

Board of Selectmen
REGULAR MEETING
April 7, 2015 – 4:00 PM
Town Hall
MINUTES

- 1.0 First Selectman Joyce Okonuk called the meeting to order at 4:00 p.m. Selectmen Linda Finelli and John Bendoraitis and Administrative Assistant Patti Handy were also present. Audience: 3.
- 2.0 **Public Forum** - None
- 3.0 **Correspondence** – Okonuk informed the Board that she had received a letter from the Chairman of the Planning and Zoning Commission supporting the continued use of the green in front of Town Hall for the weekly Farmer’s Market. Members of the American Legion Post 180 have expressed their concern to Okonuk regarding the impact of the Farmer’s Market on the newly installed Memorial Walk on the green. Okonuk feels strongly that the Farmer’s Market will have little or no impact on the walkway and sees no reason that both cannot coexist without conflict.
- 4.0 **Discuss and act upon Report and Recommendations from the Treasurer** - None
- 5.0 **Minutes**
- 5.1 **Motion made by Bendoraitis/Finelli to approve the minutes from the March 10, 2015 Regular meeting amended as follows: In Item 5.1 the last sentence in the third paragraph should read: “Okonuk offered to contact the families of the donors to gather ~~their input~~ any documentation on the original donation regarding ~~on~~ how the funds should be invested before making any changes.”**
Vote: Yes, unanimous.
- 5.2 **Motion made by Finelli/Bendoraitis to approve the minutes from the March 10, 2015 Special meeting. Vote: Yes, unanimous.**
- 5.3 **Motion made by Finelli/Bendoraitis to approve the minutes from the March 19, 2015 Special meeting. Vote: Yes, unanimous.**
- 5.4 **Motion made by Finelli/Bendoraitis to approve the minutes from the March 23, 2015 Special meeting. Vote: Yes, unanimous.**
- 5.5 **Motion made by Finelli/Bendoraitis to approve the minutes from the March 30, 2015 Special meeting. Vote: Yes, unanimous.**
- 5.6 **Motion made by Bendoraitis/Okonuk to approve the minutes from the March 31, 2015 Special meeting. Vote: Yes, unanimous.**
- 6.0 **New Business**
- 6.1 Julie Lane, Chairman of the Lebanon Energy Task Force Advisory Committee (LETf) and Alex Kovtunenکو of the Connecticut Green Bank were present to discuss the Statewide Commercial Property Assessed Clean Energy (C-Pace) Program. Joyce Hofmann, Tax Collector joined the meeting at 4:10 for this discussion. Kovtunenکو explained that C-Pace is a financing tool allowing for energy upgrades in buildings to be financed with third party capital and repaid through a benefit assessment on the building’s property tax bill. There are currently over ninety municipalities in Connecticut that have passed resolutions to join the program, allowing business owners to take advantage of this program. Kovtunenکو said that Connecticut Green Bank “designed the program to attract low cost capital into our state for the purpose of energy upgrades in buildings. In this way, C-PACE is an economic development tool: energy upgrades create a more competitive environment for attracting and retaining new businesses by lowering energy costs.” The first step before commercial property owners can take advantage of the program is for the Town to pass a Resolution at Town Meeting, enabling the Town to sign a legal agreement with the Green Bank. Once this agreement is signed, commercial building owners throughout Lebanon will be eligible for 100% upfront and low-interest financing on eligible energy efficiency and renewable energy projects. Hofmann said that she had no objections to the program and Lane added that she knows that Prides Corner has already expressed interest in this program. The Selectmen agreed to bring the Resolution to the Annual Town Meeting on May 4, 2015. **Motion made by Bendoraitis/Okonuk to bring a Resolution to Approve Commercial Property Assessed Clean Energy (“C-Pace”) Agreement to the Annual Town**

Meeting on May 4, 2015. Vote: Yes, unanimous.

6.2 Okonuk provided an update on the contract with Willimantic Switchboard Fire Chief Association, Inc. (WW) for emergency dispatch services effective 7/1/2015. She said that the final draft has been sent to WW for review with a slight revision by the Town. She added that they are waiting for the City of Willimantic to sign the agreement before Lebanon will sign the contract. No action.

6.3 The Selectmen received only one proposal for the contract for Small Cities Grant Administrator from the current Administrator – Peter Huckins, Community Consulting. His proposal meets all requirements and as he has been providing these services for the Town since 2001 and has done an excellent job the Selectmen agreed to award the contract. **Motion made by Okonuk/Bendoraitis to award the bid for professional and technical services to the Town of Lebanon for its 2015 CDBG Small Cities Grant Application. Vote: Yes, unanimous.**

6.4 **Motion made by Finelli/Bendoraitis hire Richard Chabot for cleaning services at the Jonathan Trumbull Jr. House for the 2015 season as recommended by the Jonathan Trumbull Jr. House Board of Historical Preservation in the amount of \$600.00, funds to come from the Jonathan Trumbull Jr. House endowment fund, account #3215-015-5320. Vote: Yes, unanimous.**

6.5 **Motion made by Finelli/Bendoraitis to approve the Jonathan Trumbull Jr. House museum administration budget for FY 2016 as recommended by the Jonathan Trumbull Jr. House Board of Historical Preservation in the amount of \$12,944.50, funds to come from the Jonathan Trumbull Jr. House endowment fund, account #215-00-015. Vote: Yes, unanimous.**

6.6 Finance Director Veronica Calvert joined the meeting at 4:35 p.m. to discuss a leave donation policy for Town employees that she had drafted at the request of the Selectmen. The Selectmen discussed the specifics of the draft and expressed their concern regarding the maximum hours that could be “banked” for donation to another employee. The question was also raised as to whether the donations would be to a general fund or to a specific employee and if a bank of donated time would pose a financial liability exposure for the Town. Calvert will check with the Auditor and report back to the Selectmen. No action.

6.7 Okonuk had asked the Town Handyman, John Dudek, to solicit an estimate for replacing the doors at the Lebanon Senior Center which are badly weather damaged. He did so and Okonuk presented an estimate from Facility Services of Rocky Hill in the amount of \$6,440.00 for materials and labor. The estimate listed “hollow metal doors” but was not specific about the type of metal and Bendoraitis felt that it was necessary to find that out first as they must be highly weather resistant. Okonuk will inquire and report back. No action.

6.8 **Motion made by Finelli/Bendoraitis to warn a Public Hearing for the draft Charter on April 23, 2015 at 7:00 p.m. at the Fire Safety Complex. Vote: Yes, unanimous.**

Motion made by Okonuk/Finelli to add Item 6.9 to the agenda: Discuss and act upon the request for a new router at the Fire Safety Complex. Vote: Yes, unanimous.

6.9 Mark Elliott, Deputy Fire Chief of the LVFD was present to request that the Town contribute to the cost of a replacement router for the Fire Safety Complex as it will also be used by the Emergency Operations Center and the State Police. The cost to upgrade to a state fiber optic line and Charter (internet) line is \$1,330.00 which includes a one-year virus protection and 25 VPN ports which can support the whole building. After the first year the cost for the virus protection will be \$130/year. **Motion made by Okonuk/Finelli to approve up to \$700.00 for the upgrade of the router at the Fire Safety Complex, funds to come from Emergency Management Account# 228-00-000-2701-0000. Vote: Yes, unanimous.**

7.0 **Old Business**

7.1 Okonuk provided an update on timeline for spring/summer projects for the Board.

8.0 Reappointments

- 8.1 Motion made by Finelli/Bendoraitis to reappoint Donna Koenig, Walter Miller, Arthur Wallace and Mary Withey to the Rails to Trails Committee for three (3) year terms to expire on 5/5/2018. Vote: Yes, unanimous.**
- 8.2 Motion made by Finelli/Bendoraitis to reappoint Alton Blodgett, Marc Lang, Keith LaPorte and Paul Trubey to the Conservation and Ag Commission for three (3) year terms to expire on 4/1/2015. Vote: Yes, unanimous.**

9.0 Police Report – the Selectmen reviewed the activity report for March and noted an increase in citations.

10.0 Motion made by Bendoraitis/Finelli to approve the following Tax Refunds for April 2015:

Meeker, Rebecca L. or Pitts, Jason	\$246.15
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Vote: Yes, unanimous.

11.0 Financial Reports – the Selectmen reviewed the YTD reports and noted that the Public Works budget will run over by quite a bit; Okonuk will report it to the Board of Finance. Legal Counsel will continue to go over as well due to bonding and the Charter. Building and Grounds may also go over due to winter damage to the walking path on the green and other snow-related damage.

Finelli wished to note for the record that Public Works Director Brandon Handfield did a great job presenting the DPW budget at the Public Hearing on April 6th. Okonuk will send a note of appreciation as well.

12.0 Motion made by Okonuk/Finelli to adjourn at 5:15. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman