

**Board of Selectmen
REGULAR MEETING
AUGUST 6, 2019 — 3:00 PM
TOWN HALL
MINUTES**

Members Present: First Selectman Betsy Petrie, Selectmen Glen Coutu (arrived at 3:10) and John Bendoraitis (left at 5:02 PM)

Others Present: Catherine Marrion of Waller, Smith, and Palmer; Bill Landon and Sandy Landon of 589 Exeter Road; Keith Laporte and Tom Meyer of the Cemetery Commission and Jay Tuttle (arrived at 4:00 PM); Administrative Assistant Bernard Dennler

1.0 Call to Order

B. Petrie called the meeting to order at 3:00 PM. She noted that the Landons were present and would like the opportunity to speak but that the Board was on a tight schedule with the meeting. Therefore, she offered to move them ahead of the Board's planned Executive Session.

B. Petrie MOVED to adjourn the order of Agenda and take up Item 3.0 "Discuss Landon Property — 589 Exeter Road" at this time. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:0

2.0 Executive Session

B. Petrie MOVED to enter Executive Session at 3:20 PM. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:0

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

Executive Session ended at 4:00 PM with no action taken.

3.0 Discuss Landon Property — 589 Exeter Road

Bill Landon spoke to the Selectmen and attorney Catherine Marrion. He said that he feels there are differences between survey maps and claimed the one in Town Hall had been modified. He asked who had marked up the map and asserted that the map in his possession was the accurate copy. B. Landon continued to discuss his views on the history of the property, its boundaries, and his concerns.

4.0 Public Forum

There was no public forum.

5.0 Correspondence

5.1 Monthly letter from Troop K

The Selectmen reviewed the letter.

5.2 Concerns from Cemetery Commission members regarding mowing conditions

B. Petrie said she has spoken with the contractor about the concerns and left notes in the file for the next First Selectman.

5.3 Letter regarding tree removals

The letter was from a non-resident who believes the town should do more to remove the trees damaged by infestations. B. Petrie noted that the Town is in the process of removing trees.

5.4 Notification of death of Jan Grigas, member of Economic Development Commission

B. Petrie said J. Grigas had passed away, creating a vacancy on the EDC, which the Town would need to fill.

5.5 Notification of resignation of Carol Morris-Scata as chair of Water Pollution Control Authority effective October 31, 2019 and Solid Waste Commission, effective December 31, 2019

B. Petrie said Carol Morris-Scata had sent a letter of resignation as chair of WPCA and Solid Waste. In the letter she indicated she would be resigning from WPCA all together but was willing to remain on the Solid Waste Commission as a member or alternate.

6.0 Financials

6.1 Monthly budget reports

The Selectmen discussed the funds related to budget transfers.

6.2 Presentation by Bill Alleman from Edward Jones on review of Town's Endowment Invest Policy and Investment Portfolio

This item was taken up following item 9.4. J. Bendoraitis was no longer present. B. Alleman reviewed the Town's portfolio as it stood at the end of the day August 5, 2019. He noted that by keeping roughly 35 percent in bonds the portfolio is more resistant against "bumps" in the market like those experienced by the market on August 5. He said the portfolio stands close to its all-time high and is up over 10 percent year-to-date.

B. Alleman recommended the Town purchase stocks in Union Pacific which has paid out a dividend since 1899 and has increased its dividend for 18 consecutive years. He suggested they liquidate their holdings in PPG which Edward Jones has marked as being overvalued. He suggested residuals from the sale be put in Franklin Government Securities.

B. Petrie MOVED to liquidate all funds from PPG and to invest the proceeds in Union Pacific with residuals to be put in Franklin Government Securities. G. Coutu SECONDED.

MOTION CARRIED 2:0:0

7.0 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

7.1 Resignations

Accept or acknowledge the following:

- a. Resignation of Linda McDonald as an administrative clerk, effective July 16, 2019
- b. Resignation of Bill Johnson as Building Maintainer, effective August 2, 2019
- c. Resignation of Alan Seilhammer as an alternate from the Economic Development Commission
- d. Resignation of Carol Morris-Scata as a member of the Water Pollution Control Authority, effective October 31, 2019
- e. Resignation of Rob Magao as School Resource Officer, effective Friday, August 2, 2019

7.2 Appointments

Appoint the following:

- a. Dennis Latchum as full member of Economic Development Commission, term to expire
- b. Charlotte Ross as an alternate member of the Economic Development Commission, term to expire
- c. Ellen Macauley as alternate member of the Economic Development Commission, term to expire

7.3 Approval of Minutes

Approve the following minutes:

- a. Minutes from July 9, 2019 Regular Meeting
- ~~b. Minutes from July 25, 2019 Special Meeting~~
- ~~c. Minutes from July 29, 2019 Special Meeting~~

7.4 Approval of Tax Refunds

SONG GU YANG	\$802.94
EDUARDO R. COYA	\$3465.82
LINDA & EDWARD SCHERNAU	\$43.87
DAVID MORGAN	\$27.34
TOYOTA LEASE TRUST	\$67.71

J. Bendoraitis noted that he was not present at the July 29 meeting and Betsy Petrie was not present at the July 25 meeting. He asked they be struck from the Consent Agenda and taken up following the approval of the Consent Agenda.

G. Coutu MOVED to accept the Consent Agenda as amended. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

B. Petrie MOVED to approve the minutes of the July 29, 2019 Special Meeting. G. Coutu SECONDED.

MOTION CARRIED 2:0:1 (J. Bendoraitis abstaining)

J. Bendoraitis MOVED to approve the minutes of the July 25, 2019 Special Meeting. G. Coutu SECONDED.
MOTION CARRIED 2:0:1 (B. Petrie abstaining)

8.0 Old Business

Discuss and act upon:

8.1 Software for Town cemeteries

Tom Meyer explained the current process for maintaining data regarding cemeteries in Excel which is done by the Sexton. He described software called Cemify which would allow the Town to maintain the data within a digital map of the cemetery which would also be connected to vital record information. The cost for the web-based software would be a \$1,500.00 onetime mapping fee plus \$790.00 annual licensing fee which includes nine licenses.

T. Meyer said he was extremely in favor of this because it would make the information more accessible and that the data could be transferred to the Town if the contract was ever terminated or allowed to expire.

B. Petrie asked for clarification about the price. T. Meyer noted the mapping fee only covers New Lebanon Cemetery and a new mapping fee would likely be charged if they were to map North Lebanon Cemetery after it opens.

J. Bendoraitis suggested they request a cap on the year-to-year fee increase in the final contract.

B. Petrie MOVED to authorize the First Selectman to sign the Cemify contract pending review of the contract by the Cemetery Commission. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

J. Bendoraitis MOVED to authorize up to \$1,500.00 from TIP for Cemify mapping of New Lebanon Cemetery. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

J. Bendoraitis MOVED to authorize up to \$790.00 for the licenses for Cemify with funds to come from Account 415. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

8.2 FEMA update

B. Dennler said three of five project sets for the FEMA application were now complete and the first round of funding could start soon. FEMA will provide the Town up to 75 percent reimbursements for repairs that return roads and bridges to pre-storm conditions. Based on the estimates provided by the town's FEMA representative this week, the Town may receive over \$250,000 for the first three project sets which includes road and culvert repairs. These estimates are not yet final.

B. Petrie said she took part in the most recent meeting with the FEMA rep and pushed for a clearer timeline on the Smith and Randall Road bridge projects which are the final two projects to be completed. She said the rep could not provide a clearer timeline.

B. Dennler said the issue with those projects is that FEMA only offered the Town reimbursement to restore the bridges that washed out in the September storm but that those bridges are not up to existing codes and standards. The Town cannot obtain permits to rebuild the bridges as they were. FEMA may still provide funding for the projects but the Town is required to prove the bridges would not be up to code. He said several reports have been given to FEMA but the engineer working on the project now needs to provide a report showing other projects in Lebanon meet the codes being cited now for these bridges.

B. Petrie said the Town could go ahead with the work now to replace the bridges but they would not be eligible for any FEMA funding if they start work from the unapproved plans. Given the sum of money involved, she said walking away from the FEMA funds was not a good option. G. Coutu and J. Bendoraitis agreed that the Town needs to follow FEMA's instructions and wait for approval.

NO ACTION TAKEN

8.3 Town Website development update

B. Dennler said the launch date for the new website will be Monday, September 2. He said the Town's current vendor has been informed that the Town plans to terminate services at the end of this quarter's billing cycle. A backup of the data from the current website has been created by CivicPlus. He said much of the content on the old website has been updated and replaced. He said there will be a training session at the end of August for anyone working in the Town Hall.

B. Petrie said the new site looks great and noted that Mansfield has just moved to the same vendor for their new site which launched this month.

J. Bendoraitis suggested B. Dennler reach out to the chairs and secretaries of all boards, commissions, and committees so they can prepare for the transition which will change how their minutes and agendas get uploaded.

NO ACTION TAKEN

8.4 Finance Office update

B. Petrie said Bob Sirpenski is continuing to come in for ten hours per week and Laurie Epler is also continuing to come in. She said an account analyst position has been posted this week for shared services with Town and Board of Education.

NO ACTION TAKEN

8.5 Banking update

B. Petrie said the Town had received a favorable proposal from Chelsea Groton Bank to move all banking there. B. Petrie said she had since met with a representative from Bank of America. Bank of America has now indicated they may be able to make some changes to improve the financial relationship with the Town.

NO ACTION TAKEN

8.6 Salt Storage Shed update

Jay Tuttle stated Planning and Zoning has indicated it is not supportive of the salt shed storage concept at the center location. J. Bendoraitis asked what exactly is required from Planning and Zoning for this. B. Petrie said the project must be approved by P&Z because it is in the Village District.

B. Petrie said according to the state, the salt can remain at its current location for two years. J. Bendoraitis said part of the problem with choosing a location is that it presupposes where an eventual new Public Works garage may end up.

B. Petrie said the Public Works Building Committee may need to be reengaged to look at the issue and develop a solution.

NO ACTION TAKEN

8.7 Emergency Management Director vacancy

B. Petrie said there has been a vacancy since the end of May and that the position has been posted. She noted the compensation for the position is low but requires a unique skill set and there has not been a lot of interest yet. She said there have been three applicants so far plus one additional potentially interested party.

NO ACTION TAKEN

8.8 Use of credit cards in Town Clerk office

B. Petrie said there are ongoing conversations with introducing Point and Pay to Clerk's Office which would allow people to pay with credit cards. B. Petrie said they are satisfied so far with the conversations and could begin introduction in September. She said users would be responsible for the credit charge fee, not the Town.

NO ACTION TAKEN

8.9 Fire Marshal reports

B. Petrie said she had received two new fire marshal reports for the Library and Community Center and that additional reports are forthcoming.

NO ACTION TAKEN

9.0 New Business

Discuss and act upon:

9.1 Quotes for networking of DPW depot to Town Hall servers

B. Dennler said he had received quotes from Novus for part of the necessary equipment but he was still waiting for the quote from Service Station Equipment's portion.

NO ACTION TAKEN

9.2 Town Computer Replacement Project

B. Dennler explained that the Town needed to upgrade all computers to Windows 10 before January 20, 2020 when Microsoft will end support for all previous software products. He said several Town computers have been upgraded already under a project previously approved by the Board of Selectmen. The software is free but the Town is paying Novus for the conversion and upgrade process.

He said some of the computers upgraded are struggling with Windows 10 and that all desktops from Town Hall are over five years old and some are almost ten years old. He had previously been investigating replacing the oldest devices with a budget of \$5,000.00 and had received initial quotes for that by working with Novus. Since then, they identified a vendor through Amazon that would sell refurbished devices that would allow the Town to purchase 20 devices plus 240GB Solid State Drives for under \$5,000.00. This would give the town 16 devices and 4 spares. These devices have 3.2 GHZ processors and 16 GB of RAM. They all natively run Windows 10 Pro. He said if the Town upgraded the devices ahead of January 2020, Novus could perform the installations and charge against the previously approved Windows 10 upgrade project since this would supersede the need to perform the upgrades.

J. Bendoraitis MOVED to authorize up to \$5,000.00 from TIP to purchase new computers and solid state drives. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

9.3 Authorize First Selectman to sign WilliWaste contract

B. Petrie said the Town used to get paid for the recycling fees from WilliWaste which accounted for about \$1,100 per year. Now the Town needs to pay the recycling fee or WilliWaste will not continue to take it. This will lead to budget shortages for the Solid Waste Commission which will need to be addressed.

J. Bendoraitis MOVED to authorize the First Selectman to sign the WilliWaste contract. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

9.4 Modified Board of Selectmen meeting schedule for remainder of 2019

B. Petrie said the Board of Selectmen would move the remainder of its regular meetings for 2019 to 6:00 PM in anticipation of a new Board of Selectmen that may not be able to meet during the day.

B. Petrie MOVED to approve the revised meeting schedule changing the regular meeting time to 6:00 PM starting with the September 10, 2019 regular meeting. G. Coutu SECONDED.

MOTION CARRIED 3:0:0

J. Bendoraitis said that he would need to leave the meeting early at this time. He left at 5:02 PM and apologized to Bill Alleman for not being able to stay for his presentation.

B. Petrie MOVED to adjourn the order of agenda and to take up Item 6.2 "Presentation by Bill Alleman from Edward Jones on review of Town's Endowment Invest Policy and Investment Portfolio." G. Coutu SECONDED.

MOTION CARRIED 2:0:0

10.0 Adjourn

B. Petrie MOVED to adjourn at 5:30 PM. G. Coutu SECONDED.

MOTION CARRIED 2:0:0

Respectfully submitted,

Bernard W. Dennler III
Administrative Assistant