

Board of Selectmen
REGULAR MEETING
Town Hall
September 11, 2007 - 6:00 PM
MINUTES

1.0 The Regular Meeting of the Board of Selectmen was called to order at 6:04 p.m. by First Selectman Joyce Okonuk. Selectmen Russ Blakeslee and John Bendoraitis were also present. Also in attendance: Administrative Assistant, Mary Ellen Wiczorek. Audience: 5.

2.0 **Minutes**

Discuss and act upon approving minutes of the:

2.1 Blakeslee requested a change to the July 31, 2007 Special Meeting, Item 5.0, second sentence. After discussion, the Selectmen concurred to strike this sentence entirely from the minutes, which read: *The piece was rejected at that time due to a small amount of wetland, but could possibly still have 4+ acres that could be cleared for a cemetery.* Motion by Bendoraitis, seconded by Okonuk to approve the minutes of the July 31, 2007 Special Meeting, as amended. Vote: yes. Motion carried.

2.2 Motion by Blakeslee, seconded by Bendoraitis to approve the minutes of August 2, 2007 Special Meeting. Vote: yes. Motion carried.

2.3 Motion by Bendoraitis, seconded by Blakeslee to approve the minutes of the August 3, 2007 Special Meeting. Vote: yes. Motion carried.

2.4 Blakeslee requested correction under Item 10.0, 1st sentence of the August 17, 2007 minutes: "type-o" *aparticipate*, to read *participate*. Motion by Okonuk, seconded by Blakeslee to approve the minutes of the August 17, 2007 Special Meeting, as amended. Vote: yes. Motion carried.

2.5 Motion by Bendoraitis, seconded by Okonuk to approve the minutes of the August 20, 2007 Special Meeting. Vote: yes. Motion carried.

2.6 Motion by Bendoraitis, seconded by Blakeslee to approve the minutes of August 24, 2007 Special Meeting. Vote: 2 Yes (Bendoraitis and Blakeslee); 1 Abstain (Okonuk). Vote: yes. Motion carried.

2.7 Motion by Bendoraitis, seconded by Okonuk to approve the minutes of the August 30, 2007 Special Meeting. Vote: 2 Yes (Okonuk and Bendoraitis); 1 Abstain (Blakeslee). Vote: yes. Motion carried.

3.0 **Correspondence**

3.1 A letter from Operation Fuel stating that the audit conducted on August 2, 2007 for FY 7/1/06-6/30/07 was found to be compliance with the program requirements. No action.

3.2 Okonuk provided a copy of a letter to the Selectmen from the Town's Auditor regarding an evaluation of the accuracy and reasonableness of cash records and transactions of the Town for 7/1/06 through 6/21/07. The letter will also be reviewed at the 9/13/07 Board of Finance meeting. No significant findings. No action.

4.0 **Old Business**

4.1 A letter was received from resident Jamie Bender regarding the maintenance Aspinall Rec fields. Okonuk said she agreed with Bender that the fields and grounds were in need of proper maintenance and repair. Okonuk also stated that she had replied to Bender, a copy of these letters was provided to the Board. Okonuk feels that possibly one of the issues may be the lack of budgeting knowledge by some Commissioners. Some Commissioners may not know how to identify their budgetary needs—separating requests for capital needs from that of normal operations. Okonuk will advise Jamie Bender of the discussion at tonight's meeting. **No action.**

4.2 Okonuk told the Board that the Town Hall Asbestos Abatement Monitoring Report indicated that all facilities were clear of asbestos products and staff could re-enter the space. The report is available for public review. All offices were moved back into the lower level on Monday, 9/10/07. **No action.**

5.0 **New Business**

5.1 Planner Phil Chester told the Board that the Conservation Commission recommends to the Selectmen, Board of Finance and Town Meeting that \$30,000, within the Open Space Account, be earmarked by Town Meeting to be used for open space and farmland preservation appraisal purposes. These funds would be subject to Conservation Commission recommendation and Selectmen approval. Motion by Bendoraitis, seconded by Blakeslee to recommend to the Board of Finance that \$30,000.00 to be set aside by Town Meeting from the Open Space Account to be used for potential open space or farmland preservation appraisal purposes. Vote: yes. Motion carried.

Chester also reported that new town welcome signs will be placed at the State entrances into Town. Seven signs will replace the existing State signs. The signs are made of a highly durable, weather resistant material and funded through the Ag Grant. The Board and audience were pleased with the signs, and Chester was thanked for the update.

5.2 No action on the removal of the gate on the northern end of Meetinghouse Road as the person asking this item be placed on the agenda was not present.

5.3 Chairman of the Ethics Code Drafting Committee, Tim Thompson explained the model code used by his Committee was obtained from the State. The Committee feels the draft they have completed fits the needs of a small town like Lebanon. The Draft Ethics Code will be presented to Boards and Commissions throughout the month of October asking for member feedback. The Committee plans to present to Town Meeting in the spring. Okonuk asked if the Ethics Board could be comprised of multi-town membership. Thompson replied that the Committee had talked about this and feels that this code is "owned" by our town and with various communities involved, could result in confusion. The Board thanked Thompson for the update and the work the Committee has done thus far and are looking forward to a final presentation. **No action.**

5.4 Roxy Beaudoin, a Lyman High School Senior, was asked to use the Lebanon Green on a Saturday in October to conduct a fund-raising dog walk for the MSPCA as the community service portion of her Senior Project. Her goal is raise awareness on vaccinating animals. All pledges sent to MSPCA. All dogs must be vaccinated/spayed/neutered, on a leash and under control of owner, and use doggie-bags. Evidence of shots must be provided prior to participation. Owners must maintain control of the dog. Okonuk recommended an adult, not a child, be in control of animal. Motion by Okonuk, seconded by Blakeslee, to approve the request for Roxy Beaudoin to use the Green for a date in October to be determined, for a Senior Class Project fundraiser. Vote: yes. Motion carried.

5.5 The Finance Office reports the Community Center fund account has a balance of \$12,936.00, an ample balance to finally allow the new floor to be applied in the lower level of the Center. Two proposals exist: standard vinyl tile replacement which cannot withstand flooding conditions or a more durable, mold resistant, anti-microbial floor. Due to the occasional flooding and constant dampness in the basement, Selectmen agreed a more durable, moisture-resistant option would be best for the building. Motion by Bendoraitis, seconded by Blakeslee to contract with Advanced Epoxy Flooring in the amount of \$12,936.00 to replace the flooring in the lower level of the Community Center. Vote: yes. Motion carried.

5.6 No action on Assistant Road Foreman job description. This item will be brought to a future meeting.

5.7 The Board discussed the disposition of the Aspinall house and property. Okonuk reported that the two contractors she spoke with still have not submitted estimates for bringing the building to residential code. With lack of operating budgets and staffing, Okonuk feels that maintaining yet another public building would not be her recommendation. The Board discussed possible costs associated with bringing the building up to code for use as office or meeting space. Blakeslee questioned if the building could be rented and Okonuk reported that CIRMA will not insure rental property and questioned whether the town would want to become "landlords". Blakeslee requested the First Selectmen to again try to obtain repair estimates and bring to a future meeting. **No action.**

Motion by Bendoraitis, seconded by Okonuk to take up item 5.10 on the Agenda: D&A upon establishing staff/committee to manage the Senior Center upon its completion. Vote: yes. Motion carried.

5.10 Discussion about management and staffing of the new Senior Center ensued with Commission on Aging (COA) members Geri McCaw and Marion Russo. John Bendoraitis, co-chair of the Sr. Center Building Committee said it was not too soon to begin the process of determining the person(s) who will be responsible for the operating budget and daily management of the Center. Okonuk suggested to the COA that they form a sub-committee to investigate how other towns with senior centers manage their centers. Sub-committee recommendations could then go to the full Commission and to the Selectmen. A brief budget discussion followed, and Bendoraitis said that it would be important to begin detailing data including estimated costs for energy, telephones, repairs, etc. as the Center could very well be completed next within a year. The next fiscal budget will be underway and it would be advisable to have a budget in place when the Center is opened. Okonuk agreed suggesting the COA be prepared to submit an operating budget for the new Senior Center in the upcoming budget process. **No action.**

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

5.8 Okonuk explained that the Small Cities Community Development Block Grant Program (DECD) requires a new, certified Resolution directing the First Selectman to execute the approved amount for the Program. Motion by Bendoraitis, seconded by Blakeslee to approve the Resolution for the Small Cities Community Development Block Grant Program. Vote: 2 Yes (Bendoraitis, Blakeslee); 1 Abstain (Okonuk) Vote: Yes. Motion carried. *(Copy of Resolution follows minutes)*

Selectman Bendoraitis left the meeting at 7:04 PM.

5.9 Motion by Blakeslee, seconded by Okonuk, to approve the request from Pack 58 to sell popcorn at the Transfer Station on 09/15/07. Vote: yes. Motion carried.

5.10 Item acted upon above.

5.11 At a previous meeting, the Jr. House Study Committee requested the Selectmen to review establishing one-year terms for the Jr. House Committee. Approximately 10 years ago, the Board of Selectmen appointed a six-member "study committee" to oversee the town-owned Jonathan Trumbull Jr. House Museum. The committee has continued to be in active operation but has basically become the "Board of Directors" for the house museum. They do not have the authority to spend money directly but rather must submit their requests to the Board of Selectmen. There is an endowment account from HT Adams that helps to run this building as well as a yearly appropriation from the Town. Okonuk stated she asked attorney opinion if in order to keep this study committee going, do we need to rename them as something else i.e. Board of Directors, a Museum Administrative Committee, something new. Does the town need to draft an ordinance to make this happen? Can the Selectmen appoint an Administrative Committee, with terms, that has oversight of the building but keeping the authority to spend money for this building with the Selectmen or does this all have to happen via an ordinance at Town Meeting. Okonuk is awaiting response from the town attorney and will report back and will bring to the next regular meeting. **No action.**

5.12 Motion by Blakeslee, seconded by Okonuk to approve payment for the 2007 Summer Dancefest from Recognition Products in the amount of \$55.00. Vote: yes. Motion carried.

5.13 Various items were discussed that will be included on the 9/13/07 Board of Finance agenda. Many of these items require Board of Finance approval. **No action.**

5.14 There were no Appointments/Re-appointments to Commissions/Committees.

5.15 Rails-to-Trails member, Joan Bouchard, will be out of the country for the better part of a year. It is in the best interest of the Committee to replace Joan with someone who will be available to assist the Committee throughout the coming year (or longer). Motion by Blakeslee, seconded by Okonuk to accept the resignation of Joan Bouchard, Rails-to-Trails, due to her work assignment outside the country for at least a year. Vote: yes. Motion carried.

Moved by Okonuk, seconded by Blakeslee to add Item 5.16 to the agenda: Discuss and act upon contracting with New England Mechanical for a preventative maintenance program. Vote: yes. Motion carried.

5.16 Okonuk reported that the Bd of Ed and Town's diesel fuel and oil will be supplied by Dime Oil. Dime does not have a maintenance/repair service, only provides fuel. With that, Okonuk recommends New England Mechanical (NEM) the firm providing similar service to the Bd of Ed. The maintenance proposal covers all preventative maintenance but services calls are \$82/hour plus time and a half for OT. In previous years the town used DDLC for heating oil, diesel, gas and service but the service and responsiveness was not satisfactory. Blakeslee requested to see the bids for both the fuel and maintenance that the Bd of Ed received, and the Admin Assistant will contact the Bd of Ed for that information. Motion by Okonuk, seconded by Blakeslee to enter into contract with EMCOR Services New England Mechanical in the amount of \$1,703.00/yr. for a preventive maintenance program for boilers at four (4) town locations. Vote: yes. Motion carried.

Moved by Okonuk, seconded by Blakeslee to add Items 5.17 to the agenda: Discuss and act upon the CL&P Transmission Project. Vote: yes. Motion carried.

5.17 Okonuk met with CL&P representatives this afternoon. A copy of CL&P's overview was provided to the Selectmen. CL&P will begin a New England regional transmission project beginning in 2008 that will extend from Thompson, CT to their Card Street sub-station. Construction for the project will not begin until 2010. Okonuk will forward any communications that CL&P provides the Town to the Selectmen. **No action.**

6.0 **Executive Session - None**

7.0 **Tax Refunds**

Motion by Okonuk, seconded by Blakeslee to approve the tax refund payable to Automotive Rentals, Inc in amount of \$183.30. vote: yes. Motion carried.

8.0 **Public Forum - None**

9.0 Motion by Okonuk, seconded by Blakeslee to adjourn the meeting at 7:25 PM. Vote: yes. Motion carried.

Respectfully Submitted,

Joyce R. Okonuk
First Selectman