



Board of Selectmen Meeting Minutes

February 6, 2024 — 5:00 PM

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

Others Present: Jay Schall (Fire Chief), Sarah Hill (Administrative Assistant), Hayley Wagner (Finance Director), Dean Hunniford (Director of Public Works), Kelly Lawer (Tax Collector), Jim Russo, Berkeley Nowosad (Registrar), Kimberly Latrobe (Registrar), Sandy Tremblay (Recreation Coordinator), Lindsay Delligan (Library Director), Heidi Bailey, Darcy Battye (Senior Center Director), Gail Gwiazdowski (Assessor)

1.0 Call to Order

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

2.0 Public Forum

- Lindsay Delligan, Jonathan Trumbull Library Director, shared that the library will be conducting strategic planning meetings. They are looking for feedback from the community and town leadership. There will be two open community sessions, Thursday February 29th and Thursday March 14th at 6pm. Light refreshments will be served. The information will be shared on the town website.
- Heidi Bailey, 59 West Town Street, spoke about the new light installed at the skating pond. The light is shining brightly into her home. Ms. Bailey provided photos of the reflections of the light inside of her home before and after the light was originally adjusted. The Board of Selectmen reviewed the photos and agreed to adjust the light color and wattage. The light is used only during freezing temperatures. The First Selectman and the Director of DPW will work with the resident to resolve this issue prior to the light being used again. Ms. Bailey also spoke about the bridge on W. Town Street that was destroyed during a crash. Many walkers use the bridge and with the bridge out there is an increased risk of a pedestrian being hit by a car.
- Berkeley Nowosad and Kimberly Latrobe, Registrars of Voters for the Town of Lebanon, spoke about the pay scale for poll workers, moderators, and assistant moderator. Ms. Nowosad and Ms. Latrobe explained the roles and responsibilities of the positions and the increase in responsibilities for presidential elections. The Registrars also received new information from the Secretary of State about the early voting procedures and additional costs associated with it. The Board of Selectmen reviewed the information and accepted the original budget request with the addition of the early voting costs.

3.0 Correspondence

3.1 Monthly Troop K Report

The Selectmen reviewed the monthly Troop K report.

3.2 Memo about Grand List 2023

The Selectmen reviewed the Grand List for 2023 with the Assessor. The Board of Selectmen asked if this was a result of new property and how this will affect the mill rate. The Assessor explained that there is a shift in the tax burden. The mill rate is expected to decrease. This information will go to the Board of Finance and the Board of Assessment of Appeals will finish their duties in March 2024.



3.3 Updated language for Bids and Contracts

The Selectmen reviewed the updated language which will be added to all future bids and contracts.

4.0 Department Reports

4.1 Finance Department

The Selectmen reviewed the Board of Finance Monthly Expenditure Report. H. Wagner shared that the town's finances are on target. The town will not know if there is a surplus until the spring.

4.2 Fire Department

J. Schall (Fire Chief) reported 88 calls in the month of January. Multiple firefighters are enrolled or have completed their fire state certification. J. Schall shared OSHA is requiring new standards, and he will reach out to our state representative for more information. J. Schall requested to be invited to the next long-term planning meeting which will most likely occur over the summer. The radio project is ongoing, he has had multiple meetings with the schools and the plan is to roll out the school's radios during April vacation. The fire trucks will have their installation in the next 30 days. He is working on spending the funds for the Tower Project. He will have more information by the next meeting and is hoping to have everything concluded by the end of the year.

4.3 Public Works Department

D. Hunniford reported that they are still working on storm restoration including fixing washouts on paved and dirt roads. The Selectmen inquired into the specific roads that DPW are working on. The DPW has or is continuing to work on Bush Hill, Village Hill, Bog, Bender, Reservoir, Valinsky, Randall, Sisson, Burnham, and Barker. With the changing temperatures the roads have turned to mud which has made it difficult to address the needs without causing more damage. Tree cutting has taken place on Geer Rd, North Street, half of Clubhouse Rd, Olenick, Mac, and Babcock Hill, Horiska, and Cook Hill will be the next to be cut.

5.0 Consent Agenda

B. Petrie-McComber MOVED to approve the consent agenda as presented with the remove of 5.9 and 5.11 (moved to new business):

5.1 Approval of tax refunds

2022-03-0050354	Bakaj Construction LLC	\$93.96
2022-03-0052316	Christine s & Brett r Duhaime	\$14.50
2022-03-0052594	Financial Ser Veh Trust	\$668.83
2022-01-0001623	Julie T Ionno	\$144.14
2022-03-0055830	Kaite L Nemeth	\$256.36
2022-03-0057815	Jane L Solak	\$42.57
Total		\$1,220.36

