

Board of Selectmen
REGULAR MEETING
May 7, 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 asked the Selectmen if anything could be done about the deep trench that runs along West Town Street. Okonuk said that Public Works will be adding fill to the trench to make it slightly less deep, and that they will also be cleaning the culverts at the pipe ends.
- 3.0** **Minutes**
- 3.1** **Motion made by Bendoraitis, seconded by Okonuk to approve the minutes from the March 8, 2013 Special Meeting. Vote: Yes (2), Okonuk and Bendoraitis, Abstain (1) Finelli. Motion carried.**
- 3.2** **Motion made by Finelli, seconded by Bendoraitis to approve the minutes from the April 2, 2013 Regular Meeting amended as follows: Item 8.0 Tax Refunds should read: “Tax Refunds for March 2013.” Also, Item 7.10 was not numbered. Vote: Yes (2) Finelli and Bendoraitis, Abstain (1) Okonuk. Motion carries.**
- 3.3** **Motion made by Finelli, seconded by Bendoraitis to approve the minutes from the April 11, 2013 Special Meeting. Vote: Yes, unanimous.**
- 3.4** **Motion made by Bendoraitis, seconded by Finelli to approve the minutes from the April 22, 2013 Special Meeting. Vote: Yes, unanimous.**
- 3.5** **Motion made by Bendoraitis, seconded by Finelli to approve the minutes from the April 30, 2013 Special Meeting. Vote: Yes, unanimous.**
- 4.0** **Treasurer Report** – Town Treasurer Jim Forrest was present to discuss his recommendations regarding the Adam’s investment funds. At the April 30, 2013 Selectmen’s meeting, the Selectmen directed Forrest to sell the De Master Blenders stock and the CIGNA Corp Com stock and the maturing \$24,000.00 United States Treasury bond held in the Hugh Trumbull Adams Library Fund portfolio and place all of the proceeds into the Franklin U.S. Government Securities Mutual Fund. The day following the meeting, Forrest discovered there would be a “front load” cost that would impact the expected yield. As this was going to be a temporary measure until such time as an investment policy is in place, the Selectmen agreed that other options should be considered. Discussion followed concerning possible options. **Motion made by Okonuk, seconded by Finelli to rescind the motions under Items 7.0 and 8.0 from the April 30, 2013 Board of Selectmen’s Special Meeting, due to the high front end load on purchase as this is a short term investment and the Town would be unable to recoup the upfront cost in a reasonable length of time. Vote: Yes, unanimous.**
- Motion made by Okonuk, seconded by Bendoraitis to add Item 7.18 to the agenda under New Business and to adjourn the order of the agenda to take it up at this time: Discuss and act upon selling the De Master Blenders stock and the CIGNA Corp Com stock held in the Hugh Trumbull Adams Library Fund. Vote: Yes, unanimous**

7.18 Motion made by Okonuk, seconded by Bendoraitis to direct the Treasurer to sell the De Master Blenders stock and the CIGNA Corp Com stock held in the Hugh Trumbull Adams Library Fund and authorize the Treasurer to invest the proceeds of the sale of those stocks into Vanguard Dividend Appreciation ETF (AMEX: VIG). Vote: Yes, unanimous.

Motion made by Okonuk, seconded by Finelli to add Item 7.19 to the agenda under New Business and to adjourn the order of the agenda to take it up at this time: Discuss and act upon investing the proceeds of the maturing \$24,000.00 United States Treasury bond held in the Hugh Trumbull Adams Library Fund portfolio. Vote: Yes, unanimous.

7.19 Motion made by Bendoraitis, seconded by Finelli to authorize the Treasurer to invest the proceeds of the maturing \$24,000.00 United States Treasury bond held in the Hugh Trumbull Adams Library Fund portfolio into Vanguard Dividend Appreciation ETF (AMEX: VIG). Vote: Yes, unanimous.

The Selectmen advised the Treasurer to proceed with the motions as stated above as long as the purchase fees are not in excess of \$500, realizing that there will be additional costs associated with the sale.

Motion made by Bendoraitis, seconded by Finelli to add Item 7.20 to the agenda and to take it up at this time: Discuss and act upon directing the Treasurer to change Dividend and Capital Gain Options on mutual funds in all three Hugh Trumbull Adams Fund portfolios. Vote: Yes, unanimous.

7.20 Motion made by Bendoraitis, seconded by Finelli to direct the Treasurer to change Dividend and Capital Gain Options from “reinvest” to “cash” on the Franklin U.S. Government Securities Mutual Fund and the Clearbridge Equity Fund Class O Mutual Funds in each of the three Hugh Trumbull Adams Fund portfolios. Vote: Yes, unanimous.

Motion made by Okonuk, seconded by Finelli to return to the order of the agenda with Item 5.0. Vote: Yes, unanimous.

5.0 Correspondence - None

6.0 Police Report

6.1 The Selectmen reviewed the police activity statistics from April and noted that there had been a marked increase in traffic citations.

7.0 New Business

7.1 No action was required by the Selectmen in awarding the contract for Schematic Architectural Services for Additions and Renovations to the Jonathan Trumbull Library as the Library Building Committee, being appointed by Town Meeting, has the authority to do so. However, Maggie McCaw, member of the Library Building Committee was present to provide an update on the contract. Currently the contract is under review and will be redrafted for the Building Committee’s meeting this week. The total fee is expected to be \$24,000, and the projected timeline for this part of the project is to have a design and cost by September 1, 2013.

Motion made by Okonuk, seconded by Finelli to add Item 7.1.1 to the agenda: Discuss and act upon awarding the contract for the Phase I Construction for Additions and Renovations to the Jonathan Trumbull Jr. House Museum. Vote: Yes, unanimous.

7.1.1 Motion made by Okonuk, seconded by Finelli to award the contract for Phase I Construction for Additions and Renovations to the Jonathan Trumbull Jr. House Museum to General Builders, LLC of Wethersfield, CT in the amount of \$158,000.00, as recommended by the Jonathan Trumbull Jr. House Board of Historical Preservation, funds to come from the Hugh Leander Adams, Mary Trumbull Adams and Hugh Trumbull Adams Town Memorial Fund, account# 215-00-000-2701-0000-00. Vote: Yes, unanimous.

7.2 Ellen Macauley, Chairman of the Economic Development Commission (EDC) and Alicia Wayland, member of the Jonathan Trumbull Jr. House Board of Historical Preservation (the Board) were present to request matching funds for Way Finding signs for the Town Green. The Board, working in conjunction with the EDC, applied for and received a grant of \$3,000.00 from the Adams Family Memorial Fund to pay for the signs. However, as an additional sign was deemed necessary and the original estimate has increased, they will need an additional \$2,778.95 to cover the cost. Discussion followed concerning options for funding. Wayland suggested that perhaps former grant funds left over from the completed walkway project could be used; the Selectmen agreed this was a possibility and Wayland will check into the fund balance.

7.3 Darcy Battye, Director of the Lebanon Senior Center was present to discuss advertising for janitorial services for the Senior Center. Battye explained that the current contract with Service Master is up at the end of June, and that although they have been extremely pleased with the services provided, she has received an inquiry from another company that is interested should the contract go out to bid. The Selectmen said that there is no requirement to go out to bid if the current service is willing to renew their contract at the same price. Battye said that she will confirm the pricing with Service Master and get back to the Selectmen as soon as possible. No action.

7.4 Tax Collector Joyce Hoffmann was present to request the Selectmen approve the Tax Suspense List for 2013 for a total of \$23,103.56. The Selectmen reviewed the list provided and agreed. It was also noted that the Tax Collector has contracted with a Rhode Island attorney to manage delinquent personal property. **Motion made by Okonuk, seconded by Finelli to approve the 2013 Tax Suspense List as provided by the Tax Collector. Vote: Yes, unanimous.**

7.5 The Selectmen received a request from the Energy Task Force Advisory Committee to reclassify the membership structure on their Committee. Currently the LETF allows for seven members, but two positions have been vacant for several months, making it difficult to attain a quorum for their meetings. The LETF requested that either the two vacant positions be changed to alternate positions or eliminated all together; the Selectmen agreed to eliminate the positions. **Motion made by Bendoraitis, seconded by Finelli to reduce the membership of the Lebanon Energy Task Force Advisory Committee from seven members to five, effective immediately. Vote: Yes, unanimous.**

7.6 Betsy Petrie, Assistant Chief of the LVFD was present to discuss the possibility of a joint purchase of security ID printing equipment with the LVFD. Petrie explained that the Town is part of Region 4 Emergency Management Division which requires all emergency personnel (including several Town employees) to have special photo ID badges. Petrie has been borrowing the equipment from other towns which is becoming very time consuming. She outlined the cost for purchasing and maintaining the software and printer required for the Town's use, and asked for the Town to contribute one half of the cost. The same equipment can also be used to print municipal employee photo ID badges as well. **Motion made by Finelli, seconded by Bendoraitis to**

cost share one-half of the purchase price for security ID printing software and equipment with the LVFD, with an initial cost of \$2,320.60, a year-two support cost of \$397.50 and up to \$100 for supplies per year, funds to come from the Emergency Management Fund. **Vote: Yes, unanimous.**

Motion made by Okonuk, seconded by Finelli to adjourn the order of the agenda and take up Item 7.17 next. Vote: Yes, unanimous.

7.17 Tree Warden Joan Nichols was present to discuss forest management on Town-owned land. Nichols gave a brief history of the interest in harvesting trees from Town property for the purposes of timber sale. Nichols said that the issue first came up shortly after Lyman Memorial High School was built (1991-92). At that time the Town was approached by a forester who was interested in harvesting timber from the property adjacent to the schools. Nichols surveyed the property and found that there was very little vegetation of any value as timber. Even with the passage of time and the growth of trees, she does not feel that it would be worthwhile to contract with a forester for the purposes of timber sale unless there was a reason to clear the property. There are also established nature trails and cross-country running trails that are useful just as they are; as well, there would be a considerable amount of management and oversight involved with a harvesting contract. Nichols would not recommend that the Town consider harvesting at this time; the Selectmen agreed. No action.

7.7 No action until there is additional information from the Auditor and/or Finance Director.

7.8 **Motion made by Bendoraitis, seconded by Finelli to rescind the motion made in Item 7.10 from the April 2, 2013 Regular Selectmen's Meeting. Vote: Yes, unanimous.**

7.9 No action until there is additional information from the Auditor and/or Finance Director.

7.10 **Motion made by Finelli, seconded by Bendoraitis to authorize the First Selectman to advertise for the removal and replacement of the underground fuel storage tank at the Fire Safety Complex. Vote: Yes, unanimous.**

7.11 **Motion made by Bendoraitis, seconded by Finelli to authorize a five-year contract with Colchester Emergency Communications for Municipal Services. Vote: Yes, unanimous.**

7.12 **Motion made by Bendoraitis, seconded by Finelli to authorize and sign a Resolution for a Historic Documents Preservation Grant as requested by the Town Clerk. Vote: Yes, unanimous.**

7.13 Okonuk explained that she had met with an interior designer to discuss the reupholstering or replacement of furniture in the Community Center. As replacement was the least expensive option she is looking for good used furniture. The carpets also need to be professionally cleaned. **Motion made by Bendoraitis, seconded by Finelli to authorize up to \$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.**

7.14 Bendoraitis explained that a hosted Barracuda spam filter is actually less expensive than maintaining our own hardware. **Motion made by Bendoraitis, seconded by Finelli to approve up to \$1,163.00 for the project to convert to hosted Barracuda spam filter service , funds to come from TIP. Vote: Yes, unanimous.**

7.15 The Selectmen could not approve a bill for repainting and refilling the Town Pool as they needed more information from the Recreation Coordinator. No action.

7.16 The Selectmen could not approve the hiring of summer staff for the Town Pool as they needed more information from the Recreation Coordinator. No action.

7.17 (SEE ABOVE)

8.0 Resignations

8.1 Motion made by Okonuk, seconded by Finelli to accept the resignation of Dennis Goderre from the Public Works Facility Building Committee. **Vote: Yes, unanimous.**

9.0 Reappointments

9.1 Motion made by Bendoraitis, seconded by Finelli to reappoint Kim Hayman, Sue Smith and Joe Dolan to the Recreation Commission for three (3) year terms to expire on 2/1/2016. **Vote: Yes, unanimous.**

10.0 Motion made by Bendoraitis, seconded by Okonuk to approve the Tax Refunds for April 2013 presented as follows:

Tax Refunds –April 2013	Amount
Preey, Robert H. Jr. or Perry, Rita	\$13.45
Nissan Infiniti LT	\$360.14
Nissan Infiniti LT	\$38.23
McCord, Rebecca L.	\$11.56
Wawrzynowicz, Philip	\$28.36

Vote: Yes, unanimous.

11.0 Financial Reports

11.1 Selectmen reviewed the Monthly Expenditure Reports and noted that Highway and Fringe Benefits were both close to going over for the 2012-13 FY. Joyce will advise the Bd of Finance.

11.2 Selectmen reviewed the TIP Expenditures.

12.0 Motion made by Bendoraitis, seconded by Finelli to adjourn the meeting at 7:10 pm. **Vote: Yes, unanimous.**

Respectfully Submitted,



Joyce R. Okonuk, First Selectman