

Board of Selectmen
REGULAR MEETING
Town Hall
June 5, 2007 - 6:00 PM
MINUTES

1.0 The Regular Meeting of the Board of Selectmen was called to order at 6:06 p.m. Selectman Russ Blakeslee was present. Selectman John Bendoraitis was absent. Also in attendance was Administrative Assistant, Mary Ellen Wieczorek. Audience: 4.

2.0 **Minutes**

2.1 Blakeslee requested a correction in Item 2.2 of the minutes from the May 1, 2007 Regular Meeting: change the **second Blakeslee to Okonuk to read: Moved by Blakeslee, seconded by Okonuk to approve the minutes of the April 10, 2007 Board of Selectmen's Special meeting. Moved by Blakeslee, seconded by Okonuk to accept the May 1, 2007 minutes of the Board of Selectmen Regular Meeting, as amended.**

Vote: yes. Unanimous.

2.2 The May 3, 2007 minutes of the Board of Selectmen Special Meeting were acted upon later in meeting.

2.3 Moved by Okonuk, seconded by Blakeslee to approve the minutes of May 10, 2007 Board of Selectmen Special Meeting. **Vote: yes. Unanimous.**

2.4 The May 11, 2007 minutes of the Board of Selectmen Special Meeting were acted upon later in meeting.

2.5 Moved by Okonuk, seconded by Blakeslee to approve the minutes of the May 14, 2007 Board of Selectmen Special Meeting. **Vote: yes. Unanimous.**

2.6 No action required on May 15, 2007 Board of Selectmen Special Meeting due to lack of quorum.

2.7 Moved by Blakeslee, seconded by Okonuk to approve the minutes of the May 16, 2007 Board of Selectmen Special Meeting. **Vote: yes. Unanimous.**

2.8 Blakeslee requested correction under Item 2.0, 4th paragraph, 5th sentence: delete the word "we" to read as follows: Bd of Ed now pays for monthly service fee which will include the town. Moved by Okonuk, seconded by Blakeslee to approve the minutes of the May 22, 2007 Board of Selectmen Special Meeting, as amended. **Vote: yes. Unanimous.**

2.9 Moved by Okonuk, seconded by Blakeslee to approve the minutes of the May 31, 2007 Board of Selectmen Special Meeting. **Vote: yes. Unanimous.**

3.0 **Correspondence**

3.1 The Board acknowledged a letter from Eagle Scout Nathaniel Lyon thanking the Selectmen for endorsing his project and for the assistance provided to him by the town.

4.0 **Old Business**

4.1 Moved by Okonuk, seconded by Blakeslee to contract with ATC Associates, Inc. of East Hartford to perform environmental consulting services for the asbestos abatement at the Town Hall in the amount of \$6,242.00, as authorized by the Finance Board. **Vote: yes. Unanimous.**

4.2 The Rec Commission has recommended two ordinances, one for "no dogs" and another for "no smoking" at the recreation fields. Okonuk asked the Board to consider signs in lieu of an ordinance. Okonuk said she had discussed signage with the Resident State Trooper, and he agrees with her recommendation. In addition, State Animal Control told the RST and they feel it is not a good idea to prohibit just dogs and they doubt the town would be able to keep animals off public property. Okonuk read the recommended wording for the sign as follows:

To protect the health and safety of children and visitors to Aspinall Field, we ask that you abide by the following regulations:

- *Owners shall be responsible for keeping pets on a leash and for cleaning up behind their pets.*
- *No Smoking Allowed.*
- *Alcohol Strictly Prohibited*

Any person or persons failing to abide by the above rules will be asked by proper authority to leave the premises. Failure to leave the premises when asked may result in arrest.

Per Order of the Board of Selectmen

Moved by Blakeslee, seconded by Okonuk to approve the wording read by the First Selectman for signs at the Aspinall Recreation Fields. **Vote: yes. Unanimous.**

4.3 Okonuk provided an update on the re-roofing project at the Fire Safety Complex stating that Blakeslee Construction started the project today, working with the Town's Building official as the Clerk of the Works. No action.

Move by Okonuk to take up items under New Business until Selectman Bendoraitis arrives. Vote: yes. Unanimous.

5.1 Moved by Okonuk, seconded by Blakeslee to approve the suspense list in the amount of \$14,329.59 for the 2003 grand list for motor vehicle and personal property, as recommended by the Tax Collector. Vote: yes. Unanimous.

5.2 Moved by Blakeslee, seconded by Okonuk to authorize the expenditure of up to \$365.00 to Alpha Signs for the purpose of purchasing an additional panel for the sign on the front lawn of the Jonathan Trumbull Jr. House sign, funds to come from J.T. Jr. House Fund. Vote: yes. Unanimous.

Moved by Okonuk, seconded by Blakeslee to take up item 5.4. Vote: yes. Unanimous.

5.4 Brandon Handfield of Anchor Engineering presented the final design for the Town Hall Parking Lot Project.

Selectman Bendoraitis entered the meeting at 6:36 p.m.

The Board discussed construction aspects that Public Works staff could complete and other items that could be completed at a later date to reduce the \$158,000 estimated project cost. Okonuk suggested combining three projects in one advertisement, including Town Hall parking project, re-paving of the Fire Complex parking lot, and the replacement of the sidewalk at the Community Center. After much discussion, the Board decided to advertise Town Hall Parking Lot separately due to the complexity of that project. Moved by Okonuk, seconded by Blakeslee to advertise for the reconstruction of the Town Hall parking lot. Vote: Yes. Unanimous.

Moved by Okonuk, seconded by Blakeslee to take up Items 2.2, 2.4, 4.4, 4.5 and 4.6 on the agenda. Vote: yes. Unanimous.

2.2 Moved by Okonuk, seconded by Bendoraitis to approve the minutes of the May 3, 2007 Board of Selectmen Special Meeting. Vote: 2 yes (Okonuk and Bendoraitis); 1 Abstain (Blakeslee). Vote: yes. Motion carried.

2.4 Moved by Okonuk, seconded by Bendoraitis to approve the minutes of the May 11, 2007 Board of Selectmen Special Meeting. Vote: 2 yes (Okonuk and Bendoraitis); 1 Abstain (Blakeslee). Vote: yes. Motion carried.

Moved by Okonuk, seconded by Bendoraitis to return to the order of the agenda and take up item 4.4. Vote: yes. Unanimous.

4.4 After discussions with VISION Appraisal, it was determined there will be extra funds remaining in the revaluation account. Okonuk suggested recommending to the Board of Finance that excess funds be used to hire a full time assessor instead of replacing the present vacancy with another part-time employee. No action.

4.5 The Board continued their review of new and existing ordinances with the following notations:

Parking Fee Ordinance: Existing penalty is \$5.00. Okonuk met with the Resident State Trooper regarding on-street parking during storms. The RST recommends a fee of \$48.00 which is consistent with state-wide fees. No other wording changes. Moved by Okonuk, seconded by Blakeslee to bring the Parking Ordinance to the next Town Meeting. Vote: yes. Unanimous.

JT Jr House Study Committee: It is undetermined if an ordinance is required to change the charge of a "Study" committee to a regular Committee or Commission. Expenditures are recommended by the Jr House Study Committee and approved by the Board of Selectmen. The Committee members do not have appointed terms. Because they are a Study Committee, terms are "End of Project". The Board requested an opinion from Town Counsel as to whether the Selectmen can change a Study Committee to a permanent Committee, with appointed terms, and if so, is an ordinance required. No action.

Cemetery Commission: Last year, the Cemetery Commission requested to increase the number of members from six to seven. After researching records, it was determined the six-member Commission was formed by a vote at Town Meeting in 1969, with terms, but not via an ordinance. The Board requested Town Counsel be asked 1) Was an ordinance required when the commission was created by Town Meeting, 2) can the town now create an ordinance establishing the Commission with seven members and 3) obtain an explanation of the difference between a Board, Commission and Committee. No action.

Fire Marshall Fee Ordinance: First Selectman still reviewing wording for fee collection, along with penalty and procedures. No action.

Driveway Ordinance: Existing specs being reviewed for recommendations by Town Engineer. First Selectman will look at bond requirements in other towns. No action.

4.6 The First Selectman obtained two proposals for the basement floor replacement at the Community Center: 1) Williams Flooring, Colchester – vinyl with removal of existing mastic; laying new vinyl tiles at \$4769.70 2) Advanced Epoxy Floors, Colchester - subsurface prep, install 100% epoxy vinyl-chip, Dur-A-Flex Floor System with bio-proof antimicrobial and finish coat of chemical-resistant polythane at \$12,936.00. The Board agreed that there is a drainage issue which must be addressed at a later time. The Board felt that installing the standard tiles may have the same results when water enters the building. There was discussion surrounding to the guarantee and life expectancy of the epoxy product and the Board requested the First Selectman to contact Advanced Floors to obtain additional information regarding these concerns. No action.

5.0 New Business

5.1 Item acted upon above.

5.2 Item acted upon above.

5.3 Moved by Bendoraitis, seconded by Blakeslee to pass a resolution authorizing the First Selectman to execute a contract on behalf of the Town of Lebanon with the Connecticut Department of Public Safety, Division of State Police for the services of one (1) Resident State Trooper for the period of July 1, 2007 to June 30, 2009. Vote: yes. Unanimous.

5.4 Item acted upon above.

5.5 Bidding for paving of town roads will be brought to a future meeting. First Selectman will provide specs for the Fire Safety Complex repaving and the Community Center reconstruction of the sidewalk, and will include these two items into the paving bid. No action.

5.6 Blakeslee stated there are no granite benches on the west side of the walking path on the Green. There are three on the east side. He asked the Board to consider purchasing seats for the west side as many people, both old and young, walk the path daily and some are unable to make the entire distance without resting. Moved by Blakeslee, seconded by Bendoraitis to authorize the First Selectman to looking into purchasing up to two and no more than three granite benches for the west side of the walking path, funds to come from Buildings and Grounds. Vote: Yes, unanimous

5.7 The First Selectman met with resident Jim Cummings who owns the property abutting the east side of the Community Center. Jim requested the Selectmen's permission to plant a short row of arborvitae trees on the property line that would help shield Community Center activities and the portable toilets from his property. Jim will purchase and install the trees at his own cost. Moved by Blakeslee, seconded by Bendoraitis to authorize Jim Cummings to plant a row of arborvitae trees along the property-line of the Community Center/Cummings line, on the town-side of the line, contingent they be located no closer than a car-length distance from the edge of the parking lot. Vote: Yes, unanimous

5.8 The town budget passed at Referendum and the proposed wage matrix now requires final approval by the Board. Moved by Bendoraitis, seconded by Okonuk to adopt the part-time experience-based wage schedule for 07-08. Vote: yes. Unanimous. (A copy of the wage matrix to follow minutes.)

5.9 Moved by Okonuk, seconded by Bendoraitis to adopt the non-experienced wage schedule for 07-08. Vote: yes. Unanimous.

5.10 Okonuk advised the Board that Pat Lacافتa, Assistant Bookkeeper, submitted her resignation effective

June 7, 2007. No action.

5.11 Ray Andrews, Town Sanitarian submitted a letter of his intent to retire effective July 1, 2007. The town's other part-time Sanitarian, Dave Coughlin was asked if he would be interested in picking up additional hours. He is interested and will submit a letter indicating same. Activity has been low-level in the department for the past several months so one part-time employee is adequate at this time. No action.

5.12 Scott Forgue resigned his position as Materials Handler at the Transfer Station, May 4, 2007. Okonuk told the Board that the position was advertised and interviews were conducted yesterday. Okonuk interviewed and recommends the hiring of prior employee Renee Roberts, who had terminated several months ago due to pregnancy, as she is experienced and certified. Moved by Okonuk, seconded by Blakeslee to hire Renee Roberts effective June 6, 2007, rate of pay \$10.12. Vote: yes. Unanimous.

5.13 Moved by Okonuk, seconded by Blakeslee to hire Patti Handy as a temporary, full-time Administrative Assistant to work in the Selectmen's office during Mary Ellen Wiczorek's medical leave. Patti will begin June 18, 2007 at rate of pay of \$10.00 per hour. Vote: yes. Unanimous.

5.14 Selectmen request additional time to review the Revaluation request for proposal and bring to a future meeting. No action.

5.15 At the May 16th Special Meeting, Claire Foltz was hired as a temporary, part-time assessor at \$29.72/hr. Claire brought to the First Selectmen's attention that she had agreed to a rate of \$27.00 and requested the adjustment. Moved by Okonuk, seconded by Blakeslee to adjust the temporary, part-time assessor's wage down to \$27.00 per hour. Vote: yes. Unanimous.

5.16 Moved by Blakeslee, seconded by Bendoraitis to approve the request for the MS Bike Tour to use the parking lot Library as a rest stop on Sunday, Sept. 16, 2007 from 10:00 am to 3:00 pm. Vote: yes. Unanimous.

5.17 The Selectmen will discuss alternative technology to reduce tire wear on vehicles at a future meeting. No action.

5.18 The following appointments/re-Appointments to Commissions/Committees were acted upon: Moved by Okonuk, seconded by Blakeslee to reappoint Dixie Sorenson (member) and Leigh Rider (alternate) to the Floor and Erosion Board for 3 year terms to expire June 1, 2010, as recommended by Harold Liebman, Chair. Vote: yes. Unanimous.

5.19 There were no resignations from Commissions/Committee.

Moved by Okonuk, seconded by Bendoraitis to add item 5.20 to the agenda: Discuss and act upon a Service Agreement Contract with JASASolutions. Vote: yes. Unanimous.

5.20 Moved by Okonuk, seconded by Blakeslee to renew the town's contract with JASA Solutions in the amount of \$7,740.00 effective 7/1/07. The Board was uncertain of the payment requirement for the contract. Okonuk and Blakeslee withdrew their motion. The First Selectman will review the terms of the existing contract relating to payment options. No action.

Moved by Okonuk, seconded by Bendoraitis to add item 5.21 to the agenda: Discuss and act upon the endowment by Lucille and Oliver Manning. Vote: yes. Unanimous.

5.21 Moved by Bendoraitis, seconded by Blakeslee to authorize the First Selectman to direct and execute all documents for accepting a gift in the amount of \$10,000 from Oliver and Lucille Manning for the purposes set forth in a certain gift letter dated February 13, 2007, as approved by Town Meeting. Vote: 2 Yes (Bendoraitis, Blakeslee); 1 Abstain (Okonuk). Vote: yes. Motion carried.

Moved by Okonuk, seconded by Blakeslee to add Item 5.22 to the agenda: Discuss and act upon the town owned property at Schalk Road. Vote: yes. Unanimous.

5.22 Resident Jack Bender and his daughter-in-law Jamie, recommended that the town harvest timber from the 27 acres of town-owned land off Schalk Road. Jamie suggested the income of the sale of the timber could be designated to help fund the development of the ball fields for the Tyler Field project. Jamie strongly urged the management of the timber, not just clear-cutting. Moved by Okonuk, seconded by Blakeslee to authorize the First Selectman to obtain timber estimates from Joan Nichols and Peter Ballsieper. Vote: yes. Unanimous.

Moved by Okonuk, seconded by Bendoraitis to add Item 5.23 to the agenda: Discuss and act upon the closed portion of Schalk Road. Vote: yes. Unanimous.

5.23 Resident Jack Bender asked the Board's consideration to open the closed portion of Schalk Road. Okonuk explained the zoning regulations and process required to open and extend a closed road. The First Selectman will meet with the Town Planner to discuss the steps to proceed. No action.

Moved by Okonuk, seconded by Bendoraitis to add item 5.24 to the agenda: Discuss and act upon dissolving the Ordinance Review Committee. Vote: yes. Unanimous.

5.24 Ordinance Review Committee Chair, Jacqui Carlisle submitted a letter to the Selectmen requesting the the Committee be dissolved as they have completed their duties. Okonuk asked John Bendoraitis, serving on the Committee, if the feedback was received on all ordinances. Bendoraitis stated that all essential ordinances requiring input were reviewed with any recommendations. Moved by Okonuk, seconded by Blakeslee to dissolve the Ordinance Review Committee as the Committee has completed their duties. Vote: yes. Unanimous.

6.0 **Executive Session - NONE**

7.0 **Tax Refunds - NONE**

8.0 **Public Forum - NONE**

9.0 Moved by Okonuk, seconded by Bendoraitis to adjourn the meeting at 8:35 p.m. Vote: yes. Unanimous.

Respectfully Submitted,

Joyce R. Okonuk
First Selectman