

**Board of Selectmen
Regular Meeting
October 6, 2020 — 5:00 PM
TOWN HALL & TELECONFERENCE
MINUTES**

Members Present: First Selectman Kevin Cwikla; Selectmen Kathleen Smith, Robin Chesmer, and Betsy Petrie-McComber

Others Present: Valerie Belles (Senior Accountant); Jay Tuttle (Highway Foreman); Bernard Dennler (Administrative Assistant/Teleconference Host)

1.0 Call to Order

K. Cwikla called the meeting at 5:05 PM.

2.0 Public Forum

No members of the public offered comment.

3.0 Correspondence

3.1 Monthly Letter from Troop K

The Selectmen reviewed the letter.

3.2 Police Activity Report

The Selectmen reviewed the report.

4.0 Financials

4.1 Monthly budget reports

The Selectmen reviewed the reports. Senior Accountant V. Belles explained the Board of Finance is aware there was an increased annual fee which affected the Switchboard budget.

The Selectmen also reviewed two expenditure reports related to the COVID fund established by the Board of Finance in April. K. Smith asked V. Belles to confirm approximately \$19,000 remains in the account as of September 30, 2020. V. Belles confirmed and noted the LVFD's September invoice has not been posted yet as it was received earlier this day.

5.0 Consent Agenda

G. Coutu moved to approve the Consent Agenda:

5.1 Approval of Minutes

Approve the following minutes:

- a. *Minutes of the September 1, 2020 Regular Meeting*
- b. *Minutes of the September 29, 2020 Special Meeting*

5.2 Approval of Tax Refunds

<i>Toyota Lease Trust</i>	<i>\$143.95</i>
<i>Toyota Lease Trust</i>	<i>\$52.77</i>
<i>Edward C. Michniewski</i>	<i>\$99.18</i>
<i>Hyundai Lease Titling Trust</i>	<i>\$475.17</i>

5.3 Resignations

- a. *Accept resignation of Vin Shea (D) as a Board of Finance Alternate, effective September 14, 2020*
- b. *Accept resignation of Frances McGrath as the Youth Services Librarian, effective September 25, 2020*
- c. *Accept resignation of Haley McCall from the Recreation Commission, effective immediately*

5.4 Appointments

- a. *Reappointment of Deputy Fire Marshal Mark Waters, with a term to expire 10/01/2021*
- b. *Appointment of Jessica London Castillo to Recreation Commission, with a term to expire 02/01/2022*

K. Smith SECONDED.

MOTION CARRIED 5:0

6.0 New Business

Discuss and act upon:

6.1 Long Term Planning Subcommittee Attendance

K. Smith said October 14 is the next scheduled meeting date with another meeting scheduled for October 29. K. Cwikla, K. Smith, B. Petrie, and R. Chesmer agreed to attend. B. Petrie noted she would not be comfortable meeting in the Town Hall conference room with the larger group.

NO ACTION TAKEN

6.2 Revising Fire Safety Complex Usage Policy

Administrative Assistant B. Dennler explained there have been many requests to use the Fire Safety Complex for community groups to meet in a socially distanced space, including groups that used to meet at the Community Center which is currently unavailable for use. He said the current FSC policy requires a certificate of insurance and a cleaning deposit for all groups. He asked if the Selectmen would consider revising the usage policy to permit these groups to meet without a COI and deposit fee.

K. Smith MOVED to amend the policy and to waive the insurance requirement, deposit fee, and to require a contract tracing log. G. Coutu SECONDED.

The Selectmen discussed whether this would amend the existing policy or create a new temporary policy. B. Petrie suggested creating a COVID specific temporary policy. G. Coutu made suggestions on the temporary policy including language for community groups using the facility and for language on temporary COVID-related capacity to be included. B. Petrie said she believed the First Selectman could develop and issue a temporary policy that would allow for town agencies and

other community groups to continue using the FSC. This would give the Selectmen time to discuss permanent changes to the policy at a future date, unrelated to COVID.

MOTION WITHDRAWN

6.3 Lightning Strike at DPW

J. Tuttle explained there had been another lightning strike at DPW which damaged the FuelMaster system. The Selectmen discussed where to book expenses to. G. Coutu suggested the DPW budget. J. Tuttle said he felt it should go to Buildings and Grounds or TIP because the FuelMaster is used by multiple departments. B. Petrie said she was hesitant to book the expenses to TIP because repairs are not improvements. G. Coutu suggested it would be like when the well pump failed at the Library which was booked to TIP. After reviewing the invoices with J. Tuttle, it was realized they did not have the complete bills yet. K. Cwikla said they should table the topic until the complete bills related to the FuelMaster repair are available.

B. Petrie asked if the situation had been rectified. J. Tuttle said there is an electrical grounding problem. He said it has not been fixed. J. Nowosad said an electrician determined a panel is improperly grounded. He said a lightning arrester may also need to be added. The Selectmen agreed J. Tuttle should look into getting the grounding issue fixed.

NO ACTION TAKEN

6.4 Paving at Senior Center

J. Tuttle discussed the paving and drainage improvements at the Senior Center. He said that plans were mainly focused on drainage in the beginning but the project scope expanded in consult with Senior Center staff and the First Selectman. He said the project in total would cost less than \$7,000. G. Coutu said all of the invoices do not yet appear to be available. They discussed how to fund the project. G. Coutu said he believed it should still come out of the DPW paving budget.

G. Coutu MOVED all expenses related to the Senior Center paving project come out of the paving budget.
K. Cwikla SECONDED.

MOTION CARRIED 5:0

6.5 Procedures on Driveways and Aprons

J. Tuttle asked the Selectmen to begin thinking about the driveway ordinance and town policies around aprons. He said many people are repairing and replacing driveways with and without permits which are required by the ordinance. He said he would like direction on whether the Town should be responsible for aprons that are properly installed and permitted if they are damaged. He said it is unclear to the Department and residents whether the Town is responsible for damage to driveway aprons. K. Cwikla asked for more information to be brought to a future meeting.

NO ACTION TAKEN

6.6 Roadside Mowing Procedures

J. Tuttle said there are two roadside mowers which are high maintenance machines. He asked the Board to discuss the level of service they want to provide to the Town. He said there are 100 miles of Town road. K. Smith asked how many people are needed per machine. J. Tuttle said only one

person is needed on each machine, but he said there should generally be a second person following. K. Cwikla suggested they table the discussion and bring it up again at a future meeting.

NO ACTION TAKEN

6.7 Pest Control at DPW

J. Tuttle said there is a mouse problem at the DPW. B. Petrie said previously the generator contractor reported there was rodent damage to the generator. She said the Town should contact the pest control company they use for other buildings. K. Smith asked where the funds should come from. B. Petrie said it could come from Buildings and Grounds or the DPW budget. G. Coutu suggested investigating getting an exterminator contract for all Town buildings.

NO ACTION TAKEN

G. Coutu MOVED to add "Dry Hydrant at Lake Williams" to the agenda as Item 6.8. K. Smith SECONDED.
MOTION CARRIED 5:0

6.8 Dry Hydrant at Lake Williams

J. Tuttle expressed concerns that when the lake is dropped, it will cause the dry hydrant pipe to freeze. The pipe needs to be extended. He said the Fire Department said they can supply the materials to extend the pipe. He said they would need to rent an excavator for about \$1,700. He said Inland Wetlands Commission has already given approval. The lake would need to be lowered by five feet, J. Tuttle said.

G. Coutu expressed concerns about dropping the lake that much with the current drought. B. Petrie asked if the work could be performed by just dropping it three feet. J. Tuttle said it is possible but would require a little bit more work. K. Smith said she would be more comfortable with a three-foot drop. G. Coutu suggested getting a comparison of the cost to perform the work with a contractor or to rent the equipment and perform the work in-house. K. Cwikla asked J. Tuttle to bring him more information. K. Smith said a decision needs to be made before the next regular meeting.

NO ACTION TAKEN

7.0 Old Business

Discuss and act upon:

7.1 Tree Work Update

J. Tuttle provided an update on tree work performed so far this fiscal year. He said there is more work that needs to be done than can be accomplished with the currently available funds which includes money from the Eversource easement and the BOF surplus fund appropriation. K. Smith noted the Board of Selectmen supported getting \$40,000 in surplus funds for tree work. K. Cwikla said some funds need to be left in that account in case of emergencies over the remainder of the fiscal year, but said they can discuss the topic more at another meeting.

NO ACTION TAKEN

7.2 Road and Bridge Update

B. Dennler reviewed an update on the Goshen Hill and Chappell Road bridge projects. Anchor Engineering provided an update in writing to the Selectmen stating the projects were both subject to continued delays due to the availability of precast culverts. B. Dennler reviewed the original notice to proceed dates and planned construction dates with the Selectmen versus the new timeline. Chappell Road is not expected to be completed until December. Goshen Hill is not expected to be completed until February. Winter weather could continue to impact these projects.

The Selectmen agreed the contractors should have been aware of the supply chain disruptions when the projects went out to bid and when the work began. They decided to examine the contracts on both projects and to explore options to get the roads passable sooner than the new estimated completion dates.

NO ACTION TAKEN

7.3 Fire Safety Complex Paving

The Selectmen requested an update on Fire Safety Complex paving. J. Tuttle said paving contractors he has spoken to have work through December and would not be able to perform the work before winter. He also said the lights are not in. K. Cwikla said the lights would be in tomorrow. The Selectmen discussed the need to reach out to contractors to get quotes to get the work performed before year-end.

NO ACTION TAKEN

7.4 COVID19 Update and Town Hall Procedures

B. Dennler provided a draft policy for COVID19 procedures at Town Hall. B. Petrie said she felt the First Selectman could issue the policy unilaterally as an emergency order to employees. B. Dennler said employees specifically requested a policy approved by the full Board. K. Smith said it would show goodwill and involvement to the staff if the Selectmen approved the policy.

B. Petrie MOVED to adopt the COVID19 Town Hall employee policy as presented, included as Attachment A to these minutes. R. Chesmer SECONDED.

MOTION CARRIED 5:0

7.5 Approving a Job Description for a Director of Public Works and Facilities

The Selectmen reviewed an updated draft of the job description for a Director of Public Works and Facilities. G. Coutu asked B. Dennler to correct a typo in the number of employees in the department.

B. Petrie MOVED to approve the job description as amended and included as an Attachment B to these Minutes. G. Coutu SECONDED.

MOTION CARRIED 5:0

7.6 Easement at 110 Clarke Road

K. Cwikla said there had been a request for the Selectmen to amend a court-ordered easement at 110 Clarke Road. K. Cwikla and B. Petrie agreed the Selectmen did not have the ability to make the requested modifications.

NO ACTION TAKEN

8.0 Approval of Minutes

8.1 Minutes of the September 15, 2020 Special Meeting (R. Chesmer not present)

G. Coutu MOVED to approve the minutes of the September 15, 2020 Special Meeting. K. Smith SECONDED.

MOTION CARRIED 4:0 with R. Chesmer abstaining

9.0 Executive Session

9.1 Executive Session: Personnel discussion regarding Building Official

The Building Official and Selectmen agreed to postpone the discussion. No Executive Session was held.

B. Petrie MOVED to enter Executive Session at 7:15 PM. K. Cwikla SECONDED.

MOTION CARRIED 5:0

9.2 Executive Session: Discussion regarding Lebanon Green Litigation/Attorney-Client Communication

Executive Session ended at 8:22 PM.

10.0 Adjourn

Adjourned at 8:22 PM.

Respectfully submitted,
Bernard W. Dennler III
Administrative Assistant



TOWN OF LEBANON

10/06/2020

TOWN HALL COVID-19 POLICY

COVID-19 is an infectious disease caused by the SARS-CoV-2 virus responsible for the global pandemic which has killed over 200,000 Americans, including over 4,500 Connecticut residents and over 100 people in New London County, as of October 2020. Contact with the public is an unavoidable requirement for many positions at Town Hall whenever the building is open. The Town of Lebanon seeks to create as safe of an environment as possible for employees, elected officials, volunteers, residents, and other visitors to Town Hall. The Town of Lebanon seeks to maintain compliance with the latest guidance from both the CDC and the State of Connecticut. Nothing in this policy shall prevent the First Selectman from adopting stricter measures in the event of new guidance from the CDC or the State of Connecticut. The First Selectman's Office shall notify employees of any changes to procedures.

USE OF MASKS

Employees shall wear a mask or other cloth covering over their mouth and nose in all public spaces in the building. Staff may bring their own mask or may request a mask from the First Selectman's Office. Disposable masks will be made available whenever necessary.

All residents and visitors must wear masks inside the building, per CDC guidance. This includes children over the age of 3. Employees should not instruct members of the public to remove their masks behind closed doors.

If an employee wishes to remove their mask, they should do so in their own office with the door closed. They may attach a sign to the door instructing residents to knock before entering.

Employees will be permitted to take a working lunch break so they may remove their masks to eat. If an employee chooses to take a working lunch break, they may close their office door and place a sign that the office will be closed for up to 15 minutes. Employees in shared offices may choose to use the conference room to eat. If a door greeter is working, the employee shall inform the door greeter that the office is temporarily closed.

SOCIAL DISTANCING

Employees shall do their best to maintain social distancing of 6 feet from other employees and residents. As of September 2020, the CDC recommends maintaining a space of at least 6 feet (or about 2 arms' lengths) from other people who are not part of your household. If an employee cannot maintain a distance of 6 feet, such as when exchanging documents with a resident or another staff member, they should minimize the time in close contact.

15 minutes of contact in an office, even with masks on, should be considered "close contact."

Employees should not congregate in hallways. The Town Hall hallway is less than six feet wide and does not allow for easy social distancing, especially if someone needs to pass someone else. For the safety of other staff and visitors, conversations between staff and/or residents, should take place in offices, not in the hall.

Employees shall not congregate in the kitchen area. No more than two employees shall be in the kitchen area at one time.

Office capacity shall be limited to essential staff plus one individual or family/cohort at a time. Employees shall not use the copier or postage meter in the Town Clerk's Office if the office is already occupied by a visitor.



TOWN OF LEBANON

10/06/2020

TOWN HALL COVID-19 POLICY

Staff are exempt from any one-way directional guidance in halls.

CLEANING

Town Hall will be cleaned twice per week. Cleanings will be scheduled to occur once between Tuesday evening and Thursday morning and once between Friday evening and Monday morning.

Employees are responsible for washing their hands and sanitizing regularly. Hands should be sanitized after each interaction with a resident. Avoid touching your mouth, face, eyes, and nose as much as possible. Use of gloves is not a replacement for handwashing and cleaning; if gloves are used, they should be used for a single interaction or task and then disposed of since they cannot be cleaned.

Employees shall sanitize high contact surfaces used by visitors to their department throughout the day. This includes counters, pens, and door handles. If a department does not have enough cleaning supplies, they should notify the First Selectman's Office.

Employees are responsible for sanitizing their own office space, including phones and computers.

Employees shall sanitize the kitchen area after use. Appliances should be wiped down if used.

CONTACT TRACING

Town Hall will maintain a log of individuals entering and exiting the building for contact tracing purposes, per ReopenCT guidance. If a door greeter is working, the door greeter shall log visitors. At times when a greeter is not available, employees shall log visitors to the shared COVID19 calendar or maintain a written physical log in their office. If a physical log is maintained, the employees shall notify the First Selectman's Office of its location where it will be stored at the end of each day. It must be accessible if contact tracing needs to be performed.

