

Board of Selectmen
REGULAR MEETING
December 4, 2012 – 5:00 PM
Town Hall
MINUTES

- 1.0** First Selectman Joyce Okonuk called the meeting to order at 5:00 p.m. Selectmen Linda Finelli and John Bendoraitis and Administrative Assistant Patti Handy were also present. Audience: 4.
- 2.0** The following three bids were received for the Senior Center Portico: Mattern Construction Inc. of Baltic, CT - \$22,884.00; Lost Art Joinery LLC of Lebanon, CT - \$18,000.00; J.J.S. Universal Construction Company of Dudley, MA - \$15,000.00. **Motion made by Okonuk, seconded by Finelli to recommend awarding the contract for building the Senior Center Portico to the apparent low bidder, J.J.S. Universal Construction Company of Dudley, MA in the amount of \$15,000.00 pending a review of bid submittals and a positive reference check. Vote: Yes, unanimous.**
- 3.0** As only one appropriate bid was received for Cemetery Maintenance for the Town of Lebanon and it was over the presently budgeted amount, the Selectmen will re-bid the project. No action.
- 4.0** **Motion made by Okonuk, seconded by Finelli to enter into Executive Session at 5:08 p.m. to discuss the three following items:**
- 4.1** Pending federal lawsuit on seasonal zoning.
 - 4.2** Potential sale of Town-owned land.
 - 4.3** Property acquisition negotiations.
- Vote: Yes, unanimous.**
Town Planner, Phil Chester, Town Sanitarian N. Reed Gustafson and Town Health Director Dr. Robert Powitz were invited to attend the session.
Powitz and Gustafson left the meeting at 6:03 p.m.
Selectmen returned to regular session at 6:44 p.m. No action.

Motion made by Okonuk to adjourn the order of the agenda and take up Item 9.5 “Update from the Library Building Committee” and Item 9.6 “Advertising a Request for Proposal for design services for the Library Building Project” to accommodate guests. Vote: Yes, unanimous.

9.5 Jim Russo, Chairman of the Library Building Committee (LBC), and Maggie McCaw, member of the LBC were present to discuss the progress made thus far. Russo explained that the LBC would like to advertise a request for qualifications (RFQ) for a preliminary design of the proposed expansion to the Jonathan Trumbull Library. He presented a draft of the RFQ for the selectmen to review and said that the LBC would also like to seek a legal opinion on the RFQ before advertising it. Russo and McCaw explained that they are only seeking a schematic design and a cost estimates at this point. The Selectmen asked for a general idea of what the LBC is planning for the expansion, and how long the project might take. Russo explained that the plan includes an elevator and new handicap-accessible restrooms and expands the north and west sides of the building while retaining the current architectural design. The expansion would nearly double the size of the present building. They also have planned for expanded parking and safer entrances to the building and parking lot. Russo estimated that the project would take nine to twelve months to construct and that the library would have to be closed during the construction period. The Selectmen will review the RFQ and report back to the LBC with any suggestions; the final RFQ will also be reviewed by an attorney.

9.6 No action until the Board of Selectmen has reviewed the draft of the RFQ.

Motion made by Okonuk, seconded by Finelli to adjourn the order of the agenda and take up Item 9.1 “Recommending the expenditure of up to \$22,000 to preserve the Williams Farm located at 234 Goshen Hill Road, funds to come from Account #220-900-5469, Open Space.” Vote: Yes, unanimous.

9.1 Phil Chester presented a map to illustrate the area that is being proposed for preservation. Chester explained that part of the original farm has already been sold and the family would like to preserve the remaining acreage and maintain it as an operating farm. Chester has negotiated with the State and the CT Farmland Trust to share the cost of preserving the property. They have agreed upon a breakdown as follows: \$310/acre from the Town, \$310/acre from the CT Farmland Trust and \$4,500/acre from the State which totals \$5,120/acre. Chester also explained that there are adequate funds in the account to cover his request. **Motion made by Okonuk, seconded by Bendoraitis to recommend to the Board of Finance to bring to Town Meeting the approval of expending up to \$22,000 to preserve the Williams Farm located at 234 Goshen Hill Road, funds to come from Account #220-900-5469, Open Space.” Vote: Yes, unanimous.**

Motion made by Okonuk, seconded by Bendoraitis to return to the order of the agenda and take up the remaining items starting with 5.0. Vote: Yes, unanimous.

5.0 Public Forum - None

6.0 Minutes

6.1 Motion made by Okonuk, seconded by Bendoraitis to approve the minutes from the November 13, 2012 Special Meeting amended as follows: *“Motion made by Bendoraitis, seconded by Okonuk to reappoint Christine Warner to the Economic Development Commission as an alternate for a five-year term to expire on 2/1/2018, as recommended by the EDC. Vote: Yes, unanimous.”* **Vote: Yes (2) Okonuk and Bendoraitis, Abstain (1) Finelli. Motion carries.**

6.2 Motion made by Okonuk, seconded by Finelli to approve the minutes from the November 27, 2012 Special Meeting. Vote: Yes, unanimous.

7.0 Correspondence - Okonuk presented a letter to the Selectmen from the Finance Director with suggestions for preparing the budget for next year.

Okonuk also showed a proposed design for a permanent sign to be placed in front of Lyman Memorial High School. The schools have been working with the Planning and Zoning Commission on the design and placement of the sign. There were no objections from the Selectmen.

8.0 Police Report – RST Southworth submitted reports for the past two months. Trooper Southworth will also be working with the First Selectman’s Office to create a spreadsheet for future reports.

9.0 New Business

9.1 (See Above)

9.2 Motion made by Okonuk, seconded by Finelli to sign a Resolution for the State of CT Department of Emergency Management and Homeland Security regarding the storage of shared equipment. Vote: Yes, unanimous. The Town will be storing a portable light tower that it shares with other area towns.

9.3 Motion made by Bendoraitis, seconded by Finelli to recommend the acceptance of the 2011-12 Emergency Management Performance Grant to the Board of Finance. Vote: Yes, unanimous.

9.4 Motion made by Bendoraitis, seconded by Finelli to approve a six-week contractual agreement with Marybeth Angell for accounting assistance in the Finance Office. Vote: Yes, unanimous.

9.5 (See Above)

9.6 (See Above)

Motion made by Okonuk, seconded by Finelli to add Item 9.7 to the Agenda: “Discuss and act upon signing a Resolution for the 2012 Fair Housing Action Plan. Vote: Yes, unanimous.

9.7 Motion made by Bendoraitis, seconded by Finelli to sign a Resolution for the 2012 Fair Housing Action Plan. Vote: Yes, unanimous.

10.0 Old Business

10.1 Motion made by Okonuk, seconded by Finelli to approve the revised agreement with Direct Energy to provide lower-cost electricity for Lebanon's CL&P customers. Vote: Yes, unanimous.

10.2 Selectmen have reviewed the final draft of the Freedom of Information Act (FOIA) Policy to be used for all FOIA requests made to the Town. **Motion made by Bendoraitis, seconded by Finelli to approve the FOIA Policy and Procedures Manual as presented. Vote: Yes, unanimous.** (See attached). The new policy will be posted on the Town's website and distributed to each department.

11.0 Appointments/Reappointments to and Resignations from, Boards, Commissions and Committees

11.1 Motion made by Bendoraitis, seconded by Finelli to reappoint Ellen Bauwens, Russell Blakeslee and Darlene Hathaway to the Commission on Aging for three (3) year terms to expire on 02/01/2016. Vote: Yes, unanimous.

11.2 Motion made by Okonuk, seconded by Bendoraitis to accept, with regret and appreciation, the resignation of Ray Yarmac from the Solid Waste Commission. Vote: Yes, unanimous. The Selectmen all expressed their sincere appreciation to Mr. Yarmac for his many years of dedicated service and leadership as the Chairman of this Commission.

12.0 Financial Reports – None available.

13.0 Motion made by Bendoraitis, seconded by Finelli to adjourn at 7:35 p.m. Vote: Yes, unanimous.

Respectfully Submitted,

A handwritten signature in black ink that reads "Joyce R. Okonuk". The signature is written in a cursive, flowing style.

Joyce R. Okonuk, First Selectman