

Board of Selectmen
REGULAR MEETING
August 2, 2016– 3:00 PM
Town Hall
MINUTES

Members present: First Selectman Betsy Petrie, Selectman Glen Coutu, and Selectman John Bendoraitis

Others present: Karen Stober, Carla McElroy, Highway Foreman Jay Tuttle, Rob Cady Jr., and Eric McKinney from Service Station Equipment Inc., and Administrative Assistant Linda McDonald

1.0 Call to Order: B. Petrie called the meeting to order at 3:00 p.m.

G. Coutu MOVED to begin discussion of item 5.2 at this time. J. Bendoraitis SECONDED.
MOTION CARRIED 3:0:0.

5.2 Authorizing the First Selectman to sign Agreement with Service Station Equipment Inc. for Public Works Tank Environmental Services:

J. Tuttle reported there is an ongoing issue with fuel clarity (sedimentation and particles) in the fuel tank at public works. Eric McKinney from Service Station Equipment Inc. explained the two options his company can offer: 1) vacuum out the tank or 2) biocide the tank, vacuuming out tank bottom and filtering the diesel fuel which would filter the particles from the existing fuel in the tank and then flush and/or pump the tank all the way down with coordination with the fuel delivery company. J. Tuttle recommended an annual maintenance schedule for the fuel storage.

2.0 Public Forum: Karen Stober and Carla McElroy from Boy Scout Troop 180 informed the board the troop is planning a Veteran's Day 5K race on November 12, 2016 to benefit their benefactor, American Legion Post 180. Discussion followed as to recommended procedures to follow and permits needed.

3.0 Correspondence

3.1 Email from G. Stefon regarding Savalle Easement:

B. Petrie referred to correspondence from Gerald Stefon formally requesting BOS approval of the Eversource agreement. Consensus of the board was to send the proposed easement language to the Planning and Zoning Commission for a CGS 8-24 review and subsequent recommendation to the BOS.

4.0 Financials

4.1 Monthly Expenditure Report: No report.

4.2 Authorizing Donation to the Jonathan Trumbull Jr. House Endowment Fund: J. Bendoraitis explained a \$100.00 donation was left in the donation box at the museum and the BOS has to authorize the investment of this donation.

B. Petrie MOVED to deposit a \$100.00 donation into the Town of Lebanon endowment account, the Franklin U.S. Government Securities Fund. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

J. Bendoraitis MOVED to add item 4.3: Discuss and act upon transferring the Manning gift to the Town of Lebanon endowment fund. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

- 4.3** Discuss and act upon transferring the Manning gift to the Town of Lebanon Endowment Fund: J. Bendoraitis explained in 2007 when the town purchased 26 acres for the senior center, Oliver Manning also donated an approximately 2 acre conservation easement (open space) piece of land as well as \$10,000.00 to be put in a mutual fund to support the establishment and maintenance of a walking path, park area, an existing spring and land conservation in the open space area.

J. Bendoraitis said it will take quite a while for enough money to accumulate to really be able to do anything at all with the property. The gift is currently being held in Ameriprise and he suggested moving the money into the pool of the endowment account and in the process of moving the money, to liquidate it and put the proceeds into the Franklin U.S. Government Securities Fund, trying to get to the 65/35 balance in the account.

J. Bendoraitis MOVED to liquidate the Manning gift from the Ameriprise account and move the proceeds into the Franklin U.S. Government Securities Fund. G. Coutu SECONDED. J. Bendoraitis noted that Manning letter states "We plan to give the Town of Lebanon \$10,000.00 before December 31, 2007. Our gift will be by way of a mutual fund; however, we understand that the town may invest it differently."

MOTION CARRIED 3:0:0.

J. Bendoraitis suggested refreshing the Conservation and Agriculture Commission that the town has this money, in the event the commission has an idea for a small project, as the town is permitted to use 2/3 of the gain since the initial investment. He said as of 5/13/16 the value of the account was \$15,112.94 so approximately \$3,400.00 would be available for use.

5.0 New Business

Discuss and act upon:

5.1 Discussion with Public Works Building Committee:

R. Cady Jr., Chairman of the Public Works Building Committee, explained the committee will meet next week and will discuss the legal issue of the town green ownership and how it could possibly delay the building of the new public works facility on the current town fire safety complex site. He is looking for direction and/or thoughts from the board to take back to the committee.

Discussion followed on moving the proposed building project to either of the other locations under consideration. B. Petrie said the Plan of Conservation and Development (POCD) does not favor a town garage location in the center of town and cleaning up the current public works garage site would be the town's responsibility. She favors the transfer station site. G. Coutu agreed the building has to be functional and safe, not aesthetically pleasing.

Costs were developed for all four properties under consideration. The possibility of two fuel depot locations was discussed.

The board thanked R. Cady Jr. for being proactive.

5.2 Authorizing the First Selectman to sign Agreement with Service Station Equipment Inc. for Public Works Tank Environmental Services (continued):

Board discussion followed on where the funds would come from. J. Bendoraitis left the meeting briefly to confer with the Finance Director on this matter. Upon returning to the meeting, J. Bendoraitis confirmed funds could come from TIP.

B. Petrie MOVED to authorize the First Selectman to sign an agreement for remediation of fuel tank with Service Station Equipment Inc. for Public Works tank environmental services (Option 2) for expenditures up to \$2,500.00, funds to come from TIP. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

5.3 Authorizing the Purchase of Public Works Equipment:

B. Petrie said funds to purchase the equipment from the list provided by J. Tuttle would come from the public works standard operating budget, not residual from capital budget. No action required.

5.4 Authorizing the purchase of a Skid Steer for Public Works Department: J. Tuttle explained the capabilities of the Bobcat All-Wheel Steer Loader and the significant savings achieved (\$21,140.53) with accepting the National Joint Powers Alliance (NJPA) contract. He said the steering mechanism is beneficial to municipal use. Discussion followed on the use of the machine with snow blower attachment.

J. Bendoraitis MOVED to authorize expenditure of up to \$70,000.00 (including possible purchase of forest package) to purchase a A770 T4 Bobcat All-Wheel Steer Loader and to waive the bidding requirement due to the savings with the NJPA and specific product of the all-wheel steer. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

Authorizing the Purchase of two 2017 Ford F350 one ton pick-ups: J. Tuttle reviewed the specifics in the two quotes received from Columbia Ford. Discussion followed.

B. Petrie MOVED to authorize the acquisition of two regular cab one-ton pickups (2016 and/or 2017) not to exceed \$80,000.00 with v- plows and sander mechanisms and to waive the bidding requirement as the town is using the State of Connecticut bid contract. G. Coutu SECONDED.

J. Bendoraitis said that the current pick-up should be kept in use until such time repairs would become too costly. At that time, he emphasized the truck be disposed of, but not replaced. MOTION CARRIED 3:0:0.

J. Bendoraitis asked J. Tuttle to provide a list to establish the purpose of each vehicle in the public works fleet.

- 5.5 Advertising a Revised Contract for the Harvesting of Corn & Hay on Town- owned Property: After discussion, consensus of the board was to change the specifications to reflect a one year bid agreement.
- 5.6 Advertising a Revised Mowing Contract for Cemeteries: The revised mowing contract was reviewed which includes additional mowings as recommended by the current mowing contractor at the New Lebanon Cemetery. Consensus of the board was to go out to bid with the revised contract language.

6.0 Old Business

Discuss and act upon:

- 6.1 Approving Moderator Training Procedure for Town Meetings: Changes were made to the language in this document. Staff will incorporate the recommended changes and will bring to a future meeting for discussion and action.
- 6.2 Update on Constable Hire: B. Petrie said the Resident State Trooper received two applications for the position of constable. He will pursue possibly recommending the hiring of both pending background checks and interviews.

7.0 Departmental Update: No update this month.

8.0 Minutes

Discuss and act upon:

- 8.1 Approving the minutes from the July 12, 2016 Regular Meeting:

The minutes from the July 12, 2016 regular meeting were amended as follows:

“4.3 Discussion with Bill Alleman from Edward Jones regarding the investment policy for small endowments and donations:

J. Bendoraitis explained the proposed modifications to the town’s Investment Policy. He said current policy dictates that the principal for small endowments and donations cannot be touched. ~~B. Alleman was in agreement with the proposed changes to the policy regarding the small endowments and donations and he would perform the accounting for the bookkeeping for the endowments.~~ “

G. Coutu MOVED to approve the minutes from the July 12, 2016 regular meeting as amended. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

- 8.2 Approving the minutes from the July 19, 2016 Special Meeting:

J. Bendoraitis MOVED to approve the minutes from the July 19, 2016 special meeting as presented. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

9.0 Resignations

9.1 Resignation of Brandon Handfield from the Public Works Building Committee: G. Coutu MOVED to accept, with regret, the resignation of Brandon Handfield from the Public Works Building Committee. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

10.0 Appointments: No appointments.

11.0 Police Report: No report.

12.0 Tax Refunds: J. Bendoraitis MOVED to approve the following tax refunds as recommended by the Tax Collector:

Tax Refunds for August 2016	Amount
Frank Simao Et Al	\$10.60
Russell & Sandy Willis	\$10.90
Richard or Gwen Reale	\$217.78
Trucut Landscaping LLC	\$17.59

G. Coutu SECONDED. MOTION CARRIED 3:0:0.

13.0 Adjournment: G. Coutu MOVED to adjourn the meeting at 5:00 p.m. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

Respectfully Submitted,

Linda H. McDonald