

**Board of Selectmen
Regular Meeting
April 4, 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: Hayley Wagner (Finance Director); Dean Hunniford (Director of Public Works and Facilities); Jason Nowosad (Building Official); Bernard Dennler (Office Manager)

1.0 Call to Order

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

2.0 Public Forum

3.0 Correspondence

3.1 Notification from Norwich Public Utilities regarding option to purchase 68 Camp Moween Rd

The Selectmen discussed NPU's decision to execute their option to buy at the end of their lease of the property at 68 Camp Moween Rd. The property will be included on future Grand Lists. B. Petrie asked if this needed to go to Town Meeting. B. Dennler will check with town counsel.

4.0 Department Reports

4.1 Finance Department

The Selectmen reviewed the monthly financial reports with H. Wagner.

4.2 Fire Department

J. Schall reported on the month of March. There were 52 calls – a relatively low number. 80 percent EMS – 20 percent fire.

Brush fire season is starting. There was one significant brush fire on Pigeon Swamp Road that required mutual aid. Town Hall held a fire drill.

J. Schall requested the Selectmen consider authorizing the purchase new automatic CPR device, AEDs, and CPR training materials for the community to be funded with the opioid settlement funds the Town has received. He will bring forward a proposal next month.

4.3 Public Works Department

D. Hunniford reported street sweeping will start next week. The last of the tree removal funds received from fund balance will be used by next week. There is still tree work remaining that Eversource is funding. The Public Works crew is doing tree trimming themselves when possible. The shed at the Transfer Station has been replaced.

West Town Street will be resurfaced around June 15.

The Selectmen discussed developing a plan to pave the driveway from West Town Street to the Church and Library at the same time West Town Street is paved. Resolution of the Church lawsuit is likely to grant the Town ownership of the driveway before the end of the month.

4.4 Building Department

J. Nowosad reported building and permit revenue is still trending high. Some of the revenue is being driven by a major project at Pride's Corner.

5.0 Consent Agenda

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

5.1 Approval of Tax Refunds

2021-04-0081048	Peter Siragusa	\$ 7.81
2021-04-0080200	CCAP Auto Lease	\$ 114.51
2021-01-0003296	CoreLogic Tax Services (Agent for Michael Stetson)	\$ 2,916.85
2020-01-0001183	Sharon Galipeau	\$ 10.29
2021-03-0053078	Vicki & Mark Grillo	\$ 18.36
2021-03-0053703	Hyundai Lease Titling	\$ 454.01
2021-01-0001582	Liberty Bank	\$ 1,423.00
2021-01-0000581	CoreLogic Tax Services (Agent for Joseph Casavecchia)	\$ 1,359.67
2021-01-0000687	CoreLogic Tax Services (Agent for Eric & Robin Cohen)	\$ 2,654.51
2021-01-0001043	CoreLogic Tax Services (Agent for Eve Ellis)	\$ 2,123.29
2021-01-0001721	CoreLogic Tax Services (Agent for Donna <u>Kachnowski</u>)	\$ 2,416.01
2021-01-0002120	CoreLogic Tax Services (Agent for Beverly Magowan)	\$ 1,052.49
2021-01-0002492	CoreLogic Tax Services (Agent for Michael Noli)	\$ 2,859.15
2021-01-0003497	CoreLogic Tax Services (Agent for Kelly Tuttle)	\$ 1,219.50
Total		\$ 18,629.45

5.2

5.3 Approval of Minutes

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

5.4 *Resignation of Ellen Macauley from the Economic Development Commission and Village Business District Design Review Board, effective April 2, 2023*

5.5 *Resignation of Matt Earls, Library Director, effective March 16, 2023*

5.6 *Resignation of Todd Marsh, highway maintainer, effective April 7, 2023*

5.7 *Resignation of Armand Robitaille, Public Works mechanic, effective April 14, 2023*

5.8 *Reappointment of Laurel Hennebury as a member of the Water Pollution Control Authority, with a term to expire 05/01/2026*

5.9 *Authorize First Selectman to sign participation forms for 2023 New National Opioid Settlements*

5.10 *Authorize First Selectman to sign 2023 Savol Pool opening contract*

5.11 *Authorize First Selectman to sign 2023 Solitude milfoil remediation contract for Lake Williams*

5.12 *Authorize First Selectman to sign 2023 School Readiness grant contract*

5.13 *Authorize First Selectman to sign 2023-2024 Fuss and O'Neil landfill monitoring contract*
M. DeCaprio SECONDED.
MOTION CARRIED 5:0

6.0 New Business

Discuss and act upon:

6.1 Proposed ordinance regarding tax refund payments of five dollars or less

K. Lawer proposed an ordinance that would waive the requirement to mail out tax refunds that are five dollars or less due to the costs of issuing these small refunds. This is permitted by Connecticut general statutes.

K. Smith MOVED to add consideration of an ordinance regarding tax refund payments of five dollars or less to the agenda for the Annual Town Meeting. B. Petrie SECONDED.

K. Smith asked that the ordinance language be reviewed by town counsel. She also asked how many refunds of less than \$5 happen per year. K. Lawer said about 10.

MOTION CARRIED 5:0

6.2 Cemetery Commission request for tree removal work at Exeter Cemetery

K. LaPorte presented a quote for tree removal work at Exeter Cemetery from Good Ol' Boys Trees Service. He said they approached other vendors and did not receive quotes for this work. He requested the Selectmen waive the competitive bidding ordinance which would have required two more quotes for this work.

K. Smith MOVED to waive the competitive bidding ordinance, citing a lack of available vendors, and to award a contract to Good Ol' Boys Tree Service for \$6,800 to be funded by the Cemetery Lots Fund. K. Cwikla SECONDED.

MOTION CARRIED 5:0

6.3 Building Department fees

J. Nowosad presented a proposal to raise the building permit fees from \$12 to \$15. Fees have not been adjusted since 2016. The fees would put Lebanon in line with other similar sized towns.

K. Smith MOVED to add consideration of an ordinance revising building permit fees to the Annual Town Meeting. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

6.4 TIP funding for WPCA laptop and accessories

B. Dennler presented a proposal to purchase a new laptop for the WPCA administrator who also acts as a floater in the Selectmen's Office and as a Public Works admin.

B. Petrie MOVED to authorize up to \$1,100 from TIP for the purchase of a laptop and two headsets. K. Smith SECONDED.

MOTION CARRIED 5:0

6.5 Transfer Station rental, hauling, and disposal operational contract

K. Cwikla stated the Selectmen would need to approve a contract soon for dumpster rental, hauling, and disposal at the Transfer Station. The contract with Casella/WilliWaste is expiring and Casella has informed the Town that fees will increase substantially. K. Cwikla and the Solid Waste Commission have also received a quote from CWPM to take over these services. K. Cwikla will bring a final proposal to BOS soon. The SWC will also need the Selectmen to include raising Transfer Station fees as an agenda item at the Annual Town Meeting to offset the increased operational costs.

NO ACTION TAKEN

6.6 Draft report of the Charter Revision Commission

The Selectmen reviewed the draft report and agreed to hold a public hearing later this month.

NO ACTION TAKEN

7.0 Old Business

Discuss and act upon:

7.1 Public Works building project

K. Cwikla stated the proposal to purchase and renovate 859 Beaumont Highway is on hold due to another buyer. B. Petrie suggested the Selectmen investigate options at the Transfer Station although she personally does not believe it is the right site. R. Chesmer stated he believes they should investigate rebuilding at the current location. K. Cwikla suggested holding a dedicated meeting on the subject.

NO ACTION TAKEN

7.2 Authorize First Selectman to sign ambulance purchase agreement

M. DeCaprio MOVED to authorize the First Selectman to sign an ambulance purchase agreement with Specialty Vehicles Inc for \$445,985 to be paid for from fund balance as authorized by Town Meeting. K. Smith SECONDED.

MOTION CARRIED 5:0

7.3 Fire Safety Complex roof repair/replacement

D. Hunniford presented options for the repair or replacement of the Fire Safety Complex roof from Tech Roofing Service. He said other vendors did look at the roof but only Tech Roofing has provided quotes for work. Options include repairing it by replacing screws and washers for \$34,385; installation of a new metal roof for \$425,000; or installation of a membrane over the roof for \$140,000. B. Petrie and K. Smith suggested holding an ARPA subcommittee meeting to discuss funding options.

NO ACTION TAKEN

7.4 Community Center renovations

K. Smith and B. Petrie stated they recently toured the Community Center to select paint colors for the painting contract which is out to bid. They said they identified a number of additional items they want to see renovated, including replacing the carpets with LVT, ensuring a leak is fixed,

repairs to the exterior clapboard prior to painting, renovation of the bathroom, and renovation of the kitchen.

The Selectmen considered using funds from the Community Center account and a historic buildings account to fund the renovation. D. Hunniford and K. Cwikla will work to develop a budget and work with H. Wagner and the Selectmen to identify funding sources.

NO ACTION TAKEN

8.0 **Approval of Minutes**

8.1 **March 23, 2023 Special Meeting – B. Petrie and M. DeCaprio not present**

R. Chesmer noted that he wants the minutes to reflect that his vote in favor of awarding the HVAC contract to Sav-Mor is contingent upon receipt of the Eversource rebates to lower the net bid price to \$14,605.

K. Smith MOVED to approve the minutes as amended to reflect his vote in favor of awarding the HVAC contract to Sav-Mor was contingent upon the receipt of the Eversource rebates to lower the net bid price to \$14,605. K. Cwikla SECONDED.

MOTION CARRIED 5:0

K. Cwikla MOVED to add to the agenda “Discuss and act on Senior Center AES box” as item 9.0. K. Smith SECONDED.

MOTION CARRIED 5:0

9.0 **Discuss and act on Senior Center AES box**

B. Dennler stated that Novus has additional phones which can be installed at the Senior Center that would allow the Town to cancel the expensive traditional phone service at that location. This would require the same wireless fire alarm monitoring box from FASD that was recently installed at the Town Hall, FSC, and CC.

K. Smith MOVED to authorize up to \$1,200 from TIP and for the First Selectman to sign a contract with FASD to upgrade the AES box to a wireless system. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

10.0 **Adjourn**

The meeting adjourned at 7:05 PM.

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