

BOARD OF SELECTMEN  
**REGULAR MEETING**  
December 1, 2015, 4:00 p.m.  
Town Hall  
**MINUTES**

**Members Present:** First Selectman Betsy Petrie, Selectman Glen Coutu and Selectman John Bendoraitis  
**Also Present:** Director of Public Works Brandon Handfield, Rob Cady Jr, Linda Desmarais, Michael Thompson, John Powell, Cynthia Mello, Reporter Corey Sipe from The Chronicle, President Mark Zessin. P.E. and Kevin Grindle from Anchor Engineering, Constable Joseph Dolan, Resident State Trooper Collin Konow and Administrative Assistant Linda McDonald

**1.0 Call to Order:** B. Petrie called the meeting to order at 4:00 p.m.

**2.0 Public Forum:** No public forum.

**3.0 Correspondence:** No correspondence.

**4.0 Financials:** No financials.

**5.0 New Business**

**Discuss and act upon:**

**5.1 Update from Public Works Building Committee:**

Rob Cady provided an update on the activities of the committee, including an overview of the Public Works Facility Study Committee findings and an overview of the Public Works Building Committee.

Landscape Architect Kevin Grindle of Anchor Engineering gave a summary presentation of the work of Anchor Engineering regarding the process of choosing a site for the new Public Works building, including developing a cost estimate for each of the sites under consideration. The Fire Safety Complex was ranked first for several reasons, including cost, needs analysis, and community survey results. He said Anchor Engineering will present additional requested work completion to the Public Works Building Committee at their regular meeting in December.

R. Cady described the methodology used for the community survey. The survey was emailed to town departments, boards, and commissions. The number of responses were low. B. Petrie commented that she does not think these groups reflect an adequate representation of the users of the facility and it would be difficult to make a decision based on that response. She said the town is currently trying to juggle commitments of the space to accommodate other changes in the town infrastructure for a period of time and she has had a greater number of people coming in to her office to say they don't want the space utilized for other purposes than the total number of respondents to the survey. B. Petrie said she has had conversations with the Board of Finance (BoF) Chair and Vice-Chair on what's next on their plate and part of that is the financial planning component that has to happen in the community as well. One of the thoughts was to gather a few members of the BoF, Finance office and others to determine what is the

available funding for a project like this. She stated she does support a complex of some sort for the Department of Public Works but does not support the notion of taking over the publicly available space in the Fire Safety Complex.

G. Coutu said he agrees with B. Petrie there is a long overdue need for a new facility and shares her concern using the hall. His personal opinion is that taking over the hall could be detrimental to the project at referendum and may be a bigger issue at referendum than the use of tax dollars. G. Coutu asked if there is a contingency in the numbers presented by Anchor Engineering for possible remediation or environmental issues at the existing site. M. Zessin responded that the environmental investigations are being looked at right now and there are nominal funds in the proposal amount.

R. Cady said the FSC is not being utilized very often for a majority of the time during the week and the rentals are not a money maker for the town.

J. Bendoraitis said he agrees with most of what has been said but taking over the public space is not an issue for him. Taxpayers are paying a significant price to have a hall available for use. He said the public would have to weigh how much more the project would cost over renovating an existing space in exchange for keeping the hall.

R. Cady said the cost difference when looking at the final mil impact is probably negligible.

B. Handfield commented that the building committee discussed why the proposal failed in 2000 and the reason was the cost of construction and the cost was associated with adding on to an existing building and not using that community space. The committee thought using the complex space for the project was a responsible way to fill a need of the town and the most cost effective manner. He said there is no revenue generated at the FSC to speak of and the facility is used mostly for community groups free-of-charge.

M. Zessin commented that his company has given consideration to a new structure on the site. B. Petrie recognized the accomplishments of the engineering company working on this over the past year.

Linda Desmarais commented that community groups that use the FSC haven't tried other options and could possibly find a more suitable location.

B. Cady asked for guidance from the BOS. Board discussion followed. G. Coutu suggested the committee have discussion with the Board of Finance. B. Cady said the BOS and the committee have to feel comfortable with the project and work together to sell the project to the community. B. Petrie asked the committee to come up with a Plan B on the FSC site that does not use the existing building. Discussion followed on security concerns with the public on site.

B. Petrie said the town needs to look at budgetary impact of the two plans. She will arrange a meeting between the BoF and the committee for Monday or Tuesday next week. R. Cady will be the point of contact.

B. Petrie thanked the committee for their work.

**5.2** On-call proposal to cover DPW Public Works Director Transition period. No action.

**5.3** Construction Service Proposal for three DPW projects. No action.

**5.4** Hiring of Highway Maintainer.

B. Handfield reported that he interviewed a candidate from the August 2015 applicant list. This candidate is available to work.

B. Petrie MOVED to authorize the hiring Brock Littlefield as Highway Maintainer with the Town of Lebanon Public Works Department effective December 7, 2015 to fill an opening left due to a retirement. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

**5.5** Hiring of WPCA Field Agent. No action.

**6.0** **Departmental Update**

**6.1** Constable Program Update: Resident State Trooper presented a report on four options regarding the constable program: 1) status quo with 2 part-time constables, 2) hire a replacement for constable that recently resigned, 3) hire or promote from within the department a full time constable, C. Konow said the management of part-time employees has been difficult and 4) additional resident State Trooper. Board discussion followed on the options put forward. B. Petrie will do some modelling on the four proposals before making a decision and check on the job description for constable.

**7.0** **Minutes**

**Discuss and act upon:**

**7.1** Approving the minutes from the November 19, 2015 Special Meeting.

The following amendments were made to the special meeting minutes of November 19, 2015:

**3.5** Approving software licensing agreement for Building Department & Social Services software:

J. Bendoraitis said about seven years ago the town looked into purchasing software to improve and streamline operations in the Building Department. Commercial software packages were too expensive so he wrote the software at no cost to the Town. He is hoping to expand the software capabilities to the Social Services Department. This licensing agreement was drawn up by J. Bendoraitis to allow for only the Town to have use of the software and is renewed every two years.

J. Bendoraitis MOVED to APPROVE the minutes of November 19, 2015 as amended. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

**7.2** Approving the minutes from the November 23, 2015 Special Meeting.

J. Bendoraitis MOVED to APPROVE the minutes of November 23, 2015 as presented. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

## **8.0 Old Business**

B. Petrie MOVED to add to the agenda under 8.1: Discussion of the posting of the Director of Public Works position. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 8.1** Discussion of the job posting of the revised Director of Public Works job opening. B. Petrie said she spent time removing the engineering component from the job description due to the fluid nature of that job based upon the departure of the individual in that job. Much of what she sees is an important position but as a larger scale she looks at it as a facility strategic planning of the town's properties and things of that nature. She said she is not inclined with posting a job for a position that she is not comfortable posting the job that she is not convinced that the town needs a public works director when she thinks the town needs someone responsible for facilities globally for the community, someone responsible for all the town's buildings and facilities, including public works foreman and eventually Solid Waste Commission, buildings and grounds, and the part-time maintainer. She said she is struggling with the decision made to post the position. The town has the opportunity to create a different type of position and would entertain not filling the job as stated in the public works director description. Her proposal is to allow the Highway Foreman to oversee the day-to-day operations of the department with part-time clerical assistance (invoicing, timecards, etc.) for a few months.

Discussion followed. J. Bendoraitis stated he doesn't disagree with the idea of where B. Petrie would like to get to but he for the town to migrate to that position would probably take some time before the town is anywhere close to that. He said there is a need right now to fill and is not in favor of delaying hiring a Public Works Director. G. Coutu said the Director of Public Works job has to be a hands-on position, not solely an administrative position and there needs to be oversight on a day-to-day basis. He questioned if there is a need for a full-time administrative public works/engineer position. B. Petrie said the Town cannot take work away from union workers. Discussion followed.

B. Petrie. MOVED to rescind the motion made at the special BOS meeting on 11/23/15 to post the public works director position for 3 weeks, without the Professional Engineer credential. G. Coutu SECONDED. MOTION CARRIED 2:1:0 with J. Bendoraitis opposed.

**9.0 Resignations:** Resignation of the Finance Director - No action.

**10.0 Appointments:** No appointments.

**11.0 Police Report:** No report.

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

| <b>Tax Refunds for November 2015</b> | <b>Amount</b> |
|--------------------------------------|---------------|
| Kimberly Butler                      | \$100.00      |
| Toyota Financial Services            | \$65.64       |
| Robert Goodrich                      | \$72.61       |
| Dorothy Stevens                      | \$68.30       |
| Dean Gustafson                       | \$13.18       |
| James Worth                          | \$84.66       |
| Mary Lou Lynch                       | \$520.27      |
| Ernest Brown                         | \$74.68       |
| Robert Gorgone                       | \$5.72        |

**13.0 Executive Session:** None.

**14.0 Adjournment:** J. Bendoraitis\_MOVED to adjourn the meeting at 6:03 p.m. G. Coutu SECONDED.  
MOTION CARRIED 3:0:0.

Respectfully Submitted,

Linda H. McDonald

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