

**Board of Selectmen  
Regular Meeting  
January 11, 2022 — 5:00 PM  
Zoom and Town Hall  
MINUTES**

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

**Others Present:** Jay Schall (LVFD), Hayley Wagner (Finance Director), Phil Chester (Town Planner); Bernard Dennler (Office Manager to the First Selectman); Bob Nejako (Knights of Columbus); Rob Cady (Public Works Building Committee); Dennis Cronin (resident); Selette Jemision (Edward Jones); Catherine Marrion (Waller, Smith, and Palmer)

**1.0 Call to Order**

K. Cwikla called the meeting to order at 5:02 PM.

**2.0 Public Forum**

Bob Nejako followed up on this comments from the previous Board of Selectmen meeting and stated the Town could put up 25 or 50 flags. The Knights of Columbus are happy to donate 50 flags including poles and other hardware for hanging.

Rob Cady, Chair of the Public Works Building Committee, spoke. He said he has been chair of the PWBC since 2014. The committee is seeking direction from the Board of Selectmen. He understands that COVID and the library project left it on the backburner for some time but the committee is asking for the Selectmen to help them begin moving forward again now that the library project is well underway. K. Cwikla said he will meet with the Board of Selectmen to discuss direction for the building project.

Dennis Cronin, 320 Babcock Hill Road, said the Public Works facility is long overdue. He said TIP money that would have been used for projects that are now funded by ARPA should be moved to help fund the project. He also said he supports the use of ARPA funding for the feasibility study regarding affordable senior housing but the ARPA subcommittee should also support affordable housing for people of all ages. He also said he supports using ARPA funds for treatment of invasive weeds at Lake Williams although he does not own property on Lake Williams.

**3.0 Correspondence**

**3.1 Monthly Letter from Troop K**

The Selectmen reviewed the report.

**4.0 Financials**

**4.1 Monthly budget reports**

H. Wagner spoke and said the town finances are on track for what they would expect at the halfway mark of the fiscal year.

**5.0 Fire Department Report**

J. Schall said the department is in “shut down” again due to COVID meaning the department is only open for business during and after calls. There are no tours or outside civic groups coming in. 2021 finished with 771 calls which is the most ever.

## **6.0 Consent Agenda**

*K. Smith MOVED to approve the Consent Agenda as presented:*

### **6.1 Approval of Tax Refunds**

<i>Vault Trust/Ally Financial</i>	<i>\$249.78</i>
<i>Fair Titling Trust</i>	<i>\$170.26</i>
<i>Bourgoin Helen</i>	<i>\$101.81</i>
<i>JP Morgan Chase</i>	<i>\$277.84</i>
<i>Nissan Infinity LT LLC</i>	<i>\$220.50</i>
<i>Schweitzer Albert R &amp; Nancy A</i>	<i>\$152.65</i>

**6.2** *Re-appointment of Marion Russo, Sue Leone, Tom Corso, David Nichols, Kathleen Franchi, Dana Dunnack, Betsy Petrie-McComber as members of Summer Dancefest Committee with terms to expire 01/08/2024*

**6.3** *Re-appointment of Darlene Hathaway and Donna Lenox as members of the Commission on Aging with terms to expire 02/01/2025*

**6.4** *Re-appointment of Charlotte Ross as an alternate member of the Economic Development Commission with a term to expire 02/01/2027*

**6.5** *Re-appointment of Susan Smith, Rachel Archer, Tammy Raymond, and Jessica London Castillo as members of the Recreation Commission with terms to expire 02/01/2025*

**6.6** *Re-appointment of Cemetery Commission members Daniel Moore and Allyn Miller with terms to expire 02/01/2025*

**6.7** *Approval of Minutes*

a. *Minutes of December 7, 2021 Regular Meeting*

b. *Minutes of the December 15, 2021 Special Meeting (Long-Term Planning with Board of Finance)*

c. *Minutes of the December 21, 2021 6:45 PM Special Meeting*

*M. DeCaprio SECONDED.*

MOTION CARRIED 5:0

## **7.0 New Business**

**Discuss and act upon:**

### **7.1 Edward Jones Introduction**

Selette Jemison introduced herself as the Town’s representative for Edward Jones given that a new board took office in November 2021. Each of the board members introduced themselves to Selette. B. Petrie discussed the history of the Town’s arrangement with Edward Jones which manages the endowment received from Hugh Trumbull Adams and scholarship funds.

NO ACTION TAKEN

**7.2 Authorize funds from the Open Space Account to conduct farmland preservation surveys for the Andrews (Cook Hill Road) property**

P. Chester said the Andrews property is slated for preservation under the state Farmland Preservation Program pending completion of surveys of the three parcels identified as Lebanon Assessors Map 210 Lots 12, 13, and 14. The cost for the A2 survey of the parcels would be \$20,479.70 based on the bids the Town Planner received.

*B. Petrie MOVED to authorize \$20,479.70 from the Open Space Account for the purpose of conducting farmland preservation surveys for the Andrew (Cook Hill Road) property. R. Chesmer SECONDED.*

R. Chesmer said it is an excellent property that borders airline trail which creates a great view for residents to preserve.

MOTION CARRIED 5:0

**7.3 Authorize funds from the Open Space Account to conduct farmland preservation surveys for the Himmelstein (North Street) property**

P. Chester said the cost for this survey would be much lower. If preserved, the entire west side of North Street will be preserved for agriculture. It includes an agricultural building envelope that would allow an agricultural building, but not a home, to be constructed on a portion of the site in the future if approved by Department of Agriculture.

*K. Smith MOVED to authorize \$7,880.00 from the Open Space Account for the purpose of conducting farmland preservation surveys for the Himmelstein (North Street) property. R. Chesmer SECONDED.*

R. Chesmer said it is an important road to preserve land on as it is one of two designated scenic roads in Town.

MOTION CARRIED 5:0

**7.4 Authorize funds from the Open Space Account to conduct farmland preservation surveys for the Stearns (Village Hill Road) property**

P. Chester said there is very little development on Village Hill Road but also very little has been preserved so far. It is a beautiful piece of land that abuts Pomeroy State Park. Another abutting parcel is expected to be preserved by the state as well soon.

*R. Chesmer MOVED to authorize \$14,880.00 from the Open Space Account for the purpose of conducting farmland preservation surveys for the Stearns (Village Hill Road) property. K. Smith SECONDED*

R. Chesmer said he appreciates that the land owner is a young farmer who is working to preserve and farm the land.

MOTION CARRIED 5:0

**7.5 Authorize TIP Funding for Purchase of Replacement Police Vehicle**

K. Cwikla said this item was no longer up for consideration but the police have another need to discuss.

*K. Smith MOVED to add to the agenda as Item 7.6 "Authorize TIP Funding for Purchase of Police Firearms." K. Cwikla SECONDED.*

MOTION CARRIED 5:0

**7.6 Authorize TIP Funding for Purchase of Police Firearms**

Trooper Eckman discussed the need to purchase new firearms. The current firearms need to be sent for maintenance at their eight year mark which is coming up or they can be sold back and used to offset the cost of new firearms. The cost of rebuilding them is comparable to the final cost of trading them in. Purchasing new would allow the department to change the kind of ammo used. There are ammo shortages affecting the department which may be resolved by switching the type of firearm.

*K. Smith MOVED to authorize up to \$3,388.88 from TIP for the purchase of replacement police firearms and associated equipment with additional costs to be offset by revenue from trade-in of used equipment. R. Chesmer SECONDED.*

MOTION CARRIED 5:0

**7.7 Registrar of Voters Deputy Wages**

B. Nowosad said registrars have deputy registrars who can assume the position in an emergency and work elections. She said poll worker pay has always been set by the registrars not by the Board of Selectmen. She said Finance flagged the election pay for the deputy registrars because the Selectmen-approved wage matrix did not include the wage listed in the adopted budget. The wage matrix has the deputy registrar at \$13.94 per hour but the budgeted amount is \$17.00.

B. Petrie said the wage matrix needs to be reviewed in light of increasing minimum wages. She also said it would be helpful for the registrars to help the Selectmen do a review of what a comparable rate and structure for the whole registrar department. R. Chesmer said he has the utmost respect for election workers and they need to be compensated appropriately.

*B. Petrie MOVED to retroactively adjust the wage for the deputy registrars to \$17.00 in the non-union wage matrix retroactive to November 2, 2021. M. DeCaprio SECONDED.*

MOTION CARRIED 5:0

**7.8 Solid Waste Commission Vacancies**

B. Dennler explained that the Solid Waste Commission is unable to make quorum. There either needs to be a push to recruit volunteers or the Selectmen need to take over the commission's duties. M. DeCaprio asked why the commission is struggling to retain members. B. Dennler said it is because of the complex DEEP reporting involved. B. Petrie said the commission takes up a lot of time for the volunteers and it is difficult to recruit for. K. Smith asked that the Selectman's Office do research on how other towns handle management of their Transfer Stations and to report back.

NO ACTION TAKEN

**7.9 2022-2023 Budget Process**

The Selectmen discussed the 2022-2023 budget calendar. The First Selectman will present the department budgets overseen directly by the Board of Selectmen on March 5. They agreed to meet to discuss budgets and review wages. They suggested meeting February 8 and 16.

NO ACTION TAKEN

**8.0 Old Business**

**Discuss and act upon:**

**8.1 Update on Library Building Project Borrowing**

H. Wagner said that they are unable to bond for the library project until the most recent audit is completed, according to the Town's financial advisor. This is because the last audit is considered stale by now and lenders will want to see the current audit which the auditor has not yet completed. She said in the meantime, they will have to over expend the Library Building Project account and then repay the general fund once the bonding comes through. B. Petrie said they will need to make sure the process is allowable under the Town Charter and take any actions necessary beforehand. She said the auditor should explain the situation to Board of Finance.

NO ACTION TAKEN

**9.0 Approval of Minutes**

**9.1 Approval of Minutes**

a. **Minutes of December 13, 2021 Board of Selectmen Special Meeting**

*B. Petrie MOVED to approve the Minutes of the December 13, 2021 Board of Selectmen Special Meeting with a correction to note that funds were being used to consider "affordable" senior housing rather than "mobile" senior housing. K. Smith SECONDED.*

MOTION CARRIED 5:0

*B. Petrie MOVED to add to the agenda Item 9.1b "Minutes of December 21, 2021 (Long Term Planning Meeting). M. DeCaprio SECONDED.*

MOTION CARRIED 5:0

b. **Minutes of December 21, 2021 Board of Selectmen (Long Term Planning Meeting)**

*K. Smith MOVED to approve the Minutes of the December 21, 2021 Board of Selectmen Long Term Planning Meeting. M. DeCaprio SECONDED.*

MOTION CARRIED 5:0

*K. Smith MOVED to add to the agenda Item 10.0 "Discuss and Act Upon: Charter Revision." M. DeCaprio SECONDED.*

MOTION CARRIED 5:0

**10.0 Discuss and Act Upon Charter Revision**

K. Cwikla said the Charter is set for revision at least every five years. He said they are going into year three of the Charter and its time to begin looking at establishing a Charter Revision Committee. B. Petrie said they should begin soliciting members. She said the Charter Commission was well-balanced and politically diverse between Democrats, Republicans, and

unaffiliated voters. K. Cwikla said they will need to contact town counsel for more guidance on the process.

*K. Cwikla MOVED to begin the Charter revision process and to reach out to legal counsel for information on assembling a Charter Revision Commission. R. Chesmer SECONDED.*

MOTION CARRIED 5:0

**11.0 Executive Session**

*B. Petrie MOVED to enter Executive Session and to invite Catherine Marrion of Waller, Smith, and Palmer to participate by Zoom. K. Cwikla SECONDED.*

MOTION CARRIED 5:0

**11.1 Executive Session: Strategy and Negotiations regarding Lebanon Green Litigation**

Executive Session began at 6:34 PM and ended at 7:05 PM.

**12.0 Adjourn**

The meeting adjourned at 7:05 PM.

Respectfully submitted,

Kevin T. Cwikla

First Selectman