REPORTING TO WORK

Employees are required to report to work for their regularly scheduled shifts unless otherwise instructed by the First Selectman (or if they intend to use vacation or sick time). The First Selectman may order the complete or partial closure of the building. Employees will be notified accordingly.

Employees shall not report to work if they have experienced the following CDC-defined COVID19 symptoms in the last 48 hours:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat



TOWN OF LEBANON

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TOWN HALL COVID-19 POLICY

- New loss of taste or smell

If an employee believes they have been exposed to COVID-19 or believes they have contracted COVID-19, they should notify the First Selectman's Office as soon as possible.

Employees may work from home temporarily with permission from the First Selectman on a case-by-case basis. For example, an employee who is required to quarantine may request permission to work from home for the duration of the quarantine.

VIOLATIONS

Violations of the Town of Lebanon Town Hall COVID19 Policy may be reported to the Office of the First Selectman. Violations may also be reported to any member of the Board of Selectmen.

Violations of the State of Connecticut Sector Rules to Reopen Connecticut can also be made to the state hotline by dialing 211.

**TOWN OF LEBANON
JOB DESCRIPTION**

Director of Public Works and Facilities

GENERAL STATEMENT OF DUTIES

The position of Director of Public Works and Facilities is a supervisory and administrative position responsible for directing the functions of the Public Works Department and for supervision of Public Works and Facilities staff. In addition, there is individual accountability for the function of Town Engineer for the Town of Lebanon. The position is an exempt/salaried position.

The Director is responsible for planning, organizing, directing and controlling the supervision of the repair and maintenance of roads, bridges, town equipment, recreational areas, and public buildings and grounds. This includes assisting the First Selectman with daily operations and management of Town-owned property and buildings, including the management of personnel and supervision of associated vendors/contractors. Town buildings and properties include the Town Hall, Fire Safety Complex, Department of Public Works, Transfer Station, Jonathan Trumbull Library, Senior Center, Community Center and Pool, Town-owned Cemeteries, Lebanon Green, and other outdoor recreational spaces.

The Director is also responsible for providing in-house civil engineering services for the Board of Selectman and all Town boards, commissions and committees.

SUPERVISION

The Director of Public Works and Facilities works under the administrative direction of the First Selectman. The Director is accountable for the direction and success of programs accomplished through others and therefore, analyzes program objectives, determines work operations, and estimates and allocates the financial and staff resources required.

Assists or oversees the personnel function, including or effectively recommending hiring, training, evaluating and disciplining of employees. Employee is responsible for the supervision of approximately nine (9) full-time Department employees, including one (1) Highway Foreman, one (1) Highway Mechanic and seven (7) Highway Maintainers, and seasonal employees; employee is also responsible for overseeing the part-time positions of Buildings and Grounds Maintainer, and Administrative Clerk.

ESSENTIAL FUNCTIONS

- Plans, directs, coordinates, and oversees the total operation of the Public Works and Facilities Department including personnel, roads, bridges, building repairs, drainage projects

- Supervises, plans, and inspects all road construction and reconstruction projects; the installation and repair of storm drainage systems; the repair and cleaning of catch basins; seasonal maintenance activities including road repair and reconstruction; road grading and street patching; street sweeping; roadside mowing, tree removal, snow removal and ice control
- Reviews the operations of Public Works and Facilities Department for the purpose of evaluating effectiveness of operations, procedures, policies, and practices. Makes recommendations to the Board of Selectmen on ways and means of improving services
- Assists or oversees personnel, including or effectively recommending hiring, training, evaluating and disciplining of employees. Director is responsible for the supervision of approximately nine (9) full-time Department employees, including one (1) Highway Foreman; one (1) Highway Mechanic; seven (7) Highway Maintainers. The Director is also responsible for overseeing part-time or seasonal positions including the Buildings and Grounds Maintainer and Administrative Clerk.
- Responds appropriately to complaints by citizens/staff, through conferences, correspondence, or by phone in order to resolve problems or to supply information in association with the First Selectman's Office when necessary
- Prepares reports as requested by the First Selectman and Board of Selectmen; meets with them as requested. Attends Board of Selectmen and other Board/Commission meetings when required. Meetings are often in evenings.
- Prepares RFPs and Bid documents, administering the bid procedure for construction and building maintenance as required by the Town of Lebanon competitive bidding ordinance; administers construction/maintenance contracts and conducts on-site observation of work during construction or repair to monitor adherence to plans
- Purchases operating building maintenance supplies and maintains and inventory of materials
- Participates personally in crisis situations and serves as a member of the Local Emergency Planning Team; directs Public Works activities during emergencies such as snow, flooding, downed trees, and loss of power; coordinates with internal and external agencies as necessary
- Maintains a safe working environment through training programs as required by State/Federal agencies; reviews and enforces DEEP, EPA, OSHA, and other public safety/health directives, mandates, and regulations in coordination with the First Selectman's Office

- Prepares annual operating and capital budgets for Public Works Department and prepares recommendations for public buildings and grounds with the First Selectman and Finance Office.
- Assures assigned areas of responsibility are performed within budget; assures effective and efficient use of budgeted funds, materials, facilities, and time; monitors expenditures and revenues in assigned area
- Coordinates Public Works activities with other Town departments as well as schools and other local/state governmental agencies
- Consults with outside engineers, as necessary, on special technical engineering problems
- Performs related tasks as required

KNOWLEDGE

The Director should possess working knowledge of Public Works administration, road construction and maintenance, and buildings and grounds maintenance practices and techniques, including the following:

- Thorough knowledge of municipal Public Works functions/services and of established principles and practices of Public Works administration
- Thorough knowledge of civil engineering principles and practices as applied to municipal Public Works, land use, and development
- Thorough knowledge of building construction practices, tools, and materials
- Thorough knowledge of building and fire code regulations
- Thorough knowledge of bidding procedure and construction administration
- Practical, working knowledge of the principles and practices of organization, supervision, and finance administration in the operation of a Public Works Department
- General knowledge of the occupational hazards and safety precautions of the trade.
- General knowledge of labor relations practices and procedures
- General knowledge of the repair and maintenance of light and heavy-duty automotive equipment

ABILITIES

- Ability to establish and maintain effective working relationships with engineers, contractors, employees, and public officials.
- Ability to develop short- and long-term comprehensive plans for Public Works and Facility operations

- Ability to read and interpret blueprints, drawings, and other technical plans
- Ability to develop bid documents and RFPs and to manage bidding process; demonstrated experience required
- Ability to plan, organize, assign, supervise, and inspect the work of both civil engineers, consultants, contractors, technical subordinates and employees
- Ability to make decisions regarding repair or replacement of vehicles, equipment and tools
- Ability to evaluate a Public Works program and to prepare complete and accurate research/operational reports as required

SKILLS

- Proficient in written/oral communication and supervisory skills
- Technically proficient in use and operation of computers/software, including Microsoft Office, CAD, and GIS
- Comfortable handling or managing many projects at one time

WORKING CONDITIONS

The Director's office will be located within the Public Works facility. The environment may be noisy and is in close proximity to heavy equipment and the mechanic's working area. The Director can expect exposure to severe weather conditions, including potentially hazardous road conditions. The Director responds to emergency building and road problems, including storm events, building alarms and emergency shelter needs on a 24/7 basis often under severe weather conditions.

QUALIFICATIONS

Bachelor's degree in civil engineering or related field, a minimum of four (4) years of Public Works administrative and construction experience including at least one (1) year in a supervisory capacity OR an equivalent combination of education and/or qualifying experience in a related field. Registration as a Professional Engineer is desired.

SPECIAL REQUIREMENTS

Possession of a valid CT Driver's License.