

**Board of Selectmen  
Regular Meeting  
April 6, 2021 — 5:00 PM  
TELECONFERENCE  
Minutes**

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

**Others Present:** Catherine McCall (Minutes), Valerie Belles (Finance Office) Selette Jemison (Edward Jones), Todd Kulman, Matt Earls (Jonathan Trumbull Library), Kelly Lawer (Tax Office), Dean Hunniford (DPW), Brandon Handfield (Yantic River Consultants, LLC), Dennis Cronin, James Russo (Library Building Committee Chairman), Mary Ellen Wiczorek (Town Clerk), Julie Culp, Philip Chester (Town Planner), Berkeley Nowosad

**1.0 Call to Order**

The meeting was called to order by First Selectman Kevin Cwikla at 5:03 pm.

**2.0 Public Forum**

Dennis Cronin spoke with regards to the Library Renovation project; Mr. Cronin endorses the project and believes it should move forward in the present location. He encourages the town to reapply for the State Library grant and does not feel a public meeting is necessary.

B. Petrie-McComber noted that the Board of Selectman cannot change the site of the library based on the bonding resolution which specifies the current location. It is the Selectman's charge to move forward with the project to make it happen. Ms. Petrie-McComber endorses forfeiting the current grant so that it can be reapplied for.

**3.0 Correspondence**

**3.1** Monthly letter from Troop K  
No letter received this month

**3.2** Police Activity Report  
The Selectmen reviewed the Police activity report

**4.0 Financials**

**4.1 Monthly budget reports**

The Selectmen reviewed the monthly budget reports. Valerie Belles reported that budgeting is on target. B. Petrie-McComber inquired about spending on Legal Counsel which appears to be over budget at this time. Ms. Belles explained the reason for this and indicated adjustments would be made in April reports. Petrie-McComber suggested James Russo be made aware of the legal costs that have been attributed to the library building project thus far. Mr. Russo asked for a copy to be sent to his attention.

Kathleen Smith asked if contingency is still at 100% and was told it was.

## **5.0 Fire Department Report**

B. Petrie-McComber reported that the fire department has returned to in-person attendance at the fire complex. There will be a receipt to the town for Corona Virus relief of approximately \$700,000. She believes a subcommittee should be formed to look at long-term capital spending needs that these funds might be used for. Kevin Cwickla agreed.

## **6.0 Consent Agenda**

**Betsy Petrie-McComber MOVED to approve the Consent Agenda as submitted.**

**6.1** Authorize First Selectman to sign Direct Energy electrical agreement

**6.2** Authorize First Selectman to sign extension of Affordable Housing Plan Grant and to approve the authorizing resolution

**6.3** Approval of WilliWaste Contract Renewals

**6.4** Authorize First Selectman to sign renewal of Town Properties mowing contract with D&D Property Maintenance.

Robin Chesmer has an issue with the wording regarding string trimming around trees. He is worried about damage to the trees, and it should be made clear to the service that care should be taken. He also has concerns over pruning in the time frame indicated on the contract.

**6.5** Approve the job description for the DPW crew leader

**6.6** Appointments

a. Re-appointment of Barbara Archer and Robert Leone to the Summer Dancefest Committee with terms to expire 01/08/2023.

b. Re-appointment of WPCA members Tony Tyler and Harry Anderson with terms to expire 5/1/2024.

**6.7** Approval of Tax Refunds

ACAR Leasing LTD	244.77
Adams, Diane G	62.01
Bender, Ronald E & Deborah M	109.49
Bennett, Pamela K	28.62
Bennett, Pamela K	29.94
Bennett, Pamela K	72.34
Chalecki, Ronald J Jr	100.00
Derborn, Jeffrey P & Sandy D	89.55
Halbardier, Theresa A	34.85
Hallene Family Trust	31.28
Handfield, Philip E	5.64
Jim Grover and Co LLC	20.36
JP Morgan Chase Bank NA	169.34
Kenneth, Eleanor M	16.78
Kolar, Alan R	19.24
Kotomski, David & Deborah	10.48
Michaud, Mark A	39.10
Michaud, Mark A	37.09
Morin, Denis C	22.42
Noy, David M & Joyce	10.00

Pekarovic, Peter J Jr.	291.51
Pogmore, Richard D	26.66
Roberts, Scott D	360.00
Shenkle, Ashley B	142.35
Smith, Sandra L	51.04
Webb, Mary E	7.00
Winters, Gary M	40.94

## 6.8 Approval of Minutes

Approve the following minutes:

- a. Minutes of the March 2, 2021 Regular Meeting  
Glen Coutu noted that the attendance information is missing.

**The motion on the floor was amended to require attendees' names be added to the March 2, 2021 Regular Meeting minutes.**

- b. Minutes of the March 9, 2021 Special Meeting
- c. Minutes of the March 29, 2021 Special Meeting

**Kathleen Smith SECONDED.**

**MOTION CARRIED 5:0**

## 7.0 New Business

**Discuss and act upon:**

### 7.1 Presentation by Edward Jones

Selette Jemison presented. She described objectives, income accounts, industry exposures, and how these effect Lebanon's accounts. With the changes Ms. Jemison proposes she expects income would increase. B. Petrie-McComber asked if Lebanon is staying close to its investment policy statement and was insured that it is. Petrie-McComber noted that the town uses cash to offset school scholarships, so we may want to use proceeds from the maturing Apple Inc. note toward that.

**B. Petrie-McComber MOVED to proceed with suggestions as presented by Edward Jones as follows:**

- Sell 348 shares of Proctor and Gamble
- Sell 511 shares of Modelez International (Consumer staples area)
- Reduce utilities exposure by selling 735 shares of Nextera (NEE)
- Sell 4 shares Votaphone Group
- Buying 335 shares of IBM
- Balance remaining funds in Franklin US Government Securities (Approximately \$87,163)

**G. Coutu SECONDED**

**MOTION CARRIED 5:0**

**B. Petrie-McComber MOVED to proceed with suggestions as presented by Edward Jones as follows:**

Hold back principle of \$773.89 into Franklin US govt securities

**G. Coutu SECONDED**  
**MOTION CARRIED 5:0**

**B. Petrie-McComber MOVED to proceed with suggestions as presented by Edward Jones as follows:**

Put funds from maturing Apple Inc note into Franklin US Government Securities (Approximately \$20,000)

**G. Coutu SECONDED**  
**MOTION CARRIED 5:0**

**7.2 Forfeit of State Library Grant and Authorization for the Library Building Committee to Draft a Notice of Intent to Reapply**

**Betsy Petrie-McComber MOVED to allow Mr. Cwickla to forfeit the State Library Grant and authorize the Building Committee to reapply.**

Matt Earls Library Director informed the group how to submit the forfeit. Petrie-McComber asked for all documents to be copied to the Library Building Committee and to the Selectmen.

James Russo explained that the Building Committee is prepared to submit the forfeit and reapply by June 30. This will need to be signed by Selectmen. The application needs to be in by end of August 2021. The State Library will meet in November 2021 to discuss applications, and grants are awarded January 2022. Once received we have eighteen (18) months to commence the construction process which brings us to July 2023.

Petrie-McComber believes the town needs a National Historic Preservation Act Section 106 to proceed with the driveway cut. She is concerned that if we apply for the grant and cannot execute within the timelines it would be detrimental to the project.

Earls feels we have enough time to work within the grant guidelines.

Petrie-McComber recommends we discuss with legal counsel concerning timeline and recommendations on submittal of the application.

Russo asked if the Building Committee can get started on the project today as he is concerned about escalating costs. Petrie-McComber believes the Section 106 must be completed first. There are also controversies between DOT and SHPO around parking, and the church septic system to be dealt with.

Robin Chesmer feels we should apply for the grant and should be aggressively going after a resolution to all issues.

Coutu believes that moving forward hinges on the Section 106. Other issues involve several agencies.

Brandon Handfield asked for clarity around the Section 106 trigger. Cwikla believes it was the encroachment on the Green of the parking lot. Coutu agreed. Handfield has not heard of this before on other projects involving SHPO.

Berkeley Nowosad asked if we need SHPO approval if we do not request the grant? The group indicated they believe we do.

**Robin Chesmer SECONDED**  
**MOTION CARRIED 5:0**

### **7.3 2021-2022 Capital Improvement Plan**

Handfield submitted a document earlier today with the following information:

- Chappell road culvert nearly completed
- Tobacco Street culvert extending into this year
- Construction of Public Works Facility in new location extending into this year
- Randall Road bridge replacement extending into this year
- Smith Road bridge replacement extending into this year
- Mack Road drainage replacement extending into this year
- Project costs are increasing on the Goshen Hill Road Bridge project
- Tree removal ongoing through year 2025 with \$40,000 allocated
- Jonathan Trumbull Library Renovations will include a reconstruction of the parking lot so it will not be handled under Capital Improvements. To move forward with any fix to parking would face the same issues effecting the library project today. Coutu stated that this item being on the CIP list sends a mixed message to the town. They would ask why the Selectmen would pay for this if it is in the renovation project. People would wonder if the renovation was not going forward, or if the town is paying for that part of the project. He believes it should be removed from the list at this time.

There was discussion about the wisdom of moving forward with the DPW project. Mr. Coutu thinks it should be farther down on the long-term planning list. K. Smith and B. Petrie-McComber want to have the project remain on the list.

The Capital Improvement Project (CIP) list is a 5-year improvement plan which must be presented at Town Meeting. The list should be updated, a timeline added, and signed by the Selectmen. There are currently a couple of projects without dollar amounts, and those figures will be needed.

Petrie-McComber asked about requested additions to Senior Center parking. There was some discussion around this item.

Coutu suggested the Town Hall, Alden Tavern, and Senior Center parking lots be combined into one item to be included on the CIP list.

**Kathleen Smith MOVED that the CIP list be updated as discussed in this meeting**  
**Betsy Petrie-McComber SECONDED**  
**Motion Carried 5:0**

#### **7.4 2021 Annual Town Meeting Plan**

There will be a Public Hearing on April 19 via zoom. The Annual Town Meeting will be held May 3, 2021. Smith suggested if it were to be held in person, we might need to spread the public between the Lyman gym, auditorium and perhaps the atrium to maintain social distancing. Coutu suggests we try for an in-person meeting as it is unclear how voting would take place if held via Zoom. Petrie-McComber indicated we have about two weeks to decide as it must be posted 10 days in advance. Coutu suggested it might be best to go to referendum on any vote for logistical purposes. Cwikla to inquire as to what other towns are doing

#### **7.5 Utilities at the Lebanon Food Pantry**

The Food pantry has been open as of April 1, 2021 in the former dog pound. V. Belles asked how the expenses for that building should be split going forward as they will no longer be charged to the animal control fund and it is used by both Social Services and Facilities. Coutu suggested it be paid out of Facilities and it should not be a big-ticket item. Belles to find out if utilities are a sub-account of the FSC.

#### **7.6 Map Plotter Replacement Purchase**

Phil Chester presented. Replacement of a device originally purchased in 2006. He is proposing a smaller, less expensive desktop model. Smith asked if larger maps can be printed? Mr. Chester explained what the new unit would be capable of. Though large maps cannot be printed, the cost of a printer that can do that would be double. Larger maps can be printed at SECCOG.

There was some conversation about where the funds would come from with the expected cost approximately \$750.00. Paper and print cartridges would be paid for out of Planning and Zoning.

**Kathleen Smith MOVED to purchase the HP DesignJet T210 Printer for \$750.00**  
**Robin Chesmer SECONDED**

**Coutu asked for the motion to be amended to have the money come from TIP. Smith and Chesmer agreed.**

**MOTION CARRIED 5:0**

#### **7.7 Purchase of WiFi Access Points for Town Hall**

**Betsy McComber MOVED to expend \$1,180.00 out of TIP for the purchase of WiFi Access points for town hall.**

**Kathleen Smith SECONDED**

**MOTION CARRIED 5:0**

#### **7.8 Ordinance Recommendations from Tax Collector**

Kelly Lawer presented. Lawer suggest the Selectman adopt an ordinance in conjunction with State Statute 12-129 to allow the Tax Collector to retain payments in excess of the amount due provided the excess is less than five (5) dollars. It was noted that this will need to go to town meeting. Lawer's second suggestion will be tabled until she can get further information regarding some outstanding questions. Coutu suggests she work with Council. Petrie-McComber suggests Town Council should draft the ordinance change. It can be voted on at any town meeting, not necessarily the annual meeting.

**7.9** Betsy Petrie-McComber noted that monies received from the Federal stimulus for infrastructure should be used for that, and not go to fund balance. She would like to serve on a committee to look at how the funds should be utilized. Coutu also noted that discussions are needed as to what is in the budget regarding anything being retired under the school bond. Perhaps the subcommittee could look at this also. One example of a necessary project would be to connect Town Hall to the Fiber network, as the funding is for infrastructure purposes such as this. Smith and Cwikla are interested in serving on this committee also. The Board of Finance should be included.

**8.0** **Old Business**

**Discuss and act upon:**

**8.1** **Community Center Split System Award**

Coutu reviewed the proposals. The Sav-Mor contract seems low, but as he did not see all the pages of the bid, he is not sure what it encompasses. He is concerned that it may not represent the unit required for the installation. He felt the ActionAir quote was high. The item will be tabled at this time.

**9.0** **Approval of Minutes**

**Petrie-McComber MOVED to add an update on road and bridge projects to the agenda**

**Robin Chesmer SECONDED**

**Motion Carried 5:0**

**9.1**

Dean Hunniford provided an update on road projects including those on Chappell, Smith, and Goshen Hill. Bridge work is expected to be completed mid-May. Hunniford to meet with B. Handfield concerning the work on Randall Road. Mr. Hunniford also looking at 'cold in-place recycling' for Tobacco Street. The equipment is known as 'The Train', and does most of the repaving in one step, with one item as follow up. He indicated that the life of the re-pavement is expected to be 10 years. Cwikla noted he has been getting compliments on the sweeping process that has been happening. Hunniford said that at least a third of the town roads are complete. Smith asked if we are doing any proactive move of rocks that impact mowing. He indicated it is happening. He noted that road grading is also occurring with at least three (3) streets being completed.

**9.2** Minutes of the March 8, 2021 Special Meeting – G. Coutu not present

**Petrie-McComber MOVED to approve the minutes of the March 8, 2021 Special Meeting**

**Cwikla SECONDED**

**Motion carried 4:0 with G. Coutu abstaining**

**9.3** Minutes of the March 16, 2021 Special Meeting – G. Coutu not present

**Cwikla MOVED to approve the minutes of the March 16, 2021 Special Meeting**

**Chesmer SECONDED**

**Motion carried 3:0 with G. Coutu and K. Smith abstaining**

**9.4** Minutes of the March 18, 2021 Special Meeting – B. Petrie and K. Smith not present

**Cwikla MOVED to approve the minutes of the March 18, 2021 Special Meeting**  
**Chesmer SECONDED**  
**Motion carried 3:0 with B. Petrie and K. Smith abstaining**

- 9.5** Minutes of the March 23, 2021 Special Meeting – G. Coutu and K. Smith not present

**Petrie-McComber MOVED to approve the minutes of the March 23, 2017 Special Meeting**  
**Cwikla SECONDED**  
**Motion carried 3:0 with G. Coutu and K. Smith abstaining**

- 9.6** Minutes of the March 26, 2021 Special Meeting – G. Coutu not present

**Cwikla MOVED to approve the minutes of the March 26, 2021 Special Meeting**  
**Petrie-McComber SECONDED**  
**Motion carried 4:0 with G. Coutu abstaining**

- 9.7** Minutes of the March 30, 2021 Special Meeting – G. Coutu not present

**Cwikla MOVED to approve the minutes of the March 30, 2021 Special Meeting**  
**Chesmer SECONDED**  
**Coutu wants the record to reflect that he is against the salary change proposed for the position in the Selectman's office**  
**Motion carried 4:0 with G. Coutu abstaining**

- 9.8** Regarding #39 and #39R West Town Street; there have been numerous occurrences of confusion between these residences - including an incident with an ambulance call. Petrie-McComber explained that it was not a problem until Covid19 when items began being delivered to the wrong address. The ambulance call may have been confused because Charter had the wrong address for the apartments. It would be of benefit to rectify this situation and should be kept on the Board's radar.

No information on the Girl Scout camp.

There was some discussion regarding zoning regulations and affordable housing.

**10.0 Executive Session**

- 10.1** Executive Session: Strategy and Negotiations regarding Lebanon Green Litigation

**11.0 Adjourn**

**Petrie-McComber MOVED to adjourn**  
**Chesmer SECONDED**  
**Motion carried 5:5**

The meeting adjourned at 7:15 pm.

Respectfully submitted,  
Catherine McCall