

Board of Selectmen
REGULAR MEETING
Town Hall
July 10, 2007 - 6:00 PM
MINUTES

1.0 Call to Order

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, Patti Handy. Audience: 2._

2.0 Minutes

- 2.1 Motion** made by Blakeslee, seconded by Okonuk to approve the minutes for the June 5, 2007 Board of Selectmen Regular meeting.
Vote: Yes; unanimous.
- 2.2 Motion** made by Bendoraitis, seconded by Blakeslee to approve the minutes for the June 7, 2007 Board of Selectmen Special meeting.
Vote: Yes; unanimous.
- 2.3 Motion** made by Bendoraitis, seconded by Okonuk to approve the minutes for the June 14, 2007 Board of Selectmen Special meeting.
Vote: Yes (2); Blakeslee abstained, motion was carried.
- 2.4 Motion** made by Okonuk, seconded by Blakeslee to approve the minutes for the June 18, 2007 Board of Selectmen Special meeting.
Vote: Yes; unanimous.
- 2.5 Motion** made by Bendoraitis, seconded by Blakeslee to approve the minutes as amended for the June 19, 2007 (2:30 pm) Board of Selectmen Special Meeting.
Vote: Yes; unanimous.
- 2.6 Motion** made by Bendoraitis, seconded by Blakeslee to approve the minutes for the June 19, 2007 (3:00 pm) Board of Selectmen Special Meeting.
Vote: Yes; unanimous.
- 2.7 Motion** made by Bendoraitis, seconded by Blakeslee to approve the minutes for the June 19, 2007 (6:00 pm) Board of Selectmen Special Meeting.
Vote: Yes; unanimous.
- 2.8 Motion** made by Okonuk, seconded by Blakeslee to approve the minutes for the June 25, 2007 Board of Selectmen Special Meeting.
Vote: Yes; unanimous.

3.0 Correspondence

- 3.1** Letter from Police Officer Standards and Training Council: Audit at Lebanon Police Department. Okonuk reported that the files of three officers were inspected; all met or exceeded the requirements.
- 3.2** Letter read from Girl Scout Leader Melissa Wilder, thanking Board for purchase of Recognition Beam.

- 3.3 Letter read from Girl Scout Leader Barbara Wengloski, thanking Board for purchase of Recognition Beam.

4.0 Old Business

- 4.1 Status of the asbestos abatement project at Town Hall was discussed. Okonuk reported that everything was on schedule for the existing timeline. Specs will go out on 7/13/07. There will be a walk-through on 07/16/07 and a meeting is scheduled for Thursday 7/26/07 at 4:00 pm to open abatement bids. Work is scheduled to begin on 8/11/07 and end on 8/19/07. Okonuk is working on re-locating personnel from the basement to other locations, within the Town Hall if possible.
- 4.2 Status of the roof replacement at the Fire Safety Complex was discussed. Okonuk reported that the work is mostly finished and looks great. Once it is completed and tested for leaks, work will proceed for the ceiling replacement.
- 4.3 New and revised ordinances for the Town.
No action: will be added to the agenda for the next meeting.
- 4.4 Floor replacement options at the basement of the Community Center were discussed. Okonuk presented letters of recommendation from FIDELCO and the town of Tolland for work done by Advanced Epoxy. All praised the workmanship and the finished product. One recommendation added that the smooth finish is preferable to the rough, as it is easier to keep clean. Okonuk added that she will need to obtain the status of available funds before awarding the contract. Action tabled to next meeting.
- 4.5 **Motion** by Bendoraitis, seconded by Okonuk to rescind Item 5.13 passed at the Selectman's meeting on June 5, 2007 regarding the hiring of a temporary administrative assistant in the Selectman's office.
Vote: Yes; unanimous.
- 4.6 **Motion** by Okonuk, seconded by Bendoraitis to hire Patti Handy as a temporary administrative assistant in the Selectman's office at a rate of pay of \$12.00 per hour, retroactive to June 18, 2007.
Vote: Yes; unanimous.

5.0 New Business

- 5.1 Bid documents for the Town Hall Parking Lot Project were opened.
A total of five bids were received as follows:
- G. Donovan Associates, Lebanon, CT: \$132,225. Bid bond approved
 - Cunningham Construction, Salem, CT: \$93,815. Check for bond received.
 - New England Blacktop, Inc., Glastonbury, CT: \$89,499. Bid bond approved.
 - Hubert Butler Construction LLC, Portland, CT: \$117,550. Bid bond approved.
 - Skynation, Rockfall, CT: \$115,255. Bid bond approved.
- Bids were sent to Anchor Engineering for review.
- 5.2 A request from Troop 180 for a memorial flag pole for Richard Patton.
No action; table for next meeting.
- 5.3 Conservation Commission criteria for establishing open space and farm land.
No action; table for next meeting.

- 5.4 **Motion** by Okonuk, seconded by Bendoraitis to re-hire Pat Lacafta as Temporary Assistant Bookkeeper at the rate of \$14.40 per hour, effective June 22, 2007.
Vote: Yes; unanimous.
- 5.5 **Motion** by Okonuk, seconded by Bendoraitis to recall James Smith from layoff as Highway Maintainer for the Public Highway Department, at the rate of \$19.63 per hour, effective July 2, 2007.
Vote: Yes; unanimous.
- 5.6 **Motion** by Okonuk, seconded by Bendoraitis to re-appoint for a one-year term, Stacie Grano as the Animal Control Officer and Michelle Kellough as the Assistant Animal Control Officer; effective 8/8/07 – 8/8/08.
Vote: Yes; unanimous.
- 5.7 The job description for the Assessor position was discussed. Okonuk had a sample job description which was edited and amended to suit the needs of the town. A final description was agreed upon. **Motion** to approve by Bendoraitis, seconded by Blakeslee. **Vote: Yes; unanimous.**
- 5.8 Going out to bid for paving of road, public building parking lot and sidewalk. Specifics for the scope of work were discussed, as was matter of available funds. Okonuk explained that there are 5.83 total miles of roads to be included in the bid package: Tobacco Street: 1.25 miles; Barker Road: 0.88 miles; Clubhouse Road: 1.80 miles; Levita Road: 1.90 miles. At the rate of approximately \$60,000 per mile, that will still leave approximately \$100,000 in the budget for completion of the Phase IV Leonard Bridge Road project. The funds for Fire Safety Complex Parking Lot and the Community Center Sidewalk will come from separate appropriations.
Motion made by Bendoraitis, seconded by Blakeslee, to put out the invitation to bid.
Vote: Yes; unanimous.
- 5.9 A resolution for The Clean Energy Campaign.
At a Selectmen's meeting the Board voted to proceed with the Clean Energy Campaign Resolution (attached) to be reviewed this evening. The office is attempting to schedule meetings with the two companies regarding their incentive programs (Sterling Planet and Community Energy). The Selectmen reviewed and signed the Resolution for Clean Energy. **Motion** made by Bendoraitis and seconded by Okonuk to approve the resolution (see attached).
Vote: Yes; unanimous.
- 5.10 Phase IV of Leonard Bridge Road was approved in item 5.8 (above).
- 5.11 **Motion** was made by Okonuk, seconded by Blakeslee to approve payment of bill from Clubhouse Inflatables in the amount of \$200.00 for the 2007 Summer Dance Fest. (This bill was not approved at the previous Selectmen's meeting).
Vote: Yes; unanimous.
- 5.12 Letters of concern from Lebanon Residents regarding trash and litter on town roads were distributed and discussed. All agreed that the problem of litter is getting worse and needs to be addressed. Selectmen will review the letters. Okonuk suggested that State Trooper Mark Maynard be involved to review the existing laws. No action; item tabled to another meeting.
- 5.13 Alternative technology to reduce tire wear on vehicles.
Selectmen requested more information. No action; item tabled to another meeting.

5.14 **Motion** made by Blakeslee, seconded by Bendoraitis to approve a 3% cost of living increase for Assistant Highway Foreman Ron Ives. Discussion on the merits of dropping the “assistant” and changing the title to Highway Foreman. All agreed that the title is misleading. Selectmen will review the job description and table the title change for the next meeting.

Vote: Yes; unanimous.

5.15 Resignations from Commissions/Committees: Selectman Okonuk announced the **resignation of Michael Ninteu** from the FSC Building Committee; discussion followed on the possible disbanding of the FSC Building Committee altogether. She also read a letter of **resignation from Stephen Salisbury** in which he resigned his position on the Cemetery Committee. **Motion** by Okonuk, seconded by Blakeslee to send letters of appreciation to both resigning members. **Vote: Yes; unanimous.**

5.16 Appointments/Re-Appointments to Commissions/Committees:

Motion made by Bendoraitis, seconded by Okonuk to reappoint Town Center Parking Lot Building Committee Members, for a one year term ending 8/06/08. Committee members include: Beverly Duntz, Dave Fields, Phil McLellan, Joyce Okonuk, Lynn Russo, Art Wallace and Alicia Wayland. **Vote: Yes 2, No 1, (Blakelsee); motion carried.**

Motion made by Bendoraitis, seconded by Okonuk to fill the vacancy on the Vo-Ag Building Committee with Jason M. Huling, term to expire on: 06/16/2009. **Vote: Yes, unanimous.**

6.0 **Executive Session**

7.0 **Tax Refunds**

Motion made by Bendoraitis seconded by Blakeslee to approve the following tax refunds:

Vote: Yes, unanimous.

Tax Refunds for June

NAME	AMOUNT	REASON
Johanne & David Upton	\$43.26	Overpayment
David Upton	\$92.58	Overpayment
Kevin Jacoby	\$268.30	Overpayment
Martha Davis	\$35.30	Overpayment
Paul Sutton	\$39.65	Overpayment
Donald Tedford	\$38.78	Overpayment
Stella Horsika	\$92.35	Overpayment
J. Allen Stein & Virginia Stein	\$1,176.00	Overpayment
Leo & Esther Bibeau	\$23.63	Overpayment
GMAC	\$215.98	Overpayment
Jessica Satonick	\$29.75	Overpayment
Jonathan Vancedarfield	\$3.39	Overpayment
J. or C. Vanderfield	\$1.54	Overpayment
Jack E. or Cathy Briggs	\$38.13	Overpayment

8.0 **Public Forum** **Vote: Yes; unanimous.**

9.0 **Adjournment** **Motion** to adjourn at 7:11pm by Bendoraitis, seconded by Blakeslee.
Vote: Yes; unanimous.

Respectfully Submitted,

Joyce R. Okonuk
First Selectman