

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

MINUTES

Members Present: First Selectman Betsy Petrie, Selectman Glen Coutu and Selectman John Bendoraitis
Also Present: Finance Director Veronica Calvert, Bonnie LeBlanc, Senior Center Director Darcy Battye, Town Clerk Susan Coutu, Catherine Russi, Town Planner Philip Chester and Administrative Assistant Linda McDonald

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

2.0 Public Forum: No public forum.

3.0 Correspondence

3.1 Letter from Saint Francis of Assisi Ladies Guild

4.0 Financials

4.1 Monthly Expenditure Report:

4.2 Discuss and act upon Certificate of Deposit Maturity Notice: V. Calvert said a 16 month Certificate of deposit will mature on 2/2/2016 and recommended renewing. Choices were to renew for 16 months or 32 months. Veronica explained that these funds totaling \$355,246.86 come from the Solid Waste Facility. She also reported, in addition to the CD account, Solid Waste Facility has a savings account at Savings Institute with a current balance of \$167,093.71.

Discussion followed. The consensus of the board is to have someone from the Solid Waste Facility inform the members regarding the savings account fund at a future BOS meeting.

J. Bendoraitis MOVED to renew the Certificate of Deposit with the Savings Institute Bank & Trust for a 16 month term at 1.40% interest rate. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

4.3 Discuss and act upon investment recommendation from Edward Jones for the town's endowment portfolio: J. Bendoraitis reported that there is a cash gift associated with the Ellen Lathrop gift in the amount of \$2,637.55 that is investable.

J. Bendoraitis MOVED to direct the Deputy Treasurer to invest the Ellen Lathrop gift cash amount of \$2, 637.55 into the Franklin Templeton Fund with Edward Jones earning approximately 3.5%. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

5.0 New Business

Discuss and act upon:

5.1 Awarding contract for the supply and delivery of fuel oil, diesel, and mid-grade gasoline for the period from July 1, 2016 to June 30, 2017.

J. Bendoraitis MOVED to award the contract for supply and delivery of fuel oil, diesel, and mid-grade gasoline for the period from July 1, 2016 to June 30, 2017 to Dime Oil Company. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

5.2 Community Center Allowable Floor Live Analysis performed by Perrone & Zajda Engineers, LLC:

Members reviewed the report on the Community Center allowable floor live analysis. B. Petrie said this information was provided to the Library Building Committee. Some of the renovations to the Community Center will be the responsibility of the Town. The anticipated move-in date for the temporary relocation of the Library to the Community Center is September 2016. There is space at the elementary school for storage of all library materials.

5.3 Setting the date for Memorial Day Parade: G. Coutu MOVED to set May 28, 2016 as the date for the Memorial Day Parade. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

5.4 Setting date for Lebanon Earth Day: G. Coutu MOVED to set April 30, 2016 as the date for Lebanon Earth Day. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

5.5 Modification of Salary for Public Works Highway Foreman: B. Petrie said Highway Foreman Jay Tuttle has taken on many of the responsibilities since the departure of the Public Works Director. She is recommending a 2% wage increase retroactive to December 11, 2015.

J. Bendoraitis MOVED to adjust the rate for the Public Works Highway Foreman by an additional 2% effective 12/11/15. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

G. Coutu MOVED to add item 5.6 to the agenda: Discuss and act upon request from Commission on Aging for the BOS to approve an increase in hours for the Senior Center Director position from 27 to 35 hours per week to begin in FY 2016-2017 budget. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

5.6 Discuss and act upon request from Commission on Aging for the BOS to approve an increase in hours for the Senior Center Director position from 27 to 35 hours per week to begin in FY 2016-2017 budget:

Senior Center Director Darcy Battye distributed copies of the job responsibilities for Senior Center Director and Municipal Agent. Commission on Aging Chairman Bonnie LeBlanc spoke to the responsibilities that are not finished due to limited hours. D. Battye spoke to the responsibilities in her capacity as Municipal Agent.

Discussion followed on how additional hours would be allocated. B. Petrie would recommend a 40 hour work week. The consensus of the Board was to endorse the concept to a 40 hour work week for the position of Senior Center Director.

