

**Board of Selectmen  
Regular Meeting  
February 2, 2021 — 5:00 PM  
TELECONFERENCE  
MINUTES**

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

**Others Present:** Bernard Dennler (Administrative Assistant/Teleconference Host); Valerie Belles (Senior Accountant); Dean Hunniford (Director of Public Works and Facilities)

**1.0 Call to Order**

K. Cwikla called the meeting to order at 5:00 PM.

**2.0 Public Forum**

There were no comments from the public.

**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.

**4.0 Financials**

**4.1 Monthly budget reports**

V. Belles discussed the monthly budget report. The Selectmen discussed the legal budget and the legal fees related to the Town Green legal defense which is driving the higher-than-expected fees to date.

**5.0 Fire Department Report**

No fire department representative was present.

**6.0 Consent Agenda**

*G. Coutu MOVED to approve the Consent Agenda:*

**6.1 Appointments**

- a. *Re-appointment of Ellen Macauley to the Economic Development Commission, term to expire 02/01/2025*
- b. *Re-appointment of Alan Dunnack. to the Recreation Commission, term to expire 02/01/2024*
- c. *Re-appointment of Aline Soulor to the Recreation Commission, term to expire 02/01/2024*

**6.2 Approval of Tax Refunds**

WHITE JEREMIAH C	\$298.16
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<i>FIELDS DAVID H</i>	<i>\$106.10</i>
<i>HYUNDAI LEASE TITLING TRUST</i>	<i>\$117.37</i>
<i>NELSON HEATHER M</i>	<i>\$373.09</i>
<i>WELLS MARY K</i>	<i>\$107.42</i>

### **6.3**     *Approval of Minutes*

*Approve the following minutes:*

- a. *Minutes of the January 12, 2021 Regular Meeting*
- b. *Minutes of the January 19, 2021 Special Meeting*
- c. *Minutes of the January 19, 2021 BOS-BOF Joint Meeting*
- d. *Minutes of the January 25, 2021 Special Meeting*
- e. *Minutes of the January 27, 2021 Special Meeting*

*K. Smith SECONDED.*

MOTION CARRIED 5:0

### **7.0**     **New Business**

**Discuss and act upon:**

#### **7.1**     **Award of a mowing contract for the recreational fields**

The Selectmen discussed three bids received for the mowing of the recreational fields. Powers Outdoor Services was the low bid at \$25,450 for the total cost of the two-year contract. That is the current vendor for the contract. K. Smith asked if the Recreation Commission is satisfied with the current vendor. K. Cwikla confirmed that they would like to remain with the vendor. K. Smith also asked if the multipurpose field was included in this contract. B. Dennler confirmed that the contract covers the multipurpose field.

*B. Petrie MOVED to award the 2021-2022 recreational fields mowing contract to Powers Outdoor Services and to authorize the First Selectman to sign the contract. K. Smith SECONDED.*

MOTION CARRIED 5:0

#### **7.2**     **Community Center electrical quotes**

D. Hunniford said a quote had been passed along to him by the previous facilities director for electrical work at the Community Center. He and G. Coutu have plans to obtain more quotes after reviewing the work needed at that location. D. Hunniford will present those at a future meeting.

NO ACTION TAKEN

#### **7.3**     **Adjusting the Snow Plow-driver position in the non-union wage matrix**

B. Dennler said at the last meeting the Board voted to pay the town's one relief plow driver a rate of \$25.00 per hour but did not adjust the non-union wage matrix. Since then, the Town had also used another employee who does facilities-related plowing to plow the roads. K. Cwikla said the driver should get the same rate for road plowing as the other road plow driver. B. Dennler said the Board should consider adjusting the non-union wage matrix to reflect that relief plow drivers for roads are paid \$25.00 an hour and that Pete Hodina has been hired as a temporary plow driver for roads. His rate of pay on a given event will be determined by whether he did facilities-related plowing for which he would receive the facilities rate of \$19.88 or road plowing at the new rate of \$25.00.

*R. Chesmer MOVED to adjust the non-union wage matrix to make the rate of pay for Temporary Plow Driver be paid a rate of \$25.00,, effective January 24, 2021. G. Coutu SECONDED.*

MOTION CARRIED 5:0

*K. Cwikla MOVED to add to the agenda item 7.4 "Hire of a Temporary Roads Plow Driver". K. Smith SECONDED.*

MOTION CARRIED 5:0

#### **7.4 Hire of a temporary Roads Plow Driver**

*K. Smith MOVED to hire Pete Hodina as a temporary roads plow driver, effective January 25, 2021, at a rate of \$25.00 per hour. R. Chesmer SECONDED.*

MOTION CARRIED 5:0

#### **8.0 Old Business**

**Discuss and act upon:**

##### **8.1 Updating the job description for the Director of Public Works and Facilities**

The Selectmen reviewed the suggested modifications to the job description such as the inclusion of Tree Warden duties. B. Petrie said it was important for the new Director to have a copy of the job description to act as a guide for their work goals.

*K. Cwikla MOVED to approve revisions to the job description of the Director of Public Works and Facilities including the addition of the Tree Warden duties, included as Attachment A. B. Petrie SECONDED.*

MOTION CARRIED 5:0

*G. Coutu MOVED to adjourn order of agenda and to add Item 9.0 "Discuss Creation of Policy on Town Email Addresses." B. Petrie SECONDED.*

MOTION CARRIED 5:0

#### **9.0 Discuss Creation of Policy on Town Email Addresses**

B. Dennler discussed a recent FOIA request for the email addresses used by Town-elected officials for Town-business which in some cases included personal email addresses. Some elected officials told him they were surprised that these were subject to FOIA. G. Coutu said all officials should be using a Town email address and suggested a policy be drafted requiring them to do so. B. Dennler said he would work on the policy. He said he was also working to review FOIA requirements with Boards and Commissions.

*G. Coutu MOVED adjourn order of agenda and to add Item 10.0 "Discuss and Act Upon: Wendy Salisbury resignation." K. Smith SECONDED.*

MOTION CARRIED 5:0

#### **10.0 Discuss and Act Upon: Wendy Salisbury resignation**

*K. Smith MOVED to accept resignation of Wendy Salisbury (D) from the Board of Assessment Appeals. R. Chesmer SECONDED.*  
MOTION CARRIED 5:0

*B. Petrie MOVED to enter Executive Session. R. Chesmer SECONDED.*  
MOTION CARRIED 5:0

**11.0 Executive Session**

**11.1 Executive Session: Strategy and Negotiations regarding Lebanon Green Litigation**  
Executive Session began at 5:50 PM and ended at 6:30 PM.

**12.0 Adjourn**

The meeting adjourned at 6:30 PM.

Respectfully submitted,  
Bernard W. Dennler III  
Administrative Assistant

**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, this position interacts with engineers on behalf of the Town. 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 also serves as Tree Warden for the Town of Lebanon.

**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) Crew Leader or 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(s) 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
- Responds appropriately to complaints and concerns by citizens/staff, through correspondence, phone or in-person 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 an 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.