

Board of Selectmen
REGULAR MEETING
Town Hall
November 13, 2007 - 6:00 PM
MINUTES

- 1.0** The Regular Meeting of the Board of Selectmen was called to order at 6:00 PM by First Selectman Joyce Okonuk. Selectman John Bendoraitis and Selectman Russell Blakeslee were present. Also in attendance, Mary Ellen Wieczorek, Administrative Assistant. Audience: 4.
- 2.0** **Minutes**
- 2.1 Blakeslee requested the following corrections to the October 2, 2007 Regular Meeting.
Item 2.1, the last sentence states Blakeslee made the motion and seconded the item. The item was seconded by Bendoraitis, not Blakeslee. Sentence corrected to read: Motion by Blakeslee, seconded by Bendoraitis, to approve the minutes of the September 11, 2007 Regular Meeting, as amended. Vote: yes. Unanimous.
Item 5.1, 1st sentence, change the word "a" to "and", corrected to read: Librarian Linda Slate applied for **and** received approval for a State Library Grant.
Item 5.13, 9th sentence, the word "response" should read "responsible". Sentence corrected to read: The Town would be **responsible** for the conversion of the 3-phase to a single-phase at an estimate of \$1,500.00.
Motion by Blakeslee, seconded by Bendoraitis to approve the minutes of the October 2, 2007 Regular Meeting, as amended. Vote: yes. Unanimous.
- 2.2 Motion by Blakeslee, seconded by Bendoraitis to approve the minutes of the October 5, 2007 Special Meeting. Vote: yes. Unanimous.
- 2.3 Bendoraitis requested a correction under Item 2.0 to the October 15, 2007 Special Meeting.
Change the word "following" to "follow". Sentence corrected to read: Moved by John Bendoraitis, seconded by Russ Blakeslee to call a Special Town Meeting on October 22, 2007 at 7:30 PM (legal notice for meeting to **follow** these minutes). Vote: yes. Unanimous. Motion by Bendoraitis, seconded by Blakeslee to approve the minutes of the October 15, 2007 Special Meeting, as amended. Vote: yes. Unanimous.
- 2.4 Motion by Bendoraitis, seconded by Blakeslee to approve the minutes of the October 23, 2007 Special Meeting. Vote: yes. Unanimous.
- 2.4 Blakeslee requested a correction under Items 1.0 and 5.0 to the November 1, 2007 12:30 PM Special Meeting, stating that he was not in attendance at this meeting; accordingly, he could not have made any motions as recorded. Item 1.0 to read: The meeting was called to order at 12:30 PM by First Selectman Joyce Okonuk. Selectman John Bendoraitis was present. **Selectman Russ Blakeslee was absent.** Professional Engineer Wesley Wentworth and Town Planner Phil Chester were also present.
Item 5.0 to read: Moved by Okonuk, seconded by **Bendoraitis** to adjourn the meeting at 3:07 PM. Vote: yes, unanimous. Motion carried.
Moved by Okonuk, seconded by Bendoraitis to approve the minutes of the November 1, 2007 12:30 PM Special Meeting, as amended. Vote: 2 Yes (Okonuk and Bendoraitis); 1 Abstain (Blakeslee). Motion carried.
- 2.6 Motion by Bendoraitis, seconded by Blakeslee to approve the minutes of the November 1, 2007 7:00 PM Special Meeting. Vote: yes. Unanimous.
- 2.7 Motion by Bendoraitis, seconded by Blakeslee to approve the minutes of the November 5, 2007 Special Meeting. Vote: yes. Unanimous.
- 3.0** **Correspondence** – None
- 4.0** **Old Business**
- 4.1 Okonuk told the audience that on November 1st the Board met with staff from DEP, Department of Health, and Lebanon's Town Sanitarian and Health Director to address the DEP Abatement Order issued in 1989 at Amston Lake. The DEP will no longer permit the town to ignore the Order. Water quality issues, including the most recent water samples taken, were reviewed at this meeting. At the meeting, the Board accepted and endorsed the final draft of the Wright-Pierce Amston Lake Water Quality Study, dated June 2007. Furthermore, the Board agreed that the timetable within the report was unrealistic and the implementation schedule would need to be revised. John Bracchio, Consultant for Wright-Pierce was present to answer next-step questions, including formation of WCPA and to further provide input on modifying the implementation schedule. The Board concurred that the first step needed was to have a Water Control Pollution Authority (WCPA) in place. This will need to be done by way of an ordinance adopted at Town Meeting, with subsequent appointments. The WCPA will be working under the authority of the DEP Order. It will work independently, most likely will operate based on setting fees for those in benefited area. The fees collected may only be used for WCPA infrastructure/costs, and cannot be used by the Town for any other purpose. Due to the cost, the project most will needed to be bonded and Okonuk said that the goal is to have the Town guarantee the loan. Should the project proceed, Zoning impact could be significant and the Town must decide on a vision for the future land-use of the lake. Bracchio suggests that IWC and PZC be kept informed, and should possibly consult with a land-use attorney. The following revised timeline was developed by the Board and John Bracchio:

PRELIMINARY IMPLEMENTATION SCHEDULE

<u>Action</u>	<u>Proposed Deadline</u>
Town Approval of Wastewater Management Plan	November 2007
DEP Approval of Management Plan	June 2008
Creation of Water Pollution Control Authority	July 2008
Identify Viable Funding Options	December 2008
Begin Preliminary Low-Pressure Sewer Design	March 2009
Review & Revise Regulations – PZC & IWC	June 2009
Begin Final Low-Pressure Sewer Design	Winter 2009
Begin Construction	Spring 2010
Substantial Completion	Fall 2011

John Bracchio will forward a letter to the DEP amending the June 2007 report and revised Implementation schedule.

Motion by Bendoraitis, seconded by Okonuk to approve the revised Implementation Schedule for the Waste Water Management Study Final Draft, June 2007. Vote: yes. Unanimous.

5.0 New Business

5.1 Lebanon Tax Collector, Joyce Hofmann, provided a list of land and properties being prepared for a Tax Sale. The Collector has consulted with legal counsel on these delinquent accounts and counsel is preparing final documents. The auction should take place in about six weeks. The Tax Collector will advise the Board of Selectmen the date of the tax sale. No action.

5.2 Aubrey Llanes, Lyman High School Senior, was present to explain her Senior Class project to the Board. Aubrey explained that she has chosen to assist "Water Missions International", a nonprofit organization whose mission is to help improve the water and sanitation needs of people in developing countries. Aubrey has requested to use the Town Green for a fundraiser on March 22, 2008, which is also World Water Day. During the walk, she also hopes to simulate what it is like for people in underdeveloped countries who walk miles each day to get water by requiring those participating in the fundraiser to carry buckets filled with sand as they walk the Lebanon Green. The money raised will go to the people of underdeveloped countries for the implementation of a water purification system. Moved by Okonuk, seconded by Blakeslee to approve the request from Aubrey Llanes to use the Lebanon Green for a Senior Class Project fundraiser on March 22, 2008. Vote: yes. Unanimous.

Motion by Bendoraitis, seconded by Blakeslee to take up item 5.5 on the Agenda: Discuss and act upon internet access for the Van Dispatchers at the Community Center. Vote: yes. Unanimous.

5.5 At the October meeting, the Board discussed a request from the Commission on Aging (COA) for the installation of Internet Service at the Community Center for the Van Dispatchers' Office. Following the Abatement Project at the Town Hall, the Dispatchers were moved to the Community Center. Changes at Town Hall were made to open up additional space in the lower level meeting room. Donna LaFontaine, COA member, was asked to attend this meeting to explain why internet connection is important to this department. Donna detailed the process for transferring data for the state van grant back and forth from her home, to the Dispatchers, and then out to WRPA. In addition, the Dispatchers need the Internet to communicate with members of the Commission on Aging, other Senior Centers and Transportation Offices. They cannot access websites or communicate without internet access. Blakeslee strongly stated that he feels the Dispatcher's office should be at the Town Hall, and not at the Community Center. Their office is in a public building and interferes with other meetings. Okonuk said the location is working out quite well. The employees like the quiet location with easy access for the van drivers. This is also just a temporary location because as soon as the new Senior Center is complete, they will be moving there permanently. Bendoraitis said that the expense for DSL internet should have been included in the cost of the Abatement Project. Bendoraitis further stated that the expense of moving the Dispatcher phone back to the Town Hall is costly. DSL (AT&T) installation and monthly expense could cost as little as \$500.00 this fiscal year. Motion by Bendoraitis, seconded by Okonuk to authorize the expenditure of up to \$500.00 to install DSL Internet access at the Community Center for the Sr. Van Dispatchers with funding to come from TIP, Discretionary Buildings & Grounds. Vote: 2 Yes (Okonuk and Bendoraitis); 1 No (Blakeslee). Motion carried.

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

5.3 The invited representative from ConServe, Inc. was not present to explain and answer questions pertaining to a proposal for a high efficiency lighting upgrade at the Town Hall. Bendoraitis is supportive of the idea and would like proposal to include the Community Center, Fire Safety Complex, Library and all Town buildings. Questions/comments regarding this proposal or additional questions regarding ConServe in general should be directed to the Selectman's Assistant. She will forward to the ConServe rep and arrange to have him/her respond and to attend a future meeting. No action.

5.4 Town Counsel had drafted a Competitive Bidding Ordinance for review during the previous administration. The Board had no changes to this draft, however, there was discussion pertaining to the bidding threshold and maximum amount. First Selectman will contact Town Counsel for opinion on wording and placement within the Ordinance and bring to a future meeting. No action.

5.5 Item acted upon above.

5.6 Director of Public Works job descriptions from the towns of Hebron, Colchester, Old Lyme and Columbia were reviewed with the intention of drafting a job description which would replace the existing Assistant Road Foreman description. First Selectmen will type the draft and bring to a future meeting. No further action.

5.7 Okonuk acknowledged a communication from the Resident State Trooper that Officer Mark DiMauro, is no longer working for the Lebanon Police. Mr. DiMauro stopped reporting to duty and assigned work several months ago. The Resident State Trooper has taken possession of his badge, ID, firearm and other town equipment that was assigned to him. No action.

5.8 Economic Development Commission member, Mary Thompson contacted the First Selectman advising of her intentions to resign in February 2008. Thompson stated some members asked her to stay on for awhile to provide a smoother transition. The Board discussed her request for a short-term reappointment, and the agreed that members should be appointed with the intention of serving a full term, not a partial term. Moved by Okonuk, seconded by Bendoraitis to deny the request from Mary Thompson to serve a short-term appointment, as the Board does not want to set a precedent for appointments that are not for the full length. Vote, yes. Unanimous.

5.9 Okonuk indicated no action would be taken this evening on a Resolution to participate in a Regional Performance Incentive Program Grant from OPM. At the last WINCOG meeting it was explained that OPM passed a Public Act providing incentive grants to regional planning organizations for projects that involved shared services, and is working to determine the programs for Lebanon. The Resolution(s) will be brought to a future Selectmen's meeting for endorsement for Town Meeting. No action.

5.10 The Selectmen will discuss a recycle "swap" center at the Transfer Station at a future meeting. No action.

5.11 Okonuk stated Geri McCaw, Commission on Aging Chairman, provided a status pertaining to establishing an Oversight Committee for the new Senior Center, once completed. She advised Okonuk that a sub-committee has been set up, and this committee has already met with other towns with operational Senior Centers. This sub-committee will bring a report and recommendation to a future Board of Selectmen meeting. No action.