Resident Catherine Russi said the senior center should be thought of as dealing with the entire community, not only the senior population. The State mandates a municipal agent. C. Russi said some grant applications require a full time director. She would support the 40 hour work week for the Senior Center Director.

G. Coutu MOVED to add item 5.7 to the agenda: Discuss and act upon State of Connecticut Dog Pound inspection and Warning Notice. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

5.7 Discuss and act upon State of Connecticut Dog Pound inspection and Warning Notice:

B. Petrie reported that she attended the January Regional Animal Control Board meeting and received a copy of the inspection and warning notice. The modifications that were done to build the new exterior run needed pre-approval from the State of Connecticut Department of Agriculture (DOAG) and were found not to meet State requirements. B. Petrie will speak to DOAG on this issue.

G. Coutu MOVED to add item 5.8: Discuss and act retaining of a part time facility director until June 30, 2016. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

5.8 Discuss and act retaining of a part time facility director until June 30, 2016:

B. Petrie said she is hesitant to commit a 20 hour per week position for this fiscal year. There are dollars available in the 430 line item budget to fund this position. Discussion followed on exploring sharing the facility director services with the Board of Education in the future.

J. Bendoraitis MOVED to form a temporary position of facility director for up to 10 hours per week, effective February 28, 2016 through June 30, 2016, cost not to exceed \$5,800.00. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

J. Bendoraitis MOVED to add item 5.9: Discuss and act upon acceptance of the Connecticut Department of Agriculture Farm Viability Grant. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

5.9 Discuss and act upon acceptance of the Connecticut Department of Agriculture Farm Viability Grant:

Town Planner Philip Chester explained that this grant money is used for land appraisals and surveys for farm preservation and publication and town wide distribution of the conservation and Agriculture Commission annual newsletter. He said this is a matching grant, partly matched with in-kind Town Planner services and \$4,000.00 from the open space account for appraisals.

J. Bendoraitis MOVED to recommend to the Board of Finance (BOF) to accept the Connecticut Department of Agriculture Farm Viability Grant. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

6.0 **Departmental Update**

Town Clerk Susan Coutu updated the members on the Preservation Grant and the project to microfilm board minutes. Town Clerk staff completed training with the Board of Health regarding birth records. She spoke about the presidential primaries in April and the upcoming election in November. She reminded the members that September 8, 2016 is the last day to submit the wording for the Charter question on the November ballot. The Board will contact the Town's legal counsel for wording for the Charter ballot question.

7.0 Minutes

Discuss and act upon:

7.1 Approving the minutes from the January 4, 2016 Special Meeting:

J. Bendoraitis MOVED to approve the minutes from the January 4, 2016 Special Meeting as presented. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

7.2 Approving the minutes from the January 5, 2016 Regular Meeting:

J. Bendoraitis MOVED to approve the minutes from the January 5, 2016 Regular Meeting as presented. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

7.3 Approving the minutes from the January 8, 2016 Special Meeting:

J. Bendoraitis MOVED to approve the minutes from the January 8, 2016 Special Meeting as presented. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

7.4 Approving the minutes from the January 11, 2016 Special Meeting:

J. Bendoraitis MOVED to approve the minutes from the January 11, 2016 Special Meeting as presented. G. Coutu SECONDED. MOTION CARRIED 2:0:0. (B. Petrie was not present)

7.5 Approving the minutes from the January 12, 2016 Special Meeting:

B. Petrie MOVED to approve the minutes from the January 12, 2016 Special Meeting as presented. G. Coutu SECONDED. MOTION CARRIED 2:0:1 with J. Bendoraitis abstaining.

