

Board of Selectmen
REGULAR MEETING
July 9, 2013 – 5:00 PM
Town Hall
MINUTES

- 0.0 First Selectman Joyce Okonuk called the meeting to order at 5:00 pm. Selectmen John Bendoraitis and Linda Finelli and John Bendoraitis, and Administrative Assistant Patti Handy were also present.
Audience: 4

1.0 **Public Forum**

Resident Ron Cowles was present and had questions and comments re the process involved in the recent hiring of the Finance Director.

2.0 **Departmental Update**

2.1 Town Assessor Thomas Tanganelli provided an update on his department. He reported that he is currently in the process of filing State reports and that new GIS maps will be generated soon. With the recent issuance of tax bills, he has been busy making motor vehicle adjustments for residents. He will be ordering software that will enable him to provide many more services for residents that will then save fees and trips to the DMV. He also noted that Vision, the contractor hired to do the Revaluation, is on schedule. Initial inspections are completed although field reviews are ongoing with new construction and additions. The notices of assessment changes will go out mid-to-late November and informal hearings will take place in December. The changes will be reflected in the tax bills for July 2014 which are reflecting a drop in values. He is currently in the process of creating file folders for each property which will be helpful in tracking changes. Okonuk told Tanganelli that she is extremely pleased with his work ethic and the progress he has made in the Assessor Office.

2.2 Tanganelli recommended the hiring of Christine Dunnack for temporary, part-time clerical assistance during Revaluation. He said that Dunnack has the experience needed and comes highly recommended by the Town of Hebron. **Motion made by Bendoraitis/Finelli to hire Christine Dunnack for temporary, part-time clerical assistance during Revaluation for up to ten hours per pay period at a rate of \$20/hour, funds to come from the Re-valuation, Account #220-00-410-2703-0010 in the Capital Budget. Vote: Yes, unanimous.**

2.3 When doing internet research, Tanganelli discovered that there were a few domains available for the Town of Lebanon. He recommended purchasing a .gov domain for the Town Website. As lebanonct.org was already taken by the school system, the Town created lebanontownhall.org some time ago. Tanganelli searched online and found that lebanonct.gov is available, as is lebanonct.net and lebanonct.com; he recommended securing as many lebanonct domains as possible to avoid confusion or the inappropriate use of one of them. The cost of the .gov domain is \$125/year, and the .net domain is \$11.99/year. However, the .com domain is currently up for bid for a minimum \$250. The Selectmen agreed to purchase the .gov domain and reserve the .net, but not the .com. **Motion made by Finelli/Bendoraitis to approve up to \$158 purchase the .gov and .net domains, funds to come from TIP. Vote: Yes, unanimous.** All addresses will be redirected to the Town Hall website.

3.0 **Correspondence** - None

4.0 **New Business**

- 4.1 The following three bids were received for removal and replacement of the underground fuel storage tank at the Fire Safety Complex:
- TMC Services, Inc of Franklin, MA: 33,000.00 with an addition \$135/ton for the removal of contaminated soil.
 - Lemlin Environmental Services of Chicopee, MA: \$37,388.00 with an addition \$98/ton for the removal of contaminated soil.

- Complete Environmental Services (CES), LLC of Bethany, CT: \$35,500.00 with no additional amount shown for the removal of contaminated soil.

Bids will be discussed with the Board of Finance to determine the source of funding following clarification from CES re their bid. No action.

- 4.2** The Selectmen reviewed the revised job description for the Finance Director and made minor adjustments. **Motion made by Bendoraitis/Finelli to approve the revised job description for the Finance Director as amended. Vote: Yes, unanimous.**
- 4.3** The Selectmen discussed the revised job description for the Financial Bookkeeper. The new title for the position will be Accounting Specialist/Bookkeeper. Veronica Calvert, Finance Director, was present to explain the changes. She has observed the work done by the present Bookkeeper, Erin Clark, and realized that many of the tasks being performed by Clark were not part of her original job description as Clark has assumed more duties and responsibilities during the transition period between Finance Directors. It has also become apparent that Clark needs to perform certain functions of the position on Wednesdays, so the work schedule has been adjusted accordingly. All changes must be approved by the CSEA Union. **Motion made by Finelli/Bendoraitis to approve the revised job description and title change for the Accounting Specialist/Bookkeeper. Vote: Yes, unanimous.**
- 4.4** The Selectmen discussed the revised hourly rate for the Accounting Specialist/Bookkeeper, based on the additional duties and responsibilities required of the position. **Motion made by Bendoraitis/Finelli to approve an increase in the pay rate for the Accounting Specialist/Bookkeeper to \$22.50/hour, retroactive to July 1, 2013, contingent upon ratification by the Union. Vote: Yes, unanimous.**
- 4.5** The Selectmen reviewed and approved the job description for an Accounting Technician. The responsibilities of the position will be the reconciliation of all town and Board of Education bank statements monthly. For the past several months a consultant has been reconciling the statements outlined in this new job description. If approved, this same individual will be offered the position on a permanent basis. **Motion made by Finelli/Bendoraitis to approve the description for a part-time, Accounting Technician. Vote: Yes, unanimous.**
- 4.6** **Motion made by Bendoraitis/Finelli to hire the current consultant, Marybeth Angell, as a permanent, part-time Accounting Technician for up to 16 hours per pay period, at a rate of \$14.04 per hour (the current six-month level rate for non-union, part-time), effective July 1, 2013. Vote: Yes, unanimous.**
- 4.7** The Selectmen reviewed the job description for the WPCA Clerk and made minor changes. **Motion made by Finelli/Bendoraitis to approve the job description as revised for a WPCA Clerk. Vote: Yes, unanimous.**
- 4.8** **Motion made by Finelli/Bendoraitis to hire Margaret Verizzi as a part-time, temporary clerk to assist the WPCA with the sewer project at a rate of \$15/hour for up to 20 hours per pay period through December 31, 2013. Vote: Yes, unanimous.**
- 4.9** Okonuk explained that she will postpone any changes in office layouts within Town Hall until we have a security assessment with representatives from CIRMA in August. No action.
- 4.10** The Selectmen reviewed the job description for the Public Works Director and made minor changes. As Tom Conley will be retiring as of September 1, 2013 the position needs to be advertised as soon as possible. **Motion made by Finelli/Bendoraitis to advertise the position of Public Works Director. Vote: Yes, unanimous.**
- 4.11** The Selectmen reviewed the 2013 road paving and chip-sealing schedule with Public Works Director Tom Conley. Questions were raised as to why only small sections of roads were on the schedule. Conley explained that he has identified the sections that are most in need of repaving; many roads have

recently already been chip-sealed recently. Conley explained that funds are being reserved for necessary crack-sealing which has to be done by an outside contractor and for damage that may be done throughout the coming winter, adding that this year there were no funds left at the end of the year for any repairs.

Motion made by Bendoraitis/Finelli to authorize advertising for paving for the 2013 season. Vote: Yes, unanimous.

4.12 Okonuk explained that there has been an increase in complaints by nearby residents regarding speeding on the Senior Center driveway. Conley presented some options for temporary speed bumps that could be placed on the driveway near the entrance. The approximate cost would be \$600 for two speed bumps. Okonuk will discuss the options with the residents and will first begin by asking the police to monitor the driveway (giving warnings only) to see if that approach helps the traffic speed.

4.13 The Selectmen discussed a fund raising program for the Connecticut State Veterans Memorial but decided there were no funds available to contribute at this time. No Action.

4.14 Motion made by Bendoraitis/Finelli to authorize a Resolution for the State of CT DOT Master Municipal Agreement for Construction Projects. Vote: Yes, unanimous.

5.0 Old Business

5.1 The Selectmen discussed the pending contract for Janitorial Services for Town Buildings. Okonuk reported that she met with David Shea, President of S.J. Services, Inc., the company that was the low bidder on the project. References checked out very well. After the bids were opened it was discovered that the restroom at the Public Works garage was not included in the bid specs. Shea agreed to add a weekly cleaning of the bathroom for an additional \$520 per year (\$10/week); Okonuk agreed. **Motion made by Finelli/Bendoraitis to award the contract for Janitorial Services for Town Buildings to S.J. Services, Inc. of Danvers, MA in the amount of \$24,868.00 for twelve months beginning on July 13, 2013, including the additional \$520.00 to clean the Public Works garage bathroom. Vote: Yes, unanimous.** Any additional requirements that fall outside of the agreement will be charged a \$16/hour fee.

5.2 Okonuk reported that all work is complete at the Aspinall Pavilion Project; the sign has been ordered and the account is closed.

5.3 The Selectmen discussed the RFP for Investment Advisory and Custodial Services for Lebanon Endowment and Donation Funds. More edits are needed before it can be approved and it was recommended by Okonuk that the RFP be reduced to a much smaller document.

5.4 Motion made by Bendoraitis/Finelli to approve the FOIA Policy for the Town of Lebanon. Vote: Yes, unanimous. (See attached)

6.0 Minutes

6.1 Motion made by Bendoraitis/Finelli to approve the minutes from the June 4, 2013 Regular meeting, with the typo in item 7.2 corrected ("Wlakway" should be Walkway). Vote: Yes, unanimous.

6.2 Motion made by Okonuk/Finelli to approve the minutes from the June 17, 2013 Special meeting. Vote: Yes (2) Okonuk and Finelli, Abstain (1) Bendoraitis. Motion carries.

6.3 Motion made by Bendoraitis/Finelli to approve the minutes from the June 24, 2013 Special meeting. Vote: Yes, unanimous.

6.4 Motion made by Finelli/Bendoraitis to approve the minutes from the June 25, 2013 Special meeting. Vote: Yes, unanimous.

7.0 Veronica Calvert was present to discuss and review the recommendations from Town Treasurer who could not be present. The Selectmen had questions regarding dividends, interest earned and cash withdrawals. Calvert will verify with the financial advisor the definition of "interest earned." Also, clarification is

needed from the Treasurer on the Library Fund. No action.

8.0 Police Report

8.1 The Selectmen reviewed the activity reports from May and June and noted an overall drop in activity from April.

9.0 Resignations

9.1 Motion made by Bendoraitis/Finelli to accept with regret and appreciation, the resignation of Paul Spedalieri from the Charter Study Committee. Vote: Yes, unanimous.

9.2 Motion made by Bendoraitis/Finelli to accept with regret and appreciation, the resignation of Linda Reed from the Economic Development Commission. Vote: Yes, unanimous.

9.3 Motion made by Bendoraitis/Finelli to accept with regret and appreciation, the resignation of David Benjamin from the WPCA. Vote: Yes, unanimous.

10.0 Appointments

10.1 A resident has expressed interest in volunteering for the Town Garage Committee, but until Okonuk can speak with the person about the time involved she is hesitant to recommend appointment. No action.

10.2 Motion made by Bendoraitis/Finelli to appoint Arthur Wallace to the Rails to Trails Committee, term to expire on 5/5/2014. Vote: Yes, unanimous.

10.3 Motion made by Bendoraitis/Okonuk to appoint Vin Shea to the Board of Finance filling the alternate vacancy left by the appointment of Chuck Haralson to a full seat, as recommended by the Board of Finance. Vote: Yes, unanimous.

10.4 No action.

11.0 Reappointments - None

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

Patenaude, Daniel A.	\$362.97
Trudelle, Kevin & Jo-Ann	\$2,172.74
Merchants Automotive Gro	\$273.53
Palmer, Sarah B.	\$21.51
Ancona, Benjamin	\$53.82

Vote: Yes, unanimous.

13.0 Financial Reports

The Selectmen reviewed the draft report as the full report for the month of June was not yet available.

14.0 Motion made by Bendoraitis/Finelli to adjourn at 7:51 p.m. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman