

Board of Selectmen  
**REGULAR MEETING**  
August 7, 2012 – 5:00 PM  
Town Hall  
**MINUTES**

- 1.0 First Selectman Joyce Okonuk called the meeting to order at 5:03 p.m. 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 Finelli, seconded by Okonuk to approve the minutes from the July 10, 2012 Special Meeting. Vote: Yes (2) Okonuk and Finelli; Abstain (1) Bendoraitis. Motion carries.**
- 3.2 **Motion made by Finelli, seconded by Okonuk to approve the minutes from the July 10, 2012 Regular Meeting. Vote: Yes (2) Okonuk and Finelli, Abstain (1) Bendoraitis. Motion carries.**
- 3.3 **Motion made by Okonuk seconded by Bendoraitis to approve the minutes from the July 26, 2012 Special Meeting. Vote: Yes, (2) Okonuk and Bendoraitis, Abstain (1) Finelli. Motion carries.**
- 4.0 **Correspondence** – None
- 5.0 **Police Report** - No report available at this time
- 6.0 **New Business**
- 6.1 The two following bids were received for a new 2012 Toyota Sienna LE Van to be used for Senior Transportation: Toyota of Colchester, CT - Base Bid: \$30,610.00, less a \$750 rebate and plus government fees, total bid: \$30,444.00; Hudson Motors Partnership of Jersey City NJ - \$30,996.00 including delivery. **Motion made by Okonuk, seconded by Finelli to award the bid for a new 2012 Toyota Sienna LE Van to be used for Senior Transportation to the apparent low bidder, Toyota of Colchester, CT for \$30,444.00, pending review and compliance to bid specifications. Vote: Yes, unanimous.**
- 6.2 The Town received the two proposals for the Reappraisal and Revaluation of Real Property for the 2013 Grand List: Vision Government Solutions, Inc. of Northboro, MA: Base Bid - \$63,000.00, Optional Services: Data mailers and associated services - \$7,900.00, Annual Standard Web Hosting - \$2,200.00, Vision Version 7 - \$5,500.00. Tyler Technologies of Dayton, OH: Base Bid - \$53,900.00, Optional Services: Data Mailers - \$8,800.00, Litigation Support, per diem - \$975.00. The proposals will be given to Assessor Thomas Tanganelli for review of qualifications and specifications. Tanganelli will present his recommendation to the Board of Selectmen following his review. No action.
- 6.3 Alicia Wayland discussed the 2012-13 funding request from the Adams Family Memorial Fund. Per the Selectmen's request, the Jonathan Trumbull Jr. House Board of Historical Preservation has broken down the recommended museum repairs into five phases based on the report from the architect, Paul B. Bailey. The first phase is for structural repairs that must be completed prior to any other restoration. After some discussion it was decided to increase the original estimate by 10% to account for inflation. **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 \$200,000.00 for phase one repairs to the Jonathan Trumbull Jr. House Museum as recommended in the report from Paul B. Bailey, Architect. Vote: Yes, unanimous.**
- 6.4 Okonuk presented information on a new CCM Prescription Discount Card Program. Many other towns have already recommend the program to their residents which offers prescription savings to residents who are without health insurance or a traditional pharmacy benefit plan, or have prescriptions that are not covered by insurance. The program involves no cost to the town. **Motion made by Finelli, seconded by Bendoraitis to authorize the First Selectman to provide an endorsement of the CCM Prescription**

**Discount Card Program to Lebanon residents. Vote: Yes, unanimous.**

**6.5 Motion made by Finelli, seconded by Bendoraitis to hire Brady Woodward as a Highway Maintainer for the Public Works Department effective August 1, 2012, at the new-hire rate of \$20.86/hour for a six-month probationary period, with an increase to \$22.42/hour following a favorable performance review. Vote: Yes, unanimous.**

**6.6 Motion made by Okonuk, seconded by Bendoraitis to hire Heather Laurie as the Social Services Administrator effective July 31, 2012, at the new-hire rate of \$16.50/hour for a six-month probationary period, with an increase to \$17.00/hour following a favorable performance review. Vote: Yes, unanimous.**

**6.7** Public Works Foreman Tom Conley and First Selectman Okonuk provided an update on the equipment bids and funding options for highway equipment. Okonuk contacted The Savings Institute Bank & Trust Co. about financing options and was given a rate of 2.5% for a municipal loan. SI will also be flexible in structuring the terms of the loan. Okonuk explained that there is currently \$60,000.00 in the Capital Budget for FY 13 to purchase two pick-up trucks and one front-end loader. This funding is intended to provide a one-year payment on the lease or purchase of equipment. Okonuk will present this loan information to the Board of Finance at their meeting this evening.

**6.8** Okonuk presented a proposed draft of a Freedom of Information Request Policy that has been drafted by the interim Finance Director. The Selectmen reviewed the proposed policy and made some minor editorial recommendations. Bendoraitis will email his edits back to the First Selectman for inclusion in the final draft which will be discussed again at the next regular meeting. No action.

**6.9** Town Planner Phil Chester requested the Selectmen approve a Resolution for a DECD Historic and Architectural Resource Survey Grant. The grant will provide on-going funds to continue the survey of historical homes in Lebanon that was started last year. Although Chester was not at the meeting, the Selectmen agreed to sign the Resolution but requested a brief summary of progress from the first grant from Chester for their next meeting. **Motion made by Bendoraitis, seconded by Okonuk to authorize a Resolution for a \$20,000.00 DECD Historic and Architectural Resource Survey Grant. Vote: Yes, unanimous.**

**6.10** The Selectmen briefly discussed the present and future waste disposal options for the Town of Lebanon and agreed to set up a meeting with the Solid Waste Commission to discuss the current data and possible options in the very near future. No action.

**6.11** Linda Slate, the Jonathan Trumbull Library Children's Librarian, has applied for and been approved for a \$3,000.00 Federal Grant under the Library Services and Technology Act (LSTA) for the "Every Child Ready to Read" program. The Selectmen agreed to recommend the acceptance of the grant to the Board of Finance and will sign the Resolution once approved. They also requested that the Children's Librarian, Linda Slate, provide a brief summary of how the funds are to be used. **Motion made by Bendoraitis, seconded by Finelli to recommend to the Board of Finance the acceptance of the CT State Library Grant in the amount of \$3,000.00 from LSTA, funds to be distributed in two equal payments of \$1,500.00 for FY 2012-13 and FY 2013-14. Vote: Yes, unanimous.**

**Motion made by Okonuk, seconded by Finelli to add Item 6.12 to the agenda: "Discuss and act upon purchasing a new computer for the Building Department." Vote: Yes, unanimous.**

**6.12** Bendoraitis reported that the IT staff at Walker Group has determined that the seven-year old computer in the Building Department is failing and should be replaced soon. The printer in that office is also in need of replacement. **Motion made by Bendoraitis, seconded by Finelli to authorize up to \$1,100.00 for the purchase of a replacement computer and printer for the Building Department, funds to come from TIP Account #208-00-620-6200 Computers. Vote: Yes, unanimous.**

**7.0 Old Business**

**7.1** Okonuk reported that the bids received for the Tobacco Street Culvert Replacement and Taylor Bridge Road Bridge projects and the low bids on both projects exceed the Capital budget funds allocated. One reason for the increased costs on both projects was the recommendation of the PZC that timber rail be used in place of metal flex beam. The First Selectman and town engineer will present the data at tonight's Board of Finance Meeting, requesting additional funds from the town to allow the award of the bids and the start to both projects. The Tobacco Street Culvert project will require an additional \$15,000.00 and the Taylor Bridge Road Bridge project will require an additional \$41,500.00. **Motion made by Bendoraitis, seconded by Finelli to request that the Board of Finance provide the additional funds to complete both projects. Vote: Yes, unanimous.**

**Motion made by Okonuk, seconded by Bendoraitis to add Item 7.2 to the agenda: "Discuss and act upon Emergency Repairs to Clarke Road." Vote: Yes, unanimous.**

**7.2** Public Works Foreman Tom Conley reported that a 54" culvert under Clarke Road is collapsing and needs to be repaired ASAP as it poses a vehicular safety hazard. Conley obtained an estimate of \$15,000.00 for lining the culvert with a rigid plastic insert and encasing it in concrete. This would provide a long-term repair and will not require that the road be closed. Conley said that the repair should not wait until the next budget year for funding and asked that the Selectmen request that the Board of Finance to approve the funds. **Motion made by Bendoraitis, seconded by Finelli to request that the Board of Finance approve up to \$15,000.00 to repair the culvert on Clarke Road. Vote: Yes, unanimous.**

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

**8.1** Motion made by Bendoraitis, seconded by Finelli to appoint David Kotomski to the Charter Study Committee, term to expire at the completion or abandonment of the project. **Vote: Yes, unanimous.**

**8.2** Motion made by Bendoraitis, seconded by Finelli to reappoint Alicia Wayland to the Jonathan Trumbull Jr. House Board for a three-year term to expire on 9/9/2015. **Vote: Yes, unanimous.**

**9.0** **Motion made by Bendoraitis, seconded by Finelli to approve the Tax Refunds for July 2012 as follows:**

<b>Tax Refunds –July 2012</b>	<b>Amount</b>
Graves-Dexter, Shelley L.	\$48.56
Donlen Trust	\$139.56
Orr, Linda	\$15.15
McGuire, Michael D & Gorny, Monica M.	\$126.86
McGuire, Michael D & Gorny, Monica M.	\$130.88
Anderson, John W. or Anderson, Pamela C.	\$17.15

**Vote: Yes, unanimous.**

**10.0 Financial Reports – None available at this time.**

**11.0** **Motion made by Okonuk, seconded by Finelli to adjourn at 6:20 p.m. Vote: Yes, unanimous.**

Respectfully Submitted,



Joyce R. Okonuk, First Selectman