

Board of Selectmen
REGULAR MEETING
December 3, 2013 – 4:00 PM
Town Hall
MINUTES

- 1.0 First Selectman Joyce Okonuk called the meeting to order at 4:00 pm. Selectman Linda Finelli and Administrative Assistant Patti Handy were also present; Selectman John Bendoraitis was absent. Audience: 8.
- 2.0 **Public Forum** – None
- 3.0 **Correspondence** Okonuk read a letter from the Judge of Probate, John McGrath, regarding the removal of Probate records currently stored in Town Hall to the Windham Town Hall. Okonuk spoke with the former local Judge of Probate for Lebanon, Geri McCaw who suggested that the Town first check with the State Probate Office to see if there was any reason not to move the files. Okonuk did so and was told that it was the decision of the local Judge of Probate (McGrath) who had suggested the move in the first place. Okonuk will contact Judge McGrath and coordinate the move of all Probate records currently stored in the Lebanon Town Hall to the Windham Town Hall as soon as possible.
- 4.0 **Review and Recommendations from the Town Treasurer** – James Forrest, Treasurer was present to discuss investment information that he had gathered and to provide an update on the status of current holdings. The Selectmen again requested that Forrest compile the investments that he is recommending into a comparison chart with current and past data so that they could compare the track record of the investments. Forrest will return with this at the Special Meeting on December 12, 2013.
- 5.0 **New Business**
- 5.1 Final report from the Public Works Facility Study Committee. (This item was skipped to allow time for other members to arrive for the meeting).
- 5.2 No action; still waiting for a quote.
- 5.3 **Motion made by Finelli/Okonuk to close Town Hall at 1:00 pm for the staff holiday celebration. Vote: Yes, unanimous.**
- 5.4 Okonuk explained that there are 11 very old computers at the Senior Center that need to be disposed of, as well as eight computer carts and chairs that are in very good condition. Some staff members in other departments have requested the chairs to replace older ones, but there will still be several left. **Motion made by Okonuk/Finelli to dispose of the old pc units and to post the furniture on the Town website for sale at 50% of their original purchase price. Vote: Yes, unanimous.**
- 5.5 Adam Teff, an Energy consultant from Titan Energy was present to discuss the recommendation for contracting with Liberty Power for a 22-month period to provide electrical power for the Town beginning in December 2014 when the current contract with TransCanada expires. The Energy Task Force Advisory Committee recommends this contract. Teff explained that locking into the current rate is advisable as the rates are trending upward. The Town's energy savings over the 22-month period would be approximately \$90,840.00 at the current rate of 8.399 cents/kWh over the current cost of electricity. **Motion made by Finelli/Okonuk to sign the 22-month contract with Liberty Power at the current rate of 8.399 cents/kWh starting 12/31/2014 as recommended by the Energy Task Force Advisory Committee and Titan Energy. Vote: Yes, unanimous.**
- Motion made by Okonuk/Finelli to return to Item 5.1: Discuss and act upon the final report from the Public Works Facility Study Committee. Vote: Yes, unanimous.**

5.1 Linda Desmaris and other members of the Public Works Facility Study Committee were in attendance to explain the details of their final report. The Committee examined four sites owned by the Town: the current site along with the parcel across the road next to the Fire Safety Complex; land adjacent to the Lebanon Middle School; the Foster property near the closed landfill and the property at Frankel Acres. They established a ranking system for comparison, and found that the most appropriate site was the site of the current garage and the property across the road, with the second best being the Frankel Acres property. The details and options were discussed at length. Okonuk emphasized that she would like to see remediation of the small pond on the corner of Goshen Hill Road and Trumbull Highway as part of the project if the site is chosen for the new facility; member Marty Clark recommendation the remediation be part of the overall plan; all agreed. He said that the best use of the land would be to build the new garage next to the Fire Safety Complex and utilize the current garage site for material storage, including a covered salt shed. Okonuk said that she would like to move forward with a forming a Public Works Facility Building Committee, which will have to be approved by Town Meeting; she also asked the current members to send her a letter of interest if they wish to be on the committee and several members in attendance expressed interest. Okonuk and Finelli both expressed their appreciation for a job well done.

Motion made by Okonuk/Finelli to add Item 5.1.1 to the agenda: Discuss and act upon disbanding the Public Works Facility Study Committee. Vote: Yes, unanimous.

5.1.1 Motion made by Okonuk/Finelli to disband the seven member Public Works Facility Study Committee as their task has been accomplished and findings presented. Vote: Yes, unanimous.

**The meeting recessed at 5:20 for a short break.
Meeting resumed at 5:25.**

Motion made by Okonuk/Finelli to return to the regular order of the agenda. Vote: Yes, unanimous.

5.6 Motion made by Finelli/Okonuk to sign a renewed Software License Agreement between John Bendoraitis and Town of Lebanon effective December 3, 2013. Vote: Yes, unanimous. Okonuk and Finelli both expressed their appreciation for all the time and expertise John has put into developing and maintaining a software program for the Land Use Department.

5.7 The Selectmen discussed an hourly rate for the part-time Accounting Technician. Per the recommendation of the Finance Director the rate was established at \$20.32/hour, which is still considerably lower than the rate paid by other towns. No action under this item. (See below).

Motion made by Okonuk/Finelli to add Item 5.8 to the agenda: Discuss and act upon hiring a part-time Account Technician and adding the position to the part-time non-union wage matrix. Vote: Yes, unanimous.

5.8 Motion made by Okonuk/Finelli to hire Laurie Epler as a part-time Accounting Technician at an hourly rate of \$20.32/hr. effective December 2, 2013 through February 28, 2014 with responsibilities for preparing monthly bank reconciliations as outlined in the job description (approved at the July 9, 2013 Selectmen's meeting) and to add the position of part-time Accounting Technician to the wage matrix. Vote: Yes, unanimous. The Selectmen will revisit this position in February 2014.

Motion made by Okonuk/Finelli to add Item 5.9 to the agenda: Discuss and act upon hiring a part-time Senior Van Coordinator. Vote: Yes, unanimous.

5.9 Motion made by Okonuk/Finelli to hire Melissa Hofmann as the part-time Senior Van Coordinator at the six-month step of \$12.57/hour as recommended by the Commission on Aging, effective 11/19/2013. Vote: Yes, unanimous.

Motion made by Okonuk/Finelli to add Item 5.10 to the agenda: Discuss and act upon contracting Brindlee Mountain Fire Apparatus to sell Lebanon Volunteer Fire Department (LVFD) apparatus. Vote: Yes, unanimous.

5.10 Okonuk explained that she had been contacted by John Walsh, former Fire Chief of Windham about selling the older fire truck that the Town no longer uses. LVFD Chief John Lyon recommended that the Town contract with Brindlee Mountain to sell the apparatus; Brindlee Mountain charges a standard 10% fee to handle the sale for equipment in the price range anticipated. **Motion made by Finelli/Okonuk to authorize Okonuk to sign an agreement with Brindlee Mountain Fire Apparatus, LLC to handle the sale of the LVFD apparatus as recommended by Fire Chief John Lyon. Vote: Yes, unanimous.**

6.0 Departmental Update

6.1 None at this time.

7.0 Police Report

7.1 The Resident State Trooper will attend the December 12, 2013 special meeting to discuss the activity report and other police-related issues.

8.0 Old Business

8.1 No action.

9.0 Minutes

9.1 **Motion made by Finelli/Okonuk to approve the minutes from the November 12, 2013 Regular meeting. Vote: Yes, unanimous.**

9.2 **Motion made by Okonuk/Finelli to approve the minutes from the November 22, 2013 Special meeting. Vote: Yes, unanimous.**

9.3 **Motion made by Finelli/Okonuk to approve the minutes from the November 25, 2013 Special meeting. Vote: Yes, unanimous.**

10.0 Resignations

Motion made by Okonuk/Finelli to add Item 10.1 to the agenda: Discuss and act upon a resignation from the Rails to Trails Committee. Vote: Yes, unanimous.

10.1 **Motion made by Okonuk/Finelli to accept the resignation of Christine Witkowski from the Rails to Trails Committee, with sincere appreciation for the time she has served. Vote: Yes, unanimous.**

11.0 Appointments

11.1 None.

12.0 Reappointments

Motion made by Okonuk/Finelli to add Item 12.1 to the agenda: Discuss and act upon reappointments to the Cemetery Commission. Vote: Yes, unanimous.

12.1 **Motion made by Finelli/Okonuk to reappoint Howard Wayland and Robert Parker to the Cemetery Commission for three (3) year terms to expire 2/1/2017. Vote: Yes, unanimous.**

13.0 Motion made by Finelli/Okonuk to approve the Tax Refund for November 2013 presented as follows:

Brogie, Suzanne	\$48.56
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Vote: Yes, unanimous.

14.0 Financial Reports The Selectmen reviewed the reports. All expenditures appear appropriate to date.

15.0 Motion made by Okonuk/Finelli to adjourn the meeting at 5:40 pm. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman