

**Board of Selectmen
REGULAR MEETING
APRIL 2, 2019
TOWN HALL
MINUTES**

Members Present: First Selectman Betsy Petrie, Selectman Glen Coutu (arrived at 3:15 PM), and Selectman John Bendoraitis

Others Present: Town Planner Phil Chester, Finance Director Veronica Calvert, Facilities Director Jason Nowosad, Administrative Assistant Bernard Dennler, and Patricia McCarthy (EDC)

1.0 Call to Order

B. Petrie called to order at 3:00 PM.

2.0 Public Forum

No public forum was held.

3.0 Correspondence

3.1 Monthly letter from Troop K on police services in Lebanon

The Selectmen reviewed the letter.

3.2 Invitation to Senior Center 10th Anniversary

The Selectmen acknowledged receipt for the invitation for the 10th anniversary celebration in May 2019.

3.3 DEEP DPW wash bay complaint

B. Petrie stated that on March 5, DEEP conducted an inspection at the DPW wash bay based on a complaint they had received. She stated the bay has been pumped and some electrical and other modifications have been made to bring the facility into compliance.

4.0 Financials

4.1 Monthly budget reports

The Selectmen reviewed the budget reports.

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. Minutes from March 18, 2019 Special Meeting

5.2 Resignations

- a. Resignation of Mark DeCaprio as Emergency Management Director, effective May 31, 2019
- b. Resignation of Dennis Greci as an alternate to the Solid Waste Commission

5.3 Appointments

- a. Reappointment of Peter Gandelman to the Rails to Trails Committee, term to expire May 5, 2022
- b. Reappointment of Nusie Halpine to the Rails to Trails Committee, term to expire May 5, 2022
- c. Reappointment of G. LaFontaine to the Water Pollution Control Authority, term to expire May 1, 2022.
- d. Appointment of Dennis Greci to the Solid Waste Commission as a full-member of the Solid Waste Commission, term to expire February 1, 2020

5.4 Tax Refunds

Danielle Aguilera	\$120.72
Kenneth Davis	\$183.75
Amston Lake District	\$21.46

J. Bendoraitis MOVED to adopt the Consent Agenda. B. Petrie SECONDED
MOTION CARRIED 2:0:0

6.0 New Business

Discuss and act upon:

6.1 2019-2020 Budget

B. Petrie said members of the Board of Finance are concerned about that the state budget will not be finalized before the Board of Finance is required to submit their proposed budget for the May Annual Town Meeting. She said the BOF may recommend that residents defeat the budget so they can make a recommendation at a later date once the state budget is finalized.

NO ACTION TAKEN

6.2 Budgetary matters regarding Jonathan Trumbull Jr. House including possible wage increase for museum director

B. Petrie stated the Chair of the Jonathan Trumbull Jr. House Museum Board had recommended a wage increase the museum director but was unable to be present at the meeting due to unforeseen circumstances. She noted that the position is not part of the town's non-union wage matrix.

NO ACTION TAKEN

6.3 Renewal of paving contract with Abbey's

Administrative Assistant B. Dennler stated he had not yet received the documents from Public Works.

NO ACTION TAKEN

G. Coutu arrived at 3:10 PM.

6.4 Proposal from Kropp for catch basin cleaning

B. Petrie stated the Town had been pleased with the work done by Kropp in the past. J. Bendoraitis noted a cost of \$20.00 per basin was a good price.

J. Bendoraitis MOVED to approve the proposal from Kropp Environmental Contractors for catch basin cleaning at a cost of \$20.00 per basin and to authorize the First Selectman to sign the contract. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

6.5 Proposal for waste oil tank replacement at DPW

B. Dennler stated that he had not received the proposal yet from Public Works.

NO ACTION TAKEN

6.6 Authorize First Selectman to sign application for Federal Transit Administration Section 5310 Program (Senior Van Replacement Program)

B. Petrie stated the Senior Center Director Darcy Battye has been working on the grant to obtain funds for replacement vans. She noted that the director felt the town would earn higher points on the grant if the van program coordinated with other groups in town. The Selectmen did not recommend making any changes.

J. Bendoraitis MOVED to authorize the First Selectman to sign the grant application for the Federal Transit Administration Section 5310 Program. G. Coutu SECONDED

MOTION CARRIED 3:0:0

6.7 Approval of Capital Improvement Plan

B. Petrie stated the plan needed to be approved in order for the town's projects to qualify for LoCIP money.

G. Coutu MOVED to approve the Capital Improvement Plan. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

6.8 May 2019 Annual Town Meeting

B. Petrie informed G. Coutu of the discussions on the Board of Finance on whether to encourage residents to defeat the town meeting.

NO ACTION TAKEN

7.0 Old Business

Discuss and act upon:

7.1 Proposal from Jacunski Humes Architects, LLC for scope and fees for Jonathan Trumbull Library expansion project

B. Petrie stated that the Library Building Committee wants to reengage Jacunski Humes Architects for the library expansion project. She said the Town had exited an agreement with a different architectural firm without incurring any additional fees. J. Bendoraitis stated that the agreement should not be effective until after the appeal window for the Green litigation ruling expired and documents were filed with the Town Clerk's office on April 5.

J. Bendoraitis MOVED to authorize the First Selectman to sign the service fee agreement, effective April 5, 2019. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

7.2 Approval of Minutes

a. Minutes of February 5, 2019 Regular Meeting

J. Bendoraitis stated the Minutes under Item 9.0 should state that all of the Town's financial stocks were held in one company and not that all of the Town's financials were in one company which could have been incorrectly be interpreted by a reader.

B. Petrie MOVED to amend the wording of Item 9.0 to clarify "all of the Town's financial stocks were in one company" and to approve the Minutes of February 5, 2019 as amended. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

b. Minutes of March 7, 2019 Special Meeting — G. Coutu not present

B. Petrie MOVED to approved the Minutes of the March 7, 2019 Special Meeting. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:1 with G. Coutu abstaining

c. Minutes of March 14, 2019 Special Meeting — G. Coutu not present

B. Petrie MOVED to approved the Minutes of the March 14, 2019 Special Meeting. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:1 with G. Coutu abstaining

7.3 Updated job description for the Town Building Official

B. Petrie noted changes to the number of hours for the position based on the sharing agreement with Columbia and changes as the zoning officer. She said all other parts remained the same.

G. Coutu MOVED to approve the updated job description for the Town Building Official dated April 2, 2019. J. Bendoraitis SECONDED

MOTION CARRIED 3:0:0

7.4 Proposal from CivicPlus for website design and hosting

B. Petrie said the Board of Finance had granted approval for funds for the website. J. Bendoraitis said the company was able to work with the town on a couple items they wanted resolved before engaging services.

B. Petrie asked when the site would be live. B. Dennler stated it would take between 12-16 weeks to build and launch the site. He said it could be ready by July 1 but noted they may want to delay launch until after taxes are due in July. J. Bendoraitis and B. Dennler mentioned setting up a working group that could include some other Town Hall employees to determine needs. B. Dennler noted that there may need to be a waiver of the competitive bidding ordinance before the proposal could be accepted.

B. Petrie MOVED to waive the competitive bidding ordinance for municipal website design and hosting due to the limited number of qualified vendors and to approve the proposal from CivicPlus for website design and hosting in the amount of \$10,000.00 with funds to come from TIP and \$2,500.00 annually with funds to come from Account 415. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

7.5 Authorize First Selectman to sign Lake Williams Milfoil Treatment Agreement

B. Petrie said she had spoken with All Habitat which is a new vendor for the Lake Williams association. She said the town will only pay half, capped at \$6,375.00 dollars, and the Town will only be billed for that portion.

J. Bendoraitis MOVED to authorize the First Selectman to sign the Lake Williams Milfoil Treatment Agreement with All Habitat. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

B. Petrie MOVED to adjourn the order of agenda and take up "Discuss and Act Upon tax abatement for Gan Aden Phase II project, per recommendation of EDC" as Item 8.0. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

8.0 Discuss and Act Upon Tax abatement for Gan Aden Phase II project, per recommendation of EDC

Patricia McCarthy spoke to the Board of Selectmen regarding a possible tax incentive for the Gan Aden Phase II project. She said the builders were very encouraged by the tax incentive program because of certain difficulties in the construction. She said this kind of housing is a very high need in the town which can be achieved by providing this temporary tax incentive. She stated this project was on the last Plan of Conservation and Development. She strongly encouraged the Board of Selectmen to support the tax incentive.

The Board of Selectmen and Town Planner P. Chester discussed difficulties encountered by the developer with Gan Aden Phase I including the discovery of a ledge during construction. B. Petrie said the town would need to establish a policy for tax incentives so future businesses have the same opportunity to qualify for a similar program if approved. B. Petrie said the Board of Finance would need to support the tax abatement and it would need to be referred to Town Meeting. The Selectmen recommended P. McCarthy bring it before the Board of Finance this month.

NO ACTION TAKEN

B. Petrie MOVED to adjourn the order of agenda and take up "Discuss and Act Upon award of 2019 mowing contract for town properties" as Item 9.0, "Discuss and Act Upon Award of 2019 mowing contract for cemeteries" as Item 10.0, "Discuss and Act Upon outdoor lighting automation at Fire Safety Complex" as Item 11.0, and "Discuss and Act Upon Fire Safety Complex bathroom renovations" as Item 12.0 J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

9.0 Discuss and Act Upon award of 2019 mowing contract for town properties

J. Nowosad discussed the bids. He stated that D&D Property Maintenance was the low bid and has the necessary equipment but did not have Workers' Compensation. The vendor had favorable references and performed similar work for the Town of Chaplin. However, the owner was willing to get it prior to contract signing if they Selectmen choose to award the bid to the vendor. J. Bendoraitis asked about the need for additional mowings as that could change which applicant really had the low bid based on prices for additional mowings. J. Nowosad indicated they are not usually necessary, especially in dry years when the Town has needed fewer mowings than contracted.

B. Petrie MOVED to award the 2019-2020 mowing contract for town properties to D&D Property Maintenance at a cost of \$17,000.00 and to authorize the First Selectman to sign the contract, pending proof of Workers' Compensation coverage by the vendor J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

10.0 Discuss and Act Upon award of 2019-2020 mowing contract for cemeteries

J. Nowosad stated D&D Property Maintenance was also low bid on the mowing contract. J. Bendoraitis asked about the size of the staff. J. Nowosad indicated it was small but that the vendor had stated if they were awarded both contracts, they would not seek any additional work. J. Nowosad said he believed the vendor has the equipment and man power to do both contracts. He also noted that since the vendor was low bid on both mowing contracts, the Town has the opportunity to simplify the process by having all mowings managed by a single contractor.

B. Petrie MOVED to award the 2019-2020 mowing contract for cemeteries to D&D Property Maintenance at a cost of \$16,200.00 for 2019 and \$16,400.00 for 2020 and to authorize the First Selectman to sign the contract, pending proof of Workers' Compensation coverage by the contractor. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

11.0 Discuss and Act Upon outdoor lighting automation at Fire Safety Complex

J. Nowosad provided a quote from Daniel Larson to put all exterior at the Fire Safety Complex on the same control system as the Town Hall and Community Center for \$4,005.00

J. Bendoraitis MOVED to authorize up to \$4,005.00 for work on the automation of outdoor lighting at the Fire Safety Complex with funds to come from TIP. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

12.0 Discuss and Act Upon Fire Safety Complex bathroom renovations

B. Petrie said the men's bathroom on the public side of the Fire Safety Complex requires renovations. J. Nowosad presented the costs for materials in the men's bathroom including a toilet, urinal, plumbing materials, and partitions. It also includes the replacement of a toilet in the women's bathroom. The Selectmen suggested authorizing additional funds to do renovations in both bathrooms.

B. Petrie MOVED to authorize up to \$6,000.00 from TIP to pay for renovations to the Fire Safety Complex bathrooms. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

B. Petrie MOVED to adjourn the order of agenda and take up "Discuss and act upon Fire Safety Complex entry doors" as item 13.0 J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

13.0 Discuss and act upon Fire Safety Complex entry doors

J. Nowosad said he had gotten a quote for the replacement of entry doors for \$4,022.16. The quote includes custom cuts needed for the doors. He said there is remaining funds in a capital account from previous work on doors that the FSC that could be used to cover some of the costs of the project. The Selectmen proposed using the funds from the capital account and taking the balance out of TIP.

B. Petrie MOVED to authorize up to \$4,022.16 for the replacement of five Fire Safety Complex entry doors with funds to come from capital Account # 220-00-426-2713-0040-0000 with the balance to come from TIP. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

B. Petrie MOVED to adjourn the order of agenda and take up "Discuss and Act Upon authorizing First Selectman to sign proposal for new Paychex time clock for DPW" as Item 14.0. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

14.0 Discuss and act upon authorizing First Selectman to sign proposal for new Paychex time clock for DPW

The Selectmen discussed the quote presented but had questions about the number of new clocks and monthly fees. Finance Director V. Calvert clarified that the quote was outdated and that she had a new quote for a single clock for use at the DPW. She said the Town currently has a time clock from a different company. Paychex is willing to lease the clock which would be compatible with the Time and Labor system the Town currently uses. She said the clock is compatible with Paychex Flex system.

J. Bendoraitis MOVED to authorize the First Selectman to sign a proposal for a Paychex time clock for \$120.00 per month plus a \$25.00 delivery fee. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

15.0 Consider and act on a resolution recommending to the Board of Finance an appropriation and borrowing authorization for costs related to the design, construction, furnishing and equipping of various new Public Works facilities to be located at 23 Goshen Hill Road and 937 Trumbull Highway

B. Petrie said Planning and Zoning had provided an 8-24 for the project and Inland Wetlands is planning a site walk for later this month. The Selectmen discussed how to proceed with the project and whether it would need to go to referendum. They agreed to sign the resolution and make a new recommendation to the Board of Finance.

B. Petrie MOVED to adopt a resolution recommending to the to the Board of Finance an appropriation and borrowing authorization for costs related to the design, construction, furnishing and equipping of various new Public Works facilities to be located at 23 Goshen Hill Road and 937 Trumbull Highway, included as an attachment to these minutes. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

G. Coutu MOVED to adjourn the order of Agenda and take up "Discuss and act upon May Regular Meeting Date" as Item 16.0 B. Petrie SECONDED.

MOTION CARRIED 3:0:0

16.0 Discuss and act upon May Regular Meeting date

B. Petrie stated she will not be available for the May 7, 2019 Regular Meeting. B. Dennler noted that with 30 days' notice they could revise the calendar of regular meeting dates to move May 7, rather than schedule a special meeting.

G. Coutu MOVED to revise the 2019 monthly meeting schedule to move the May Regular Meeting from May 7 to May 14, 2019. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

17.0 Executive Session

17.1 Executive Session Per State Statutes Section 1-200(6)(B): Discussion Regarding Lebanon Green Litigation

There was no motion to enter Executive Session and no Executive Session was held.

18.0 Adjournment

B. Petrie MOVED to adjourn at 4:35 PM. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

Respectfully submitted,

Bernard Dennler, Administrative Assistant