



**Members Present:** First Selectman Kevin Cwikla, Selectmen Robin Chesmer, Kathleen Smith, and Betsy Petrie-McComber

**Others Present:** Jay Schall (Fire Chief), Sarah Hill (Administrative Assistant), Hayley Wagner (Finance Director), Dean Hunniford (Director of Public Works), Kelly Lawer (Tax Collector), Jim Russo, Phillip Chester (Town Planner), Linda Hopkins (Assistant Town Clerk), Lindsey Delligan (Library Director), Darcy Battye (Senior Center Director)

**1.0 Call to Order**

K. Cwikla called the meeting to order at 5:10pm.

**2.0 Public Forum**

No public comment

**3.0 Correspondence**

**3.1 Lebanon Reliability Scorecard from Eversource**

**3.2 16<sup>th</sup> Annual Bailey's Garden 5K on May 4<sup>th</sup>**

**3.3 Zoning Board of Appeals members who were in office as of January 1, 2023, have completed their state-mandated hours of land use education.**

The Selectmen reviewed the correspondences from Eversource, the Annual Bailey's Garden 5K, and the Zoning Board of Appeals.

**4.0 Department Reports**

**4.1 Troop K Report**

The Selectmen reviewed the monthly Troop K report.

**4.2 Jonathan Trumbull Library**

L. Delligan, Library Director, reported a banner year for the library in 2023. The library circulation is up over 60,000, that is a 15,000 increase from the previous year. Program attendance has doubled since 2022/2023. The library has started their strategic planning process by hosting three public feedback sessions, connecting with the Senior Center, Schools, Historical Society, Town Hall, Library Board of Trustees, Library staff and others. The month-long survey yielded 225 responses. The next stage is drafting a strategic plan. The Friends of the Library recently donated \$2,000 to the Library and the Library received a Library Support Program (LSP) Grant for the Summer Reading Program. Last year's summer reading program was extremely successful with over 250 residents registered to participate. Lastly the Library recently launched a new website, designed by a Lebanon resident, which allows them to manage and update the website easier and faster. The website is the same as before <https://www.lebanonctlibrary.org/> The library is participating in the "Passport to Connecticut Libraries" during the month of April.



#### **4.3 Lebanon Senior Center**

D. Battye, Senior Center Director, reported that the Senior Center has been busy, 80 people attended the lunch earlier that day. The Senior Center is focusing on dementia. They partnered with the Alzheimer's Association and Hartford Healthcare Center for Healthy Aging. They are partnering with EMS and fire personnel on how to recognize and work with someone with dementia and in a crisis. The Senior Center would like to set up dementia training for local clergy, town hall, library, and other community organizations. The Commission on Aging mission for several years now has been to have a dementia friendly town. The Friends of the Senior Center are helping to fundraise for Alzheimer's. The group, the Sparklers, are planning a Spring Fling with a live band on April 19<sup>th</sup>. Darcy recently applied to grants to purchase a senior van with handicap lift. The need for handicap transportation has tripled over the last five years. The Senior Center plans to partner with an Eagle Scout with a background in horticulture to clean up around the retention pond and area outside of the Center to provide a friendly habitat for birds and local pollinators. The Center plans to apply for grants through DEEP to help pay for resources for this project. There are also plans to install anchored benches for residents to enjoy.

#### **4.4 Finance Department**

H. Wagner shared that everything is moving along as planned. The 2025 fiscal year budget is complete and will go to public meeting on Monday April 15<sup>th</sup>. The legal notice will be posted in the Chronicle on Friday, April 5<sup>th</sup>. Annual reports are due this month.

#### **4.4 Fire Department**

J. Schall (Fire Chief) reported the Fire Department assisted with 56 incidents including a structure fire. Members participate in a variety of state certified classes including Incident Safety Officer, Fire Officer II, and Fire Instructor I. Chief Olenick provided electric vehicle training. Incidents involving electric vehicles can be complex, if the battery is involved it is best to have the fire burn out. If water is used to put out the fire it will then contaminate the water, the water would then have to be contained and shipped out by a contractor which would be extremely expensive. Betsy and Roddy participated in the National Fire Academy Connecticut Officers Weekend. Betsy was part of a round table discussion on the new OSHA rollout that is coming up. Chief Schall plans to reach out to the Board of Finance for funding out of the emergency services fund for bumpers for the ambulances. Ambulances are essential to our community, and this will provide additional protection to the vehicle in case of accident. Chief Olenick is applying for grants from the USDA to offset the cost of ET. 106. The Fire Department is also applying for an additional grant for equipment and decontamination. Tanker 106 is out of service due to mechanical issues. It has been challenging because there are not many qualified vendors to work on the trucks. The school radios will be installed at the schools the Monday after spring break to help promote safety at our schools.

#### **4.5 Public Works Department**

D. Hunniford, DPW Director, reported the team has been actively cleaning culverts, waterways, and grading roads. The sweeper will hopefully be starting next week (weather permitting). Roadside mowing will start soon. The rain has caused DPW to continuously fix the roads. DPW is finishing the second half of Card Street and will be working on Hoxie Rd in the spring. The DPW graded Santa Anna Rd and Fowler Road today.



## **5.0 Consent Agenda**

B. Petrie-McComber MOVED to approve the consent agenda as presented with the removal of 5.10 (moved to new business 6.11). K. Smith SECONDED. Motion carried 4:0.

### **5.1 Approve Tax refunds.**

2020-03-0050886	Nicholas Braga	\$ 46.86
2021-03-0053737	Hans Ingram	\$1096.40
2022-03-0053804	Hans Ingram	\$ 998.76
2022-01-002748	David Postemski & Nancy Sasarak	\$ 201.84
20190358557	Andrew Weinstein	\$ 29.27
Total		\$2,373.13

**5.2** Authorize First Selectman to sign the Pyrotechnico fireworks contract as recommended by the Summer Dance Fest Committee.

**5.3** Extend the mowing contract for town properties to Custom Cut.

**5.4** Extend the cemetery mowing contract to Primary Landscaping.

**5.5** Authorize \$2,275.90 payment for installation of a keypad on the downstairs door from the ARPA approved asbestos removal project.

**5.6** Approval of Tolland County Mutual Aid Fire Service Agreement

**5.7** Appointment of Nick Jamrock to the Recreation Commission for a three-year term to expire on April 2, 2027.

**5.8** Approval payment of \$1,310.00 for town-wide mailer for the asbestos abatement notice from the ARPA approved asbestos removal project.

**5.9** Authorize the First Selectman to sign the application for \$11,327.49 reimbursement from the Body-Worn Camera/ Dashboard Camera Grant Program.

**5.10** Approve payment of \$5,048.48 for project management services for the renovations and additions at the Lebanon Community Center from March 2024. *Moved to New Business 6.11*

**5.11** Discuss and act upon authorizing the First Selectman to execute the State of Connecticut Library Historic Documents fiscal year 2025 grant.

**5.12** Authorize proposed budget of \$19,260 for the 2024-2025 Proposal for Groundwater Monitoring at the Lebanon Transfer Station and authorize the First Selectman to sign the authorization to proceed.

## **6.0 New Business**

### **Discuss and act upon:**

**6.1 Discuss and approve agreement for professional service with TaxServ for debt collection for the Tax Collector's Office.**

K. Smith MOVED to approve agreement for professional service with TaxServ for debt collection for the Tax Collector's Office. R. Chesmer SECONDED. Motion carried 4:0.



**6.2 TIP Request of \$1,800.36 for additional cameras at Town Hall. Cameras will be in the parking lot, facing the ballot box, and the downstairs ramp.**

B. Petrie-McComber MOVED to approve \$1,800.36 for additional cameras at Town Hall out of TIP. K. Smith SECONDED. Motion carried 4:0.

**6.3 Approval payment of \$4,363.75 to Reynolds Engineering Services for Design and Consultation of the Church septic system to be paid from the Library Renovations Fund.**

B. Petrie-McComber MOVED to approve payment of \$4,363.75 to Reynolds Engineering Services for Design and Consultation of the Church septic system to be paid from the Library Renovations Fund. R. Chesmer SECONDED. Motion carried 4:0.

**6.4 Approve Police Accreditation Contract for \$12,250.00 out of the FY 2025 Budget.**

K. Smith MOVED to approve the Police Accreditation Contract for \$12,250.00 out of the FY 2025 Budget. B. Petrie-McComber SECONDED. Motion carried 4:0.

**6.5 Discuss moving the Rails to Trails Commission as a subcommittee under the Recreation Commission.**

B. Petrie-McComber MOVED to have the Rails to Trails Commission as a subcommittee under the Recreation Commission. K. Smith SECONDED. Motion carried 4:0.

**6.6 TIP Request of \$2,500.00 for a convection oven at the Senior Center.**

K. Smith MOVED to approve \$2,500.00 for a convection oven at the Senior Center out of TIP. K. Cwikla SECONDED. Motion carried 4:0.

**6.7 Speed Hump and Stop Sign on West Town Street**

The Selectmen discussed a three way stop in front of the Senior Center on West Town Street and a speed hump on West Town Street to help increase safety for walkers and residents. The next step is collaborating with an engineer to finalize the plans. No action was taken.

**6.8 Review Public Works building concept.**

The Selectmen reviewed the conceptual design drawings from Brian Humes for the DPW building. The Public Works Building Committee will review at their committee meeting on April 16<sup>th</sup>. The estimated cost has not been determined yet. No action was taken.

**6.9 Award contract for Flooring Abatement/Replacement Project at Town Hall to Wiese Construction, Inc for \$55,152.00.**



B. Petrie-McComber MOVED to award the contract for Flooring Abatement/Replacement Project at Town Hall to Wiese Construction, Inc for \$55,152.00. K. Smith SECONDED. Motion carried 4:0.

**6.10 Award contract for Lebanon Town Hall Furniture Fixtures & Document Moving Project to Meyer, Inc. for \$34,255.58.**

K. Smith MOVED to award the contract for Lebanon Town Hall Furniture Fixtures & Document Moving Project to Meyer, Inc. for \$34,255.58. B. Petrie-McComber SECONDED. Motion carried 4:0.

*K. Smith MOVED to add 5.10 from the consent agenda to new business 6.11 R. Chesmer SECONDED. Motion carried 4:0.*

**6.11 Approve payment of \$5,048.48 for project management services for the renovations and additions at the Lebanon Community Center from March 2024**

*For clarity, the Selectmen divided the invoice for project management services and the reimbursement for items purchased.*

K. Smith MOVED to add approve payment of project management services to J.R. Russo, LLC for the renovations and additions at the Lebanon Community Center from March 2024 to the agenda. R. Chesmer SECONDED. Motion carried 4:0.

**6.11.1 Approve \$1,500.00 payment of project management services to J.R. Russo, LLC for the renovations and additions at the Lebanon Community Center from March 2024.**

B. Petrie-McComber MOVED to approve \$1,500.00 payment of project management services to J.R. Russo, LLC for the renovations and additions at the Lebanon Community Center from March 2024. R. Chesmer SECONDED. Motion carried 4:0.

B. Petrie-McComber MOVED to add, approve \$3,548.98 payment for reimbursement to J.R. Russo, LLC for kitchen purchases to the agenda. R. Chesmer SECONDED. Motion carried 4:0.

**6.11.2 Approve \$3,548.98 payment for reimbursement to J.R. Russo, LLC for kitchen purchases.**

B. Petrie-McComber MOVED to approve \$3,548.98 payment for reimbursement to J.R. Russo, LLC for kitchen purchases. R. Chesmer SECONDED. Motion carried 4:0.



**7 Old Business**

**7.1 Asbestos Abatement at Town Hall Update**

K. Cwikla reported that the Town Hall Asbestos Abatement is on schedule. The informational mailer will be arriving to residents during the week of April 8<sup>th</sup>-12<sup>th</sup>.

**7.2 Girl Scout Camp – S.B. 63**

The Selectmen discussed S.B. 63 AN ACT AUTHORIZING BONDS OF THE STATE TO PURCHASE CAMP LAUREL IN LEBANON AS OPEN SPACE. Mark DeCaprio is co-sponsor of the proposed bill.

**8 Discuss and act upon approval of minutes.**

**8.1 3/5/2024- Board of Selectmen Regular Meeting**

K. Smith MOVED to approve the minutes from 3/5/2024 Board of Selectmen Regular Meeting.  
B. Petrie-McComber SECONDED. Motion carried 4:0.

**8.2 3/25/2024 - Board of Selectman Special Meeting**

K. Smith MOVED to approve the minutes from 3/25/2024 Board of Selectmen Special Meeting.  
B. Petrie-McComber SECONDED. Motion carried 4:0.

**9 Adjourn**

The meeting adjourned at 6:20 PM.

*Minutes are subject to approval at a subsequent meeting, with any amendments noted at that time.*

Respectfully submitted,  
Sarah Hill  
Administrative Assistant