5.12 Smith Road resident, Dr. William Jahoda contacted the First Selectman requesting placement of signs that he has created for Smith Road. A copy of Dr. Jahoda's sign was forwarded to the Resident State Trooper who responded stating that he had no objections to placing a sign on the road, but there are issues with Dr. Jahoda signs as they are not "standard" traffic control signs. He further explained that per the MUTCD manual, five basic requirements should be met. RST Maynard suggests to post a reasonable sized, standard aluminum road sign on each of the road that states, "Designated as a Scenic Road per C.G.S. 7-149A." Motion by Blakeslee, seconded Bendoraitis, to approve signage for Smith Road, "Designated as a Scenic Road per C.G.S. 7-149A", as recommended by the Resident State Trooper. Vote, yes. Unanimous.

5.13 Okonuk stated her desire to communicate to the Board for informational purposes, of the possibility that the Town repeater may need to be replaced. The cost of a new repeater and the cost for a protective area will be incorporated into the next budget. No action.

5.14 Resignations from Commissions/Committees

Motion by Okonuk, seconded by Bendoraitis to accept, with regret and appreciation for their years of service to the community, the following resignations: Nancy Dubin, Flood and Erosion Control Board; Priscilla Clesowich, Commission on Aging; Kevin Creamer, Recreation Commission, and Evelyn Buckley Commission on Aging. Vote, yes. Unanimous.

5.15 Appointments/Re-appointments to Commissions/Committees

Motion by Okonuk, seconded by Blakeslee to reappoint/appoint the following: Appoint Christine Witkowski as a full member to the Rails to Trails Committee; Keith LaPorte to the Cemetery Commission to fill the vacancy of Steve Salisbury, term ending 02/01/09; Darlene Hathaway to the Commission on Aging to fill the vacancy of Priscilla Clesowich, term expiring 01/01/10; and Laura Davidson to the Recreation Commission to fill the vacancy of Kevin Creamer, term ending 02/01/08. Vote, yes. Unanimous.

Motion by Okonuk, seconded by Bendoraitis to add Item 5.17 to the agenda: Discuss and act upon the hiring of a short term, temporary Accountant to assist in the Finance Office. Vote: yes. Motion carried.

5.16 The Board of Selectmen and Finance met at a November 1, 2007 meeting at which time direction was given by the Finance Board to hire a short-term staff person to assist in the Finance Office. Okonuk contacted a highly-recommended and competent individual with a strong finance and municipal background. This person has since been working in the Finance Office providing supervision and making recommendations for improved procedures to facilitate work flow. Moved by Okonuk, seconded by Blakeslee to hire Phyllis Lapierre as a short-term temporary Accountant effective 11/5/07 at a rate of pay of \$35/hr. to assist in the Finance Office, working a maximum of 30 hrs/week, with no benefits. Vote, yes. Unanimous.

Motion by Okonuk, seconded by Blakeslee to add item 5.17 to the agenda: Discuss and act upon two fundraisers as requested by Troop 180. Vote, yes. Unanimous.

5.17 Moved by Blakeslee, seconded by Bendoraitis to approve two requests from Troop 180 (1) to hold a "Hike for Heat" on the Lebanon Green on December 2, 2007, and (2) a food service project at the Transfer Station on December 8, 2007 to collect non-perishable food for the local food pantry. Vote, yes. Unanimous.

Motion by Okonuk, seconded by Bendoraitis to add Item 5.18 to the agenda: Discuss and act upon curbing for the Town Hall Parking Lot Project. Vote, yes. Unanimous.

5.18 Motion by Bendoraitis, seconded by Okonuk to alter the Town Hall Parking Lot Project plan with the purpose of replacing the standard curbing with Cape Code Curbing at the edge facing the church. Vote, yes. Unanimous.

6.0 **Financial Report Update** - No update.

7.0 **Tax Refunds**

Motion by Okonuk, seconded by Blakeslee to approve the following tax refunds. Vote, yes. Unanimous.

John Fitzgibbons	\$61.65	(Assessor Adjusted Bill)
Talivaldis Purvins	\$120.57	(Overpayment)
David B. Russell	\$9.28	(Overpayment)

8.0 **Public Forum – None**

9.0 Motion by Okonuk, seconded by Bendoraitis to adjourn the meeting at 9:57 PM. Vote, yes. Unanimous.

Respectfully Submitted,

Joyce R. Okonuk
First Selectman