

Board of Selectmen  
**REGULAR MEETING**  
June 2, 2015 – 4:00 PM - Town Hall

**MINUTES**

- 1.0 First Selectman Joyce Okonuk called the meeting to order at 4:05 p.m. Selectman John Bendoraitis and Administrative Assistant Patti Handy were also present; Selectman Linda Finelli was absent. Guests included Veronica Calvert, Finance Director; Darcy Battye, Senior Center Director and Bill Alleman of Edward Jones. Audience: 2.
- 2.0 **Public Forum** – Resident James Mello asked if the issue concerning the public use of the Senior Center was going to be discussed. Okonuk said that it would not be at this meeting as she needs to meet with the Commission on Aging first to develop the parameters of use and a building use policy. Once that was completed it will be brought to a future BOS meeting for discussion.
- 3.0 **Correspondence** - None
- 4.0 Lyman High School student Bryce Johnson was present to request approval for his proposed Eagle Scout Project. Johnson proposed raising funds to purchase a gazebo for the grounds of the Senior Center and to prepare the base for the gazebo, add benches and landscaping. The building itself would be pre-made of low-maintenance vinyl and the location would be adjacent to another pending Eagle Scout project to build a butterfly garden with benches. Darcy Battye, Senior Center Director was present and confirmed that residents are more frequently utilizing the outdoor grounds and she supports the project. **Motion made by Bendoraitis/Okonuk to support and approve Bryce Johnson's proposal to place a gazebo on the grounds of the Senior Center as described for his Eagle Scout Project. Vote: Yes, unanimous.**
- 5.0 **Treasurer Report**
- 5.1 Bill Alleman of Edward Jones was provided an update on the endowment funds in the Investment Accounts managed by Edward Jones. His review showed that the income on the accounts is increasing very nicely with an increase in appreciation of nearly 8% since December 2014. He reported that one of the stock holdings—PP&G—will be split this month, meaning that the Town will own twice as many shares but at half their present value. He said that this is quite common and it will not affect the revenue. He also said that there is \$349.52 in cash that is currently available for reinvestment.
- 5.2 Calvert had brought to the attention of the Selectmen several CD's currently at the Savings Institute Bank and Trust that will be reaching maturity in June and August. Many of these are scholarship funds that were donated many years ago and sitting in short-term CD's that are earning little income. It has been previously discussed that these funds should be rolled into the pooled investment account per the town's investment policy; the percentage of the overall value of the funds would remain the same from the date that each one is added to the portfolio and would share the same risks and rewards. Discussion followed regarding the original intent for the management of these donations. Okonuk said that although she has tried to reach surviving family members of the original donors, she has met with limited success. She had been reluctant to take action on these accounts prior, but has come to the conclusion that in best interest of the recipients of these awards the funds must be added to the portfolio so as to maximize the amount of income generated. **Motion made by Okonuk/Bendoraitis to authorize the closing of the following accounts at the Savings Institute Bank and Trust at the time of their maturity, with the principle amounts being added to the Edward Jones Investment Accounts, interest being posted as revenue to the individual account: William Taylor Cemetery, Cemetery Perpetual Care, George Lyman Scholarship, Flegert Ausberger Library, Flora Williams Library Fund, Cummings Scholarship, E. Reichard Nursing Scholarship, Elizabeth Grant Scholarship, Flora Williams Scholarship, Helen Rogers Scholarship, Royal Woodward Scholarship, Lebanon School Prizes, Town School Prizes, Mary Chase Library Fund. Vote: Yes, unanimous.**

**Motion made by Bendoraitis/Okonuk to instruct the Treasurer to invest the proceeds from the maturing CD's at the Savings Institute Bank and Trust, that half of the proceeds be invested in short term bonds (less than six (6) years to maturity), with a yield to worse of more than 2%, the other half in intermediate bonds (six (6) years to fifteen (15) years to maturity) with a yield to worse of 3.5% or better, meeting the standards of the Town's Investment Policy. Vote: Yes, unanimous.**

**5.3** The question was raised regarding proxy voting on shares within the Investment Portfolio. The Selectmen and the Treasurer have agreed in the past that the Town would not vote on proxy shares as Edward Jones is unable to advise the Board on this, so when ballots are received there will be no action taken.

**6.0** **Minutes**

**6.1** Motion made by Okonuk/Bendoraitis to approve the minutes from the April 24, 2015 Special meeting. Vote: Yes, unanimous.

**6.2** Motion made by Okonuk/Bendoraitis to approve the minutes from the April 28, 2015 Special meeting. Vote: Yes, unanimous.

**6.3** Motion made by Okonuk/Bendoraitis to approve the minutes from the May 11, 2015 Special meeting. Vote: Yes, unanimous.

**6.4** Motion made by Okonuk/Bendoraitis to approve the minutes from the May 19, 2015 Special meeting. Vote: Yes, unanimous.

**6.5** Motion made by Okonuk/Bendoraitis to approve the minutes from the May 20, 2015 Special meeting. Vote: Yes, unanimous.

**6.6** Motion made by Okonuk/Bendoraitis to approve the minutes from the May 22, 2015 Special meeting. Vote: Yes, unanimous.

**7.0** **New Business**

**7.1** Motion made by Bendoraitis/Tax Collectors Suspense List as presented by Tax Collector Joyce Hofmann. Vote: Yes, unanimous.

**7.2** Motion made by Bendoraitis/Okonuk to allow the Town of Lebanon to join the Uncas Health District effective July 1, 2015. Vote: Yes, unanimous.

**7.3** Motion made by Bendoraitis/Okonuk to appoint Joyce Okonuk as a member of the Uncas Health District Board of Directors as part of the agreement to join the District. Vote: Yes, unanimous.

**7.4** Repairs to the handicapped ramp at Town Hall. No action on this as more information needs to be obtained.

**7.5** Motion made by Bendoraitis/Okonuk to authorize the payment of \$850 to AHM LLC for repairs made to the entrance stonewalls at the Town Center Parking Lot, funds to come from TIP. Vote: Yes, unanimous.

**7.6** Okonuk explained that two applications had been received for the position of Building Official. Selectmen reviewed both applications and felt that the provisional official, who was one of the applicants being reviewed, was qualified for the position and as a Lebanon resident, quite familiar with the Town and its operations. **Motion made by Okonuk/Bendoraitis to hire and appoint Jason Nowosad as the Building Official for the Town of Lebanon for a four (4) year term, effective 6/12/2015 with a term to**

expire on 6/11/2019, at a rate of \$30 per hour. **Vote: Yes, unanimous.**

**7.7** Members of the First Congregational Church in Lebanon will be honoring Pastor Sharon Ledbetter on June 14<sup>th</sup> in recognition of her 25 years of service as Pastor of their congregation. To recognize Pastor Sharon for her service to the church and to the Lebanon community, the Selectmen prepared a Proclamation in her honor. **Motion made by Okonuk/Bendoraitis to sign a Proclamation honoring Pastor Sharon Ledbetter by proclaiming June 14, 2015 as “Pastor Sharon Ledbetter Day” in Lebanon. Vote: Yes, unanimous.**

**7.8** **Motion made by Okonuk/Bendoraitis to hire the following seasonal staff for the Town Pool and swimming program: One Aquatic Director, four Lifeguards and two Water Safety Instructors at rates consistent with the 7/1/2015 part-time, non-union wage matrix. Vote: Yes, unanimous.**

**7.9** **Motion made by Bendoraitis/Okonuk to authorize up to \$975 for the purchase of three replacement a/c window units for Town Hall, funds to come from TIP. Vote: Yes, unanimous.**

**7.10** **Motion made by Okonuk/Bendoraitis to authorize the payment of \$412 to “All Washed Up” for cleaning out the gutters at the Community Center and installing leaf guards, funds to come from Building and Grounds FY 2015-16. Vote: Yes, unanimous.**

**7.11** The Selectmen met with the Town Attorney, members of the Historical Society and Jonathan Trumbull Jr. House Board of Historical Preservation to discuss a proposed LLC and made revisions to the draft of the agreement. The town’s attorney will revise and the revision brought back to another meeting.

**7.12** **Motion made by Bendoraitis/Okonuk to request authorization from the BOF to spend up to \$35,000 for physical server replacement the migration to Office 365 and Cloud Backup in FY 2015-16. Vote: Yes, unanimous.**

**7.13** Okonuk suggested the Selectmen conduct performance reviews on professional staff including the Finance Director, Public Works Director, Town Planner and Assessor before she leaves office in November. Once the reviews are completed, appointments will be set up for the Selectmen to meet with each employee.

**Motion made by Okonuk/Bendoraitis to add Item 7.14 to the Agenda: Discuss the date, time and details of the auction of Town-owned land. Vote: Yes, unanimous.**

**7.14** Okonuk explained that the auction of Town-owned land would be on June 23, 2015 at 10:00 a.m. in the lower level of Town Hall. All abutting property owners and others who have expressed interest have been notified by mail and the auction will be conducted by the Town Attorney. There will be no minimum bid requirements for the parcels.

**Motion made by Okonuk/Bendoraitis to add Item 7.15 to the Agenda: Discuss and act upon the required steps to finish the Charter process.**

**7.15** **Motion made by Bendoraitis/Okonuk to notify the Charter Commission that the draft received by the Commission on June 4, 2015 accurately reflects the Board of Selectmen’s recommendations. Vote: Yes, unanimous.**

**7.16** STEAP Grant Administrator Peter Huckins has advised the Town that there are no longer any restrictions from the State of CT on the use of the Senior Center. **Motion made by Bendoraitis/Okonuk to advise the Commission on Aging the restriction of use on the Senior Center has ended and to meet with the COA to create a building use policy. Vote: Yes, unanimous.**

**Motion made by Okonuk/Bendoraitis to add Item 7.17 to the agenda: Discuss and act upon the 2015-16 Wage Matrixes. Vote: Yes, unanimous.**

**7.17 Motion made by Bendoraitis/Okonuk to request the Finance Office to update the part-time non-union wage matrix for FY 2015-16. Vote: Yes, unanimous.**

**Motion made by Bendoraitis/Okonuk to request the Finance Office to update the full-time non-union wage matrix for FY 2015-16. Vote: Yes, unanimous.**

**8.0 Old Business**

**8.1 Motion made by Bendoraitis/Okonuk to authorize a payment of \$850 to Bob Cady for repairs to the Senior Center septic system electronics panel. Vote: Yes, unanimous.**

**9.0 Appointments and Re-Appointments**

**9.1 Motion made by Okonuk/Bendoraitis to appoint Leigh Hogan Ruckdeschel to the Jonathan Trumbull Jr. House Board of Historical Preservation to fill a vacancy with a term to expire on 9/9/2016. Vote: Yes, unanimous.** Another applicant could not be appointed due to party balance.

**9.2 Motion made by Okonuk/Bendoraitis to reappoint Daniel O'Hearn as Deputy Fire Marshal and Deputy Burning Official for the Town for a one-year appointment, term to expire on 7/1/2016. Vote: Yes, unanimous.**

**10.0 Police Report – The Selectmen reviewed the recent activity as provided by the Resident State Trooper.**

**11.0 Motion made by Bendoraitis/Okonuk to approve the following Tax Refunds for May 2015:**

Przytulski, Sarah	\$2,378.11
Parrow, Brian A. & Julie A.	\$45.12
Mack-Papasoglou, Jonna M.	\$109.50
Kinell, William H. Life Use, Lambert, Jacques	\$109.50
Carabello, Elbert	\$109.50
Honda Lease Trust	\$293.99
RMD Land Development LLC	\$1,141.40
Morin, Michael J. or Morin, Heather A.	\$34.42
Magnuson, Jon R. or Nancy M.	\$107.54
Magnuson, Jon R. or Nancy M.	\$126.90
King, Heidi M.	\$117.31
Ley, William J. Jr.	\$39.76
Hydro Pure Water	\$30.29
Schuett, Scott R. & Marcia A. & Lee A.	\$47.38
Ledoux, Shem R.	\$130.42
Kelly, Kerry A.	\$5.55
Gesuelle, Joseph T. Co-Trustee & Gesuelle-Hart, Sandra Co-Trustee	\$109.50
Fitts, Carrie	\$60.00
Yother, Kathy A.	\$72.67

**Vote: Yes, unanimous.**

**12.0 Financial Reports The Selectmen reviewed the statements and noted that most budgets are on track.**

**13.0 Motion made by Okonuk/Bendoraitis to adjourn the meeting at 6:20 p.m. Vote: Yes, unanimous.**

Respectfully Submitted,

A handwritten signature in black ink that reads "Joyce R. Okonuk". The signature is written in a cursive, flowing style.

Joyce R. Okonuk, First Selectman