proposal Form that is part of this RFQ/RFP.**
- **Of particular concern of the Town, Building Official and Fire Marshal is a Clerk of the Works who is highly familiar with all aspects of the proper installation of penetration sealants in both fire and smoke type partitions. It shall be the responsibility of the Clerk of the Works to monitor each installation as it is put into place by the respective trade contractors to assure that they are in compliance with the prior approved shop drawings and submittals.**
- The Clerk of the Works shall be responsible for communicating directly to the Building Committee Chairman on any urgent issues;
- The Clerk of the Works shall be responsible for issuing a formal written progress report with photographs on a weekly basis to the Building Committee;
- The Clerk of the Works shall be responsible for inspecting the work to be sure that it is both in compliance with the Contract Documents and to assure that the work is in compliance with the Trade Contractor's Construction Schedules;
- The Clerk of the Works shall evaluate the work that is being completed at each stage or phase to assure the prime Trade, and their subcontractors will be completing on time.
- The Clerk of the Works shall evaluate the prime Trade and their subcontractors on site workforce to be sure that it appears adequate to prosecute the work in an expedient manner;
- The Clerk of the Works shall participate in the weekly Trade Contractor and Design Team meetings;

**TOWN OF HEBRON  
TOWN COUNCIL  
REGULAR MEETING  
JUNE 4, 2026**

**APPROVE FY 25-26 TRANSFERS AND FY 23-24 YEAR END TRANSFERS**

Attached is a summary of the 23-24 intradepartmental and interdepartmental Year End Transfers. Also attached is a summary of the current 25-26 intradepartmental and interdepartmental transfers.

Note, there may be additional FY 25-26 intradepartmental and interdepartmental Year End Transfers at a future meeting.

These transfers will be forwarded to the Board of Finance for approval at their next meeting.

**PROPOSED MOTION:**

Move that the Town Council authorize the Finance Department to make adjustments to bring the financial statements into alignment to include intradepartmental transfers for FYE 2023-2024 in the amount of \$306,035.82 as presented.

**PROPOSED MOTION:**

Move that the Town Council authorize the Finance Department to make adjustments to bring the financial statements into alignment to include interdepartmental transfers for FYE 2023-2024 in the amount of \$626,102.19 as presented.

**PROPOSED RESOLUTION:**

Be it resolved that, in accordance with Hebron Town Charter Section 906 C, the Hebron Town Council approve the intradepartmental transfers for FY 2025-2026 in the amount of \$453,751.07 as presented and forward to the Board of Finance for approval.

**PROPOSED RESOLUTION:**

Be it resolved that, in accordance with Hebron Town Charter Section 906 D, the Hebron Town Council approve the interdepartmental transfers for FY 2025-2026 in the amount of \$329,804.43 as presented and forward to the Board of Finance for approval.

## Chapter C. Charter

### Chapter 9. FINANCE, BUDGET AND TAXATION

#### Section 906. Expenditures and Accounting.

- A. No purchase shall be made by any agency except through the Town Manager or their designee. All purchasing shall be conducted according to purchasing policies adopted by the Town Council. This section shall not apply to the local Board of Education.
- B. No voucher, claim or charge against the Town shall be paid until the same has been approved for correctness and validity by the department head or the person involved in said purchase and approved by the Finance Director or their designee. Checks for payment of approved claims shall be signed by the Finance Director and countersigned by the Town Manager. In the absence or inability to act of either the Finance Director or the Town Manager, the Chair of the Town Council shall act for the Finance Director or the Town Manager, but not both.
- C. Intradepartmental Transfer of Funds.
  - (1) When an agency, excluding the local Board of Education, shall desire to transfer funds within its appropriation from the funds set apart for one purpose to another, such agency shall file a request with the Town Manager. The Town Manager shall examine the matter and shall have the power to approve requests up to and including a cumulative amount of \$2,000 for any one department, office or agency in any fiscal year.
  - (2) Any amounts over the \$2,000 limit shall be reviewed by the Town Manager and forwarded to the Town Council, who shall have the power to approve or deny such requests.
  - (3) All requests which exceed the cumulative limit of \$10,000 shall be reviewed by the Town Manager who shall forward such requests to the Town Council. The Town Council shall review and have the power to deny the request. If the Town Council does not deny the request, the Council shall move to forward it to the Board of Finance, with any comment or recommendations, who shall have the power to approve or deny such requests.
  - (4) All transfers shall be reported in writing to the Board of Finance and the Town Council on a monthly basis.
- D. Interdepartmental Transfer of Funds. The Town Manager through the Town Council may request, after April 1, that the Board of Finance transfer any unencumbered appropriation, balance, or portion thereof, from one department, office, or agency to another. The Town Council shall provide to the Board of Finance a statement certifying that the balance to be transferred is available for transfer from the department, office or agency from which such transfer is being made. Interdepartmental transfers shall be guided by Generally Accepted Accounting Principles (GAAP). This section shall not affect the local Board of Education which shall have the power to make its own transfers provided that such transfers are reported to the Board of Finance when so made.
- E. Illegal Payments. Every payment made in violation of this Charter shall be deemed illegal and every official authorizing or making any such payment or taking part therein and every person knowingly receiving such payment or any part thereof, shall be jointly and severally liable to the Town for the full amount so paid or received. Any officer or employee who knowingly violates the provisions of this Charter shall be subject to disciplinary action up to and including termination.

# FY 23-24 Year End Transfers - Intra department

TRANSFER TO				TRANSFER FROM			
Department	Account	Description	Debit	Account	Description		Credit
<b>1000-PAYROLL</b>							
	001110001001100000	CLERICAL STAFF	\$ 1,802.94	0011100010011130000	PUBLIC SAFETY	\$	18,456.66
	0011100010011110000	ADMINISTRATION	\$ 26,252.31	0011100010011140000	RECREATION DEPARTMENT	\$	474.88
	0011100010011120000	HEALTH & WELFARE	\$ 9.44	0011100010011150000	PUBLIC WORKS	\$	21,503.63
	0011100010011170000	BLDG OFFICIAL FULL TIME	\$ 12,363.04				
	0011100010011200000	TOWN CLERK	\$ 7.44				
<b>1000-PAYROLL Total</b>			<b>\$ 40,435.17</b>				<b>\$ 40,435.17</b>
<b>1001-SELECTMAN</b>							
	0011100120020050000	MISC ADMINISTRATIVE EXP	\$ 6,376.50	0011100110010020000	PART-TIME PAYROLL	\$	3,351.83
	0011100120420410000	LEGAL ADS	\$ 3,762.04	0011100120120100000	MEETINGS/CONFERENCES	\$	6,240.24
				0011100120120110000	DUES	\$	546.47
<b>1001-SELECTMAN Total</b>			<b>\$ 10,138.54</b>				<b>\$ 10,138.54</b>
<b>1002-CENTRAL SERVICES</b>							
	0011100220020030000	POSTAGE	\$ 4,169.44	0011100220020010000	OFFICE SUPPLIES	\$	1,161.47
	0011100221020610000	MINOR EQUIP. MAINT.	\$ 1,134.79	0011100220220340000	CONTRACTUAL SERVICES	\$	4,340.78
	0011100221120650000	OFFICE FURN. & EQUIP.	\$ 842.08	0011100220220800000	MEDICAL SERVICES	\$	644.06
<b>1002-CENTRAL SERVICES Total</b>			<b>\$ 6,146.31</b>				<b>\$ 6,146.31</b>
<b>1003-LEGAL</b>							
	0011100320220260000	TOWN COUNSEL SERVICES	\$ 5,672.50	0011100320220270000	SUPPLEMENTAL ATTY SVCS	\$	5,672.50
<b>1003-LEGAL Total</b>			<b>\$ 5,672.50</b>				<b>\$ 5,672.50</b>
<b>1010-TOWN BUILDINGS</b>							
	0011101021420870000	OIL BURNER MAINT.	\$ 1,021.16	0011101021220700000	TELEPHONE	\$	903.68
	0011101021420880000	BUILDING REPAIRS & MAINT.	\$ 4,299.54	0011101021220710000	ELECTRICITY	\$	3,613.91
				0011101021220730000	HEATING FUEL	\$	803.11
<b>1010-TOWN BUILDINGS Total</b>			<b>\$ 5,320.70</b>				<b>\$ 5,320.70</b>
<b>1040-TAX COLLECTOR</b>							
	0011104020220250000	DATA PROCESSING SERVICES	\$ 84.13	0011104020020020000	SPECIAL FORMS & SUPPLIES	\$	204.13
	0011104020620510000	EDUCATION	\$ 200.00	0011104020120110000	DUES	\$	80.00
<b>1040-TAX COLLECTOR Total</b>			<b>\$ 284.13</b>				<b>\$ 284.13</b>
<b>1050-ASSESSOR</b>							
	0011105020620510000	TRAINING CLASSES	\$ 5.00	0011105020020020000	SPECIALIZED FORMS & SUPPLIES	\$	5.00
<b>1050-ASSESSOR Total</b>			<b>\$ 5.00</b>				<b>\$ 5.00</b>
<b>1060-TOWN CLERK</b>							
	0011106020220280000	LAND RECORD/MICROFILM SERVICES	\$ 911.26	0011106010010020000	PART-TIME PAYROLL	\$	100.00
				0011106020020020000	SPECIAL FORMS & SUPPLIES	\$	811.26
<b>1060-TOWN CLERK Total</b>			<b>\$ 911.26</b>				<b>\$ 911.26</b>
<b>1070-REGISTRAR OF VOTERS</b>							
	0011107010010020000	PART-TIME PAYROLL	\$ 4,080.75	0011107020220150000	SPECIAL ELECTIONS/REFERENDUM	\$	5,302.83
	0011107020120100000	MEETINGS/CONFERENCES	\$ 1,057.60				

0011107020220180000	ELECTOR/VOTER CANVASS	\$ 164.48			
<b>1070-REGISTRAR OF VOTERS Total</b>		<b>\$ 5,302.83</b>			<b>\$ 5,302.83</b>
<b>2001-POLICE ADMINISTRATION</b>					
0011200110010030000	PRIVATE DUTY OT	\$ 4,054.13	0011200110010020000	PART-TIME PAYROLL	\$ 10,048.97
0011200110010050000	ADMIN/GRANT PAYROLL	\$ 3,546.19	0011200120020010000	OFFICE SUPPLIES	\$ 1,510.84
0011200120220030000	STATE TROOPER OT	\$ 9,372.04	0011200120120110000	DUES	\$ 335.00
0011200120220140000	STATE TROOPER SERVICES	\$ 7,125.17	0011200120121840000	TOWN MATCHING GRANT FUNDS	\$ 400.54
0011200120920530000	UNIFORM ALLOWANCE	\$ 169.31	0011200120220031000	ST TROOPER PARTY PATROL OT	\$ 6,115.84
0011200121020590000	VEHICLE MAINTENANCE	\$ 223.23	0011200120220060000	ST TROOPER PRIVATE DUTY	\$ 5,000.00
0011200130039000000	CAPITAL OUTLAY	\$ 3,659.50	0011200120620510000	TRAINING CLASSES	\$ 4,624.25
			0011200121020620000	GASOLINE	\$ 114.13
<b>2001-POLICE ADMINISTRATION Total</b>		<b>\$ 28,149.57</b>			<b>\$ 28,149.57</b>
<b>2010-FIRE ADMINISTRATION</b>					
0011201010010030000	PRIVATE DUTY/OT	\$ 40.84	0011201010010020000	PAYROLL F/T & P/T	\$ 586.47
0011201010010040000	PER DIEM PAYROLL	\$ 18,001.88	0011201020020050000	MISC ADMINISTRATIVE EXP	\$ 805.70
0011201020620690000	FIRE POLICE TRAINING	\$ 432.00	0011201020220340000	MISC SERVICE CONTRACTS	\$ 10,463.76
0011201021020590000	VEHICLE MAINTENANCE	\$ 6,743.35	0011201020220800000	MEDICAL SERVICES	\$ 1,737.00
0011201021020600000	HEAVY EQUIPMENT MAINT	\$ 2,058.90	0011201020620510000	TRAINING CLASSES	\$ 58.50
0011201021020620000	GASOLINE	\$ 18.30	0011201020821200000	POINTS REMUNERATION	\$ 2,566.49
0011201021020630000	DIESEL	\$ 1,952.45	0011201020920530000	UNIFORM ALLOWANCE	\$ 187.50
0011201021220700000	TELEPHONE	\$ 473.13	0011201021020580000	RADIO MAINTENANCE	\$ 5,762.40
0011201021220730000	HEATING FUEL	\$ 2,537.42	0011201021120680000	TURNOUT GEAR	\$ 17,135.61
0011201021420880000	BUILDING REPAIRS/MAINTENANCE	\$ 10,319.66	0011201021220710000	ELECTRICITY	\$ 5,907.16
0011201041130900000	FIRE HYDRANT WATER SUPP SYSTEM	\$ 4,137.34	0011201041040050000	DISABILITY/ACCIDENT INSURANCE	\$ 1,504.68
<b>2010-FIRE ADMINISTRATION Total</b>		<b>\$ 46,715.27</b>			<b>\$ 46,715.27</b>
<b>2020-AMBULANCE SERVICES</b>					
0011202010010040000	EMS RESPONDER PAYROLL	\$ 124.75	0011202020020020000	MEDICAL SUPPLIES	\$ 1,920.64
0011202021020540000	AMBULANCE MAINT	\$ 615.20			
0011202021020620000	GASOLINE	\$ 260.38			
0011202021020630000	DIESEL FUEL	\$ 920.31			
<b>2020-AMBULANCE SERVICES Total</b>		<b>\$ 1,920.64</b>			<b>\$ 1,920.64</b>
<b>2030-EMERGENCY MANAGEMENT</b>					
0011203021220700000	TELEPHONE	\$ 463.92	0011203010010020000	PART-TIME PAYROLL	\$ 420.00
			0011203020020050000	MISC ADMIN EXPENSES	\$ 43.92
<b>2030-EMERGENCY MANAGEMENT Total</b>		<b>\$ 463.92</b>			<b>\$ 463.92</b>
<b>2040-CANINE CONTROL</b>					
0011204020220340000	MISC SERVICE CONTRACTS	\$ 210.00	0011204010010020000	PART-TIME PAYROLL	\$ 24.39
0011204020620510000	TRAINING	\$ 17.00	0011204020020020000	SPECIAL FORMS/SUPPLIES	\$ 174.00
0011204021220700000	TELEPHONE	\$ 157.89	0011204020420400000	ADVERTISING	\$ 100.00
0011204022822000000	DOG REPORT	\$ 5,913.50	0011204021020620000	ACO GASOLINE USAGE	\$ 3,000.00
			0011204021220730000	HEATING FUEL	\$ 2,900.00
			0011204021420880000	BUILDING REPAIRS	\$ 100.00
<b>2040-CANINE CONTROL Total</b>		<b>\$ 6,298.39</b>			<b>\$ 6,298.39</b>
<b>3007-LIBRARY</b>					
0011300710010020000	PART-TIME PAYROLL	\$ 2,434.53	0011300720020050000	MISC ADMIN EXPENSES	\$ 500.00

0011300721220700000	TELEPHONE	\$ 825.97	0011300720120110000	DUES	\$ 939.00
0011300721420880000	BUILDING MAINT	\$ 4,259.43	0011300720520460000	MILEAGE	\$ 412.44
			0011300721020570000	COMPUTER TECHNOLOGY	\$ 1,881.33
			0011300721021050000	OFFICE EQUIP MAINTENANCE	\$ 841.84
			0011300721220710000	ELECTRICITY	\$ 2,741.69
			0011300721220730000	HEATING FUEL	\$ 203.63
<b>3007-LIBRARY Total</b>		<b>\$ 7,519.93</b>			<b>\$ 7,519.93</b>
<b>3013-VAN - DISABLED</b>					
0011301321020620000	GASOLINE	\$ 2,645.32	0011301310010020000	PART-TIME PAYROLL	\$ 2,690.86
0011301321220700000	TELEPHONE	\$ 77.78	0011301321020590000	VEHICLE MAINTENANCE	\$ 0.03
			0011301322822140000	MISC FEES	\$ 32.21
<b>3013-VAN - DISABLED Total</b>		<b>\$ 2,723.10</b>			<b>\$ 2,723.10</b>
<b>3020-SENIOR CENTER</b>					
0011302021020610000	MINOR EQUIP MAINT	\$ 746.97	0011302020020010000	OFFICE SUPPLIES	\$ 471.91
0011302021220700000	TELEPHONE	\$ 173.68	0011302020020060000	PROGRAM DEVELOPMENT	\$ 379.78
0011302021220710000	ELECTRICITY	\$ 76.52	0011302020120100000	MEETINGS/CONFERENCES	\$ 144.79
			0011302021120650000	OFFICE EQUIP & FURNITURE	\$ 0.69
<b>3020-SENIOR CENTER Total</b>		<b>\$ 997.17</b>			<b>\$ 997.17</b>
<b>3102-RECREATION PROGRAMS</b>					
0011310220220330000	CONTRACTED & TOWN SERVICES	\$ 2,464.69	0011310210010020000	PART-TIME PAYROLL	\$ 7,973.44
0011310221020620000	GASOLINE	\$ 16,860.84	0011310220020020000	SPECIAL FORMS/SUPPLIES	\$ 550.00
			0011310220120110000	DUES/CONFERENCES	\$ 304.46
			0011310220920530000	P&R UNIFORM ALLOWANCE	\$ 1,319.61
			0011310221220730000	HEATING FUEL	\$ 827.95
			0011310221520880000	GROUNDS MAINTENANCE	\$ 3,599.63
			0011310230039000000	CAPITAL OUTLAY	\$ 4,750.44
<b>3102-RECREATION PROGRAMS Total</b>		<b>\$ 19,325.53</b>			<b>\$ 19,325.53</b>
<b>4001-PLANNING &amp; DEVELOPMENT</b>					
0011400120020050000	MISC ADMIN EXPENSES	\$ 1,070.31	0011400110010020000	PART-TIME PAYROLL	\$ 5,340.77
0011400120220130000	TOWN ENGINEER	\$ 20,067.74	0011400120020020000	SPECIAL FORMS/SUPPLIES	\$ 3,831.77
			0011400120020500000	POINT SOFTWARE EXP	\$ 1,370.00
			0011400120120110000	DUES	\$ 750.00
			0011400120120120000	SUBSCRIPTIONS	\$ 1,348.00
			0011400120220240000	PRINTING SERVICES	\$ 1,361.24
			0011400120420410000	LEGAL ADS	\$ 1,635.00
			0011400120520460000	MILEAAGE	\$ 687.27
			0011400120620510000	TRAINING	\$ 3,800.00
			0011400122822080000	STATE CONSERVATION FUND	\$ 1,014.00
<b>4001-PLANNING &amp; DEVELOPMENT Total</b>		<b>\$ 21,138.05</b>			<b>\$ 21,138.05</b>
<b>4025-ECONOMIC DEVELOPMENT</b>					
0011402520220240000	LOCAL BUSINESS PROMOTION	\$ 3,429.00	0011402510010020000	PART-TIME ECON DEV COORDINATOR	\$ 1,929.00
			0011402520020050000	MISC ADMIN EXP	\$ 500.00
			0011402520120100000	MEETINGS/CONFERENCES	\$ 1,000.00
<b>4025-ECONOMIC DEVELOPMENT Total</b>		<b>\$ 3,429.00</b>			<b>\$ 3,429.00</b>

**4101-HIGHWAYS & GROUNDS ADMIN**

0011410110010020000	PART-TIME PAYROLL	\$ 1,950.00	0011410110010030000	OT PAYROLL	\$ 6,180.90
0011410120920530000	UNIFORM ALLOWANCE	\$ 403.23	0011410120820520000	MEAL ALLOWANCE - OT	\$ 1,148.00
0011410121020550000	VEHICLE REPAIRS	\$ 18,295.10	0011410121020090000	SHOP SUPPLIES	\$ 772.88
0011410121020620000	GASOLINE	\$ 5,994.08	0011410121020630000	DIESEL	\$ 6,519.02
			0011410121120660000	TOOLS	\$ 559.77
			0011410121120690000	SAFETY EQUIPMENT	\$ 243.04
			0011410121420880000	BUILDING REPAIRS	\$ 351.47
			0011410122020640000	TIRES	\$ 1,940.19
			0011410130030110000	RADIOS	\$ 1,033.64
			0011410130039000000	CAPITAL OUTLAY	\$ 7,893.50

**4101-HIGHWAYS & GROUNDS ADMIN Total** \$ 26,642.41 \$ 26,642.41

**4102-TOWN YARD & GARAGE**

0011410221220700000	TELEPHONE	\$ 730.82	0011410220220340000	MISC SERVICE CONTRACTS	\$ 5,188.37
0011410221220730000	HEATING FUEL	\$ 6,808.00	0011410221020610000	EQUIPMENT MAINT	\$ 820.18
0011410221420880000	BLDG MAINT/SUPPLIES	\$ 1,318.12	0011410221120670000	SPECIAL MINOR EQUIP	\$ 405.72
			0011410221220710000	ELECTRICITY	\$ 2,442.67

**4102-TOWN YARD & GARAGE Total** \$ 8,856.94 \$ 8,856.94

**4103-STREET SERVICES**

0011410322421500000	STORM DRAIN CLEANING SVC	\$ 8,166.10	0011410321220720000	STREET LIGHTING	\$ 4,186.84
0011410322521110000	STREET MARKINGS	\$ 257.11	0011410322521100000	SIGN MATERIALS/MAINT	\$ 19.50
0011410322521610000	OFF ROAD MATERIALS	\$ 2,868.03	0011410322621710000	OTHER WINTER MATERIALS	\$ 7,084.90

**4103-STREET SERVICES Total** \$ 11,291.24 \$ 11,291.24

**4104-SOLID/BULKY WASTE, RECYCLING**

0011410420220340000	SOLID/BULKY WASTE, RECYCLING	\$ 10,218.00	0011410410010020000	PART-TIME PAYROLL	\$ 2,768.35
			0011410410010030000	OT PAYROLL	\$ 2,447.53
			0011410420220190000	CREOC	\$ 3,524.13
			0011410420220230000	WASTE REMOVAL	\$ 903.98
			0011410421520380000	GREEN COMM ADVERTISING	\$ 568.56
			0011410421520950000	COMPACTOR/CONTAINER MAINT	\$ 5.45

**4104-SOLID/BULKY WASTE, RECYCLING Total** \$ 10,218.00 \$ 10,218.00

**5003-DEBT SERVICE - SEWER**

0011500340249020000	DEBT SERVICE INTEREST-bond	\$ 0.50	0011500340120110000	SIEMENS LEASE PAYMENT	\$ 0.50
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**5003-DEBT SERVICE - SEWER Total** \$ 0.50 \$ 0.50

**5020-EMPLOYEE BENEFITS**

0011502041140150000	RETIREE BENEFIT-PAYOUT	\$ 36,129.72	0011502010010100000	DISC/CONTRACTUAL BONUS	\$ 150.00
			0011502041140070000	FICA	\$ 1,593.98
			0011502041140090000	LIFE INSURANCE	\$ 202.20
			0011502041140130000	DEFERRED COMP	\$ 32,458.54
			0011502041140140000	GASB 43/45 OPEB	\$ 1,725.00

**5020-EMPLOYEE BENEFITS Total** \$ 36,129.72 \$ 36,129.72

**TOTAL INTRA-DEPT TRANSFERS** \$ 306,035.82 \$ 306,035.82

# FY23-24 Year End Transfers

TOWN OF HEBRON  
INTERDEPARTMENT TRANSFERS

TRANSFER INTO:		Debit	TRANSFER FROM:		Credit
0011100420020020000	SPECIALIZED FORMS & SUPPLIES	\$ 788.20	0011410322521600000	ROAD REPAIR MATERIALS	\$ 172,575.30
0011100420220250000	COMPUTER SERVICES	\$ 17,588.64	0011502041140080000	MEDICAL INS	\$ 132,513.42
0011100420620510000	TRAINING	\$ 2,815.00	0011502041140100000	PENSION CONTRIBUTIONS	\$ 40,911.74
0011101021420880000	BUILDING REPAIRS & MAINT.	\$ 1,796.20	00112020220340000	CONTRACTUAL SERVICES	\$ 38,777.82
0011102020220210000	AUDIT SERVICES	\$ 3,350.00	0011100016011500000	PUBLIC WORKS	\$ 30,720.79
0011104020220250000	DATA PROCESSING SERVICES	\$ 4,219.66	0011410322621710000	OTHER WINTER MATERIALS	\$ 22,003.07
00111200110010050000	ADMIN/GRANT PAYROLL	\$ 31,518.49	0011204020020050000	MISC ADMIN EXPENSES	\$ 19,983.30
0011400120220130000	TOWN ENGINEER	\$ 38,652.79	0011201010010020000	PAYROLL F/T & P/T	\$ 18,691.96
0011410121020550000	VEHICLE REPAIRS	\$ 45,245.77	0011301310010020000	PART-TIME PAYROLL	\$ 16,508.74
0011410420220340000	SOLID/BULKY WASTE, RECYCLING	\$ 8,454.51	0011201110010020000	FM/DEPUTY PAYROLL	\$ 16,301.50
0011500522822080000	TOWN PROP SEWER USER FEES	\$ 1,176.00	0011410220220340000	MISC SERVICE CONTRACTS	\$ 12,703.71
0011505622721880000	GEN FUND TRANSFERS OUT	\$ 229,100.00	0011100010011160000	LIBRARY	\$ 10,503.47
0011505722721880000	SUPPLEMENTAL APPR TRANSFER	\$ 241,396.93	0011402510010020000	PART-TIME ECON DEV COORDI	\$ 10,046.00
			0011500340120110000	SIEMENS LEASE PAYMENT	\$ 9,505.58
			0011502041140110000	UNEMPLOYMENT COMP	\$ 9,255.00
			0011300720020370000	LIBRARY MATERIALS	\$ 6,914.93
			0011501041040020000	PROPERTY LIABILITY	\$ 6,458.00
			0011501041040010000	WORKERS' COMP	\$ 6,081.00
			0011300720020020000	SPECIALIZED FORMS/SUPPLIES	\$ 5,832.42
			0011500440149010000	COMPUTER REPLACEMENT	\$ 5,132.13
			0011310221220710000	P&R ELECTRICITY	\$ 2,866.18
			0011303020020020000	OFFICE EXP-GLASTONBURY	\$ 2,700.00
			0011502041140130000	DEFERRED COMP	\$ 2,397.71
			0011302020520460000	MILEAGE	\$ 1,750.00
			0011204010010020000	PART-TIME PAYROLL	\$ 1,726.61
			0011106020120100000	MEETINGS/CONFERENCES	\$ 1,607.62
			0011103020120100000	MEETINGS/CONF.	\$ 1,500.58
			0011106020220340000	CONTRACTUAL SERVICES	\$ 1,450.45
			0011105020120120000	SUBSCRIPTIONS	\$ 1,275.00
			0011202020020020000	MEDICAL SUPPLIES	\$ 1,264.58
			0011201120520460000	MILEAGE/GASOLINE	\$ 1,226.36
			0011100120220340000	CONTRACTUAL SERVICES	\$ 1,027.96
			0011311022721830000	MEMORIAL DAY	\$ 1,000.00
			0011202020620510000	TRAINING	\$ 900.97
			0011107020620610000	LHS MACHINE MAINT	\$ 850.00
			0011302021220730000	PROPANE	\$ 842.86
			0011107020020020000	SPECIALIZED FORMS & SUPPLI	\$ 837.78
			0011106020220290000	RECORDS RESTORATION	\$ 810.70
			0011300422822080000	MENTAL HEALTH BOARD	\$ 678.00
			0011103020120110000	DUES	\$ 525.00
			0011106020020020000	SPECIAL FORMS & SUPPLIES	\$ 519.46
			0011106021020610000	MINOR EQUIPMENT MAINT	\$ 500.00
			0011107020220150000	SPECIAL ELECTIONS/REFEREND	\$ 483.76
			0011310221220700000	TELEPHONE	\$ 452.64
			0011302010010020000	PART-TIME PAYROLL	\$ 421.40
			0011300720020380000	LIBRARY PROGRAMMING	\$ 387.47
			0011100120120110000	DUES	\$ 380.99
			0011100220220800000	MEDICAL SERVICES	\$ 356.94
			0011106020520460000	MILEAGE	\$ 333.03
			0011201121220700000	TELEPHONE	\$ 327.66
			0011107021220700000	HAVA PHONE LINE	\$ 310.00
			0011106020620510000	TRAINING	\$ 305.00
			0011103020520460000	MILEAGE	\$ 300.00
			0011105020120100000	MEETINGS/CONFERENCES	\$ 300.00
			0011100320220270000	SUPPLEMENTAL ATTY SVCS	\$ 283.10
			0011203020020050000	MISC ADMIN EXPENSES	\$ 256.08
			0011100522721850000	HISTORIC PROPERTIES COMM	\$ 216.00
			0011300720120100000	MEETINGS/CONFERENCES	\$ 210.00
			0011105020520460000	MILEAGE	\$ 158.90
			0011302020220340000	CONTRACTUAL SERVICES	\$ 150.78
			0011302020120110000	DUES	\$ 115.00
			0011105020120110000	DUES	\$ 105.00
			0011106022822020000	VITAL STATISTICS	\$ 100.00
			0011302020120100000	MEETINGS/CONFERENCES	\$ 80.21
			0011203021020580000	VEHICLE MAINTENANCE	\$ 77.36
			0011105021020610000	MINOR EQUIPMENT MAINT	\$ 57.75
			0011106020120110000	DUES	\$ 50.00
			0011310230039000000	CAPITAL OUTLAY	\$ 49.56
			0011300721220730000	HEATING FUEL	\$ 46.67
			0011100120120120000	SUBSCRIPTIONS	\$ 36.02
			0011201220020050000	MISC ADMIN EXPENSES	\$ 30.00
			0011107020520460000	MILEAGE	\$ 22.09
			0011105020020020000	SPECIALIZED FORMS & SUPPLI	\$ 17.25
			0011500240249020000	DEBT SERVICE INTEREST	\$ 1.30
			0011300422822040000	REG. HEALTH DISTRICT ASSESSI	\$ 1.04

