

**Board of Selectmen  
Regular Meeting  
December 5, 2023 — 5:00 PM  
Zoom and Town Hall**

**MINUTES**

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

**Others Present:** Michael Wolf (Administrative Clerk), Jim Russo (J.R. Russo Consultants), Phil Chester (Town Planner), Jay Schall (Fire Chief), Linda Hopkins, Sarah Hill (Administrative Assistant)

**1.0 Call to Order**

K. Cwikla called the meeting to order at 5:00pm.

**2.0 Public Forum**

No public comment

**3.0 Correspondence**

**3.1 Monthly Troop K Report**

The Selectmen reviewed the monthly report.

**4.0 Department Reports**

**4.1 Finance Department**

The Selectmen reviewed the attached report.

**4.2 Fire Department**

J. Schall (Fire Chief) reported there were 61 calls, 1,340 duty hours, and haz-mat training for the fire department in the month. Additionally, the department is planning with other towns and preparing for the upcoming light parade/ tree lighting.

**4.3 Public Works Department**

The Selectmen would like to commend the Public Works Department on continuing to work with professionalism and efficiency in a quality manner.

**5.0 Consent Agenda**

**5.1 Appoint Board of Education Brian Green (R) to fill a vacancy with a term date of December 5, 2023 through November 17, 2025**

**5.2 Appoint Board of Education Sherry Masterson (R) to fill vacancy for to fill a vacancy with a term date of December 5, 2023 through November 17, 2025**

**5.3 Appoint Board of Finance Harold Nelson (R) to fill a vacancy with a term date of December 5, 2023 through November 18, 2025**

**5.4 Re-appoint Keith Laporte and Sean McCarthy to the Cemetery Commission with term dates of February 1, 2024 through February 1, 2027**

**5.5 Reappointment of Kevin Dowd, Brice Padewski, and Brad Waite as constables with term dates of January 1, 2024 through December 31, 2025**

**5.6 Reappointment of Dean Hunniford as Tree Warden, with term dates of January 1, 2024 through December 31, 2025**

B. Petrie-McComber MOVED to accept the consent agenda as presented. M. DeCaprio SECONDED.

**MOTION CARRIED 4:0**

**6.0 New Business**

**Discuss and act upon:**

**6.1 Accept resignation of Administrative Clerk, Michael R. Wolf, Effective December 10, 2023.**

B. Petrie-McComber MOVED to accept the resignation of Administrative Clerk, Michael R. Wolf, effective December 10, 2023. M. DeCaprio SECONDED.

**MOTION CARRIED 4:0**

**6.2 Hire Sarah Hill as the Administrative Assistant.**

K. Cwikla MOVED to hire Sarah Hill as the Administrative Assistant effective December 18<sup>th</sup> 2023 with two training days on December 5th and 7th, prior to the full-time start date. B. Petrie-McComber SECONDED.

**MOTION CARRIED 4:0**

**6.3 Award the Community Center Floor Bid to Northeast Flooring and Kitchens LLC.**

K. Cwikla MOVED to enter a contract with Northeast Flooring and Kitchens LLC for \$15,758 with funds coming from the previously allocated ARPA funding. B. Petrie-McComber SECONDED.

**MOTION CARRIED 4:0**

**6.4 Hiring a Farmers Market Manager.**

J. Russo (Chairman of the Economic Development Commission) explained that the Economic Development Commission has expressed interest to grow the Farmers Market and that there was an expressed desire for new management, and potential for moving the market location.

P. Chester (Market Manager) explained how neighboring towns have privatized their Farmers Markets. Additionally, Mr. Chester explained how the town is currently planning on adding the option of renewing SNAP benefits at the market next year.

M. Wolf (Assistant to Market Manager) explained that there are issues concerning location changes and went into further detail of the chain of command between the Assistant to the Market Manager and the Market Manager.

R. Chesmer explained that he would like to see the market be a part of a larger initiative to promote agriculture through the town.

The Selectmen would like to gather further information before taking action to changing the management of the market or location.

**6.5 Authorizing \$1,100 out of the library furniture fixtures and equipment account to purchase a new bench for the outside of the library.**

J. Russo explained that the bench will sit on the platform outside of the library.

B. Petrie-McComber MOVED to authorize \$1,100 out of the library furniture fixtures and equipment account to purchase a new bench for the outside of the library. R. Chesmer SECONDED.

**MOTION CARRIED 4:0**

**6.6 Authorizing \$1,000 out of the library furniture fixtures and equipment account to purchase a picnic table for the outside of the library.**

P. Chester explained that this will be located outside the library.

R. Chesmer MOVED to authorize \$1,000 out of the library furniture fixtures and equipment account to purchase a picnic table for the outside of the library with the expectation that the café table and chairs be removed. M. DeCaprio SECONDED.

**MOTION CARRIED 4:0**

**6.7 Authorizing \$145.00 out of TIP for Comax 360 LLC invoice for the Lebanon Volunteer Fire Department.**

B. Petrie-McComber MOVED to authorize \$145.00 out of TIP for Comax 360 LLC invoice for the Lebanon Volunteer Fire Department. M. DeCaprio SECONDED

**MOTION CARRIED 3:0**

B. Petrie-McComber Abstained

**6.8 Reappoint Bonnie LeBlanc, Joanne Philips, and Marion Russo to the Commission on Aging with term dates of January 1, 2024 through January 1, 2027**

M. DeCaprio MOVED to add agenda item 6.8 to read to Reappoint Bonnie LeBlanc, Joanne Philips, and Marion Russo to the Commission on Aging with term dates of January 1, 2024 through January 1, 2027. K. Cwikla SECONDED.

**MOTION CARRIED 4:0**

K. Cwikla MOVED TO Reappoint Bonnie LeBlanc, Joanne Philips, and Marion Russo to the Commission on Aging with term dates of January 1, 2024 through January 1, 2027. M. DeCaprio SECONDED.

**MOTION CARRIED 4:0**

**6.9 Reappoint Marion Russo, Sue Leone, Danielle Crawford, David Nichols, Kathleen Franchi, Dana Dunnack, and Betsy Petrie to the Summer Dancefest Committee with term dates of January 8, 2024 through January 8, 2027**

R. Chesmer MOVED to add agenda item 6.10 to Reappoint Marion Russo, Sue Leone, Danielle Crawford, David Nichols, Kathleen Franchi, Dana Dunnack, and Betsy Petrie to the Summer Dancefest Committee with term dates of January 8, 2024 through January 8, 2027. M. DeCaprio SECONDED.

**MOTION CARRIED 4:0**

R. Chesmer MOVED to Reappoint Marion Russo, Sue Leone, Danielle Crawford, David Nichols, Kathleen Franchi, Dana Dunnack, and Betsy Petrie to the Summer Dancefest Committee with term dates of January 8, 2024 through January 8, 2027. M. DeCaprio SECONDED.

**MOTION CARRIED 4:0**

**6.10 Authorize \$2,500 out of TIP to purchase two Town of Lebanon signs.**

B. Petrie-McComber MOVED to add agenda item 6.10 to read to Authorize \$2,500 out of TIP to purchase two Town of Lebanon signs. M. DeCaprio SECONDED.

**MOTION CARRIED 4:0**

M. DeCaprio MOVED to Authorize \$2,500 out of TIP to purchase two Town of Lebanon signs. R. Chesmer SECONDED

**MOTION CARRIED 4:0**

**6.11 Close the Lebanon Town Hall on December 22, 2023 at 12:00pm**

M. DeCaprio MOVED to add agenda item 6.9 to read to Close the Lebanon Town Hall on December 22, 2023 at 12:00pm. R. Chesmer SECONDED.

**MOTION CARRIED 4:0**

B. Petrie-McComber MOVED to Close the Lebanon Town Hall on December 22, 2023 at 12:00pm. M. DeCaprio SECONDED.

**MOTION CARRIED 4:0**

**6.12 Traffic safety concerns regarding the intersection of Rt. 87 and 207**

B. Petrie-McComber MOVED to add agenda item 6.12 to read Traffic safety concerns regarding the intersection of Rt. 87 and 207. M. DeCaprio SECONDED.

**MOTION CARRIED 4:0**

B. Petrie-McComber explained that after discussions with legislators, the DPW director, and state troopers that there is an expressed need for slower traffic considering the continuous flow of pedestrian traffic.

The Selectmen decided to contact the Department of Transportation to gain more knowledge about further actions that could be taken with local authorities to implement traffic control in the area.

**6.13 Authorize funding for an appraisal of 265 Village Hill Rd. for up to \$5,000 out of the Open Space account.**

B. Petrie-McComber MOVED to add agenda item 6.13 to read to Authorize funding for an appraisal of 265 Village Hill Rd. for up to \$5,000 out of the Open Space account. R. Chesmer SECONDED.

**MOTION CARRIED 4:0**

B. Petrie-McComber MOVED to authorize funding for an appraisal of 265 Village Hill Rd. for up to \$5,000 out of the Open Space account. M. DeCaprio SECONDED.

**MOTION CARRIED 4:0**

**7.0 Old Business**

**Discuss and act upon:**

**7.13 Executive Session: Farmland Preservation Negotiations for 265 Village Hill Road**

K. Cwikla MOVED to enter Executive Session with Phil Chester, Michael Wolf, and Sarah Hill at 6:15pm. Executive Session ended at 6:22pm.

**8.0 Discuss and act upon approval of minutes**

**8.13 November 14, 2023 Regular Meeting minutes**

B. Petrie-McComber MOVED to approve of the November 14, 2023 Regular Meeting minutes. K. Cwikla SECONDED.

**MOTION CARRIED 4:0**

**9.0 Adjourn**

Meeting adjourned at 6:29pm

Respectfully submitted,  
Michael R. Wolf  
Administrative Clerk