

**Board of Selectmen
Regular Meeting
November 9, 2021 — 5:00 PM
Town Hall
MINUTES**

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

Others Present: Mark DeCaprio (Selectman-elect); Christopher Gebbie (resident); Jay Schall (LVFD); Hayley Wagner (Finance Director); Kelly Lawer and Dan King (Lebanon Green Tree Replanting Committee); Dean Hunniford (Director of Public Works/Facilities); Cathe McCall (Library Board of Trustees); Matt Earls (Library Director); Phil Chester (Town Planner); 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

Christopher Gebbie introduced himself and spoke about his campaign for President of the United States. He stated he is running an online campaign and is attending the Board of Selectmen meeting to get more familiar with his local government.

3.0 Correspondence

3.1 Monthly letter from Troop K

The Selectmen reviewed the letter.

4.0 Financials

4.1 Monthly budget reports

K. Cwikla introduced Hayley Wagner as the new Finance Director. They reviewed the monthly financial reports. B. Petrie said the Selectmen need to monitor the legal counsel line. K. Cwikla said expenditures there have been driven by the just completed labor negotiations and to the ongoing issues with the Green and library project. B. Petrie said there may be some legal costs that belong to the Library Building Committee rather than the Board of Selectmen. K. Cwikla said he would review them with the Finance Director to make sure they have been booked appropriately.

5.0 Fire Department Report

J. Schall discussed fire and EMS calls over the last month. He said the LVFD is preparing for the Annual Tree Lighting.

6.0 Consent Agenda

G. Coutu MOVED to approve the Consent Agenda as presented:

6.1 Approval of Tax Refunds

| | |
|--------------------------------------|-------------------|
| <i>Bourgeois Kim M</i> | <i>\$73.55</i> |
| <i>CoreLogic Centralized Refunds</i> | <i>\$1,493.56</i> |
| <i>Joyner Deborah J</i> | <i>\$5.45</i> |

| | |
|--------------------|---------|
| Macgregor George A | \$13.11 |
|--------------------|---------|

6.2 Approval of Minutes

- a. October 5, 2021 Regular Meeting
- b. October 12, 2021 Special Meeting – 4:30 PM
- c. October 29, 2021 Special Meeting

6.3 Appointment of Mia Colasuonno to Conservation and Agriculture Commission as an alternate with a term to expire 04/01/2023

6.4 Resignation of Zachary Jacobs as a Highway Maintainer, effective October 29, 2021

K. Smith SECONDED.

MOTION CARRIED 5:0

7.0 New Business

Discuss and act upon:

7.1 Tree Committee recommendation on location and species of Town tree

Dan King stated the Tree Committee recognizes that the Selectmen have determined a tree location to replace the current Tree Lighting tree which will be removed after the holidays due to the Library construction. The committee recommends planting a Norwegian Spruce which is the same species as the current tree used in the Tree Lighting ceremony. He also recommended a soil test be conducted to confirm the suitability of the site. A twelve-to-fifteen-foot tree could be obtained from Prides' Corner. They may be able to get a larger tree if fundraising allows.

B. Petrie MOVED to accept the recommendation from the Tree Committee to replace the Tree Lighting tree with a Norwegian Spruce at the location designated by the Selectmen. K. Smith SECONDED.

MOTION CARRIED 5:0

K. Lawer discussed establishing a fund to collect donations for the tree. B. Petrie said the Selectmen could establish a fund and permit the Tree Committee to do fundraising. G. Coutu suggested this be taken up as a separate agenda item.

B. Petrie MOVED to add 7.1A to the Agenda "Establishing a fund for purchase of a Town Tree". K. Cwikla SECONDED.

MOTION CARRIED 5:0

a. Establishing a fund for purchase of a Town Tree

K. Cwikla asked whether creation of a fund needed to go to Board of Finance or Town Meeting. B. Petrie said it was within the purview of the Board of Selectmen to create the fund. She said she supports the concept.

B. Petrie MOVED to establish a fund to accept donations for the purpose of funding the purchase of a tree, related decorations such as lighting, and planting. K. Smith SECONDED.

MOTION CARRIED 5:0

7.2 Award for Old Firehouse roof replacement contract

K. Cwikla stated there would need be a waiver of the competitive bidding ordinance as there were only two vendors who bid on the project. The Selectmen discussed the two quotes. G. Coutu said he thought Lecla Home Improvements and Roofing was a more comprehensive package and described meeting required codes but was the higher bid. D. Hunniford noted JPW Building LLC Guaranteed Roofing also will meet all codes per their bid package.

K. Smith MOVED to waive the competitive bidding ordinance for replacement of the Old Firehouse roof citing the lack of interested vendors. G. Coutu SECONDED.

MOTION CARRIED 5:0

R. Chesmer asked about bidding process. He said he was surprised there were only two bidders. B. Dennler described use of the CTSOURCE Bid Board which notifies vendors by category. D. Hunniford said he also reached out to vendors including the vendor that recently replaced the Town Hall.

B. Petrie MOVED to award the contract for roof replacement at the Old Firehouse to JPW Building LLC with funds up to \$20,000 to come from TIP, pending approval by Board of Finance. K. Smith SECONDED.
MOTION CARRIED 4:1 – G. Coutu opposed

7.3 Ratify CSEA/SEIU Public Works Union Contract

G. Coutu MOVED to ratify the CSEA/SEIU Public Works Union Contract 2021-2024 and authorize the First Selectman to sign the CBA. K. Smith SECONDED.

K. Smith asked if the contract was retroactive to July 1, 2021. K. Cwikla said pay is not retroactive as established during negotiations.

MOTION CARRIED 5:0

7.4 Amendment to CSEA/SEIU Lebanon Town Hall Employees Union Contract regarding Library Assistant Salary Schedule

The Selectmen reviewed a proposed amendment to the Town Hall CBA which would raise the pay for the library assistant based on the recommendation of the Library Board of Trustees. The new base rate for the library assistant would become \$18.00 per hour and would top out at \$20.60 for an eight-year employee. C. McCall said their budget can support the increase.

B. Petrie MOVED to bring the subject before the floor for discussion. G. Coutu SECONDED.

MOTION CARRIED 5:0

B. Petrie expressed concern about mid-contract modifications. She said they do need to look at the impact of minimum wage on positions, but the best time to do that is during full contract negotiations. She asked if the current contract was negotiated this year. K. Cwikla said the current CBA was negotiated in spring 2020.

B. Petrie MOVED to accept the amendment to the CSEA/SEIU Lebanon Town Hall Employees Union Contract as presented. K. Smith SECONDED.

MOTION CARRIED 5:0

7.5 Authorizing use of ARPA funding for Farmers' Market

P. Chester said a previously used grant was not available this year and the Board of Finance had declined to fund the Farmers' Market citing the ability to fund via ARPA. He said he was seeking \$5,000 per year up to \$10,000 for the two year period.

K. Smith MOVED to authorize up to \$10,000 over two years from ARPA funds for use by the Farmers' Market. K. Cwikla SECONDED

B. Petrie suggested creating a spreadsheet to track ARPA-approved projects. R. Chesmer asked if it is an appropriate use of ARPA funds. B. Petrie said it is acceptable. P. Chester discussed how the Farmers' Market benefits low-income individuals including seniors and addresses local food insecurity. B. Petrie said the market is also a tourist attraction that brings people to Lebanon and supports local farms which have been affected.

MOTION CARRIED 5:0

7.6 TIP Funding for LVFD AED maintenance

B. Petrie said the invoice is for maintenance of the defibrillator at Town Hall. She said the maintenance is not a TIP-eligible expense. B. Dennler said it could come from the Buildings and Grounds account.

NO ACTION TAKEN

7.7 Elected and Appointed Public Officials Email Policy

B. Dennler presented a policy summarizes FOIA issues related to email for elected and appointed officials that would be given to all board and commission members upon receiving Town email addresses.

G. Coutu MOVED to adopt the Elected and Appointed Public Officials Email Policy. R. Chesmer SECONDED.

B. Petrie suggested that B. Dennler and the Town Clerk coordinate on doing a training for commission chairs.

MOTION CARRIED 5:0

7.8 Set date and time for Public Hearing regarding use of ARPA funds

K. Smith MOVED that a public hearing be held at the Lyman Memorial High School Auditorium on Monday, December 13, 2021 at 7:00 PM to solicit public opinion on use of ARPA Funds. B. Petrie SECONDED

B. Petrie suggested the ARPA subcommittee meet to create a presentation and other communication materials ahead of the hearing.

MOTION CARRIED 5:0

K. Smith MOVED to add to the agenda as 7.9 Addition to Tree Lighting. R. Chesmer SECONDED.

MOTION CARRIED 5:0

7.9 Addition to Tree Lighting

K. Smith stated she wanted to decorate the area around the construction fence at the library since the Tree is behind the fence. She suggested soliciting a temporary donation of 20 trees from Prides Corner that could be decorated by students. B. Petrie expressed concerns with the complexity of getting the trees and securing them. She recommended decorating the fence itself with wreathes, bows, and other decorations. They agreed to work with B. Dennler to finalize a plan for the Tree Lighting.

NO ACTION TAKEN

8.0 Old Business

Discuss and act upon:

8.1 Renaming of Senior Center driveway

B. Dennler stated that because the Senior Center driveway does not meet the Zoning Regulations to be formally designated as a road, the Selectmen's previous motion to declare it a road and send to Town Meeting for approval is invalid. The Selectmen could still name it and treat it as a road. J. Schall confirmed the two front houses, 37 and 39 West Town Street, could remain named as such. The senior housing and Senior Center would receive new addresses.

B. Petrie MOVED to name the Senior Center driveway as Imogene Lane effective January 1, 2022. K. Smith SECONDED.

MOTION CARRIED 5:0

8.2 Update on Library Building Project

M. Earls said the project is about 35 percent complete. Rain has slowed construction but interior work is ahead of schedule. The project is still on track for its scheduled substantial completion date.

NO ACTION TAKEN

9.0 Approval of Minutes

9.1 Approval of Minutes

- a. October 12, 2021 – 5:00 PM Special Meeting

G. Coutu MOVED to approve the minutes of October 12, 2021 5:00 PM as amended to reflect that G. Coutu was present and that the motion carried with five votes in favor. K. Smith SECONDED.

MOTION CARRIED 5:0

10.0 Executive Session

10.1 Executive Session: Strategy and Negotiations regarding Lebanon Green Litigation

There was no Executive Session.

11.0 Adjourn

K. Cwikla noted it is G. Coutu's final meeting as a member of the Board of Selectmen. The Selectmen thanked him for his service to the Town.

Meeting adjourned at 6:02 PM.

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