

Board of Selectmen
REGULAR MEETING
April 2, 2013 – 5:00 PM
Town Hall
MINUTES

- 1.0 Selectman Linda Finelli called the meeting to order at 5:00 pm. Selectman John Bendoraitis and Administrative Assistant Patti Handy were also present; First Selectman Joyce Okonuk was absent. Audience: 4.
- 2.0 **Public Forum** - None
- 3.0 **Minutes**
- 3.1 **Motion made by Bendoraitis, seconded by Finelli to approve the minutes from the March 7, 2013 Special Meeting. Vote: Yes, unanimous.**
- 3.2 As Selectman Finelli was not present at the March 8, 2013 meeting the minutes could not yet be approved.
- 3.3 **Motion made by Bendoraitis, seconded by Finelli to approve the minutes from the March 12, 2013 Special Meeting amended as follows:**
- Item 2.1 under New Business should read: “Vincent expressed his gratitude for the efforts that Lebanon has made in preserving open space as this has a direct impact on *mitigating* flooding in Norwich.”
 - Item 2.2 under New Business should read: “It was the recommendation of *Alicia Wayland, Town Historian and Philip Chester, Town Planner*, that Rachel D. Carley of Litchfield, CT be awarded the bid as she specializes in historical outbuildings” and the motion should read: “Motion made by Okonuk, seconded by Finelli to *award* the bid to Rachel D. Carley of Litchfield, CT in the amount of \$19,000...”
 - Item 2.5 under New Business two proposals were received. The first proposal should read: “Institute for Building Technology and Safety of Ashburn, VA proposed an hourly rate for various services which ranged from Administrative Support at \$88.75/ hour to Senior Manager at \$169.50/hour. ~~These proposed fees would far exceed what the Town pays the current administrator.~~” Striking the last sentence in that paragraph. Also, the second proposal from Community Consulting should have the following sentence added at the end: “As Community Consulting is the current administrator and the Selectmen are very satisfied with their performance, they could see no reason to change consultants. Also, as the proposal from the Institute for Building Technology and Safety was based on an hourly fee there was no basis for comparison. **Vote: Yes, unanimous.**
- 3.4 **Motion made by Bendoraitis, seconded by Finelli to approve the minutes from the March 21, 2013 Special Meeting. Vote: Yes unanimous.**
- 4.0 **Treasurer Report**
- 4.1 Town Treasurer Jim Forrest was present to discuss investment recommendations and to provide an update on his communication with Robert Fradette, Financial Consultant with Chelsea Groton Financial Services, who was present at the March 12, 2013 Special Meeting. Forrest reported that Mr. Fradette has declined the request to draft an investment policy for the Town’s endowment accounts. Bendoraitis asked if Fradette would at least be able to help draft a policy to direct the Selectmen in investment decisions. Forrest was unsure, but he will check back with Fradette and let the Selectmen know. Forrest made some recommendations for selling some stocks and buying others, but both of the Selectmen felt strongly that there needs to be an investment policy with concrete guidelines in place before any stocks are sold, bought or moved. Forrest also reported that another U.S. Treasury Note for \$25,000.00 will mature on May 15, 2013. Bendoraitis reiterated that there needs to be a policy in place before that time. Bendoraitis and Finelli will request that the First Selectman also contact Mr. Fradette before moving forward. No action.
- 5.0 **Correspondence** - None
- 6.0 **Police Report**
- 6.1 The Selectmen reviewed March Activity Report as provided by the Resident State Trooper and had no questions at this time.
- 7.0 **New Business**
- 7.1 The following three bids were received for harvesting corn on the newly acquired Town-owned property on Synagogue Road:
- Robert Miles of Lebanon – 2013 season: \$500.00, 2014 season: \$500.00. Total Bid: \$1,000.00 including a cover crop of winter rye.
 - Shaw McGillicuddy of Square A Farms in Lebanon – 2013 season: \$561.00, 2014 season: \$561.00. Total Bid: \$1,122.00 including a cover crop of rye.

- Lincoln Chesmer of Greywall Farms in Lebanon – 2013 season: \$660.00, 2014 season: \$660.00. Total Bid: \$1,320.00 including a cover crop of winter rye.

The Selectmen wished to clarify in the bid award that the cover crop must also be planted following the harvest of the 2014 season. **Motion made by Bendoraitis, seconded by Finelli to award the bid for Harvesting Corn on Synagogue Road to Lincoln Chesmer of Greywall Farms in Lebanon, for the total amount of \$1,320.00 for the 2013 and 2014 seasons, with a cover crop of winter rye being planted following both harvests. Vote: Yes, unanimous.**

7.2 T. Allan Palmer and Sandra Spedaliere were present to discuss a proposal from the American Legion to restore and preserve the veteran/war memorials located in front of Town Hall. They presented a well organized plan that includes the restoration of the monuments, adding memorial benches, restoring the raised bed gardens and the construction of a pathway between the monuments which could possibly extend to CT Route 207 on both ends and connect to the walking path on the Town Green. The Selectmen had many questions and concerns, especially where the crossing of Route 207 was concerned. Both Palmer and Spedaliere agreed that they could alter that part of the plan. The Selectmen also asked about funding and were told that the plan was to raise funds through donations from the community and the Historical Society, the sale of memorial benches and perhaps memorial bricks, and that they would also pursue funding from the Hugh Trumbull Adams Family Foundation as Mr. Adams had donated the sundial that is part of the memorial. Palmer said that the only obligation on the Town's part would be for maintaining the area and perhaps contributing some labor from the Public Works Department during the restoration process. The goal for completion is Veteran's Day 2014. The Selectmen agreed to the initial concept of the project, and asked that the American Legion return to another meeting with more specific details as well as an estimate of the cost involved. **Motion made by Bendoraitis, seconded by Finelli to approve the initial concept from the American Legion Post 180 for the restoration and preservation of the veteran/war memorial located in front of Town Hall. Vote: Yes, unanimous.**

7.3 Alicia Wayland submitted a request to renew the contract with Richard's Floor Finish for cleaning services at the Jonathan Trumbull Jr. House Museum for the 2013 season. **Motion made by Bendoraitis, seconded by Finelli to renew the contract with Richard's Floor Finish for cleaning services at the Jonathan Trumbull Jr. House Museum for the 2013 season for a total cost of \$495.00. Vote: Yes, unanimous.**

7.4 Bendoraitis explained that he has been in contact with Quasar Internet Solutions regarding an upgrade of the Town's Website as the current design is now several years old and has become outdated. As Quasar provided the initial design and has also provided support and management of the website, Bendoraitis has confidence that they could also provide an upgrade to the overall design as well as the addition of new features for a reasonable cost. Quasar owner, Ray Pittman has also met with the First Selectman to discuss ideas and gather her input as well. Finelli also agreed that an update is needed. **Motion made by Finelli, seconded by Bendoraitis to approve up to \$2,000.00 for the general upgrade of and improvements to the Town Website, funds to come from TIP. Vote: Yes, unanimous.**

7.5 At their March 12, 2013 Special meeting the Selectmen voted to recommend to the Board of Finance the expenditure of up to \$13,000 from TIP to purchase a fuel system monitor and associated computer hardware and software for the Public Works Facility, based on a proposal from Service Station Equipment, Inc. of Uncasville. However, they neglected to waive the bid requirement for this project as the cost involved exceeds the maximum allowed under the competitive bid requirement. **Motion made by Finelli, seconded by Bendoraitis to waive the competitive bid requirement for the fuel monitoring/dispensing system for the Public Works Facility due to the specialized nature of the software, the fact that this system will work with the current equipment and there are limited vendors for this type of equipment. Vote: Yes, unanimous.**

7.6 Due to the recent failure of the plumbing fixtures in one of the restrooms in the lower level of Town Hall, it was necessary to purchase new fixtures. As the fixtures in both restrooms were original to the building, the First Selectman purchased replacements for both restrooms. Upon closer inspection it was noticed that much of the attached plumbing was also badly in need of replacement. **Motion made by Finelli, seconded by Bendoraitis to approve the expenditure of up to \$1,000 for refurbishing the plumbing fixtures in Town Hall, funds to come from TIP, Buildings and Grounds account #208-00-510-5100. Vote: Yes, unanimous.**

7.7 Jim Macauley, Chairman and Julie Lane, member of the Lebanon Energy Task Force Advisory Committee (LETf) were present to request approval to accept Neighbor to Neighbor award points earned through the Energy Audit program. At present the Town has earned 82,000 (with a dollar value of approximately \$4,360.00) "exchange" points through the program which can be used to purchase various energy conservation devices. Macauley presented a proposed list of items that the LETf had chosen which includes real time energy consumption displays, motion sensors and modules for phantom power reduction. Bendoraitis recommended these items as they could be loaned out to residents or awarded to residents through a random drawing among those who have had energy audits conducted already. **Motion made by Finelli, seconded by Bendoraitis to accept the 82,000 exchange points for purchasing the Neighbor to Neighbor award items described. Vote: Yes, unanimous.**

7.8 Macauley and Lane also presented recommendations from Celtic Energy for potential energy saving assessments through the creation of a “dashboard” monitoring system for town building energy consumption. Celtic had provided three options, all of which were too costly. The LETF has come up with an alternative plan that would be developed by Lane, which would take longer but would minimize cost to the Town and would yield similar results as proposed by Celtic Energy. Discussion followed. The LETF will look into this idea further and report back to the Selectmen at a later date. No action.

7.9 Celtic Energy also proposed a solar assessment approach for the Town that would also be costly. The LETF is looking into an alternative solar approach. No action.

Motion made by Bendoraitis, seconded by Finelli to add Item 7.10 to the agenda: Discuss and act upon closing an inactive account with the Bank of America and transferring the funds from the account into an active account. Vote: Yes, unanimous.

The Finance Director discovered an inactive account that was set up with Bank of America in 2007 as a Board of Education payroll account. She suggested transferring the funds into the Board of Education Miscellaneous Revenue account # 100-00-4383-000. This is also the recommendation of the Board of Education Financial Director. Motion made by Bendoraitis, seconded by Finelli to close the inactive “Town of Lebanon, Board of Education Payroll Account” and transfer the balance of \$1,911.50 to into the Board of Education Miscellaneous Revenue account # 100-00-4383-000. Vote: Yes, unanimous.

Motion made by Bendoraitis, seconded by Finelli to add Item 7.11 to the agenda: Discuss and act upon approving the one – time cost of installation of the new internet lines. Vote: Yes, unanimous.

7.11 Motion made by Bendoraitis, seconded by Finelli to approve the one-time cost, not to exceed \$500, for installation of the internet, telephone and TV in various town buildings by Charter Communications, funds to come from TIP account # 208-00-620-6200. Vote: Yes, unanimous.

8.0 Motion made by Bendoraitis, seconded by Finelli to approve the Tax Refunds for March 2012 presented as follows:

Handy, Joseph C. & Patti A.	\$17.72
Nichols, David A. Sr. & Nichols, John P.	\$10.01
Holt, Brendon M.	\$15.34
Russo Trucking Inc.	\$180.12
ARI Fleet LT	\$196.83
Norris, James W. or Canale Norris, Karen	\$28.56
Bochain, Deborah	\$117.76
Beaulieu, Jesse J.	\$35.87
Lynch, Mary Lou	\$14.16
Peroni, Sherri M. or Peroni, Joseph F.	\$19.35
Calef, Peter Andrew JNT Calef, Hannah R.	\$38.09
Ally Bank	\$493.62
CAB East LLC	\$199.27
Saltonstall, Ashley R.	\$120.40
Irmscher, Ronald W. or Irmscher, Denise M.	\$44.60
Farm Credit Leasing S	\$129.51
Farm Credit Leasing S	\$317.66
Bergeron, Nancy J. or Bergeron, Bruce R.	\$5.08
Stringer, Ronald W.	\$13.22
Stringer, Ronald W. or Stringer, Jerri K.	\$3.30

Vote: Yes, unanimous.

9.0 Financial Reports

The Selectmen reviewed the financial reports for March and found no discrepancies.

10.0 Motion made by Bendoraitis, seconded by Finelli to adjourn the meeting at 7:05 pm. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman