

BOARD OF SELECTMEN  
**REGULAR MEETING**  
October 6, 2015, 4:00 p.m.  
Town Hall  
**MINUTES**

**Members Present:** First Selectman Joyce Okonuk, Selectman Linda Finelli, and Selectman John Bendoraitis **Also Present:** Bill Alleman from Edward Jones, Finance Director Veronica Calvert, Town Treasurer James Forrest, Director of Public Works Brandon Handfield, LVFD President Mark Elliott, Cynthia Mello, Nick Poppito, Mark DiCaprio, Recreation Director Sandy Tremblay, Reporter Corey Sipe from The Chronicle, and Administrative Assistant Linda McDonald

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

**2.0 Public Forum:** Cynthia Mello asked about the status on developing a building use policy for the no restrictions on age use at the senior center. J. Okonuk said there were probably two choices: 1) use an existing building use policy to create a senior center use policy or 2) develop a new senior center building use policy in conjunction with the Commission on Aging (COA). Discussion followed. Discussion and action on this item will be added to the agenda under old business. The consensus of the BOS is to set up a walk-through meeting at the senior center with the Senior Center Director and Chairman of COA.

**3.0 Correspondence:** The Board received a letter from the Chairman of the Library Board of Trustees, to share the Board's pleasure with the job Julie Culp has done as Library Director. Discussion and action on this item will be added to the agenda under new business.

**4.0 Financials**

4.1 Presentation by Bill Alleman from Edward Jones.

B. Alleman recommended a transition meeting. He reviewed the current financial portfolio (stocks, dividends, and bonds) for the Town of Lebanon. He recommended that 1) the Town sell \$40,000 of PPG stock and combine with the cash on hand (\$12,658.00) for a total of \$52,658.00 and purchase additional Franklin Templeton U.S. Government Securities and 2) swap out Microsoft stocks for Xerox stocks.

J. Okonuk MOVED to approve the recommendation of Edward Jones to sell \$40,000 of PPG stock and combine with the cash on hand (\$12,658.00) for a total of \$52,658.00 and purchase additional Franklin Templeton U.S. Government Securities and 2) swap out Microsoft stocks for Xerox stocks. J. Bendoraitis SECONDED. MOTION CARRIED 2:0:1 with L. Finelli abstaining.

J. Okonuk will check the calendars of everyone involved to come up with a date most can attend to do a transition meeting with the new administration present, possibly November 4<sup>th</sup> or 5<sup>th</sup>.

4.2 Review Monthly Expenditures.

J. Okonuk reported that the legal account budget is already very close to being exhausted due to the cost of legal counsel for several large projects the town has been working on including Charter review and recommendation on the charter process by legal counsel, the final documents and review for the LLC with the Adams Trust, and all documentation and review, in-person meetings with attorneys for the senior housing proposal. J. Okonuk will prepare a spreadsheet to present to the Board of Finance at their next meeting asking to be allowed to over-expend this account.

## **5.0 New Business**

### **Discuss and act upon:**

#### **5.1 Review Charter submittal and set Public Hearing date for public review of proposal.**

J. Bendoraitis, speaking as a member of the Charter Commission, reported that most of the changes from the prior charter document were made in Article 11.

L. Finelli noted that the BOS signed a resolution on 3/4/14 to appoint the prior Town Charter Commission members and said that there was no resolution signed at the 8/24/15 BOS meeting to appoint the current Town Charter Commission members. She said a resolution is required by statute for the appointments and that Town counsel present at the meeting should have advised the BOS of such. Discussion followed on the use of the term "resolution".

J. Bendoraitis MOVED to warn a public hearing on the proposed Charter for Thursday, October 15, 2015 at 7:00 p.m. at the Fire Safety Complex. J. Okonuk SECONDED. MOTION CARRIED 2:0:1 with L. Finelli abstaining.

The BOS will schedule a special meeting to review feedback from the public and take action on the proposed Charter at 7:30 p.m. following the public hearing on October 15<sup>th</sup>.

#### **5.2 Advertising an RFP for a new cemetery design on town-owned land on Synagogue Road as requested by the Cemetery Commission.**

Consensus of the board is there is insufficient information from the Cemetery Commission to publish an RFP at this time. J. Okonuk will contact the Cemetery Commission for a status update on the design.

#### **5.3 Disbanding the Tyler Field Building Committee.**

Discussion followed on correspondence from Tyler Field Building Committee Chairman Jeffrey Walsh's recommendation to disband the committee.

Upon recommendation of Jeffrey Walsh, Chairman of the Tyler Field Building Committee, J. Okonuk MOVED to disband the Tyler Field Building Committee effective 10/6/2015. L. Finelli SECONDED. MOTION CARRIED 3:0:0. Letters of thanks will be sent to the members for the outstanding success of this project.

**5.4** Health code requirement for showers at the Community Center pool as requested by the Uncas Health District.

J. Okonuk said the town received a letter from the Uncas Health District on the matter of a new public health code that requires all persons to bathe in water prior to entering a pool and concerning the requirement of having a wash sink outside. She received email that the Town Planner met with the Town Sanitarian, Building Official Town Planner, Recreation Director, Building Official, Recreation Director and the Director of the Uncas Health District and are looking at solutions. J. Okonuk will bring this to the attention of the new Board of Selectmen who will have to look at this and work with the Health District and Building Official toward a solution so the pool can open next summer. Funds would have to come from TIP or the undedicated fund balance for the Community Center. Any suggestions for solutions coming from the Recreation Commission should be brought to the Recreation Director, who will then talk to the Building Official and health Department. J. Okonuk will also contact DPW to see why the pine trees identified for removal have not been taken down.

**5.5** Request for remote door openers at the Fire Safety Complex.

J. Okonuk reported on correspondence from Bob Cady regarding replacing or repairing the remote door openers for nine doors at the Lebanon Volunteer Fire Department. B. Cady said that the Overhead Door Company can replace nine door openers for \$2,160.00 or he offered to update the nine current door openers for \$915.00.

No action was taken on this agenda item as LVFD President Mark Elliott said the LVFD was not aware of the letter from B. Cady. The BOS said the request should come from the department.

**5.6** Replacement of DPW air compressor.

J. Okonuk reported that the 15 year old air compressor at the Public Works Department is no longer fixable and oil is leaking into the air lines.

J. B MOVED to spend up to \$2000.00 to purchase a new air compressor for DPW, funds to come from TIP. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

**5.7** Correspondence from Uncas Health District regarding testing for arsenic in residents' well water and critiques of recent public meeting held by The Department of Energy and Environmental Protection (DEEP).

J. Bendoraitis gave a synopsis of the public meeting held by DEEP. He said that the Uncas health District is leaning toward the possibility that this is a naturally occurring issue because of the bedrock the wells are drilled through. Patrick McCormick from the Uncas Health District established a procedure for well water testing. J. Okonuk will draft procedure, check with Uncas, put the information on the town's website and do a direct email push out.

**5.8** Requesting approval to permit the Lebanon Town Hall to act as a as Passport Acceptance Facility.

L. McDonald explained that she is already a passport acceptance agent for the U.S. Department of State and reviewed the process by which the Town could apply to become a Passport Acceptance Facility. If approved by the Department of State Passport Agency, additional revenue would be brought to the town in the form of processing fees. L. Finelli MOVED that the Town of Lebanon apply to the Department of State Passport Agency to become a Passport Acceptance Facility. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

**5.9** Approving a job description for the Board of Finance Recording Secretary.  
No action.

L. Finelli MOVED to add item 4.11 to the agenda under new business: Letter of appreciation to Library Director Julie Culp. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

**5.10** Letter to Library Director Julie Culp.

The consensus of the BOS is to send a letter to Library Director Julie Culp acknowledging that the Board of Trustees is evaluating her performance as excellent and the BOS is recognizing that.

L. Finelli MOVED to add agenda item 5.11 to old business: Building use procedures for the senior center. J. Okonuk SECONDED. MOTION CARRIED 3:0:0.

**5.11** Building Use Policy for the Senior Center

J. Okonuk said it has been determined that the town no longer has to have restricted use of the senior center facility. The consensus of the BOS is to set up a walk-through meeting at the senior center with the Senior Center Director and Chairman of COA possibly next week to discuss the how the needs and uses will be changing and how this can be done in the most efficient manner (i.e. what areas are public, which are not) . J. Okonuk stated that the town will need a place for elections and referendums once the Fire Safety Complex is no longer available early next year and the senior center may be a possibility.

**6.0** **Departmental Update:** No department update.

**7.0** **Minutes**

**Discuss and act upon:**

**7.1** Approving the minutes from the September 15, 2015 Regular Meeting.

L. Finelli MOVED to approve the minutes from the September 15, 2015 Regular Meeting as presented. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

**7.2** Approving the minutes from the September 24, 2015 Special Meeting.

L. Finelli MOVED to approve the minutes from the September 24, 2015 Special Meeting as presented. J. Okonuk SECONDED. MOTION CARRIED 2:0:1 with J. Bendoraitis abstaining.

## **8.0 Old Business**

### **Discuss and Act upon:**

#### **8.1 Replacing the areas of damaged vinyl siding on the Fire Safety Complex.**

There was no action on this item as the second quote hasn't come in yet.

No action.

#### **8.2 Painting the exterior of Community Center and replace three vents on side peaks, funds to come from Community Center Fund #204.**

The first quote to paint exterior of Community Center and replace three vents on side peaks, was from All Washed Up for a total of \$5,900.00, which does not include staining the handicapped ramp. J. Okonuk obtained a second estimate totaling \$6,700.00 from Perfection Painting, which also includes labor and materials to stain the deck. Discussion followed.

J. Bendoraitis MOVED to award the contract to All Washed Up for up to \$6,100.00 to paint the exterior of Community Center, replace three vents on side peaks, and stain the handicapped ramp, funds to come from Community Center Fund Balance #204. L. Finelli SECONDED. MOTION CARRIED 3:0.

#### **8.3 Provide update on office transfers within Town Hall and costs to date.**

J. Okonuk reported that the approved swap of the Assessor's Office and the Building Department went very smoothly and approximately \$600.00 of the \$2,500.00 allocated remains unspent.

J. Okonuk MOVED to add to the agenda item 8.4 under old business: Draft Policy Statement of the Lebanon Recreation Commission. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

#### **8.4 Draft Policy Statement of the Lebanon Recreation Commission.**

Rec Commission member Nick Poppiti presented Selectmen with a revised draft policy statement requiring background checks be done on all persons involved with Rec Department programs. The Lebanon Ct. Little League and Lebanon Soccer Club already do background checks but the remaining programs including volleyball, swimming, summer camps, etc. will be included in those done by the Rec Department. Much discussion ensued as the Selectmen supported this initiative.

J. Bendoraitis MOVED to endorse the establishment of a background check policy by the Recreation Commission. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

J. Okonuk MOVED to add to the agenda item 8.5 under old business: Quote for Exhaust Extraction System at the FSC. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

- 8.5** The FY 15-16 Capital Budget contains a \$108,000 appropriation for the purpose of installing an exhaust removal system at the FSC in the Fire Department apparatus bays. LVFD President Mark Elliott explained that the quote he was presenting was from the only contractor who does this type of installation, Air Cleaning Specialists of New England LLC. Inasmuch as the contractor was well-experienced in hundreds of fire departments through Connecticut and New England, it was his recommendation that the Selectmen approve the quote so they may proceed with the installation. It was decided that the Town Engineer should oversee/coordinate the project and he will be contacted. L. Finelli MOVED to authorized Joyce Okonuk to sign an agreement with Air Cleaning Specialists of New England LLC for the installation of an exhaust extraction system within the Fire Safety Complex apparatus bays in the amount of \$61,500.00, funds to come from Capital Account #220-00-422-2717-0020-0000. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

**9.0 Resignations**

**10.0 Appointments**

**Discuss and act upon:**

- 10.1** Re-appointments to the Rails to Trails Committee.

J. Okonuk MOVED to re-appoint Naomi Davidson, Nusie Halpine and Peter Gandelman to the Rails to Trails Committee, terms to expire 5/5/2019. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

**11.0 Police Report**

- 12.0 Tax Refunds:** J. Bendoraitis MOVED to approve the tax refund as presented. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

<b>Tax Refunds for September 2015</b>	<b>Amount</b>
Hector Esponda	\$21.01

- 13.0 Executive Session:** No executive session.

- 14.0 Adjournment:** J. Bendoraitis MOVED to adjourn the regular meeting at 6:30 p.m. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman