

**Board of Selectmen
Regular Meeting
June 8, 2021 — 5:00 PM
Town Hall
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith (arrived at 5:03 PM), Robin Chesmer, and Betsy Petrie-McComber

Others Present: Bernard Dennler (Administrative Assistant); Valerie Belles (Senior Accountant); Phil Chester (Town Planner); Jay Schall (Fire Chief, LVFD); Darcy Battye (Senior Center Director); Shelly Ashcom (Social Services Administrator); Stacey Lawton and Peter Rafala (Southeastern Council on Alcoholism and Drug Dependence)

1.0 Call to Order

K. Cwikla called the meeting to order at 5:01 PM.

B. Petrie MOVED to adjourn the order of agenda and to take up "NAA Application Public Hearing" at this time. R. Chesmer SECONDED.

MOTION CARRIED 3:0

K. Smith arrived at 5:03 PM.

2.0 NAA Application Public Hearings

2.1 NAA-2021-01: Emergency Generator - Lebanon Pines Residential Treatment Program

Stacey Lawton described work of SCADD, a 24-hour residential program providing a structure substance abuse treatment environment on a 56-acre property in Lebanon with 110 treatment beds. She also described the process for Neighborhood Assistance Act grant program. The grant requires the municipality to hold a public hearing and decide on whether to endorse the project. There is no financial obligation or request to the town regarding the projects.

The Selectmen reviewed the application related to the Emergency Generator at the Lebanon Pines Residential Treatment Program. The total request under the NAA is \$45,600. K. Smith asked if SCADD has already had a generator project. S. Lawton confirmed some buildings currently have a generator and the new generator would serve two dormitories.

K. Cwikla asked for public comment. There was none.

K. Smith MOVED to close the public hearing on NAA-2021-01: Emergency Generator – Lebanon Pines Residential Treatment Program. R. Chesmer SECONDED.

MOTION CARRIED 4:0

2.2 NAA-2021-02: HVAC Upgrades - Lebanon Pines Residential Treatment Program

Stacey Lawton presented a second application from SCADD to be considered under the NAA. The application was for funds to upgrade the Air Quality Systems in the Lebanon Pines Dormitories. The total request for funding under the NAA is \$104,000. The Selectmen reviewed the application.

K. Cwikla asked for public comment. There was none.

B. Petrie MOVED to close the public hearing NAA-2021-02: HVAC Upgrades – Lebanon Pines Residential Treatment Program. K. Smith SECONDED.

MOTION CARRIED 4:0

B. Petrie MOVED to adjourn the order of agenda to take up “Discuss and Act Upon: Endorsements Neighborhood Assistance Act Grant” at this time. K. Cwikla SECONDED.

MOTION CARRIED 4:0

3.0 Endorsements for Neighborhood Assistance Act Grants

The Selectmen considered the two applications from SCADD for grant funding under the Neighborhood Assistance Act as presented in the preceding public hearing.

K. Smith MOVED that the Board of Selectmen endorse the program proposal by the Southeastern Council on Alcoholism and Drug Dependence Inc, titled Emergency Generator – Lebanon Pines Residential Treatment Program under the 2021 Connecticut Neighborhood Assistance Act. B. Petrie SECONDED.

MOTION CARRIED 4:0

B. Petrie MOVED that the Board of Selectmen endorse the program proposal by the Southeastern Council on Alcoholism and Drug Dependence Inc, titled HVAC Upgrades – Lebanon Pines Residential Treatment Program under the 2021 Connecticut Neighborhood Assistance Act.. K. Cwikla SECONDED.

MOTION CARRIED 4:0

4.0 Public Forum

There was no public forum.

5.0 Correspondence

5.1 Monthly Letter from Troop K

The Selectmen reviewed the letter from Troop K.

5.2 Police Activity Report

There was no police activity report.

5.3 Email from Tyler Molcan regarding DPW position

Tyler Molcan informed the Selectmen that he had accepted a different offer and would not join the Town of Lebanon as a highway maintainer.

6.0 Financials

6.1 Monthly budget reports

V. Belles discussed the snow account and reported that it was overspent due to a year-end purchase that was moved by the auditor to the current fiscal year. The Board of Finance is aware. B. Petrie noted there are substantial balances in some accounts. V. Belles said there will be a cut off on July 20 for 2020-2021 bills to be delivered to the finance office.

