

**Board of Selectmen
Regular Meeting
June 6, 2023 — 5:00 PM
Zoom and Town Hall
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith (left at 6:03 PM), Robin Chesmer, and Betsy Petrie-McComber

Others Present: Bernard Dennler (Office Manager to the First Selectman); Hayley Wagner (Finance Director); Phil Chester (Town Planner); Jennifer Chadukiewicz & Alan Aleia (SCADD); Selette Jemison (Edward Jones)

1.0 Call to Order

K. Cwikla called the meeting to order at 5:02 PM.

2.0 Public Forum

There were no public comments.

3.0 Correspondence

K. Cwikla stated the monthly Troop K report came in late and was forwarded to the Selectmen this afternoon.

4.0 Department Reports

4.1 Finance Department

H. Wagner reviewed the financial reports as of May 31, 2023. As discussed previously, the Elections, Building, and Police accounts will be over budget at year-end. The Fire Safety Complex budget is also expected to be over due to fuel usage. The Legal account may end up overbudget depending on activity in the final months of the fiscal year.

Public Works is expected to have a large balance, partly driven by unexpended salaries. Fringe Benefits is also likely to have a significant balance. Overall, the Town remains on track for a budget surplus for FY22-23.

4.2 Fire Department

B. Dennler read a report sent by Fire Chief Jay Schall. In May, the LVFD responded to 71 calls over 1595 duty crew hours. Three Firefighter 1 students passed their practical. Two Firefighter 2 students passed their practical. Three Cadet members are graduating high school. Two Cadet members are leaving for military service. Three new members joined.

4.3 Public Works Department

D. Hunniford reported the department is currently focused on roadside mowing and grading. Recycling on Bush Hill and Bogg Lane will take place this month. Paving of West Town Street will happen later in the month as well.

4.4 Building Department

There was no report.

5.0 Consent Agenda

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

5.1 Approval of Minutes

a. *Minutes of May 2, 2023 Regular Meeting*

5.2 Approval of the FY2022-2023 Suspense List

5.3 Reappointment of Jason Nowosad as Building Official with a term to expire 06/30/2027

5.4 Hire of Allison Peterson as a substitute library aide, effective June 5, 2023

5.5 Hire of Deana Handfield and Katherine Anderson as WSI lifeguards for the 2023 pool season

5.6 Hire of Alex Zimnoch, Kirk Ricketts, Remmington Walsh, Hazel Delucia, Helen Blakeslee, Alex Hazzard, Lukas Hazzard, and Roger Harkness as lifeguards for the 2023 pool season

K. Smith SECONDED.

MOTION CARRIED 4:0

6.0 Public Hearing on Neighborhood Assistance Act Application NAA-2023-01: Lebanon Pines Exterior Lighting Upgrades – Southeastern Council on Alcoholism and Drug Dependence, Inc.

J. Chadukiewicz presented their application under the Neighborhood Assistance Act to upgrade the lighting on the Lebanon Pines Campus to improve visibility including security. The proposed total cost is \$206,000. They will be requesting the maximum amount of \$150,000 under the program. The balance will be funded via SCADD's Chelsea Groton Bank line of credit. They believe they have the support of Groton Utilities and Bozrah Light and Power.

K. Cwikla asked if there were any questions from the public. There were no questions.

K. Cwikla asked if there were any questions from the Board of Selectmen. R. Chesmer asked if the lighting plan needs to go before Planning and Zoning. Discussion ensued regarding the Town's lighting regulations.

B. Dennler, speaking as the municipal liaison for the Neighborhood Assistance Act program, detailed the procedure for submitting the application under the NAA. BOS can endorse the application now so SCADD can apply for a sponsor. If a sponsor is received and the project moves forward, the project would need to go through any applicable town processes for permitting or compliance at that time.

A. Aleia affirmed that SCADD will adhere to all applicable zoning regulations if the project moves forward.

K. Smith MOVED to close the public hearing at 5:15 PM. K. Cwikla SECONDED.

MOTION CARRIED 4:0

7.0 New Business

Discuss and act upon:

7.1 Edward Jones presentation

S. Jemison presented recommendations regarding a \$25,000 CD maturing on June 20 and a municipal bond which came due earlier in the month.

B. Petrie MOVED to reinvest the proceeds of a \$25,000 CD maturing on 6/20/23 to purchase one \$10,000 CD, one \$10,000 corporate bond, one \$5,000 corporate bond, and use the balance of remaining cash to invest in U.S. Franklin Government Securities; and reinvest the proceeds of a \$5,000 municipal bond which came due on 6/2/23 to purchase one \$5,000 long term municipal bond.

K. Smith SECONDED.

MOTION CARRIED 4:0

7.2 Recommendations on Neighborhood Assistance Act 2023

B. Petrie asked if it was ok to move forward with the application if it has not yet gone before Planning and Zoning. B. Dennler stated the first step is to get the endorsement of the Selectmen on the application so it can be forwarded to DRS by June 30. If the application moves forward from there and SCADD receives a sponsor, they would need to go before Planning and Zoning to ensure compliance with the lighting regulations.

J. Chadukiewicz and A. Aleia both stated the project will go before Planning and Zoning if necessary and will comply with Town of Lebanon's zoning regulations.

K. Smith MOVED to endorse the 2023 Neighborhood Assistance Act application "Lebanon Pines Exterior Lighting Upgrades – Southeastern Council on Alcoholism and Drug Dependence, Inc." for \$150,000 to fund a \$206,000 lighting upgrade project with the understanding that the project will adhere to all applicable zoning regulations. R. Chesmer SECONDED.

MOTION CARRIED 4:0

7.3 Acceptance of the Charter Revision Commission Final Report

C. Marrion spoke regarding the process to move forward now that the Selectmen have received the Charter Revision Commission's Final Report. The Selectman must either accept or reject the report in its entirety. If accepted, it will move toward referendum. If rejected, the process ends.

B. Petrie MOVED to accept the Charter Revision Commission Final Report dated May 26, 2023 as submitted to the Town Clerk and Board of Selectmen. K. Smith SECONDED.

MOTION CARRIED 4:0

The Selectmen discussed the process for setting ballot questions. C. Marrion had drafted proposed questions but stated she wants to make some revisions before the Selectmen approved them. They agreed to finalize the questions at a future meeting.

7.4 Setting a date for referendum on proposed revisions to the Town of Lebanon Charter

B. Petrie MOVED to set the date for the referendum on the proposed revisions to the Town of Lebanon Charter as November 7, 2023. K. Smith SECONDED.

MOTION CARRIED 4:0

C. Marrion will work on preparing neutral explanatory text with the Town Clerk, as required by state statute. The full proposed revised document must be printed in a newspaper or excerpts of the proposed revisions. If excerpts are published, the Town must mail full copies to any resident who requests a full printed copy.

7.5 Determining ballot questions regarding proposed revisions to the Town of Lebanon Charter

There was no further discussion on the subject. The Selectmen will revisit the ballot questions at a future meeting.

NO ACTION TAKEN

7.6 TIP request for Finance Office filing cabinets

H. Wagner stated the Finance Department would like to replace its aged filing cabinets. She requested two five-drawer filing cabinets and one fire-proof four-drawer filing cabinet.

B. Petrie MOVED to approve up to \$6,500 from TIP for the purchase of filing cabinets, including a fireproof cabinet. K. Smith SECONDED.

MOTION CARRIED 4:0

B. Petrie MOVED to add to the agenda as item 7.7 "Approval of Tax Refunds". K. Smith SECONDED.

MOTION CARRIED 4:0

7.7 Approval of Tax Refunds

B. Petrie MOVED to authorize the following tax refunds:

Chambery Anthony R Jr: \$27.93

Postemski Victor M & Jason P: \$470.97

K. Smith SECONDED.

MOTION CARRIED 4:0

B. Petrie MOVED to add to the agenda the following items: 7.8 "Farmland Preservation Appraisal", 7.9 "Hire of Senior Van Driver", 7.10 "Resignation of Emma Sousa". K. Smith SECONDED.

MOTION CARRIED 4:0

7.8 Farmland Preservation Appraisal

P. Chester presented a recommendation by the Conservation and Agriculture Commission for the Town to fund an appraisal for farmland preservation purposes at 265 Village Hill Road.

K. Smith MOVED to authorize up to \$5,000 from the Open Space Account to fund the appraisal of 265 Village Hill Road. K. Smith SECONDED.

MOTION CARRIED 4:0

7.9 Hire of a Senior Van Driver

The Selectmen reviewed a recommendation from the Senior Center Director to hire a candidate she interviewed for the position of van driver.

