

**LEBANON BOARD OF EDUCATION  
PHYSICAL PLANT/FACILITIES SUBCOMMITTEE  
SPECIAL MEETING MINUTES  
LYMAN MEMORIAL HIGH SCHOOL LIBRARY MEDIA CENTER  
SEPTEMBER 28, 2010**

**CALLED TO ORDER:** By Melissa Hofmann, Chair at 6:30 with Board of Selectman present.

**PRESENT:** Melissa Hofmann, Chair, Donna Lafontaine, Keith Wentworth, James Mello

**ALSO PRESENT:** Joyce Okonuk, 1st Selectman, John Bendoritas Linda Finelli, Janet Tyler, Superintendent, Tom Conley, Highway Supervisor, Phil Chester, Town Planner, Jerome Walsh, Director of Facilities, Mal Leichter, Director of Business & Technology, Stephan Salisbury, LMHS Principal

1. Snow Removal - The subcommittee met on August 24 to discuss remedies for plowing school grounds and possible replacement of plow truck. J. Walsh has looked into purchasing a used truck with plow equipment with the Town of Colchester. He provided a list of plowing equipment which the district currently owns and includes a 2004 GMC which is in fair condition, has a plow and sander but is in need of new tires. Also, there is a 1992 Ford 250 in poor condition and a 1992 Ford tractor with a plow attachment which runs adequately, a sander which needs work, 3 walk behind snow blowers approximately 18 years old and approximately 10 snow shovels.

K. Wentworth recommended looking into the State Public Auctions but due to non-replacement of vehicle at this time, nothing is available. He would also recommend seeking municipal financing and look at leasing a truck with plow equipment and use the 1994 AG pickup for a backup vehicle. J. Mello referenced the Policy on Budget Administration and a request for funds necessary must be requested by the Board of Selectman. M. Leichter stated that there is approximately a \$9,000 balance in the Capitol Recurring Account to purchase equipment and is earmarked for a replacement vehicle.

J. Okonuk, 1st Selectman recommended looking at leasing with an option to buy for the first year as the BOE does not have the appropriate funds to purchase a vehicle and stated the funds must be released at town meeting.

T. Conley stated that the town high crew is able to plow and has a history of plowing the school parking lots during a major storm event and the BOE does cleanup but due to the configuration of the LES parking lot and curbing, plowing is more difficult. The Board of Selectman agreed that there are new roads, subdivisions, new senior center, new parking lot in center of town, manpower is an issue and she has concerns. M. Hofmann stated that the BOE needs to get back to snowplowing with the help from town crews for major storms, early closings, clearing of parking lots in the evening and 90-minute delay openings.

The BOE will propose the following to the Board of Finance on October 14th: 1) lease truck; 2) purchase truck; 3) fix the BOE truck and purchase new tires.

T. Conley provided quotes from two companies looking at subcontracting the three school parking lots: Bakaj Landscaping: Option #1 - \$2,400= 1-6" snow event; \$4,000 = 6" event, \$6,400 = over 12" snow event; Option #2 - \$35,000 seasonal prices. B&W Landscaping - \$325 - LES, \$375 - LMS, \$425 - LMHS.

The subcommittee will schedule a Special Meeting on October 12 at 7:30 p.m. with the Board of Selectman to discuss truck proposals and K. Wentworth and J. Walsh will provide lease and purchase

proposals; T. Conley will get two more estimates to subcontract out the work. The BOE and BOS will be asked to be the topic on to the Board of Finance agenda on October 14th.

2. Wind Turbine - To date the BOE has spent approximately \$14,000 and though in place, the wind turbine is not up and running due to a lack of C.O. by the building official. The building official will inspect the turbine once the fence has been installed. First Selectman J. Okonuk provided 3 quotes for fencing: 1) Orange Fence - \$2,863; 2) Fenceman from Colchester - \$2,100; 3) Interstate Fence - \$2,000. These quotes are for a 7' galvanized fence with locking hatch per the building official. J. Walsh stated that the fence height required is 8 feet. The 1st Selectman will provide new quotes. J. Okonuk stated that the cable to connect to the building was donated, the labor, manpower and equipment were provided by the town. M. Leichter reported that the BOE funds came from a savings in the oil account, \$10,000, and a balance from the supplies account. Monies were approved through purchase orders and checks were signed by the Treasurer or BOE elected official. M. Hofmann stated that there would be no more financial burden to the BOE and would not be able to cover the cost of the fence. The Board of Selectman voted and passed unanimously to use discretionary funds from the TIP Account to complete the project.

3. Update on Facilities/Maintenance (EMCOR) - J. Walsh reported that long-standing projects are being completed (roof and painting) and working with EMCOR is going well. Future discussions with EMCOR on tracking software.

4. Jasper's property - Phil Chester, Town Planner was present to provide information on the parcel of land known as "Jaspers" which is Commercial zoned and consists of 2.7 acre. The owner has approached the town on the purchase though no figures have been discussed. Currently the owner has agreed to allow the land to be used for bus staff, graduation and other school events and in exchange the district provides the mowing. J. Okonuk, 1st Selectman will establish a joint negotiation team to meet with the owner and obtains appraisals. The Board of Selectman is required to do the final negotiations with the owner. There are no monies through AG grants available to the town to purchase land for town use. The Board of Selectman will look at the advantages this property has for the community, what impact the land has for the schools, and if the district could afford to loose access to existing BOE property. M. Hofmann instructed the BOS to move forward in negotiations with the owner and the BOE would join the negotiations team.

K. Wentworth would like to discuss at the next subcommittee meeting: 1) First Student Bus Company's current office space in the building behind the middle school, any written agreements with the bus company for use of the space, who currently pays for the utilities, and possible rental of the space.

Moved by K. Wentworth and seconded by J. Mello to adjourn the meeting at 7:27 p.m. Motion unanimously passed.

Respectfully submitted,  
Brenda Bennett, Recording Secretary