

**Board of Selectmen
Regular Meeting
September 13, 2022 — 5:00 PM
Zoom and Town Hall
MINUTES**

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

Others Present: Hayley Wagner (Finance Director); Dean Hunniford (Director of Public Works/Facilities); Phil Chester (Town Planner); Bernard Dennler (Office Manager); Brandon Handfield (Yantic River Consultants); William Brewster (architect)

1.0 Call to Order

K. Cwikla called the meeting to order at 5:03 PM.

2.0 Public Forum

There were no public comments.

3.0 Correspondence

3.1 Letter regarding dead trees from Linda and Peter Heatherly

K. Cwikla stated the Tree Subcommittee is working to address concerns regarding dead trees.

3.2 Monthly report from Troop K

The Selectmen reviewed the report.

4.0 Financials

4.1 Monthly budget reports

H. Wagner said budgets are currently on track. It is possible the Elections Department could end up over budget due to the number of elections budgeted for.

5.0 Fire Department Report

There was no fire department report.

6.0 Consent Agenda

B. Petrie MOVED to approve the consent agenda as presented:

6.1 Approval of Tax Refunds

BENDER CARL	\$29.92
BENDER'S OIL SERVICE	\$18.00
CARRON CHARLES	\$30.90
DEMAR JAMES	\$375.06
HAYNES DOUGLAS	\$54.01
HONDA LEASE TRUST	\$372.21
HOPPER JOHN & DEIDRE	\$132.30
HOOPER JOHN & DEIDRE	\$126.90
ITURRINO DANIEL	\$51.34
BIGELOW-JOHNSON ASHLEY/JOHNSON JAMES	\$42.84
JOHNSON JAMES	\$25.11
JOHNSON JAMES/BIGELOW JOHNSON A M	\$21.98
JOHNSON JAMES	\$103.83

SALTONSTALL KATHLEEN	\$20.54
SHANKS LESLIE	\$27.07
USB LEASING LT	\$100.60
WEBER JERED	\$326.31
WILLIAMS MATERIAL LLC	\$220.59

6.2 *Approval of Minutes*

- a. *Minutes of August 2, 2022 Special Meeting*
- b. *Minutes of August 2, 2022 Regular Meeting*
- c. *Minutes of August 18, 2022 Special Meeting*

6.3 *Hire of Todd Marsh as a Public Works Maintainer, effective September 6, 2022, per the CSEA/SEIU Local 2001 Public Works-Town of Lebanon CBA*

6.4 *Hire of Genevieve Nowosad as a substitute librarian, effective September 14, 2022, per the non-union wage matrix*

M. DeCaprio SECONDED.

MOTION CARRIED 5:0

7.0 New Business

Discuss and act upon:

7.1 Authorize First Selectman to sign updated service contracts with Willimantic Waste

B. Dennler said the Town's service contracts with Willimantic Waste have expired. WilliWaste provided updated service agreements. To lower the price increase from the new agreements, the Town requested reductions to service at certain facilities.

M. DeCaprio MOVED to authorize the First Selectman to sign service contracts with Willimantic Waste for trash and recycling at town facilities. K. Smith SECONDED.

MOTION CARRIED 5:0

7.2 Aspinall Pavilion repairs

S. Tremblay stated that she observed holes in the roof of the Aspinall Pavilion following the recent rainstorm. She obtained two quotes for the cost of repairs which include replacement of boards that are rotting out. She said they will need to go out for an RFP but she is looking for the Selectmen to identify a potential funding source. The Selectmen agreed it would come from TIP and would likely need Board of Finance authorization as the cost is expected to be over \$7,500. R. Chesmer said to make sure they receive at least three bids on the project.

S. Tremblay noted she is having difficulty finding a part-time maintainer and she has painting work that needs to be completed. She requested the Board hire one of the Recreation Department lifeguards as a painter at \$18.00 per hour. B. Petrie said she believed this is an administrative move and the First Selectman should be allowed to authorize moving Roger Harkness from a lifeguard to a painter without a formal vote from the Selectmen. The other Selectmen agreed.

NO ACTION TAKEN

7.3 Senior Vans Toyota lease

D. Battye said she would like to replace the 2011 Toyota Sienna van which they own outright with a lease of a new vehicle from Toyota of Colchester. She said this lease can be funded with grant funds from the state. She has about \$15,000 available annually. B. Petrie asked if the Charter limits the Board's ability to authorize a lease without going to Town Meeting. B. Dennler said it appears

the Charter only requires real estate leases be approved at Town Meeting. B. Petrie recommended getting clarification from counsel.

K. Smith MOVED to authorize the First Selectman to enter a lease agreement, pending review by town counsel, with Toyota of Colchester for a 2022 Toyota Sienna XLE with a \$2,000 down payment from the transportation fund and with monthly payments to come from the state transportation grant. R. Chesmer SECONDED.

MOTION CARRIED 5:0

7.4 Call Special Town Meeting

The Selectmen discussed calling a Town Meeting for October 19, 2022 at the new community meeting room of the Jonathan Trumbull Library for the purposes of approving year-end transfers from contingency, per the Board of Finance's request. B. Petrie recommended the Board of Selectmen wait to call the meeting until they can check if any other departments have items that need to be brought to Town Meeting.

NO ACTION TAKEN

8.0 Old Business

Discuss and act upon:

8.1 Issuing RFP for Senior Affordable Housing concept plan

P. Chester, B. Handfield, and W. Brewster presented a concept for senior affordable housing north of the Senior Center on Imogene Lane. The plan was developed using ARPA funds as authorized by the Board of Selectmen. The group used previous feedback from the Selectmen as they developed a concept that will architecturally fit in Lebanon's rural historic downtown. Instead of a single two-story building, the plans include four townhouse-style apartments with four units each. The Selectmen emphasized the need for handicap accessibility. The group agreed to modify the plans to widen the bathrooms at the recommendation of the Selectmen.

B. Petrie MOVED to authorize an application to the Inland Wetlands Commission and to issue an RFP for senior affordable housing development north of the Senior Center on Imogene Lane. K. Smith SECONDED.

MOTION CARRIED 5:0

8.2 Code Analysis for Possible Public Works Facility

K. Cwikla presented a contract proposal to perform code analysis on a structure for consideration as a potential Public Works facility as discussed with the Public Works Building Committee. The PWBC will pay for the cost of the analysis.

B. Petrie MOVED to authorize the First Selectman to sign a contract for a code analysis regarding a possible Public Works facility to be conducted by Jacunski Humes with funds to come from the Public Works Building Committee as authorized by PWBC. K. Smith SECONDED.

MOTION CARRIED 5:0

8.3 Purchase of plexiglass counter guards

B. Dennler said the final cost of the counter guards purchased for Town Hall was about \$400 higher than the estimate made the previous month.

B. P MOVED to authorize an additional \$400 from ARPA for plexiglass counter guards. K. Smith SECONDED.

MOTION CARRIED 5:0

9.0 Approval of Minutes

9.1 Minutes of August 30, 2022 Special Meeting

K. Smith MOVED to approve the minutes of the August 30, 2022 Special Meeting. B. Petrie SECONDED.
MOTION CARRIED 4:0

M. DeCaprio abstained.

9.2 Minutes of September 6, 2022 Tree Subcommittee Meeting

K. Cwikla MOVED to approve the minutes of the September 6, 2022 Tree Subcommittee Meeting. M. DeCaprio SECONDED.

MOTION CARRIED 3:0

K. Smith and B. Petrie abstained.

9.3 Minutes of September 6, 2022 ARPA Subcommittee

K. Smith MOVED to approve the minutes of the September 6, 2022 ARPA Subcommittee. B. Petrie SECONDED.

MOTION CARRIED 3:0

M. DeCaprio and R. Chesmer abstained.

10.0 Executive Session

10.1 Executive Session: Personnel discussion/negotiations

B. Petrie MOVED to enter Executive Session and to invite Jason Nowosad and Bernard Dennler to attend. K. Smith SECONDED.

MOTION CARRIED 5:0

The Selectmen entered Executive Session at 5:35 PM and returned to public session at 6:53 PM.

B. Petrie MOVED to adjust the non-union wage matrix for the position of Building Official at a rate of \$40.00 per hour for 19-hours per week, retroactive to July 1, 2022. K. Cwikla SECONDED.

B. Petrie said this rate should be effective for J. Nowosad's hourly rate for WPCA work as well, but this will need to be affirmed by the WPCA. K. Smith stated that the Building Official must provide mileage monthly and reports on building department activity as requested by the BOS. The Selectmen and J. Nowosad agreed.

MOTION CARRIED 5:0

10.2 Executive Session: Strategy and negotiations regarding Lebanon Green Litigation

No executive session was held.

11.0 Adjourn

The meeting adjourned at 7:00 PM.

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