K. Smith MOVED to hire George Szuba as a senior van driver per the non-union wage matrix effective upon the completion of all required pre-employment procedures. B. Petrie SECONDED.

MOTION CARRIED 4:0

7.10 Resignation of Emma Sousa

B. Petrie MOVED to accept with regrets the resignation of Emma Sousa as Assessor, effective June 19, 2023. K. Smith SECONDED.

MOTION CARRIED 4:0

B. Petrie MOVED to add to the agenda item 7.11 "Resignation of Marc Wolf from the Conservation and Agriculture Commission". K. Smith SECONDED.

MOTION CARRIED 4:0

7.11 Resignation of Marc Wolf from the Conservation and Agriculture Commission

B. Petrie MOVED to accept the resignation of Marc Wolf from the Conservation and Agriculture Commission, effective June 6, 2023, with regret due to his moving out of town. K. Smith SECONDED.

MOTION CARRIED 4:0

B. Petrie MOVED to add to the agenda Item 7.12 "Appointment of Desiree Pearson to the Conservation and Agriculture Commission." K. Smith SECONDED.

MOTION CARRIED 4:0

7.12 Appointment of Desiree Pearson to the Conservation and Agriculture Commission

K. Smith MOVED to appoint Desiree Pearson to the Conservation and Agriculture Commission as an alternate with a term to expire 04/01/2025 based upon the recommendation of the Conservation and Agriculture Commission. B. Petrie SECONDED.

The Selectmen discussed the recommendation from the Conservation and Agriculture Commission. B. Dennler presented the application of D. Pearson and a second application from H. Brunelle. P. Chester stated the commission was aware of both applicants' interest in a vacancy. The appointment would not affect minority representation. The Selectmen reviewed both applications and agreed to follow the recommendation of the commission.

MOTION CARRIED 4:0

8.0 Old Business

Discuss and act upon:

8.1 Community Center renovations

K. Smith left the meeting at 6:03 PM.

The Selectmen discussed the plan for the Community Center renovations going forward. K. Cwikla stated he believes they should retain the services of J.R. Russo LLC which has assisted with planning on the Department of Public Works project.

B. Petrie MOVED to allocate \$100,000 from ARPA to begin Community Center renovations. R. Chesmer SECONDED.

MOTION CARRIED 3:0

B. Petrie stated she believes the ARPA funds should be used for renovations and the existing Community Center fund should be used for furnishings afterwards. She recommended the Selectmen reclassify funds related to the HVAC project to come from the ARPA allocation instead of the Community Center fund.

B. Petrie MOVED to reclassify the Community Center HVAC funds in the amount of \$14,605 to be taken instead from the \$100,000 Community Center ARPA allocation. R. Chesmer SECONDED.

MOTION CARRIED 3:0

B. Petrie MOVED to retain the services of J.R. Russo LLC for engineering services related to the Community Center renovation project with funds to come from ARPA. R. Chesmer SECONDED.

MOTION CARRIED 3:0

9.0 Approval of Minutes

9.1 Minutes of May 10, 2023 Special Meeting (M. DeCaprio not present)

B. Petrie MOVED to approve the minutes of the May 10, 2023 Special Meeting. R. Chesmer SECONDED.

MOTION CARRIED 3:0

9.2 Minutes of May 18, 2023 Special Meeting (M. DeCaprio not present)

B. Petrie MOVED to approve the minutes of the May 18, 2023 Special Meeting. R. Chesmer SECONDED.

MOTION CARRIED 3:0

9.3 Minutes of May 25, 2023 Special Meeting (M. DeCaprio not present)

B. Petrie MOVED to approve the minutes of the May 25, 2023 Special Meeting. R. Chesmer SECONDED.

MOTION CARRIED 3:0

9.4 Minutes of June 1, 2023 Special Meeting (M. DeCaprio and R. Chesmer not present)

B. Petrie MOVED to approve the minutes of the June 1, 2023 Special Meeting. K. Cwikla SECONDED.

MOTION CARRIED 3:0

R. Chesmer abstained.

K. Cwikla noted M. DeCaprio's absence from May meetings was due to his obligations during legislative session as state representative.

10.0 Adjourn

The meeting adjourned at 6:12 PM.

Respectfully submitted,
Bernard Dennler
Office Manager to the First Selectman