

**Board of Selectmen
Regular Meeting
February 5, 2019
TOWN HALL — 3:00 PM**

MINUTES

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

Others Present: Treasurer Deb Martin; Highway Foreman Jay Tuttle; Administrative Assistant Bernard Dennler; Attorney Catherine Marion of Waller, Smith and Palmer (by phone); Financial advisor Bill Alleman of Edward Jones, and resident David Bareiss

1.0 **Call to Order**

B. Petrie called the meeting to order at 3:01 PM.

2.0 **Public Forum**

David Bareiss of Deepwood Drive addressed the Board of Selectmen regarding what he described as hazardous water runoff. He requested that the Selectmen examine the situation near 151 Deepwood Drive. He provided a letter and photographs of the property including during the construction of the cottage at the address. He thanked Highway Foreman Jay Tuttle for his previous efforts to resolve the issue but said he feels there is more work to do.

3.0 **Correspondence**

3.1 **Monthly letter from Troop “K” regarding police services in the Town of Lebanon**

The Selectmen reviewed the letter.

NO ACTION TAKEN

3.2 **Letter from David Bareiss of Deepwood Drive regarding runoff**

A letter was received from David Bareiss regarding the matter he discussed in his public forum.

NO ACTION TAKEN

3.3 **Memo from Assessor Emma Sousa regarding revaluation**

The Selectmen reviewed the memo which indicated the 2018 Grand List reflects a 3.63 percent increase from the 2017 Grand List, equating to an additional \$691,087.57 in taxes based on the previous year’s mill rate of 29.4.

NO ACTION TAKEN

B. Petrie MOVED to adjourn the order of agenda and to take up “Discuss and Act Upon: Waive competitive bidding ordinance for surveying of New Lebanon Cemetery” and “Discuss and Act Upon: Authorize First Selectman to sign contract with CME Engineering to survey and produce a map of New Lebanon Cemetery” as Items 4.0 and 4.1 while noting that the agenda incorrectly warned these items as pertaining to “North Lebanon Cemetery.” J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

4.0 Discuss and Act Upon: Waive competitive bidding ordinance for surveying of New Lebanon Cemetery

Cemetery Commission Chair Tom Meyer discussed the commission's desire to purchase software to help manage cemeteries. He said the first step is to have map created of the cemetery which had previously been discussed with the Selectmen and that the Cemetery Commission would like to continue their work with CME for this project. J. Bendoraitis and B. Petrie noted that the Board of Selectmen was able to do so as the competitive bidding ordinance may be waived for engineering services.

B. Petrie MOVED to waive competitive bidding for the surveying of New Lebanon Cemetery. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

4.1 Discuss and Act Upon: Authorize First Selectman to sign contract with CME Engineering to survey and produce a map of New Lebanon Cemetery

T. Meyer said CME provided a quote of \$4120.00 to survey New Lebanon Cemetery. He said there is currently money in the budget in the Cemetery Lots fund Account #203-00-000-2290.

B. Petrie MOVED to approve \$4,120.00 to CME Engineering to survey and produce a map of New Lebanon Cemetery with funds to come from the Cemetery Lots fund Account #203-00-000-2290. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

5.0 Consent Agenda:

A Consent Agenda is presented by the Chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

5.1 Approval of Minutes

- a. Special Meeting, January 8, 2019 — 1:00 PM
- b. Regular Meeting, January 8, 2019
- c. Special Meeting, January 14, 2019
- d. Special Meeting, January 16, 2019
- e. Special Meeting, January 17, 2019
- f. Special Meeting, January 22, 2019 — 5:30 PM
- g. Special Meeting, January 22, 2019 — 7:00 PM

5.2 Appointments

- a. Appointment of John Meigel as Deputy Fire Marshal, term to expire 2/5/2020
- b. Re-appointment of James Russo to the Economic Development Commission, term to expire 2/1/2024

5.3 Resignation

~~a. Resignation of Dennis Greci as an alternate from the Solid Waste Commission~~

5.4 Tax Refunds

Vesselin Zaprianov	\$862.58
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Vesselin Zaprianov	\$847.92
John Musial	\$65.74
Mary Roy	\$7.00
Denise Eldridge	\$1,280.08
Brooke and Michael Manning	\$111.13

The Board discussed whether to approve the resignation of Dennis Greci as an alternate from the Solid Waste Commission as he had expressed interest in being added as a full member to fill a vacancy, but the commission had not yet met to formally make this recommendation. Administrative Assistant B. Dennler stated the commission will not have quorum to make that recommendation if the Board of Selectmen accept D. Greci's resignation at this meeting. B. Petrie stated Item 5.3a "Resignation of Dennis Greci as an alternate from the Solid Waste Commission" would be struck from the consent agenda.

J. Bendoraitis MOVED to approve the Consent Agenda as amended. B. Petrie SECONDED.
MOTION CARRIED 3:0:0

6.0 New Business — Discuss and Act Upon:

6.1 Appointments to the Recreation Commission

B. Dennler stated that the Recreation Commission had formally moved to recommend the re-appointments of three members with terms expiring. An application had also been received for the commission although there were no additional vacancies. G. Coutu asked if the Recreation Commission had seen the application. B. Dennler said he had forwarded the application to the Recreation Director but the recommendation to reappoint members had already been made at that time. The Board of Selectmen agreed to follow the recommendation of the commission and to retain the application in the event of future vacancies.

B. Petrie MOVED to reappoint Susan Smith, Haley McCall, and Robert Gentes with terms to expire on 2/1/2022. J. Bendoraitis SECONDED.
MOTION CARRIED 3:0:0

6.2 Quote for work on bay doors at DPW garage

B. Petrie said they had received a quote for maintenance work on the garage bay doors for \$2,400.00 which she felt was reasonable. The Board of Selectmen agreed they were comfortable with previous work from Advanced Overhead Door.

B. Petrie MOVED to approve \$2,400.00 from Public Works Budget Account # to Advanced Overhead Door, LLC for repairs, including new rubber, to the bottom sections of bay doors at the Department of Public Works garage. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

6.3 Authorize funds from TIP in the amount of \$791.90 for replacement of emergency light batteries in the Fire Safety Complex and DPW garage

B. Petrie said there were more locations that needed batteries replaced for emergency lights at the FSC and DPW. J. Bendoraitis said he felt this was a maintenance issue and should not be taken from TIP. He suggested it come from Buildings and Grounds instead. G. Coutu agreed this would not be an appropriate use of TIP funds.

B. Petrie MOVED to authorize funds in the amount \$791.90 to Electrical Wholesalers for replacement of emergency light batteries in the Fire Safety Complex and Department of Public Works garage with funds to come from Buildings and Ground Account # 100-431-5322 J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

6.4 Quote for renewal of AeroHive license for wireless network equipment in Town Hall

B. Petrie said the Town's IT service contractor had informed them that the license needed to manage the wireless network equipment was due to expire.

B. Petrie MOVED to renew the license and authorize funds in the amount of \$675.00 for renewal of AeroHive licenses for wireless network equipment in Town Hall funds to come from Account #415. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

6.5 Authorize First Selectman to sign extension of service agreement for SonicWall antivirus

B. Petrie said the Town's antivirus service was also due to expire this month and needs to be extended.

B. Petrie MOVED to authorize the First Selectman to sign an extension of the service agreement for SonicWall antivirus for Town Hall computers, funds to come from Account #415. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

6.6 Tax deferment program for federal employees impacted by government shutdown

B. Petrie said there had been a request for deferment. Assistant Tax Collector Kelly Lawer explained the deferment process as established by Connecticut State Statute regarding the government shutdown. She said there is no loss to the town, it simply delays collection.

B. Petrie MOVED to adopt a resolution, included as Attachment A of these minutes, establishing a tax deferment program for federal employees impacted by the December 2018-January 2019 U.S. federal government shutdown. J. Bendoraitis SECONDED.

G. Coutu stated he felt there were many residents who struggle to pay their taxes due to unemployment or other hardship that are not federal employees. He said adopting such a resolution would be unfair to them.

MOTION CARRIED 2:1:0 with G. Coutu voting against the motion

6.7 Hiring of a substitute library aide

B. Petrie said Library Director Matt Earls needed approval from the Board of Selectmen for the hiring of a substitute library aide.

B. Petrie MOVED to hire Anita McMahon as a substitute library aide for the Jonathan Trumbull Library. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

6.8 Authorize First Selectman to sign contract with Fuss & O'Neill for the continuation of the Landfill Monitoring Program

B. Petrie said the Town is required to do landfill monitoring and this contract needs to be reauthorized annually.

B. Petrie MOVED to authorize the First Selectman to sign a contract with Fuss & O'Neil for the continuation of the Landfill Monitoring Program for FY 2019-2020. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

6.9 Purchase of individual email accounts for Registrars

B. Dennler said the Registrars had requested to purchase two additional email licenses as the office currently uses a single email address and license which includes the entire Microsoft Suite. They were seeking just email licenses at a cost of \$48.00 each per year which they would pay for out of their budget.

