

Board of Selectmen
REGULAR MEETING
February 6, 2018– 3:00 PM
Town Hall
MINUTES

Members present: First Selectman Betsy Petrie, Selectman Glen Coutu, and Selectman John Bendoraitis

Others present: Highway Foreman Jay Tuttle, Town Planner Philip Chester, Chronicle reporter Michelle Firestone, Facilities Director Jason Nowosad, Allyn Miller, Rob Cady, Tom Meyer, and Administrative Assistant Linda McDonald

1.0 **Call to Order:** B. Petrie called the meeting to order at 3:03.

2.0 **Public Forum:** No public forum.

3.0 **Correspondence:**

3.1 Letter of Hire of Director at the Jonathan Trumbull Library.

3.2 Letter received from resident addressed to Board of Finance regarding Assistant Town Clerk Position.

4.0 **Financials**

4.1 Monthly Expenditure Report

5.0 **New Business**

Discuss and act upon:

5.1 Approval of Continual Stormwater Compliance Services Proposal for FY 2017-2018 from Anchor Engineering Services Inc. and Authorization of First Selectman to Sign Contract:

B. Petrie explained stormwater monitoring and inspection at the DPW garage is a State requirement.

G. Coutu MOVED to contract with Anchor Engineering Services Inc. for FY 2017-2018 Continual Stormwater Compliance Services and authorize the First Selectman to sign contract. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

5.2 Approval of Proposal from Fuss & O'Neill for Landfill Monitoring FY 2018-2019 and Authorization of First Selectman to Sign Contract:

G. Coutu MOVED to contract with Fuss & O'Neill for FY 2018-2019 Landfill Monitoring and authorize the First Selectman to sign contract. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

5.3 North Lebanon Cemetery Roadway Construction - DPW Proposal:

B. Petrie said the Board of Finance (BOF) allocated \$75,000.00 for the road construction. Cemetery Commission member A. Miller expressed concern that DPW workers would be pulled away from other daily work to do this project and said he would like to see the project go out to bid. J. Nowosad said the engineer came up with an estimate of \$288,000.00 to build a paved road. Discussion followed on whether the project should go out to bid.

B. Petrie MOVED to send the North Lebanon Cemetery Roadway Construction project out to bid. G. Coutu SECONDED. J. Bendoraitis said the specs should be a comparison of the DPW proposal. Discussion followed on adding an add alternate to the spec for grub removal along the wall. J. Tuttle explained there would be additional work needed to address a swale that empties along the wall. The specs should include language clarifying that any excavated material belongs to the Town of Lebanon and include the installation of a manway and a gate. MOTION CARRIED 3:0:0.

- 5.4** Plot Fees for North Lebanon Cemetery: Cemetery Commission member T. Meyer reviewed the unofficial cemetery fee comparison he compiled and said the fee schedule could be approached two ways: cost vs going rates. He distributed a draft price study of the annual operating costs for the North Lebanon Cemetery and explained the data on the study. He said the current fees do not cover the costs of operating the cemeteries. T. Meyer said the recommendation of the Cemetery Commission is to re-visit the fee schedule in three years. B. Petrie said a tentative Town Meeting is scheduled for Monday, March 26, 2018 and the revision of the cemetery fee ordinance could be included on that agenda if the Cemetery Commission is ready. The Cemetery Commission will provide a final pricing recommendation for North Lebanon Cemetery to the BOS before March 6, 2018. B. Petrie asked that the Cemetery Commission review and update the cemetery rules and regulations. She thanked the Cemetery Commission members for their work on this matter.
- 5.5** Awarding FY 2019 Fuel Contract: B. Petrie said four bids were submitted and the current vendor, Dime Oil Company, came in with the lowest bid.
- B. Petrie MOVED to award the FY 2019 Supply and Delivery of Fuel Oil, Diesel, and Mid-Grade Gasoline Contract to Dime Oil Company. G. Coutu SECONDED. MOTION CARRIED 3:0:0.
- 5.6** Status of Public Works Garage Project:
- Public Work Building Committee (PWBC) Chair R. Cady said the PWBC hasn't met since June 2017 as the project has been in a holding pattern. He said he reached out to Kevin Grindle from Anchor Engineering to go over pricing as it has been a year since costs for the project were determined. The committee is relying on the BOS for direction on where this project goes for the Town.
- B. Petrie said, in her conversation with Board of Finance Chair Liz Charron, they needed to do a wholistic review of the finances the Town has presently committed to. Some bond payments are coming to an end over the next several months. The BOF will discuss at their February meeting what the debt service amount is and what is coming off the books. She encouraged R. Cady to bring his questions and concerns to the BOF at their February meeting.
- 5.7** Approval of the Revised Job Description for the Administrative Assistant to the First Selectman:
- J. Bendoraitis MOVED to approve the revised job description for the Administrative Assistant to the First Selectman as presented. G. Coutu SECONDED. MOTION CARRIED 3:0:0.
- 5.8** Approval of RFQ for Engineering Services for Dam Emergency Action Plan (EAP) for Williams Pond (Lake Williams):
- B. Petrie explained the Town is deficient in having an EAP for Lake Williams Dam.
- G. Coutu MOVED to approve the RFQ for Engineering Services for Dam Emergency Action Plan (EAP) for Williams Pond (Lake Williams) as presented. J. Bendoraitis MOTION CARRIED 3:0:0.
- 5.9** GPS Tracking Systems for Town Vehicles:
- B. Petrie said she and J. Tuttle participated in a discussion with Verizon Telematics on this topic. J. Tuttle explained he reached out to other towns to gather input on types of GPS tracking systems used in their town vehicles.
- J. Tuttle explained the use of GPS in the fifteen vehicles used to deliver services for the Town would improve the safety of employees, allow for real-time knowledge of location of Town assets, and provide cost savings such as fuel savings and improved productivity. The focus of the use of GPS is safety.
- Option packages were reviewed. J. Tuttle recommended the Town acquire the Verizon Network Fleet GPS (Verizon Telematics GPS Program) under the NJPA 5500 lease option bundle agreement for fifteen DPW vehicles for a three agreement. After discussion, the consensus of the board was to invite a Verizon representative to present an on-

road demonstration. J. Bendoraitis commented that the Town would have to develop a policy for this use, if implemented. There was no action taken at this time.

- 5.10** Adopt CT Department of Agriculture Resolution: B. Petrie explained that adoption of this resolution would allow the Town to pursue Department of Agriculture grants.

J. Bendoraitis MOVED to adopt the CT Department of Agriculture Resolution as presented. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

- 5.11** Hire of Transfer Station Supervisor: Action on this item was tabled to a future meeting, pending a second round of interviews.
- 5.12** Discuss SECCOG Shared Services: Reach out to the BOE and BOF to form subcommittee with subcommittee from BOS to investigate possible opportunities for shared services.
- 5.13** Town Hall Copier Contract: L. McDonald stated that the current copier/printer lease contract covering the downstairs Town Hall unit, the copier used by the fire department and the small copier at the library ends in April. The members reviewed the replacement proposal for the Town Hall unit. Consensus of the board was to get cost information on a unit that would include a fax board and individual mailboxes, to eliminate the need for most desktop copiers and the fax machine in the Selectman's office. Action on this agenda item was tabled to a future meeting.

6.0 Old Business

Discuss:

- 6.1** Lebanon Green Ownership Update. See below for link to State of CT Superior Court Case filing:
<http://civilinquiry.jud.ct.gov/CaseDetail/PublicCaseDetail.aspx?DocketNo=KNLCV186032888S>
- 6.2** Library Computer Inventory: There was no update on this agenda item. L. McDonald said the new Library Director will review the computer inventory and make recommendations.
- 6.3** Local EMS update plan: B. Petrie said the draft EMS update plan has been approved by the State and she has sent the documents to Town counsel for cursory review. Selectmen J. Bendoraitis and G. Coutu will review the draft documents and a special meeting will be scheduled next week for discussion and approval of the plan.

7.0 Departmental Update: Social Services: networking with Senior Center, Children's Wardrobe,

8.0 Minutes

Discuss and act upon:

- 8.1** Approving the minutes of the January 9, 2018 regular meeting:
- G. Coutu MOVED to approve the minutes of the January 9, 2018 regular meeting as presented. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.
- 8.2** Approving the minutes of the January 23, 2018 special meeting:
- G. Coutu MOVED to approve the minutes of the January 23, 2018 special meeting as presented. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.
- 8.3** Approving the minutes of the January 29, 2018 special meeting:
- G. Coutu MOVED to approve the minutes of the January 29, 2018 regular meeting as presented. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

9.0 Resignations:

- 9.1** Resignation of the Administrative Assistant to the First Selectman: G. Coutu MOVED to accept with regret the resignation of Linda McDonald, effective July 6, 2018. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

10.0 Appointments

- 10.1** Re-appointment of Robert Leone to the Summer Dancefest Committee, term ending 1/8/2021:

J. Bendoraitis MOVED to re-appoint Robert Leone to the Summer Dancefest Committee, term ending 1/8/2021. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 10.2** Re-appointment of Marc Lang to the Conservation & Agriculture Commission, term ending 4/1/2021:

J. Bendoraitis MOVED to re-appoint Marc Lang to the Conservation & Agriculture Commission, term ending 4/1/2021. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 10.3** Re-appointment of Keith LaPorte to the Conservation & Agriculture Commission, term ending 4/1/2021:

J. Bendoraitis MOVED to re-appoint Keith LaPorte to the Conservation & Agriculture Commission, term ending 4/1/2021. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 10.4** Re-appointment of Alton Blodgett to the Conservation & Agriculture Commission, term ending 4/1/2021:

J. Bendoraitis MOVED to re-appoint Alton Blodgett to the Conservation & Agriculture Commission, term ending 4/1/2021. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 10.5** Re-appointment of Paul Trubey as Alternate to the Conservation & Agriculture Commission, term ending 4/1/2021:

J. Bendoraitis MOVED to re-appoint Paul Trubey as Alternate to the Conservation & Agriculture Commission, term ending 4/1/2021. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 10.6** Re-appointment of Jim Smith to the Economic Development Commission, term ending 2/1/2023:

J. Bendoraitis MOVED to re-appoint Jim Smith to the Economic Development Commission, term ending 2/1/2023: G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 10.7** Re-appointment of Christine Warner to the Economic Development Commission, term ending 2/1/2023:

J. Bendoraitis MOVED to re-appoint Christine Warner to the Economic Development Commission, term ending 2/1/2023. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 10.8** Appointment of Laura Tartaglia to fill Vacancy on the Summer Dancefest Committee, term ending 1/8/2021:

J. Bendoraitis MOVED to appoint Laura Tartaglia to fill a vacancy on the Summer Dancefest Committee, term ending 1/8/2021. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

11.0 Police Report

- 12.0 Tax Refunds:** G. Coutu MOVED to approve the following tax refunds as presented by the Tax Collector:

| Tax Refunds for February 2018 | Amount |
|--------------------------------------|---------------|
| Patricia McKelvey & Marana McGinnis | \$129.16 |

| | |
|--------------------------------------|----------|
| Patricia McKelvey & Marana McGinnis | \$132.30 |
| Patricia McKelvey & Marana McGinnis | \$130.06 |
| Noel Aube | \$271.29 |
| Patrick Andrew Rigazio-Connely Trust | \$432.79 |
| Steven Coutu | \$21.08 |
| Talivaldis Purvins | \$30.84 |
| Aldo Carboni | \$172.97 |
| Diane Ferandez | \$54.02 |
| CCAP Auto Lease LTD | \$273.40 |
| CAB East LLC | \$81.24 |
| CAB East LLC | \$49.79 |
| CAB East LLC | \$174.55 |
| Walter Engdahl Jr | \$38.71 |
| Walter Engdahl Jr | \$15.81 |
| Erin Burch | \$201.75 |
| Robert Ajemian | \$22.08 |
| Megan Toner | \$186.03 |
| William Alleman | \$65.22 |
| Kenyon Gardner | \$48.41 |
| Kenyon Gardner | \$109.33 |
| Kenyon Gardner | \$20.86 |
| Nancy Douglas | \$4.85 |
| Jean Breuler | \$33.25 |
| Maris Cornell | \$22.59 |
| Christopher Dubin | \$8.87 |
| Breakwater Marine Services LLC | \$37.24 |
| Anthony Sylvester | \$569.28 |
| Jason Everett | \$125.95 |
| Toyota Lease Trust | \$249.26 |
| Toyota Lease Trust | \$151.38 |
| Alice Antonios | \$90.18 |
| Dennis Blanchard | \$61.20 |
| Molly Flaherty | \$1.87 |
| James Burleigh | \$7.62 |
| Craig & Sandra Boman | \$116.08 |
| Bemer Petroleum Corp | \$38.87 |

| | |
|---------------------|----------|
| Doreen Dixon | \$53.90 |
| Enterprise FM Trust | \$349.98 |
| Enterprise FM Trust | \$381.77 |

J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

13.0 Executive Session Per Connecticut General Statutes Section 1-200(6)(D), Sale of Real Estate.

B. Petrie MOVED to enter Executive session at 4:45 with P. Chester and J. Tuttle present. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

Executive Session ended at 5:20 p.m.

14.0 Executive Session Per Connecticut General Statutes Section 1-200(6)(A), Personnel: There was no executive session.

15.0 Discuss and Act Upon Selling 11+/- Acres of Town-owned Land on Dianne Drive and Send to Town Meeting: No action taken.

16.0 **Adjournment:** J. Bendoraitis MOVED to adjourn the regular meeting at 5:20 p.m. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

Respectfully Submitted by Linda H. McDonald

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.