7.6 Approving the minutes from the January 14, 2016 Special Meeting:

J. Bendoraitis MOVED to approve the minutes from the January 14, 2016 Special Meeting as presented. G. Coutu SECONDED. MOTION CARRIED 2:0:0. (B. Petrie was not present)

7.7 Approving the minutes from the January 21, 2016 Special Meeting:

J. Bendoraitis MOVED to approve the minutes from the January 21, 2016 Special Meeting as presented. G. Coutu SECONDED. MOTION CARRIED 2:0:0. (B. Petrie was not present)

7.8 Approving the minutes from the January 25, 2016 Special Meeting:

J. Bendoraitis MOVED to approve the minutes from the January 25, 2016 Special Meeting as presented. G. Coutu SECONDED. MOTION CARRIED 2:0:0. (B. Petrie was not present)

7.9 Approving the minutes from the January 26, 2016 Special Meeting:

J. Bendoraitis MOVED to approve the minutes from the January 26, 2016 Special Meeting as presented. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

8.0 Old Business

Discuss and act upon:

8.1 Hiring of WPCA Field Agent:

J. Bendoraitis reported that Brandon Handfield has been filling in on an as needed basis but the WPCA will ask him to come to their next meeting to discuss the possibility of a more permanent arrangement.

8.2 Formal request from Town Hall Union for Emergency Preparedness Plan for Town Hall Building and Jonathan Trumbull Library:

B. Petrie said she will have the Facility Director draw up building plans for Town Hall. Three security companies have toured Town Hall and will provide quotes. J. Bendoraitis commented there needs to be procedures in place as well in order for the security plan to work.

9.0 Resignations

9.1 Resignation of Alicia Wayland from the Trumbull Library Board of Trustees and Library Building Committee: J. Bendoraitis MOVED to accept the resignation of Alicia Wayland from the Library Building Committee: G. Coutu SECONDED. MOTION CARRIED 3:0:0.

9.2 Resignation of Christopher Warner from Economic Development Commission: G. Coutu MOVED to accept the resignation of Christopher Warner from Economic Development Commission. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

9.3 Resignation of Marisa Haralson from the Summer Dance Fest Committee: J. Bendoraitis MOVED to accept the Resignation of Marisa Haralson from the Summer Dance Fest Committee. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

9.4 Resignation of Robert Wentworth from the Summer Dance Fest Committee: G. Coutu MOVED to accept the resignation of Robert Wentworth from the Summer Dance Fest Committee. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

10.0 Appointments

Discuss and act upon:

10.1 Appointment to the Library Building Committee

G. Coutu MOVED to appoint Berkeley Nowosad to fill a vacancy on the Library Building Committee. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

10.4 Re-appointment of John Kolar and Jan Grigas to the Economic Development Commission

J. Bendoraitis MOVED to re-appoint Jan Grigas to the Economic Development Commission, term ending 2/1/2021. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

J. Bendoraitis MOVED to re-appoint John Kolar to the Economic Development Commission, term ending 2/1/2020. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

10.3 Re-appointment of Joan Nichols as Tree Warden: J. Bendoraitis MOVED to re-appoint Joan Nichols as Tree Warden, term ending 2/1/2017. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

10.4 Appointment to the Summer Dance Fest Committee: Upon recommendation of the Summerfest Dance Committee, J. Bendoraitis MOVED to appoint Ruth Eckhoff to the Summer Dance Fest Committee to fill a vacancy, term ending 1/8/2017. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

10.5 Re-appointment of Sue Leone to the Summer Dance Fest Committee: J. Bendoraitis MOVED to re-appoint Sue Leone to the Summer Dance Fest Committee, term ending 1/8/2019. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

G. Coutu MOVED to add item 10.6 to the agenda: Appointment of Bradley Wieczorek as Student Representative to the Conservation and Agriculture Commission. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

10.6 Appointment of Bradley Wieczorek as Student Representative to the Conservation and Agriculture Commission: P. Chester said that Bradly Wieczorek attends Lyman Memorial High School and was Market Master for the Lebanon Farmer's Market last year and will return this year. He has expressed interest in filling the vacancy as student representative on the Conservation and Agriculture Commission.

G. Coutu MOVED to appoint Bradley Wieczorek as Student Representative to the Conservation and Agriculture Commission. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

11.0 Police Report: No police report.

12.0 Tax Refunds: J. Bendoraitis MOVED to approve the following tax refunds as presented by the Tax Collector. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

Tax Refunds for February 2016	Amount
Austin Descamps	\$40.62
Michael Tartaglia	\$37.37
Kurt Bender	\$23.22

13.0 Adjournment: B. Petrie MOVED to adjourn the meeting at 4:30 p.m. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

Respectfully Submitted by Linda H. McDonald

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.