7.0 Fire Department Report

Chief Jay Schall reported there were 81 calls in the month of May. He said that may be the most in a single month. He said these were all “run of the mill” calls and not related to a particular storm or event. There was a significant structure fire on Trumbull Highway. He said the fire was significantly progressing when the LVFD and mutual aid partners arrived on scene. Forest truck was out of service for Memorial Day weekend but the Town was able to provide backup assistance. The vehicle is back in service. Police cruiser 206 is out of service so that it can be repainted so that it no longer looks like a police vehicle. The LVFD will be doing educational outreach on operations of the department on social media.

8.0 Consent Agenda

B. Petrie MOVED to approve consent agenda as presented:

8.1 *Resignation of Dennis Greci from the Solid Waste and Economic Development Commissions, effective 5/20/21*

8.2 *Appointment of John Drum to fill alternate vacancy seat on Conservation & Agriculture Commission, term to expire 04/01/2024*

8.3 *Authorize First Selectman to sign CIRMA LAP/WC Renewal FY 2021-2022*

8.4 *Approval of Tax Refunds*

GUAY EMILY H & MARC P	\$10.00
DENMARK REYNOLD P	\$38.13

8.5 *Approval of Minutes*

Approve the following minutes:

a. *Minutes of May 4, 2021 Regular Meeting*

K. Smith SECONDED

MOTION CARRIED 4:0

9.0 New Business

Discuss and act upon:

9.1 **Discuss conducting test pits in front of Senior Center to evaluate the potential of establishing additional senior housing**

P. Chester said the proposal for doing test pits in front of the Senior Center to consider establishing additional senior housing initially came before the Selectmen around March 2020. There had been no action due to the pandemic. B. Petrie asked if there had been test pits conducted in the past at this location. P. Chester and D. Battye said they did not believe it had ever been done. P. Chester said this would be about sixteen one-bedroom units available below market value. B. Petrie said she is completely in support but asked if the driveway could be named to resolve ongoing confusion regarding the addresses in the rear of West Town Street.

B. Petrie MOVED that the Town conduct test pits in front of the Senior Center to evaluate the potential of establishing additional senior housing with any fees to be paid for from TIP. K. Smith SECONDED.

MOTION CARRIED 4:0

R. Chesmer said the Town needs to coordinate with any farmers that lease the land before digging to avoid interfering with their operations.

MOTION CARRIED 4:0

9.2 Recommendation by Conservation & Agriculture Commission to conduct farmland preservation appraisals for 69-acre Village Hill Road property currently owned by John Krause, Assessors Map 205, Lot 15

P. Chester reviewed the proposal and said there is a purchase and sale agreement with Graywall Farm. Conservation and Agriculture Commission rated the parcel and recommended the Selectmen authorize using the existing funds available for the appraisals related to the parcel. P. Chester said the state may only require one appraisal but often it requires two and therefore

K. Smith MOVED to authorize up to \$8,000 be expended from Open Space Account #220-00-461-2701-0060 for soft costs and farmland preservation appraisals related to the 69-acre Village Hill Road property currently owned by John Krause, Assessors Map 205, Lot 15B. Petrie SECONDED.

MOTION CARRIED 3:0 with R. Chesmer abstaining

9.3 Recommendation by Conservation & Agriculture Commission to conduct farmland preservation appraisals for 32-acre on North Street owned by Himmelstein, Assessors Map 260, Lot 13

P. Chester reviewed the recommendation by the Conservation of Agriculture Commission for farmland preservation appraisals to be conducted at the site.

B. Petrie MOVED to authorize up to \$8,000 be expended from Open Space Account #220-00-461-2701-0060 for soft costs and farmland preservation appraisals related to 32-acre on North Street owned by Himmelstein, Assessors Map 260, Lot 13. K. Smith SECONDED.

MOTION CARRIED 4:0

K. Smith MOVED to adjourn the order of agenda and to add as item 9.4 "Recommendation by Conservation & Agriculture Commission to conduct farmland preservation appraisals for 77-acres on Goshen Hill Road owned by Frank Himmelstein, Assessors Map 260, Lot 2." K. Cwikla SECONDED.

MOTION CARRIED 4:0

9.4 Recommendation by Conservation & Agriculture Commission to conduct farmland preservation appraisals for 77-acres on Goshen Hill Road owned by Frank Himmelstein, Assessors Map 260, Lot 2.

P. Chester reviewed the recommendation by the Conservation of Agriculture Commission for farmland preservation appraisals to be conducted at the site.

K. Smith MOVED to authorize up to \$8,000 be expended from Open Space Account #220-00-461-2701-0060 for soft costs and farmland preservation appraisals related to 77-acres on Goshen Hill Road owned by Frank Himmelstein, Assessors Map 260, Lot 2. B. Petrie SECONDED.

MOTION CARRIED 4:0

9.5 Recommendation by Conservation & Agriculture Commission to expend \$100,000 in Open Space Funds for future open space soft costs (appraisals, surveys, legal, etc.)

R. Chesmer MOVED to send to a future Town Meeting a recommendation to expend \$100,000 in Open Space Funds for future open space soft costs. B. Petrie SECONDED.

MOTION CARRIED 4:0

9.6 Town Hall Roof Repair Award

The Selectmen discussed four quotes for roof repairs at Town Hall due to leaks presented by D. Hunniford. B. Dennler noted that there had not been a sealed bid process as required by the competitive bidding ordinance for an amount over \$7,500 but that the Selectmen have authority under the ordinance to make an award due to the health and safety impact. The Selectmen agreed to have the work performed by DiGiorgi Roofing and Siding Inc based on their quote of approximately \$30,800. B. Petrie said the funds should come from TIP as planned pending Board of Finance approval.

B. Petrie MOVED to authorize DiGiorgi Roofing and Siding Inc to replace the roof at Town Hall with funds to come from TIP pending Board of Finance approval. K. Smith SECONDED.

MOTION CARRIED 4:0

9.7 Hire of a Part-Time Substitute Librarian

The Selectmen reviewed an application and recommendation from the library director to hire Erin Burns as a part-time substitute librarian.

B. Petrie MOVED to hire Erin Burns as an on-call substitute librarian at an hourly rate of \$14.03, effective immediately. K. Smith SECONDED.

MOTION CARRIED 4:0

9.8 Approve the FY 2021-2022 Part-Time Non-Union Wage Matrix

B. Petrie MOVED to approve the wage matrix as presented, included as Attachment B to these minutes. K. Smith SECONDED.

MOTION CARRIED 4:0

9.9 Authorize First Selectman to sign ARPA grant documents

V. Belles stated that the First Selectman must sign a series of documents before 5:00 PM on June 9 to receive the Town's allocation through the American Rescue Plan.

K. Smith MOVED to authorize the First Selectman to sign the ARPA grant documents. B. Petrie SECONDED.

MOTION CARRIED 4:0

10.0 Old Business

Discuss and act upon:

10.1 Update on Library Building Project

K. Cwikla stated the project is moving forward and fencing will be installed shortly. They are looking at how the fencing will impact parking for the Green and the Church and how to advertise parking options to residents.

The Selectmen discussed parking concerns. B. Petrie suggested contractors not park at the Alden Tavern lot directly next to where youth library programming may be taking place. R. Chesmer

said people will park on West Town Street and the Town should take the initiative of telling people where they can and cannot park on that street. B. Petrie proposed contractors park on a portion of the Green before the flagpole or make arrangements with American Legion to use their parking area. K. Cwikla said the resident trooper had proposed closing one lane of West Town Street and making it temporarily one-way traffic. B. Petrie said they should consult residents of West Town Street before making any parking decisions or announcements.

10.2 Fire Safety Complex Usage Policy

B. Dennler asked the Selectmen to consider a temporary modification to the FSC usage policy given that the Community Center is now unavailable due to the JTL being housed there while construction is underway.

K. Cwikla MOVED that the fees for usage of the Fire Safety Complex be set at \$100 plus a \$50 cleaning deposit for private events for duration of library building project, to waive the COI requirement for all events that do not involve alcohol consumption, and to waive all fees for community organizations and funeral receptions. K. Smith SECONDED.

MOTION CARRIED 4:0

11.0 Approval of Minutes

11.1 Minutes of May 18, 2021 Special Meeting

B. Petrie MOVED to approve the minutes of the May 18, 2021 Special Meeting. K. Smith SECONDED.

MOTION CARRIED 4:0

K. Cwikla MOVED to add to the agenda "Discuss and Act Upon Scholarships" as item 12. K. Smith SECONDED.

MOTION CARRIED 4:0

12.0 Discuss and Act Upon Town Scholarships

V. Belles discussed the Town Scholarships and noted that there is another audit finding about the Town's use of principal on scholarships where the interest had earned less than \$500. B. Petrie discussed the history of the Board of Selectmen policy.

K. Smith MOVED to approve the 2021 Town Scholarships as presented by V. Belles, included as Attachment B to these Minutes, raising the yield to \$500 on any scholarships with interest earned below this amount by dipping into the fund's principal, per the 2016 BOS Scholarship Policy. B. Petrie SECONDED.

MOTION CARRIED 4:0

K. Smith MOVED to add to the agenda "Discuss and Act Upon Weatherworks Contract" as item 13. R. Chesmer SECONDED.

MOTION CARRIED 4:0

13.0 Discuss and Act Upon Weatherworks Contract

B. Petrie MOVED to authorize First Selectman to sign the WeatherWorks contract for 2021-2022. R. Chesmer SECONDED.

MOTION CARRIED 4:0

14.0 Executive Session

14.1 Executive Session: Strategy and Negotiations regarding Lebanon Green Litigation

There was no Executive Session.

15.0 Adjourn

Adjourned at 6:25 PM.

Respectfully submitted,
Bernard W. Dennler III
Administrative Assistant

ATTACH. A

⁽³⁾ As both positions are currently filled by same individual, the employee is insurance eligible. Use effective town hall union contract to

FY 21-22
PT Non- Union Wage Matrix
(Budget Purposes Only)

Revised 6/7/2021						
ELECTED OFFICIALS						
First Selectman		\$ 2,810.87	Pay Period			
Selectman		\$ 266.85	Pay Period			
Treasurer		\$ 92.62	Per Month			
Tax Collector		\$ 2,292.29	Pay Period			
Town Clerk		\$ 2,304.71	Pay Period			
Registrars		\$ 346.38	Pay Period			

**Town of Lebanon
2021 Scholarships
Interest earned June 2020 - May 2021**

ATTACH. B

Debit	Credit			
231-00-000-1003-1408-0000	100-00-000-2250-0000-0000	8,843.10	Cummings Scholarship	Interest Earned
231-00-000-1003-1405-0000	100-00-000-2250-0000-0000	1,916.52	George Lyman Scholarship	Interest Earned
231-00-000-1003-1407-0000	100-00-000-2250-0000-0000	431.83	Helen Rogers Scholarship	Interest Earned
231-00-000-1003-1407-0000	100-00-000-2250-0000-0000	68.17	* Helen Rogers Scholarship	BOS Policy 07/12/2016
		<u>500.00</u>		
231-00-000-1003-1411-0000	100-00-000-2250-0000-0000	237.30	Royal Woodward Scholarship	Interest Earned
231-00-000-1003-1411-0000	100-00-000-2250-0000-0000	262.70	* Royal Woodward Scholarship	BOS Policy 07/12/2016
		<u>500.00</u>		
231-00-000-1003-1413-0000	100-00-000-2250-0000-0000	150.38	Elizabeth Grant Scholarship	Interest Earned
231-00-000-1003-1413-0000	100-00-000-2250-0000-0000	349.62	* Elizabeth Grant Scholarship	BOS Policy 07/12/2016
		<u>500.00</u>		
231-00-000-1003-1414-0000	100-00-000-2250-0000-0000	69.57	E. Reichard Nursing Scholarship	Interest Earned
231-00-000-1003-1414-0000	100-00-000-2250-0000-0000	430.43	* E. Reichard Nursing Scholarship	BOS Policy 07/12/2016
		<u>500.00</u>		
231-00-000-1003-1415-0000	100-00-000-2250-0000-0000	37.85	Flora Williams Scholarship	Interest Earned
231-00-000-1003-1415-0000	100-00-000-2250-0000-0000	462.15	* Flora Williams Scholarship	BOS Policy 07/12/2016
		<u>500.00</u>		
	Total	<u><u>13,259.62</u></u>		
		1,573.07	Withdraw from Edward Jones	BOS Policy 07/12/2016
		<u>11,686.55</u>		Interest Earned
		<u><u>13,259.62</u></u>	Check to Lyman High School	