

BOARD OF SELECTMEN
REGULAR MEETING
September 15, 2015, 4:00 p.m.
Town Hall
MINUTES

Members Present: First Selectman Joyce Okonuk, Selectman Linda Finelli, and Selectman John Bendoraitis **Also Present:** Maggie McCaw, Emil Thomen, Town Planner Phil Chester, Director of Public Works Brandon Handfield, Reporter Corey Sipes from The Chronicle, Alicia Wayland, Julie Lane and Administrative Assistant Linda McDonald

1.0 Call to Order: J. Okonuk called the meeting to order at 4:04 p.m.

2.0 Public Forum None

3.0 Correspondence None

4.0 New Business

Discuss and act upon:

4.1 Appointment of Trustees to the Jonathan Trumbull Jr. House Museum, LLC.

J. Okonuk MOVED to APPOINT the following trustees to the Jonathan Trumbull Jr. House Museum, LLC:

- Sheri-Ann Martin, Constance Tormey and Alicia Wayland to three-year terms ending 9/15/2018
- Tim Smith and Pat Hedwall to two-year terms ending 9/15/2017
- Leigh Ruckdeschel to a one-year term ending 9/15/2016
- and, upon appointment by the Lebanon Historical Society, Maggie McCaw to a three-year term ending 9/15/2018

L. Finelli SECONDED. MOTION CARRIED 3:0:0.

4.2 Endorsement of the grant submission of Phase III of renovations to the Jonathan Trumbull Jr. House Museum.

M. McCaw reviewed the components of the funding for Phase III.

In order to help keep the bookkeeping in order, J. Okonuk asked if the funds from Phases I and II will be expended before the Phase III funding occurs. M. McCaw responded that every effort would be made to complete the expenditures from the funding from Phases I and II before the Phase III renovations begin.

J. Okonuk MOVED to endorse the grant submission of Phase III of renovations to the Jonathan Trumbull Jr. House Museum to the Adams Family Trust Fund. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

4.3 Presentation by Emil Thomen on Clean Energy Communities Program.

Before discussing the Clean Energies Community program, J. Okonuk asked Julie Lane to comment on member attendance at the Energy Task Force Advisory Committee meetings. J. Lane said there is low member attendance at the Energy Task Force Advisory Committee meetings, making it difficult to conduct business and suggested disbanding the committee as there is no leverage to move things forward. E. Thomen said he is willing to act as a liaison to the Town regarding energy programs and issues. J. Lane said she would continue to work with E. Thomen to advise and give information to the Town.

J. Bendoraitis said he is in favor of keeping the task force in place to advocate for the Town as leverage to move things forward. Discussion followed on keeping the committee and possibly recruiting new volunteers. J. Lane and E. Thomen agreed to stay on. J. Okonuk will contact absent members.

E. Thomen said Eversource is looking for a commitment from Lebanon to re-up with a pledge to reach a status of efficiency as a Green Community through the Clean Energies Communities Program. This would release some tools to the Town, some in the form of energy audits. E. Thomen said he has been slow to see some of the opportunities offered through the Eversource program.

E. Thomen will ask for written documentation from Eversource outlining the specifics regarding the Town's commitment to the Clean Energies Communities Program and provide the information to the BOS.

L. Finelli MOVED that the Town be part of the Clean Energies Community Program. J. Okonuk SECONDED. Okonuk offered to contact Eversource to make it clear that the Town's pledge to be part of the CECP is an endorsement of the program but not a commitment to becoming involved in any specific program. MOTION CARRIED 3:0:0.

4.4 A revised job description for the Town Planner.

P. Chester explained that he is responsible for the supervision (administration) of the Land Use Department and this is not reflected in the job description so thus the revision.

J. Okonuk MOVED to approve the revised job description for Town Planner. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

4.5 A revised job description for the Director of Public Works.

B. Handfield reviewed the major revisions to the job description due to the new position of Highway Foreman and including the addition of performing as the WPCA field agent and changes to working conditions. Discussion followed on the BOS enforcement of job requirements.

J. Bendoraitis MOVED to approve the revised description for the Director of Public Works. J. Okonuk SECONDED. MOTION CARRIED 3:0:0.

4.6 A Resolution to authorize the First Selectman to sign the “Master Municipal Agreement for Rights of Way Projects”.

L. Finelli MOVED the Resolution to authorize the First Selectman to sign the Master Municipal Agreement for Rights of Way Projects. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

4.7 Repair to the hand railings on the ramps at Town Hall.

B. Handfield explained the disrepair of the handrails is a safety issue that should be addressed.

L. Finelli MOVED to approve the proposal of Sylvia Engineering, Welding and Equipment Repair, LLC to repair hand railings on the handicapped ramps at Town Hall at a cost of \$984.40, funds to come from TIP Account #208-00-510-5100. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

4.8 Authorizing the First Selectman to enter into a contract for reclamation of Waterman Road.

B. Handfield explained last year the Town competitively bid on reclamation of Kick Hill Road and received four bids. Charles Pasteryak Jr. Inc. came in at low bid of \$1.95 a square yard. Mr. Pasteryak has agreed to match that price for this project. B. Handfield proposed that the Town move forward with the same bid result and award Charles Pasteryak Jr. Inc. the reclaiming work on Waterman Road.

B. Handfield added that Charles Pasteryak Jr. Inc. is also the low bid this year on the State of Connecticut contract for paving based on price per ton. He was used last year on Kick Hill Road based on State contract. B. Handfield proposed that the Town elect to contract with Charles Pasteryak Jr. Inc. for paving Waterman Road as well.

