

**TOWN OF HEBRON
BOARD OF SELECTMEN
August 6, 2009 - Public Hearing
Town Office Building**

RECEIVED

2009 AUG 13 A 8:34

HEBRON TOWN CLERK

Auto

Members Present: J. Watt, B. O'Connell, W. Moorcroft, G. Mulligan, M. Stuart

Staff Present: D. Lanza, Executive Assistant

Guests: J. Summers, P. Moon, S. Merchant

The public hearing was called to order at 7:15 p.m.

J. Watt stated that the purpose of this public hearing was to receive public comment regarding the following proposed ordinance amendments: Town Code Chapter 171, Article II, Section 171-6 Demolition Day; Town Code Chapter 200, Section 200-2 Waiver of Fee; Town Code Chapter 320, Article IX, Section 320-13, Withholding of Permits for Delinquent Taxes and Charges.

There were no public comments.

The public hearing adjourned at 7:17 p.m.

Tricia Schiavi
Board Clerk

TOWN OF HEBRON
BOARD OF SELECTMEN
August 6, 2009 - Regular Meeting
Town Office Building

RECEIVED

2009 AUG 13 A 8:34
Amy E. Hughes
HEBRON TOWN CLERK

Members Present: J. Watt, B. O'Connell, W. Moorcroft, G. Mulligan, M. Stuart

Staff Present: D. Lanza, Executive Assistant

Guests: J. Summers, P. Moon, S. Merchant, C. Pomproicz, D. Larson, J. Day, P. Casarella, K. Strid, D. Hill, N. Ellis, R. Calarco, M. Porter, T. Piggott

The meeting was called to order at 7:35 p.m.

Public Comment: N. Ellis noted that the farmers in Hebron provide open space, filtered water through aquifers and fresh air. N. Ellis indicated that he is in favor of the farm building tax exemption ordinance.

Old Business:

Approval of Demolition of Buildings, Withholding of Permits for Delinquent Taxes and Charges and Waiver of Fees Ordinance Amendments: J. Watt noted that a public hearing was held earlier this evening and the Board has met regarding this issue previously.

G. Mulligan moved that Be it Resolved that the Hebron Board of Selectmen approve the amendments to Town Code Chapter 171, Article II Section 171-6 Demolition Delay; Chapter 200, Section 200-2 Waiver of Fee; and Chapter 320, Article IX, Section 320-13 Withholding of Permits for Delinquent Taxes and Charges. The motion passed unanimously.

Approval of Revised Building Fee Schedule: M. Stuart moved that be it resolved by the Hebron Board of Selectmen that the Town of Hebron Schedule of Fees be amended based on the recommendation of the building inspector and as per Town Code Chapter 200, Section 200-1. Further, that the Schedule of Fees shall become effective four weeks after the adoption of the fees by the Board of Selectmen (September 4, 2009) and notice there of shall be published in a newspaper of general circulation in the Town of Hebron. The motion passed unanimously.

Update on Burnt Hill Park Opening Day- August 15: R. Calarco passed out copies of the program that lists all the activities that will take place on August 15th.

New Business:

State Statute 12-91 (c) Local Option Farm Building Exemption: T. Piggott noted that PZC held workshops regarding this issue and met with a person who conducted a study for the town of Lebanon who is looking at adopting this ordinance. It was the consensus of the board to go forward with an ordinance. It was noted that a public hearing needs to be scheduled for September.

Approve FY 2008-2009 Year End Intradepartmental Transfers: G. Mulligan moved that the Board of Selectmen approve the FY 2008-2009 year end intradepartmental transfers in the total amount of \$46,436.85 as listed on the attached and refer to the Board of Finance for their approval. The motion passed unanimously.

Approve FY 2008-2009 Year End Interdepartmental Transfers: G. Mulligan moved that the Board of Selectmen approve the FY 2008-2009 year end interdepartmental transfers in the total amount of \$194,097.40 as listed on the attached and refer to the Board of Finance for their approval. The motion passed unanimously.

Old Business (Continued):

Workshop and Possible Action on Charter Revision Commissions First Draft Report: The Board discussed various changes that they would like to incorporate into the Charter. Under Section 802(d) it was decided to remove the requirement of a quorum for the Board of Finance at the budget presentations with the Board of Selectmen. Under Section 1000 J. Watt questioned if the Ethics Commission was proposed to be a permanent or temporary commission. S. Marchant stated that this would be a temporary commission and that they would like to appoint a Commission to come up with a formal code for electing and appointing officials of the Town. M. Stuart suggested initiating this outside the Charter, enact this through an ordinance, and then have it put into the Charter.

G. Mulligan raised a concern with the language in Section 501(b). It was suggested to remove the final sentence. Also the Board wants to change it so that they can invite the Town Manager into an Executive Session. Under Section 703 it was suggested to remove the Chatham Health District and Town Sanitarian.

J. Watt moved that the Board of Selectmen return the proposed first draft report to the Charter Revision Commission with recommendations for changes as outlined by the Board. The motion passed unanimously.

New Business (Continued):

Consider Eligibility of Charter Commission Members for Appointment to Other Boards/Commissions: J. Watt noted that the Charter Revision process is coming to a close and it may be appropriate to consider allowing the Commission members to be appointed to other boards or commissions if so desired. It was the consensus of the board to agree with this.

Old Business (Continued):

Update on Probate Court District Consolidation: It was noted that a probate redistricting commission has been appointed to recommend a plan to the General Assembly by September 15, 2009. A plan has been recommended to the Commission which would place Hebron in a district with Glastonbury, Marlborough, Colchester, and Lebanon, which is about 70,000 people. The Board was concerned that Andover was not a part of this probate court district especially with the regional Middle School and High School and AHM Youth Services. It was suggested that a letter be written from the entire Board of Selectmen expressing their concerns and feelings about having Andover, Hebron, and Marlborough together in one district.

ADA Project Update: D. Lanza reported that the elevator is working and has passed inspection. The kitchen and bathroom are completed, but there are a few issues that need to be finalized. The parking lot on the north side is done as well as the sidewalks and drainage. D. Lanza stated that they are still working on finalizing the budget numbers.

New Business (Continued):

August 20th Proposed Agenda: J. Watt requested the Board send any changes to D. Lanza.

Any Other Old Business: W. Moorcroft moved that the Hebron Board of Selectmen appoint Andrew Tierney as the Town of Hebron's representative to the Chatham Health District Board. The motion passed unanimously.

Any Other New Business: G. Mulligan moved that the Hebron Board of Selectmen appoint Michael O'Leary as the Town of Hebron ARRA (American Recovery and Reinvestment Act) Municipal Primary Contact. The motion passed unanimously.

Town Managers Report:

Correspondence:

- 6/09 – Invitation to attend the 10th Annual CT Veterans Day Parade to be held on November 8, 2009 in downtown Hartford.
- 7/23/09 – Letter to Board of Selectmen from Horton Brothers re: Development of Village Green District.
- 7/28/09 – Memo to Board of Selectmen from Adrian MacLean re: Tax Bill Process/Issues. D. Lanza noted that this memo indicates there were some concerns because some of the tax bills were late. The tax collector outlined the process she followed and explained what happened. The bills were held up in the

printing process and the post office was not able to handle the volume of mail. D. Lanza indicated that this was the Hartford distribution office center not the Hebron Post Office.

Consent Agenda: B. O'Connell moved that the Board of Selectmen approve the following Consent Agenda items and motions contained therein as if individually adopted (see attached). The motion passed with G. Mulligan abstaining.

G. Mulligan moved to go into Executive Session at 10:00 p.m. to discuss potential land acquisition, village green negotiations, and a personnel matter regarding the Town Manager position inviting D. Lanza to join them. The motion passed unanimously.

The Board came out of Executive Session at 10:45 p.m.

The meeting adjourned at 10:45 p.m.

Tricia Schiavi
Board Clerk

**Town of Hebron
Fiscal Year 2008-2009
Intra Department Transfers**

The following transfers for the Fiscal Year Ending are as follows:

Fund 1

Transfers within Department (Intra)

| Account Numbers | Account Names | Transfers From: | Transfers To: |
|------------------------------|------------------------------|--------------------|------------------|
| Payroll | | | |
| 1000-100-1125 | Contractual Commitments | \$ 5,919.72 | |
| 1000-100-1113 | Public Safety | | \$ 3,381.20 |
| 1000-100-1120 | Elected Officials | | \$ 2,538.52 |
| Selectman | | | |
| 1001-201-2010 | Meetings/Conferences | \$ 2,636.55 | |
| 1001-200-2005 | Misc. Administrative Exp | \$ 1,214.93 | |
| 1001-202-2034 | Contractual Services | | \$ 70.00 |
| 1001-204-2041 | Legal Ads | | \$ 3,781.48 |
| Central Services | | | |
| 1002-200-2001 | Office Supplies | \$ 2,679.11 | |
| 1002-200-2003 | Postage | \$ 87.88 | |
| 1002-202-2034 | Contractual Services | | \$ 652.39 |
| 1002-210-2061 | Minor Equipment Maint. | | \$ 2,114.60 |
| Assessor | | | |
| 1050-200-2002 | Specialized Forms & Supplies | \$ 699.76 | |
| 1050-201-2010 | Meetings/Conferences | | \$ 18.67 |
| 1050-201-2012 | Subscriptions | | \$ 13.60 |
| 1050-202-2025 | Data Processing Serv. | | \$ 150.00 |
| 1050-202-2034 | Misc. Service Contracts | | \$ 476.00 |
| 1050-205-2046 | Mileage | | \$ 41.49 |
| Town Clerk | | | |
| 1060-201-2010 | Meetings/Conferences | \$ 79.00 | |
| 1060-201-2011 | Dues | | \$ 79.00 |
| Registrar of Voters | | | |
| 1070-201-2010 | Meetings/Conferences | \$ 491.56 | |
| 1070-205-2046 | Mileage | | \$ 20.63 |
| 1070-212-2070 | HAVA Phone Line | | \$ 470.93 |
| Police Administration | | | |
| 2001-100-1003 | Private Duty | \$ 6,514.15 | |
| 2001-100-1002 | Part-Time Payroll | | \$ 4,115.60 |
| 2001-202-2003 | State Trooper Overtime | | \$ 823.14 |
| 2001-202-2006 | State Trooper Private Duty | | \$ 1,575.41 |

**Town of Hebron
Fiscal Year 2008-2009
Intra Department Transfers**

The following transfers for the Fiscal Year Ending are as follows:

Fund 1

Transfers within Department (Intra)

| Account Numbers | Account Names | Transfers From: | Transfers To: |
|----------------------------|--------------------------------|--------------------|------------------|
| Fire Administration | | | |
| 2010-210-2060 | Heavy Equipment Maintenance | \$ 10,878.70 | |
| 2010-200-2005 | Misc. Administrative Exp | \$ 1,607.59 | |
| 2010-210-2058 | Radio Maintenance | \$ 301.50 | |
| 2010-202-2034 | Misc. Service Contracts | | \$ 2,290.14 |
| 2010-206-2051 | Training Classes | | \$ 363.89 |
| 2010-210-2063 | Diesel | | \$ 404.80 |
| 2010-211-2068 | Turnout Gear | | \$ 343.94 |
| 2010-214-2088 | Building Repairs & Maintenance | | \$ 9,385.02 |
| Fire Marshal | | | |
| 2011-202-2034 | Misc. Service Contracts | \$ 371.16 | |
| 2011-201-2010 | Meetings/Conferences | | \$ 20.00 |
| 2011-212-2070 | Telephone | | \$ 351.16 |
| Emergency Mgt. | | | |
| 2030-212-2070 | Telephone | \$ 44.63 | |
| 2030-200-2002 | Special Forms & Supplies | | \$ 0.08 |
| 2030-200-2005 | Misc. Administrative Exp | | \$ 44.55 |
| Library | | | |
| 3007-212-2071 | Electricity | \$ 4,263.96 | |
| 3007-200-2037 | Library Materials | \$ 1,676.29 | |
| 3007-100-1002 | Part Time Payroll | | \$ 3,019.43 |
| 3007-200-2003 | Postage | | \$ 9.87 |
| 3007-210-2105 | Office Equipment | | \$ 138.44 |
| 3007-212-2073 | Heating Fuel | | \$ 521.03 |
| 3007-214-2088 | Building Maintenance | | \$ 2,251.48 |
| Van-Disabled | | | |
| 3013-210-2059 | Vehicle Maintenance | \$ 76.19 | |
| 3013-212-2070 | Telephone | | \$ 76.19 |
| Senior Center | | | |
| 3020-212-2071 | Electricity | \$ 54.88 | |
| 3020-212-2070 | Telephone | | \$ 54.88 |
| Recreation Programs | | | |
| 3102-212-2070 | Telephone | \$ 450.00 | |
| 3102-215-2088 | Grounds Maintenance | \$ 407.82 | |
| 3102-202-2033 | Contracted & Town Services | \$ 43.12 | |
| 3102-210-2062 | | | \$ 900.94 |

Town of Hebron
Fiscal Year 2008-2009
Intra Department Transfers

The following transfers for the Fiscal Year Ending are as follows:

Fund 1

Transfers within Department (Intra)

| Account Numbers | Account Names | Transfers From: | Transfers To: |
|------------------------------------|-------------------------|---------------------|---------------------|
| Planning & Develop. | | | |
| 4001-202-2013 | Town Engineer | \$ 647.26 | |
| 4001-100-1002 | Part-Time Payroll | | \$ 449.25 |
| 4001-205-2046 | Mileage | | \$ 99.01 |
| 401-227-2186 | Soil/Water Conservation | | \$ 99.00 |
| Solid/Bulky Waste | | | |
| 4104-202-2023 | Waste Removal | \$ 904.54 | |
| 4104-100-1002 | Part-Time Payroll | | \$ 904.54 |
| Debt Service-Sewer | | | |
| 5003-401-4901 | Debt Service Principal | \$ 301.98 | |
| 5003-402-4902 | Debt Service Interest | | \$ 301.98 |
| Employee Benefits | | | |
| 5020-411-4013 | Deferred Comp | \$ 4,084.57 | |
| 5020-411-4011 | Unemployment Comp | | \$ 4,084.57 |
| Total Intra Dept. Transfers | | <u>\$ 46,436.85</u> | <u>\$ 46,436.85</u> |

Town of Hebron
Fiscal Year 2008-2009
Inter Department Transfers

The following transfers for the Fiscal Year Ending are as follows:

Fund 1

Transfers within Department (Inter)

| Account Numbers | Account Names | Transfers From: | Transfers To: |
|-------------------------------|----------------------|--------------------|------------------|
| Employee Benefits | | | |
| 5020-411-4007 | FICA | 12,257.60 | |
| 5020-411-4008 | Medical Insurance | 23,620.94 | |
| 5020-411-4010 | Pension Contribution | 18,051.00 | |
| 5020-411-4013 | Deferred Comp | 11,930.07 | |
| Debt Service-Town | | | |
| 5001-402-4902 | Debt Service-Int. | 110,527.10 | |
| Van-Disabled | | | |
| 3013-100-1002 | Part Time Payroll | 17,710.69 | |
| Legal | | | |
| 1003-202-2027 | Supplemental Attny | | 68,373.72 |
| Tax Collector | | | |
| 1040-201-2011 | Dues | | 20.00 |
| 1040-205-2046 | Mileage | | 28.37 |
| 1040-223-2140 | Tax Refunds | | 8,521.21 |
| Ambulance Service | | | |
| 2020-200-2002 | Medical Supplies | | 741.41 |
| 2020-202-2034 | Contractual Services | | 25,613.19 |
| 2020-206-2051 | Training Classes | | 468.82 |
| 2020-210-2063 | Diesel Fuel | | 373.85 |
| Highways & Grounds | | | |
| 4101-100-1003 | Overtime Payroll | | 12,678.35 |
| 4101-208-2052 | Meal Allowance | | 628.41 |
| 4101-209-2053 | Uniform Allowance | | 461.34 |
| 4101-210-2055 | Vehicle Repair | | 891.24 |
| 4101-210-2062 | Gasoline | | 3,830.98 |
| 4101-210-2063 | Diesel | | 8,715.09 |
| 4101-300-3900 | Capital Outlay | | 1,317.15 |
| Street Services | | | |
| 4103-212-2072 | Street Lighting | | 2,068.00 |
| 4103-226-2171 | Salt | | 48,062.27 |
| Insurance | | | |
| 5010-410-4001 | Worker's Comp | | 8,259.00 |
| 5010-410-4002 | LAP Policy | | 3,045.00 |
| | Totals | 194,097.40 | 194,097.40 |

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
AUGUST 6, 2009**

CONSENT AGENDA

Proposed Motion:

Move that the Board of Selectmen approve the following Consent Agenda items and motions contained therein as if individually adopted:

a) APPROVAL OF MINUTES:

- 7.a.1 July 2, 2009 – Regular Meeting
- 7.a.2 July 15, 2009 – Public Hearing
- 7.a.3 July 16, 2009 – Regular Meeting

b) TAX REFUNDS:

- 7.b.1 Diane Brett - \$2014.13
- 7.b.2 David A. or Kathryn R. Ohlund - \$15.13
- 7.b.3 TRM Copy Centers LLC - \$26.76
- 7.b.4 Karl D. Blume - \$40.06
- 7.b.5 Steven / Holly Troy - \$208.57
- 7.b.6 Howard Griffin - \$10.00
- 7.b.7 Jonathan Reed - \$41.58
- 7.b.8 DCFS Trust - \$224.23
- 7.b.9 Christel H. Philbrick - \$6.35

c) CONFIRMATION OF NEW EMPLOYEES

- 7.c.1 Judy Sawicki – P/T Library Assistant – DOH 8/3/2009
- 7.c.2 Beth Abend- P/T Library Assistant – DOH 8/3/2009