0011509022822040000	RHAM LEVY PYMTS	\$	1.00
0011105020220250000	DATA PROCESSING SERVICES	\$	0.49

Total

\$ 626,102.19

\$ 626,102.19

\$ -

Town of Hebron  
Intradepartment Transfers

Department	TRANSFER TO	Debit	TRANSFER FROM	Credit
<b>1000-PAYROLL</b>				
	0011100010011130000-PUBLIC SAFETY	68,116.73	0011100010011200000-TOWN CLERK	1,037.36
	0011100010011000000-CLERICAL STAFF	34,350.72	0011100010011250000-CONTRACTUAL COMMITMENTS	1,750.00
			0011100010011170000-BLDG OFFICIAL FULL TIME	4,080.08
			0011100010011120000-HEALTH & WELFARE	5,890.42
			0011100010011160000-LIBRARY	7,316.45
			0011100010011140000-RECREATION DEPARTMENT	18,672.43
			0011100010011110000-ADMINISTRATION	31,637.73
			0011100010011150000-PUBLIC WORKS	32,082.98
<b>1000-PAYROLL Total</b>		<b>102,467.45</b>		<b>102,467.45</b>
<b>1001-TOWN COUNCIL</b>				
	0011100120420410000-LEGAL ADS	4,101.69	0011100110010020000-PART-TIME PAYROLL	4,794.80
	0011100120120120000-SUBSCRIPTIONS	693.11		
<b>1001-TOWN COUNCIL Total</b>		<b>4,794.80</b>		<b>4,794.80</b>
<b>1002-CENTRAL SERVICES</b>				
	0011100220220340000-CONTRACTUAL SERVICES	157.00	0011100221120650000-OFFICE FURN. & EQUIP.	173.62
	0011100221020610000-MINOR EQUIP. MAINT.	16.62		
<b>1002-CENTRAL SERVICES Total</b>		<b>173.62</b>		<b>173.62</b>
<b>1010-TOWN BUILDINGS</b>				
	0011101021220700000-TELEPHONE	6,363.21	0011101021220730000-HEATING FUEL	999.51
	0011101030039000000-CAPITAL OUTLAY	353.83	0011101021420870000-HVAC MAINT.	2,290.00
			0011101021420880000-BUILDING REPAIRS & MAINT.	3,427.53
<b>1010-TOWN BUILDINGS Total</b>		<b>6,717.04</b>		<b>6,717.04</b>
<b>1040-TAX COLLECTOR</b>				
	0011104020020020000-SPECIAL FORMS & SUPPLIES	485.00	0011104020620510000-EDUCATION	400.00
	0011104020120100000-MEETINGS & CONFERENCES	350.00	0011104020520460000-MILEAGE	450.00
	0011104020120110000-DUES	15.00		
<b>1040-TAX COLLECTOR Total</b>		<b>850.00</b>		<b>850.00</b>
<b>1060-TOWN CLERK</b>				
	0011106020220340000-CONTRACTUAL SERVICES	1,286.00	0011106010010020000-PART-TIME PAYROLL	100.00
			0011106020120110000-DUES	100.00
			0011106022822020000-VITAL STATISTICS	100.00
			0011106021020610000-MINOR EQUIPMENT MAINT	174.44
			0011106020520460000-MILEAGE	500.00
			0011106020620510000-TRAINING	311.56
<b>1060-TOWN CLERK Total</b>		<b>1,286.00</b>		<b>1,286.00</b>
<b>2001-POLICE ADMINISTRATION</b>				
	0011200110010020000-PART-TIME PAYROLL	27,017.61	0011200120120110000-DUES	335.00
	0011200120520510000-TRAINING CLASSES	6,763.02	0011200121120610000-MINOR EQUIPMENT MAINT	1,072.45
	0011200110010030000-PRIVATE DUTY OT-TOWN EVENTS	5,057.20	0011200121020590000-VEHICLE MAINTENANCE	1,361.72
	0011200120520520000-POLICE ACCREDITATION	4,592.35	0011200120121840000-TOWN MATCHING GRANT FUNDS	15.12
	0011200120920530000-UNIFORM ALLOWANCE	289.49	0011200120020010000-OFFICE SUPPLIES	2,677.86
			0011200120220031000-ST TROOPER PARTY PATROL OT	4,000.00
			0011200120220060000-ST TROOPER PRIVATE DUTY	5,000.00
			0011200110010010000-HBOE SRO'S	29,257.52
<b>2001-POLICE ADMINISTRATION Total</b>		<b>43,719.67</b>		<b>43,719.67</b>
<b>2010-FIRE ADMINISTRATION</b>				
	0011201010010030000-FIRE OT	53,005.91	0011201022821870000-911-EMERGENCY	2.17
	0011201021420880000-BUILDING REPAIRS/MAINTENANCE	39,753.76	0011201020920530000-UNIFORM ALLOWANCE	37.07
	0011201021020630000-DIESEL	6,683.41	0011201021020620000-GASOLINE	225.98
	0011201041130900000-FIRE HYDRANT WATER SUPP SYSTEM	5,013.63	0011201020020050000-MISC ADMINISTRATIVE EXP	745.02
	0011201021220700000-TELEPHONE	553.46	0011201020220800000-MEDICAL SERVICES	1,264.00
	0011201021220730000-HEATING FUEL	340.99	0011201021220710000-ELECTRICITY	3,751.39
	0011201021020600000-HEAVY EQUIPMENT MAINT	215.55	0011201020220340000-MISC SERVICES	1,500.00
	0011201020620510000-TRAINING CLASSES	200.00	0011201010010020000-PAYROLL F/T & P/T	10,513.28
			0011201010010040000-PER DIEM PAYROLL	87,727.80

<b>2010-FIRE ADMINISTRATION Total</b>	<b>105,766.71</b>		<b>105,766.71</b>
<b>2011-FIRE MARSHAL</b>			
0011201120220340000-MISC SERVICES	75.04	0011201120120120000-CO DETECTOR PROGRAM	0.10
0011201120120110000-DUES		0011201121020610000-EQUIPMENT	10.80
		0011201120920530000-UNIFORMS	64.14
<b>2011-FIRE MARSHAL Total</b>	<b>75.04</b>		<b>75.04</b>
<b>2012-BURNING OFFICIAL</b>			
0011201210010020000-PART-TIME PAYROLL	0.89	0011201220020050000-MISC ADMIN EXPENSES	0.89
<b>2012-BURNING OFFICIAL Total</b>	<b>0.89</b>		<b>0.89</b>
<b>2030-EMERGENCY MANAGEMENT</b>			
0011203021220700000-TELEPHONE	164.00	0011203020020050000-MISC ADMIN EXPENSES	164.00
<b>2030-EMERGENCY MANAGEMENT Total</b>	<b>164.00</b>		<b>164.00</b>
<b>3007-LIBRARY</b>			
0011300721220700000-TELEPHONE	2,357.80	0011300721420880000-BUILDING MAINT	2,357.80
<b>3007-LIBRARY Total</b>	<b>2,357.80</b>		<b>2,357.80</b>
<b>3020-SENIOR CENTER</b>			
0011302021020610000-MINOR EQUIP MAINT	682.60	0011302020020060000-PROGRAM DEVELOPMENT	932.55
0011302021220730000-PROPANE	233.83		
0011302021220700000-TELEPHONE	11.12		
0011302020120100000-MEETINGS/CONFERENCES	5.00		
<b>3020-SENIOR CENTER Total</b>	<b>932.55</b>		<b>932.55</b>
<b>3102-RECREATION PROGRAMS</b>			
0011310220220330000-CONTRACTED & TOWN SERVICES	8,659.04	0011310221220730000-HEATING FUEL	150.00
0011310210010020000-PART-TIME PAYROLL	4,181.45	0011310220020020000-SPECIAL FORMS/SUPPLIES	227.41
		0011310221220700000-TELEPHONE	452.64
		0011310220120110000-DUES/CONFERENCES	1,185.00
		0011310230039000000-CAPITAL OUTLAY	2,825.44
		0011310221520880000-GROUNDS MAINTENANCE	8,000.00
<b>3102-RECREATION PROGRAMS Total</b>	<b>12,840.49</b>		<b>12,840.49</b>
<b>4001-PLANNING &amp; DEVELOPMENT</b>			
0011400120220130000-TOWN ENGINEER	18,667.87	0011400120120110000-DUES	50.00
0011400120220240000-PRINTING SERVICES	478.46	0011400120520460000-MILEAGE	133.52
0011400120020500000-SOFTWARE EXP	0.20	0011400120420410000-LEGAL ADS	303.25
		0011400121120650000-OFFICE FURN & EQUIP	400.00
		0011400120120120000-SUBSCRIPTIONS	1,000.00
		0011400122822080000-STATE CONSERVATION FUND	1,304.00
		0011400120020020000-SPECIAL FORMS/SUPPLIES	1,405.78
		0011400120020050000-MISC ADMIN EXPENSES	1,600.00
		0011400120620510000-TRAINING	4,180.00
		0011400110010020000-PART-TIME PAYROLL	8,769.98
<b>4001-PLANNING &amp; DEVELOPMENT Total</b>	<b>19,146.53</b>		<b>19,146.53</b>
<b>4101-HIGHWAYS &amp; GROUNDS ADMIN</b>			
0011410110010020000-OT-TRANSFER STATION	4,567.92	0011410130030110000-RADIOS	106.61
0011410120820520000-MEAL ALLOWANCE - OT	3,796.00	0011410121420880000-BUILDING REPAIRS	366.18
0011410121020620000-GASOLINE	3,707.98	0011410120920530000-UNIFORM ALLOWANCE	484.00
0011410121020630000-DIESEL	755.46	0011410130039000000-CAPITAL OUTLAY	868.85
0011410121120690000-SAFETY EQUIPMENT	595.38	0011410121020090000-SHOP SUPPLIES	3,042.12
0011410121020550000-VEHICLE REPAIRS	11.51	0011410121120660000-TOOLS	3,257.74
		0011410122020640000-TIRES	5,308.75
<b>4101-HIGHWAYS &amp; GROUNDS ADMIN Total</b>	<b>13,434.25</b>		<b>13,434.25</b>
<b>4102-TOWN YARD &amp; GARAGE</b>			
0011410220220340000-MISC SERVICES	2,555.23	0011410221420880000-BLDG MAINT/SUPPLIES	11.33
0011410221220730000-HEATING FUEL	1,135.20	0011410221220710000-ELECTRICITY	100.00
		0011410221220700000-TELEPHONE	213.00
		0011410221120670000-SPECIAL MINOR EQUIP	1,600.00
		0011410221020610000-EQUIPMENT MAINT	1,766.10
<b>4102-TOWN YARD &amp; GARAGE Total</b>	<b>3,690.43</b>		<b>3,690.43</b>

<b>4103-STREET SERVICES</b>			
0011410322621710000-OTHER WINTER MATERIALS	58,214.08	0011410322521610000-OFF ROAD MATERIALS	736.69
0011410321220720000-STREET LIGHTING	416.00	0011410322521110000-STREET MARKINGS	1,184.05
		0011410322521100000-SIGN MATERIALS/MAINT	3,256.04
		0011410322521600000-ROAD REPAIR MATERIALS	53,453.30
<b>4103-STREET SERVICES Total</b>	<b>58,630.08</b>		<b>58,630.08</b>
<b>4104-SOLID/BULKY WASTE, RECYCLING</b>			
0011410420220230000-WASTE REMOVAL	999.48	0011410421520950000-COMPACTOR/CONTAINER MAINT	999.48
<b>4104-SOLID/BULKY WASTE, RECYCLING Total</b>	<b>999.48</b>		<b>999.48</b>
<b>5010-INSURANCE</b>			
0011501041040020000-PROPERTY LIABILITY	2,852.80	0011501041040010000-WORKERS' COMP	2,852.80
<b>5010-INSURANCE Total</b>	<b>2,852.80</b>		<b>2,852.80</b>
<b>5020-EMPLOYEE BENEFITS</b>			
0011502041140150000-RETIREE BENEFIT PAYOUT	63,576.44	0011502010010100000-DISC/CONTRACTUAL BONUS	100.00
0011502041140140000-GASB 43/45 OPEB	5,025.00	0011502041140070000-FICA	28,365.57
0011502041140110000-UNEMPLOYMENT COMP	4,250.00	0011502041140080000-MEDICAL INS	44,385.87
<b>5020-EMPLOYEE BENEFITS Total</b>	<b>72,851.44</b>		<b>72,851.44</b>
<b>TOTAL</b>	<b>453,751.07</b>		<b>453,751.07</b>

25-26

TOWN OF HEBRON  
INTERDEPARTMENT TRANSFERS

TRANSFER TO:	Debit	TRANSFER FROM:	Credit
0011100010011000000-CLERICAL STAFF	63,911.26	0011100120120100000-MEETINGS/CONFERENCES	1,648.02
0011100320220260000-TOWN COUNSEL SERVICES	51,637.62	0011100120120110000-DUES	847.00
0011100320220270000-SUPPLEMENTAL ATTY SVCS	5,373.80	0011100220020010000-OFFICE SUPPLIES	4,527.69
0011100420220250000-COMPUTER SERVICES	3,931.38	0011100221120650000-OFFICE FURN. & EQUIP.	826.38
0011100420620510000-TRAINING	2,917.90	0011101021220710000-ELECTRICITY	13,716.10
0011100420020020000-SPECIALIZED FORMS & SUPPLIES	833.97	0011101021420880000-BUILDING REPAIRS & MAINT.	7,571.16
0011100522721850000-HISTORIC PROPERTIES COMMISSION	273.91	0011103020120100000-MEETINGS/CONF.	1,130.00
0011104020220250000-DATA PROCESSING SERVICES	15,032.61	0011105020020020000-SPECIALIZED FORMS & SUPPLIES	1,792.02
0011104020020020000-SPECIAL FORMS & SUPPLIES	3,193.46	0011105020120120000-SUBSCRIPTIONS	760.00
0011300322721820000-AHM YOUTH/FAMILY SERVICES	0.05	0011105020620510000-TRAINING CLASSES	1,840.00
0011400120220130000-TOWN ENGINEER	79,501.74	0011106020020020000-SPECIAL FORMS & SUPPLIES	2,456.94
0011410110010030000-OT PAYROLL - WINTER STORMS	79,839.92	0011106020120100000-MEETINGS/CONFERENCES	1,323.61
0011410110010020000-OT-TRANSFER STATION	7,636.22	0011106020220280000-LAND RECORD/MICROFILM SERVIC	1,870.00
0011410220220340000-MISC SERVICES	824.86	0011106020220290000-RECORDS RESTORATION	936.49
0011410322621710000-OTHER WINTER MATERIALS	14,895.73	0011200120121840000-TOWN MATCHING GRANT FUNDS	1,984.88
		0011201010010020000-PAYROLL F/T & P/T	11,280.72
		0011201010010040000-PER DIEM PAYROLL	15,000.00
		0011201020220340000-MISC SERVICES	7,369.52
		0011202010010040000-EMS RESPONDER PAYROLL	9,295.00
		0011202020220340000-CONTRACTUAL SERVICES	4,453.16
		0011202020620510000-TRAINING	1,547.64
		0011202021020540000-AMBULANCE MAINT	5,981.74
		0011202021020630000-DIESEL FUEL	3,872.10
		0011203010010020000-PART-TIME PAYROLL	21,954.57
		0011203021020580000-VEHICLE MAINTENANCE	2,196.86
		0011204010010020000-PART-TIME PAYROLL	6,553.76
		0011204020020050000-MISC ADMIN EXPENSES	865.57
		0011204021020620000-ACO GASOLINE USAGE	1,557.75
		0011204021420880000-BUILDING REPAIRS	3,121.01
		0011300422822080000-MENTAL HEALTH BOARD	1,678.00
		0011300720020370000-LIBRARY MATERIALS	746.63
		0011300721020570000-COMPUTER TECHNOLOGY	2,175.10
		0011300721021050000-OFFICE EQUIP MAINTENANCE	2,250.53
		0011300721220730000-HEATING FUEL	1,127.33
		0011300721420880000-BUILDING MAINT	2,976.65
		0011301310010020000-PART-TIME PAYROLL	60,573.95
		0011301321020590000-VEHICLE MAINTENANCE	2,117.81
		0011301321020620000-GASOLINE	3,102.34
		0011302020020010000-OFFICE SUPPLIES	890.11
		0011310220920530000-P&R UNIFORM ALLOWANCE	519.95
		0011310221020620000-GASOLINE	10,518.80
		0011310221520880000-GROUNDS MAINTENANCE	8,557.81
		0011310230039000000-CAPITAL OUTLAY	5,600.43
		0011311022721830000-MEMORIAL DAY	1,000.00
		0011402520220240000-LOCAL BUSINESS PROMOTION	5,000.00
		0011410410010020000-PART-TIME PAYROLL	4,896.11
		0011410410010030000-OT PAYROLL	1,215.27
		0011410420220190000-CREOC	7,093.00
		0011410420220340000-SOLID/BULKY WASTE, RECYCLING	46,437.12
		0011410421520950000-COMPACTOR/CONTAINER MAINT	1,693.33
		0011500522822080000-TOWN PROP SEWER USER FEES	684.00
		0011501041040010000-WORKERS' COMP	3,551.90
		0011502041140070000-FICA	7,118.57
		0011502041140080000-MEDICAL INS	10,000.00
<b>TOTAL</b>	<b>329,804.43</b>		<b>329,804.43</b>

**TOWN OF HEBRON  
TOWN COUNCIL  
REGULAR MEETING  
JUNE 4, 2026**

**APPROVE FIRE DEPARTMENT FEMA APPLICATION FOR A FY 2025  
ASSISTANCE TO FIREFIGHTERS GRANT (AFG) FOR PORTABLE RADIOS**

Attached is an email from Peter Starkel, Fire Chief, requesting the Town Council approve an Application to FEMA for a Fiscal Year 2025 Assistance to Firefighters Grant for 30 portable radios. The estimated cost of the project is \$158,311.20 with a 5% cost share to the Town of \$7,915.56.

**Proposed Resolution:**

BE IT RESOLVED, that the Hebron Town Council approve a grant application to FEMA for a Fiscal Year 2025 Assistance to Firefighters Grant in the amount not to exceed \$158,311.20 with a cost share by the Town of \$7,915.56 for the acquisition of 30 portable radios, and authorize Donna Lanza, Interim Town Manager, to sign any documents necessary to apply for accept and receive such grant if awarded.

## 6/4/26 TC agenda Items

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From Peter Starkel <pstarkel@hebronfd.com>

Date Thu 5/28/2026 9:22 AM

To Donna Lanza <dlanza@hebronct.gov>

Cc Dori Wolf <Dwolf@hebronct.gov>; Peter Starkel <pstarkel@hebronfd.com>

 5 attachments (2 MB)

Fiscal year 2025 AFG Notice of Funding.pdf; Fiscal Year 2025 SAFER Notice of Funding Opportunity.pdf; Fiscal Year 2025 AFG fact sheet.pdf; Fiscal Year 2025 SAFER Grant FAQs.pdf; Est\_11218\_from\_JS\_Radio\_Sales\_Inc.\_14876.pdf;

Good Morning

May I have the following items added to the agenda for the 6/4/26 Town Council meeting?

1. Permission to apply for the following FEMA Assistance to Firefighters Grants:
  - a. The Fire Department would like permission to submit an application to FEMA for a Fiscal Year 2025 Assistance to Firefighters Grant (AFG) for the purchase of 30 portable radios that are compatible with the State of Connecticut's digital radio system. Estimated cost of the project is \$158,311.20 with a 5% cost share to the Town (\$7915.56). A request for funding for two of these radios is in our current proposed budget for fiscal year 26-27 (\$10,280).
  - b. The Fire Department would like permission to submit an application to FEMA for a Fiscal Year 2025 Assistance to Firefighters Grant (AFG) for the purchase of approximately 7,100' of fire hose (1200' of 1 3/4", 1200' of 2 1/2", 1200' of 3", and 3500' of 5"). Estimated cost of the project is \$75,000 with a 5% cost share to the Town (\$3,750). A request for funding for a portion of the hose we need is in our current proposed budget for fiscal year 26-27 (\$17,591).
  - c. The Fire Department would like permission to submit an application to FEMA for a Fiscal Year 2025 Staffing for Adequate Fire and Emergency Response grant (SAFER) to aid in the addition of two additional full time Firefighter/EMTs. This is a three-year grant with FEMA covering 75% of the cost in years one and two, and 35% of the cost in year three. Estimated cost of the project over the three-year term would be \$517,000 (salary and health benefits). 25% cost share to the Town in year one would be approximately \$40,750 (\$20,375 per FF/EMT), 25% cost share to the Town in year two would be approximately \$44,250 (\$22,125 per FF/EMT), and 65% cost share to the Town in year three would be \$115,050 (\$57,525 per FF/EMT).

I have attached an estimate for the radio equipment, FEMA notice of funding opportunity, and FAQ documents for the grant programs. I should have the hose estimate within the hour and will forward it to you as soon as it comes in.

Thank you,

Peter

Chief Peter J. Starkel

Hebron Fire Department  
44 Main Street, PO Box 911  
Hebron, CT 06248

Tolland County Deputy Fire Coordinator – HQ 42

President – New England Association of Fire Chiefs,  
a Division of the International Association of Fire Chiefs

International Association of Fire Chiefs Training and Educational Development Committee Member

860-228-3022 x 160  
860-786-0440 mobile  
Fax 860-228-0711



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# Fiscal Year 2025 Assistance to Firefighters Grant Fact Sheet

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The Assistance to Firefighters Grant (AFG) Program will provide \$324 million to eligible applicants seeking to enhance their fire and medical response capabilities and protect the health and safety of emergency personnel and the public.

## Overview

The AFG Program is one of three fire grant programs that constitute the Federal Emergency Management Agency's (FEMA's) focus on enhancing the safety of the public and firefighters with respect to fire and related hazards. Since Fiscal Year (FY) 2001, the AFG has awarded approximately \$9 billion in grants to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. For FY 2025, FEMA will award another \$324 million through the AFG Program to first-responder organizations that need support to improve their capability to respond to fires and emergencies of all types.

## Purpose

The AFG Program provides grants directly to fire departments, nonaffiliated emergency medical service (EMS) organizations, State Fire Training Academies (SFTA), and non-federal airport and/or port authority fire or EMS organizations to enhance their ability to protect the health and safety of the public and first-responder personnel. Using a competitive process that is informed by fire service subject-matter experts, grants are awarded to applicants whose requests best address AFG's priorities.

## Eligibility

Eligible applicants for the FY 2025 AFG Program include fire departments, nonaffiliated EMS organizations, SFTAs, and non-federal airport and/or port authority fire or EMS organizations operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico<sup>1</sup>, or any federally recognized Indian tribe or tribal organization.

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<sup>1</sup> The District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico are all defined as "States" in the Federal Fire Prevention and Control Act of 1974.

## Definitions

- **Fire department** is an agency or organization that has a formally recognized arrangement with a state, territory or local government (city, county, parish, fire district, township, town, village or other governing body) to provide fire suppression to a population on a first-due basis to a fixed geographical area.
- **Nonaffiliated EMS organization** is an agency or organization that is a public or private nonprofit emergency medical service entity providing medical transport that is not affiliated with a hospital and does not serve a geographic area in which emergency medical services are adequately provided by a fire department.
- FEMA considers the following as **hospitals** under the AFG Program:
  - Clinics
  - Medical centers
  - Medical college or university
  - Infirmary
  - Surgery centers
  - Any other institution, association, or foundation providing medical, surgical, or psychiatric care and/or treatment for the sick or injured
- **State Fire Training Academies** operate in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico. Applicants must be designated either by legislation or by a Governor's declaration as the sole fire service training agency within a state, territory, or the District of Columbia and recognized by the National Fire Academy. The designated SFTA shall be the only agency/bureau/division, or entity within that state, territory, or the District of Columbia.
- **Non-federal airport and/or port authority fire or EMS organizations** are eligible only if they have a formally recognized arrangement with the local jurisdiction to provide fire suppression or emergency medical services on a first-due basis outside the confines of the airport or port facilities. Airport or port authority fire and EMS organizations whose sole responsibility is suppression of fires or EMS response on the airport grounds or port facilities are not eligible for funding under the AFG Program.

## Program Highlights

Under the FY 2025 AFG Program, eligible organizations may submit the following applications:

### Operations and Safety

- Projects funded include professional training, wellness and fitness programs, equipment, personal protective equipment (PPE), and modifications to facilities.

### Vehicle Acquisition

- Eligible vehicles include but are not limited to pumper/engine, aerial, quint, brush truck, tanker/tender, rescue vehicle, and ambulance.

## Regional Grants

- Eligible Regional activities include vehicle acquisition, professional training, wellness and fitness projects, equipment, and PPE.

## State Fire Training Academies

- State fire training academies (SFTAs) are eligible to apply for critically needed equipment, PPE, and vehicles.

## Micro Grants

Applicants who apply for \$75,000 or less of AFG funds across all applications in a given year are eligible for Micro Grants. Micro grant applications within a specific activity compete with each other instead of with every application for a given activity (for example, micro grant applications for Vehicles only compete with other Vehicle micro grant applications.) Applicants must indicate they are applying for a micro grant in their application.

## Application Process and Evaluation Criteria

AFG applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in the funding notice. The funding priorities and evaluation criteria are developed from the recommendations provided by the Criteria Development Panel composed of fire service professionals representing the major fire service organizations. The priorities differ for fire departments, nonaffiliated EMS organizations, and SFTAs.

The electronic pre-scoring process is based on program priorities and answers to activity-specific questions within the online application. Application Narratives are not reviewed during the pre-score process. The pre-score is half of the total application score.

Applications with the highest pre-score rankings are then scored competitively by no less than three members of a Peer Review Panel composed of fire service representatives recommended by the CDP. Peer reviewers assess each application's merits based on the narrative statements of the requested activity. Peer reviewers independently score each requested activity within the application using narrative evaluation criteria listed in the funding notice, discuss the merits and/or shortcomings of the application with their peers and document the findings. A consensus is not required. The panel score is half of the total application score.

Applications most consistent with the established AFG funding priorities that score the highest will undergo a Technical Review by the FEMA Program Office to assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility. FEMA will award grants based on this final ranking and the ability to meet statutorily required funding limitations outlined in the NOFO.

## Program Coordination

The following entities assisted with the development of the FY 2025 AFG guidance:

- U.S. Department of Homeland Security

## Fiscal Year 2025 Assistance to Firefighters Grant Fact Sheet

- FEMA
- FEMA/U.S. Fire Administration

### Major Fire Service Organizations

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Services Institute

### AFG Program Resources

For additional information on the FY 2025 AFG Program, please visit our web site at [Assistance to Firefighters Grants | FEMA.gov](https://www.fema.gov/assistance-to-firefighters-grants).

You may also contact the AFG Help Desk at (866) 274-0960 or by e-mail at [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov). The AFG Program Help Desk is open Monday through Friday, 8 a.m. – 4:30 p.m. Eastern Time.

# J&S Radio Sales Inc.

1147 Main Street  
 Willimantic, CT 06226  
 860-456-2667  
 tony@jsradiosales.com

# Quotation

Date	Quote #
5/26/2026	11218

<b>Customer</b>
Hebron Fire Department PO Box 911 Hebron, CT 06248

<b>Ship To</b>
Hebron Fire Department 44 Main St Hebron, CT 06248

Terms	Rep
Net 30	JDL

Qty	Item	Description	Price each	Total
30	VP8000 ...	VP8000 - Dual Band: UHF - 7/800MHz Portable Radio, Top Mount LCD Display, Large Control Knobs, Standard Keypad, Black Cabinet W/ KRA-47MB Antenna, KNB-11X 3900MAh High Capacity Lithium Ion Battery, Spring Loaded Belt Clip, TrueVoice Noise Cancellation, 2048 Channel Expansion, MDC1200 Signaling & State Of CT CLMRN Configuration Package Which Includes Instant Recording Replay/ Voice Recording & P25 Conventional, Phase 1 Trunking, Phase 2 TDMA, P25 Authentication & OTAP. Standard 3 Year Warranty. List \$6412.00	4,488.40	134,652.00
30	CLMRN	EF Johnson / CLMRN Configuration - Includes P25 Conventional, Phase 1 Trunking, Phase 2 TDMA, P25 Authentication & OTAP.	0.00	0.00
30	EFJ Labor	Labor To Provision Radio To Meet State Of CT CLMRN Firmware And Program.	120.00	3,600.00
30	High Viz	High Visibility Green Radio Cabinet. List \$280.00	210.00	6,300.00
30	BEE	Leather Carry Case W/ NY Strap & Keeper	88.00	2,640.00

<b>Subtotal</b>
<b>Sales Tax (6.35%)</b>
<b>Total</b>

Customer Approval:

# J&S Radio Sales Inc.

1147 Main Street  
 Willimantic, CT 06226  
 860-456-2667  
 tony@jsradiosales.com

# Quotation

Date	Quote #
5/26/2026	11218

<b>Customer</b>
Hebron Fire Department PO Box 911 Hebron, CT 06248

<b>Ship To</b>
Hebron Fire Department 44 Main St Hebron, CT 06248

Terms	Rep
Net 30	JDL

Qty	Item	Description	Price each	Total
30	KMC-70...	KMC-70GR High visibility heavy duty public safety speaker microphone. List \$185.00	148.00	4,440.00
14	KSC-52...	KSC-52 Rapid rate desktop portable charger. List \$107.00	85.60	1,198.40
16	KVC-23A	KVC-23A Rapid rate DC vehicular portable charger. List \$403.00	342.55	5,480.80

			<b>Subtotal</b>	\$158,311.20
			<b>Sales Tax (6.35%)</b>	\$0.00
			<b>Total</b>	\$158,311.20

Customer Approval: \_\_\_\_\_

**TOWN OF HEBRON  
TOWN COUNCIL  
REGULAR MEETING  
JUNE 4, 2026**

**APPROVE FIRE DEPARTMENT FEMA APPLICATION FOR A FY 2025  
ASSISTANCE TO FIREFIGHTERS GRANT (AFG) FOR FIRE HOSE**

Attached is an email from Peter Starkel, Fire Chief, requesting the Town Council approve an Application to FEMA for a Fiscal Year 2025 Assistance to Firefighters Grant for fire hose. The estimated cost of the project is \$70,067.40 with a 5% cost share to the Town of \$3,503.37.

**Proposed Resolution:**

BE IT RESOLVED, that the Hebron Town Council approve a grant application to FEMA for a Fiscal Year 2025 Assistance to Firefighters Grant in the amount not to exceed \$70,067.40 with a cost share by the Town of \$3,503.37 for the acquisition of fire hose, and authorize Donna Lanza, Interim Town Manager, to sign any documents necessary to apply for accept and receive such grant if awarded.

RE: 6/4/26 TC agenda Items

From Peter Starkel <pstarkel@hebronfd.com>  
Date Fri 5/29/2026 12:21 PM  
To Dori Wolf <Dwolf@hebronct.gov>  
Cc Peter Starkel <pstarkel@hebronfd.com>

1 attachment (16 KB)  
HEBRON LDH\_Kraken Grant quote 05-28-26.pdf;

Hi Dori

Estimate attached. It actually came in a little less, so I would need to change the wording in item b:

- a. The Fire Department would like permission to submit an application to FEMA for a Fiscal Year 2025 Assistance to Firefighters Grant (AFG) for the purchase of approximately 7,100' of fire hose (1200' of 1 ¾", 1200' of 2 ½", 1200' of 3", and 3500' of 5"). Estimated cost of the project is \$70,067.40 with a 5% cost share to the Town (\$3503.37). A request for funding for a portion of the hose we need is in our current proposed budget for fiscal year 26-27 (\$17,591).

Sorry for any confusion.

Ty

Peter

Chief Peter J. Starkel

Hebron Fire Department  
44 Main Street, PO Box 911  
Hebron, CT 06248

Tolland County Deputy Fire Coordinator – HQ 42

President – New England Association of Fire Chiefs,  
a Division of the International Association of Fire Chiefs

International Association of Fire Chiefs Training and Educational Development Committee Member

860-228-3022 x 160  
860-786-0440 mobile  
Fax 860-228-0711



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**From:** Dori Wolf <Dwolf@hebronct.gov>  
**Sent:** Friday, May 29, 2026 10:19 AM  
**To:** Peter Starkel <pstarkel@hebronfd.com>  
**Subject:** Re: 6/4/26 TC agenda Items

Hello Peter,

Did you ever receive the estimate for the fire hose? If so, please forward to me for the TC Agenda. Thanks.

Best,

**Dori Wolf**

Director of Administrative Services  
Hebron Town Manager's Office  
15 Gilead Street  
Hebron, CT 06248  
860-228-5971 x 130

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**From:** Peter Starkel <pstarkel@hebronfd.com>  
**Sent:** Thursday, May 28, 2026 9:22 AM  
**To:** Donna Lanza <dlanza@hebronct.gov>  
**Cc:** Dori Wolf <Dwolf@hebronct.gov>; Peter Starkel <pstarkel@hebronfd.com>  
**Subject:** 6/4/26 TC agenda Items

Good Morning

May I have the following items added to the agenda for the 6/4/26 Town Council meeting?

1. Permission to apply for the following FEMA Assistance to Firefighters Grants:
  - a. The Fire Department would like permission to submit an application to FEMA for a Fiscal Year 2025 Assistance to Firefighters Grant (AFG) for the purchase of 30 portable radios that are compatible with the State of Connecticut's digital radio system. Estimated cost of the project is \$158,311.20 with a 5% cost share to the Town (\$7915.56). A request for funding for two of these radios is in our current proposed budget for fiscal year 26-27 (\$10,280).
  - b. The Fire Department would like permission to submit an application to FEMA for a Fiscal Year 2025 Assistance to Firefighters Grant (AFG) for the purchase of approximately 7,100' of fire hose (1200' of 1 3/4", 1200' of 2 1/2", 1200' of 3", and 3500' of 5"). Estimated cost of the project is \$75,000 with a 5% cost share to the Town (\$3,750). A request for funding for a portion of the hose we need is in our current proposed budget for fiscal year 26-27 (\$17,591).
  - c. The Fire Department would like permission to submit an application to FEMA for a Fiscal Year 2025 Staffing for Adequate Fire and Emergency Response grant (SAFER) to aid in the addition of two additional full time Firefighter/EMTs. This is a three-year grant with FEMA covering 75% of the cost in years one and two, and 35% of the cost in year three. Estimated cost of the project over the three-year term would be \$517,000 (salary and health benefits). 25% cost share to the Town in year one would be approximately \$40,750 (\$20,375 per FF/EMT), 25% cost share to the Town in year two would be approximately \$44,250 (\$22,125 per FF/EMT), and 65% cost share to the Town in year three would be \$115,050 (\$57,525 per FF/EMT).

I have attached an estimate for the radio equipment, FEMA notice of funding opportunity, and FAQ documents for the grant programs. I should have the hose estimate within the hour and will forward it to you as soon as it comes in.

Thank you,

Peter

Chief Peter J. Starkel

Hebron Fire Department  
44 Main Street, PO Box 911  
Hebron, CT 06248

Tolland County Deputy Fire Coordinator – HQ 42

President – New England Association of Fire Chiefs,  
a Division of the International Association of Fire Chiefs

International Association of Fire Chiefs Training and Educational Development Committee Member

860-228-3022 x 160  
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# Fiscal Year 2025 Assistance to Firefighters Grant Fact Sheet

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The Assistance to Firefighters Grant (AFG) Program will provide \$324 million to eligible applicants seeking to enhance their fire and medical response capabilities and protect the health and safety of emergency personnel and the public.

## Overview

The AFG Program is one of three fire grant programs that constitute the Federal Emergency Management Agency's (FEMA's) focus on enhancing the safety of the public and firefighters with respect to fire and related hazards. Since Fiscal Year (FY) 2001, the AFG has awarded approximately \$9 billion in grants to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. For FY 2025, FEMA will award another \$324 million through the AFG Program to first-responder organizations that need support to improve their capability to respond to fires and emergencies of all types.

## Purpose

The AFG Program provides grants directly to fire departments, nonaffiliated emergency medical service (EMS) organizations, State Fire Training Academies (SFTA), and non-federal airport and/or port authority fire or EMS organizations to enhance their ability to protect the health and safety of the public and first-responder personnel. Using a competitive process that is informed by fire service subject-matter experts, grants are awarded to applicants whose requests best address AFG's priorities.

## Eligibility

Eligible applicants for the FY 2025 AFG Program include fire departments, nonaffiliated EMS organizations, SFTAs, and non-federal airport and/or port authority fire or EMS organizations operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico<sup>1</sup>, or any federally recognized Indian tribe or tribal organization.

---

<sup>1</sup> The District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico are all defined as "States" in the Federal Fire Prevention and Control Act of 1974.

## Definitions

- **Fire department** is an agency or organization that has a formally recognized arrangement with a state, territory or local government (city, county, parish, fire district, township, town, village or other governing body) to provide fire suppression to a population on a first-due basis to a fixed geographical area.
- **Nonaffiliated EMS organization** is an agency or organization that is a public or private nonprofit emergency medical service entity providing medical transport that is not affiliated with a hospital and does not serve a geographic area in which emergency medical services are adequately provided by a fire department.
- FEMA considers the following as **hospitals** under the AFG Program:
  - Clinics
  - Medical centers
  - Medical college or university
  - Infirmary
  - Surgery centers
  - Any other institution, association, or foundation providing medical, surgical, or psychiatric care and/or treatment for the sick or injured
- **State Fire Training Academies** operate in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico. Applicants must be designated either by legislation or by a Governor's declaration as the sole fire service training agency within a state, territory, or the District of Columbia and recognized by the National Fire Academy. The designated SFTA shall be the only agency/bureau/division, or entity within that state, territory, or the District of Columbia.
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## Program Highlights

Under the FY 2025 AFG Program, eligible organizations may submit the following applications:

### Operations and Safety

- Projects funded include professional training, wellness and fitness programs, equipment, personal protective equipment (PPE), and modifications to facilities.

### Vehicle Acquisition

- Eligible vehicles include but are not limited to pumper/engine, aerial, quint, brush truck, tanker/tender, rescue vehicle, and ambulance.

## Regional Grants

- Eligible Regional activities include vehicle acquisition, professional training, wellness and fitness projects, equipment, and PPE.

## State Fire Training Academies

- State fire training academies (SFTAs) are eligible to apply for critically needed equipment, PPE, and vehicles.

## Micro Grants

Applicants who apply for \$75,000 or less of AFG funds across all applications in a given year are eligible for Micro Grants. Micro grant applications within a specific activity compete with each other instead of with every application for a given activity (for example, micro grant applications for Vehicles only compete with other Vehicle micro grant applications.) Applicants must indicate they are applying for a micro grant in their application.

## Application Process and Evaluation Criteria

AFG applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in the funding notice. The funding priorities and evaluation criteria are developed from the recommendations provided by the Criteria Development Panel composed of fire service professionals representing the major fire service organizations. The priorities differ for fire departments, nonaffiliated EMS organizations, and SFTAs.

The electronic pre-scoring process is based on program priorities and answers to activity-specific questions within the online application. Application Narratives are not reviewed during the pre-score process. The pre-score is half of the total application score.

Applications with the highest pre-score rankings are then scored competitively by no less than three members of a Peer Review Panel composed of fire service representatives recommended by the CDP. Peer reviewers assess each application's merits based on the narrative statements of the requested activity. Peer reviewers independently score each requested activity within the application using narrative evaluation criteria listed in the funding notice, discuss the merits and/or shortcomings of the application with their peers and document the findings. A consensus is not required. The panel score is half of the total application score.

Applications most consistent with the established AFG funding priorities that score the highest will undergo a Technical Review by the FEMA Program Office to assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility. FEMA will award grants based on this final ranking and the ability to meet statutorily required funding limitations outlined in the NOFO.

## Program Coordination

The following entities assisted with the development of the FY 2025 AFG guidance:

- U.S. Department of Homeland Security

## Fiscal Year 2025 Assistance to Firefighters Grant Fact Sheet

- FEMA
- FEMA/U.S. Fire Administration

### Major Fire Service Organizations

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Services Institute

### AFG Program Resources

For additional information on the FY 2025 AFG Program, please visit our web site at [Assistance to Firefighters Grants | FEMA.gov](#).

You may also contact the AFG Help Desk at (866) 274-0960 or by e-mail at [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov). The AFG Program Help Desk is open Monday through Friday, 8 a.m. – 4:30 p.m. Eastern Time.

**TOWN OF HEBRON  
TOWN COUNCIL  
REGULAR MEETING  
JUNE 4, 2026**

**APPROVE FIRE DEPARTMENT FEMA APPLICATION FOR A FY 2025 STAFFING  
FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANT (SAFER)**

Attached is an email from Peter Starkel, Fire Chief, requesting the Town Council approve an Application to FEMA for a Fiscal Year 2025 Staffing for Adequate Fire and Emergency Response Grant. Chief Starkel will be present to give the cost details associated with this Grant.

**Proposed Resolution:**

BE IT RESOLVED, that the Hebron Town Council approve a grant application to FEMA for a Fiscal Year 2025 Staffing for Adequate Fire and Emergency Response Grant in the amount not to exceed \$517,000 over the next three year term, and authorize Donna Lanza, Interim Town Manager, to sign any documents necessary to apply for accept and receive such grant if awarded.

# Fiscal Year 2025 Staffing for Adequate Fire and Emergency Response Program Frequently Asked Questions

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This document addresses Frequently Asked Questions (FAQs) related to the Fiscal Year (FY) 2025 Staffing for Adequate Fire and Emergency Response (SAFER) Program. Applicants should refer to the FY 2025 SAFER Program Notice of Funding Opportunity (NOFO) for full details and application requirements.

## General Program Questions

### What is the purpose of the SAFER Program?

The program's purpose is to provide funding directly to fire departments and volunteer firefighter interest organizations (interest organizations) to assist with increasing the number of firefighters to help communities meet industry minimum standards, to attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. The SAFER Program is separated into two activities: Hiring of Firefighters (Hiring) Activity and Recruitment and Retention (R&R) Activity. Using a competitive process that designed, reviewed, and overseen by fire service subject-matter experts, the Federal Emergency Management Agency (FEMA) will award grants in both activities to applicants whose requests best address the priorities of the FY 2025 SAFER Program.

### What changes were made to the SAFER Program since last year?

The FY 2025 SAFER Program NOFO contains changes to definitions, descriptions, and priority categories, including:

- Under Supporting Definitions:
  - The terms Grant Administrator, Program Manager, and R&R Coordinator are defined.
  - The term Explorer, Cadet, or Mentoring Program is defined.
- Under Recruitment and Retention (R&R) Activity – Eligible Costs: Medium Priority:
  - Training supplies and nominal stipends are now eligible costs to support an explorer, cadet or mentoring program.
  - Medium Priority wellness program costs are not eligible unless paired with a request for a High Priority wellness and fitness cost (e.g. physicals). Eligible Medium Priority wellness program costs are also now limited to those described in the R&R Activity – Eligible Costs: Medium Priority table.
- Under Appendix C – Award Administration Information:

- Restrictions on the use of excess funds have been updated.

## What do I need to know about Environmental Planning and Historic Preservation (EHP)?

SAFER Program projects that involve the installation of supplies/equipment not specifically excluded from a FEMA EHP Review, such as ground-disturbing activities, or modification/renovation of existing buildings or structures, will require an EHP review. Some equipment activities will require an EHP review, as well. Such activities include but are not limited to:

- Building renovations, such as removal of wall or installation of electrical or waterlines;
- Training/exercises in natural settings, such as rope or swift water;
- Installation of LED signs; and
- Any scope of work that involves ground disturbances.

Please see FEMA's EHP Screening form and instructions at [EHP Screening Form](#). EHP policy guidance can be found at [Preparedness Grants EHP Compliance webpage](#). Recipients will be notified of their EHP responsibilities in the grant award package.

Actions initiated and/or completed without fulfilling the specific EHP requirements will not be considered for funding.

## Who is eligible to apply under the SAFER Program?

Eligible applicants for the program include fire departments; any federally recognized Tribal Nation or tribal organization; and national, regional, state, local, tribal and nonprofit interest organizations representing the interests of volunteer firefighters.

## How do I determine whether I represent a volunteer, combination, or career fire department or a national, regional, state, local, tribal and nonprofit volunteer firefighter interest organization?

A **volunteer fire department**, as defined in 15 U.S.C. § 2229, has an all-volunteer force of firefighting personnel. For a fire department to have an all-volunteer force, no member may receive financial compensation (in the form of salary or wages) for their services other than life and health insurance, workers' compensation insurance, and/or a nominal stipend per call. For the purposes of this SAFER Program, a department whose membership is composed of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department.

A **career department**, as defined in 15 U.S.C. § 2229, has an all-paid force of firefighting personnel other than paid on-call firefighters. Fire departments that provide reimbursement on a paid-on-call basis are considered a combination fire department for the purposes of this program.

A **combination department**, as defined in 15 U.S.C. § 2229, has paid firefighting personnel and volunteer firefighting personnel. At a minimum, a combination fire department must have at least one active firefighter who receives financial compensation for services (including paid-on-call) and at least one active firefighter who does not receive financial compensation for services other than life, health and workers' compensation insurance.

For the purposes of this SAFER Program, a department whose membership is composed of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department.

FEMA considers a department to be combination majority volunteer if more than 50% of its membership is made up of personnel who do not receive financial compensation for services. Departments are considered combination majority career if more than 50% of the active firefighting membership is salaried staff.

A **national, regional, state, local, tribal, and nonprofit volunteer firefighter interest organization** is defined as an organization that supports or represents the interests of firefighters in front of legislative bodies at the local, state, tribal and federal level. Such organizations include but are not limited to state or local firefighter and/or fire chiefs' associations, volunteer firefighter relief organizations, and associations. FEMA shall determine whether an applicant is an appropriate volunteer firefighter interest group under this program.

Fire departments applying for a regional grant on behalf of themselves and other participating fire departments are not considered interest organizations.

## What activities may I apply for under the SAFER Program?

Applicants may apply for the two allowable activities under the SAFER Program:

**Hiring Activity:** Provides federal financial assistance to help fire departments hire new, additional firefighters (or change the status of part-time or paid-on-call firefighters to full-time firefighters). National, regional, state, local, tribal and nonprofit interest organizations are not eligible to apply for funding under the Hiring Activity.

**R&R Activity:** Assists volunteer and combination fire departments and national, regional, state, local, tribal, and nonprofit interest organizations with the recruitment and/or retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. Career fire departments are not eligible to apply for funding under the R&R Activity.

## How many applications may I submit?

Eligible applicants may submit only one application for each eligible activity under the SAFER Program (one under the Hiring Activity and/or one under the R&R Activity). Applicants interested in applying under both the Hiring Activity and the R&R Activity must submit a separate application for each activity. All submissions of duplicate applications will be disqualified.

Be sure to select the appropriate applicant type when applying. Applications differ based on the applicant type. For example, the Hiring Activity application differs from the fire department application for the R&R Activity; the R&R Activity application will be different for a fire department than an interest organization. Applications submitted under the wrong type (e.g., regional fire department R&R Activity application applied through the interest organization application) will be deemed ineligible.

## **I have an open SAFER Program award(s). May I still apply under the FY 2025 SAFER Program?**

Yes. However, because the period of performance on the open grant award(s) and the FY 2025 grant period of performance could overlap, you need to ensure that the start of your FY 2025 grant does not depend on the completion of your open grant(s), or that receipt of a FY 2025 SAFER Program award will not impact your ability to continue with and/or complete your open grant award(s). The grant activities requested in the FY 2025 SAFER Program must supplement the current award(s) and cannot be for the same activities, expenditures, or personnel funded under the open grant award(s). Applicants with an active SAFER Program award who wish to apply under the FY 2025 SAFER Program are subject to the guidelines and requirements outlined in the FY 2025 SAFER Program NOFO.

## **How much funding is available under the FY 2025 SAFER Program?**

The Full-Year Continuing Appropriations and Extensions Act, 2025, Pub. L. No. 119-4, § 1101 makes \$324 million available under the FY 2025 SAFER Program. Specific funding parameters are either required by law or are the outcome of recommendations from the Assistance to Firefighters Grant Program Criteria Development Panel:

10% of the funding is set aside for grants awarded to all volunteer or majority volunteer departments for the hiring of firefighters.

If FEMA awards less than 10% of the funds available for the hiring of firefighters to volunteer and majority volunteer fire departments, it will transfer the remaining funds to provide grants for the recruitment and retention of volunteer firefighters.

10% of the funding is set aside for the recruitment and retention of volunteer firefighters.

No more than 33% of the total amount allocated for the recruitment and retention of volunteer firefighters can be awarded to national, regional, state, local, territorial, or tribal organizations that represent the interests of volunteer firefighters.

## **What is the maximum amount of funding a recipient may be awarded?**

There is no maximum award amount for FY 2025 SAFER Program awards. However, it is important to note that all awarded SAFER Program costs and activities must be incurred, received and completed within the period of performance. Therefore, applicants should carefully consider what costs and activities they can reasonably accomplish within the period of performance.

## **Is there a cost share for all applicants?**

For Hiring Activity grants, recipients are required to contribute 25% of the actual costs incurred in each of the first and second years of the grant; and 65% of the actual costs incurred in the third year of the grant.

In the first and second years of the grant, the amount of federal funding awarded may not exceed 75% of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted. In the third

year of the grant, the amount of federal funding may not exceed 35% of the usual annual cost of a first-year firefighter in that department.

The “usual annual cost” includes a firefighter’s base salary (excluding non-Fair Labor Standards Act overtime) and the standard benefits package offered by the fire department to first-year firefighters. Standard benefits include the average annual cost of health, dental and vision insurance; FICA; life insurance; retirement and/or pension contributions; etc.

For R&R Activity grants, there is no cost share requirement.

## **When will the awards be announced?**

Award announcements will be made no later than September 30, 2026.

Successful recipients will be notified via email and through the FEMA Grants Outcomes (FEMA GO) system of their award offer. Recipients must accept their awards no later than 30 days from the award date. Recipients must accept their award in FEMA GO. Funds will remain on hold until the recipient accepts the award through the FEMA GO system and all other conditions of the award have been satisfied, or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds.

Recipients may request additional time to accept their award if needed.

## **When a SAFER Program award is accepted, when does the period of performance start?**

The period of performance under the Hiring Activity is 36 months for all grants awarded. A default 180-day recruitment period, which allows grant recipients to begin hiring SAFER Program-funded firefighters, begins when FEMA approves the application for an award under this activity. The 36-month period of performance automatically starts after the 180-day recruitment period, regardless of whether the recipient has successfully hired the requested firefighters.

The period of performance under the R&R Activity is 12, 24, 36 or 48 months for all grants awarded. A default 90-day recruitment period, which allows recipients time to gather resources, initiate processes, and finalize contracts needed to implement SAFER Program grant activities, begins when FEMA approves the application for award under this activity. The period of performance automatically starts after the 90-day recruitment period ends, regardless of whether the recipient is ready to begin implementing its grant award.

# **Application Questions**

## **What are some important reminders for FY 2025 SAFER Program application?**

To submit a SAFER program application, the applicant organization must be currently registered and active in the System for Award Management (SAM) to apply. Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant’s SAM registration

must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. SAM is available from Grants.gov at <https://sam.gov/entity-registration>.

Additional information about UEI and FEMA GO is provided in the FEMA GO Startup Guide at: <https://www.fema.gov/media-library/assets/documents/181607>.

## What is program income?

Although not common, recipients may generate income while carrying out grant-supported activities during the period of performance under the SAFER Program award. This is referred to as program income. This income can be used to defray program costs, where appropriate, consistent with 2 C.F.R. § 200.307. The Budget Summary section of the grant application contains a field for program income. The response should be \$0 unless the recipient anticipates generating program income during the period of performance. If the recipient plans to generate program income, it should be explained in the narrative. The FEMA GO application will not include program income estimates in the total budget. FEMA will review the program income submitted and adjust the budget as appropriate before award. Any program income must be used and managed in accordance with 2 C.F.R. § 200.307.

## What are Management and Administration (M&A) costs?

M&A costs are administrative expenses that are incurred during the administration of a SAFER Program award. Applicants may apply for M&A costs if the costs are directly related to the implementation of the program for which they are applying. Please note M&A costs are only eligible under the R&R activity and are not eligible under the Hiring Activity.

M&A costs are identifiable costs directly associated with the implementation and management of the grant and cannot exceed 3% of the federal share of SAFER Program funds awarded. If you are requesting M&A expenses, you must list the costs under the "Other" category in the budget and explain the purpose for the administrative costs in your Project Narrative. All M&A costs must be in accordance with 2 C.F.R. Part 200 Subpart E, Cost Principles, and should be based on actual expenses only, not a percentage of the overall grant.

## Where do I submit the federally approved Indirect Cost Rate Agreement?

Applicants with a current negotiated indirect cost rate agreement that want to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement with their application. Applicants without a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to FEMA for further instructions. Applicants who wish to use a cost allocation plan in lieu of an IDC rate proposal must reach out to FEMA for further instructions. Indirect costs are only allowable under the R&R Activity and are not allowable under the Hiring Activity.

Some applicants are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required to develop an indirect cost rate proposal instead. These applicants must submit a copy of their proposal with their application.

Copies of the indirect cost rate agreements or proposals, along with the SAFER Program application number, must be submitted electronically to [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov). Please ensure that the request details budget portion of

your application includes information pertaining to your indirect cost rate agreement or proposal. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

## What standards does the SAFER Program focus on?

The SAFER Program focuses on the Deployment or Staffing and Deployment compliance standards of the National Fire Protection Association (NFPA):

- NFPA 1710 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Department (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability): This standard applies primarily to career fire departments and combination departments if the combination department chooses it.
- NFPA 1720 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (Section 4.3 – Staffing and Deployment): This standard applies primarily to all-volunteer fire departments, but it may also apply to combination departments if the combination department does not choose to comply with the NFPA 1710 standard.

FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments into compliance in the most cost-effective manner.

## Do applicants have to comply with the National Incident Management System?

SAFER Program applicants are not required to comply with the National Incident Management System (NIMS) to apply for federal assistance under the SAFER Program. However, any applicant who receives a FY 2025 SAFER Program award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction over the applicant's emergency service operations (e.g., a local government), before the end of the grant's period of performance.

Information about NIMS can be found at <https://www.fema.gov/national-incident-management-system>.

## Hiring Activity

### What type of firefighter positions will be funded under the Hiring Activity?

Grants awarded under the Hiring Activity enable all volunteer, combination, and career fire departments to restore staffing levels to attain a more effective level of response and a safer incident scene. FEMA awards Hiring Activity grants directly to volunteer, combination, and career fire departments to help fire departments increase their cadre of frontline firefighters by providing financial assistance to hire new, additional firefighters.

## What are the eligible expenses under the Hiring Activity?

The only eligible expenses are the salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER Program grant. Costs are reimbursable if they are included as part of the standard package, available to all operational firefighter positions, contractually obligated, and reimbursed via payroll. Compensation for a firefighter's normal, contracted work schedule is reimbursable, but overtime costs are not eligible for reimbursement by the SAFER Program grant award (including overtime for holdovers, extra shifts, to attend training, etc.). Only costs for overtime that the fire department routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours, in order to comply with the Fair Labor Standards Act, are eligible.

## Does SAFER allow regional applications for the Hiring Activity?

No, the Hiring Activity is not eligible as a regional project.

## Recruitment and Retention Activity

### What are the eligible expenses under the R&R Activity?

Applicants must correlate the activities for which funding is being requested with the identified recruitment or retention problems or issues being addressed. SAFER Program grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. FEMA will not provide funding for a budgeted line item if an applicant does not provide enough information detailing how the item or activity will enhance the recruitment and retention of volunteer firefighters. Allowable costs may be limited to reasonable amounts, as determined by FEMA.

All grant-related purchases and activities must be incurred, received and completed within the period of performance. Additionally, all funded activities under the R&R Activity must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations. FEMA may ask for copies of SOPs before or after awarding a grant

Examples of eligible expenses include but are not limited to the following:

- Marketing program (e.g., media and print advertising) to recruit new volunteer firefighters;
- New recruit basic training;
- Leadership/career development training; and
- Personal Protective Equipment for new recruits.

For the full list of eligible and ineligible costs, please refer to Appendix B – Programmatic Information and Priorities, in the FY 2025 SAFER Program NOFO.

## How is “new recruit” defined according to the SAFER Program?

A “new recruit” is defined as a volunteer that joins the department with the intent to serve as a firefighter after the recipient is notified of the grant award (e.g., the date of the award notification email in FEMA GO).

## Does the SAFER Program allow regional applications for the R&R activity?

Yes. Eligible applicants may apply for a regional R&R Activity grant if the request will have a direct regional or local benefit beyond the immediate boundaries of the applicant’s first-due response area. Direct regional or local benefit means that other eligible organizations will receive a portion of the grant awarded funds, or the department will receive items purchased with the grant funds.

An eligible applicant will serve as the “host applicant” and can apply for funding on behalf of itself and any number of other participating R&R Activity eligible organizations. The application must include a list of all the participating organizations, including the point of contact information and EIN for each organization benefiting from a proposed regional project.

If awarded, the host applicant must agree to be responsible for all aspects of the grant. This includes but is not limited to accountability for all assets and all reporting requirements. Regional host applicants and participating partner agencies must execute a Memorandum of Understanding or equivalent document, signed by all parties participating in the award, before applying under the Regional Program activities.

## Application Process

### Where do I apply for a SAFER Program grant?

The online FY 2025 SAFER Program application is available through the FEMA GO application portal at <https://go.fema.gov/>. The application will also be linked with the U.S. Fire Administration’s website <https://www.usfa.fema.gov/a-z/grants/> and the [Grants.gov website](https://www.grants.gov/).

### Which internet browsers are compatible with FEMA GO?

FEMA GO is compatible with the most recent major release of Google Chrome, Mozilla Firefox, Apple Safari and Microsoft Edge. Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

### When can I apply?

Applications will only be accepted between 9 a.m. ET on Tuesday, May 19, 2026 and 5 p.m. ET on Friday, June 19, 2026. FEMA GO automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application.

Applications not received by the application submission deadline will not be accepted. Applicants using unreliable internet connections, such as dial-up connections, should be aware that submission can take some time before FEMA GO receives your application.

Applicants who experience system-related issues will be addressed until 3 p.m. ET on Friday, June 19, 2026. No new system-related issues will be addressed after this deadline.

## **Do I need to register with the System for Award Management (SAM)?**

Yes. Per 2 C.F.R. § 25.205, SAM registration is required to both begin and submit a SAFER Program application in the FEMA GO system. Organizational SAM.gov registrations are only active for one year and must be renewed annually. Therefore, applicants must ensure the applicant entity has a valid and active registration in SAM.gov before starting an application.

Applicants should register with SAM at least one month before submitting their SAFER application to allow time for registration processing.

For more detailed instructions for registering with SAM, refer to: [Register with SAM](#). Applicants should contact SAM.gov with questions or concerns about their SAM registration.

DHS may not make a federal award to an applicant until the applicant has complied with all applicable UEI and SAM requirements. An applicant's SAM registration must be active at the time of application, during the application review period, and when FEMA is ready to make a federal award. If an applicant has not fully complied with the requirements by the time DHS is ready to make a federal award, DHS may determine that the applicant is not qualified to receive a federal award and may award another applicant.

The submission of payment requests and amendments are also contingent on the information provided in the entity's SAM.gov registration. It is imperative that all information in the application is correct, current and matches the information in the SAM.gov registration. Please ensure that your organization's name, address, UEI number, and Employer Identification Number (EIN) are up to date in SAM.gov and that the UEI number used in SAM.gov is the same number used to apply for all other FEMA grant program awards.

More information on SAM.gov may be located in the FY 2025 SAFER Program NOFO and on the [Assistance to Firefighters Grant Programs Website](#). If applicants have questions or concerns about SAM registration, please contact SAM.gov.

## **How long does it take to receive a UEI number?**

After registering with SAM, it can take up to four weeks to receive a UEI number.

## **May I change or edit my application after it has been submitted?**

You will be able to review or edit the entire application prior to submission. However, if you would like to edit or change your application after submission, you will need to withdraw the application from consideration of award. The

application must then be resubmitted to FEMA before the application submission deadline of 5 p.m. ET on Friday, June 19, 2026 to be considered for an award.

## How are the applications reviewed and selected for funding?

SAFER Program applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in the FY 2025 SAFER Program NOFO.

Applications with the highest score rankings per activity will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, costs/quantities, and anticipated effectiveness of the proposed project(s).

## How important is it to address all Narrative Statements in the application?

The Narrative Statements of the application must provide unique and specific details about the activity for which applicants seek funding, including budget details. Peer Review Panelists will evaluate and score each activity based on the narrative elements within each activity. The weighted evaluation criteria used by the peer reviewers in determining the grant award, as described in the NOFO, make up the elements of the Narrative Statements' score.

Under the Hiring Activity, the peer review panel score is 50% of the total application score. Under the R&R Activity applications, the peer review panel score is 70% of the total application score.

**Note:** FEMA conducts reviews of a random sampling of applications to compare them for duplication including the narrative statements and statistical data. Therefore, all elements of the narrative statements must be specific and unique to the applying entity, and all statistical data must be accurate.

Applications with narrative statements that have substantial duplication of statements, sentences, or paragraphs to other submitted applications, and/or inaccurate data that could mislead reviewers may be disqualified. Discovery of falsification, fabrication or plagiarism of other grant proposals will disqualify the application(s).

For more detailed information, please refer to the Self-Evaluation Sheet for your Activity and applicant type on the [SAFER Program website](#).

## What are the character limitations for text boxes in FEMA GO?

Each element must have a minimum of 200 characters. The maximum number of total characters is 3,000 per each narrative element, except for the Financial Need narrative, The Financial Need narrative allows for 4,000 characters.

The Narrative Statements blocks do not allow formatting. Please do not type the Narrative Statements using only capital letters. Additionally, do not include tables, special characters or fonts (e.g., quotation marks, bullets), or graphs. Space for the Narrative Statements is limited.

## FEMA Contacts

### How can I help FEMA prevent fraud, waste and abuse?

If you have information about instances of fraud, waste, abuse or mismanagement involving FEMA programs or operations, you should contact the Department of Homeland Security Office of Inspector General Hotline at 800-323-8603; by fax at 202-254-4297; or online at <https://www.oig.dhs.gov/hotline>.

### How can I obtain help with the application?

The Fire Grants Program Help Desk at [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov) or (866) 274-0960 will be available to provide technical assistance with completing your SAFER Program application(s).

During the application period, the Fire Grants Program Help Desk will be staffed between the hours of 8 a.m. and 4:30 p.m. ET, Monday through Friday, and until 5 p.m. ET on the last day of the application period. However, these hours may change as the application period progresses. The toll-free number also accepts voicemail messages after hours or if the line is busy.

For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at [femago@fema.dhs.gov](mailto:femago@fema.dhs.gov) or (877) 585-3242, Monday through Friday, 9 a.m. – 6 p.m. ET

### Where can I find SAFER Program documents and other information?

You can find SAFER Program documents and additional information on the [Staffing for Adequate Fire and Emergency Response Program webpage](#).

### How do I sign up for e-mail notifications about the SAFER Program?

To register for automatic e-mail notices of NOFO availability and other important program information go to: [https://public.govdelivery.com/accounts/USDHSFEMA/subscriber/new?topic\\_id=USDHSFEMA\\_409](https://public.govdelivery.com/accounts/USDHSFEMA/subscriber/new?topic_id=USDHSFEMA_409).

**MISSION STATEMENT**

The Town Council, 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  
TOWN COUNCIL  
REGULAR MEETING (HYBRID)  
15 GILEAD STREET**

**Town Council Regular Meeting**  
Jun 18, 2026, 7:00 PM (America/New\_York)

**Please join my meeting from your computer, tablet or smartphone.**  
<https://meet.goto.com/416749581>

**You can also dial in using your phone.**  
Access Code: 416-749-581  
United States: [+1 \(224\) 501-3412](tel:+12245013412)

**Get the app now and be ready when your first meeting starts:**  
<https://meet.goto.com/install>

**Thursday, June 18, 2026**

**7:00 p.m.**

**AGENDA**

**Time Guideline**

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

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

**7:05 p.m. 3. ADDITIONS AND CHANGES TO THE AGENDA**

**7:10 p.m. 4. PUBLIC COMMENT**

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

**7:15 p.m. 5. GOOD TO KNOW/SPECIAL RECOGNITION**  
a) Juneteenth Peters Family Day Proclamation

**7:20 p.m. 6. APPOINTMENTS AND RESIGNATIONS**

- 7:20 p.m. 7. **TOWN MANAGER'S REPORT**
- a) Recent Activities
  - b) Correspondence
  - c) Town Manager Updates
- 7:25 p.m. 8. **OLD BUSINESS**
- a) Budget Update
  - b) American Rescue Plan State and Local Recovery Funds Update
  - c) Department of Public Works Action Committee Update
  - d) Revisions to Employee Handbook of Personnel Policies and Procedures
  - e) Homestead Exemption Ordinance
  - f) The Town Center Project – America 250 Update
  - g) Hebron Cell Phone Towers Advisory Group
  - h) Town Website Project Update
  - i) Town Manager Executive Search Update
  - j) Any Other Old Business
- \*\*\*no update at this time
- 7:35 p.m. 9. **NEW BUSINESS**
- a) Approve 2026 CT Neighborhood Assistance Act Applications
  - b)
  - c)
  - d)
  - e) Draft Agenda for July 9, 2026, Regular Meeting
  - f) Any Other New Business
- 7:45 p.m. 10. **CONSENT AGENDA**
- Consent agenda items are considered to be routine in nature, which the Council may not need to discuss individually and may be voted on as a group. Any council member who wishes to discuss a particular item in this section may request the Chair to remove it for later discussion and a separate vote if necessary.
- a) **APPROVAL OF MINUTES**  
10.a.1 June 4, 2026 - Regular Meeting
  - b) **TAX REFUNDS**
- 7:50 p.m. 11. **LIAISON REPORTS**
- a) AHM Youth Services – Sean Fitzgerald
  - b) Hebron BOE – Tiffany V. Thiele
  - c) Board of Finance – Keith Petit
  - d) Open Space Land Acquisition – Jan Lawrence
  - e) Water Pollution Control Authority – Jan Lawrence
  - f) RHAM BOE – Claudia Riley
- 8:00 p.m. 12. **PUBLIC COMMENT**
- 8:10 p.m. 13. **ADJOURNMENT**

**TOWN OF HEBRON  
TOWN COUNCIL  
REGULAR MEETING  
June 4, 2026**

**CONSENT AGENDA**

**Proposed Motion:**

Move that the Town Council approve the following Consent Agenda items and motions contained therein as if individually adopted:

**a) APPROVAL OF MINUTES**

- 10.a.1 May 21, 2026 – Public Hearing
- 10.a.2 May 21, 2026 – Regular Meeting

TOWN OF HEBRON  
TOWN COUNCIL  
Public Hearing  
Town Office Building – 15 Gilead Street  
Thursday, May 21, 2026 – 6:45 PM

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HEBRON TOWN CLERK

MINUTES

2026 Connecticut Neighborhood Assistance Act Program

**ATTENDANCE:**

**Town Council (Present):** Tiffany Thiele (Chair), Jan Lawrence (Vice-Chair), Keith Petit, Sean Fitzgerald, Claudia Riley

**Staff:** Donna Lanza, Dori Wolf

**Guests:** Rob Mangiafico

**1. Introduction**

T. Thiele called the Public Hearing to order at 6:45 p.m., with the stated purpose of hearing program proposals for inclusion in the 2026 Connecticut Neighborhood Assistance Act Program. The act provides tax credits for businesses who contribute to community programs that have received both municipal and state approval.

**2. Public Comment/Program Proposals**

**A. Rob Mangiafico (Commons Community Development Corporation)**

The proposal seeks \$150,000 towards energy conservation efforts in renovations to the existing rectory building, which will be converted to two units, as part of their affordable housing project. Items targeted include all-electric and energy-efficient appliances, plumbing fixtures, windows, LED lighting, and solar panels, among others. C. Riley noted pro bono UCONN programs wherein students provide and implement landscaping plans for affordable housing projects.

**3. Conclusion**

T. Thiele adjourned the Public Hearing at 6:49 p.m.

Respectfully submitted,  
Hannah Walcott (Board Clerk)

**TOWN OF HEBRON  
TOWN COUNCIL  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, May 21, 2026 –7:00 PM**

**RECEIVED**  
2026 MAY 26 P 3:02  
*[Signature]*  
**HEBRON TOWN CLERK**

**MINUTES**

**ATTENDANCE:**

**Town Council (Present):** Tiffany Thiele (Chair), Jan Lawrence (Vice-Chair), Keith Petit, Claudia Riley, Sean Fitzgerald

**Staff:** Donna Lanza, Dori Wolf, Paul Forrest

**Guests:** Mal Leichter, Todd Habicht

**1. Call to Order**

**2. Pledge of Allegiance**

Chair T. Thiele called the meeting to order at 7:01 p.m. and led the Pledge of Allegiance.

**3. Additions and Changes to Agenda**

None.

**4. Public Comment**

None.

**5. Good to Know / Special Recognition**

**A. National Public Works Week Proclamation**

C. Riley read a proclamation (included in the agenda) noting Hebron's observation of May 17<sup>th</sup> through May 23<sup>rd</sup>, 2026 as National Public Works Week.

**B. National Emergency Medical Services Week Proclamation**

S. Fitzgerald read a second proclamation (included in the agenda) noting Hebron's observation of May 17<sup>th</sup> through May 23<sup>rd</sup> as National Emergency Medical Services Week.

**6. Appointments and Resignations**

**A. Douglas Library Board of Trustees Resignation**

**Motion by K. Petit that the Hebron Town Council accept with regret the resignation of Gail B. Richmond from the Douglas Library Board of Trustees and thank her for more than 30 years of service in the Town on this Board and numerous other boards, commissions, and committees. The motion passed unanimously (5-0).**

**7. Town Manager's Report**

**TOWN OF HEBRON  
TOWN COUNCIL  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, May 21, 2026 –7:00 PM**

**MINUTES**

D. Lanza noted several meetings ahead of the second budget referendum, scheduled for next Tuesday, May 26<sup>th</sup>. Several RFPs are in-process, and will be presented to the Council shortly. Second-round interviews for the Senior Center Program Coordinator have been conducted, with an offer to be made imminently. Recruitment for the positions of Revenue Collector and Finance Director are ongoing. Negotiations with the Supervisor’s Union have begun, with a proposal to the Council forthcoming. The Town Manager search consultant will hold meetings with department heads next week, followed by a community group and the search committee. Recent health consortium meetings indicate claims have not changed much, and year-end financial wrap-up has begun. Also noted was Eversource’s plan to seek an 11% increase in rates.

**8. Old Business**

**A. FY 2026-2027 Budget Update**

Updated budget information was included in the agenda, with limited further discussion.

**B. ARPA Update**

No discussion.

**C. DPWAC Update**

M. Leichter and T. Habicht reviewed project updates from Silver Petrucelli & Associates (SP&A). Septic permit review by Chatham Health is ongoing. It has been determined no well permit is required, as the well will not be classified as public (DEEP review is still required when construction begins). The Planning and Zoning Commission Public Hearing has been rescheduled to June 10<sup>th</sup>. Following a request from the Council, SP&A has provided a proposal in the amount of \$16,500 to generate site designs which retain the existing transfer station. Lastly, updated DEEP requirements, effective March 1<sup>st</sup> of this year, require more stringent testing and reporting of contaminated soils. M. Leichter noted previous findings of odorous materials on the DPW site, necessitating further testing. Remaining balances on allowances within SP&A’s contract are just under \$79,831. Additional soil testing, at a cost of \$30,000, as well as SP&A’s \$16,500 proposal, would be covered by remaining allowances, with no additional funding or approvals required.

T. Habicht discussed the scales, noting most municipalities using them have only one, rather than two. He also stated the issue of placement must be addressed, as traffic queuing and flow will be impacted. Data on transfer station volumes, expenses, and revenues were then reviewed. M. Leichter shared estimated town costs as follows:

**TOWN OF HEBRON  
TOWN COUNCIL  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, May 21, 2026 –7:00 PM**

**MINUTES**

legal fees not to exceed \$50,000, bonding costs not to exceed \$60,000, and no additional administrative costs. The Council agreed to move forward with a single scale in current designs, as well as SP&A's \$16,500 proposal.

**Motion by K. Petit that the Town Council reallocate environmental set-aside funds in the amount of \$16,500 to a design budget to get adjusted estimates for facility upgrades that do not include renovating the transfer station. The motion passed unanimously (5-0).**

**D. Review Revisions to Employee Handbook of Personnel Policies and Procedures**

No discussion.

**E. Homestead Exemption Ordinance**

T. Thiele will be speaking with New Milford's Mayor Bass regarding the Homestead Exemption.

**F. The Town Center Project – America 250 Update**

Upcoming events include the Landmarks on Parade, a walking tour of historic Hebron Center, on May 30<sup>th</sup>. Also on May 30<sup>th</sup>, a Witness Stones Project at St. Peter's Church will be held from 4-6 p.m. A series of World Cup watch parties are in planning stages. An old-time exhibition baseball game against the Woodstock Woodhoppers is also in the works.

**G. Hebron Cell Phone Towers Advisory Group Update**

C. Riley reported on last week's meeting, with two options currently under discussion with the current vendor. The first would be a 20-year extension, with 4 or 5-year terms, and includes a signing bonus of \$50,000. A second option would be a 15-year extension with three 5-year terms, and a \$40,000 signing bonus. C. Bryant will request written proposals for both options, to be presented to the Town Council. The advisory group is also researching potential sites for additional towers, particularly in areas noted by Chief Starkel as impacted by poor cell service.

**H. Town Website Project Update**

J. Lawrence stated the most recent meeting with Novus was held last week, and reviewed previous proposals, noting CivicPlus' high cost, and stated the proposal from Revize was more reasonable. Novus offers ADA compliance tools, as well as migration services to a new system, which could be spread out over four years for no additional cost. A free site redesign every four years is also included.

**I. Town Manager Executive Search Update**

Per D. Lanza, the kickoff meeting is scheduled for May 28<sup>th</sup>.

**J. Other Old Business**

**TOWN OF HEBRON  
TOWN COUNCIL  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, May 21, 2026 –7:00 PM**

**MINUTES**

None.

**9. New Business**

**A. Connecticut Main Street Report/Economic Development Discussion**

C. Riley attended a recent Connecticut Main Street economic development event, joined by PZC Vice-Chair D. Sousa. The organization provides assistance and guidance to towns seeking to develop a vibrant Main Street or downtown area. C. Riley suggested a task force or working group, comprised of various Board and Commission members, as well as community groups, with the goal of increasing economic development and growing the Grand List. A Main Street Accelerator grant, likely due by July, will be explored for either this year or next.

**B. Draft Agenda for June 4, 2026, Regular Meeting**

**C. Any Other New Business**

None.

**10. Consent Agenda**

**Motion by T. Thiele that the Town Council approve the following Consent Agenda items and motions contained therein, as amended, as if individually adopted. The motion passed unanimously (5-0).**

**A. Approval of Minutes**

**1. May 7, 2026 – Regular Meeting**

**B. Tax Refunds**

<b>1. Ari Fleet LT LTD</b>	<b>\$181.77</b>
<b>2. Karen Beard</b>	<b>\$ 5.77</b>
<b>3. Mark Biggs</b>	<b>\$ 54.93</b>
<b>4. Chase Tax Dept</b>	<b>\$224.42</b>
<b>5. Heidi Garner</b>	<b>\$ 33.66</b>
<b>6. Robert &amp; Janice Mango</b>	<b>\$ 8.60</b>
<b>7. Toyota Lease Trust</b>	<b>\$624.43</b>
<b>8. Liam and Wanda Bane</b>	<b>\$ 88.42</b>

**11. Liaison Reports**

**A. AHM Youth Services – S. Fitzgerald**

**TOWN OF HEBRON  
TOWN COUNCIL  
Regular Meeting (Hybrid)  
Town Office Building – 15 Gilead Street  
Thursday, May 21, 2026 –7:00 PM**

**MINUTES**

The proposed budget has been reduced slightly ahead of the second referendum. S. Fitzgerald also forwarded information on the Neighborhood Assistance Act, suggesting an AHM application.

**B. Hebron BoE – T. Thiele**

BoE budget adjustments following the first referendum are as follows: elimination of a principal position, reduction of the superintendent, business manager, and central office cost-of-living adjustments from 3% to 2%, reduction of one music teacher position to part time, elimination of a speech language pathologist assistant position, among others. Music program offerings at both schools were reviewed.

**C. Board of Finance – K. Petit**

No updates.

**D. Open Space Land Acquisition – J. Lawrence**

No report.

**E. Water Pollution Control Authority – J. Lawrence**

Camera inspections will occur next April.

**F. RHAM BoE – C. Riley**

RHAM recently offered a site walk to residents and town officials, reviewing capital projects and needs on-campus.

**12. Public Comment**

None.

**13. Adjournment**

**Motion by K. Petit to adjourn at 8:40 p.m. The motion passed unanimously (5-0).**

Respectfully submitted,  
Hannah Walcott (Board Clerk)