

Board of Selectmen
REGULAR MEETING
September 11, 2012 – 5:00 PM
Town Hall
MINUTES

- 1.0 First Selectman Joyce Okonuk called the meeting to order at 5:35 pm. Selectmen Linda Finelli and John Bendoraitis, and Administrative Assistant Patti Handy were also present. Audience: 5.
- 2.0 **Public Forum** - None
- 3.0 **Minutes**
- 3.1 Motion made by Bendoraitis, seconded by Finelli to approve the minutes from the August 7, 2012 Regular Meeting. Vote: Yes, unanimous.
- 3.2 Motion made by Finelli, seconded by Okonuk to approve the minutes from the August 10, 2012 Special Meeting. Vote: Yes (2) Finelli and Okonuk; Abstain (1) Bendoraitis. Motion carries.
- 3.3 Motion made by Bendoraitis, seconded by Finelli to approve the minutes from the August 28, 2012 Special Meeting. Vote: Yes (2) Bendoraitis and Finelli; Abstain (1) Okonuk. Motion carries.
- 4.0 **Correspondence** - None
- 5.0 **Police Report** – The Selectmen reviewed the report for July and August which was provided by the Resident State Trooper. They noted an increase in total calls for service and would like to see a comparison in monthly totals. They requested that the RST provide the information in a spreadsheet beginning with July 1, 2012 and continue for the fiscal year so that trends may be tracked. The Selectmen's office will forward the request to the RST.
- 6.0 **New Business**
- 6.1 Assessor Thomas Tanganelli was present to make his recommendation to the BOS regarding awarding the bid for the 2013 Revaluation. After careful review of the two bids received, Tanganelli said that although the two bids were very close, the overall lowest bid was from Vision Government Solutions. Discussion followed regarding the budgeting of potential legal fees due to challenges, and it was decided that the fees would not be a part of the contract award, but to be funded on a per diem basis as required. **Motion made by Okonuk, seconded by Finelli to award the bid for the 2013 Revaluation to Vision Government Solutions in the amount of \$66,400.00 as recommended by the Assessor. Vote: Yes, unanimous.**
- 6.2 Phil Chester, Town Planner, and Jan Fitter, Vice Chairman of the Conservation and Agriculture Commission explained a USDA Natural Resource Conservation Service Grant and asked the Selectmen to bring the request to the Board of Finance. **Motion made by Finelli, seconded by Bendoraitis to recommend to the Board of Finance that the acceptance and expenditure of a USDA Natural Resource Conservation Service Grant in the amount of \$135,500 and the release \$50,000 from Capital Reserve Acct. #220-900-5469 (Open Space Fund) be brought to Town Meeting for the purpose of preserving a 162-acre property located at 185 Randall Road, owned by the Anderson family. Vote: Yes, unanimous.**
- 6.3 The Planning and Zoning Commission, Zoning Board of Appeals and Building Department are recommending increases in permit fees. P&Z and the ZBA previously approved the increases and Planner Phil Chester presented a memo outlining the proposed increases in Building Department fees and the reasoning behind the request which is solely to cover the Town's cost for legal counsel, advertising and clerical time involved in issuing permits, and to stipulate that in the case of an unusual application the applicant would have to cover the cost of a special study. **Motion made by Bendoraitis, seconded by Finelli to recommend to the Board of Finance the the proposed changes to Planning and Zoning Commission, Zoning Board of Appeals and Building Department fees as presented by the Town Planner in a memo dated March 22, 2011, be brought to Town Meeting. Vote: Yes, unanimous.**

Motion made by Okonuk, seconded by Bendoraitis to adjourn the order of the agenda to accommodate guests and to add and take up Item 6.8 under New Business: Discuss and act upon a request for funding “Way Finding Signs” for the Town Green. Vote: Yes, unanimous.

6.8 Alicia Wayland was present on behalf of the Lebanon History Consortium (LHC) to request permission from the Board to apply for funding from Adams Memorial Fund for the purpose of purchasing and installing “Way Finding Signs” for historical sites on the Town Green. Wayland obtained estimates and sample designs for the Selectmen to review. **Motion made by Okonuk, seconded by Bendoraitis to allow the LHC to apply for \$3000.00 from the Hugh Leander Adams, Mary Trumbull Adams and Hugh Trumbull Adams Memorial Fund for the purposes of purchasing and installing historical signage for the Town Green. Vote: Yes, unanimous. Vote: Yes, unanimous.**

Motion made by Okonuk, seconded by Finelli to adjourn the order of the agenda to add and take up Item 6.9 under New Business: Discuss and act upon amending a previous request for funds from the Hugh Leander Adams, Mary Trumbull Adams and Hugh Trumbull Adams Memorial Fund for Phase one repairs to the Jonathan Trumbull Jr. House Museum. Vote: Yes, unanimous.

6.9 Wayland explained that due to proposed increased costs for a project manager and for the moving and storage of artifacts and furniture from the museum, the Jonathan Trumbull Jr. House Board of Historical Preservation would like to increase their original request for funding from \$200,000.00 to \$230,000.00. **Motion made by Bendoraitis, seconded by Finelli to amend the motion in item 6.3 under New Business from the August 7, 2012 Board of Selectmen’s Regular Meeting as follows: “Motion made by Okonuk, seconded by Bendoraitis to support the request by the Jonathan Trumbull Jr. House Board of Historical Preservation to the Hugh Leander Adams, Mary Trumbull Adams, and Hugh Trumbull Adams Memorial Fund for 2012-13 in the amount of \$230,000.00 for phase one repairs to the Jonathan Trumbull Jr. House Museum as recommended in the report from Paul B. Bailey, Architect.” Vote: Yes, unanimous.**

Motion made by Okonuk, seconded by Bendoraitis to return to the order of the agenda and resume with Item 6.4. Vote: Yes, unanimous.

6.4 The Selectmen discussed a request to increase wages for full-time non-union staff by 2%, commensurate with the increase received by full-time union staff as per their union bargaining agreements for 2012-2016. At the beginning of the budget season for FY 12-13, the Selectmen notified all staff not to budget any increases for non-union staff, both full-time and part-time, including elected officials. After a brief discussion, all Selectmen felt that this practice should be kept in place for the present fiscal year. Supervisors will be notified accordingly. No action.

6.5 Richard Chabot chose not to renew his contract for janitorial services at the Senior Center. The Town went out to bid for services in June of 2012, however, as no bids were received, the Selectmen’s Office contacted area companies to request temporary services. The janitorial division of Service Master agreed to provide services for the months of July and August and have done an excellent job. The Senior Center Coordinator recommended extending their services and asked if they would consider a contract for FY 2012-13. Service Master agreed and drafted a contract. **Motion made by Finelli, seconded by Bendoraitis to award a one-year cleaning contract with Service Master for janitorial services at the Lebanon Senior Center in the amount of \$725.00 per month. Vote: Yes, unanimous.**

6.6 Okonuk presented a print out of required adjustments to the FY 2013 Budget as requested by the Board of Finance. The Selectmen reviewed their budget and made adjustments which will be provided to the Finance Office staff.

6.7 The Selectmen reviewed the final draft of the Public Works Bargaining Unit Agreement for 2012 – 2016 as ratified by the membership. **Motion made by Bendoraitis, seconded by Finelli to ratify the Successor Agreement between the Town of Lebanon and CSEA, SEIU Local 2001 (Lebanon Public Works Chapter) for 2012 – 2016. Vote: Yes, unanimous.**

6.8 (See Above)

6.9 (See Above)

Motion made by Okonuk, seconded by Finelli to add Item 6.10 to the agenda: Discuss and act upon funding for improvements to the Community Center to comply with current ADA codes. Vote: Ys, unanimous.

6.10 John Dudek, Town Handyman, has obtained prices for replacement door handles for the Community Center to bring them up to ADA standards. **Motion made by Finelli, seconded by Bendoraitis to approve up to \$950 for the purchase and replacement of door handles on the Community Center, funds to come from Community Center Fund account # 204. Vote: yes, unanimous.**

7.0 Old Business

7.1 Motion made by Finelli, seconded by Bendoraitis to approve an additional \$62.00 for the purchase of a computer and printer for the Building Department, funds to come from TIP Account #208-00-620-6200 Computers. Vote: Yes, unanimous.

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

8.1 No appointments to be made at this time.

9.0 Motion made by Bendoraitis, seconded by Finelli to approve the following Tax Refunds for August 2012:

Burdick, Richard N. Jr.	\$223.96
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Jim Grover & Co LLC	\$45.07
Barletta, Martin A.	\$93.22
McAllister, Pamela A.	\$464.57
Manyak, Cathy L.	\$36.58
Texira, Daniel C.	\$62.07
Simblist, Janet E.	\$16.28
Lebanon Auto Sales LLC	\$10.00
Lombardi, Drew D.	\$62.77
McGann, Carol	\$8.50
Farm Crdt Lsg Svcs Corp	\$151.62
Farm Credit Leasing Services Corp	\$107.16
Farm Credit Leasing Services Corp	\$107.16
Farm Credit Leasing Services Corp	\$151.62
Farm Credit Leasing Services Corp	\$107.16
Farm Credit Leasing Services Corp	\$107.16
Farm Credit Leasing Services Corp	\$107.16
Farm Credit Leasing Services Corp	\$107.16
Farm Credit Leasing Services Corp	\$151.62
Raymond, Tammy J.	\$395.30
Cochran, Neal D.	\$83.31
Toyota Motor Credit Corp	\$338.66
Sehl, Jeremy H.	\$29.26

Vote: Yes, unanimous.

10.0 Financial Reports

No reports to discuss at this time.

11.0 Executive Session

11.1 Motion made by Okonuk, seconded by Finelli to enter into Executive Session at 7:22 pm for the purpose of discussing the potential for selling a portion of the town-owned land adjacent to Transfer Station. Town Planner Phil Chester and Assessor Thomas Tanganelli were invited to stay. Vote: Yes, unanimous.

The Selectmen returned to regular session at 7:29 pm. No action.

12.0 Motion made by Okonuk, seconded by Bendoraitis to adjourn the meeting at 7:30 pm. Vote: Yes, unanimous.

Respectfully Submitted,

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

Joyce R. Okonuk, First Selectman