

Board of Selectmen  
**REGULAR MEETING**  
Town Hall  
October 7, 2008 – 6:00 P.M.

**MINUTES**

1.0 First Selectman Joyce Okonuk called the Regular Meeting to order at 6:00 PM. Selectman John Bendoraitis and Selectman Russ Blakeslee were present. Also in attendance: Administrative Assistant Mary Ellen Wieczorek and audience of 12.

*Motion by Okonuk, seconded by Blakeslee to amend the order of the agenda and take up New Business Items 5.1 and 5.2 on the agenda. Vote: yes. Unanimous.*

- 5.1 Motion by Okonuk, seconded by Blakeslee to advertise bids for improvements to the Leonard Bridge Road, Phase IV project. Vote: yes. Unanimous.
- 5.2 There were five (5) bidders for the Leonard Bridge Road, Phase IV project. Bids were opened and recorded and given to the town engineer for review and recommendation.
- |    |                                      |   |
|----|--------------------------------------|---|
| 1. | Hemlock Construction, Torrington, CT | \$183,965.50                                    |
| 2. | Milton Beebe, Storrs, CT             | \$133,575.00                                    |
| 3. | Catco, Bristol, CT                   | \$230,037.00                                    |
| 4. | Skynation, Rockfall, CT              | \$143,717.00                                    |
| 5. | B&L Construction, Old Saybrook, CT   | \$119,220.00 (Addendum 1 not included with bid) |

**No action.**

*Motion by Bendoraitis, seconded by Okonuk to return to the regular order of the agenda. Vote: yes. Unanimous.*

**2.0 Minutes**

2.1 Bendoraitis requested the following correction to the minutes of the September 9, 2008 Special Meeting. Item 5.2: First motion, change vote to read: 2 Yes (Blakeslee/Okonuk); 1 No (Bendoraitis). Motion carried. Motion by Bendoraitis, seconded by Blakeslee to approve the minutes of the September 9, 2009 Special Meeting, as amended. Vote: yes. Unanimous.

2.2 Motion by Okonuk, seconded by Blakeslee to approve the minutes of the September 12, 2008 Special Meeting. Vote: 2 Yes (Okonuk/Blakeslee); 1 Abstain (Bendoraitis). Motion carried.

**3.0 Correspondence**

3.1 The Board acknowledged a letter from the State of Connecticut, Department of Environmental Protection announcing the Town has been awarded \$4,800.00 for an urban forestry grant through the American the Beautiful Grant Program. The grant will be used to help fund the landscaping at the new Senior Center building. No action.

**4.0 Old Business**

4.1 Motion by Okonuk, seconded by Blakeslee to authorize the First Selectman to purchase a TV/DVD combination unit and audio visual cart up to \$350.00, funds to come from TIP Discretionary Funds, Account #208 520 5201. Vote: 2 Yes (Okonuk, Blakeslee); 1 No (Bendoraitis). Motion carried.

4.2 Motion by Bendoraitis, seconded by Okonuk to change the Town Hall hours to be open Monday thru Thursday, and change the late night from Tuesday to Thursday. Vote: 1 Yes (Bendoraitis); 2 No (Okonuk/Blakeslee) Motion failed. Blakeslee continued discussion by reiterating that Town Hall must serve the needs of the community and closing for three consecutive days, does not serve that need. He does not like the idea of Town Hall being closed for four consecutive days which will happen when a holiday falls on a Monday. This would not serve the needs of the residents. Okonuk told the Selectmen that she spoke with the Tax Collector and Town Clerk, both of whom have a huge concern about the public perception of a "four-day" weekend, beginning immediately this year with Thanksgiving, Christmas and New Years. Okonuk said that every time Town Hall hours change there is confusion with the public. The public perception that employees and elected officials are "looking for a three-day weekend"

outweighs any cost savings that (may) result from the change. A majority of employees support leaving the schedule the way it is. Unless the Board can quantify and justify in cost savings this change, she stated she does not believe the change is warranted. Motion by Okonuk, seconded by Blakeslee to maintain the current Town Hall hours. Vote: 2 Yes (Okonuk/ Blakeslee); 1 No (Bendoraitis). Motion carried.

**4.3** A Water Pollution Control Authority Ordinance was acted upon below.

*Motion by Okonuk, seconded by Bendoraitis, to take up Item 4.4 on the agenda. Vote: yes. Unanimous..*

**4.4** Phil Chester, Town Planner, was present to speak about issues involving Open Space Funds as follows:

**4.4 (a)** As news of the Town land preservation efforts have circulated, the Town has been contacted by additional property owners who wish to preserve their land. \$20,000 was earmarked in the Open Space Fund account for property appraisals associated with land preservation projects. \$16,500 has been spent on the Benders and Rechlin properties (4 properties).

Motion by Blakeslee, seconded by Bendoraitis to recommend to the Board of Finance and to Town Meeting that \$40,000.00 be allocated in Open Space Funds to be used for property appraisals and surveys for land preservation projects. Vote: yes. Unanimous.

**4.4 (b)** The Town Planner reported that Wolfgang and Edwina Rechlin contacted the Town in 2007 interested in selling a permanent conservation easement on their 104-acre property at 753 Waterman Road. A property appraisal was done in 2008 determining the appraisal value was \$355,000. The Town received a \$10,000 commitment from CT Forest & Parks Association and a \$15,000 commitment from Joshua's Tract toward this project. The Rechlin's are looking for \$75,000 (or \$721 per acre) and will gift the remaining \$280,000 value, leaving \$50,000 to be funded by the Town. On October 6, 2008, the Conservation Commission voted to endorse the Rechlin project and send it to the Board of Selectmen and Town Meeting for approval. A property survey will be necessary that would be conducted and recorded by the Town.

Motion by Bendoraitis, seconded by Okonuk to authorize the First Selectman to enter into a Purchase and Sales Agreement with Wolfgang and Edwina Rechlin to purchase a 104-acre conservation easement in the amount of \$50,000.00 with the acquisition of the easement subject to Town Meeting approval. Vote: yes. Unanimous.

**4.4 (c)** The Conservation Commission has voted to endorse a project for Jon and Donna Slate's property at 595 Trumbull Highway. The Slate's are interested in selling a permanent conservation easement and are willing to donate 25% of the conservation easement value, leaving 75% to be funded. The estimated value will be close to \$100,000. Connecticut Farmland Trust will grant up to \$25,000 or 25% of the value for this project. USDA/NRSC provides funding up to 50% of the easement value. A property appraisal costing approximately \$4,500, making application for USDA/NRSC funds, and conducting a property survey at a cost of approximately \$7,500 would be the Town's commitment. Motion by Bendoraitis, seconded by Blakeslee to authorize the First Selectman to apply for USDA/NRSC funding for the Slate property where the Town has no funding obligation other than the appraisal and survey costs. Vote: yes. Unanimous.

## **5.0     New Business**

**5.1** Advertising bid for improvements to Leonard Bridge Road - Phase IV acted upon above.

**5.2** Opening and awarding the bid for Leonard Bridge Road - Phase IV acted upon above.

**5.3 No action** on a request for sign ordinance. The resident will bring to Planning & Zoning.

**5.4** Motion by Okonuk, seconded by Blakeslee to hire Martin Clark as a full-time, union Highway Maintainer for the Public Works Department, effective September 22, 2008 at a rate of pay starting at a six-month probationary rate of \$17.67 per hour. Vote: yes. Unanimous.

**5.5** Motion by Okonuk, seconded by Blakeslee to hire Sandra Gifford as the part-time Social Services Administrator, effective September 30, 2008, at a six-month probationary rate of \$14.46/hr., increasing to \$14.89/hr. after a successful probationary period. This position offers no benefits. Vote: yes. Unanimous.

*Motion by Okonuk, seconded by Bendoraitis to add item 5.5(a) to the agenda: Discuss and act upon appointing Joseph Dolan as a Constable in the Town Of Lebanon. Vote: yes. Unanimous.*

**5.5(a)** Prior to his retirement, Resident State Trooper Mark Maynard provided a recommendation to hire Joseph Dolan as a Constable in the Lebanon Police Department. Present at the meeting, Joe told the Selectmen that he served 20 years with the Norwich State Police. Since his retirement for the Norwich Police, he has maintained his police certification and also has enrolled in a Masters Program pursuing a degree in Education. Motion by Okonuk, seconded by Bendoraitis to appoint Joseph Dolan as a Constable in the Lebanon Police Department with a term October 7, 2008 through December 31, 2009, rate of pay \$23.80/hr., as recommended by RST Mark Maynard. Vote: yes. Unanimous.

*Motion by Okonuk, seconded by Bendoraitis to take up Item 5.16, Appointments/Re-appointments on the agenda. Vote: yes. Unanimous.*

#### **5.16 Appointments**

**(a)** Ronald Bergeron explained his interest in helping the town conserve energy costs. Motion by Bendoraitis, seconded by Blakeslee to appoint Ron Bergeron to the Energy Task Force Committee, term to expire at project's completion. Vote: yes. Unanimous.

**(b)** Michael Sundquist is presently an alternate member on the EDC but is asking for a full-seat appointment that is now available due to the resignation of Mary Thompson. The EDC Chairman has recommended this appointment. Motion by Okonuk, seconded by Bendoraitis to appoint Michael Sundquist as a full member of the Economic Development Commission, term to expire February 1, 2013. Vote: yes. Unanimous.

*Motion by Okonuk, seconded by Bendoraitis to add new item 5.5(b) to the agenda: Discuss and act upon a request for a memorial bench at Lake Williams. Vote: yes. Unanimous.*

**5.5(b)** Rebecca Eselunas submitted a proposal to the Selectman for the installation of a bench in memory of life-long resident, Shawn Matthew Kanter. Rebecca requests the bench to be installed at the town property at Lake Williams, possibly on the grassed area near the boat launch (off Rte. 207 across from the Spa), and located near a tree for shade. The bench will be granite, possibly with a back. The Board requested a simplistic design, similar to the benches on the Green. Selectmen asked Rebecca to obtain a detailed design (including dimensions, stone type, engraving design) and bring back to a future Selectmen's meeting for review and approval. **No action.**

*Motion by Bendoraitis, seconded by Blakeslee to return to the order of the agenda (Item 4.3). Vote: yes. Unanimous.*

**4.3** The First Selectman will draft a Water Pollution Control Authority (WPCA) ordinance and bring to a Special Selectmen's Meeting. **No action.**

**5.6** Dalton's Haines (who was unable to be present due to an athletic commitment) has requested the use of the Lebanon Green to conduct a walk-a-thon for his senior project. Proceeds will benefit the Hebron Interfaith, a non-profit organization, that provides assistance to people in need of financial support. Pledges from the walk-a-thon will go towards helping with fuel costs for these families. Non-perishable items will also be accepted during the fundraiser. Motion by Okonuk, seconded by Bendoraitis to approve the request from Lyman High School student, Dalton Haines, to use the Lebanon Green for a fundraiser for his Senior Class Project on October 19, 2008 from 11 a.m. to 1:00 p.m. Vote: yes. Unanimous.

**5.8** The Secretary of State's Office has been conducting Public Service Award Programs honoring World War II Veterans and on November 25, 2008, a ceremony will be held at the Lyman Memorial High School Auditorium from 4:00 to 6:00 p.m. Invitations will be mailed to Veterans (and their families) and local dignitaries.. First Selectmen Okonuk requests the Board to authorize the expenditure for refreshments, which will follow the ceremony for the honorees and invited guests. Motion by Bendoraitis, seconded by Blakeslee to authorize the expenditure of up to \$250.00 for refreshments at the November 25, 2008 World War II Ceremony honoring Lebanon Veterans, funds to come from TIP Discretionary Funds, Account #208 520 5201 208-520-5127. Vote: yes. Unanimous

**5.9** IKON quoted an additional \$56.06 per month for a scanner function to be added to the copier in the Town Clerk's office. Bendoraitis stated that with the ability to submit agendas and minutes directly to the Town Clerk for posting to the Website via the internet, this additional cost was excessive. The Selectmen agreed that the additional cost for the additional function could not be expended as there were no funds in the budget to cover this cost. **No action.**

**5.10** Carpeting in the Community Center has become very worn and stained. Okonuk suggested quotes for replacing the carpeting in the middle room and Panel Room (large room near the pool) be obtained. Okonuk reported that there is \$32,327.00 in the Community Center fund, and requests the Board to authorize her to obtain estimates for carpet replacement. Motion by Blakeslee, seconded by Bendoraitis to authorize the First Selectman to obtain estimates for the replacement of carpeting in the Community Center. Vote: yes. Unanimous.

**5.11** At the September 2, 2008 Special Meeting, the Board approved \$3,000.00 for the purchase of three exterior lights for the outside parking area. The total cost for the three lights came to \$3,361.50, plus \$300.00 shipping. First Selectman Okonuk requests the Board to approve up to an additional \$700.00. Motion by Bendoraitis, seconded by Blakeslee to authorize up to an additional \$700.00 from TIP – Discretionary Funds acct #208-510-5117 for the additional costs associated with the purchase of three exterior lights at Town Hall. Vote: yes. Unanimous.

**5.12** A highway truck was recently sold on EBay, using the same process approved by the Selectmen in the past. As there are other pieces of equipment/vehicles that have been identified for discard, the First Selectman wanted confirmation from the Board that this procedure may continue as previously arranged. There were no objections from the Selectmen. **No action.**

**5.13** The town entered into contract for the replacement of four bridges in the 1990's. These projects are paid from two funding sources i.e. 80% Federal funds and 20% State. After completion of the State's audit on the Goshen Hill Road over Bartlett Brook, the Town received an invoice in the amount of \$7,787.50. Final audit findings indicated a reimbursement due to the State as the town was over-reimbursed on that bridge. The 100% total reimbursement formula is based on the design costs staying within a certain percentage of the construction costs. In the case of this bridge, design costs were similar to the other bridges but the construction costs were significantly less. Consequently, the state is asking for some of their reimbursement back. Cost of construction would have had to been greater than \$337,600 to allow for full reimbursement. Okonuk stated that after speaking to several DOT staff, that this is an accurate and valid request by the DOT. Motion by Bendoraitis, seconded by Blakeslee to request the Board of Finance to appropriate an additional \$8,000.00 in town funding to close the Goshen Hill Bridge over Bartlett Brook project as part of the Federal/Local Bridge Program. Vote: yes. Unanimous..

**5.14** Bendoraitis addressed computer maintenance at Town Hall. As part of the Town's contract with Walker Systems Support, the inventory of hardware/software has been completed, and Walker has made the recommendation to purchase a back-up power supply. Town Hall has been without this back-up power supply for some time and it is critical that this hardware be purchased and installed in the event of server failure. Motion by Bendoraitis, seconded by Blakeslee to authorize the purchase of an APC Smart-UPS in the amount of \$445.31, funds to come from Computer Account # 415 – 5317. Vote: yes. Unanimous.

Bendoraitis provided an update on other items he has been working on with Walker. He told the Board that Walker is looking at a dedicated connection for the Finance Office and an estimate for a new server. The cost of the server is within the Town's means, however, the migration of data for the Assessor and Tax Collector is estimated at 30 hours labor, which is well beyond the town's budget. Walker will be looking at migration software as an alternative. Bendoraitis will keep the Board apprised of computer maintenance.

**5.15** Okonuk told the Board that she will be contacting Chairman of major Boards/Commissions, School, Fire Department, Library, Police and Town department heads, to re-establish the Capital Needs Planning Team. The intended purpose of the Team will be for anyone who submits a Capital request to the town to identify and prioritize capital needs for the upcoming budget year and to establish a short and long-term financial plan for the town. **No action.**

**5.16 The following resignation from Commissions/Committees was acted upon:**

Motion by Okonuk, seconded by Blakeslee to accept, with regret, the resignation of Cheryl Wheaton from the Solid Waste Commission. The Board extends their appreciation for Cheryl's dedicated years of service and for serving as Secretary on the Commission. Vote: yes. Unanimous.

**5.17** Appointments/Re-appointments to Commissions/Committees was acted upon above.

**6.0** Motion by Bendoraitis, seconded by Blakeslee to approve the Tax Refunds for October 2008 as follows:

Peter Chiarizio	\$151.78
Gary Jarvis	\$3.13
Estelle Bastien	\$113.85
Estelle Bastien	\$120.60
Estelle Bastien	\$122.40
Laura Godere	\$8.30
Henry Beltram	\$8.48

**7.0 Financial Report Update**

7.1 Selectmen discussed changes (formatting) to monthly expenditure reports. First Selectmen will meet with the Town Accountant with the recommendations.

7.2 TIP Expenditures – no action.

7.3 First Selectman will request clarification from the Town Accountant on the on the Capitol Non-recurring expense budgets.

**8.0 Public Forum**

Resident Ronald Cowles inquired about the new law effective October 1, 2008 pertaining to the posting of agendas and minutes on municipal websites. Mr. Cowles stated that he it is his understanding that this new law states that recorded minutes be posted on municipal websites and the minutes should contain all statements and comments made at the meeting. Okonuk stated FOIC requires the recording of motions and votes in the minutes, and detailed transcripts are not a requirement. Some Commissions, such as Planning & Zoning, must record and produce a transcript for their public hearings. Their regular meetings, however, simply have minutes taken and posted. The Selectmen Board actually writes more detail into their minutes than do most all other commissions, but this is a choice, not a requirement. Bendoraitis advised that webpage modifications are near completion. Enhancements will streamline the process for chairman or secretary of a commission/board to submit agendas and minutes. Mr. Cowles stated he would research the law further and return to the Board.

*Motion by Okonuk, seconded by Blakeslee to enter into Executive Session for the purpose of discussing Union negotiations. Votes. Yes. Unanimous.*

**8.1(a) Executive Session**

The Board entered into Executive Session at 8:10 p.m.

The Board returned to Regular Sessions at 8:50 p.m. No action.

**9.0** Motion by Bendoraitis, seconded by Blakeslee to adjourn the meeting at 8:51 p.m. Vote: yes. Unanimous.

Respectfully Submitted,

Joyce R. Okonuk, First Selectman