

**Board of Selectmen
Regular Meeting
February 1, 2022 — 5:00 PM
Zoom and Town Hall
MINUTES**

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

Others Present: Hayley Wagner (Finance Director); Jay Schall (LVFD) Emma Sousa (Assessor); Kelly Lawer (Tax Collector); Sandra Tremblay (Recreation Director); Bernard Dennler (Office Manager to the First Selectman); Harold Nelson (American Legion); Jim Russo (resident); Jay Tuttle (resident)

1.0 Call to Order

Called to order at 5:00 PM.

2.0 Public Forum

Harold Nelson, Commander of American Legion Post 180, spoke regarding Lebanon's tradition of flag markers and flags placed on the grave of veterans in town. He said every Lebanon veteran gets a marker. The number of veterans passing away each year from the Greatest Generation and Korean War has gone up to request more funds to purchase enough veteran markers. There are some veteran graves that do not have markers this year. There will continue to be increasing need due to aging Vietnam veterans.

Jim Russo, Bogg Lane, stated he believes all Town employees should be compensated a livable wage. He said in Connecticut that a livable wage starts at a minimum of \$19.00. A livable wage is different than the minimum wage and should allow an individual or families to meet their living expenses. Providing a decent life and wage to Town employees makes people better workers. He asked that the Board of Selectmen look at all departments and ensure that all employees are given a livable wage as determined by the state of Connecticut.

3.0 Correspondence

3.1 Monthly Letter from Troop K

The letter had not yet been received.

3.2 Letter from G. Lafontaine regarding ARPA Funds

The Selectmen acknowledged receipt of the letter which recommended using ARPA funds to complete TIP and Capital projects that were delayed during the pandemic.

4.0 Financials

4.1 Monthly budget reports

H. Wagner said the average around this time of year should be about 41 percent remaining in the budgets. Most departments are close to or above this amount. M. DeCaprio asked about the Paramedic Program and Inland Wetlands Departments which are over 50 percent. H. Wagner said these have costs upfront. R. Chesmer asked if Health Department fees are paid quarterly. H. Wagner confirmed that they are.

5.0 Fire Department Report

J. Schall talked about the importance of carbon monoxide detectors and cleaning vents that can become clogged. Allen Olenick will begin his first full term of the New London County Fire Chiefs Association on Wednesday, February 2. B. Petrie was elected as a member of Tolland County Dispatch. Allen Olenick has also been elected to the Hall of Fame for the Connecticut State Firefighters. He is the second member to be honored as a Hall of Fame member.

6.0 Consent Agenda

B. Petrie MOVED to approve the Consent Agenda as presented:

6.1 Approval of Tax Refunds

MCCAW, JAMES & GERALDINE	\$58.41
THREE MONKEYS LLC	\$101.24
THREE MONKEYS LLC	\$291.67
DESTEFANO, JOHN	\$44.82
ACAR LEASING LTD	\$305.47
ACAR LEASING LTD	\$546.96
BRAULT, ALICE	\$250.00
JOHNSON, JANICE	\$2027.19
MORRIN, HOLLY	\$57.79

6.2 *Re-appointment of Scott Schuett as an Open Burning Official with a term to expire 1/31/2023*

6.3 *Re-appointment of Mark Waters as an Open Burning Official with a term to expire 1/31/2023*

6.4 *Re-appointment of John Meigel as an Open Burning Official with a term to expire 1/31/2023*

6.5 *Re-appointment of John Meigel as a Deputy Fire Marshal with a term to expire 01/31/2023*

6.6 *Appointment of Tim Rival to the Commission on Aging with a term to expire 02/01/2025*

6.7 *Appointment of Jeff Arpin to the WPCA with a term to expire 05/01/2024*

6.8 *Accept resignation of Chris Dwyer as a constable effective January 26, 2022*

6.9 *Accept resignation of Scott Schuett as fire marshal effective June 21, 2022*

6.10 *Approval of Minutes*

a. *Minutes of the January 11, 2022 Regular Meeting*

b. *Minutes of the January 18, 2022 Board of Selectmen-BOF Long Term Planning Meeting*

c. *Minutes of the January 20, 2022 Special Meeting*

6.11 *Authorize First Selectman to sign Fuss and O'Neil Landfill Monitoring Agreement 2022-2023*

6.12 *Authorize First Selectman to sign Town of Lebanon-LVFD-Windham Hospital Paramedic Agreement*

K. Cwikla SECONDED.

MOTION CARRIED 5:0

7.0 New Business

Discuss and act upon:

7.1 **Modifying a job description for Revenue Clerk/Assistant Tax Collector**

K. Cwikla spoke about a proposal to train the revenue clerk to be able to perform clerical duties in the Assessor's Office.

B. Petrie MOVED to accept a modified job description for the position of Revenue Clerk/Assistant Tax Collector, included in Attachment A to these minutes. K. Smith SECONDED.

K. Lawer and E. Sousa both spoke in favor of the proposal. There are some courses that the Revenue Clerk would need to attend that K. Lawer and E. Sousa are coordinating on scheduling. K. Smith asked if there are additional costs. K. Lawer said the position is budgeted for 1100 hours per year and this would not change. A third of the hours would now be allocated to the Assessor's Office. B. Petrie asked if the position would support the Assessor during revaluation. E. Sousa said the primary purpose is coverage when she is out of the office but if there is availability during other times based on her Tax Office schedule, then the position may be used for some special projects.

MOTION CARRIED 5:0

7.2 Recreation Commission request for Building/Grounds Maintainer

S. Tremblay presented a request from the Recreation Commission to hire a Building and Grounds Maintainer for the two fields managed by the Recreation Commission. Duties would include maintenance of these facilities including painting buildings, grading driveways, trimming trees, etc.

S. Tremblay said the town has a buildings and grounds maintainer for the other town buildings and facilities but there are not enough hours at 19-hours per week for that employee to do the recreation property duties. K. Smith asked if 15 hours is really needed or if the request could be met at 10 hours. S. Tremblay said she initially presented 10 hours to the Recreation Commission and the Commission made the request for 15 hours. K. Smith asked if S. Tremblay is still utilizing volunteers. She said she is but listed a variety of tasks that cannot be done with volunteers. The position would run from April to October. Little League starts April 15. Soccer goes until Halloween weekend. She said she may not need to hire a contractor to fertilize the baseball field.

R. Chesmer said he would have concern about liability of having one individual out there cutting trees or performing other tasks with no direct supervision. D. Hunniford said work like tree trimming and other work would not be handled by one person. B. Petrie also shared concern about the ability to supervise the position.

K. Cwikla said the Selectmen would consider it further at their next budget meeting.

NO ACTION TAKEN

7.3 Town Radio Upgrade proposal process

K. Cwikla said he would like to have the Fire Chief lead a task force to get a proposal together to bring to the ARPA subcommittee regarding a potential upgrade of the town radio system. K. Cwikla directed the chief to work with the Superintendent, the Director of Public Works/Facilities, the Emergency Management Director, and the Resident State Trooper to develop a specific proposal to present to the Selectmen.

NO ACTION TAKEN

7.4 Self-Insured Dental Policy modification

H. Wagner presented options to address the self-insured dental fund which has a very high balance and is out-of-line with the Selectman policy. The auditor believes this is a material weakness. B. Petrie said she does not support reducing the premium. K. Smith said they should consider moving more than \$30,000. H. Wagner said they could move funds out and keep premiums flat for 2022. M. DeCaprio asks why the auditor only recommended \$30,000. H. Wagner said it is because the auditor recommended a premium reduction.

B. Petrie MOVED to recommend the transfer of \$50,000 from the Self-Insured Dental Fund 232 to the General Fund and to keep dental premiums flat. K. Smith SECONDED.

MOTION CARRIED 5:0

Board of Finance needs to be notified of the Board of Selectmen's transfer recommendation.

7.5 TIP funding for replacement monitors in Finance Office

B. Dennler said dual-screen monitors had been purchased to accommodate a set-up for the new Finance Director. The invoices were presented for consideration to be paid from TIP.

M. DeCaprio MOVED to authorize \$355.61. from TIP for the purchase of computer monitors in the Finance Office. R. Chesmer SECONDED.

MOTION CARRIED 5:0

7.6 TIP funding for purchase of police body cameras

K. Cwikla said that the Board of Finance is comfortable using TIP for the purchase of body cameras.

K. Cwikla MOVED to authorize up to \$38,000 from TIP for the purchase of police body cameras. K. Smith SECONDED.

MOTION CARRIED 5:0

7.7 RICOH lease extension

B. Dennler said that the RICOH lease for the printer upstairs expires soon but it is out of sync with other RICOH devices. He requested an extension of the lease to bring it in sync with other printer/copiers as part of a long-term plan to be able to bid all town copiers and printers together. K. Smith talked about the importance of coordinating with the schools to bundle in the future. B. Dennler said he and the new school business manager are communicating about contracts but the school very recently signed new contracts. B. Dennler said he wants to get the town side in order first.

K. Smith MOVED to authorize the First Selectman to sign a lease extension with RICOH for the printer/copier on the upper level of Town Hall. B. Petrie SECONDED

MOTION CARRIED 5:0

B. Petrie left the room at 6:00 PM.

7.8 New State General Assembly Districts

The Selectmen reviewed a memo stating that the General Assembly redistricting requires the Town to revisit its resolution authorizing a shared polling place for the districts in town. The district numbers are now 48 and 8.

K. Smith MOVED to recommend Town Meeting consider a resolution authorizing the registrars to establish a single polling station for combined voting districts. M. DeCaprio SECONDED.

MOTION CARRIED 4:0

7.9 Jonathan Trumbull Jr. House Fund 218 transfer

H. Wagner said there is an audit finding a \$230,000 grant was received for Jonathan Trumbull Jr. House and there are funds equaling \$1579.89 remaining in this account. The JTJR House and associated accounts were intended to be transferred to the Lebanon Historical Society. This account was missed in the process.

B. Petrie returned at 6:06 PM.

The Selectmen discussed whether the transfer required town meeting approval. The Selectmen agreed to send to Town Meeting.

K. Smith MOVED to recommend the town transfer the remaining account balance in Fund 218 to the Lebanon Historical Society, pending town meeting authorization. B. Petrie SECONDED.

MOTION CARRIED 5:0

7.10 Warning of Special Town Meeting

The Selectmen discussed options for a Special Town Meeting and reviewed a draft legal notice. K. Cwikla asked that the meeting be scheduled for March 7 at 7:00 PM. The Selectmen agreed not to send a recommendation to fund stadium seating via contingency to Town Meeting. Instead they would instead consider funding it using ARPA which the Selectmen could do later on tonight's agenda.

B. Petrie MOVED the following:

Pursuant to Connecticut General Statutes Section 7-1, et seq., public notice is hereby given to the Electors and those qualified to vote at town meetings of the Town of Lebanon that a Special Town Meeting will be held on Monday, March 7, 2022 at 7:00 P.M. in the Lyman Memorial High School Auditorium, 917 Exeter Road (Route 207) Lebanon, Connecticut, to consider and act upon the following:

- 1. Consider and act upon adopting "An Ordinance Establishing the Lebanon Volunteer Firefighters' Property Tax Abatement Program and Revoking the 2002 Ordinance Establishing a Volunteer Firefighters Property Tax Abatement Ordinance for the Town of Lebanon"*
- 2. Consider and act upon expending \$100,000.00 from Open Space Account #220-00-461-2701-0060 for costs associated with land preservation property appraisals, surveys, legal and administration expenses*
- 3. Consider and act upon a Resolution authorizing the Registrars of Voters to establish two polling stations in one location and to designate the Lebanon Fire Safety Complex, 23 Goshen Hill Road*

as the single polling station for all general and special elections for the 48th and 8th Legislative Districts

4. *Consider and act upon authorizing the transfer of the remaining balance of the Jonathan Trumbull Jr. House operating fund 218, net of any fund liabilities, to the Lebanon Historical Society*

Dated at Lebanon, Connecticut this 1st day of February 2022

Lebanon Board of Selectmen

K. Smith SECONDED.

MOTION CARRIED 5:0

B. Petrie MOVED to add to the agenda Item 7.11 "ARPA funds for athletic stadium seating" K. Smith SECONDED.

MOTION CARRIED 5:0

7.11 ARPA funds for athletic stadium seating

The Selectmen agreed that using ARPA funds as previously discussed was the best way to guarantee funding for the athletic stadium seating project in a timely manner. K. Cwikla said that the project will require \$70,000 in ARPA funds in addition to the school's contribution.

B. Petrie MOVED to authorize \$70,000 from American Rescue Plan funds for use on the athletic stadium seating improvement project. K. Smith SECONDED.

MOTION CARRIED 5:0

8.0 Old Business

Discuss and act upon:

8.1 Public Works Building Project

K. Cwikla presented draft layouts for a new Public Works facility utilizing the existing Public Works garage site and land across the street by the Fire Safety Complex. B. Petrie said she supports the proposal and the location. She believes the Transfer Station would be the wrong site for a new Public Works facility.

R. Chesmer said he supports the internal layout presented by K. Cwikla but he did not support the aesthetic of the exterior on the draft document. D. Hunniford said they could improve the aesthetic by adding a steeper pitch roof. R. Chesmer said he agrees that would improve the aesthetic. M. DeCaprio said he likes this idea. R. Chesmer said the plan need to serve the needs of the highway department and it needs to be a visual asset to the town.

K. Smith presented a red barn-style steel building with a slate roof. R. Chesmer expressed support for the concept presented by K. Smith. He said it would fit in aesthetically with the downtown. B. Petrie recommended that a subcommittee of the Board of Selectmen form to work with the Public Works Building Committee. She suggested R. Chesmer be on this subcommittee to help ensure the final design will fit in visually with the downtown.

B. Petrie MOVED to form a Public Works Building Project Subcommittee of the Board of Selectmen to include R. Chesmer, M. DeCaprio, and K. Cwikla. K. Smith SECONDED.

MOTION CARRIED 5:0

8.2 2022-2023 Budget

The Selectmen agreed to meet on February 8 at 5:00 PM to finalize their budget request.

The ARPA subcommittee will meet again February 22 at 5:00 PM.

NO ACTION TAKEN

9.0 Approval of Minutes

9.1 Approval of Minutes

- a. Minutes of the January 10, 2022 Special Meeting (ARPA Public Hearing)

K. Smith MOVED to approve the minutes of the January 10, 2022 Special Meeting. B. Petrie SECONDED.

MOTION CARRIED 4:0

R. Chesmer abstained.

- b. Minutes of the January 27, 2022 Special Meeting

K. Smith MOVED to approve the minutes of the January 27, 2022 Special Meeting. B. Petrie SECONDED.

MOTION CARRIED 5:0

10.0 Executive Session

B. Petrie MOVED to enter Executive Session and to invite attorney Catherine Marrion to participate. K. Smith SECONDED.

MOTION CARRIED 5:0

10.1 Executive Session: Strategy and Negotiations regarding Lebanon Green Litigation

Executive Session began at 6:45 PM and ended at 7:21 PM.

11.0 Adjourn

The meeting adjourned at 7:23 PM.

Respectfully submitted,

Bernard W. Dennler III

Office Manager to the First Selectman

ATTACHMENT A

**Town of Lebanon
Revenue Clerk/Assistant Tax Collector
& Assessment Clerk**

GENERAL DESCRIPTION OF DUTES:

Position involves applying independent judgment in the execution and completion of varied clerical and technical duties; requires constant attention to detail and content; assist in completing the Town's tax collection activities including the posting of daily receipts, proving deposits, maintaining tax records and performing other related duties as assigned.

As assessment clerk, has frequent contact with the public, attorneys, title research persons, appraisers, and financial institutions; has periodic contact with other town departments, state agencies and the state marshal; communication is frequently in person, by telephone, correspondence, and standard reports; contacts require that all communication be conducted in a courteous, efficient, and effective manner.

CLASSIFICATION

An employee who holds certification as a Certified Connecticut Municipal Collector (CCMC) will be classified as an Assistant Tax Collector for purposes of calculating the position wage. An employee who does not hold the certification will be classified as a Revenue Clerk until they complete the certification process.

SUPERVISION:

Works under the direct supervision of the Tax Collector; works under the general direction of the Assessor when performing duties for the Assessor's Office as approved by the Tax Collector.

JOB FUNCTIONS:

1. Collect and post daily receipts involving slip printer, book, and ledgers;
2. Prove and prepare daily deposits;
3. Receive and post tax payments at the counter and through mail;
4. Collect and process interest and penalties for late tax payments;
5. Coordinate mailing of tax bills to banks;
6. Process Certificate of Corrections from the Assessor's Office;
7. Answers inquiries by auditors, tax payers, banks, attorneys and title searchers;
8. Cover for Tax Collector in their absence;
9. Provides support to Assessor's Office in their absence;
10. Accepts documentation related to motor vehicle pro-rations, deletions, personal property declarations, Board of Assessment appeals, Homeowner's Program, Rental Rebate Program, Veteran exemptions, Additional Veteran's Program, Blind exemption, PA490 Applications and other paperwork not mentioned that requires review and processing by the Assessor.
11. Answers the telephone, responds to in person inquiries; refers matters to the Assessor according to agreed allocations of responsibility or in matters requiring additional clarification and/or final decision beyond the limits of established policy and practices.
12. Assists with keeping offices neat and orderly in appearance
13. Provide copies of requested documents.
14. Monitor mail & fax correspondence daily and respond accordingly

15. Perform other related duties as required or assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledgeable or willing to learn all relevant principals, practices and techniques of governmental finances as they pertain to a municipality;
2. Knowledgeable or willing to learn State Statutes and procedures as they relate to tax collection;
3. Must be certified or willing to become a Certified Municipal Tax Collector;
4. Ability to be bonded in accordance with State Statute;
5. Ability to work independently with a minimum of supervision;
6. Proficient with computers and skilled in the use of Internet, email, and Microsoft programs (Word, Excel);
7. Familiar with office equipment including telephone, copy machine, fax, scanner, and postage meter;

EDUCATION AND EXPERIENCE:

1. High School Graduate or equivalent supplemented by bookkeeping and computer training;
2. One year of related experience and/or training or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS:

1. Must be able to sit, talk, see, hear, reach and stand for extended periods of time, and able to handle objects, tools and standard keyboards. Extended periods of time working at a computer is required, both sitting and standing to counter;
2. Must be able to lift and move objects weighing up to 10 pounds;
3. Ability to drive and maintain a valid Connecticut driver's license;