

Board of Selectmen
REGULAR MEETING
March 10, 2015 – 4:00 PM
Town Hall
MINUTES

- 1.0 First Selectman Joyce Okonuk called the meeting to order at 4:00 p.m. **Motion made by Bendoraitis/Finelli to move into executive session at 4:00 p.m. Vote: Yes, unanimous.** Town Planner Phil Chester and Director of Public Works Brandon Handfield were invited to join Selectmen in Executive Session.

2.0 **Executive Session**

- 2.1 Discussion of Town property negotiations.

Returned to regular session at 4:30 p.m.; no action taken from Executive Session. Administrative Assistant Patti Handy, Finance Director Veronica Calvert and Town Treasurer Jim Forrest joined the meeting at this time. Audience: 5.

- 3.0 **Public Forum** – None

- 4.0 **Correspondence** – None

Motion made by Okonuk/Finelli to adjourn the order of the agenda and take up Item 7.5 under New Business. Vote: Yes, unanimous.

7.5 Handfield presented a final draft of the Standard Operating Procedures for the Town of Lebanon Department of Public Works. The Selectmen reviewed the SOP with Handfield. **Motion made by Bendoraitis/Finelli to approve the final draft of the Standard Operating Procedures for the Town of Lebanon Department of Public Works as presented. Vote: Yes, unanimous.** The Selectmen also expressed their appreciation to Handfield for his effort in developing this much needed document.

Motion made by Okonuk/Finelli to take up Item 8.1 under Old Business to accommodate guests. Vote: Yes, unanimous.

8.1 John Lyon (Chief), Mark Elliott (Deputy Chief) and Betsy Petrie (Assistant Chief) officers of the Lebanon Volunteer Fire Department (LVFD) were present for the discussion involving dispatch services for the Town. Okonuk explained that she had attended a meeting on February 24, 2015 with the officers of Willimantic Switchboard Fire Chiefs Association (WW) along with members of the LVFD. A new agreement has been drafted by WW and will be presented to all participating entities within the WW catchment area. There is also a Memorandum of Agreement being drafted between the City of Windham and WW which will be in place by July 1, 2015 that speaks specifically to their service agreement. WW also voted to authorize a payment of \$25,000 to the Town of Lebanon to assist in their contract buyout from KX Dispatch, which represents nearly half of the buyout cost. The \$50,050 penalty for early termination of the KX contract is presently in the proposed budget for FY 2015-16. If Lebanon joins WW for dispatch services the net cost for FY 2015-16 would be \$44,350 (buyout and the cost to join WW); in FY 2016-17 the dues for WW would be \$19,300 and that price is fixed for three years. Lyon explained that the cost difference is due to the fact that WW does not have the capital debt that KX has, the cost of which is passed along to the towns that they service. Bendoraitis added that a “cap” in the cost increase after the three year period is over should be part of the new contract; all agreed. Okonuk added that if the Town stays with KX the cost for next year is nearly \$60,000. The Selectmen concurred that joining WW is a good option for the Town but they want to see the final contract before taking action to withdraw from KX and join WW. President Elliott also wants an assurance that the LVFD/Town will have a voting representative on the Board. No action.

Motion made by Okonuk/Finelli to take up Item 7.8 on the agenda under New Business to accommodate a guest. Vote: Yes, unanimous.

7.8 Christine Duhaime, representative of the Lyman Post Grad Committee, discussed concerns obtaining insurance coverage for the Lyman Post Grad Auction held at the Fire Safety Complex (FSC). The school business manager has determined that as this is not a school-controlled activity and as such the schools' insurance will not cover it. Town policy requires renters of the FSC to secure same day liability insurance and although they were sympathetic to the issue at hand, they were not comfortable setting a precedent by waiving that requirement. It was decided that the Post Grad Committee will have to purchase a one-day policy; the members of the Board of Selectmen personally offered to pay the cost for the policy out of their own pockets as a donation to the Post Grad Fundraiser. Duhaime will get back to Selectmen.

Motion made by Okonuk/Finelli to return to the order of the agenda with Item 5.0 Financial Reports. Vote: Yes, unanimous.

5.0 Financial Reports

5.1 Town Treasurer Jim Forrest and Finance Director Veronica Calvert were present to review the monthly financial statements from Edward Jones. Forrest noted that the purchase of bonds requested at the February 5, 2015 meeting has been completed, leaving a small cash balance. Discussion followed as to the best way to invest this remaining cash including rolling the cash into the next maturing bond so as to gain better interest on it.

Forrest also reviewed the increases in the Investment Accounts over a two year period from December 31, 2012 to December 2, 2014. On 12/31/12 the total amount of the Hugh Trumbull Adams Investment Fund was \$2,020,531 with an estimated annual income of \$58,711. As of 12/2/2014 the total worth was \$2,636,204, an increase of \$615,673 or approximately 30% and the estimated annual income was \$80,256, an increase of \$21,545 or approximately 36%. The Selectmen were pleased with the progress of the account.

Calvert presented a list of current CD's with the Savings Institute with varying balances. These CDs were funded by private donations for specific purposes including student scholarships. The interest on these CDs is very low which has caused concern. If these funds were invested at Edward Jones their yield would be much higher. Okonuk offered to contact the families of the donors to gather their input on how the funds should be invested before making any changes. All agreed.

