

Board of Selectmen  
**REGULAR MEETING**  
June 4, 2013 – 5:00 PM - Town Hall  
**MINUTES**

- 1.0 First Selectman Joyce Okonuk called the meeting to order at 5:05 pm. Selectmen Linda Finelli and John Bendoraitis and Administrative Assistant Patti Handy were also present. Audience: 2.
- 2.0 **Public Forum** - None
- 3.0 **Minutes**
- 3.1 Motion made by Okonuk, seconded by Finelli to approve the minutes from the May 7, 2013 Regular meeting. **Vote: Yes, unanimous.**
- 3.2 Motion made by Okonuk, seconded by Finelli to approve the minutes from the May 21, 2013 Special meeting amended as follows: Item 3.0 should read: *“Tremblay, on behalf of the Rec Commission, requested approval to hire/rehire summer staff for the Town Pool as recommended by the Recreation Commission. Motion made by Bendoraitis, seconded by Finelli to hire one (1) Aquatics Director at \$14.76/hour; three (3) Water Safety Instructors at \$11.08/hour and three (3) Lifeguards at \$10.11/hour. Vote: Yes, unanimous.”*  
**Vote: Yes, unanimous.**
- 4.0 **Investment Review and Recommendations**
- 4.1 Motion made by Bendoraitis, seconded by Finelli to approve the Investment Policy for endowments and donations as presented. **Vote: Yes, unanimous.**
- 4.2 Selectmen continued to edit the proposed RFP for Investment Management Services which will need to be re-drafted. No action.
- 5.0 **Correspondence** Okonuk read a letter from Donald Anderson announcing his resignation from the Board of Finance and the Zoning Board of Appeals. The Selectmen all expressed their regret and appreciation to Mr. Anderson for his contributions to these boards.
- 6.0 **Police Report**
- 6.1 No report was provided for the meeting.
- 7.0 **New Business**
- 7.1 Darcy Battye, Coordinator for the Senior Center, was present to request that the Selectmen renew the contract with Service Master for janitorial services at the Senior Center for one year at the current price. **Motion made by Finelli, seconded by Okonuk to renew the contract (as amended by Battye) with Service Master for one year in the amount of \$725 per month, contract to expire on June 30, 2014. Vote: Yes, unanimous.**
- 7.2 Alicia Wayland was present to request the reallocation of unspent funds from the Walkway Project at the Jonathan Trumbull Jr. House to assist in the funding of the Wayfinding Sign Project. **Motion made by Okonuk, seconded by Finelli to approve the reallocation of up to \$2,800.00 from the unexpended funds in the Wlakway Project of the 2012 to the 2013 Wayfinding Sign Project for the \$5,778.95 total cost of the signs. Vote: Yes, unanimous.**
- 7.3 Battye was also present to discuss a request from the Commission on Aging (COA) to install a carport at the Senior Center. Battye presented a detailed description of the pre-fabricated structure that the COA was proposing. Discussion followed regarding the appropriateness of the design, durability and funds available. The Selectmen agreed that they would prefer to see a more permanent structure that would be more in keeping with the design of the building and be more aesthetically pleasing. **Motion made by Okonuk, seconded by Bendoraitis to solicit an estimate for a “stick-built” 3-sided carport at the Senior Center rather than the proposed pre-fabricated structure. Vote: Yes, unanimous.**
- 7.4 Motion made by Okonuk, seconded by Finelli to hire Melissa Hofmann as part-time Van Dispatcher for the Senior Center Transportation Program, as recommended by the Commission on Aging, at the rate of \$11.69 per hour effective 5/28/2013. **Vote: Yes, unanimous.**

**7.5 Motion made by Okonuk, seconded by Finelli to approve up to \$900 for the purchase of a replacement computer and monitor for the Registrar's Office, funds to come from TIP. Vote: Yes, unanimous.**

**7.6 Motion made by Bendoraitis seconded by Finelli to approve a 2% COLA for part-time non-union staff for FY 2013-14 as budgeted. Vote: Yes, unanimous.** As the 2% COLA does not include the person who opens and closes Town buildings the Selectmen added the following: **Motion made by Finelli, seconded by Bendoraitis to increase the open/close rate to \$4.25 per trip, effective 7/1/13. Vote: Yes, unanimous.**

**7.7 Motion made by Finelli, seconded by Bendoraitis to approve a 2% COLA for elected and full-time non-union staff for FY 2013-14 as budgeted. Vote: Yes, unanimous.**

**7.8** The Town Hall does not currently have a bulletin board and Okonuk feels that as a public building it should provide a space for town and church organizations to post events. She proposed purchasing a bulletin board and establishing a policy for postings and posting practice would not allow postings more than two weeks prior to the event; the Selectmen agreed. **Motion made by Finelli, seconded by Bendoraitis to purchase and install a bulletin board for Town Hall and to adopt the following posting policy:**

**Bulletin Board and Handouts Policy**

*"The Lebanon Town Hall maintains a bulletin board to provide town and church organizations an opportunity to publicize community events of a civic, cultural, educational or recreational nature. In order to avoid the appearance of an endorsement, the Town Hall will not post notices of a partisan political nature or commercial events or activities. The Town reserves the right to reject any request. Placement of posters, notices and handouts must receive permission by the Office of the First Selectman prior to posting. Those posted without permission will be immediately removed."*

**Vote: Yes, unanimous.**

**7.9** Town Sanitarian, Reed Gustafson joined the meeting to discuss the well repairs at the Town Hall and Community Center as mandated by the CT Department of Health. Gustafson explained that a recent inspection by the State revealed that both wells need some upgrades including extensions of both well casings and the installation of a Pressure Vac Breaker Assembly at the Community Center. **Motion made by Okonuk, seconded by Finelli to approve the repairs to the wells at the Community Center (\$2,510.00) and Town Hall (\$695.00) for a total cost of \$3,205.00 as presented, funds to come from TIP. Vote: Yes, unanimous.**

**7.10** New data for the paving schedule for FY 2013-14 was not yet available for this meeting. No action.

**7.11** Okonuk explained that due to Health and Building Department orders the Town will over-spend the Social Services budget. The Town will place a lien against the properties involved to cover the expenses relating to the orders. No action.

**Motion made by Okonuk, seconded by Finelli to add Item 7.12 to the agenda: Discuss and act upon the raised beds at the Senior Center. Vote: Yes, unanimous.**

**7.12** Bendoraitis said that a minimum distance between raised beds needs to be established to accommodate the mowers. The Selectmen will request that the COA and the Senior Center Director contact the Board of Selectmen prior to adding any structure to the grounds.

**Motion made by Okonuk, seconded by Finelli to add Item 7.13 to the agenda: Discuss and act upon updating website forms. Vote: Yes, unanimous.**

**7.13** Bendoraitis explained that the Town has previously purchased the Adobe software to create fillable PDF forms. This has proven to be a time-consuming project and requires a significant time investment to become proficient with the software. He proposes hiring someone to convert the forms currently in use & provide training for office staff so the forms can be maintained once they have been converted. Okonuk said that she would contact the person who teaches computer classes at the Senior Center to see if she is interested. No action.

**8.0 Old Business**

**8.1** The Selectmen reviewed the Town of Lebanon FOIA Policy and made changes. The Policy will be re-drafted and brought to the next meeting. No Action.

**Motion made by Okonuk, seconded by Finelli to add Item 8.2 to the agenda: Discuss and act upon approving an invoice for additional costs related to the Senior Center Portico addition. Vote: Yes, unanimous.**

**8.2** Okonuk explained that because the windows in the original plan for the Senior Center Portico did not meet Building Code they had to be replaced with a different model which was an additional expense. **Motion made by Okonuk, to approve the additional cost of \$480 related to the Senior Center Portico addition, funds to come from TIP. Vote: Yes, unanimous.**

**Motion made by Okonuk, seconded by Finelli to add Item 8.3 to the agenda: Discuss and act upon revising the previously approved expenditure for the replacement of furniture and cleaning of the carpets at the Community Center. Vote: Yes, unanimous.**

**8.3** At the May 7, 2013 Selectmen's meeting the Board approved \$500 to replace the upholstered furniture and have the carpets professionally cleaned. After some discussion it was decided that this amount would not be adequate. **Motion made by Okonuk, seconded by Bendoraitis to revise the motion in Item 7.13 at the May 7, 2013 Regular Selectmen's meeting to authorize up to \$2,500 for the replacement of furniture and carpet cleaning at the Community Center, funds to come from the Community Center undesignated fund balance. Vote: Yes, unanimous.**

**9.0 Resignations**

**9.1** Motion by Bendoraitis, seconded by Finelli to accept, with regret and appreciation, the resignation of Byron Lennox as Emergency Management Director effective July 1, 2013. Vote: Yes, unanimous.

**10.0 Appointments**

**10.1** Motion made by Okonuk, seconded by Finelli to appoint Daniel O'Hearn as the Deputy Fire Marshal for the Town of Lebanon. Vote: Yes, unanimous. The Selectmen's Office will notify the State Fire Marshal of this change.

**10.2** Motion made by Bendoraitis, seconded by Finelli to appoint Mark DeCaprio as Emergency Management Director effective July 1, 2013. Vote: Yes, unanimous.

**11.0 Reappointments**

**11.1** Motion made by Bendoraitis, seconded by Finelli to reappoint David Benjamin and Paul Oliver to the WPCA for three (3) year terms to expire on 5/1/2016. Vote: Yes, unanimous.

**Motion made by Okonuk, seconded by Finelli to add Item 11.2 to the agenda: Discuss and act upon reappointments to the Inland Wetlands Commission. Vote: Yes, unanimous.**

**11.2** Motion made by Okonuk, seconded by Finelli to reappoint Robert Slate, John Drum and Dennis Latchum to the Inland Wetlands Commission for three (3) year terms to expire on 6/1/2016. Vote: Yes, unanimous.

**12.0** Motion made by Bendoraitis, seconded by Okonuk to approve the Tax Refunds for May 2013 presented as follows:

Bergeois, Kim M.	\$25.73
------------------	---------

**Vote: Yes, unanimous.**

**13.0 Financial Reports** – Selectmen reviewed the report.

**14.0** Motion made by Bendoraitis, seconded by Finelli to adjourn at 8:40 pm. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman