

Board of Selectmen
REGULAR MEETING
September 10, 2013 – 4:00 PM - Town Hall
MINUTES

1.0 First Selectman Joyce Okonuk called the meeting to order at 4:02 0m. Selectmen Linda Finelli and John Bendoraitis, and Administrative Assistant Patti Handy were also present. Audience: 3.

2.0 **Public Forum**
None

3.0 **Departmental Update**

3.1 Finance Director Veronica Calvert was present to present an update on the Finance Department. Calvert provided Selectmen with the 6/30/13 Year End Report that was presented to the Board of Finance (BOF) at their last meeting; the BOF requested that the First Selectman attend their next meeting to review budgets with shortfalls and surpluses with explanations for same. In particular, the BoF wants details on TIP computer purchases. Both shortfalls and surpluses are easily explainable and the net result was a surplus within the town budget. Calvert is preparing for the audit with the auditor arriving mid-week. Okonuk added that the written procedures for the Finance Office are still in the process of final review by the BoS, as is the twice-revised FOIA Policy. Calvert noted that mandated Obama-Care and HIPAA notices have been distributed to all employees. Calvert also mentioned that during off-peak hours the accounting system has been very slow and disrupts work flow; it was recommended she contact the school IT specialist as they house the server containing the shared accounting software. Should it be needed, Walker can also be contacted.

4.0 **Review and Recommendations from Town Treasurer**

The Treasurer was not able to be present to provide an update. The Selectmen expressed frustration that they have not received an investment updates for the past two months, reiterating the fact that only the Treasurer, by Statute, has this responsibility. The First Selectman will contact the Treasurer and urge him to improve his response. No action.

5.0 **Correspondence**

Okonuk read a request from a resident to hold a Lebanon “Trunk-Or-Treat” event on the Town Green and/or parking lot. The Selectmen had no objections to the idea, but strongly suggest that the organizers arrange for police coverage, especially at the crossing areas from the town center parking lot onto the rest of the Green. This info will be provided to resident. No action.

6.0 **New Business**

6.1 Betsy Petrie of the LVFD was present to discuss the installation of replacement flooring in the Fire Safety Complex (FSC) conference room on the Fire Department side. The carpet has continued to stretch and buckle, creating a tripping hazard. Attempts to repair have not been successful. The First Selectman received a written quote from Williams Floor Covering for the removal of the carpet and installation of laminate flooring. LVFD officers have reviewed and approved the recommendation. **Motion made by Finelli/Bendoraitis to approve \$1,965.42 for the installation of a laminate flooring in the Fire Department conference room at the Fire Safety Complex, funds to come from TIP Acct. #208-00-510-5100 FSC Flooring. Vote: Yes, unanimous.**

Acting on behalf of the LVFD Buildings and Grounds committee, Petrie also brought two other problems at the FSC. There is a serious problem with ice build-up in front of the apparatus bay doors and adjacent front access door, and she asked if the problem could be addressed during future plans for bay heating improvements; the Selectmen agreed. She also noted that the 10 window air conditioning units are very inefficient and an alternative should be also considered in the future. Ideas were discussed.

6.2 Kate Donnelly of Smart Power was present along with Emil Thomen and Julie Lane of the Lebanon Energy Task Force (LETF) to discuss a recommendation by the LETF for the Town to participate in the new SOLARIZE CHOICE program jointly with the town of Columbia. The program will aid residents in the installation of solar power in their homes. The Selectmen discussed the program and agreed to participate. **Motion made by Bendoraitis/Finelli to authorize the First Selectman to sign the Memorandum of Agreement with the Solarize Choice Project which the Town will enter jointly with the Town of Columbia. Vote: Yes, unanimous.**

6.3 Chris Ramm of Titan Energy was present to discuss a recommendation by the LETF to sign a Northeast Utilities letter of agreement for an energy profiler service form for the purpose of gathering information for future energy contracts for the Town; the Selectmen discussed and agreed as this is no cost to the Town in no way obligates the Town to Titan Energy or any other company. **Motion made by Bendoraitis/Finelli to authorize the First Selectman to sign a Northeast Utilities Energy Profiler Service form for the purpose of releasing the Town’s electrical usage data to potential suppliers. Vote: Yes, unanimous.**

6.4 The Selectmen reviewed a proposal from resident Sue Nosal to place a memorial bench on the Town Green in memory of Casey Yates, a 2005 graduate of Lyman Memorial High School who died in a tragic accident in 2011. The Public Works Department will coordinate the installation.

Motion made by Okonuk/Bendoraitis to approve the installation of a granite memorial bench on the Lebanon Town Green walking path located approximately across from the Lebanon Historical Society Museum on Route 87. Vote: Yes, unanimous.

6.5 Jan Fitter, member of the Conservation and Agriculture Commission was present to support a request to expend Ag Viability Grant funds to conduct farmland preservation appraisals for 119 West Town Street and 567 Tobacco Street. The Selectmen discussed the requests and agreed.

Motion made by Okonuk/Bendoraitis to approve the cost of appraisal for 119 West Town Street for the Farm and Ranchland Protection Program in the amount of \$4,000, funds to come from the 2013 Ag Viability Grant. Vote: Yes, unanimous.

Motion made by Okonuk/Bendoraitis to approve the cost of appraisal for 567 Tobacco Street for the Farm and Ranchland Protection Program in the amount of \$4,000, funds to come from the 2013 Ag Viability Grant. Vote: Yes, unanimous.

6.6 **Motion made by Bendoraitis/Okonuk to sign a Resolution authorizing the First Selectman to sign a Memorandum of Agreement for the FFY 2012 Homeland Security Grant Program. Vote: Yes, unanimous.**

6.7 **Motion made by Finelli/Bendoraitis to sign a Proclamation for Eagle Scout Adam Soulor. Vote: Yes, unanimous.**

6.8 The Town received a notice from the Department of Veterans' Affairs to designate a Veterans' Service Contact Person. This is an action mandated by the State of Connecticut which stipulates that the Contact Service Person be an employee of the Town, thus allowing the contact person to perform these services while working as a paid employee. Paul Spedaliere, Assistant Tax Collector, who is also the past Post Commander of the American Legion Post 180, has come forward to express his interest in serving as the Service Contact Person. The Selectmen expressed their frustration with this unfunded state mandate but appreciate Paul's willingness to serve. **Motion made by Finelli/Bendoraitis to appoint Paul Spedaliere as the Veterans' Service Contact Person for the Town of Lebanon. Vote: Yes, unanimous.**

6.9 Although the issue regarding the wage for a Substitute Library Aide was discussed at a previous meeting minutes did not reflect the discussion or decision. Consequently issue added for action to this meeting. **Motion made by Bendoraitis/Okonuk to add the position of Substitute Library Aide to the FY 2013-14 Non-Union, Part-Time Wage Matrix, without steps, at the rate of \$12.20 per hour. Vote: Yes, unanimous.**

6.10 Okonuk provided a brief overview of the Council of Government (COG) options available to Lebanon. The State of Connecticut has passed legislation requiring that COGs determine where member towns will align themselves prior to October/November 2013. As the Windham Regional Council of Governments (WINCOG) has only nine member towns, the participating towns will need to join another existing COG, either in whole or in part. WINCOG is forming a subcommittee to study the specifics and aid in the transition. Lebanon's best options appear to be CRCOGG or SECCOG. Okonuk feels, at this time, that Lebanon would align closer to member towns in SECCOG. No action.

6.11 Okonuk updated the Board on the results of an informal survey that was undertaken by the Selectman's Office regarding changing the day of the Annual Tree Lighting Ceremony from Sunday to Saturday. The results were overwhelmingly in favor of the change, which would allow families with young children to enjoy a more leisurely evening with Santa and the bonfire. **Motion made by Bendoraitis/Finelli to move the Annual Tree Lighting Ceremony to the first Saturday in December, beginning at 6:00 pm. Vote: Yes, unanimous.** This years' event will be held on Saturday, December 7th.

6.12 Okonuk also provided an update on the Building Department permits and the extensive workload presently occurring in that department. The recent increase of permit applications due to the installation of sewers at Amston Lake has resulted in a backlog of work, which has impacted the inspections and follow-up of other building, sanitary and zoning permits. Land Use Secretary Holli Pianka was asked to join the meeting at 6:00 pm. Although the Town has allowed the WPCA Clerk to work a few hours per week in the Building Department to assist with the permits, it is clear that more clerical help is needed. Discussion followed regarding possible solutions. It was decided that the Selectmen will request that the Board of Finance increase the hours allowed for an additional clerk in the Building Department for six months, at which time the situation will be re-evaluated. **Motion made by Okonuk/Bendoraitis to request that the Board of Finance authorize an additional 20 hours per week for additional part-time clerical assistance in the Building Department. Vote: Yes, unanimous.**

7.0 Old Business

7.1 T. Alan Palmer, member of the American Legion Post 180, was present to provide an update on the proposal from the American Legion to restore and preserve the veteran/war memorials located in front of Town Hall. Palmer presented a preliminary sketch of the proposed changes, along with an estimate of \$48,500 to complete the project. The American Legion is not asking for any financial support but will rely on fundraising and donations. They do request that the Public Works Department help to maintain the installation, but said that it will be designed for low maintenance. The Selectmen agreed to the preliminary plan, but said that the Legion must first present the design to the Planning and Zoning Commission to request a CGS 8-24 recommendation as any municipal improvement, purchase or sale requires that action. Discussion followed as to whether or not the issue must also go before a Town Meeting; it was agreed that even if Town Meeting approval was not necessary, residents should have a chance to voice their opinion on the project. Okonuk suggested that Palmer work with the Town Planner to create an overlay of the planned changes and the current layout before presenting the plan to the PZC and Town Meeting.

7.2 Alicia Wayland submitted a request to approve change orders for the Jonathan Trumbull Jr. House Renovation Project. Adequate funding is still available to cover the cost of the change orders. **Motion made by Okonuk/Finelli to approve the change orders for the Jonathan Trumbull Jr. House Renovation Project. Vote: Yes, unanimous.**

7.3 The Selectmen reviewed the final revisions to the Public Works Director/Town Engineer job description. **Motion made by Bendoraitis/Finelli to approve the Public Works Director/Town Engineer job description as presented. Vote: Yes, unanimous.**

7.4 Okonuk presented an update on the Public Works Department. The Selectmen reviewed the payout estimates for two retiring employees and reviewed the wage account accordingly. No action.

Motion made by Okonuk/Finelli to add Item 7.5 to the agenda: Discuss and act upon an update on the Janitorial Services for Town buildings. Vote: Yes, unanimous.

7.5 Okonuk and Handy explained that there have been numerous issues concerning the new janitorial service that was hired in July. The company is based in Massachusetts and their employees are travelling from there which has complicated communication efforts. In addition to many incidents where buildings and offices have been left unlocked, or locked up when they should have been left open for meetings, there have also been several complaints from staff regarding the inadequacies of the cleaning. As the contract states that either side may cancel with a 30 day notice, the Board agreed to put the company on notice. Okonuk will contact the president of S.J. Services and inform him that if conditions do not improve dramatically within 30 days then the Town will cancel the agreement.

8.0 Police Report

8.1 The Selectmen reviewed the Monthly Activity Report as provided by the Resident State Trooper.

9.0 Minutes

9.1 **Motion made by Okonuk/Finelli to approve the minutes from the August 6, 2013 Regular meeting. Vote: Yes, unanimous.**

9.2 **Motion made by Finelli/Okonuk to approve the minutes from the August 13, 2013 Special meeting. Vote: Yes, unanimous.**

9.3 **Motion made by Finelli/Bendoraitis to approve the minutes from the August 20, 2013 Special meeting. Vote: Yes, unanimous.**

9.4 **Motion made by Okonuk/Finelli to approve the minutes from the August 26, 2013 Special meeting. Vote: Yes (2), Okonuk and Finelli, Abstain (1) Bendoraitis. Motion carries.**

10.0 Appointments:

10.1 The Selectmen discussed the issue regarding the appointment of Martha Shea to the Board of Education to fill the vacancy created by the resignation of Melissa Hofmann this past July. The Chairman of the Bd of Ed assured the First Selectman that the appointment was on the BoE agenda for this same evening.

10.2 As per the Ordinance, appointments to the Zoning Board of Appeals are made directly by the Board. No action.

11.0 Reappointments

11.1 Motion made by Okonuk/Finelli to reappoint Maggie McCaw to the Jonathan Trumbull Board of Historical Preservation for a three (3) year term to expire on September 9, 2016. Vote: Yes, unanimous. Member Emil Pocock whose term has also expired has decided not to seek reappointment. The Selectmen expressed their appreciation for the years of service that Mr. Pocock has contributed to the Board.

12.0 Motion made by Bendoraitis/Finelli to approve the Tax Refunds for August 2013 presented as follows:

Evans, John W.	\$20.18
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Vote: Yes, unanimous.

13.0 Financial Reports:

Brief review by Selectman.

14.0 Motion made by Okonuk/Finelli to adjourn the meeting at 7:15 pm Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman