

**Board of Selectmen
Regular Meeting
March 3, 2020 — 5:00 PM
TOWN HALL
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith and Glen Coutu

Others Present: Jim Russo, Chair of Library Building Committee; Catherine McCall, Library Board of Trustees Chair; Library Director Matt Earls; Town Planner Phil Chester; Highway Foreman Jay Tuttle; Administrative Assistant Bernard Dennler; Mark Zessin of Anchor Engineering; Lisa Massicotte of The Chronicle

1.0 Call to Order

K. Cwikla called the meeting to order at 5:04 PM.

2.0 Public Forum

3.0 Correspondence

3.1 Letter from Troop K regarding monthly activities

The Selectmen reviewed the letter.

3.2 Police activity report

The Selectmen reviewed the most recent report.

3.3 Letter from RTC Chair recommending appointment of Heidi Worthington to fill Republican vacancy on the Library Board of Trustees

The Selectmen acknowledged receipt of the letter. B. Dennler noted the appointment was included on the Consent Agenda.

4.0 Financials

4.1 Monthly budget reports

G. Coutu stated that it appeared everything was on track.

5.0 Consent Agenda

K. Smith MOVED to adopt the Consent Agenda as presented:

5.1 Approval of Minutes

Approve the following minutes:

- a. Minutes of the February 4, 2020 Regular Meeting*
- b. Minutes of the February 5, 2020 Special Meeting*
- c. Minutes of the February 24, 2020 Special Meeting*

5.2 Tax Refunds

<i>Georgette Alfano</i>	<i>\$198.45</i>
<i>Ronald Chalecki Jr</i>	<i>\$51.33</i>
<i>Corelogic Tax Service Refunds</i>	<i>\$2427.12</i>

Corelogic Tax Service Refunds	\$1705.35
Kristian T. Cwikla	\$318.12
Stephen and Joan Feeley	\$99.97
Paul Glemboski	\$7.15
Hyundai Lease Titling Trust	\$31.23
Cheryl Irizarry	\$2.54
Cheryl Irizarry	\$13.11
Peter Kubilius	\$19.10
Carla and Paul Pomproicz	\$8.97
Robert and Sharon Nejako	\$96.08
Robert Nejako	\$9.32
VW Credit Leasing Ltd	\$100.46
Harper Patricia	\$281.37
John and Christine Bendoraitis	\$10.00
Leonard and Debra Tubbs	\$53.80
Glen Knafel	\$10.47

5.3 Appointments

- a. *Appointment of Heidi Worthington (R) as a member of the Library Board of Trustees with a term to expire 11/16/2021*

G. Coutu **SECONDED.**

MOTION CARRIED 3:0

6.0 New Business

Discuss and act upon:

6.1 Temporary Library Location at Community Center

Facilities Director J. Nowosad said they had been looking at using the Community Center as a temporary library for the past several years as a temporary location during construction of the Jonathan Trumbull Library expansion. He said there are some improvements to the facility that would need to be made. The funding would come from the Community Center fund that maintains the building and not taxpayer dollars. He presented plans for improvements to the top level of the Community Center that would make it usable as an office space. This would accommodate the library staff, including the library director, during construction but could then serve as an annex for some offices that do not have sufficient space in the Town Hall. Other improvements include HVAC and fire prevention/electrical work. He said there will need to be new flooring and painting after the temporary library is no longer in use.

J. Russo, Chair of the Library Building Committee, said the intent is to go out to bid for library construction in September. He said they would need to relocate to the Community Center in the last quarter of 2020. He said they would likely remain in that location for about 14 months. G. Coutu asked if they had approval from SHPO yet. He raised the issue of parking. J. Russo said that had not been completed yet. J. Nowosad and J. Russo discussed the need for temporary crosswalks to accommodate people using the Green while construction is underway.

G. Coutu said the discussions had never previously included renovations to the Community Center top level when they planned to use it as a temporary library. J. Nowosad and P. Chester said that it was in the Plan of Conservation of Development to complete the upper floor. K. Smith raised

concerns that the space might need to be renovated again after the library moves out. J. Nowosad said the upstairs would be used for office space only and not the actual library. Therefore, he said there would be no need for additional renovations or repairs after the library staff moves out of the upstairs.

G. Coutu said he was not prepared to act on it today. K. Smith said she understands that the funds would come from the Community Center fund, but she asked if it could be used by the staff in its current state. J. Nowosad said it is not currently usable. K. Smith said she still worries there would be additional repairs needed after the library moves as furniture is taken out of the building. She said there may need to be some compromise.

Library Director M. Earls and J. Russo said there needs to be some sort of office space for library staff. J. Russo said it would be very, very tight in the Community Center as it is. G. Coutu said it is only a temporary placement and there needs to be some acceptance by the library and staff that this is only a temporary solution. J. Russo and G. Coutu discussed the history of how the temporary location became the Community Center. There had also been discussions about the Fire Safety Complex public hall.

J. Russo said there is value to making the improvements now. K. Cwikla said that he is in favor of the improvements to the upper floor. K. Cwikla said he understands the limitations on the library by moving locations in the current conditions. He asked what J. Nowosad is looking for from the Board of Selectmen today.

J. Nowosad said he was looking for general support for the improvements to the upper level before getting quotes for the work. He asked, if the intent is to make the renovations at some point soon, why not make the improvements before the library begins to use the Community Center? J. Russo said the most important thing is an upgraded HVAC for the sake of both staff and the safety of the books.

K. Smith said the Community Center is the right location for the temporary library. She said she supports the use of the location, but she wants to make sure renovations to the upper level do not need to be made twice.

K. Cwikla suggested the Selectmen go upstairs to look at the space together before deciding how to move forward.

NO ACTION TAKEN

6.2 Personnel recommendation from the Library Board of Trustees

C. McCall said the Library Board of Trustees had moved to promote an employee from a Library Aide to a Senior Library Aide. G. Coutu asked what the difference in pay would be. C. McCall said the raise amounts to \$.27 per hour and an increase in pay from \$14.81 to \$15.08.

K. Smith MOVED to promote Kathleen Plante to the position of Senior Library Aide with an hourly wage of \$15.08, effective the beginning of the next pay period, Friday, March 13, 2020. K. Cwikla SECONDED.

MOTION CARRIED 3:0

6.3 Award of Dugout Concrete Bid

J. Nowosad said he received only one bid and it was over the budgeted amount. He said he negotiated a new scope of work that does not include field 2. The original bid was \$28,000 which included four dugouts. The negotiated amount is \$18,000 for three dugouts.

K. Smith MOVED to award the bid to Harrison Concrete bid for three of the dugouts and slab flooring. G. Coutu SECONDED.

MOTION CARRIED 3:0

6.4 Award of Dugout Building Bid

J. Nowosad said they received one bid from Regan Renovations for \$9,600 for the dugout buildings' construction. J. Nowosad said the price includes labor only. He stated that the cost of materials to be purchased by the town will likely be approximately \$11,000.

K. Smith MOVED to accept the Regan Renovations bid for labor-only for the construction of four dugouts in the amount of \$9,600. G. Coutu SECONDED.

MOTION CARRIED 3:0

G. Coutu MOVED that with the awarded bids the total cost of the dugout replacement project, including materials to be purchased by the town, shall not exceed \$40,000.00, with funds to come from Account 220-206-2711-0010 as authorized at Town Meeting. K. Smith SECONDED.

MOTION CARRIED 3:0

6.5 Award of Water Well at Tyler Field Bid

J. Nowosad stated there were two bids, one from Dalmik Well Drilling for \$6,125 and one from Chowanec Well Drilling at \$5,500.

K. Smith MOVED to accept the Chowanec Well Drilling bid for \$5,500.00. G. Coutu SECONDED.

MOTION CARRIED 3:0

G. Coutu MOVED that the total project with additional expenses for the cost of excavation, electrical services, and modifications shall not exceed \$10,000, with all monies to come from Capital Account 220-00-206-2709-0040 as approved at Town Meeting. K. Smith SECONDED.

MOTION CARRIED 3:0

6.6 Test pits at Senior Center

Town Planner P. Chester said there is a plan to dig test pits at the Senior Center for future senior housing at the location. He presented schematics and said that the test pits would be dug by the Department of Public Works. K. Cwikla asked how many test pits are needed. J. Tuttle and P. Chester said it would depend what the pits find. Highway Foreman J. Tuttle estimated it would be at least four spots. P. Chester said the pits are necessary to determine if anything can go at that location. G. Coutu asked if this is a permissible use based on the restrictions for the use of the project. He said that senior housing is permissible. G. Coutu said he is not opposed to additional senior housing, but he does not want the test pits to signal that the town is planning to construct senior housing. P. Chester said the intent is for there to be more senior housing and the Commission on Aging is supportive of digging the test pits and of more senior housing. He said he had presented to the COA and included their minutes in the Selectmen's materials.

G. Coutu asked about the procedure and said the pits cannot be a rubber stamp for approval that more senior housing will go at that location. K. Cwikla said the pits will just determine if the site is buildable. K. Smith asked if there needs to be a vote to authorize digging the pits. P. Chester said that there has not been a vote in the past when test pits were dug and that it can be done at the order of the First Selectman as they will be dug by the DPW. G. Coutu asked that the record reflect that he is not comfortable with the procedure on this, but he is not opposed to additional senior housing.

6.7 Goshen Hill and Chappell Road Bridge Projects

M. Zessin of Anchor Engineering passed out schematics for the bridge projects at Goshen Hill Road and Chapel Hill Road. He stated that because the Board of Selectmen serve as the Flood and Erosion Control Board, the Selectmen must give approval for the project. He said they had already received all other necessary approvals through local regulatory bodies within the town, the DEEP, and Army Corps of Engineers. He said hydraulic and hydrology reports are also available for both projects.

K. Smith and G. Coutu asked about the duration of the road closures. M. Zessin said it would likely be 45-60 days. K. Smith said it would be ideal for the construction to be completed over the summer before school restarts.

K. Smith MOVED to approve the Goshen Hill and Chappell Road Bridge projects, citing the authority of the Board of Selectmen as the Flood and Erosion Control Board per the Town of Lebanon Charter, and to adopt a Resolution authorizing the First Selectman to sign the Local Bridge Program Supplemental Application, included as Attachment A to these Minutes. K. Cwikla SECONDED.

MOTION CARRIED 3:0

7.0 Old Business

Discuss and act upon:

7.1 Waste Disposal Services at DPW

J. Tuttle said the disposal of wastewater at the DPW washbay will likely cost about \$3,500 each time, depending how frequently the vehicles get washed. He said a pump-out may need to occur three to four times each year. He said disposal of solid waste such as sand, salt, oil mixtures currently costs \$1,500 for six drums. He said he is not ready to make a recommendation on a permanent vendor, but he is looking at different vendors.

NO ACTION TAKEN

7.2 Kropp Vacuum Services

J. Tuttle said Kropp has held its price at \$20 per catchbasin for a couple years. He said that other contractors are currently offering catchbasin cleaning at between \$21-28 per catchbasin. He said most companies aim to do 40-50 basins per day. He said he has been having Kropp also do culverts and being charged at the basin rate based on the amount of time it takes versus the time a typical basin takes. He said this year he got a quote for a day price instead of a per-basin price.

G. Coutu MOVED to approve a contract with Kropp for catch basin cleaning and related vacuum services at a day rate of \$1,150. K. Smith SECONDED.

MOTION CARRIED 3:0

7.3 FEMA Update

K. Cwikla stated that he, J. Tuttle, and B. Dennler had met with FEMA's current site representative and with an Environmental and Historical Preservation representative from FEMA. They conducted EHP site inspections of the Smith Road and Randall Road bridges.

B. Dennler said the Town had received authorization to start the bidding process for Smith Road. Modifications were still being made to the Randall Road project scope due to a discrepancy with FEMA's proposed cost. He said that town engineering consultant Brandon Handfield will be submitting the revised scope and that FEMA had been notified that the Town intends to go out to bid on the project so that it can be completed this year regardless of FEMA's decision about the project.

7.4 Approval of Minutes of the February 13, 2020 Special Meeting

B. Dennler stated that the minutes did not specify the maximum number of hours and an effective date for the hiring of the accounting technician.

G. Coutu MOVED to amend the minutes of the February 13, 2020 Special Meeting to revise the recording of the motion under Item 4.0 to read "G. Coutu MOVED to hire Kerry Fonseca as a part-time accounting technician at an hourly rate of \$22.88 per hour, up to 10 hours per week, effective February 19, 2020," and to approve the minutes as amended. K. Smith SECONDED.

MOTION CARRIED 3:0

7.5 Revising the motion of the May 14, 2019 Regular Meeting naming an account number for funds for the purchase of a DPW plow truck

B. Dennler stated that Senior Accountant V. Belles had found that the account named for the purchase of the plow truck at the May 14, 2019 meeting was the incorrect account. A new motion should be issued naming the correct account.

G. Coutu MOVED that the funds to pay for the purchase of a plow truck from the Department of Public Works as approved at the May 14, 2019 Board of Selectmen meeting should come from Account 220-00-430-2777-00030 rather than Account 220-00-430-2807-0030 as initially moved and recorded. K. SMITH SECONDED.

7.6 DPW Budget

The Selectmen agreed to discuss the DPW budget at their special meeting the following day.

NO ACTION TAKEN

8.0 Adjournment

G. Coutu MOVED to adjourn the meeting at 6:44 PM. K. Cwikla SECONDED.

MOTION CARRIED 3:0

Respectfully submitted,
Bernard W. Dennler III
Administrative Assistant

RESOLUTION

Project Description:

Local Bridge Program

State Project No. 9070-0007

Bridge Number: 070007

Bridge Location: Goshen Hill Road over Exeter Brook

Town/City/Borough of Lebanon

Be it RESOLVED, that, Kevin Cwikla, First Selectman
name title
of the Town/City/Borough of Lebanon is authorized to sign the LOCAL
BRIDGE PROGRAM SUPPLEMENTAL APPLICATION and any associated agreements
between the State of Connecticut and the Town/City/Borough of Lebanon
for Goshen Hill Road over Exeter Brook, Bridge No. 070007.
(road carried over feature crossed)

ADOPTED by the Board of Selectmen of the Town/City/Borough of
(legislative body)
Lebanon, Connecticut
on 3/3/2020.
(date)

Husia A Clark
Signature of Clerk, Asst

3/6/2020
Date

(Municipal Seal)



Karen T. Cusack
Karen T. Cusack

Kathleen L. Smith
Kathleen L. Smith
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