J. Bendoraitis expressed concerns about having separate email licenses while using a single license for Microsoft Suite for the office. G. Coutu asked why they needed separate emails now if they have always shared one.

NO ACTION TAKEN

7.0 Old Business — Discuss and Act Upon:

7.1 Update on September 2018 storm damage and FEMA application process

B. Petrie said that Highway Foreman Jay Tuttle, Finance Director Veronica Calvert, and Administrative Assistant Bernard Dennler had recently been on a conference call with FEMA reps about the process. B. Dennler stated the Town would provide a damage inventory to FEMA on February 15, 2019 which J. Tuttle is currently assembling.

B. Petrie said the Town needed to formally authorize Brandon Handfield as its engineer for storm-related projects.

G. Coutu MOVED to adjourn the order of agenda and add "Engage services of Yantic River Consulting for engineering and oversight of the September 2018 storm damage and FEMA application and management process" as Item 7.2. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

7.2 Engage services of Yantic River Consulting for engineering and oversight of the September 2018 storm damage and FEMA application and management process

B. Petrie MOVED to engage services of Yantic River Consulting for engineering and oversight of the September 2018 storm damage and FEMA application and management process. G. Coutu SECONDED.
MOTION CARRIED 3:0:0

B. Petrie MOVED to adjourn the order of agenda and add "WilliWaste Service Contracts" as Item 7.3. G. Coutu SECONDED.
MOTION CARRIED 3:0:0

7.3 WilliWaste Service Contracts

B. Petrie said they had recently had some issues with WilliWaste service regarding the recycling bin kept in the lower level of Town Hall. That led the Town to request its service contract from WilliWaste although none apparently existed. WilliWaste has since provided service contracts that would go into effect on July 1, 2019.

B. Petrie and J. Bendoraitis both expressed concerns over the 5 percent optional annual increase built into the contract. B. Petrie said that was much higher than other services the town contracts. G. Coutu and J. Bendoraitis also expressed concerns over the possibility of fuel surcharges allowed under the contract.

B. Dennler said he had reached out to Sterling Superior Services for a quote for their waste and recycling services.

The Board of Selectmen agreed that since the contracts would not go into effect until July that they would wait to decide on how to proceed.

NO ACTION TAKEN

7.4 Update on JLN Fire Safety Study

B. Petrie said there will be a meeting with JLN for a presentation at the Senior Center on February 11, 2019.

NO ACTION TAKEN

8.0 Executive Session

B. Petrie MOVED to enter Executive Session at 4:17 PM and to invite Catherine Marion of Waller, Smith, and Palmer to participate by phone. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

8.1 Executive Session per State Statutes Section 1-200(6)(B): Discussion regarding Lebanon Green Litigation/Attorney-Client Communication

The Board of Selectmen re-entered public session at 5:15 PM.

NO ACTION TAKEN

G. Coutu MOVED to adjourn the order of agenda and take up "Discuss and Act Upon: Presentation by Bill Alleman of Edward Jones on review of Town's Endowment Invest Policy and Investment Portfolio" as Item 9.0. Petrie SECONDED.

MOTION CARRIED 3:0:0

9.0 Discuss and Act Upon: Presentation by Bill Alleman of Edward Jones on review of Town's Endowment Invest Policy and Investment Portfolio

B. Alleman distributed materials showing allocation of town investment account which is \$3.235 million. He said the goal has been to have a balance toward growth. He said since 2014 they have averaged a 6 percent return.

B. Alleman said there was room for adjustment in the portfolio makeup, particularly with the distribution of stocks in consumer staples and industrials. He said the Town could sell some stocks from consumer staples corporations and invest in industrials. He also noted that all of the Town's financials were in a single company, JP Morgan and suggested they diversify by selling some JP Morgan stock and purchasing in another financial services corporation such as PNC Bank.

B. Alleman recommended the Town sell \$30,000 worth of Procter & Gamble stock to invest in Texas Instruments, sell \$50,000 from JP Morgan to invest in PNC Bank, and sell \$40,000 from Johnson and Johnson to add an industrial such as Lockheed Martin.

J. Bendoraitis MOVED to sell \$30,000.00 Procter & Gamble stock and to re-invest those funds in Texas Instruments. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

J. Bendoraitis MOVED to sell \$50,000.00 of JP Morgan stock and to re-invest those funds in PNC Bank. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

J. Bendoraitis MOVED to sell \$40,000.00 of Johnson and Johnson and to re-invest those funds in Lockheed Martin. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

10.0 Adjournment

B. Petrie MOVED to adjourn at 5:38 PM. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

Respectfully submitted,

Bernard W. Dennler III

Administrative Assistant

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