Okonuk reported on budgets and noted that Account 400 – Legal will run over due to the expenses incurred by an FOIA Filing by Bert Bossie against the Lebanon Board of Finance and Chairman Liz Charron which cost the Town approximately \$7,000; the Board of Finance prevailed in the case. In addition, legal expenses for the Charter Commission were budgeted for \$5,000 but have totaled approximately \$10,000 due the complicated nature of developing the Charter. Okonuk will report these overages to the Board of Finance.

(The meeting moved to the downstairs conference room at 5:30 p.m. due conflict with another meeting).

5.2 The Selectmen reviewed comments from Town Auditor Stephen Hopkins regarding investment accounts. Bendoraitis felt that the auditor was asking for a response to assumptions that were not based in facts, i.e. there is no "original intent" that is documented for the handling of these investments. He reiterated that the Board of Selectmen is charged with the responsibility of managing non-tax, endowment funds for the Town as per CGS. An investment policy has been approved by the BOS; the three original funds for the Jonathan Trumbull Library, the Community Center and the Jonathan Trumbull Jr. House were merged to maximize yield and minimize fees but are still tracked individually within the Finance Department and proceeds are directed to each fund proportionally to their original value. The Selectmen agreed that the Auditor's conclusions were not based on fact, but rather on his assumption of the intention of the benefactor, when in fact it has been determined that the intentions of the benefactor do not exist in

writing. The First Selectmen will compile a response to the audit comment based on the feedback described in these minutes.

6.0 Minutes

- 6.1 Motion made by Bendoraitis/Finelli to approve the minutes from the January 29, 2015 Special Meeting. Vote: Yes, unanimous.**
- 6.2 Motion made by Okonuk/Finelli to approve the minutes from the February 3, 2015 Regular Meeting. Vote: Yes (2) Okonuk and Finelli, Abstain (1) Bendoraitis. Motion carries.**
- 6.3 Motion made by Finelli/Okonuk to approve the minutes from the February 3, 2015 Special Meeting. Vote: Yes (2) Finelli and Okonuk, Abstain (1) Bendoraitis. Motion carries.**
- 6.4 Motion made by Bendoraitis/Finelli to approve the minutes from the February 26, 2015 Special Meeting. Vote: Yes, unanimous.**

7.0 New Business

- 7.1 Motion made by Bendoraitis/Okonuk to accept the resignation of Peter Zvingilas, Building Official, effective March 19, 2015, with sincere appreciation for many years of service to the Town of Lebanon. Vote: Yes, unanimous.**
- 7.2** Prior to advertising the position of Building Official, the Selectmen were made aware of a certified Building Official residing town interested in the position. It was agreed to do a temporary (provisional appointment) as allowed by the Ct. General Statutes for now and depending on the outcome of the temporary appointment, revisit advertising within 30-45 days.
- 7.3** The Selectmen discussed appointing Jason Nowosad as an interim Building Official for the Town. They also discussed the rate of pay and hours to be worked and that this appointment is temporary and implies no commitment on the part of the Town for a long-term guaranteed appointment. **Motion made by Bendoraitis/Finelli to appoint Jason Nowosad as the provisional Building Official for the Town of Lebanon effective March 17, 2015, at a wage of \$25 per hour at the current hours limit, with no benefits, for up to 90 days as per CGS, with no guarantee of a permanent position. Vote: Yes, unanimous.**
- 7.4 Motion made by Bendoraitis/Finelli to recommend to the Board of Finance the acceptance of a \$15,000 Ag. Viability Grant from the Department of Agriculture. Vote: Yes, unanimous.** The funds will be used for the Farmer's Market, Newsletter for the Conservation Agriculture Commission and appraisals for Open Space.
- 7.5 SEE ABOVE**
- 7.6 Motion made by Okonuk/Finelli to authorize up to \$1,000 from TIP Account #208-00-620-6200 to increase computer security in the Town Hall server. Vote: Yes, unanimous.**
- 7.7** The Selectmen had requested that Finance Director Veronica Calvert develop criteria and standards for an employee Leave Donation Program. She has done so and distributed the draft to the Selectmen to review. Item tabled until next meeting. No action.
- 7.8 SEE ABOVE**
- 7.9** Item tabled until next meeting. No action.

8.0 Old Business

8.1 SEE ABOVE

8.2 Bendoraitis reported that the stormy winter has delayed meetings and the finalization of the Town Charter but the commission will meet on March 12th to vote it out of committee and to send it to the Board of Selectmen.

9.0 Reappointments

9.1 Motion made by Okonuk/Bendoraitis to reappoint Candice Brashears as part-time director of the Jonathan Trumbull Jr. House Museum for the 2015 season, at a salary of \$22.67 per hour for a maximum of \$7,934.50 for 350 hours of work, with no benefits or holiday/sick time, funds to come from the Jonathan Trumbull Jr. House endowment fund, Account #215-015-5110. Vote: Yes, unanimous.

9.2 Motion made by Okonuk/Bendoraitis to reappoint David Geligoff as a full member and Suzanne Ingalls as an alternate member of the Solid Waste Commission with three (3) year terms to expire on 2/1/2018. Vote: Yes, unanimous.

10.0 Police Report – none available at this time.

11.0 Motion made by Okonuk/Bendoraitis to approve the Tax Refunds for February 2015 presented as follows:

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|---------------------|----------|
| Radocchia, Patricia | \$235.71 |
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Vote: Yes, unanimous.

12.0 Motion made by Okonuk/Finelli to adjourn the meeting at 6:14 p.m. vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman