

**Board of Selectmen  
REGULAR MEETING  
JULY 9, 2019 — 3:00 PM  
TOWN HALL  
MINUTES**

**Members Present:** First Selectman Betsy Petrie and Selectman Glen Coutu

**Others Present:** Building Official Jason Nowosad, Highway Foreman Jay Tuttle, Lebanon Volunteer Fire Department Deputy Chief Mark Elliot, Administrative Assistant Bernard Dennler, and Catherine Marrior of Waller, Smith, and Palmer (by phone)

**1.0 Call to Order**

B. Petrie called the meeting to order at 3:02 PM.

**2.0 Public Forum**

There were no public comments.

*B. Petrie MOVED to adjourn the order of Agenda and take up Agenda Item 7.2 "Discuss and act upon: Waste Oil Tank" at this time. G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

*B. Petrie MOVED to adjourn the order of Agenda and add "Discuss and act upon purchase of Beaver Baskets" as Item 7.9 and to take the item up at this time. G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

*B. Petrie MOVED to adjourn the order of Agenda and take up Item 7.1 "Discuss and act upon Emergency Medical Services Agreement" at this time. G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

*B. Petrie MOVED to adjourn the order of Agenda and take up Agenda Item 6.2 "Discuss and act upon: State of Connecticut's 2019 Act Increasing the Property Tax Abatement for Certain First Responders" at this time. G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

*B. Petrie MOVED to adjourn the order of Agenda and take up Agenda Item 7.2 "Discuss and act upon: HVAC quotes for Fire Safety Complex and Town Hall" at this time.*

MOTION CARRIED 2:0:0

**3.0 Correspondence**

**3.1 Monthly letter from Troop K on police services in Lebanon**

The Selectmen acknowledged receipt of the letter.

**3.2 Letter regarding corner on McCall Road**

B. Petrie said the letter about the corner had been referred to Public Works Department.

### **3.3 Letter regarding maintenance of Trumbull and Liberty Hill Cemeteries**

B. Petrie said concerns regarding the maintenance of the cemeteries had been referred to the facilities director who had addressed them with the contractor.

## **4.0 Financials**

### **4.1 Monthly budget reports**

The Selectmen noted that the fiscal year-end budget reports would not be ready until next month.

## **5.0 Consent Agenda**

*A Consent Agenda is presented by the Chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up immediately after the consent agenda or placed later on the agenda at the discretion of the assembly*

### **5.1 Approval of Minutes**

- a. Minutes from June 4, 2019 Regular Meeting
- b. Minutes from June 11, 2019 Special Meeting
- c. Minutes from June 18, 2019 Special Meeting
- d. Minutes from June 19, 2019 Special Meeting

### **5.2 Appointments**

- a. Appointment of Heather Brunelle to the Rails to Trails Committee, term to expire May 5, 2022

### **5.3 Resignations**

- a. Accept resignation of Steven P. Farrick from the WPCA, effective July 2, 2019

### **5.4 Authorize Tax Refunds**

Helen Bourgoin	\$35.72
William and Shannan Bisese	\$370.61
Burr A. Brooks	\$2305.98
Donna Porter	\$132.30
Richard Weseman	\$147.26

### **5.5 Authorize First Selectman to the sign the 2019-2020 NECCOG agreement**

*B. Petrie MOVED to approve the Consent Agenda. G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

## **6.0 New Business**

**Discuss and act upon:**

### **6.1 Waiver of competitive bidding ordinance and award of cleaning contract for janitorial services in Town buildings to System4 Facility Services**

B. Petrie explained that there had been two contractors who bid on the contract and the low-bid pulled out. The other vendor had placed a bid over \$100,000.00. System4 had bid on the contract the previous year and was asked to provide a new quote. They currently service the Senior Center as well. B. Dennler noted that the Selectmen could waive the competitive bidding ordinance given

that the health and safety of employees and residents is affected by the cleanliness of town facilities.

*B. Petrie MOVED to waive the competitive bidding ordinance citing the health and safety of the Town and its employees following the receipt of three quotes and the withdrawal of one vendor and to award the 2019-2020 contract for the cleaning of Town properties to System4 Facility Services in the amount of \$23,946.00. G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

## **6.2 State of Connecticut's 2019 Act Increasing the Property Tax Abatement for Certain First Responders**

M. Elliott discussed changes to the Connecticut state law providing municipalities the option for property tax abatements for first responders. The new law allows towns to provide a first responder abatement up to \$1500.00 for the first year FY20-21 and \$2000.00 for the second year FY21-22. It would also allow municipalities to offer relief to retired members or to people who are first responders within other municipalities.

M. Elliot said bringing the town's ordinance inline with the revised state statute would help the Lebanon Volunteer Fire Department's ongoing recruitment efforts. He also discussed the complications with pursuing a change to the town's ordinance regarding the retirement portion as the LVFD does not have any "retirement status."

B. Petrie said the Board of Finance and Board of Selectmen would both have to support changing the ordinance which would eventually need to be approved by Town Meeting before taking effect.

## NO ACTION TAKEN

## **6.3 Hiring of Cathe McCall as an administrative clerk for Town departments including WPCA and Public Works**

B. Petrie said there had been a series of interviews with candidates for the position.

*B. Petrie MOVED to hire Cathe McCall as an administrative clerk for Town departments including WPCA and Public Works with a starting rate of \$16.25, starting date to be determined. G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

## **7.0 Old Business**

Discuss and act upon:

### **7.1 Emergency Medical Services Agreement**

B. Petrie said the Emergency Medical Services Agreement does not refer to averages as a metric for measuring standards of call times although that is the way it has been done in practice. She said she had modified the agreement and informed M. Elliot of the intent to have a modified agreement signed.

*B. Petrie MOVED to authorize the modifications to the language of the Emergency Medical Services Agreement to permit the metrics used to be averages. G. Coutu SECONDED.*

B. Petrie said she would not vote on the motion itself as she recuses herself from votes related to the Fire Department.

MOTION CARRIED 1:0:1 with B. Petrie abstaining

**7.2 Waste Oil Tank**

J. Tuttle said the waste oil furnace at the DPW is not efficient and needs to be replaced. B. Petrie noted the Fire Marshal report on the facility requires eliminating space.

*B. Petrie MOVED to eliminate the waste oil tank and to authorize the highway foreman to auction it off.*

G. Coutu asked whether it would be replaced. J. Tuttle said that there was not a plan to replace it and that it was only a supplemental furnace.

*G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

**7.3 HVAC quotes for Fire Safety Complex and Town Hall**

J. Nowosad said last time they met they agreed they were happy with the quote for Fire Safety Complex with some modifications. He said there have been no modifications issued yet from the vendor. J. Nowosad and G. Coutu agreed to meet and examine options at the Town Hall.

NO ACTION TAKEN

**7.4 Improvements to Fire Safety Complex parking lot**

J. Nowosad presented two quotes for lighting from Granite City and Electrical Wholesalers. He said the major difference between the quotes was that EW has an anchor bolt kit charged while GC lists the charge for that as zero dollars. G. Coutu suggested not purchasing the anchor bolt kit.

*B. Petrie MOVED to purchase the lights and poles from Electrical Wholesalers in the amount of \$5971.35.*

*G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

**7.5 Update on Finance Office**

B. Petrie indicated they would once again begin holding meetings of the Shared Services subcommittee.

NO ACTION TAKEN

**7.6 Short-term borrowing**

B. Petrie said they had gone forward with TD at a rate of two percent with no fees.

NO ACTION TAKEN

**7.7 Update on Charter Commission**

B. Petrie said the commission was on track to deliver the final version of the Charter proposal by July 18.

NO ACTION TAKEN

**7.8 Update on CivicPlus website development**

B. Dennler said the website is scheduled to launch in late August or early September. The Selectmen agreed to wait until John Bendoraitis could be present to view the presentation on the new site.

NO ACTION TAKEN

**7.9 Purchase of beaver baskets**

J. Tuttle said they are having issues with beavers on Lake Shore Drive. He suggested purchasing wire baskets that would be secured to the end of pipes.

*B. Petrie MOVED to approve the purchase of the wire baskets for beaver control from Mid City Steel Corp. at a cost of \$6,425.00. G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

*B. Petrie MOVE to add "Discuss and act upon: Stormwater Compliance Services Contract Extension" as Item 7.10. G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

**7.10 Stormwater Compliance Services Contract Extension**

B. Petrie said the Department of Public Works was satisfied with the work from Anchor on the stormwater compliance services and would like to re-engage their services.

*B. Petrie MOVED to approve the proposal from Anchor Engineering Services for Continual Stormwater Compliance Services through June 2020 for \$4,350.00. G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

*B. Petrie MOVED to add "Discuss and act upon: Authorizing the First Selectman to Sign the Historic Documents Preservation Grant" at agenda Item 7.11.*

**7.11 Authorizing the First Selectman to Sign the Historic Documents Preservation Grant**

B. Petrie said the grant was being managed by the Town Clerk's office and that everything was in place to sign the documents.

*B. Petrie MOVED to authorize the First Selectman to sign the Historic Documents Preservation Grant from the Connecticut State Library in the amount of \$5,500.00. G. Coutu SECONDED.*

*B. Petrie MOVED to enter Executive Session at 3:45 PM and to invite Catherine Marrion of Waller, Smith, and Palmer to participate by phone. G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

**8.0 Executive Session**

**8.1 Executive Session Per State Statutes Section 1-200(6)(B): Discussion Regarding Lebanon Green Litigation**

Executive Session ended at 4:27 PM with no action taken.

**9.0 Adjournment**

*B. Petrie MOVED to adjourn at 4:35 PM. G. Coutu SECONDED.*

MOTION CARRIED 2:0:0

Respectfully submitted,  
Bernard W. Dennler III  
Administrative Assistant

*Please see the Minutes of future meetings for any corrections hereto.*