

Board of Selectmen
REGULAR MEETING
August 6, 2013 – 5:00 PM
Town Hall
MINUTES

1.0 First Selectman Joyce Okonuk called the meeting to order at 5:00 pm. Selectmen Linda Finelli and John Bendoraitis and Administrative Assistant Patti Handy were also present. Audience: 6

2.0 Public Forum

Alicia Wayland was present and reminded the Selectmen that nothing has yet been done about the very deep ditch that runs along West Town Street. Public Works Foreman Tom Conley was also present and offered some possible suggestions regarding the ditch. Okonuk said that she will follow up on this with the new Public Works Director in September.

Motion made by Okonuk/Finelli to adjourn the order of the agenda and take up items 7.1 and 7.2 under New Business to accommodate guests. Vote: Yes, unanimous.

7.1 The following four bids were received for 2013 Road Resurfacing:

- Hain Materials Group, Windham, CT: \$199,440.00
- All States Asphalt, Sunderland, MA: \$172,078.42
- B&W Paving and Landscaping, Waterford, CT: \$152,000.00
- Charles Pasteryak, Jr. Inc., Lisbon, CT: \$143,600.00

Motion made by Okonuk/Finelli to award the bid for 2013 Road Resurfacing to the apparent low bidder, Charles Pasteryak, Jr. Inc. of Lisbon, CT in the amount of \$143,600.00. Vote: Yes, unanimous.

7.2 The following three bids were received for the 2013 Road Chip-Sealing:

- All States Asphalt, Sunderland, MA: \$89,704.00
- Comer Contracting, Inc., Farmington, CT: \$55,890.00
- New England Asphalt Services, LLC, Northford, CT: \$54,375.00

Motion made by Finelli/Bendoraitis to award the bid for 2013 Road Chip-Sealing to the apparent low bidder, New England Asphalt Services, LLC, Northford, CT in the amount of \$54,375.00. Vote: Yes, unanimous.

Motion made by Okonuk/Bendoraitis to return to the normal order of the agenda with item 3.0. Vote: Yes, unanimous.

3.0 Departmental Update

3.1 Assessor Tom Tanganelli requested that the Selectmen increase the allowed hours for Christine Dunnack, the revaluation clerk in the Assessor's Office, to accommodate the work load. **Motion made by Okonuk/Finelli to rescind the motion under item 2.2 of the July 9, 2013 meeting. Vote: Yes, unanimous.**

Motion made by Finelli/Okonuk to hire Christine Dunnack for temporary, part-time clerical assistance during Revaluation as needed, hours and dollars not to exceed maximum budgeted amount, funds to come from Revaluation, Account #220-00-410-2703-0010 in the Capital Budget. Vote: Yes, unanimous.

3.2 Ryk Nelson, Chairman of the Charter Study Committee and Alicia Wayland, member, presented their final report from the Committee (attached). The Study Committee has completed their task and has voted to recommend that the Selectmen take action to disband the Study Committee and appoint a formal Town Charter Commission. Members of the current Committee will be asked if they are interested in being appointed to the new Commission. **Motion made by Okonuk/Finelli to accept the final report of the Charter Study Committee as presented. Vote: Yes, unanimous. Motion made**

by Bendoraitis/Finelli to disband the Charter Study Committee with thanks and appreciation for a job well done. **Vote: Yes, unanimous.**

4.0 Discuss and act upon: Review and Recommendations from Town Treasurer

No report was available as the Treasurer is recovering from surgery.

5.0 Correspondence

5.1 Okonuk informed the Board that the Town received a Members Equity Check from CIRMA in the amount of \$5,813, bringing the three-year Members' Equity Distribution to \$18,277.

6.0 Police Report

6.1 The Selectmen reviewed the incident activity report for July and noted an increase in tickets issued.

7.0 New Business

7.1 SEE ABOVE

7.2 SEE ABOVE

7.3 Wayland asked the Selectmen to approve the FY14 budget for museum administration for the Jonathan Trumbull Jr. House. She apologized for the delay in getting the budget to the Selectmen, but as their operating budget comes from an endowment, there does not seem to be a problem with this delay.

Motion made by Okonuk/Finelli to approve the FY14 budget for museum administration as recommended by the Board of Historical Preservation for the Jonathan Trumbull Jr. House as presented. Vote: Yes, unanimous.

7.4 The Selectmen discussed a recommendation from the Energy Task Force Advisory Committee (LETf) regarding the CCM Energy - Electric Purchasing Agreement. There was some discussion as to the end date of the current contract, December 2013 or December 2014 which could not be verified at the time of the meeting. **Motion made by Okonuk/Bendoraitis that if it is confirmed that the current contract expires at the end of 2013, then the Board of Selectmen request that the LETf prepare an RFP to solicit electricity brokers in preparation for a competitive bidding process for the Town. Vote: Yes, unanimous.** Okonuk will follow up with the LETf chairman.

7.5 The Selectmen discussed an additional recommendation by the Energy Task Force Advisory Committee (LETf) for the Town of Lebanon to pursue the CCM SOLAR Power Purchase Agreement for the three schools. As no one for the Committee could be present at the meeting, Bendoraitis provided a brief overview of the proposed program that could possibly involve/benefit all three schools. **Motion made by Okonuk/Finelli for the Board of Selectmen to recommend to the Board of Education that they consider the recommendation of the LETf regarding the CCM SOLAR Power Purchase Agreement and invite members of the LETf to attend a Board of Education meeting. Vote: Yes, unanimous.**

7.6 **Motion made by Bendoraitis/Finelli to authorize the First Selectman to sign a resolution required to apply for a Public Library Construction Grant. Vote: Yes, unanimous.**

7.7 The Selectmen discussed a request from the Library to use TIP funds to purchase a copier and printer. **Motion made by Okonuk/Finelli to authorize up to \$340.00 for a copier and up to \$340.00 for a printer for special library needs, funds to come from TIP Account #208-00-620-6200. Vote: Yes, unanimous.**

Motion made by Okonuk/Finelli to add Item 7.7.1 to the agenda: Discuss and act upon revision to TIP authorization policy. Vote: Yes, unanimous.

7.7.1 The current policy is that all non-discretionary TIP expenditures over \$500 must come to the Board of Selectmen for approval. Okonuk requested a change to help expedite requests. **Motion made by Okonuk/Bendoraitis to amend the prior policy on TIP authorizations to allow the First**

Selectman to approve up to \$300 in discretionary TIP expenditures without full Board. Vote: Yes, unanimous.

7.8 Okonuk explained the need to replace the deteriorating exterior Adams dedication plaques at the Community Center with one permanent cast bronze plaque. She has obtained a quote and description from Recognition Products. **Motion made by Finelli, seconded by Bendoraitis to approve up to \$895.00 for a cast bronze Adams dedication plaque for the Community Center, funds to come from the undedicated fund balance within Community Center Fund #204. Vote: Yes, unanimous.**

7.9 **Motion made by Okonuk/Finelli to call a Special Town Meeting on August 19, 2013 at 7:30 p.m. at Lyman Memorial High School. Vote: Yes, unanimous. (SEE ATTACHED).**

7.10 The Selectmen discussed changing the time for the Regular Board of Selectmen meetings to 4:00 p.m. rather than 5:00 p.m. beginning with the September 10, 2013 meeting. **Motion made by Okonuk/Bendoraitis to change the time of the Regular Board of Selectmen's meetings to 4:00 p.m. Vote: Yes, unanimous. (SEE ATTACHED).**

8.0 Old Business

8.1 Okonuk clarified that the purpose for an FOIA Policy is for the Town to have internal procedures to process requests in a timely and accurate manner consistent with the Freedom of Information Act. The Selectmen again revised the policy to make it as clear and concise as possible. **Motion made by Bendoraitis/Finelli to rescind the second version of the policy that was approved at the July 9, 2013 Regular Selectmen's meeting until the latest version can be reviewed by Tom Hennick of the FOIC. Vote: Yes, unanimous.**

8.2 Okonuk explained that she had reviewed the budget for the Lebanon Senior Center with the Finance Director and the Coordinator for the Senior Center and they had determined that there is approximately \$20,000 in the Van Grant Fund that could be used to design and construct a proposed carport. Discussion followed as to the best way to proceed and all agreed that a schematic drawing would need to be obtained before going out to bid. **Motion made by Bendoraitis/Finelli to spend up to \$500.00 to obtain a schematic drawing of a covered, three-sided carport at the Lebanon Senior Center, funds to come from the Senior Van Program Fund #221. Vote: Yes, unanimous.** Once the sketch is obtained, the design will be brought back to the Selectmen before advertising the construction bid.

9.0 Minutes

Motion made by Okonuk/Finelli to approve the minutes from the July 9, 2013 Regular meeting amended to include the following:

(Item 6.5 "Discuss and act upon Senior Center Carport" was added under Old Business at the meeting, but was inadvertently left out of the minutes).

Motion made by Bendoraitis, seconded by Finelli to add Item 6.5 to the agenda under Old Business: Discuss and act upon the proposed Senior Center Carport. Vote: Yes, unanimous.

Discussion was as follows:

The Selectmen reviewed the specs and cost estimate provided by the Public Works Foreman Tom Conley. The cost to build a free-standing carport would require additional funds, possibly as much as \$21,000. Bendoraitis asked if it could be put in the Capital Budget for FY 2014-15. Okonuk said that the Board of Finance would probably not consider such a small amount and suggested that it be put in the budget for the next year as an identified TIP project. Okonuk will contact the Commission on Aging for their input. No action.

Vote: Yes, unanimous.

9.1 **Motion made by Bendoraitis/Okonuk to approve the minutes from the July 30, 2013 Special meeting. Vote: Yes, unanimous.**

10.0 Resignations

10.1 **Motion made by Okonuk/Finelli to accept, with regret and appreciation for her many years of service, the resignation of Joyce Hofmann from the Summer Dance Fest Committee. Vote:**

Yes, unanimous.

10.2 Appointments
NONE

11.0 Reappointments

11.1 Motion made by Bendoraitis/Finelli to reappoint Emery Gluck, Howard Wayland and Toni Willard to the Conservation and Agriculture Commission for three (3) year terms to expire on 04/01/2016. Vote: Yes, unanimous.

12.0 Motion made by Okonuk/Bendoraitis to approve the Tax Refunds for July 2013 as follows:

VW Credit Leasing LTD	\$53.10
VW Credit Leasing LTD	\$222.08
Tedford, Selina A.	\$22.87
Shenkle, Martin & Susan	\$19.33
Stewart, James P. or Landonstewar, Julie A.	\$4.37
Wells Excavating, LLC	\$12.83
Carter, Philip H. & Karen A.	\$119.51
Wielock, Patricia J.	\$7.76

Vote: Yes, unanimous.

13.0 Financial Reports

13.1 The First Selectman recommended specific line item adjustments to a few operating budgets following the approval of the FY 2014 budget by Town Meeting. The bottom lines of these budgets will not be impacted. Motion made by Bendoraitis/Finelli to approve the line item adjustments as presented. Vote: Yes, unanimous.

14.0 Motion made by Bendoraitis/Finelli to adjourn the meeting at 6:40 pm. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman

**LEGAL NOTICE
TOWN OF LEBANON
SPECIAL TOWN MEETING**

Pursuant to Connecticut General Statutes Section 7-1, et seq., public notice is hereby given to the Electors and those qualified to vote at town meetings of the Town of Lebanon that a Special Town Meeting will be held on Monday, August 19, 2013 at 7:30 P.M. in the Lyman Memorial High School Auditorium, 917 Exeter Road (Route 207) Lebanon, Connecticut, to consider and act upon the following:

1. Authorizing the release and expenditure of \$1,792.00 (one thousand seven hundred ninety two dollars and no cents) to cover a deficit in the Capital Budget Account #220-00-490-2703-0050 LMS Well Phase II, funds to come from Fund Balance.
2. Authorizing the release and expenditure of up to \$160,000.00 (one hundred sixty thousand dollars and no cents) from Fund Balance to the Capital Budget Account #220-00-490-2745-0050 Technology, for the purchase and installation of Wi-Fi at all three schools.

Dated at Lebanon, Connecticut this 6th day of August, 2013.

Lebanon Board of Selectmen

First Selectman Joyce R. Okonuk

Linda R. Finelli

John A. Bendoraitis, Jr.