

Board of Selectmen
REGULAR MEETING
February 4, 2014 – 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 were also present. Audience: 2.

2.0 **Public Forum** - None

3.0 **Executive Session**

Motion made by Okonuk/Finelli to enter into Executive Session at 4:02 p.m. to discuss negotiations for the sale of Town Property. Vote: Yes, unanimous. Town Planner Phil Chester was invited to stay for the session.

The Selectmen returned to regular session at 4:30 p.m. At this time Administrative Assistant Patti Handy joined the meeting along with six audience members.

4.0 **Correspondence**

4.1 Okonuk presented a memo from the Assessor regarding the October 1, 2013 Grand List filing; the Selectmen reviewed, discussed and noted that on average, personal property and motor vehicle assessments had risen while residential property assessments had gone down.

5.0 **Review and Recommendations from the Town Treasurer**

No action.

6.0 **New Business**

6.1 Mark Elliott, President of the Lebanon Volunteer Fire Department (LVFD) provide a report from the LVFD on costs associated with the upgrade of the electronic door control system which services nearly all doors within the Fire Safety Complex. The LVFD is in the process of upgrading their computer server as Microsoft will no longer support their current version of Windows. Due to this, the software for the electronic door system will not be compatible with the new server and new software must be purchased. Elliott had obtained a software quote of \$4,240.00 and asked the Selectmen to consider contributing to the cost. Discussion followed. **Motion made by Finelli/Bendoraitis to appropriate \$3,000.00 toward the cost of new software for the Galaxy electronic door opening system upgrade at the Fire Safety Complex, funds to come from TIP, Account #208-00-620-6200. Vote: Yes, unanimous.**

6.2 Elliot discussed the State Web EOC fiber optic terminal at the Fire Safety Complex. In order to make the best connection to the State Web EOC, the LVFD will need to upgrade their internet speed via Charter Cable and purchase a new router. Two options are purchasing a two line router to accommodate the State Web EOC or keep that system separate. All agreed that the State system should remain independent. Elliott will return to a future meeting with more specifics on the cost of the new router. No action.

6.2 Elliott also presented an update from the LVFD Substation Study Committee, reporting a real need for a substation in the southern and western portions of Town that fall outside of the recommended five-mile radius of the main station. Equipment in these locations would help to decrease response time. Specifics regarding the size of the proposed facilities and associated costs were discussed. It was agreed that an official, town-formed Substation Study Committee should be formed. **Motion made by Finelli/Bendoraitis to establish the formation of a seven (7) member Substation Study Committee, comprised of no more than three (3) members of the LVFD, terms to end at the completion of the project. Vote: Yes, unanimous.** The Selectmen requested that the LVFD submit names of members who are interested in serving on the Committee.

6.3 Maggie McCaw, member of the Library Building Committee (LBC) was present to request that the Selectmen allow the extension of the contract with Jacunski-Humes Architects (JHA) for revisions to the Library Building Project without going back out to bid. The original request for grant funds from the Hugh Trumbull Adams Family Trust is being reduced due to the decision to reduce the scope of the project and at the request of the Trust additional local-fundraising will be initiated. **Motion made by Okonuk/Bendoraitis to approve the request from the Library Building Committee to waive the bidding requirements and to permit an extension of the contract with Jacunski-Humes Architects (JHA) for reconfiguration of plans for the Library Expansion Project, due to JHA prior work on and familiarity with the project. Vote: Yes, unanimous.** No additional expenses will be incurred with JHA until such time as additional funds are received from the Trust.

6.4 Senior Center Coordinator, Darcy Battye was present to explain a bill for plumbing repairs at the Senior Center. Battye said that a mixing valve had failed and certain fittings were corroded and needed replacement in order to supply the right water temperature for various uses at the Senior Center. **Motion made by Bendoraitis/Finelli to approve the bill from James Carboni Plumbing and Heating, Inc. for necessary repairs at the Senior Center in the amount of \$1,010.53. Vote: Yes, unanimous.**

6.5 The Selectmen reviewed the CIP Plan for FY 2013-14 and discussed recommendations for FY 2014-15. Okonuk will be working with Public Works Director Brandon Handfield to determine proposed projects. No action.

6.6 The Selectmen opened the following 16 submissions for the RFQ for Investment Advisory and Custodial Services:
U.S. Bank of Danbury, CT; SGL Investment Advisors of Missoula, MT; Hooker & Holcomb, Inc. of West Hartford, CT; Edward Jones of Hebron, CT; Janney, Montgomery & Scott Wealth Management of Philadelphia, PA; Vanguard Group of Malvern, PA; Dime Bank of Norwich, CT; BNY Wealth Management, Boston, MA; TIAA Cref of Boston, MA; Manning & Napier of Fairport, NY; Morgan Stanley of New York, NY; Curian Institutional Services of Denver, CO; Carfaro Greenleaf of Red Bank, NJ; Gateway Financial Partners of Glastonbury, CT; Fiduciary Investment Advisors, LLC of Windsor, CT and Peoples Bank of Bridgeport, CT. The Selectmen and the Town Treasurer will review the submissions and evaluate them all based on established criteria. They will bring the top selections back to a special meeting on February 20, 2014 to discuss the interview process. No action.

Motion made by Okonuk/Finelli to adjourn the order of the agenda and take up Item 7.1 under Departmental Update to accommodate the staff member presenting. Vote: Yes, unanimous.

7.1 Holli Pianka joined the meeting to provide an update on the activity in the Building Department. She provided a detailed report regarding building and sewer activity, permits, seasonal conversions, DEP Activity Reporting and annual reports. The Selectmen were very pleased with the status report and thanked Pianka for her efforts in handling the increased activity in the Building Department. No action.

Motion made by Okonuk/Finelli to return to the order of the agenda with item 6.8 under New Business. Vote: Yes, unanimous.

6.6 Not discussed.

6.7 Okonuk reminded the Selectmen would be presenting their budgets to the Board of Finance next week. No action.

6.8 Not discussed.

6.9 Okonuk is working with Attorney Ed O'Connell re the Resolution and other steps necessary to appoint a Charter Commission. Ten letters of interest from residents wishing to be appointed to the Commission have been received. Upon receipt of the Resolution, matter will return to Selectmen.

Motion made by Bendoraitis/Okonuk to add Item 6.12 to the agenda under New Business: Discuss and act upon authorizing Wentworth Civil Engineers, LLC to perform soil sampling and wetland flagging on Town-owned property adjacent to the Senior Center. Vote: Yes, unanimous.

6.12 Motion made by Bendoraitis/Finelli to hire Wentworth Civil Engineers, LLC to perform soil sampling and wetland flagging on Town-owned property adjacent to the Senior Center at the cost of \$1,100.00, funds to come from TIP Account #208-00-510-5100. Vote: Yes, unanimous. Bendoraitis noted that the bid ordinance does not apply to this award.

7.0 Departmental Update

7.1 (SEE ABOVE)

8.0 Police Report – The new Resident State Trooper, Collin Konow provided the Board with an updated activity report. No action.

9.0 Old Business

9.1 Okonuk added an additional item to the Selectmen's Capital Request spreadsheet in response to a newly discovered need to replace the portable and mobile radios of the Lebanon Police Department so they may be compatible with the soon-to-be-updated Ct. State Police radios. Selectmen agreed to the addition.

10.0 Minutes

10.1 Motion made by Okonuk/Finelli to approve the minutes from the January 7, 2014 Regular meeting amended as follows: Item 12.5 under Reappointments should have read "*Motion made by Finelli/Bendoraitis to reappoint James McCaw, Dean Gustafson and Carl Bender to the Inland Wetland Commission for three (3) year terms to expire on 6/1/2017. Vote: Yes, unanimous.*" **Vote: Yes, unanimous.**

10.2 Motion made by Bendoraitis/Finelli to approve the minutes from the January 14, 2014 Special meeting. Vote: Yes, unanimous.

10.3 Motion made by Bendoraitis/Finelli to approve the minutes from the January 22, 2014, 9:00 a.m. Special meeting. Vote: Yes, unanimous.

10.4 Motion made by Bendoraitis/Finelli to approve the minutes from the January 22, 2014, 7:00 p.m. Special meeting. Vote: Yes, unanimous.

Motion made by Okonuk/Finelli to add Item 10.5 to the addenda: Discuss and act upon approving the minutes from the January 17, 2014 Special Meeting. Vote: Yes, unanimous.

10.5 Motion made by Okonuk/Finelli to approve the minutes from the January 17, 2014 Special Meeting. Vote: Yes, unanimous.

11.0 Resignations – NONE

12.0 Appointments - NONE

13.0 Reappointments

13.1 Motion made by Finelli/Bendoraitis to reappoint Joan Nichols as the Town Tree Warden and Howard Wayland as the Assistant Tree Warden for one year, term to end on 2/1/2015. Vote: Yes, unanimous.

13.2 Motion made by Okonuk/Finelli to reappoint Jan Fitter, Oliver Manning and John Slate as members of the Conservation Agriculture Commission for three (3) year terms to expire on 04/01/2017. Vote: Yes (2) Okonuk and Finelli, Abstain (1) Bendoraitis due to the fact that the Commission has not yet voted to recommend the reappointments. Motion carries.

Motion made by Okonuk/Finelli to add Item 13.3 to the agenda under Reappointments: Discuss and act upon reassigning the term end dates for members of the Rails to Trails Committee. Vote: Yes, unanimous.

13.3 The First Selectmen's office has researched the history of appointments to the Rails to Trails Committee in an effort to discover why so many members have terms expiring in the same year. It was apparent that several errors in reappointment dates had been made over the past several decades, and that an additional Alternate position was also erroneously added. **Motion made by Okonuk/Finelli to reappoint the following members for the purpose of staggering terms as established at Town Meeting on 5/5/2003: Naomi Davidson, Peter Gandelman and Nusie Halpine for three (3) year terms to expire on 5/5/2016; Mike Lambert, Bruce Sievers and Mark Fitton for three (3) year terms to expire on 5/5/2017. Term end dates for members Donna Koenig, Mary Withy and Arthur Wallace and Alternate member Walter Miller will remain the same with terms to expire on 5/5/2015. The current alternate vacancy will be eliminated. Vote: Yes, unanimous.**

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

White, Ronald S.	\$5.58
Provident Funding	\$2,144.19

Vote: Yes, unanimous.

15.0 The Selectmen reviewed the monthly financial report as provided by the Finance Office and were satisfied with the current status. No action.

16.0 Motion made by Bendoraitis/Finelli to adjourn the meeting at 6:30 p.m. vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman