

Board of Selectmen
REGULAR MEETING
June 3, 2014 – 4:00 PM
Town Hall
MINUTES

- 1.0** **Call to Order** – 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. Guest attendees included: Director of Public Works Brandon Handfield, Finance Director Veronica Calvert and Town Treasurer James Forrest. Town Planner Phil Chester joined the meeting at 6:00 p.m. Audience: 4.

Public Forum - None

Correspondence – Okonuk recapped the history of “Heritage Hymn” the official Town song which was written by resident Alberta “Bertie” Hawkins and was performed by the Community Chorus at Town Meeting in 2009. Hawkins obtained the copyright for the song in 2000, and has had it professionally printed with cover artwork by resident Nancy Bergeron. Hawkins has given a copy of “Heritage Hymn” to the Town and it will be kept in perpetuity in the Town vault with the Selectmen’s permanent documents. Copies are available at all schools and churches and may be reproduced for personal and community use.

- 2.0** **Discuss and act upon Report and Recommendations from the Treasurer**
Forrest provided an overview of the reports for the month of May. He and the Selectmen noted that the PPG stock in the Library portfolio needs to be monitored and reviewed. Discussion followed as to specific accounts, transfers and yields.

Motion made by Okonuk/Bendoraitis to add Item 2.1 to the agenda: Discuss and act upon combining endowment funds. Vote: Yes, unanimous.

2.1 Okonuk explained that she has spent several hours thoroughly researching all files relating to Hugh Trumbull Adams and has found nothing that sets parameters for how the endowments are to be managed, which confirms what Bendoraitis had found in his research of the minutes in the vault. Okonuk has spoken to the Auditor as well and he said that the “pooling” of the accounts is dependent on the original intent of the trust and he will not give an opinion on this but will review the accounts during his audit. Discussion followed regarding the pros and cons of combining the portfolios. Finelli is strongly opposed to the idea of combining the portfolios as she would like them to remain as they were originally set up by Mr. Adams. Bendoraitis is in favor of the idea as it would simplify accounting and save on transaction fees; the income would be divided among the three funds on a pro-rata basis. He proposed revising the investment policy to reflect these intentions. Okonuk agreed with Bendoraitis. **Motion made by Okonuk/Bendoraitis to revise the Town of Lebanon Investment Policy for Endowments and Donations by adding the following under 1. Policy: *In order to minimize trade costs and allow for greater diversification, it shall be the policy to manage the endowments and donations funds in a pool with each endowment/donation owning a pro-rata share of the pool as well as the income generated (unless these are specific, agreed upon stipulations attached to an endowment/donation that would necessitate segregation of assets).*** Vote: Yes (2) Okonuk and Bendoraitis, No (1) Finelli. Motion carries.

Motion made by Okonuk/Bendoraitis to authorize the Town Treasurer to work with Edward Jones to pool all investment assets in the Jonathan Trumbull Library Fund, the Jonathan Trumbull Jr. House Fund and the Mary Trumbull Adams Community Center Fund on behalf of the Town of Lebanon and to facilitate such change by the end of June 2014. The Town shall continue to calculate the value of all three funds individually based on their pro-rata share of the total fund. Vote: Yes (2) Okonuk and Bendoraitis, No (1) Finelli. Motion carries.

- 3.0** **Departmental Update** None for this month.

- 4.0** **Minutes**

4.1 Motion made by Finelli/Bendoraitis to approve the minutes from the May 6, 2014 Regular meeting amended as follows in Item 8.2 under New Business: *“Bendoraitis recommended combining the portfolios and ~~dividing them equally~~ the income would be divided pro-rata among the three ~~buildings~~ funds.”* In addition, under Tax Refunds for April 2014 the refund for Branca, Heather A. or Alva-Ferrando, Jorge should be \$200.28. **Vote: Yes, unanimous.**

4.2 Motion made by Okonuk/Finelli to approve the minutes from the May 15, 2014 Special meeting. Vote: Yes, unanimous.

5.0 New Business

5.1 The Accounting Policies and Procedures Manual for the Finance Office has been drafted by the Finance Director and reviewed and revised by the Board of Selectmen several times; its final version was presented for approval. **Motion made by Bendoraitis/Finelli to approve the Accounting Policies and Procedures Manual for the Finance Office as presented on June 3, 2014. Vote: Yes, unanimous.**

5.2 The following four bids were received for the contract for Lawn Mowing and Field Maintenance for the Aspinall Recreation Area and Tyler Field Complex. There were three Options as part of the bid: Option 1: Two-year contract for mowing and trimming, Option 2: Additional In-Field Mowing an Option three: Plug Aerate and Roll.

- D & D Enterprises of Lisbon, CT – Option 1: \$40,000 per year, Option 2: \$500/mowing, Option 3: \$1,000.
- Shorts Landscaping of Colchester, CT – Option 1: \$16,000 per year; Option 2: \$35/mowing, Option 3: \$1,500.
- Custom Cut Landscaping of Lebanon, CT – Option 1: \$14,980, Option 2: \$75/mowing, Option 3: \$900.
- Powers Outdoor Services, LLC of Lebanon, CT – Option 1: \$13,776, Option 2: \$20/mowing, Option 3: \$700.

Motion made by Okonuk/Bendoraitis to award the contract to the lowest bidder, Powers Outdoor Services, LLC of Lebanon, CT in the amounts stipulated above, pending a favorable reference check. Vote: Yes, unanimous.

5.3 Brandon Handfield, Director of Public Works was present to discuss improving the time and attendance reporting and payroll processing for the Department of Public Works (DPW). Currently the DPW uses an outdated time card “punch” system that makes it difficult to track irregular work hours, earned benefits and overtime. Handfield has been working with Finance Director Veronica Calvert to search for new system using proximity badges and key fobs that would track time electronically work in conjunction with “Paychex” the Town’s current payroll system. The system he found could eventually be expanded to include other Town buildings such as the Town Hall, Library and Senior Center and eliminate the need for hand-written time sheets. Discussion followed as to whether or not the new system should be “cloud” or server based for back up, as the Town is currently in the process of converting its back up system to the cloud. All agreed that it would be sensible to start this new system with cloud back up. Calvert will contact Paychex Systems to see what other municipalities use this time clock system and gather reviews.

Motion made by Bendoraitis/Finelli to authorize up to \$400 from TIP for the purchase of a time clock unit, and \$200 from the computer account for the software, license and service agreement, pending favorable reviews from other municipalities. Vote: Yes, unanimous.

5.4 Handfield was also present to discuss entering into a contract with Pasteryak Paving for the paving of various town roads. Pasteryak submitted the lowest qualified bid for hot mix asphalt for the Town of Lebanon under CT DAS Contract Number 13PSX0300, which was awarded on 3/19/14. Under the Town’s Competitive Bidding Ordinance the Town may purchase items under State bids and/or contract those who have used a sealed bid procedure (Section 3.c). **Motion made by Bendoraitis/Finelli to authorize the Town to enter into an agreement with Charles Pasteryak, Jr. under terms of the State Bid Contract as low bidder for the paving and rehabilitation of various town roads, funds to come from FY 2014**

Capital Budget in an amount not to exceed available funds. Vote: Yes, unanimous.

5.5 Alan Olenick, member of the LVFD joined the meeting to discuss the results of his work with Bendoraitis to determine the best solution for heating and air conditioning replacement in the Fire Safety Complex (FSC). Olenick and Bendoraitis looked at each side of the FSC, the Fire Department side and the Public Hall side; each of which is heated by separate furnaces. The furnace on the public side is 30+ years old and in need of replacement very soon. Currently both sections are cooled by window a/c units which are very inefficient. Bendoraitis and Olenick looked into geothermal options and conventional options. They concluded that it would be both cost and energy efficient to replace the Public side furnace with a geothermal system for both heating and cooling. The Fire Department side would be most efficiently served with a conventional furnace system for both heating and cooling. Okonuk asked Bendoraitis and Olenick to work together to develop an invitation to bid for the cooling of the Fire Dept side and to bring it back to a future meeting. No action.

5.6 Sale of Town-owned property – No action, tabled to a future meeting.

5.7 Phil Chester, Town Planner joined the meeting at 6:00 p.m. to request that the Selectmen authorize an application to State of CT DOT for Scenic Road designation of Route 87 and 207. He said that the recognition will not reduce property owner's rights in any way, and that the Conservation and Agriculture Commission as well as the Planning and Zoning Commission have endorsed the idea. **Motion made by Okonuk/Finelli to recommend that the State of CT DOT Commissioner designate Routes 87 and 207 as State Scenic Highways. Vote: Yes, unanimous.**

5.8 Setting the hourly wage for the part-time WPCA Clerk. No action required.

5.9 **Motion made by Bendoraitis/Finelli to approve the 2% proposed wage increase for elected and non-union full-time employees for FY 2014-15. Vote: Yes, unanimous.** The approved wage increase for the First Selectmen was budgeted separately.

5.10 **Motion made by Finelli/Bendoraitis to approve the FY 2014-15 wage increases for part-time, non-union employees as presented. Vote: Yes, unanimous.**

5.11 **Motion made by Bendoraitis/Finelli to approve the revision to the criteria for the John Okonuk Award, authorizing the Recreation Commission, rather than the Baseball Board to select the annual winners as there is no longer a Baseball Board. Vote: Yes, unanimous.**

5.12 **Motion made by Okonuk/Finelli to approving the Tax Collector's Suspense List as received from Joyce Hofmann, Tax Collector, in the total amount of \$18,456.45. Vote: Yes, unanimous.**

5.13 Thomas Tanganelli, Town Assessor, submitted his letter of resignation on May 13, 2014 and he will be moving on to a position with Quality Data in Waterbury. Tom has been a terrific Assessor and an exemplary employee and will be missed by one and all; the Selectmen wish him the best of luck in his new position. His last day was May 30th, but he has generously offered to work on Tuesdays and Fridays until a new Assessor is hired. **Motion made by Okonuk/Finelli to accept the resignation of Thomas Tanganelli, with regret and sincere appreciation, especially for his excellent work during the 2013 Revaluation. Vote: Yes, unanimous.**

5.14 A Special Meeting is scheduled for June 17, 2014 to interview candidates for the Assessor position.

5.15 Staff members from Lebanon Elementary School requested that the Board of Selectmen sign a proclamation in remembrance of Claire Doeller, beloved physical education teacher for 21 years who recently passed away. The proclamation declares June 10, 2014 as "Claire Doeller Day." The Selectmen were happy to oblige and presented the proclamation to Keith LaPorte who was representing the LES staff. **Motion made by Okonuk/Finelli to sign the proclamation declaring June 10, 2014 as "Claire Doeller"**

day. Vote: Yes, unanimous.

Motion made by Okonuk/Finelli to add Item 5.16 to the agenda: Discuss and act upon buying back a cemetery plot. Vote: Yes, unanimous.

5.16 Residents David and Marie Brennan are moving and wish to sell their cemetery plot back to the Town. **Motion made by Okonuk/Finelli to purchase cemetery plot #943 in the New Lebanon Cemetery from David and Marie Brennan for the original purchase price of \$300.00. Vote: Yes, unanimous.**

Motion made by Okonuk/Finelli to add Item 5.17 to the agenda: Discuss and act upon approving the bills for the 2014 Summer Dance Fest. Vote: Yes, unanimous.

5.17 Motion made by Okonuk/Finelli to approve the following bills for the 2014 Summer Dance Fest, as requested by the Summer Dance Fest Committee: \$600.00 to Illusions Band, \$500.00 to Gary Pomo (The "POM"), \$6,500.00 to Atlas Fire Works (\$1,000.00 deposit and \$5,500.00 balance), \$750.00 to Sue Leone for Raffle Prizes, \$855.00 to Taylor Rental, \$375.00 to Carnival Party, \$600 to CJ Construction and Septic, \$150.00 to Mr. Magic (Rich Rothstein), \$50.00 to Betsy Petrie for a gift certificate and \$402.00 to Gulemo Printing. Vote: Yes, unanimous.

6.0 **Old Business**

9.1 Okonuk provided an update on the Senior Center Garage Project. She has spoken to the low bidder for the project which was awarded last fall and he is willing to hold to his price and can start on July 1, 2014. She also asked for an additional quote for doors which was not part of the original bid. Okonuk also briefed the Selectmen on the status of establishing an LLC for the Jonathan Trumbull Jr. House, the purchase of the Keefe property and possibly joining a health district. No action.

7.0 **Reappointments**

7.1 Motion made by Okonuk/Finelli to reappoint Daniel O'Hearn as Deputy Fire Marshal for a one year term to expire on July 1, 2015 as recommended by Scott Schuett, Fire Marshal. Vote: Yes, unanimous.

8.0 **Police Report** The Selectmen reviewed the monthly report as provided by the Resident State Trooper.

9.0 Motion made by Finelli/Bendoraitis to approve the Tax Refunds for May 2014 presented as follows:

Olszta, Marsha M. or Olszta Kenneth	\$61.42
Nichols, Corrine C.	\$107.55
Murphy, Carey, A.	\$52.58
Mamet-Garrity, Heidi & Mamet, Norbert G. & Harry H.	\$215.10
Parciak, Rita M.	\$14.87
First Congregational Church Com.	\$16.97

Vote: Yes, unanimous.

10.0 **Financial Reports** – The Selectmen reviewed the monthly reports and discussed a possible error in the remaining balance. Okonuk will check with the Finance Office to verify.

11.0 Motion made by Okonuk/Bendoraitis to adjourn the meeting at 6:35 p.m. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman