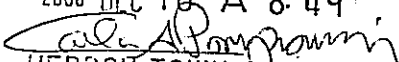


TOWN OF HEBRON
BOARD OF SELECTMEN
December 4, 2008 – Regular Meeting
Town Office Building

RECEIVED

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HEBRON TOWN CLERK

Members Present: J. Watt, B. O'Connell, M. Stuart

Members Absent: W. Moorcroft, G. Mulligan

Staff Present: J. Clark, Town Manager

Guests: E. Cruz, J. Dube, M. Hillsberg, E. Griffin, B. Soderberg, P. Burton, D. Lee

The meeting was called to order at 7:42 p.m.

Special Recognition – Michael Hillsberg, Finance Director: The Board presented M. Hillsberg with a Certificate of Appreciation.

Public Comment: None.

Consent Agenda: M. Stuart 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.

Appointments/Resignations:

Interim Town Treasurer: J. Clark stated that with the resignation of Michael Hillsberg, it is necessary to appoint an interim Town Treasurer until the Finance Director's position is filled. The Town Manager recommends that Elaine Griffin, Financial Administrator, be appointed temporarily.

M. Stuart moved that the Board of Selectmen appoint Elaine Griffin as Interim Town Treasurer until a new Finance Director is appointed. The motion passed unanimously.

Commission on Aging – Resignation: J. Clark noted that Karen Strid has submitted a letter of resignation from the Commission on Aging. J. Watt stated that he would like to make every opportunity for K. Strid to be able to get back on the Commission on Aging once the Charter Revision Commission is done as she is an important part of this Commission.

M. Stuart moved to accept K. Strid's letter of resignation from the Commission on Aging due to the conflict with her serving on the Charter Revision Commission. The motion passed unanimously.

New Business:

Report from Superintendent Eleanor Cruz Regarding Student Achievement: E. Cruz went over the average CMT scores for grades 3-6 since 2006. E. Cruz noted that Hebron's CMT scores have improved over the last three years as a result of purchasing new programs and books. The grade 4 writing was ranked 6th in DRG C out of 25 elementary school districts and grade 5 reading scores outperformed all of DRG C & DRG B and were second highest in the state. Grade 6 reading scores were fifth highest in DRG C out of 25 elementary school districts. E. Cruz also noted that the 2008 CMT performance was consistently above DRG C at all grade levels.

E. Cruz reported that Hebron did not make AYP for 2007-2008 in reading and make but did make it in writing. This is a result of the State Dept. of Education raising the proficiency targets from 68% for reading and 74% in math to 79% in reading and 82% in math for the 2008-2010 school years. E. Cruz stated that their improvement plan includes developing CMT like assessments to be administered to students in identified areas of weakness in math and literacy on a monthly basis. Also to ensure that all IEP goals and related instructional tasks are aligned to identified weaknesses in CMT strands. In addition, actively align with both building-based initiatives and curriculum initiatives to provide well coordinated services to students.

Old Business:

Insurance Standards Organization (ISO) Study Discussion: P. Burton stated that they have been making good strides and are in the process of making adjustments since the last time the Town was rated. They have upgraded their hose from 4" to 5", dry hydrants have been installed around Town, and the fire dept. has gone before PZC to request that they look at a new requirement for developers to put in in-ground water tanks in new subdivisions.

D. Lee discussed how Colchester has improved their ISO rating and suggested having workshops to get what is needed in place before ISO is called to come out to evaluate the Town.

P. Burton stated that they cannot expect volunteers to do the bulk of the work and indicated that they will need to supplement that. J. Clark indicated that the fire dept. has some of the pieces in place with things such as new equipment and a development review process.

J. Watt suggested that a workshop be scheduled to begin moving forward on this.

New Business:

Authorization to Dispose of Four Inch Fire Hose: M. Stuart moved that the Board of Selectmen declare four inch fire hose owned by the Town of Hebron as surplus and authorize the donation of 1,400 feet to the Willimantic Fire Department. The motion passed unanimously.

Purchase of Ambulance: P. Burton stated that \$198,000 was set aside in CIP for a new ambulance. The fire dept. made the specifications and received proposals back. If they go out to bid, it will take six weeks. P. Burton indicated that Ford has some very aggressive financing offers with \$5,200 worth of credits, which expire on 12/31/08.

P. Burton noted that they could buy off of the state contract or there a demo model ambulance that meets almost all of their specifications. It just needs some minor modifications. P. Burton stated that they are requesting the Board to waive the formal bid requirement and to authorize the Town Manager and the Fire Chief to purchase the demo ambulance from Specialty Vehicles Inc.

M. Leichter stated that he would like to make sure that this deal closes as presented tonight.

M. Stuart moved that the Board of Selectmen waive the formal bid requirement and authorizes the Town Manager and Fire Chief to negotiate with Road Rescue Specialty Vehicles Inc. for an ambulance not to exceed \$148,000. The motion passed unanimously.

Old Business (cont.):

Cost Savings Ideas: J. Clark stated that he is continuing to work on this and is coordinating with the Superintendent regarding energy savings.

Ordinance Codification Project: J. Clark stated that there will be a meeting on Saturday, 12/6/08 to discuss this.

Volunteer Work That May Involve Hazardous Responsibilities: The Board went over the forms that were developed by the Volunteer Coordinating Committee to be used in requisitioning volunteer services. These forms define the scope of work to be performed which includes a waiver of Town responsibility for injury and other accidents to individuals and a sign in sheet for larger projects involving more than one or two individuals.

New Business (cont.):

Approval of Finance Director's Job Description: B. O'Connell moved that the Board of Selectmen approve the Finance Director's job description submitted November 20 for inclusion in the Town's personnel plan. The motion passed unanimously.

Request for Senior Center Special Account Use Policies: For many years the Senior Center Coordinator has administered two funds on behalf of seniors. They are the Marian Celio Angel Fund and the Russell Mercier Senior Center Account. M. Stuart stated that he would like to see the policies that they are presently using on these accounts. M. Leichter noted that the Board of Finance has offered to help the Commission on Aging with developing policies from a financial perspective.

M. Stuart moved that the Board of Selectmen request that the Commission on Aging develop policies and guidelines for the use of the Marian Celio Angel Fund and the Russell Mercier Senior Center Account with a target date of 6/30/2009 and that the checkbooks and their reconciliation be placed under the direct care of the Finance Department by 1/1/2009. The motion passed unanimously.

Town Manager's Report:

Recent Activities: See attached.

Correspondence:

12/1/08 – Letter to J. Clark from D. Holtman, Katz & Seligman, LLC, re: Opinion on Public Officials.

M. Stuart moved to cancel the regularly scheduled Board of Selectmen meeting on 12/18/08. The motion passed unanimously.

The meeting adjourned at 10:25 p.m.



Tricia Schiavi
Board Clerk

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
DECEMBER 4, 2008**

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:

- 5.a.1 November 8, 2008 – Special Meeting - Workshop
- 5.a.2 November 13, 2008 – Special Meeting
- 5.a.3 November 20, 2008 – Regular Meeting

b) TAX REFUNDS:

- 5.b.1 Dana Lopez - \$6.86
- 5.b.2 Adam L. or Robert Butera - \$43.11
- 5.b.3 Financial Services Vehicle Trust - \$98.88
- 5.b.4 SAAB Leasing Company - \$156.40
- 5.b.5 Robert Townley - \$5.05
- 5.b.6 Bank of America - \$170.27

**TOWN OF HEBRON
BOARD OF SELECTMEN
REGULAR MEETING
DECEMBER 4, 2008**

TOWN MANAGER'S ACTIVITIES

Updates and additions to ongoing projects and activities include the following:

- Activities and discussions regarding the STC permit and development of this property are ongoing but at a less frequent rate since two weeks ago
- Preparation and the conduct of labor negotiations with both unions are ongoing
- Authorization was given to Ray Overton to retain other services to fix the splash stones at the Peter's House and subsequent approval was given to perform the work with volunteers; an authorization to charge expenses to a Town account was given
- The report and forms developed by the Volunteer Coordinating Committee for use in conducting more extensive physical maintenance projects (e.g., Peter's House & Mohegan Land Trust and other Town open space lands) were reviewed; clarification was obtained from the Town's insurance consultant that the Town's general liability policy would cover the Town when this volunteer work is authorized;
- Participation with the Board of Education in the use of solar power was initiated
- The advisability of purchasing the new ambulance off the state bid list was reviewed and authorization given to Chief Burton to proceed with this acquisition
- Additional follow up was given to the imposition of orders from the Department of Agriculture regarding the dog "Peaches" and its owner Michael Bergeron; a reappearance is being conducted later this week;
- Additional discussions regarding potential settlement of the golf course assessment appeals were conducted
- Subsequent to the placement of the "No Parking" signs on Grayville Road complaints and discussions were held with three area residents who do not favor parking and having to walk from the Grayville Park parking lot at the top of the hill down to the State forest land trail head. They want to be allowed to park in a designated area in the turn around. The public safety concerns have been explained, but they view the imposition of parking restrictions as a way some residents of the street have been able to secure Town support for restricting public access to the area.
- The purposes and status of prior CIP authorizations with outstanding balances have been reviewed
- A brief meeting was held with the Finance Director and the Resident State Trooper regarding the follow up procedure on collection of bad checks by the police. While still minor in number, the number of bad checks being given the Town is increasing. Most are resolved by a follow up call by the Revenue Collector.
- Research on the title and suitability of the transfer of lands from the Monhegan Land Trust to the Town was initiated.
- Discussions with the Fire Chief were conducted regarding the transition of leadership responsibilities for EMS services and conflicting attitudes within the HFD regarding volunteer responses to service requests and the adequate completion of EMS incident reports using the newly acquired and implemented software for collections. An e-mail explanation was provided to the command staff regarding the applicability of ADA requirements to volunteer recruitment.

- A new job description to be used in the recruitment of a new Finance Director was prepared.
- A determination regarding the definition of a “public official,” particularly as this might pertain to the Economic Development Commission and the Commission on Aging was requested and received.
- The Selectmen gave conceptual approval of and revisions were made to the Town strategy for the delivery of municipal governance and services.

Pending matters include...

- Calculation of the allowable market value of a subsidized house proposed for sale is to be completed
- Staff job descriptions with most recent emphasis being given to the finance office
- Assumption and distribution of the Finance Director’s job responsibilities to the available staff
- Completion of the analysis of the compensation survey for all positions
- The revised strategy map conceptually approved by the BOS has yet to be distributed to the planning team for the preparation of strategic initiatives for implementation in the upcoming fiscal year.
- The potential conflict in the use of the term “initiative” regarding the Finance Committee’s scrutiny of Town and Board of Education initiatives and its use relative to the implementation of the overall Town strategy has yet to be reconciled
- BOS approval of the revised and codified ordinances must be obtained prior to year end; due to the consultants by 1/5/09 to avoid extra charges
- Preparation of revised CIP policies and procedures
- Review and presentation of CIP requests
- Preparation and presentation of the Town FY 09-10 operating budget
- Final preparation of the document management system CIP request
- Receipt and compilation of the internal facilities assessment study
- Obtaining and presenting an estimate for conducting a facilities management study as a CIP request
- Award and monitoring of the ADA construction improvements to the Town Offices