5.2 Reappointment of Mike Rota as a member of the Solid Waste Commission with a term to expire 02/01/2027.

5.3 Appointment of Robert (Bob) Nejako as a member of the Solid Waste Commission with a term to expire 02/01/2027.

5.4 Appointment of Denis Cronin as a member of the Solid Waste Commission with a term to expire 02/01/2027.

5.5 Accept the resignation of Bonnie LeBlanc as Chair of the Commission on Aging.



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- 5.6 Acknowledgement of Recreation member Alan Dunnack for his 8.5 years on the Commission which ended 02/01/2024.
- 5.7 Reappointment of Jim Russo to the Economic Development Commission with a term to expire 02/01/2029.
- 5.8 Reappointment of Pat McCarthy as a member of the Economic Development Commission with a term to expire 02/01/2029.
- 5.9 Appointment of Lori Jahoda as a member of the Economic Development Commission with a term to expire 02/01/2029.
- 5.10 Acknowledgement of Economic Development Commission member Marc Cohen's for his 9 years on the Commission which ended 02/01/2024.
- 5.11 Appointment of Joyce Reynolds as an alternate of the Economic Development Commission to fill the seat vacated by Lori Jahoda whose term expires 02/01/2025.
- 5.12 With regret accept the resignation of Kerry Fonseca, Accounting Technician, effective Monday, January 29.
- 5.13 Reappointment of Darcy Battye as the Municipal Agent for the Elderly for the Town of Lebanon effective for a two-year term.

K. Smith SECONDED. Motion carried 5:0.

6.0 New Business

Discuss and act upon:

6.1 Review and accept 2024 – 2025 non-union wage matrix.

B. Petrie-McComber MOVED to approve the 2024-2025 non-union wage matrix as presented with the additional costs related to the registrar of voters and early voting . K. Cwikla SECONDED.

Motion carried 5:0.

6.2 Hire Susan Talbot as the Transportation Clerk at the Lebanon Senior Center.

B. Petrie-McComber MOVED to hire Susan Talbot as the Transportation Clerk at the Lebanon Senior Center. M. DeCaprio SECONDED.

Motion carried 5.0.

6.3 Review and accept Lebanon Senior Center Freezer / Refrigerator Closet for \$17,550.00, funded by Senior ARPA Funds and Friends of the Library.

Error on the agenda, funded by Senior ARPA Funds and Friends of the Senior Center, not the Friends of the Library.

D. Battye, Lebanon Senior Center Director, explained the senior center received \$15,993.00 from the Senior ARPA funds. Ms. Battye plans to use the funding to expand the kitchen to support their successful weekly lunch program. The remaining cost for the renovations is approximately \$2,000. The Friends of the Senior Center planned to purchase a new convection oven for the building. The Board of Selectmen reviewed the site plans and building quote with D. Battye and J. Russo. The Selectmen decided the Town will pay for the new oven. D. Battye will come back to the Board of Selectmen with a quote for the oven.



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K. Smith MOVED authorize up to \$2,000 from ARPA to for the demolition and renovations to the Senior Center Kitchen and waiving the competitive bid ordinance. B. Petrie-McComber SECONDED.

Motion carried: 4:1 R. Chesmer ABSTAINED.

6.4 Accept the contract proposal for Closed Cell Spray Insulation within the Attic of the Community Center for \$12,170.00.

After not receiving any bids for this project, the town connected with a local contract, J. Russo, to complete this project. B. Petrie-McComber MOVED to accept the bid for the Closed Cell Spray Insulation within the attic of the community center for \$12,170.00 out of ARPA. M. DeCaprio SECONDED.

Motion carried 5:0.

6.5 Approve invoice for new septic system installed within the Lebanon Green for \$1,093.75.

K. Smith MOVED to approve the invoice for the project management fees for the septic system installed within the Lebanon Green for \$1,093.75 from the Library Renovations Fund for services rendered in October 2023, November 2023, December 2023, and January 2024. M. DeCaprio SECONDED.

Motion carried 5:0.

6.6 Approve invoice for renovations of the Lebanon Community Center for \$3,250.00.

B. Petrie-McComber MOVED to approve the invoice for the project management services during November 2023, December 2023, and January 2024 for the renovations of the Lebanon Community Center for \$3,250.00 from ARPA funds. K. Smith SECONDED.

Motion carried 5:0.

6.7 TIP request for 2 laptops for conference rooms for \$1,327.56.

K. Smith MOVED to authorize \$1,327.56 out of TIP for 2 laptops for the Town Hall Conference Rooms. M. DeCaprio SECONDED.

Motion carried 5:0.

6.8 TIP request for a replacement check printer for the finance department not to exceed \$600.

B. Petrie-McComber MOVED to authorize up to \$600 out of TIP for a replacement check printer for the Finance Department. K. Smith SECONDED.

Motion carried 5:0.

6.9 TIP Request for an upgraded electronic salt system for \$6,427.00.

M. DeCaprio MOVED to approve the TIP request for an upgraded electronic salt system for \$6,427.00 for the Department of Public Works. K. Smith SECONDED. Motion carried 4:1. B. Petrie-McComber opposed.



6.10 TIP Request for Side Dump Bucket for \$34,790.52.

D. Hunniford, retracted the quote provided for the side dump bucket. A new quote was provided for \$8,119.00. B. Petrie-McCombe MOVED to authorize \$8,119.00 for the side dump bucket for skid steer to be allocated from the DPW's budget. M. DeCaprio SECONDED. Motion carried 5:0.

6.11 Discuss and review TIP request to purchase a chair rack and replace the chairs at the Fire Safety Complex.

The Board of Selectmen decided to wait to order new chairs, chair rack, and tables for the Fire Safety Complex until the plans for furniture at the Community Center have been determined. The funding will come from ARPA. The Board of Selectmen discussed the needs for the Fire Safety Complex including a new refrigerator, roof insulation, and hood cleaning at the Fire Safety Complex and the Senior Center.

6.12 Creation of a new committee with the Historical Society to celebrate America's 250th Anniversary in 2026.

B. Petrie-McComber MOVED to approve the creation of a temporary new committee in collaboration with the Lebanon Historical Society to celebrate America's 250th Anniversary in 2026. M. DeCaprio SECONDED. Motion carried 5:0.

6.13 Review and approve wording on signage at the new Lebanon Community Playground located at 92 Bascom Rd in the Tyler Field Complex. Construction will be complete by Thursday February 8th.

The Board of Selectmen reviewed the proposed wording for the signage at the new Lebanon Community Playground. The Board of Selectmen recommended adding the address of the playground and discussed an ambulance passage, the need for a Wi-Fi repeater for cell phone service, the addition of garbage cans, and a grand opening.

Motion to amend the agenda to, 5.9 Appointment of Lori Jahoda as a full seat member of the Economic Development Commission with a term to expire 02/01/2025. B. Petrie-McComber MOVED to update the verbiage and term expiration date. M. DeCaprio SECONDED. Motion carried 5:0.

6.14 Appointment of Lori Jahoda as a full seat member of the Economic Development Commission with a term to expire 02/01/2025.

B. Petrie-McComber MOVED to appoint Lori Jahoda as a full seat member of the Economic Development Commission with a term to expire 02/01/2025. M. DeCaprio SECONDED. Motion carried 5:0.

Motion to amend the agenda to 5.11 appointment of Joyce Reynolds as an alternate of the Economic Development Commission to fill the seat vacated by Lori Jahoda whose term expires 02/01/2029 B. Petrie-McComber MOVED to update the term expiration date. K. Smith SECONDED. Motion carried 5:0.

6.15 Appointment of Joyce Reynolds as an alternate of the Economic Development Commission with a term to expire 02/01/2029.



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B. Petrie-McComber MOVED to appoint Joyce Reynolds as an alternate of the Economic Development Commission with a term to expire 02/01/2029. K. Smith SECONDED. Motion carried 5:0.

Motion to add 6.16 Discuss and act upon approving underground utility wires for the Community Center. K. Smith MOVED to add to the agenda. R. Chesmer SECONDED. Motion carried 5:0.

6.16 Discuss and act upon approving underground utility wires for the Community Center.

The Board of Selectmen discussed the plans for installing fixtures and underground utility wires for the Community Center with J. Russo. J. Russo provided a proposal from Stula Enterprises for \$2,500.00 for the project. R. Chesmer MOVED to accept the quote for the underground utility wires for the Community Center using ARPA funds. K. Smith SECONDED. Motion carried 5:0.

7.0 Old Business

Review the information regarding Lebanon Life.

The Board of Selectmen reviewed the quote provided by David Lyons. No action was taken.

8.0 Discuss and act upon approval of minutes.

8.1 1/9 BOS Regular Meeting

K. Smith MOVED to approve the minutes from the January 9, 2024 BOS Regular Meeting. M. DeCaprio SECONDED. Motion carried 4:1. K. Smith ABSTAINED

8.2 1/16 BOS Special Meeting – Canceled

No Action

8.3 1/18 BOS Special Meeting

B. Petrie-McComber MOVED to approve the minutes from the January 18, 2024, BOS Special Meeting. K. Smith SECONDED. Motion carried 4:1. M. DeCaprio ABSTAINED

8.4 1/23 BOS Special Meeting

K. Smith MOVED to approve the minutes from the January 23, 2024, BOS Special Meeting. B. Petrie-McComber SECONDED. Motion carried 4:1. M. DeCaprio ABSTAINED

8.5 1/30 BOS Special Meeting

B. Petrie-McComber MOVED to approve the minutes from the January 18, 2024, BOS Special Meeting. K. Smith SECONDED. Motion carried 5:0.

9 Adjourn

Meeting adjourned at 7:15 PM.

Respectfully submitted,
Sarah Hill
Administrative Assistant