

**Board of Selectmen
Regular Meeting
September 14, 2021 — 5:00 PM
Town Hall
MINUTES**

MEMBERS PRESENT: First Selectman Kevin Cwikla, Selectmen Kathleen Smith, Glen Coutu, and Robin Chesmer

OTHERS PRESENT: Dean Hunniford (Director of Public Works/Facilities); Phil Chester (Town Planner); Brandon Handfield by phone (Engineering Consultant); Bernard Dennler (Office Manager)

1.0 Call to Order

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

2.0 Public Forum

There were no public comments.

3.0 Correspondence

3.1 Monthly Letter from Troop K

The Selectmen reviewed the letter.

4.0 Financials

4.1 Monthly budget reports

The Selectmen reviewed the reports.

5.0 Fire Department Report

The Selectmen read a report from Jay Schall who could not attend. The report stated there had been 81 service calls in the month of August. Lebanon Fair was mostly quiet. The LVFD faired well during the storms and he thanked the DPW and Selectman's Office good coordination with the Selectman's Office. He also requested a chance to meet with the Long Term Planning Committee.

6.0 Consent Agenda

K. Cwikla MOVED to approve the following:

6.1 Approval of Tax Refunds

ALBERT CINDY	\$119.73
BERGERON RONALD J	\$19.45
CASSERINO DANIEL J	\$222.07
FINLEY MADISON E	\$65.57
FORMIGLIO ANTHONY	\$10.02
GRECKI JOAN S	\$87.10
HALE DAVID A	\$174.77
INGVES MARTHA L	\$5.91
LEWANDOWSKI DANIEL A	\$10.00
LIBONATI MICHAEL J	\$23.48

LINEBERRY FRANCIS L 3 RD & CAROLYN S	\$30.00
LYNN RANDY S	\$11.76
MURPHY DONNA M	\$6.44
NELSON FREDERICK M	\$9.39
PRENTISS CHARLES R	\$10.57
RECORDS DAVID P & CAROL A	\$78.56
RIVAL FRANK P JR	\$12.83
SENCABAUGH STANLEY W	\$8.21
SMITH BRUCE E & LINDA A	\$14.35
STRYCHARZ BRITTANY R	\$194.82
WATSON ALICIA L	\$72.82

6.2 *Authorize First Selectman to sign NECCOG Contract*

6.3 *Accept resignation of Valerie Belles as senior accountant/analyst, effective September 29, 2021*
G. Coutu SECONDED.

MOTION CARRIED 4:0

7.0 New Business

Discuss and act upon:

7.1 Randall Road Culvert Quotes

B. Handfield discussed two quotes he received for materials for Randall Road. He said that the turnaround time for the order would be about 14 weeks. G. Coutu noted that one of the quotes included tax and the Town as a municipality is tax exempt. B. Handfield stated both are reputable companies but United is closer. Based on timeline, they likely would be delivered in early winter. K. Smith asked if they could hold them until spring since the work cannot be performed in the winter.

K. Cwikla MOVED to authorize up to \$70,000 to United Concrete for purchase of Randall Road culvert materials. G. Coutu SECONDED.

G. Coutu asked what would happen if United Concrete cannot hold the culverts until spring. B. Handfield said they would hold off on ordering them. The Selectmen also discussed the budget for the project overall which was about \$360,000. B. Handfield and D. Hunniford said most of the work could be done in-house, but some excavation work and concrete work may need to be contracted out still. R. Chesmer said the final design needs to suit the scenic road. B. Handfield said it is wood.

MOTION CARRIED 4:0

K. Cwikla MOVED to waive the competitive bidding ordinance for the Randall Road culvert purchase, citing lack of available vendors. R. Chesmer SECONDED.

MOTION CARRIED 4:0

7.2 Salt Shed Repair Contract Award

D. Hunniford said repair work is underway for the salt shed to meet the DEEP requirements.

K. Smith MOVED to waive the competitive bidding ordinance for the purchase of the salt shed due to the need for emergency repairs. G. Coutu SECONDED.

MOTION CARRIED 4:0

R. Chesmer MOVED to authorize the First Selectman to sign the contract with Clear Span Structures contract for \$17,950 with funds to come from Capital Account 220-00-430-2815-0030-0000. G. Coutu SECONDED.

MOTION CARRIED 4:0

G. Coutu MOVED to authorize purchase of miscellaneous materials such as retaining blocks for the salt shed up to \$3,5000 with funds to come from Capital Account 220-00-430-2815-0030-0000. K. Smith SECONDED.

MOTION CARRIED 4:0

7.3 Town Building Cleaning Services Contract Award

The Selectmen reviewed the bids received, particularly the three lowest bids. They expressed concern about the distance of the lowest bidder's listed location from Lebanon and the lack of references that were geographically close to town. B. Dennler said the references they did have were positive. The Selectmen asked about the references for Green Life Janitorial which B. Dennler reported were also positive. G. Coutu said he would be more comfortable awarding to a vendor that is located closer to town.

G. Coutu MOVED to award the contract for the cleaning of Town Buildings to Green Life Janitorial Services. K. Smith SECONDED.

MOTION CARRIED 4:0

7.4 Senior Center Cleaning Services Contract Award

G. Coutu MOVED to award the contract for Senior Center cleaning services to Green Life Janitorial Services. K. Smith SECONDED.

MOTION CARRIED 4:0

7.5 Approve up to \$500 from TIP for Purchase of Printer/Copier in Fire Marshal/Sexton Office

B. Dennler reported that the fire marshal/sexton's office needed a new printer/copier.

G. Coutu MOVED to authorize up to \$500 from TIP for the purchase of a new printer/copier for use by the fire marshal and sexton. K. Smith SECONDED.

MOTION CARRIED 4:0

G. Coutu MOVED to add the following under items under New Business: "Security Cameras at Town Hall", "2021 Salt Contract", "Hire of Assistant Sexton", "Authorize First Selectman to Sign Jacunski Humes Contract Amendment", "Resignation of Dennis Goderre from Conservation and Agriculture Commission" and "Authorize First Selectman to Sign EMPG Grant". K. Smith SECONDED.

G. Coutu MOVED to adjourn the order of agenda to take up Item 8.1 at this time. K. Smith SECONDED.

MOTION CARRIED 4:0

7.6 Security Cameras at Town Hall

B. Dennler presented a quote for security cameras at Town Hall based on a walkthrough done. The vendor is the same that recently installed cameras at Public Works. G. Coutu asked if it needed to be bid. B. Dennler said it was under the threshold for the competitive bidding ordinance.

R. Chesmer moved to approve up to \$4,000 from TIP for security cameras to be purchased from Professional Protection LLC. G. Coutu SECONDED.

MOTION CARRIED 4:0

7.7 2021 Salt Contract

D. Hunniford presented a quote for treated salt from Eastern Salt Company Inc. He discussed issues getting a quote from DRVN which used to supply salt to the town but has been struggling due to issues with the State Pier. He added that the price of salt has increased but he expects to use less sand as they move to a different mixture which will help save some costs. G. Coutu said the costs of everything are rising the quote was comparable to past quotes given the changes in the market and the change in treatment plan.

G. Coutu MOVED to waive the competitive bidding ordinance citing lack of available vendors and to award the 2021-2022 salt contract to Eastern Salt Company Inc for a cost of \$89.00 per ton. K. Smith SECONDED.

MOTION CARRIED 4:0

7.8 Hire of Assistant Sexton

K. Cwikla said he had met with Royston Lawer who had taken over as Sexton. He had requested that the town move forward with previously discussed plans to have an Assistant Sexton and to make Marcia Schuett, the prior Sexton who had also been serving temporary assistant for the last month.

K. Cwikla MOVED to hire Marcia Schuett as Assistant Sexton for an annual stipend of \$2,000, effective September 15, 2021. K. Smith SECONDED.

MOTION CARRIED 4:0

7.9 Authorize First Selectman to Sign Jacunski Humes Contract Amendment

K. Cwikla said he had received a proposed contract amendment related to site work at the library expansion and renovation. G. Coutu said he needed more information from the Library Building Committee before he felt comfortable voting on the amendment.

NO ACTION TAKEN

7.10 Resignation of Dennis Goderre from Conservation and Agriculture Commission

G. Coutu MOVED to accept the resignation of Conservation and Agriculture Commission. K. Smith SECONDED.

MOTION CARRIED 4:0

7.11 Authorize First Selectman to sign EMPG Grant

K. Cwikla said he had received the contract for the EMPG grant which funds the emergency management department.

K. Smith MOVED to authorize the First Selectman to sign the EMPG grant contract. R. Chesmer SECONDED.

MOTION CARRIED 4:0

8.0 Old Business

8.1 Update on Additional Affordable Senior Housing at Senior Center Site

P. Chester said he and the First Selectman have been working on a proposal to add additional units of additional senior housing at the Senior Center site. It could be a at least 16 one-bedroom units. Axis recently expressed interest in partnering with a developer on construction and building management for the site. The Town needs to do some feasibility work to delineate wetlands and check soil for septic suitability. The Selectmen discussed adding garages or carports to the proposed schematic. K. Smith suggested including solar panels. R. Chesmer said it needs to be sensitive to its environment with aesthetics. P. Chester asked if ARPA funds could be used to do the feasibility. B. Dennler said he and senior accountant V. Belles had looked at funding options at K. Cwikla's request. There are provisions regarding development of affordable housing in ARPA (Interim Final Rule page 39) that suggest this is an eligible expense.

K. Smith MOVED to use up to \$7,500 conduct feasibility studies for the development affordable senior housing at the Senior Center site on West Town Street using funding received from the American Rescue Plan. K. Cwikla SECONDED.

G. Coutu said he agreed with the concept but didn't know enough about using ARPA funds to vote.

MOTION CARRIED 3:0 with G. Coutu abstaining

8.2 Naming of Senior Center Driveway

K. Cwikla provided an update on the plan to name the Senior Center driveway Imogene Lane to renumber the 37R and 39R West Town Street lots which had caused confusion for emergency services. P. Chester said that according to the Assessor the front lots 37 and 39 would need to be renumbered as their driveways are on what would become Imogene Lane. The Selectmen said they wanted to avoid causing further issues for the homeowners at 37 and 39 West Town Street. They suggested reaching out to emergency services to clarify if those addresses can remain 37 and 39 West Town if their driveways are off Imogene Lane.

NO ACTION TAKEN

9.0 Approval of Minutes

9.1 Minutes of August 3, 2021 Regular Meeting – G. Coutu not present

B. Dennler said he was not familiar with the history of Imogene Manning and misheard B. Petrie's description at the meeting. He recommended the Selectmen amend the minutes to accurately reflect her biographical information.

K. Cwikla MOVED to amend the minutes under Item 8.4 to state that “B. Petrie discussed the history of the property and suggested naming the driveway after Doctor Imogene Manning who Dr. Manning Drive is also named after and to approve the minutes as amended. R. Chesmer SECONDED.

MOTION CARRIED 3:0 with G. Coutu abstaining

9.2 Minutes of August 20, 2021 Special Meeting — K. Smith and G. Coutu not present

K. Cwikla MOVED to approve the minutes of the August 20, 2021 Special Meeting. R. Chesmer SECONDED.

MOTION CARRIED 2:0 with K. Smith and G. Coutu abstaining

9.3 Minutes of August 23, 2021 Special Meeting — B. Petrie not present

G. Coutu MOVED to approve the minutes of the August 23, 2021 Special Meeting. K. Smith SECONDED

MOTION CARRIED 4:0

9.4 Minutes of September 7, 2021 Special Meeting — B. Petrie and G. Coutu not present

K. Cwikla MOVED to approve the minutes of the September 7, 2021 Special Meeting R. Chesmer SECONDED.

MOTION CARRIED 3:0 with G. Coutu abstaining

10.0 Executive Session: Strategy Negotiations regarding Lebanon Green Litigation

No executive session was held.

11.0 Adjourn

The meeting adjourned at 6:50 PM.

Respectfully submitted,
Bernard W. Dennler III
Office Manager to the First Selectman

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