

**Board of Selectmen
REGULAR MEETING
June 4, 2019 — 3:00 PM
TOWN HALL
MINUTES**

Members Present: First Selectman Betsy Petrie, Selectmen Glen Coutu (arrived at 3:45 PM) and John Bendoraitis

Others Present: Tax Collector Joyce Hoffmann, Town Planner Phil Chester, Facilities Director Jason Nowosad, Highway Foreman Jay Tuttle, Administrative Assistant Bernard Dennler, Catherine Marion of Waller, Smith, and Palmer, and financial consultant Veronica Calvert (by phone)

1.0 Call to Order

B. Petrie called the meeting to order at 3:02 PM.

B. Petrie MOVED to adjourn the order of agenda and to take up "Executive Session" as Item 2.0. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:0

2.0 Executive Session

B. Petrie MOVED to enter Executive Session at 3:03 PM and to invite Catherine Marion to participate. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:0

2.1 Executive Session Per State Statutes Section 1-200(6)(B): Discussion Regarding Lebanon Green Litigation

G. Coutu arrived to the meeting at 3:45 PM. Returned to public session at 4:00 PM with no action taken.

2.0 Public Forum

There was no public comment.

3.0 Correspondence

3.1 Monthly letter from Troop K on police services in Lebanon

The Selectmen acknowledged receipt of the letter.

3.2 Summons to Superior Court for the Judicial District of New London to answer unto foregoing application for 716 Beaumont Highway

The Selectmen acknowledged receipt of the summons.

4.0 Financials

4.1 Monthly budget reports

The Selectmen reviewed the May budget reports to see the standing of budgets going into the final month of the fiscal year.

5.0 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

5.1 Approval of Minutes

- a. Minutes from May 14, 2019 Regular Meeting
- b. Minutes May 17, 2019 Special Meeting

5.2 Tax Refunds

5.3 Change date of 2019 Annual Tree Lighting from Sunday, December 1, 2019 to Sunday, December 8, 2019

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

MOTION CARRIED 3:0:0

B. Petrie MOVED to adjourn the order of agenda and to take up Discuss and Act Upon: 'Salt Contract for Fiscal Year 2019-2020' as Item 6.0; 'Fire Safety Complex Improvements' as Item 7.0; 'Entrance to Exeter Road Property' as Item 8.0; 'Salt Shed' as Item 9.0.

MOTION CARRIED 3:0:0

6.0 Discuss and Act Upon: Salt Contract for Fiscal Year 2019-2020

J. Tuttle stated salt prices have gone down this year and DRVN has been a reliable company in the past. He recommended the Selectmen renew the contract. He said it may be possible to work in some treated salt this year.

J. Bendoraitis MOVED to renew the town's salt contract for Fiscal Year 2019-2020 with DRVN. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

7.0 Discuss and Act Upon: Fire Safety Complex Improvements

B. Petrie said the public side parking lot needs to be repaved. P. Chester distributed two maps, one which included one additional row of parking and one which included two new rows of parking. He said Planning and Zoning and Inland Wetlands had reviewed the plans for increased parking to add up to 16 spaces in total. He stated due to wetlands there would need to be a buffer. B. Petrie said improving the parking lot would also provide a chance to improve lighting in the parking lot which had been a longstanding issue and fix the curbing. They reviewed plans for lighting with J. Nowosad. The Selectmen stated they would like additional poles than what J.

Nowosad presented. G. Coutu said because the lights will be LEDs that the operating cost will be minimal.

NO ACTION TAKEN

8.0 Discuss and Act Upon: Entrance to Exeter Road Property

P. Chester said the Board of Education voted to look into allowing the Agriculture Sciences program to use the property behind the middle school to grow Christmas trees. J. Nowosad, who also serves as Board of Education chair, said the plan will not be approved until they know the cost. P. Chester said the entrance would be on Exeter Road and there had previously been a similar program at the same site with a previous AgScience program. B. Petrie and P. Chester agreed that this was not an issue that required action from the Board of Selectmen at this time.

NO ACTION TAKEN

9.0 Discuss and Act Upon: Salt Shed

J. Bendoraitis stated he has serious concerns about putting sand and salt storage on the property where the Transfer Station is located due to the dangerous corner. J. Tuttle stated he personally would not recommend moving the salt shed to that location. B. Petrie said she does not believe the Town can go another winter without fixing this issue. She also voiced her concerns that they would not get approval from Planning and Zoning for any site other than the Transfer Station site. J. Bendoraitis said he would like to explore placing it behind the Fire Safety Complex. B. Petrie said they can explore the option, but she is not confident that it will be approved. B. Petrie said she respects the opinion of J. Bendoraitis but that she wants to see plans at their next meeting for a salt shed at the Transfer Station property.

NO ACTION TAKEN

B. Petrie MOVED to adjourn the order of the agenda and add "Discuss HVAC for Town Buildings" as Item 10.0. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

10.0 Discuss HVAC for Town Buildings

J. Nowosad said he had obtained three quotes for Town Hall HVAC and two for the Fire Safety Complex. He said these units would all be individually controlled or by computer, so they can be remotely operated. He said as a rule there should be about a 40 percent savings over electric heat or window AC units. B. Petrie asked if electrical work was included. G. Coutu said it would not be but the cost of that would not be substantial and the best bet would be to call in their own electrician rather than tacking electrical work onto these quotes.

The quotes for Town Hall included at \$49,435.00 quote from 72 Degrees Air Conditioning and Heating and a \$45,500.00 quote from Cowan Heating & Cooling for the installation of Mitsubishi

Hyper Heat systems. R&W Heating Energy Solutions provided two options for Town Hall one of which was a quote for \$39,000.00 and one estimated at \$40,300.00 plus permit and electrical fees for the installation of Fujitsu Ductless Split Heat Pumps.

J. Nowosad said the furnaces at the public hall side of the Fire Safety Complex are from 1985 and need to be replaced in addition to other work that needs to be performed on the heating and cooling systems. J. Nowosad said he would like to go to propane heating on the public side and install a conventional cooling system. Cowan Heating and Cooling provided quotes for \$41,755.00 and \$24,250.00 for Mitsubishi Hyper Heat systems at the public and private sides of the Fire Safety Complex with additional quotes for options that involve replacing oil furnaces and installing more Mitsubishi Hyper Heat systems. R&W Heating and Energy Solutions provided three quotes ranging from \$9,985.00 to \$21,000.00 for a variety of options that involve the installation of Fujitsu Ductless Split Heat Pumps.

G. Coutu said he would like more time to think about the options. B. Petrie said they could discuss them again and act at a special meeting.

J. Bendoraitis MOVED to adjourn the order of agenda and to take up "Discuss and Act Upon: Town Scholarship Funds" as Item 11.0. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

11.0 Discuss and Act Upon: Town Scholarship Funds

B. Petrie called financial consultant Veronica Calvert regarding the Town scholarship funds for the schools. J. Bendoraitis asked if on the \$500.00 scholarships the Town is dipping into the principal. V. Calvert said yes and confirmed that these five scholarships will eventually run out. She noted that dipping into the principal to raise the scholarship to \$500.00 is consistent with the Board of Selectmen policy established in July 2016.

J. Bendoraitis MOVED to approve the 2019 scholarships as listed:

George Lyman Scholarship	\$ 1,627.65
Cummings Scholarship	\$ 7,510.24
E. Reichard Nursing Scholarship	\$ 500.00
Elizabeth Grant Scholarship	\$ 500.00
Flora Williams Scholarship	\$ 500.00
Helen Rogers Scholarship	\$ 500.00
Royal Woodward Scholarship	\$ 500.00
Total 2019 Scholarships	\$ 11,637.89

B. Petrie SECONDED.

MOTION CARRIED 3:0:0

J. Bendoraitis MOVED to authorize the sale of \$1,647.44 of the Franklin U.S. Government Securities fund with proceeds to be used to fund the balance on scholarships. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

12.0 New Business

Discuss and Act Upon:

12.1 Upcoming BAN

The Board of Selectmen discussed whether there is a need to include funding for the Library Building Project in this upcoming BAN since funds are expected to come from the Hugh Trumbull Adams Trust with V. Calvert. B. Petrie suggested borrowing a \$1 million which would give them \$2 million for the Library project over the next 18 months. G. Coutu said it was unlikely that the Library Building Committee would spend that much in the next 18 months. J. Bendoraitis suggested borrowing \$500,000.00. V. Calvert said they would still need \$1.4 million for the Road and Bridge project, for a total of \$1.9 million for BAN #5.

V. Calvert asked whether the Selectmen needs approval from the Board of Finance. B. Petrie said the Selectmen do not need permission but has contacted members of the Board of Finance about it although she had not yet heard back. V. Calvert said she would move forward with the BAN. G. Coutu asked for it to be noted in the record that he is opposed to borrowing for the library project.

NO ACTION TAKEN

12.2 Approve 2015 Grand List suspense list

J. Hoffmann distributed the 2015 suspense list which reflects outstanding taxes from the 2015 grand list that are no longer viewed as collectible. She said this gives an accurate picture to the Board of Finance.

B. Petrie MOVED to approve the 2015 suspense list. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

12.3 Request for extension of Senior Center cleaning services contract with System4

B. Petrie said the Senior Center Director had told the First Selectman's Office that she is satisfied with the work performed by the cleaning company and would prefer to leave the existing contract in place.

J. Bendoraitis MOVED to extend System4's contract for cleaning and janitorial services at the Senior Center for the 2019-2020 fiscal year. B. Petrie SECONDED.

MOTION CARRIED 3:0:0

12.4 Setting a date for a public hearing on a proposed town charter pending receipt of the document from the Charter Commission by June 7, 2019

B. Petrie said the Charter Commission is expected to turn in a draft of its proposed Town Charter by June 7 after which the Board of Selectmen is required to hold a public hearing before making recommendations for revisions.

J. Bendoraitis MOVED for the Board of Selectmen to hold a public hearing on a proposed Town Charter on June 17, 2019 at 7:30 PM at the Fire Safety Complex.

MOTION CARRIED 3:0:0

12.5 Fire Marshal report for Town buildings

B. Petrie said she had received a Fire Marshal report regarding the DPW garage that had been distributed to the employee Safety Committee. She said they are working to address some issues identified. However, she said the report was completed by a Deputy Fire Marshal and there are some items that are not reasonable, such as the installation of a sprinkler system in the building. She said the Fire Marshal agrees that this is not a reasonable solution. She added that she expects to see reports on other buildings this year.

NO ACTION TAKEN

12.6 Pet waste containers for the walking path

B. Petrie presented a request from J. Tuttle to install new pet waste containers along the walking path on the Green. J. Bendoraitis asked whether this was an appropriate time to do so while the Town is still pursuing legal action to resolve ownership issues over the remainder of the Green. G. Coutu said he thinks they should wait until the ownership issue is clarified.

NO ACTION TAKEN

12.7 Report of overnight break-in at Tyler Recreation Field

B. Petrie said there was a report of a break-in at Tyler Field. She said the Recreation Complex in Colchester was hit the same night and it is likely the same individuals are responsible.

NO ACTION TAKEN

B. Petrie MOVED to adjourn the order of agenda and add "Housing Rehabilitation Community Outreach Report" as Item 12.8. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

12.8 Housing Rehabilitation Community Outreach Report

B. Petrie said the program recently underwent its annual audit. At this audit, the program was found to be in compliance but it had only spent \$117,000.00 of over \$400,000.00 available. This was despite many outreach efforts to the community. She said there were 84 inquiries, but most did not end up participating in the program. The Town will have to return the balance of the funds.

NO ACTION TAKEN

7.0 Old Business

Discuss and act upon:

7.1 Finance office update

B. Petrie said Bob Sirpenski is working 10 hours per week. Laurie Epler who is functioning as a bookkeeper is coming once a week on Fridays. B. Petrie said she believes in the future the Town can share a Finance Director with the Board of Education but will still need another individual working within the Town Hall finance office which she described as an "accountant"

NO ACTION TAKEN

7.2 Status of DPW Building Committee

B. Petrie said the DPW Building Committee still has outstanding invoices they need to approve. G. Coutu stated that he believes once the invoices are paid that the committee should be disbanded.

NO ACTION TAKEN

7.4 Update on lawn mowing contractors

B. Petrie informed the Board that there had been issues with the cemetery mowings and the contractor who had been awarded the bid did not have the resources to maintain both the

cemeteries and town properties. The vendor voluntarily terminated the cemetery contract but was continuing to perform work under his second contract covering other town properties.

B. Petrie said Custom Cut Landscaping, which was the second lowest bid on the cemetery mowing contract, had been contacted and was performing work at the cemeteries following the termination of the original contract.

NO ACTION TAKEN

7.5 Award for cemetery mowing contract to Custom Cut Landscaping LLC

B. Petrie asked for the Board to formally authorize the award of the mowing contract to Custom Cut Landscaping LLC.

G. Coutu MOVED to award the cemetery mowing contract to Custom Cut Landscaping LLC for \$18,500.00 from May 2019-February 2020 and \$19,000.00 from April 2020 to January 2021.

MOTION CARRIED 3:0:0

7.6 Update on CivicPlus Website development

B. Dennler reported that he was still working with a CivicPlus representative to finalize the design of the future homepage. He said they had been through several mockups and distributed the latest version from CivicPlus to the Selectmen. The Selectmen said they thought the new site looks good. B. Dennler said he felt they were moving more slowly through this part of the process than he had expected but that there were a few small elements of the homepage design that he wants the team to adjust before giving the okay to move to the next phase. J. Bendoraitis said this is the time to act like a customer and make sure we get what we want out of the service.

B. Dennler said once the homepage is finished they can move onto the phase of migrating content over. This is supposed to be the longest part of the process. He said launch could come around August which will allow the change to avoid tax season. He noted that as we get closer to that point, the Town will need to notify its existing web provider of the plans to move.

NO ACTION TAKEN

7.7 Computer hardware and software upgrades

B. Dennler said he met with representatives from Novus about updating Town Hall computers to Windows 10 and replacing older devices in the building. He said in January 2020, Microsoft will stop supporting Windows 7 which will lead to security vulnerabilities if the software is not upgraded to a supported operating system. The Board of Selectmen had previously voted to authorize funding for Novus to make these updates. B. Dennler said they had come up with a roadmap to update Town Hall and other computers, starting tomorrow, and to finish in early January. The plan will leave Town Clerk computers running Windows 7 through this month to avoid causing problems during dog licensing. The Tax Office will not receive updates until after

mid-August to avoid tax season. The Registrars will have their computers updated in August or before mid-September to avoid the municipal elections in November.

B. Dennler also said they had identified several computers in Town Hall which should be replaced over the next several months, starting in the Finance and Town Planner's offices. He recommended the Town purchase refurbished devices from Novus' preferred provider. He said these would be comparable to purchasing new machines.

NO ACTION TAKEN

9.0 **Adjournment**

B. Petrie MOVED to adjourn at 5:58 PM. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

Respectfully submitted,
Bernard W. Dennler III
Administrative Assistant

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