

Board of Selectmen
REGULAR MEETING
September 10, 2019 — 6:00 PM
TOWN HALL
MINUTES

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

Others Present: Town Planner Phil Chester, Highway Foreman Jay Tuttle, Building Official Jason Nowosad, Administrative Assistant Bernard Dennler, and resident Kenneth Lavoie

1.0 Call to Order

B. Petrie called the meeting to order at 6:02 PM.

2.0 Public Forum

3.0 Correspondence

3.1 Monthly letter from Troop K

The Selectmen reviewed the letter.

3.2 Police activity report

The Selectmen reviewed the activity report.

3.3 Letter from Robinson and Cole regarding Verizon Cell Tower

The letter stated there had been a request to extend the deadline to complete construction until December 2020.

3.4 Notification from Town Planner regarding EDC minutes and appointment

Town Planner P. Chester stated in an email that there had been a typo in the EDC minutes regarding the recommended appointment of Dennis Greci as a full member. The minutes indicated Dennis Latchum should be appointed as a full member. He recommended the Selectmen correct their motion made at their August Board of Selectmen meeting to appoint Dennis Greci rather than Dennis Latchum who serves on Inland Wetlands, not the EDC.

4.0 Financials

4.1 Monthly budget reports

The Selectmen reviewed the 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 Appointments

Appoint the following:

- a. Appointment of Dennis Greci as a member of the Economic Development Commission and retracting the mistaken appointment of Dennis Latchum made at the August 6, 2019 Regular Meeting, per the notice from the Town Planner — term to expire 02/01/2021
- b. Appointment of Mike Licata as Emergency Management Director, effective August 2019
- c. Re-appointment of Donna Lenox, Darlene Hathaway, and Gerritt Rockefeller to the Commission on Aging, terms to expire 02/01/2022

5.2 Approval of Minutes

Approve the following minutes:

- a. Minutes from August 6, 2019 Regular Meeting

5.3 Approval of Tax Refunds

Cheryl Carr	\$258.72
John M. Dudar	\$4.41
John M. Dudar	\$4.70
John & Janice Turick	\$62.18
Cab East LLC	\$199.51

B. Petrie MOVED to adopt the consent agenda as presented. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

6.0 New Business

Discuss and act upon:

6.1 Water heater replacements at Senior Center

J. Nowosad presented the estimates for materials from Winsupply of Manchester and labor from Thiffeault Plumbing and Heating LLC for \$4,783.81 and \$4,800.00 respectively. He said condensate caused rust and erosion to the pan. Replacing the pan would require temporary removal of the water heaters which are already ten years old. He said the cost of labor for that project might mean the most cost-effective approach would be to replace the water heaters at the same time.

B. Petrie said the dollar figure for labor plus the materials would require them to go to Board of Finance. G. Coutu suggested they ask the Board of Finance to fund it via fund balance instead of TIP. He added it would be ridiculous to pay for the labor to replace the pan, pull them out, and put them back in given their age.

B. Petrie MOVED to recommend the Board of Finance allocate up to \$10,000 for the replacement and installation of water heaters at the Senior Center from fund balance or TIP. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

B. Petrie MOVED to adjourn the order of agenda and take up Item 6.7 "Discuss and Act Upon: Hire Jonathan Janeway as Building and Grounds Maintainer, effective September 11, 2019 at a rate of \$18.50 per hour." G. Coutu SECONDED.

MOTION CARRIED 3:0:0

B. Petrie MOVED to adjourn the order of agenda and take up items 6.3 "Discuss and Act Upon: Auction of DPW equipment"; 6.4 "Discuss and Act Upon: Sweeper Purchase for DPW"; 6.5 "Discuss and Act Upon: Road Markings"; and 6.6 "Discuss and Act Upon: Quotes for Networking of DPW depot to Town Hall servers". G. Coutu SECONDED

MOTION CARRIED 3:0:0

6.2 Proposal for services for North Lebanon Cemetery from CME

B. Petrie said the survey from CME is needed for the Cemetery Commission to complete their work. The Selectmen agreed to authorize an additional amount beyond the contract in case the work performed incurred small additional charges.

B. Petrie MOVED to authorize the First Selectman to sign the proposal for services from CME and to authorize up to \$1,500 from Account #220-00-439-2702. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

6.3 Auction of DPW equipment

J. Tuttle presented several items suggested for auction. He said the 1965 CAT grader would require \$10,000 in parts to make repairs and that the parts are difficult to find. He said the 1989 MOBIL sweeper has taken \$24,000 in repairs over the last few years, but the machine still overheats. He said the equipment is a challenge for the department and they never got to complete sweeping because it broke down several times. He said it is not currently operational. He said the 1992 and 1994 Custom Trailers are no longer needed. The other items are no longer

J. Bendoraitis MOVED to approve the list of vehicles for auction, included as Attachment A to these minutes. B. Petrie SECONDED.

Discussion followed the motion. B. Petrie raised concerns over the auction of the street sweeper as the town is currently unable to find a rental.

MOTION WITHDRAWN

B. Petrie MOVED to approve the list of vehicles for auction, included as Attachment A to these minutes, with the exception the street sweeper. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

6.4 Sweeper Purchase for DPW

J. Tuttle presented options for the purchase of a used street sweeper. B. Petrie asked how much sweeping is required and whether every road needs to be swept everywhere. J. Tuttle said roads by the lakes need to be swept every year but sediment and debris on the roadside mean they should all be swept annually. B. Petrie asked how long it takes to sweep the roads. She noted they created a fund specifically to rent equipment. He said it takes two months, but the sweeper is also a tool they use at other times when there are washouts on the road. J. Bendoraitis said he was inclined to agree with B. Petrie that they should use rental equipment. G. Coutu suggested using a power broom attachment. B. Petrie recommended no action on the item at this time.

NO ACTION TAKEN

6.5 Road markings

J. Tuttle provided a quote from SMC Safety Marking Inc. for double yellow epoxy lines and epoxy stop bars for chipsealed and paved roads. The quote was for \$26,828.80.

B. Petrie MOVED to authorize up to \$30,000 for the striping of roads by SMC Safety Marking Inc. with funds to come from Capital Account #220-00-430-2701-0030-0000. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

6.6 Quotes for networking of DPW depot to Town Hall servers

B. Dennler presented an invoice for a SonicWall device and two quotes for hardware and software from Service Station Equipment needed to network the DPW fuel depot to Town Hall servers. He said he had consulted with Ryan DeMastro at NOVUS about their options.

B. Petrie MOVED to allocate up to \$2,800 from TIP for the purchase of equipment and software for the networking of the DPW fuel depot to Town Hall servers. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

6.7 Hire Jonathan Janeway as Building and Grounds Maintainer, effective September 11, 2019 at a rate of \$18.50 per hour

J. Nowosad said that he, B. Dennler, and P. Chester interviewed a candidate. He said the candidate owns a farm and has worked on a few outdoors projects professionally. J. Bendoraitis asked if the position was still 19-hours per week maximum. J. Nowosad confirmed that it is.

B. Petrie MOVED to hire Jonathan Janeway as a Building and Grounds Maintainer, effective September 11, 2019, at a rate of \$18.50 per hour, not to exceed an average of 19 hours per week. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

6.8 Hire of Eric Lamb as a Highway Maintainer, pending successful completion of pre-employment screenings, at a rate of \$25.78

B. Petrie said they did seven on-site interviews plus two follow up interviews with candidates and made a conditional offer to Eric Lamb for the position of Highway Maintainer. She said the hire fills the vacancy created by the retirement of John Leone.

B. Petrie MOVED to hire Eric Lamb as a Highway Maintainer, pending successful completion of pre-employment screenings, at an hourly rate of \$25.78. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

7.0 Old Business

Discuss and act upon:

7.1 FEMA update

B. Dennler said he had received an update from FEMA regarding the codes and standards report previously requested. FEMA representatives had indicated the report was favorable and a final version could be submitted. He said he was also waiting on a revised hydrology report from engineer B. Handfield after a discrepancy was noticed in the measurements of culverts as described in the report.

NO ACTION TAKEN

7.2 Finance office and shared services update

B. Petrie said they had interviewed two. She said they were waiting until Board of Finance Chair Liz Charron returns to schedule follow ups. B. Petrie said she attended the shared services meeting and that her goal with shared services for the remainder of her term is to get the senior accountant/analyst hired.

NO ACTION TAKEN

7.3 Banking update

B. Petrie said Savings Institute and Berkshire Bank are merging said they will need to make some adjustments that are underway as part of that transition, including for employees who do direct deposit with Savings Institute.

NO ACTION TAKEN

7.4 Salt Storage Shed update

B. Petrie said she did not have an update at this time.

NO ACTION TAKEN

7.5 Update on modifications to the WPCA ordinance

B. Petrie said they are having difficulty making quorum on the WPCA. She said the Board of Selectmen may need to take over the commission because the WPCA is a critical body. She said she hoped to find new volunteers to serve but she believed there would be a void still. J.

Bendoraitis said he supported making some members of the Board of Selectmen members of the WPCA to ensure quorum. He said there should still be one or two members of the general public. He suggested that it be a recommendation for the next Board to consider.

NO ACTION TAKEN

7.6 Town Website launch update

B. Dennler stated the CivicPlus website is now live, but there were some issues with the migration of old minutes from the pervious town website. Most Boards and Commissions are unaffected, but he said he was working with the vendor to ensure all remaining digitally archived minutes are available online again. J. Bendoraitis noted that all minutes are available in the Clerk's Office. The Selectmen thanked B. Dennler for his work on the development of the new site.

NO ACTION TAKEN

B. Petrie MOVED to add "Discuss and Act Upon: Fire Marshal reports" as item 7.7. G. Coutu SECONDED.
MOTION CARRIED 3:0:0

7.7 Fire Marshal Reports

B. Petrie distributed fire marshal reports on the Community Center, Fire Safety Complex, and Senior Center. She said there are items that need to be taken care of which are mostly considered 'housekeeping' tasks. She said she is waiting for reports on the Library and Town Hall.

NO ACTION TAKEN

B. Petrie MOVED to Executive Session and inviting Catherine Marion to participate by phone at 7:03 PM. G. Coutu SECONDED.
MOTION CARRIED 3:0:0

8.0 Executive Session

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

Executive Session ended at 7:35 PM with no action taken.

9.0 Adjourn

The meeting adjourned at 7:35 PM.

Respectfully submitted,

Bernard W. Dennler III
Administrative Assistant

Please see the Minutes of future meetings for any corrections hereto.