

**Board of Selectmen
Regular Meeting
January 7, 2020 — 5:00 PM
TOWN HALL
MINUTES**

Members Present: First Selectman Kevin Cwikla; Selectmen Kathleen Smith and Glen Coutu
Others Present: Highway Foreman Jay Tuttle; Senior Accountant Valerie Belles; Attorney Catherine Marion of Waller, Smith, and Palmer; Lebanon Volunteer Fire Department President Mark Elliot
Representatives from Beta Group Anthony Garro and Jay Bertoli; Administrative Assistant Bernard Dennler

1.0 Call to Order

First Selectman Kevin Cwikla called the meeting to order at 5:00 PM.

2.0 Public Forum

There was no public forum.

3.0 Correspondence

3.1 Police activity report

The Selectmen reviewed the monthly report from the Resident State Trooper.

3.2 Letter from Troop K regarding monthly activities

The Selectmen reviewed the report from Troop K.

3.3 Letter from Town Clerk regarding Special Election for Two Positions on the Board of Selectmen

The Selectmen acknowledged receipt of the letter from the Town Clerk regarding the special election set for May 19, 2020.

3.4 Capital Budget Request from Highway Foreman

The Selectmen agreed to discuss the letter with Highway Foreman J. Tuttle later in the meeting.

4.0 Financials

4.1 Monthly budget reports

The Selectmen reviewed the monthly reports.

5.0 Consent Agenda

G. Coutu requested that the Chair strike Items 5.1a and 5.1b from the Consent Agenda. The items were struck.

K. Cwikla MOVED to approve the Consent Agenda as amended:

5.1 Approval of Minutes

Approve the following minutes:

- a. ~~Minutes from December 2, 2019 Special Meeting~~
- b. ~~Minutes from December 10, 2019 Special Meeting~~
- c. ~~Minutes from December 18, 2019 Special Meeting~~

5.2 Approval of Tax Refunds

Richard and Leah Tanger	\$142.59
Michael J. Comerowski	\$9.03
Cheryl A. Mocek	\$60.62
John H. Flegert	\$10.41

5.3 Authorize Senior Center Director to sign a contract with Connecticut Business Systems for the lease of a Xerox C7025

5.4 Appointment of Julie Culp to the Library Building Committee

5.5 Accept resignation of Linda Slate effective January 1, 2020 as Youth Services Librarian

K. Smith **SECONDED**.

MOTION CARRIED 3:0

6.0 Executive Session

K. Cwikla **MOVED** to enter Executive Session at 5:05 PM and to invite Catherine Marrion of Waller, Smith, and Palmer to participate by phone. K. Smith **SECONDED**.

MOTION CARRIED 3:0

6.1 Executive Session per State Statutes Section 1-200(6)(B): Discussion regarding Lebanon Green Litigation/Attorney-Client Communication

The Selectmen returned to public session at 5:20 PM. No action was taken.

K. Cwikla **MOVED** to enter Executive Session at 5:20 PM and to invite Catherine Marrion of Waller, Smith, and Palmer to participate by phone. K. Smith **SECONDED**.

MOTION CARRIED 3:0

6.2 Executive Session per State Statutes Section 1-200(6)(B): Discussion regarding sale of town building/Attorney-Client Communication

The Selectmen returned to public session at 6:55 PM. No action was taken.

7.0 New Business

Discuss and act upon:

7.1 Capital Planning with Highway Foreman

J. Tuttle introduced two individuals from Beta Group to deliver a presentation on a road assessment study proposal. The presenters were Anthony Garro and Jay Bertoli. They explained such a study could assist the Department of Public Works, Board of Selectmen, and Board of Finance in developing a long-term plan for Town roads. One method they described involved the use of a vehicle with a camera that would drive all roads within the town and capture a photo of the roadway every 10 feet for analysis. They also presented reports Beta Group had produced by

other towns and explained the reports can include recommendations of treatment to both improve and maintain roads.

G. Coutu asked about the potential cost. A. Garro said for a town of Lebanon's size, it would likely cost between \$20,000 and \$25,000. The Selectmen discussed the need for a long-term plan. G. Coutu indicated that he is concerned studies like the one proposed are often performed and then the findings are not used. He questioned whether it was a worthwhile investment for the Town.

J. Tuttle had to leave the meeting at 7:35 PM and the Selectmen agreed to discuss capital paving plans more with him at a future meeting.

B. Handfield said he had developed a draft RFP so that the Town could go out to bid for the services presented by Beta Group. B. Handfield said the pricing sounded competitive based on his experience. He mentioned Hebron, which has a similar number of roads, paid slightly more for a similar study. G. Coutu emphasized the importance of going out to bid given the number of vendors available. He stated it would not be appropriate to waive competitive bidding practices in this case.

K. Cwikla mentioned when it comes to developing a long-term plan, he is hesitant to support bonding for roads as the life of the bond tends to outlive the repairs made to the roads. B. Handfield said by developing a plan with the assistance of this study, they can prevent the need to bond for roads.

G. Coutu recommended having B. Handfield work on updating the pre-existing plan which he had developed as Highway Foreman. The Selectmen agreed to have B. Handfield work on updating this before reconsidering whether to go out to bid.

NO ACTION TAKEN

7.2 FEMA Update

B. Dennler stated the Town had received an additional \$222,210.74 from FEMA as a reimbursement. G. Coutu asked B. Dennler and B. Handfield about the status of the two bridges with FEMA. B. Handfield said that FEMA was still looking for more information on codes and standards and a possible environmental review under DEEP. B. Dennler said he was uncomfortable with the way FEMA representatives are discussing the timeline for the outstanding projects. B. Handfield said he is confident they can get done under FEMA, but he said it was unlikely FEMA would issue the necessary approvals for the bridges to be replaced this year.

G. Coutu and K. Cwikla agreed on the need to get the bridges done in 2020. B. Handfield said if the Town stepped away from FEMA on the two bridges, they could be ready to go out to bid in about 45 days. G. Coutu said he thought the funding was there for the Town to complete the projects but asked B. Dennler to look back at the Town Meeting minutes describing the appropriation of funding following the storm.

NO ACTION TAKEN

7.3 TIP with Senior Accountant

Senior Accountant V. Belles said she had questions about the Town Improvement Plan that she would like the Selectmen and possibly the Board of Finance to help clarify. She asked G. Coutu about the history of TIP. G. Coutu stated that prior to TIP every department had a fixed asset line item. While serving on the Board of Finance, he realized not all the appropriated money was used each year and suggested setting it aside in a fund instead. The intent was that it could be used for unforeseen and emergency expenses so that the Selectmen could quickly appropriate funding when necessary, but that TIP's policy is set and managed by the Board of Finance.

V. Belles also asked about the history of the so-called "TIP List" which includes non-emergency projects. G. Coutu said the intent is to keep track of projects under \$40,000.00 that require funding but are too small for a capital request.

They also discussed the TIP Rental Equipment policy and a line item in the DPW operational account called "Miscellaneous Contractual Services." V. Belles asked why some items referred to in the TIP Rental Equipment Policy, such as catch basin cleaning and tree services, are charged to this line item. G. Coutu reaffirmed that it was not the intent for these items to come from the TIP Rental Equipment account. He reaffirmed that catch basin cleaning and tree services should be paid for out of Miscellaneous Contractual Services. They discussed the need to revisit the TIP Rental Equipment policy with the Board of Finance.

V. Belles and G. Coutu also discussed the way projects on the TIP list are tracked. He suggested going back through Board of Finance minutes to look back and see if certain projects have been approved by the BOF since the last time the TIP list was revised in February 2019.

NO ACTION TAKEN

7.4 Proposal for waste disposal services

The Selectmen reviewed a proposal from Kropp Environmental Contractors for waste sampling and disposal from materials from the DPW washbay. The testing and disposal are necessary for DEEP compliance.

G. Coutu MOVED to approve Revised Waste Disposal Services Kropp Environmental Contractors for \$1,622.00 with funds to come from DPW Operational Account 100-00-430-5320-0000-0000. K. Smith SECONDED.

MOTION CARRIED 3:0

7.5 2020 Paving Contract

The Selectmen agreed to discuss the contract again when J. Tuttle is available. They agreed to call a special meeting if necessary.

NO ACTION TAKEN

7.6 Paramedic Services Agreement with Windham Hospital

Mark Elliot said he had received an updated contract for Paramedic Services with Windham Hospital. He said the contract between the Town, the Lebanon Volunteer Fire Department, and the hospital needs to be renewed annually. He said some amounts have been reduced for the price of transport calls. He also said the new contract also clarifies the Fire Department's responsibility for handling the billing services.

G. Coutu MOVED to authorize the First Selectman to sign the 2020 contract for Paramedic Services with Windham Hospital. K. Smith SECONDED.

MOTION CARRIED 3:0

7.7 Reappointments to Summer Dancefest Committee

B. Dennler explained that the Summer Dancefest Committee had been unable to meet recently due to lack of quorum for their final meetings of 2019. As a result, they were unable to formally recommend the reappointment of members before their terms expired. He said if the Selectmen do not act, the term expirations will mean the committee does not have quorum to meet at all. He said he had reached out to the committee chair and she had requested all members be reappointed.

K. Smith MOVED to reappoint Betsy Petrie, Marion Russo, Tom Coros, David Nichols, and Ruth Eckhoff to the Summer Dancefest Committee with terms to expire January 8, 2023. G. Coutu SECONDED.

MOTION CARRIED 3:0

7.8 Hiring of a Senior Van Driver

B. Dennler said the Senior Center Director and the Commission on Aging had recommended a candidate that was interviewed for the position of van driver but he learned earlier in the day that an informal offer had not yet been made to the candidate. He said he had reached out to the candidate but had not yet heard back. The Selectmen agreed to take up the hiring at a future meeting once the candidate has been contacted.

NO ACTION TAKEN

7.9 Hiring of a Youth Services Librarian

B. Dennler said that the Library Director had posted for the job of Youth Services Librarian to fill the vacancy created by the resignation of Linda Slate. He said Matt Earls and Library Board of Trustees Member Catherine McCall had interviewed candidates and recommended the hire of Frances McGrath who had been temporarily covering for the position. He noted the position is part of the Town Hall union.

K. Smith MOVED to hire Frances McGrath as Youth Services Librarian, effective January 8, 2020. G. Coutu SECONDED.

MOTION CARRIED 3:0

7.10 Purchase of Firehouse ESO software module and tablet for Fire Marshal

M. Elliot explained that the Fire Department needs to upgraded software used by the department which is also used by the Fire Marshal to file legally required reports to the state. He said the LVFD budgeted for the upgrade, but the Fire Marshal's Office did not budget for an upgrade in the 2019-2020 budget. The Fire Department is ready to execute the upgrades but relies on the Fire Marshal for the cost share. The FMO's share of the cost for the upgrade was about \$1900.00.

B. Dennler said he had spoken to the Fire Marshal and that the Fire Marshal requested that the Selectmen or Board of Finance help cover the cost for the current budget year and that his office would budget for the fees for the upcoming budget. B. Dennler said the software upgrade includes a tablet-based module for Fire Marshal inspections that will require the purchase of an iPad.

G. Coutu stated he would support purchasing the iPad from TIP but he said the Fire Marshal should over expend his own budget to cover the software if it was not appropriately budgeted for.

G. Coutu MOVED to authorize the use of up to \$500.00 from TIP for the purchase of an iPad for use on Fire Marshal inspections. K. Cwikla SECONDED.

MOTION CARRIED 3:0

G. Coutu MOVED to adjourn the order of the agenda and take up "Discuss and Act Upon: Approval of Minutes from the December 2, 2019 Special Meeting" as Item 7.11 and "Discuss and Act Upon: Approval of Minutes from the December 10, 2019 Special Meeting" as Item 7.12. K. Smith SECONDED.

MOTION CARRIED 3:0

7.11 Approval of Minutes from the December 2, 2019 Special Meeting

G. Coutu stated he needed to abstain as he was not present for the meeting.

K. Smith MOVED to approve the Minutes of the December 2, 2019 Special Meeting. K. Cwikla SECONDED.

MOTION CARRIED 2:0 with G. Coutu abstaining

7.12 Approval of Minutes from the December 10, 2019 Special Meeting

B. Dennler stated that the Town Clerk requested the minutes from this meeting be amended to reflect that the Board of Finance Alternate from the Democratic Party was offered the opportunity to fill the seat which was left vacant when K. Cwikla resigned. Per the Town Charter, the Board of Selectmen must always first endeavor to fill any full-membership seat with an alternate of the same party.

K. Cwikla moved to amend the Minutes of the December 10, 2019 Special Meeting, Item 5.2k to reflect that Board of Finance Alternate Vin Shea was offered the opportunity to be appointed as full member in accordance with the Town Charter and declined and to approve the minutes as amended. G. Coutu SECONDED.

MOTON CARRIED 3:0

8.0 Old Business

Discuss and act upon:

8.1 Appointments to the Lebanon Green Tree Replanting Committee

B. Dennler said there had been an additional application to the Tree Replanting Committee. Making an appointment would fill all openings on the committee. The applicant was Kelly Lawer who indicated she wanted to ensure organizations like the Boy Scouts would be represented and involved in the future of the Christmas tree and other possible tree plantings on the Green.

K. Smith MOVED to appoint Kelly Lawer to the Lebanon Green Tree Replanting Committee, effective February 1, 2020 with a term to expire February 1, 2024. K. Cwikla SECONDED.

MOTION CARRIED 3:0

8.2 Invoice from FASD for installation of pull station and fire extinguishers at Senior Center

K. Cwikla said the pull stations had already been installed to mitigate a finding of the Fire Marshal report but the funding had not been formally appropriated. G. Coutu said the intent was for this to be funded out of TIP.

G. Coutu MOVED to authorize up to \$905.00 from TIP to Fire Alarm Specialty Design for installation of pull stations and fire extinguishers at the Senior Center. K. Cwikla SECONDED.

MOTION CARRIED 3:0

9.0 Adjourn

G. Coutu MOVED to adjourn at 9:07 PM. K. Smith SECONDED.

MOTION CARRIED 3:0

Respectfully submitted,

Bernard W. Dennler III,
Administrative Assistant