

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

- 1.0 First Selectman Joyce Okonuk called the meeting to order at 4:06 p.m. Selectmen Linda Finelli and John Bendoraitis, Public Works Director Brandon Handfield and Administrative Assistant Patti Handy were also present. Audience: 4.

Public Forum – None

- 2.0 **Correspondence** – None

- 3.0 **Review and Recommendations from the Town Treasurer** – Monthly report waived due to discussion at meeting re the selection of an Investment Advisor.

4.0 **New Business**

4.1 Handfield was present to request additional funding for the Department of Public Works Garage improvements. He said that the improvements are going well and that nearly everything is complete including the much needed renovation to the bathroom. During the renovation process it was discovered that the water heater needed to be replaced. Handfield estimated a cost of \$300 for a replacement unit plus the associated plumbing and installation. **Motion made by Okonuk/Bendoraitis to authorize up to \$400.00 for the replacement of the water heater at the Public Works Garage, funds to come from TIP Account #208-00-620-6200. Vote: Yes, unanimous.** Handfield also requested an additional \$500 to complete the renovations at the garage. **Motion made by Bendoraitis/Finelli to authorize up to \$500.00 to complete the renovations at the Public Works Garage, funds to come from TIP Account #208-00-620-6200. Vote: Yes, unanimous.**

4.2 Recreation Department Coordinator Sandra Tremblay explained required repairs and painting at the Lebanon Town Pool. Last year the Board approved the cost for tile repair and repainting the pool in the amount of \$4,041.42. However, due to an unusually wet spring the repairs could not be done before the pool opened. At the end of the 2013 season more damage was discovered during the closing process, including cracks and problems with the skimmers which are at least 18 years old and may need to be replaced. There was also a problem with water seeping into the basement of the Community Center which may be caused by leaks in the water lines, so these lines need to be pressure tested. The estimate from Savol Pools for these repairs and the testing of the lines is \$8,916.42. If the lines are found to be leaking, additional costs for repair or replacement will be assessed. The Selectmen discussed the viable options with Tremblay, and decided that additional information from the pool company is needed, including the life expectancy, before a decision can be made. The Selectmen will call a special meeting for this purpose next week. No action.

Motion made by Okonuk/Finelli to add Item 4.2.1 to the agenda: Discuss and act upon repairs at Aspinall Field. Vote: Yes, unanimous.

4.2.1 Tremblay also presented a request from the Recreation Commission for repairs needed at Little League Field #1 at the Aspinall Complex. Tremblay provided estimates for the work to be done which will be paid for by the Recreation Commission. **Motion made by Bendoraitis/Finelli to approve the recommended repairs to Little League Field #1, at the Aspinall Complex as presented by the Recreation Commission in the amount of \$5,806.00, funded by the Recreation Commission. Vote: Yes, unanimous.**

Motion made by Okonuk/Finelli to adjourn the order of the agenda and take up Item 4.9 under New Business “Selecting and engaging the services of an Investment Advisory Service” to accommodate a guest. Vote: Yes, unanimous.

4.9 After ranking all 16 submissions for the RFQ for Investment Advisory and Custodial Services for the Town of Lebanon, the Selectmen and the Town Treasurer narrowed the field down to the top three applicants: Edward Jones of Hebron, CT; Dime Bank of Norwich, CT and Hooker and Holcombe of West Hartford, CT. and interviewed representatives from each firm. Bendoraitis pointed out that although all of the three top firms were capable of handling the Town's investment needs, there were significant differences in the services offered and costs, both of which were considered during deliberations. Both Hooker and Holcombe and Dime Bank both charge annual fees whether or not transactions are made, whereas Edward Jones does not charge an annual fee but takes a commission out of trades that are made. Hooker and Holcombe expressed a strong preference for handling mutual funds rather than equities, while Dime Bank expressed the opposite—a preference for handling equities rather than mutual funds. Edward Jones provides a broad range of investment options with no annual fee, although the Board expects that there will be an sizeable trade costs the first year to “re-balance” the accounts. **Motion made by Bendoraitis/Finelli to retain the services of Edward Jones of Hebron, CT for Investment Advisory and Custodial Services for the Town of Lebanon. Vote: Yes, unanimous.** Discussion followed as to the process for the Treasurer to bring to the recommendations from the Investment Advisor to the Selectmen, and how to delegate an authority in the absence of the Treasurer. Okonuk will ask the Town Attorney for clarification on this.

Motion made by Okonuk/Bendoraitis to return to the order of the agenda with Item 4.3. Vote: Yes, unanimous.

4.3 **Motion made by Okonuk/Bendoraitis to reappoint Candice Brashears part-time Museum Director for the 2014 season, at a salary of \$20.67 per hour, for a maximum of \$7,234.50 for 350 hours work, with no benefits or holiday/sick time, funds to come from the Jonathan Trumbull Jr. House endowment fund, account #215-015-5110, as recommended by the Jonathan Trumbull Board of Historical Preservation. Vote: Yes, unanimous.**

4.4 **Motion made by Bendoraitis/Finelli to authorize the First Selectman to sign a Memorandum of Agreement with KX Dispatch engaging Lebanon into a contract with KX Dispatch for two years. Vote: Yes, unanimous.**

4.5 **Motion made by Okonuk/Finelli to sign a Resolution appointing a Town Charter Commission consisting of the following members: John Bendoraitis, Jr., John Daviau, Susan Brett Davis, David Kotomski, Ellen Macauley, Thomas Meyer, Peter Myers, Betsy Petrie and Alicia Wayland. Vote: Yes, unanimous. (SEE ATTACHED).**

4.6 Not necessary as members were appointed as part of the Resolution (SEE ATTACHED).

4.7 **Motion made by Finelli/Bendoraitis to recommend an Ordinance to Town Meeting pertaining to withdrawing from the Windham Council of Governments (WINCOG) and joining the Southeastern Connecticut Council of Governments (SECCOG). Vote: Yes, unanimous. (SEE ATTACHED).**

4.8 Okonuk explained that Town Meeting passed an Ordinance in 1984 creating a Municipal Flood and Erosion Control Board. With the town's purchase and subsequent replacement of the Lake Williams Dam in the early 1990's. The Board had fallen inactive at that time but due to the Lake Williams Dam Project, Selectmen reappointed members to the FECB to oversee the project. The project has long-since been completed and associated debt paid off in full and the remaining members of the FECB have not met nor have any interest in serving further. After consulting with the Town Attorney, Okonuk found that the Ct. General Statutes allow the Board of Selectmen to serve as the FECB. The Attorney drafted an ordinance which repeals the original ordinance establishing the FECB in 1984, and designates the Board of Selectmen as the Flood and Erosion Control Board. **Motion made by Bendoraitis/Finelli to recommend an Ordinance to Town Meeting pertaining to the Flood and Erosion Control Board. Vote: Yes,**

unanimous.

4.9 See Above

5.0 **Departmental Update**

5.1 Public Works Director Brandon Handfield discussed the Department of Public Works Budget Summary for FY 2013-14. He handed out a detailed summary of the current and anticipated expenses for Public Works. Some of the larger repairs such as the replacement of the over-the-rail mower head need to be done as soon as possible, while some of the other repairs such as windshield replacement on the trucks can wait until the new fiscal year. Handfield anticipates expenses to go over the budget.

6.0 **Police Report** – Not available at the time of the meeting.

7.0 **Old Business**

The Selectmen requested additional information from the Registrars as to the need for a wireless printer and it was learned that the printer is necessary so it may be brought to the FSC to enable the process of same day registration for voters. **Motion made by Finelli/Okonuk to authorize up to \$98.00 for the purchase of a wireless printer for the Registrars, funds to come from TIP Account #208-00-620-6200. Vote: Yes, unanimous.**

8.0 **Minutes**

- 8.1 **Motion made by Okonuk/Bendoraitis to approve the minutes from the February 4, 2014 Regular meeting. Vote: Yes, unanimous.**
- 8.2 **Motion made by Finelli/Bendoraitis to approve the minutes from the February 21, 2014 Special meeting. Vote: Yes, unanimous.**
- 8.3 **Motion made by Bendoraitis/Finelli to approve the minutes from the February 27, 2014 Special meeting. Vote: Yes, unanimous.**
- 8.4 **Motion made by Bendoraitis/Finelli to approve the minutes from the February 28, 2014 Special meeting. Vote: Yes, unanimous.**

9.0 **Resignations**

- 9.1 **Motion made by Okonuk/Finelli to accept with regret and appreciation for many years of service, the resignation of Joe Skaff from the Tyler Field Building Committee. Vote: Yes, unanimous.**

10.0 **No Tax Refunds were presented for February 2014**

11.0 **Financial Reports** – The Selectmen reviewed the monthly budget statements and noted that all expenditures are on track.

12.0 **Motion made by Bendoraitis/Finelli to adjourn the meeting at 5:45 p.m. Vote: Yes, unanimous.**

Respectfully Submitted,



Joyce R. Okonuk, First Selectman