

**Board of Selectmen
REGULAR MEETING
May 14, 2019 — 3:00 PM
TOWN HALL
MINUTES**

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

Others Present: Deputy Fire Chief Mark Elliot, Town Planner Philip Chester, Facilities Director Jason Nowosad, Administrative Assistant Bernard Dennler, Maggie McCaw (Jonathan Trumbull Jr. House Museum Board and Library Building Committee), Andy Scott (Custom Cut Landscaping), Brandon Handfield (Yantic River Consultants)

1.0 Call to Order

B. Petrie called the meeting to order at 3:03 PM.

2.0 Public Forum

Andy Scott of Custom Cut Landscaping spoke and stated that the Town awarded the mowing bids for town properties and cemeteries to a contractor that did not meet the requirements of the bid specifications. Custom Cut had bid on the Cemetery mowing contract for 2019-2020. He stated he had previously had his bid disqualified in another year for the same reason. He noted that the invitation to bid stated worker's compensation is a requirement for a complete bid package but that the bid was awarded to a contractor who did not yet have worker's compensation on file. A. Scott also questioned whether the contractor would still have been considered the low bid based on the price of additional mowings. He disputed the assertion by J. Nowosad at the April 2, 2019 meeting that additional mowings would not likely be necessary.

B. Petrie stated the crux of the issue is that the invitation to bid stated worker's compensation needs to be on file "without exception." She said in her opinion the Board of Selectmen erred and should not have awarded the contract to vendor in question. She said the contract, however, has been signed and she would need to consult Town counsel on the topic. J. Bendoraitis said going forward the Board of Selectmen will be more diligent about ensuring the contract award process matches the bidding process.

A. Scott asked why his bid was denied in a previous year for not having worker's compensation. J. Nowosad said this was inaccurate. He stated that his bid notes from that year show that the bid was not disqualified, it was simply awarded to another vendor because they had a slightly lower bid. J. Nowosad said the 2019 invitation to bid should not have been written the way that it was. He said the intent was never to disqualify individuals from bidding without worker's compensation. The intent was to ensure that the vendor would have worker's compensation at the time of contract signing which is the case with the current contract. He said he takes responsibility for the way the invitation to bid was written.

B. Petrie said the Board cannot make any decision or act on the situation without the advice of legal counsel.

B. Petrie MOVED to adjourn the order of agenda to take up "Discuss and act upon: Road and Bridge FEMA update" as Item 3.0. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

3.0 Discuss and act upon: Road and bridge FEMA update

B. Handfield presented plans for a replacement for Randall Road Bridge. He said the plans include mitigation that would prevent future flooding from washing out the bridge structure in the future. B. Handfield said they would be seeking a complete kit for Smith Road. B. Petrie asked B. Handfield and Town Planner P. Chester if there are remaining regulatory agencies to clear. Both P. Chester and B. Handfield stated there are not.

B. Handfield asked the Board about the detour plan during construction. He said the burden for the detour is usually on the contractor, but he said the Town could do it themselves and cut some costs. However, he recommended keeping the detour under the purview of the contractor. B. Petrie and J. Bendoraitis stated they would prefer to keep the detour under management of the contractor.

B. Handfield said he expects to have a bid package prepared to go out within 30 to 45 days. B. Petrie asked when construction could likely begin. B. Handfield said it would likely be late summer, perhaps August, when the water levels should be the lowest. He said the plan should be for the bridge to last 100 years so that it does not need to be touched again beyond cleaning, inspection, and routine maintenance. He presented updated cost estimates with a total projected cost of \$359,000.00 for Randall Road and \$309,000.00 with Smith Road.

B. Dennler said based on Town conversations with FEMA representatives, the projects may not be eligible for full reimbursements as the plans include mitigation elements rather than restoring the bridges to pre-storm conditions. Additional mitigation funds are typically maxed out at 100 percent of the cost to return to pre-storm conditions unless the structure simply cannot be rebuilt as it was due to changing codes/standards. B. Handfield said he did not believe the former bridges could be rebuilt as they were. B. Dennler asked that he participate in a future session with FEMA representatives. The Board agreed to have B. Handfield participate in a future session with FEMA.

J. Bendoraitis MOVED to take up "Discuss and act upon: Quotes for concrete work at Fire Safety Complex" as Item 4.0. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

4.0 Discuss and act upon: Quotes for concrete work at Fire Safety Complex

J. Nowosad presented an additional quote for concrete work involving the front apron, front entrance sidewalk, side entrance with a ramp, and back landing pad and sidewalk, having previously presented a single quote. The previous quote was approximately \$22,000.00 and the new quote from a different contractor for concrete work at the Fire Safety Complex was approximately \$13,000.00. J. Bendoraitis commented that is a substantial difference. J. Nowosad said neither quote includes railings. He said the main difference between the two quotes is that the contractor with the higher quote is willing to take removed concrete to the transfer station whereas the other vendor would require Public Works to transport the concrete after removal.

B. Petrie asked if it is still possible to get a third quote or if J. Nowosad has exhausted the number of potentially interested vendors. J. Nowosad indicated it was possible but could take time. B. Petrie said the Board of Finance has already granted approval for the project at the higher dollar value.

J. Bendoraitis MOVED to award the contract for concrete work at the Fire Safety Complex to J.M. DiFrancesca Construction for \$13,750.00 with funds to come from TIP. G. Coutu seconded.

MOTION CARRIED 3:0:0

B. Petrie MOVED to take up "Discuss and act upon: Response data from Lebanon Volunteer Fire Department" as Item 5.0. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

5.0 Discuss and act upon: Response data from Lebanon Volunteer Fire Department

M. Elliot reviewed ambulance response times for the Lebanon Volunteer Fire Department in 2018-2019. He said the average time to get enroute is 9 minutes. He said the only way to change that would be to have some sort of permanent presence at the station or recruit more members. He said as part of recruitment they are increasing daytime stipends. B. Petrie recommended the LVFD discuss these plans with the Board of Finance. J. Bendoraitis recommended making an informational presentation to the Board of Finance to begin.

M. Elliot said their goal is still to remain a 100-percent volunteer organization. G. Coutu said he understood that but thinks the Town needs to develop a plan for the possibility that there will one day be paid staff. He said planning for it does not mean it has to be done but that the Town should prepare answers to the questions it may eventually face whether that be 5, 10, or 50 years down the line.

B. Petrie MOVED to take up "Discuss and act upon: Budgetary matters and possible wage increase for Jonathan Trumbull Jr. House Museum Director" as Item 6.0. G. Coutu SECONDED.

6.0 Discuss and act upon: Budgetary matters and possible wage increase for Jonathan Trumbull Jr. House Museum director

B. Petrie said there are several matters raised by Jonathan Trumbull Jr. House Museum Board Chair Sherri-Ann Martin that M. McCaw had come to discuss. These topics included the annual report for the Jonathan Trumbull Jr. House Museum.

M. McCaw shared the budget for the JTJH Museum which now includes the price of utilities for the house. This had not been factored into previous year's budgets. M. McCaw said the Board would like to perform ground-penetrating radar to determine the location of other foundations on the property and scientific testing on the wood to see exactly when the house was constructed. She also discussed additional duties that the Museum Director has taken on including tour groups. She recommended an increase in the Rate of Pay \$23.35 per hour. M. McCaw said there had not been an increase in many years to the wage.

B. Petrie said the Museum Director position should be part of the non-union wage matrix so that there are automatic wage increases, typically of two percent, annually.

B. Petrie MOVED to approve the job description for the Museum Director of the Jonathan Trumbull Jr. House Museum as presented and to increase the wage to \$23.35 per hour, effective immediately, with this also serving as the base rate of pay in the 2019-2020 fiscal year non-union wage matrix. G. Coutu SECONDED.

MOTION CARRIED: 3:0:0

M. McCaw also discussed issues the Museum has had with their shed being left unlocked due to its shared use. She asked the Board to formally grant exclusive access to part of the shed to protect certain items stored there.

B. Petrie MOVED to authorize the Jonathan Trumbull Jr. House Museum Board exclusive use of the lockable, far-right-hand carriage shed at the Jonathan Trumbull Jr. House property. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

M. McCaw, also of the Library Building Committee, requested the Selectmen take up the discussion on appointing an individual to the committee.

G. Coutu MOVED to take up "Discuss and Act Upon: Possible appointment to the Library Building Committee" as Item 7.0. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

7.0 Discuss and act upon: Possible appointment to the Library Building Committee

B. Petrie said there were three applicants for the Library Building Committee. J. Bendoraitis said he was comfortable acting to appoint one of the applicants at this meeting. He noted Linda Wallace was a librarian. M. McCaw said she supported Wallace's appointment to the committee given Wallace's background as a librarian.

J. Bendoraitis MOVED to appoint Linda Wallace to the Library Building Committee. B. Petrie SECONDED.

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

B. Petrie MOVED to take up "Discuss and act upon: Request from Conservation and Agriculture Commission to conduct two farmland preservation appraisals on the Dearborn Property" as Item 8.0. Dearborn. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

8.0 Discuss and act upon: Request from Conservation and Agriculture Commission to conduct two farmland preservation appraisals on the Dearborn Property

P. Chester stated that he believes the state will pay 100 percent of the cost for the preservation of 90 acres of farmland at 150 Exeter Road if the Town pays for the appraisal. He also stated the Conservation and Agriculture Commission has grant funds that could be used to conduct such an appraisal if authorized by the Board of Selectmen.

B. Petrie MOVED to authorize the farmland preservation appraisal for 150 Exeter Road. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:1 G. Coutu abstaining

9.0 Correspondence

9.1 Monthly letter from Troop K on police services in Lebanon

The Selectmen reviewed the letter.

9.2 Recommendation for the planting of a White Oak at Town Hall

The Conservation and Agriculture Commission notified the Board of Selectmen that they had reconsidered their recommendation to plant a White Oak and now recommended that the tree be planted at the site of an ash tree which was removed in front of the building in May 2019.

9.3 Siena College survey results

Town Planner P. Chester notified the Board of Selectmen that the 2019 resident survey by Siena College was complete and data has been compiled. An Executive Summary is expected within a week.

10.0 Financials

10.1 Monthly budget reports

The Selectmen reviewed the reports. J. Bendoraitis asked that they investigate why remaining funds are higher than anticipated in an account for contracted services at the Fire Safety Complex.

11.0 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

11.1 Approval of Minutes

- a. Minutes from April 2, 2019 Regular Meeting
- b. Minutes from April 5, 2019 Special Meeting
- c. Minutes of April 11, 2019 Special Meeting — 6:30 PM
- d. Minutes of April 11, 2019 Special Meeting — 7:00 PM
- e. Minutes from April 24, 2019 Special Meeting
- f. Minutes from May 1, 2019 Special Meeting
- g. Minutes from May 3, 2019 Special Meeting

11.2 Resignations

- a. Acknowledgement of resignation of Cathe McCall as Republican Registrar of Voters, effective April 25, 2019 and acknowledgement of the swearing in of Heidi Worthington as Republican Registrar of Voters on April 29, 2019
- b. Resignation of Veronica Calvert as Finance Director, effective April 30, 2019

11.3 Appointments

- a. Hiring of Jack Anderson, Anita McMahon, Kirk Ricketts, Simons Ricketts, and Luke Shaner as lifeguards for the summer 2019 pool season effective June 17, 2019 with an hourly wage of \$11.40.
- b. Hiring of Sophia Anderson and Kathryn Konow as Water Safety Instructors for the summer 2019 pool season effective June 17, 2019 with an hourly wage of \$12.49 and as lifeguards with an hourly wage of \$11.40.
- c. Hiring of Carol A. Harkness as Aquatic Director for the summer 2019 pool season effective June 17, 2019 with an hourly wage of \$16.64.

11.4 Tax Refunds

Timothy M. Andrews	\$157.58
Timothy M. Andrews	\$21.46
Gelco Fleet Trust	\$45.71
Gelco Fleet Trust	\$266.10
Dawn & Sylvain J. Simoneau	\$184.54

J. Bendoraitis MOVED to approve the Consent Agenda. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

12.0 New Business

Discuss and act upon:

12.1 DPW Plow Truck Proposal

B. Petrie said the Town budget already accounts for the purchase of the plow truck in the upcoming fiscal year. She said the Town would pay in full for the vehicle. It is not a lease. J. Bendoraitis asked if the quote was within the budgeted amount. B. Petrie confirmed it is. J. Bendoraitis suggested acting now.

J. Bendoraitis MOVED to approve the purchase of a plow truck for up to \$200,000.00 effective July 1, 2019 with funds to come from Capital Account #220-00-430-2807-0030-0000. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

12.2 Departmental update from Town Clerk

M. Wieczorek distributed notes. She stated the contract for COTT for hosted services is expiring in August 2019. She stated she would like to see the contract renewed. She said a small change to the way the office receives books and paper for records has brought the contract price down. She said the dog licensing program now includes email and notes which could allow the Clerk's Office to send out email notifications to dog owners each year which would reduce postage and other mailing fees. Work stations in the office would also be upgraded. She said the digital services would be paid for out of the Town Hall computer budget and the books and paper would be paid for out of the Town Clerk supply budget.

M. Wieczorek said the Assistant Town Clerk L. Clark is working on a map indexing project. She had imported 300 maps dating back to 2004 and will soon go back to 2002. She said the cost of having a contractor do this would be over \$5,000.00 based on the quotes she had seen.

J. Bendoraitis encouraged M. Wieczorek to investigate options for credit cards to be used at the Clerk's Office. She said that she would look into the results of a recent survey of Town Clerk offices to see whether they use credit cards.

She also provided the Selectmen an update on a grant received from the state library which will allow 30,000 pages of records dating from the late 1930s to November 1969 to be scanned and digitized.

NO ACTION TAKEN

12.3 Non-union employee wage adjustments

B. Petrie said the two-percent increase is built into the recently approved budget. J. Bendoraitis confirmed that the Museum Director would be added to the wage matrix effective July 1, 2019 with the base rate of pay being \$23.35.

B. Petrie MOVED to approve a two-percent wage increase to positions within the non-union wage matrix, effective July 1, 2019. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

12.4 Finance Department Update

B. Petrie said she had engaged the recently retired Finance Director as a consultant on a contractual basis. She has been contracted to work on issues related to FEMA, BANs, and the town scholarship fund. She stated Bob Sirpenski from the schools is currently providing some work and Laurie Epler is working Fridays to reconcile bank statements and other related work.

G. Coutu MOVED to adjourn the order of agenda and take up "Employee Health Insurance" as Item 12.5. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

12.5 Employee Health Insurance

B. Petrie said rates had risen by 8 percent for health insurance. She had not yet received information on the dental program.

G. Coutu MOVED to authorize First Selectman Betsy Petrie to sign the employee health insurance plan for 2019-2020. BP SECONDED.

MOTION CARRIED 3:0:0

12.6 Vacant maintainer position within the Department of Public Works

B. Petrie said the 2019-2020 budget includes the hiring of an employee to replace a maintainer who retired in the 2018-2019 budget. B. Petrie said she thinks the Town needs to hire for a

position before winter. J. Bendoraitis said the Town should make an attempt to get the facility fully staffed. The Board agreed to post the position for hire this week.

13.0 Old Business

Discuss and act upon:

13.1 2019 mowing contracts invitation to bid

The Selectmen discussed the situation around the mowing invitation to bid and the discrepancy between the invitation and the way the bids were marked as complete. They agreed to look more closely at these in the future when awarding bids, even when the bid process is being managed by another office or department. B. Petrie said she had not yet heard from the attorney and they should not take any action without counsel.

NO ACTION TAKEN

13.2 CivicPlus Website Update

B. Dennler said he had been meeting with Town Clerk M. Wieczorek, Assistant Tax Collector K. Lawer, and Assessor E. Sousa about the new website in development to replace the existing LebanonCT.gov. He said there was a conference call and online demonstration with a CivicPlus representative who is managing their case. During the demo, they were shown sample sites and encouraged to develop a consensus on certain features they want to include.

B. Dennler told the Selectmen that they planned to go with a design that includes a multi-column homepage and breaks out the Town calendars into two separate calendars, one for public meetings and one for community events. It will also include action buttons for Maps & Property Cards, Taxes & WPCA Collection, Meetings & Minutes, and Schools. The schools button he said would redirect visitors to the schools' website LebanonCT.org. He said he had created a mockup of his own which has already been distributed to CivicPlus. He also distributed the mockup to the Selectmen. He told them he expected to receive a mockup from the contractor based on this design within a week.

NO ACTION TAKEN

B. Petrie MOVED to adjourn the order of agenda and to take up "First Selectman's Updates" as Item 14.0
G. Coutu SECONDED.

MOTION CARRIED 3:0:0

14.0 First Selectman's Updates

B. Petrie informed the Selectmen that there will be a public hearing by the Charter Commission on May 20 at the Fire Safety Complex at 7:00 PM. She said the Board of Selectmen will need to call its own public hearing to be held regarding the draft of the Charter. She suggested calling this hearing at the Board of Selectmen's June 4 regular meeting. She said a June 17 public hearing would allow them to discuss the draft charter with residents and then meet with the Charter

Commission at their June 19 regular meeting to make recommendations based on community feedback.

15.0 Executive Session

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.

NO ACTION TAKEN

16.0 Adjournment

The meeting adjourned at 5:55 PM.

Respectfully submitted,

Bernard W. Dennler III
Administrative Assistant

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