

**TOWN OF HEBRON
WEEKLY MANAGEMENT REPORT
FEBRUARY 8, 2013**

TOWN MANAGER

The Hebron Emergency Operations Center will open today at 9:00 a.m. and will be open throughout Blizzard Charlotte. Emergency updates and storm related information will be posted on the Hebron website at www.hebronct.com and will be provided by messages through the Hebron Alert notification system. For emergencies, please dial 911.

SELECTMEN BOARD/COMMITTEE DATES:

Board of Selectmen – Thursday, February 21, 2013 – 7:30 p.m. –TOB

LIAISON MEETINGS:

- Board of Finance Special Meeting – Monday, February 11, 2013 – 6:30 p.m. (Larson)
- AHM Oversight Committee Meeting – Monday, February 11, 2013 – 7:00 p.m. at AHM (Watt)
- Board of Education – Thursday, February 14, 2013 -7:00 p.m. – GHS – (Larson)
- Superintendent Search Focus Group Meeting – Tuesday, February 12, 2013 Gilead Hill School Activity Room 7:30 p.m. – 8:30 p.m.

DEPARTMENT NEWS:

FINANCE DEPARTMENT

The Finance Department continues to be very busy and has been actively coordinating the 2013-2014 proposed fiscal year budget. We'd like to request that Departments please steadily peruse and monitor your current 2012-2013 appropriation reports. Overdrafts of some expense accounts are beginning to creep in. You will need to remain cognizant of this activity and where these overages may be covered from within your overall department budgets. In light of the many recent small winter storms that have occurred and the impending severe storm impacting this weekend, Finance no longer anticipates any savings from winter costs. Savings from this department last year helped to compensate overages in other departments last fiscal year but will not be an option this fiscal year. Thank you for your assistance. Stay safe this weekend!

ASSESSOR'S OFFICE

The Assessor's Office has been answering questions regarding the real estate and personal property assessment notices that were sent out to the property owners that had a change in their assessment due to such things as improvements or alterations. We've also been assisting the Elderly, Totally Disabled, and Veterans with the filing of their applications for these tax relief programs. The office is preparing to send out to our GIS vendor the changes in property boundaries such as splits and subdivisions to have the mapping system updated. We continue to review and verify the accuracy of the current data and information in the office to ensure that it is correct. A reminder that the Board of Assessment Appeals will be holding their meetings in

March and if a property owner feels they are in need of a hearing, they MUST file an application in the Assessor's Office before 4:00 pm Wednesday February 20, 2013. Property owners are always welcome to call or come by the Assessor's Office if they have any questions or concerns regarding their assessments.

DEPARTMENT OF REVENUE/TAX

The office has just completed a hectic January collection cycle. We referred 50 Sewer Use Accounts to the State Marshal for collection. I am in the process of reviewing our Real Estate delinquencies and payment plans to consider possible action. I have selected an estimated 25 account and will be contacting the owners attempting to arrange a solution which will benefit them as well as the town. Our next billing will be delinquent statements in the beginning of March. Between now and April we will be inundated by requests from our taxpayers to provide them with a 2012 Payment History Report.

PARKS AND RECREATION

Parks

The Park Crew continues to rebuild and refurbish mowers and turf related equipment. Also repairing irrigation heads and working on the Church Street Park.

Recreation

The Recreation Department has started taking open enrollment for the PREP program. The PREP program is held at Gilead Hill School and runs from 6:45 am to 6 pm week days. Residents interested can call the Parks & Recreation for more information.

The 2013 snow sculpture contest celebrates the spirit of winter and creative outdoor activities. The contest will be ongoing from the first snow after January 1st through March 1st, 2013. Top winner from each category will receive a gift card. How to Enter: Send or bring a picture of your snow sculpture to the Hebron Parks and Recreation Department by March 8th. Pictures will not be returned. Include your name, address and a brief description of your snow sculpture and indicate the age group of the sculptures designer.

An ice Skating evening will be held at the Lions Fairground on Friday, February 22nd from 6 -8 pm. Bring your skates and have some winter fun. The pond is lighted and music will be played. Hot Chocolate will be provided. All are welcome. Free to all.

LIBRARY

The Children's Story time resumed on January 15, 16, and 17th. The change in the dynamics of the community with full time kindergarten has resulted in a change of our Wednesday Story time. This class is now open to all ages that can't make the Tuesday or Thursday classes. As a result, we have a great class of 22 from birth to four years that is active and fun to work with. We still run birth to two on Tuesdays and Baby & Me on Thursdays. Both classes are well attended.

Our visiting therapy dog, Zenny, is still dropping by Story time with his sister Lucy, a registered READ dog. You can check out Zenny's library visits and read about his activities on his blog called "Zenny's Travels and Tails."

We are assisting a couple brownie troops with earning their merit badges for the community. One troop has put up a display for February Heart month and the other troop will be coming in for a tour of the library soon.

TOWN CLERK'S OFFICE

The connection between the planning department and the land records system in the town clerk's office should be completed by the end of this month.

Completing the upload of character recognition software on the computers in the planning department allowing them to search volumes and volumes of scanned minutes is next on the agenda. Searching archived records using the finding aid will save hours of time now spent turning pages to find pertinent information.

We are archiving board and commission meeting minutes as well as working with the retention schedule to get the appropriate records ready for destruction.

PLANNING AND DEVELOPMENT

1. Crews from Republic ITS arrived in Town on Wednesday and are still working as of Thursday continuing the installation of the new traffic signal at Horton Boulevard / Ted's driveway and RT 66. We are told that they plan to have the signal energized and in a flashing mode by Friday.
2. The Market Study of the Town's business districts has begun. The consultant, Peter Fairweather of Fairweather Consulting, held a kick-off meeting with the Project Team this past Tuesday. The Project Team is made up of 2 members of the Economic Development Commission, 2 members of the Planning and Zoning Commission, a BOS member, the Town Planner, the Economic Development Coordinator and the Town Manger. In the next few months the consultant's work will include meeting with businesses, realtors and other stakeholder in Town. A website has been set up for the project at: www.hebronmarketstudy.com where you can learn about the study, follow its progress, and provide input. Information from this study will be used in future marketing efforts as well as used in the update of the business sections of the Town's Plan of Conservation and Development.
3. The Planning and Zoning Commission is continuing with their work on updating the Town's Plan of Conservation and Development due to be completed in January of 2014. The Commission has been holding up to two workshop sessions per month. As the Commission is now focusing on the Municipal Infrastructure section of the Plan, recent meetings have been held with the Library Director, members of the Douglas Library Association, the WPCA administrator, the Town Manager, the Fire Chief and the Fire Marshal. Input was also received from the CT Water Company.

- 4. A second meeting of the volunteer group to continue the renovation of the Peters House, at Burnt Hill Park, was held last week, with a tour through the house. Many members of the Town's Historic Properties Commission (HPC) and Town staff were in attendance. From that walk-through, a room-by-room list of volunteer tasks will be developed to assist the group in reaching out to local residents, businesses and contractors who might like to donate services to this project.

BUILDING

Monthly Activity Report for January 2013

-Permits Issued 35
-Construction Value \$491,919.00
-Fees Collected \$5,363.75
-Field Inspections 91

Now that the holidays are past us people start thinking about doing work around the house. Please keep in mind that many activities require a permit. If you are unsure if you will need a permit you can either visit the Building Department web page or email me at jsummers@hebronct.com and we can determine if a permit is required.

Do I need a permit to remove a wall or add a wall in my house? The answer to this question is yes. Many people are under the assumption that you do not need a permit if there are no structural changes. This is incorrect. The Building Code was developed to protect the public and for life safety. Whenever you are reconfiguring rooms there are electrical, ventilation and lighting requirements that need to be meet in order to provide a comfortable living environment and provide life safety to the occupants.

Thinking of Remodeling the kitchen or bathroom?

Many residents call asking if they need a permit to remodel their kitchen or bathroom and the answer depends on the extent of the renovation. If you are planning on replacing the cabinets, countertops and fixtures and placing the new cabinets, countertops and fixtures back in the same location then a permit is not required, unless the new products are heavier. A good example of this is changing from a plastic laminate countertop to a stone or concrete countertop. This could create structural issues to the floor framing due to increased weight of the countertop.

A permit would be required if you will be rearranging the location of the appliances, adding an island counter, replacing the plumbing or electrical.

If your project requires the replacement of receptacles the building code requires all receptacles serving the countertop surfaces in a kitchen to be GFCI protected and all receptacles in a bathroom are to be GFCI protected.

Public Act 12-184 requires the temporary installation of a battery-operated smoke alarm in the vicinity and during the performance of such alterations or additions. If there is a fuel-burning appliance, fireplace or attached garage present then a battery-operated carbon monoxide detector shall also be required in the vicinity.

EMERGENCY MANAGEMENT DIRECTOR

- Worked on grant.
- Met with RHAM Wednesday evening with security plan, Will be meeting with Elementary schools next Wednesday on progress.
- Antenna issues at EOC met with Tyler Millix (TN), on issue has been taken care of DEMHS back on the air, our DPW, Town radio are not connected was advised they would be on another tower.
- Projector at EOC not operating working to get it replaced.
- Out dated equipment removed from EOC for disposal.
- Added contacts to emergency water list.
- Met worked with Chatham staff on Environmental Surety plan for town.

FIRE MARSHAL

**Hebron Fire Marshal's
Monthly Safety Message**

Winter Storm Safety

Some Types of Fire Related Hazards Present During and After a Winter Storm

Alternative heating devices used incorrectly create fire hazards.

Damaged or downed utility lines can present a fire and life safety hazard.

Water damaged appliances and utilities can be electrically charged.

Frozen water pipes can burst and cause safety hazards.

Leaking gas lines, damaged or leaking gas propane containers and leaking vehicle gas tanks may explode or ignite.

Generators are often used during power outages. Generators that are not properly used and maintained can be very hazardous.

- Look for flammable liquids like gasoline, lighter fluid and paint thinner that may have spilled. Thoroughly clean the spill and place containers in a well-ventilated area.
- Do not fill a hot generator or kerosene heater, let it cool off before refilling.
- Keep flammable liquids away from heat sources.

Electrical Safety

- If your home has sustained flood or water damage, and you can safely get to the main breaker or fuse box, turn off the power.
- Assume all wires on the ground are electrically charged. This includes cable TV feeds.
- Look for and replace frayed or cracked extension and appliance cords, loose prongs and plugs.
- Exposed outlets and wiring could present a fire and life safety hazard.

Gas Safety

- Smell and listen for leaky gas connections. If you believe there is a gas leak, immediately leave the house and leave the door(s) open.
- Never strike a match. Any size flame can spark an explosion.
- Before turning the gas back on, have the gas system checked by a professional.

Generator Safety

- Follow the manufacturer's instructions and guidelines when using generators.
- Use a generator or other fuel-powered machines outside the home. CO fumes are odorless and can quickly overwhelm you indoors.
- Use the appropriate sized and type power cords to carry the electric load. Overloaded cords can overheat and cause fires.
- Never run cords under rugs or carpets where heat might build up or damage to a cord may go unnoticed.
- Never connect generators to another power source such as power lines. The reverse flow of electricity or 'backfeed' can electrocute an unsuspecting utility worker.

Heating Safety

- Kerosene heaters may not be legal in your area and should only be used where approved by authorities.
- Do not use the kitchen oven range to heat your home. In addition to being a fire hazard, it can be a source of toxic fumes including carbon monoxide.
- Alternative heaters need their space. Keep anything that can catch fire at least 3 feet away.

- Make sure your alternative heaters have 'tip switches.' These 'tip switches' are designed to automatically turn off the heater in the event they tip over.
- Only use the type of fuel recommended by the manufacturer and follow suggested guidelines.
- Never refill a space heater while it is operating or still hot. Refuel heaters only outdoors.
- Make sure wood stoves are properly installed, and at least 3 feet away from anything that can catch fire. Ensure they have the proper floor support and adequate ventilation.
- Use a glass or metal screen in front of your fireplace to prevent sparks from igniting nearby carpets, furniture or other items that can catch fire.

and Remember...

- Always use a flashlight - not a candle - for emergency lighting.
- Some smoke alarms may be dependent on your home's electrical service and could be inoperative during a power outage. Check to see if your smoke alarm uses a back-up battery and install a new battery at least once a year.
- Smoke alarms should be installed on every level of your home and inside and outside of sleeping areas.
- All smoke alarms should be tested monthly. All batteries should be replaced with new ones at least once a year.
- If there is a fire hydrant near your home, keep it clear of snow, ice and debris for easy access by the fire department.
- Carbon Monoxide is a gas you can't see, taste, or smell. It is created when fuels such as fuel oil, gasoline, wood, coal, natural gas, propane, and kerosene burn incompletely. Vehicles or generators running in a garage, basement or outside near a window or door can also produce dangerous levels of carbon monoxide. This can be deadly. Check your CO alarm monthly.
- CO enters your body as you breathe. CO poisoning can be confused with the flu, food poisoning, and other illnesses. Symptoms include headache, nausea, dizziness, light-headedness and shortness of breath. Extremely high levels of CO can cause death within minutes.

HAVE A NICE SNOWY WEEKEND!!!

STAY SAFE!!!