

**Board of Selectmen
Regular Meeting
September 12, 2023 — 5:00 PM
Zoom and Town Hall
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith, Robin Chesmer, and Mark DeCaprio

Others Present: Hayley Wagner (Finance Director); Dean Hunniford (Director of Public Works/Facilities); Bernard Dennler (Office Manager); Michael Wolf (Administrative Clerk); Heather Brunelle (Last Green Valley)

1.0 Call to Order

2.0 Public Forum

3.0 Correspondence

3.1 Report from Troop K

The Selectmen reviewed the monthly report from Troop K.

4.0 Department Reports

4.1 Finance Department

H. Wagner reported the advertising line item is already overbudget due to the publication cost of the Charter revision.

4.2 Fire Department

There was no report.

4.3 Public Works Department

D. Hunniford reported they are working to finish Bogg and Bush Hill.

5.0 Consent Agenda

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

5.1 Approval of Minutes

- a. *Minutes of August 8, 2023 Regular Meeting*
- b. *Minutes of August 14, 2023 Special Meeting*
- c. *Minutes of August 29, 2023 Long Term Planning Meeting*

5.2 *Authorize First Selectman to sign 2023-2024 FASD service contracts for town buildings*

5.3 *Authorize First Selectman to sign 2023-2024 NECCOG contract*

5.4 *Authorize First Selectman to sign 2023-2024 Aligned Elevator service contract for Jonathan Trumbull Library*

5.5 *Resignation of Ryk Nelson, Solid Waste Commission, effective August 21, 2023*

5.6 *Approval of Tax Refunds*

2022-03-51097	Cherise M & Thomas M Buckley	\$137.75
2021-01-2951	Corelogic Tax Services	\$320.62
2022-03-52362	Anita Durnik	\$32.25
2021-03-52520	Michael B Fellows	\$13.68
2022-03-52558	Michael B Fellows	\$13.34
2022-03-52809	Donald & Jean L Gardner	\$17.02
2022-03-53794	Antonio & Jamie L Incontro Jr	\$172.26
2022-03-54946	Cindy L Lynn	\$49.82
2022-01-2355	Marjorie J Miner & James Beckwith	\$42.92
2022-03-55651	John T Moran	\$441.09
2022-03-57427	David T Schwartz	\$180.44
2022-03-57664	Sylvain J Simoneau	\$83.87
2022-03-58259	Dean V Tine	\$5.57
2022-03-58984	John T & Karen E Woodmansee	\$38.98
Total		\$1549.61

M. DeCaprio SECONDED.

MOTION CARRIED 4:0

6.0 New Business

Discuss and act upon:

6.1 Last Green Valley Presentation

H. Brunelle presented regarding the Last Green Valley. The Last Green Valley National Heritage Corridor consists of 35 towns in Massachusetts and Connecticut. It recognizes the natural, historical, and agricultural resources of the region. The Last Green Valley Inc is the non-profit which works on behalf of the national heritage corridor. H. Brunelle is chair of their Increasing Engagement Committee. She stated the LGV will be sending a letter to request financial municipal support.

NO ACTION TAKEN

6.2 Approval of explanatory text for proposed Charter revisions

The Selectmen reviewed the explanatory text prepared by town counsel and the Town Clerk.

K. Cwikla MOVED to approve explanatory text regarding ballot questions for the proposed Charter revisions as presented. M. DeCaprio SECONDED.

K. Smith stated she would like further discussion of the explanatory text regarding the proposed creation of a Town Manager position and anticipated compensation for the position. The Selectmen agreed to hold a special meeting to approve the explanatory text after a review of the concern by town counsel. The text will be approved before absentee ballots become available October 6th.

K. Cwikla WITHDREW his motion. M. DeCaprio WITHDREW his second.

6.3 Donation to Jonathan Trumbull Library

The Selectmen reviewed a memo regarding the receipt of a donation to the Jonathan Trumbull Library from the estate of Winifred Jackson.

K. Smith MOVED to acknowledge receipt of the donation in the amount of \$118,514.10 from the estate of Winifred Jackson to be deposited in the Town of Lebanon Endowment account currently managed by Edward Jones as required by the existing Board of Selectmen Endowment Investment Policy with the interest income to be utilized as determined by the Library Board of Trustees. M. DeCaprio SECONDED.
MOTION CARRIED 4:0

6.4 Authorize use of TIP for repairs to hearse house

K. Cwikla presented an invoice from Greenwood Builders for repairs to the hearse house roof at Exeter Cemetery.

K. Smith MOVED to approve \$4,250 from TIP for repairs to the hearse house roof at Exeter Cemetery. R. Chesmer SECONDED.
MOTION CARRIED 4:0

6.5 Authorize use of TIP for Town Hall septic repairs

K. Cwikla stated emergency repairs were necessary at Town Hall. He presented invoices related to the repair for TIP funding. This included camera exploration, excavation, pipe cleaning, and more.

M. DeCaprio MOVED to authorize up to \$9,3000 from TIP, pending Board of Finance approval, for emergency septic repairs at Town Hall. R. Chesmer SECONDED.
MOTION CARRIED 4:0

6.6 Authorize use of TIP for wireless HDMI for conference room improvements

B. Dennler presented an invoice for wireless HDMI devices to improve cable management in the conference rooms.

K. Smith MOVED to approve \$198.53 for the purchase of two wireless HDMI devices in the Town Hall conference rooms. M. DeCaprio SECONDED
MOTION CARRIED 4:0

6.7 Approval of invoice from J.R. Russo regarding Lebanon Green septic RFP preparation

The Selectmen reviewed an invoice from J.R Russo regarding preparation of the RFP for the replacement of the septic at the Lebanon Green/First Congregational Church. They discussed where the funds should come from. Previous discussions had suggested costs be paid from the Library Building Project's balance given that the project triggered the legal process that led to the septic replacement project.

K. Smith MOVED to approve the invoice from J.R. Russo for \$875 to be paid for from the Library Building Committee fund for preparation of the RFP for the replacement of the septic at the First Congregational Church/Lebanon Green. R. Chesmer SECONDED
MOTION CARRIED 4:0

R. Chesmer MOVED to add Renovation of the Assessor's Office to the agenda as Item 6.8. M DeCaprio SECONDED.
MOTION CARRIED 4:0

6.8 Renovation of Assessor's Office

K. Cwikla said renovations are underway to create a separate Parks and Recreation Office, utilizing unused space in the Assessor's Office. This will allow the downstairs conference area to be opened up.

R. Chesmer MOVED up to \$7,000 from TIP to fund the renovation of office space on the lower level of Town Hall to divide the existing Assessor's Office into an Assessor's Office and Parks and Recreation Office. K. Smith SECONDED.

MOTION CARRIED 4:0

7.0 Old Business

Discuss and act upon:

7.1 Kompan playground contract

S. Tremblay presented a proposed contract with Kompan for the purchase and installation of a playground at Tyler Field. Kompan is on the Omnia bid list so the town does not need to go out to bid. The price includes the cost of excavation.

K. Smith MOVED to authorize the First Selectman to sign a contract with Kompan for the purchase and installation of a playground at Tyler Field with funds to come from ARPA as previously designated. M. DeCaprio SECONDED.

MOTION CARRIED 4:0

8.0 Approval of Minutes

8.1 August 16, 2023 School Study Subcommittee Meeting

This item was tabled for approval by the School Study Subcommittee.

8.2 August 28, 2023 Special Meeting – M. DeCaprio not present

K. Smith MOVED to approve the minutes of the August 28, 2023 Special Meeting. R. Chesmer SECONDED.

MOTION CARRIED 4:0

M. DeCaprio abstained.

9.0 Adjourn

The meeting adjourned at 5:46 PM.

Respectfully submitted,
Bernard Dennler
Office Manager to the First Selectman