

**Board of Selectmen
Regular Meeting
March 7, 2023 — 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: Catherine Marrion (Waller, Smith, and Palmer); Dean Hunniford (Director of Public Works and Facilities); Hayley Wagner (Finance Director); Bernard Dennler (Office Manager to the First Selectman)

1.0 Call to Order

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

2.0 Public Forum

D. Geligoff requested Horiska Road be graded. He also suggested the town create a committee responsible for management of the Town Green.

3.0 Correspondence

3.1 Letter from social services director

K. Cwikla stated there was a letter from the social services director regarding the salary for the position. He said it would be discussed further in Executive Session.

4.0 Executive Session

K. Smith MOVED to enter Executive Session and to invite Catherine Marrion, Dean Hunniford, and Bernard Dennler to participate. K. Cwikla SECONDED.

MOTION CARRIED 5:0

4.1 Executive Session per CGS 1-200(6)-D: discussion of the selection of a site or the lease, sale, or purchase of real estate

a. Possible action regarding Executive Session item

The Executive Session ended at 5:30 PM. No action was taken.

K. Smith MOVED to enter Executive Session and to invite Catherine Marrion, Dean Hunniford, and Bernard Dennler to participate. K. Cwikla SECONDED.

MOTION CARRIED 5:0

4.2 Executive Session per CGS 1-200(6)-B: Strategy and negotiations regarding Lebanon Green Litigation

a. Possible action regarding Executive Session item

The Executive Session ended at 5:45 PM. No action was taken.

K. Smith MOVED to enter Executive Session and to Shelly Ashcom and Hayley Wagner to participate. K. Cwikla SECONDED.

MOTION CARRIED 5:0

4.3 Executive Session per CGS 1-200(6)-A: discussion concerning employment of a public officer or employee

a. Possible action regarding Executive Session item

The Executive Session ended at 6:05 PM. No action was taken.

5.0 Department Reports

5.1 Finance Department

H. Wagner provided an update on the audit process.

5.2 Fire Department

B. Petrie discussed a recent car fire at LMHS.

5.3 Public Works Department

D. Hunniford reported as of February 14, over 1700 trees had been removed so far. About \$82,000 is remaining from the recent allocation for tree removal. Eversource is also removing trees as part of a matching effort with the Town. This puts the Town about one third of the way through the list of Town-wide trees.

6.0 Consent Agenda

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

6.1 Approval of Tax Refunds

2021-03-50783	Blakeslee Amy L	\$153.47
2021-01-501	Eastern CT Savings Bank	\$1,665.80
2021-01-1246	Gillespie James W & Kelley Tracy A	\$64.19
2021-04-80540	Hyundai Lease Titling Trust	\$357.36
2021-03-54927	Mackewicz Mark & Joanne N	\$113.72
2018-01-888	McCue Mortgage Company	\$198.44
2020-01-2728	Pomer Marshall & Pazzaglia Jason	\$58.25
Total		\$2,611.23

6.2 Approval of Minutes

a. *Minutes of February 7, 2023 Regular Meeting*

b. *Minutes of February 7, 2023 Special Meeting*

6.3 Appointment of Scott McCall (R) to the Zoning Board of Appeals with a term to expire 11/20/2023

6.4 Reappointment of Jan Fitter and John Slate as members and Mia Colasuonno as an alternate member of the Conservation and Agriculture Commission with terms to expire 04/01/2026

6.5 Authorize First Selectman to sign annual Historic Documents Preservation Grant documents

B. Petrie SECONDED.

MOTION CARRIED 5:0

7.0 New Business

7.1 FY24 dental summary

B. Petrie MOVED to adopt the FY24 monthly rates for the self-funded dental plan as presented:

	FY23 Monthly Rates with 10% Reduction	FY24 Monthly Rates with 10% Reduction
Single	31.50	34.71
Employee + 1	81.78	90.12
Family	100.80	121.27

MOTION CARRIED 5:0

H. Wagner stated she had been working with finance office staff to clean up a liability account with funds from checks that had been mailed but never cleared. The office made many efforts to reach out to the individuals with uncleared checks. The funds that are still outstanding will be sent to the State of Connecticut to be listed as unclaimed property.

[illegible]

MOTION CARRIED 5:0

H. Wagner presented a proposal from Tyler Technologies to upgrade the financial software from ProFund to ERP Pro. ProFund is no longer supported and the Town has been exploring options to migrate to a new software. The total cost is \$50,692 for the upgrade but H. Wagner is requesting up to \$70,000 from ARPA in case there are additional costs such as training. The cutover is expected to occur October 1, 2024.

BOS 3/7/23

K. Smith said it is important to note that the software will be used by the Town and Board of Education and this is an ARPA allocation that benefits the whole community. B. Petrie asked that H. Wagner review whether there may be additional implementation costs.

K. Smith MOVED to allocate up to \$70,000 from ARPA to upgrade the Town and Board of Education software from ProFund to ERP Pro and to authorize the First Selectman to sign a contract. B. Petrie SECONDED.

MOTION CARRIED 5:0

7.4 State nip bottle grant disbursement

K. Cwikla reported that the Conservation and Agriculture Commission is requesting up to \$1,500 to fund Earth Day efforts this year using funds received under the new state of Connecticut nip bottle tax grant.

B. Petrie MOVED to authorize up to \$1,500 from the state of CT nip bottle tax funds to fund the Earth Day clean-up program. K. Cwikla SECONDED.

MOTION CARRIED 5:0

7.5 Authorize First Selectman to sign a contract for new RICOH devices

K. Cwikla reviewed a proposal for new printer leases for the Town Hall and Fire Safety Complex. The new leases are a slight decrease in the per month charge.

M. DeCaprio MOVED to authorize the First Selectman to sign a contract for new leases for RICOH printers and copiers at Town Hall and the Fire Safety Complex. R. Chesmer SECONDED.

MOTION CARRIED 4:0

B. Petrie abstained.

7.6 Award Town properties mowing contract

The Selectmen reviewed bids for the Town properties mowing contract. Only two bids were received. The Selectmen agreed to re-bid the contract as the Competitive Bidding Ordinance requires the Town to receive at least three sealed bids.

NO ACTION TAKEN

7.7 Award Community Center HVAC contract

The Selectmen reviewed bids for the Community Center HVAC project. Given the disparity in prices, they agreed to take a closer look at the individual proposals and the Eversource rebates.

NO ACTION TAKEN

7.8 Library Staffing Update

C. McCall reported that Library Director Matt Earls has accepted another position and will be leaving in March. As the Library Board of Trustees searches for a replacement, they would like Julie Culp and Linda Wallace to serve as co-interim library directors. They both serve on the Library Building Committee but are not members of the Board of Trustees. They have experience as library directors. Combined they would provide approximately 20 hours of coverage per week.

B. Petrie MOVED to hire Linda Wallace and Julie Culp as interim library directors at an hourly rate of \$30.00. K. Smith SECONDED.

MOTION CARRIED 5:0

B. Petrie MOVED to add to the agenda "Library Director Salary Range" as item 7.9. K. Smith SECONDED.

MOTION CARRIED 5:0

7.8 Library Director Salary Range

C. McCall stated the Board of Trustees would like to post the position with a salary range of \$62,000 to \$73,000.

R. Chesmer MOVED to post the position of Library Director with a salary range of \$62,000 to \$73,000. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

8.0 Old Business

Discuss and act upon:

8.1 Award recreation fields mowing contract

The Selectmen reviewed bids for the recreation fields mowing contract. There were four bids received. K. Cwikla said it was recommended that the Board award the contract to the current vendor Powers Outdoors Services, which was the second lowest bid.

B. Petrie MOVED to award the recreation fields mowing contract to Powers Outdoor Services for \$15,900 for the 2023 mowing season with possible extension through 2026 as described in the bid documents. K. Smith SECONDED.

MOTION CARRIED 5:0

8.2 Award pavilion roof replacement contract

The Selectmen reviewed bids for the replacement of the pavilion roof. Three bids were received. The two low bids were JJS Universal Construction at \$12,712 and Guaranteed Roofing at \$13,800. D. Hunniford recommended the Selectmen award the contract to Guaranteed Roofing based on their performance on other roofing contracts for the Town and their quoted price for additional materials if necessary.

K. Cwikla MOVED to award a contract to Guaranteed Roofing for the replacement of the Aspinall pavilion roof and to authorize up to \$15,000 from TIP, pending approval by Board of Finance. B. Petrie SECONDED.

MOTION CARRIED 5:0

8.3 Cemetery mowing contract plan

The Selectmen discussed the past challenges with the cemetery mowing contract. K. Cwikla stated the Cemetery Commission is very satisfied with their current vendor and would like to extend the contract.

K. Smith MOVED to award the cemetery mowing contract to Primary Landscaping for \$41,900 for the 2023 mowing season. B. Petrie SECONDED.

MOTION CARRIED 5:0

8.4 Timeline for Public Works project presentations, Town Meeting, and referendum

The Selectmen tabled the discussion.

NO ACTION TAKEN

9.0 Approval of Minutes

9.1 March 1, 2023 Special Meeting – B. Petrie not present

K. Cwikla MOVED to approve the minutes of the March 1, 2023 Special Meeting. K. Smith SECONDED.
MOTION CARRIED 5:0

10.0 Adjourn

The meeting adjourned at 7:30 PM.

Respectfully submitted by Kevin T. Cwikla
First Selectman