J. Okonuk MOVED to award Charles Pasteryak Jr. Inc. of Lisbon the project to reclaim and repave Waterman Road from Route 87 (Trumbull Highway) to Santa Anna Road (approximately 9,100 feet). L. Finelli SECONDED. Discussion followed on asphalt adjustment costs. MOTION CARRIED 3:0:0.

4.9 Replacement of damaged gutters at the Fire Safety Complex.

J. Okonuk explained that the original estimate received did not address all the repairs requested. This current proposal includes all the repair work caused by the damage done in the winter of 2014-15 due to ice sliding off the FSC roof.

J. Bendoraitis MOVED to approve the proposal of Yost Home Improvements, Inc. to replace damaged gutters at the Fire Safety Complex at a cost of \$3,867.95, funds to come from TIP Account #208-00-510-5100. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

J. Okonuk noted that she also received an estimate of \$3,200.00 from Pioneer Wood Working LLC to replace the vinyl siding on the Fire Safety Complex. Upon recommendation by the Board, she will obtain a second quote and report back.

- 4.10** Renewal of the contract for Janitorial Maintenance Services for Town Buildings to Richard's Floor Finish.

J. Okonuk said that Richard Chabot requested that the new contract be brought in line with other yearly town contracts to reflect the fiscal year.

J. Okonuk MOVED to approve the renewal of the contract to Richard's Floor Finish for the period November 1, 2015 through June 30, 2017 at a rate of \$880.00 bi-weekly in the amount of \$37,840.00 for Janitorial Maintenance Services for Town Buildings. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

- 4.11** Approval of the contract for \$5,800.00 to All Washed Up to paint exterior of Community Center and replace three vents on side peaks, funds to come from Community Center Fund #204.

Discussion followed. As per ordinance, a second quote is required for this proposed project. J. Okonuk said she will get another quote. There was no action on this agenda item.

- 4.12** Purchase of replacement computer, monitors, and displayport splitter at Town Hall, totaling \$1,790.00, funds to come from TIP.

J. Bendoraitis MOVED to authorize the purchase of replacement computer and monitor at Town Hall, funds to come from TIP Account #208-00-620-6200. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

- 4.13** Approval of 2016 Regular Meeting Schedule

L. Finelli MOVED to approve the 2016 Regular Meeting Schedule as presented. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

- 4.14** The start time for Town Meetings.

J. Okonuk said she had a discussion with the Town Clerk about moving the start time for all Town Meetings to 7:00 p.m. Discussion followed. There was no action on this agenda item.

L. Finelli MOVED to add agenda item 4.15: Discuss the process by which the Economic Development Commission (EDC) sponsors ads to promote business. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

- 4.15** Discuss the process by which the Economic Development Commission (EDC) sponsors ads to promote business.

J. Okonuk said the EDC mails out application forms to sponsor and promote businesses via ads in Lebanon Life, although usually they experience difficulty getting business participation.

5.0 Financials

5.1 Review Monthly Expenditure Report.

J. Okonuk MOVED to add agenda item 5.2: Discuss Financial Endowment Fund for the Town. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

5.2 Discuss Financial Endowment Fund for the Town.

J. Bendoraitis reported to the Board that the stock market has gone down significantly since June 2015 but the Town has taken only a minor hit because of the allocation of the 75% and 25% split between stocks and bonds.

The Board will invite Town Financial Advisor Bill Alleman from Edward Jones to the next regular meeting to report on the Town's endowment fund.

6.0 Departmental Update

7.0 Minutes

Discuss and act upon:

7.1 Approving the minutes from the August 13, 2015 Special Meeting.

J. Okonuk MOVED to approve the minutes from the August 13, 2015 Special Meeting as presented. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

7.2 Approving the minutes from the August 17, 2015 Special Meeting.

J. Bendoraitis MOVED to approve the minutes from the August 17, 2015 Special Meeting as presented. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

7.3 Approving the minutes from the August 24, 2015 Special Meeting.

J. Bendoraitis MOVED to approve the minutes from the August 24, 2015 Special Meeting as presented. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

8.0 Old Business

J. Okonuk MOVED to add item 8.1: Discuss and act upon meeting agenda for joint meeting with Recreation Commission. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

8.1 Discuss and act upon meeting agenda for joint meeting with Recreation Commission.

Discussion followed on gathering data on what the Recreation Department provides to Little League and the Soccer Club, i.e. how much of the budget for recreation supports the ongoing field maintenance and yearly improvements for safe playing fields and what Little League and

the Soccer Club provide to the Town to offset these expenses. J. Okonuk will provide a draft questionnaire to the BOS members for review before sending out to the participants of the meeting.

9.0 Resignations

9.1 Resignation of Brenda Bennett, WPCA Administrator

WPCA Administrator Brenda Bennett submitted a letter of resignation from her part-time position, effective September 11, 2015. She has verbally agreed to stay on longer until such time as the position is filled. J. Bendoraitis MOVED to accept the resignation of Brenda Bennett with thanks and appreciation for a job well done. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

10.0 Appointments

Discuss and act upon:

10.1 An appointment to the Commission on Aging.

There was no action on this agenda item.

10.2 Re-appointments to the Water Pollution Control Authority.

J. Bendoraitis MOVED to re-appointment Yaw Nsiah and Steve Farrick to the Water Pollution Control Authority, terms ending 5/1/2018. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

11.0 Police Report

12.0 Tax Refunds: There were no tax refunds.

13.0 Executive Session: Personnel matter.

The Board entered Executive Session at 5:47 p.m. for the purpose of discussing a personnel matter. The Board returned to Regular Session at 5:57 p.m. There was no action.

14.0 Adjournment: J. Bendoraitis MOVED to adjourn the regular meeting at 5:58 p.m. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman

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