

**Board of Selectmen
Regular Meeting
April 5, 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: Kelly Lawer (Tax Collector); Hayley Wagner (Finance Director); Bernard Dennler (Office Manager to the First Selectman); Maggie Gaier (Youth Services Librarian); Jim Russo (Library Building Committee chair); Matt Earls (Library Director); Nicole McGillicuddy (Board of Education); Jay Schall (Fire Chief); Mary Ellen Wieczorek (Town Clerk); Nicole McGillicuddy, Matthew Smith, and Bruce Calef (Board of Education)

1.0 Call to Order

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

2.0 Public Forum

K. Lawer commended the efforts of the Conservation and Agriculture Commission, including Marc Lang, and the two Boy Scout Troops for the spring cleanup.

3.0 Correspondence

3.1 Monthly Letter from Troop K

4.0 Financials

4.1 Monthly budget reports

H. Wagner reported the Legal budget is officially over budget which has been anticipated for a while. The Police budget is also on track to be over budget once the state bill for Resident Trooper services is received.

5.0 Fire Department Report

J. Schall reported that the department is currently averaging two calls per day.

6.0 Consent Agenda

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

6.1 Approval of Tax Refunds

<i>Vault Trust Leasing</i>	<i>\$324.53</i>
<i>Jeffrey Glazier</i>	<i>\$47.71</i>
<i>John McGeowan</i>	<i>\$45.24</i>
<i>Liberty Bank</i>	<i>\$2753.61</i>

6.2 Re-appointment of Gregg Lafontaine to the Water Pollution Control Authority with a term to expire 05/01/2025

- 6.3** *Resignation of Jody Walsh (R) as an alternate on the Zoning Board of Appeals, effective March 28, 2022*
- 6.4** *Appointment of John Noblet (R) as an alternate to the Zoning Board of Appeals, with a term to expire 11/20/2023*
- 6.5** *Approval of Minutes*
- a. *Minutes of the March 22, 2022 Special Meeting*

M. DeCaprio SECONDED.

MOTION CARRIED 5:0

7.0 **New Business**

Discuss and act upon:

7.1 **Opting out of the Public Act 21-29 provisions of CGS Sec. 8-2 O and P related to allowing detached accessory apartments on lots with single-family dwellings as-of-right and maximum parking provisions**

T. Meyer presented regarding Public Act 21-29 and provisions related to detached accessory dwellings. PZC has unanimously voted to opt out of these provisions citing the impact to neighbors and inconsistency with the Plan of Conservation and Development. P. Chester reported several rural municipalities have already opted out.

M. DeCaprio MOVED that the Town of Lebanon opt out of provisions of Public Act 21-29 allowing detached accessory apartments on lots with single-family dwellings. K. Smith SECONDED.

R. Chesmer noted he serves on Planning and Zoning which initially sent the recommendation to the Board of Selectmen. However, he recused himself from that discussion and therefore plans to vote now as a Selectman.

MOTION CARRIED 5:0

T. Meyer presented regarding provisions of Public Act 21-29 related to required maximum parking standards. The act reduces the minimum number of parking spaces required for single and multifamily housing. T. Meyer said that the average household in Lebanon has over three vehicles. He stated that Lebanon parking standards do not impede development.

K. Cwikla MOVED that the Town of Lebanon opt out of provisions of Public Act 21-29 mandating maximum municipal parking standards. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

7.2 **Authorize the First Selectman to sign a contract with IQS for Town Clerk records management system and services**

M. Wiczorek presented a proposal to contract with IQS to when the contract with the current vendor expires in August. The Clerk's Office is experiencing ongoing issues with the current vendor related to an outdated module. IQS will do a complete data conversion when the changeover takes place.

K. Smith MOVED to authorize the First Selectman to sign a contract with IQS for Town Clerk records management system and services. K. Cwikla SECONDED.

K. Smith asked whether the cost of the new contract is budgeted. M. Wieczorek said there is an increase in Computer Services in the 22-23 budget request but part of the cost is offset by other funding available to the Town Clerk. The office will also purchase equipment instead of leasing equipment.

MOTION CARRIED 5:0

7.3 Use of ARPA funding for Teen Mental Health First Aid training for Youth Services Librarian

M. Gaier requested \$10,000 to support training for Teen Mental Health First Aid. She said the library has experienced teens in mental health crisis and this training and associated programming would enhance their ability to respond to these situations and provide support to youth in the community. \$3,300 would fund the initial TMHFA training. \$3,700 would provide additional trainings for the Youth Services Librarian and library Youth Services aides. \$3,000 would fund program expenses including supplies, books, materials, and student scholarships.

B. Petrie MOVED to authorize up to \$10,000 in ARPA funds for use in establishing the Teen Mental Health First Aid program. K. Smith SECONDED.

MOTION CARRIED 5:0

7.4 Purchase of furniture and chairs for the renovated Jonathan Trumbull Library

J. Russo presented three proposals for the purchase of furniture and chairs for the renovated Jonathan Trumbull Library.

PSI-NESP – storage racks \$463.99 -
Creative Library Concepts – chairs and tables \$3,651.20
Insalco Corporation – tables, chairs, and community room \$63,399.98

K. Smith MOVED to authorize the First Selectman to sign agreements for the purchase of storage racks, chairs, tables, and a community room for \$67,515.17. K. Cwikla SECONDED.

MOTION CARRIED 5:0

7.5 Authorize First Selectman to sign a contract with Karl Acimovic for preparation of an Emergency Action Plan for Williams Pond Dam

K. Cwikla stated the Town has responded to seepage and leaks at the dam. The Town has determined there is no imminent danger. A sinkhole was identified and remediated. That has stopped the seepage. A new EAP is also required to be filed this year. Further work may need to be performed separately from the EAP in the autumn when further evaluation of the dam can be performed due to the lower water level.

B. Petrie MOVED to authorize the First Selectman to sign a contract with Karl Acimovic for preparation of an Emergency Action Plan for the Williams Pond Dam. K. Smith SECONDED.

MOTION CARRIED 5:0

7.6 Purchase of a generator for Town Hall

D. Hunniford presented a quote from Cummins for a generator to be installed at Town Hall. B. Petrie noted the install location should not impede the ability of the Town Hall to expand in the future. R. Chesmer asked how the generator was sized. D. Hunniford said it was sized by an

electrician based on current power usage at the Town Hall and the pending HVAC installation. The quote was received using the Sourcewell bid list from the State, satisfying the Town's competitive bidding requirements.

K. Cwikla MOVED to authorize the purchase of a generator from Cummins to be funded using ARPA funds not to exceed \$65,000. B. Petrie SECONDED.

MOTION CARRIED 5:0

7.7 TIP Funding for DPW equipment purchases

D. Hunniford presented a quote for the purchase of temperature watch kits and gauges at a cost of \$1016.69 per vehicle. He requested funds to install the equipment in six DPW vehicles which will help drivers monitor road temperatures for optimal snow and ice control practices.

R. Chesmer MOVED to authorize up to \$6,200 from TIP for the purchase of temperature watch kits and gauges for Town vehicles. K. Smith SECONDED.

MOTION CARRIED 5:0

D. Hunniford presented a quote to upgrade existing Cirus equipment to the Cirus spread smart system for \$5,266.28 per vehicle. The system will give better control of salt spreading and make tracking salt use easier. He requested funds from TIP to install the system in three vehicles.

B. Petrie MOVED to authorize up to \$15,900 from TIP for the purchase of Cirus spread smart equipment, pending Board of Finance approval. K. Smith SECONDED.

MOTION CARRIED 5:0

7.8 Use of "Standard Allowance" to calculate revenue loss under ARPA

H. Wagner stated that at the end of April the Town must begin reporting approved ARPA projects to the Department of the Treasury. The Town can use the "Standard Allowance" for reporting purposes given that the Town's total allocation under ARPA is less than \$10 million.

B. Petrie MOVED that the Town of Lebanon use the "Standard Allowance" to calculate revenue loss under ARPA. K. Smith SECONDED.

MOTION CARRIED 5:0

7.9 CIRMA LAP 3-year plan

K. Cwikla requested authorization from the Board to sign the three-year LAP stabilization agreement with CIRMA.

B. Petrie MOVED to authorize the First Selectman to sign the 3-year CIRMA LAP stabilization agreement. K. Smith SECONDED.

MOTION CARRIED 5:0

8.0 Old Business

Discuss and act upon:

8.1 FY 2022-2023 Budget

N. McGillicuddy stated she was disappointed with the Board of Finance's decision to reduce the Board of Education budget request from a 3.9 percent increase to a 1.13 percent Increase. She said the Board of Education has developed unique programming to engage Lebanon students

includes a drone program and turf management program but these programs may not survive under a 1.13 percent increase. She said the Board of Education could get by with a 2 percent increase but any less than that will lead to program cuts and teacher reductions.

M. Smith stated for the record he voted against the budget, but he said he would save any further comments for the April 11 public hearing. B. Calef spoke about Board of Education revenues.

K. Cwikla also discussed the police budget as the Board of Finance had requested more information regarding the manhours. The budget presented by the Resident State Trooper for FY22-23 included hours for four constables instead of three. The Board of Finance was not aware that the Town had four constables as previous budgets showed only three. There have been four constables since 2019, but the manhours allocated to the department remained the equivalent of three. K. Cwikla said it is not possible to fill the shifts with three constables due to limited availability. The Selectmen agreed to support additional hours necessary for training of four constables as required by recent state legislation but the overall manhours for duty work should be the equivalent of three.

NO ACTION TAKEN

8.2 Charter Revision process

The Selectmen agreed to meet with Catherine Marrion to review the Charter revision process at a special meeting to be held Monday, April 11 at 5:00 PM.

NO ACTION TAKEN

B. Petrie MOVED to add to the agenda Discuss and Act on IT Infrastructure at the Fire Safety Complex. K. Cwikla SECONDED.

MOTION CARRIED 5:0

9.0 Discuss and Act on IT Infrastructure at the Fire Safety Complex

B. Petrie reviewed options to change the IT infrastructure setup for the Fire Safety Complex to accommodate the requirements of the state's police accountability law and need for body cameras, effective July 1. Both proposals would create a new network dedicated to the Town-side of the building. B. Dennler discussed the difficulty of managing the IT at the Fire Safety Complex as the network is currently maintained by the LVFD while the Town's IT provider maintains the equipment on the Town side of the building. Creating a new Town-owned network would solve this problem. B. Petrie said the monthly fee for a new Town fiber network with CEN at the FSC would be \$123. This is less than the Town currently contributes to share the network with the LVFD.

K. Smith MOVED to have Novus manage the installation of an additional fiber optic network at the Fire Safety Complex. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

10.0 Approval of Minutes

10.1 Approval of Minutes

- a. Minutes of the March 1, 2022 Regular Meeting

K. Smith MOVED to approve the Minutes of the March 1, 2022 Regular Meeting as amended to note that the heading under item 7.12 should be "Discuss and act on a recommendation to the Board of Finance regarding milfoil treatment at Lake Williams." B. Petrie SECONDED.

MOTION CARRIED 4:0.

M. DeCaprio abstained, noting that he left the meeting early.

b. Minutes of the March 2, 2022 Special Meeting (M. DeCaprio not present)

K. Smith MOVED to approve the Minutes of the March 2, 2022 Special Meeting. B. Petrie SECONDED.

MOTION CARRIED 4:0.

M. DeCaprio abstained.

c. Minutes of March 14, 2022 Special Meeting (M. DeCaprio not present)

K. Smith MOVED to approve the Minutes of the March 14, 2022 Special Meeting. B. Petrie SECONDED.

MOTION CARRIED 4:0.

M. DeCaprio abstained.

11.0 Executive Session

11.1 Executive Session: Strategy and Negotiations regarding Lebanon Green Litigation

No executive session was held.

12.0 Adjourn

The meeting adjourned at 7:20 PM.

Respectfully submitted,

Bernard W. Dennler III

Office Manager to the First Selectman