

TOWN OF HEBRON
BOARD OF SELECTMEN
August 20, 2009 – Regular Meeting
Town Office Building

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HEBRON TOWN CLERK

Members Present: J. Watt, G. Mulligan, M. Stuart, B. O'Connell, W. Moorcroft (7:43 p.m.)

Staff Present: D. Lanza, Executive Assistant

Guests: R. Blais, J. Dube, B. Soderberg, W. Durocher, R. Calarco, J. Summers, J. Day, M. Leichter, E. Cruz, W. Rudis, D. Larson, B. Zamojin, D. Burgess, H. Desseriaux

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

Public Comment: None.

New Business:

CIP Project Update – Gilead Hill School Roof: E. Cruz stated that this roof project was approved by CIP for \$144,000 during the budget cycle this past year. E. Cruz indicated that H.B. Fishman & Co. provided the original estimate but failed to include the state requirements for anchoring the roof to sustain 120 mile winds and the ½ inch pitch requirement. The architect discovered his error and revised the quote which increased the cost of the roof by \$100,000. E. Cruz noted that she held a meeting with J. Day, K. Shea, W. Durocher, D. Burgess and B. Mazzara where they recommended that the district not seek state reimbursement for this roof.

E. Cruz stated that if they replace the roof, which already has a 1/8 inch pitch and a perfectly functioning gutter system, they would most likely complete the project under the budget of \$144,000. The project would be moved to April vacation of 2010.

W. Moorcroft arrived at 7:43 p.m.

Old Business:

Possible Action on Charter Revision Commission's Final Draft Report: M. Stuart raised a concern about the last sentence in Section 501B. It was decided that the last sentence would read as follows: "The Interim Town Manager shall not have the powers of permanent appointment or removal of full time employees that are conferred on the Town Manager by this Charter without the confirmation of the Board of Selectmen."

M. Stuart moved to amend the last sentence of Section 501B to read "The Interim Town Manager shall not have the powers of permanent appointment or removal of full time

employees that are conferred on the Town Manager by this Charter without the confirmation of the Board of Selectmen.” The motion passed unanimously.

M. Stuart moved Whereas, the Charter Revision Commission has conducted a thorough review of the Hebron Town Charter; the Commission has sought legal counsel review of the document; the Board of Selectmen, Board of Finance, Town staff and all Town Boards and Commissions as well as the general public have been requested to participate in the process and provide input;

Now, therefore, be it resolved by the Hebron Board of Selectmen, that the Charter Revision Commission’s Final Draft Report be accepted as amended by the Board of Selectmen at its meeting on August 20, 2009 and forwarded to the Town Clerk and submitted for referendum vote on the November 3, 2009 ballot.

The motion passed unanimously.

New Business (cont.):

Discuss Appointment of Ethics Study Committee: H. Desseriaux passed out copies of a memo from the Charter Revision Commission regarding this issue. In this memo, the Commission suggests having a 7 member committee comprised of 1 town employee, 1 elected position, 1 appointed position and 4 citizens at large. M. Stuart stated that he would like to see more citizens at large involved, possibly 6 instead of 4. Also, the committee should have a definitive start and completion date. The Committee should investigate pros and cons of establishing an Ethics Commission and at the very least, draft and recommend a Code of Ethics for elected and appointed positions.

It was decided to run a press release to solicit citizens at large for this commission.

Approve DEMHS Grant Applications: R. Blais stated that there is funding available up to \$2,500 for a desktop computer for emergency management. The Town will be reimbursed for this computer.

M. Stuart moved that the Hebron Board of Selectmen authorize Interim Town Manager Andrew Tierney to execute the EMPG State and Local Assistance Program EOC Computer/Internet Stipend Agreement in an amount not to exceed \$2,500 per the attached. The motion passed unanimously.

R. Blais stated that there is grant money available to update some of the equipment for EOC. The grant is up to \$10,000 and R. Blais noted that he would use this money to replace portable radios, the purchase of a fax machine and additional phones to add more stations.

G. Mulligan moved that the Hebron Board of Selectmen authorize Interim Town Manager Andrew Tierney to execute the EOC Equipment, Training and Exercise Program Acceptance of Conditions Tier II in an amount not to exceed \$10,000 per the attached. The motion passed unanimously.

Facilities Study of Town Owned Buildings: J. Summers stated that he and R. Blais will be visiting various town facilities looking at code analysis, architectural features, mechanical and electrical issues, accessibility issues, etc. J. Summers indicated that they will be sending a questionnaire to the department heads about how they operate and what they envision over the next five years. J. Summers noted that they hope to have this study completed by the end of this fiscal year.

Consider Relocation of Parks & Recreation Offices to Burnt Hill Park: R. Calarco stated that because of some changes to the project, they have gained over 400 square feet of space to the parks operations building. R. Calarco indicated that this would be a good opportunity for his department to relocate their main office to the park. R. Calarco noted that this move would give his department more room and work stations. This move would also free up space at the Town Office Building.

M. Stuart stated that he would like to see a more detailed budget for this move. It was the consensus of the Board to pursue the relocation of the Parks & Recreation offices to Burnt Hill Park.

W. Moorcroft suggested that this matter be formally brought to the Planning and Zoning Commission for their review and input.

Appointments/Resignation:

Economic Development Commission – Resignation: W. Moorcroft moved that the Hebron Board of Selectmen accept the resignation of Norman Dorval from the Economic Development Commission and extend appreciation for his years of service to the Town of Hebron. The motion passed unanimously.

Old Business (cont.):

Update on Probate Court District Consolidation: D. Lanza stated that the Probate Redistricting Commission held a public hearing today, but they have not heard anything from them yet.

The Board requested that the Town Committee's send a letter to the Governor regarding this issue stating that the Town would like to keep the Probate Court with the small towns.

ADA Project Update: D. Lanza stated that most of the work is done. They are still work on last minute punch list items. They are waiting for the final change order and cost estimate for the door hardware.

New Business (cont.):

State Statute 12-91 (c) Local Option Farm Building Exemption: D. Lanza stated that they sent a draft ordinance to the Town Attorney who did send comments. The public hearing is scheduled for 9/17/09.

Reappointment of Fire Chief: J. Watt stated that according to “Guidelines for Selection of Chief Officers” adopted by the Board in 2006, the Fire Chief’s term of office is three years. Chief Paul Burton was appointed by the Board on 9/28/06. J. Watt encouraged the Board members to formulate any questions they might have regarding this reappointment for the 9/17/09 meeting.

Consider Potential Grant Application For Horton House Exterior Maintenance: D. Lanza stated that there are two approved CIP projects for the Horton House exterior maintenance projects. The first is a roof/gutter replacement and repair project estimated at \$25,000. The second is the replacement of the front entry (Marjorie Circle) at an estimated \$85,000. This opportunity was brought to the Town by the Historic Properties Commission to apply for the Historic Restoration Fund grant. A requirement of the grant is for a local 50% match of funds.

The Board felt that this was a great opportunity and requested the management team to proceed with investigating and preparing the grant application.

September 17, 2009 Proposed Agenda: J. Watt requested the Board to get any changes or additions to D. Lanza in a timely manner.

Workshop: It was decided to hold a workshop regarding the Town Manager position on 9/3/09 at 7:00 p.m.

Town Manager’s Report:

Recent Activities: J. Day stated that the Fire Dept. contacted NEXGEN. The purpose of their contact is to have NEXGEN come in as an energy solution company to look at the Town’s current draw down. This company went through all three fire stations and only Co. #1 had the justification to do this. NEXGEN will finance the cost of the operation interest free for 36 months.

W. Moorcroft suggested having another energy cost saving company give the Town an estimate.

The Board felt that this was a good concept but would like to examine alternate companies.

Consent Agenda: J. Watt 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 unanimously.

J. Watt moved to go into Executive Session at 10:35 p.m. to discuss Village Green negotiations inviting D. Lanza to join them. The motion passed unanimously.

The Board came out of Executive Session at 11:00 p.m.

The meeting adjourned at 11:00 p.m.

A handwritten signature in cursive script that reads "Tricia Schiavi". The signature is written in black ink and is positioned above the printed name and title.

Tricia Schiavi
Board Clerk

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
AUGUST 20, 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:

- 8.a.1 August 5, 2009 – Special Meeting
- 8.a.2 August 6, 2009 – Public Hearing
- 8.a.3 August 6, 2009 – Regular Meeting

b) TAX REFUNDS:

- 8.b.1 Donlen Trust - \$6.64
- 8.b.2 Mary/Lois Ann Bailey - \$9.71
- 8.b.3 Frank E. or Kathleen U. Bullis - \$13.61
- 8.b.4 DCFS Trust - \$214.15
- 8.b.5 Honda Lease Trust - \$135.44
- 8.b.6 Kacia Elizabeth Poncini - \$25.97
- 8.b.7 James R. or Lorna S. Annis - \$14.09
- 8.b.8 Peter/Gayle Sylvester - \$2930-81
- 8.b.9 Abigail Hughes - \$13.97
- 8.b.10 Pasquale/Michelle D'Amato - \$67.09
- 8.b.11 DCFS Trust - \$296.82
- 8.b.12 John/Yolanda Stalega - \$66.48
- 8.b.13 Christopher/Beverly O'Neill - \$18.28
- 8.b.14 Scott T. Salway - \$43.58
- 8.b.15 Paul/Margaret Rosati - \$14.34
- 8.b.16 Brenda Padelli - \$11.04

c) CONFIRMATION OF NEW EMPLOYEES

- 8.c.1 Tammy Desautels – P/T Van Driver – DOI August 7, 2009