

**Board of Selectmen
Regular Meeting
September 11, 2018 — 3:00 PM
Town Hall
MINUTES**

Members Present: First Selectman Betsy Petrie and Selectmen Glen Coutu and John Bendoraitis

Others Present: Town Planner Phillip Chester, Sanitarian Dave Coughlin (arrived at 3:18 PM), Administrative Assistant Bernard Dennler, Jonathan Trumbull Jr. House Museum Chair Maggie McCaw, Deputy Fire Chief Mark Elliot (arrived at 3:04 PM), Lebanon Volunteer Fire Department member Alan Olenick, Economic Development Commission member Patricia McCarthy, and JLN Associates President John Nickerson

1.0 Call to Order

Meeting was called to order at 3:00 PM by B. Petrie.

2.0 Public Forum

There was no public comment.

3.0 Correspondence

B. Petrie noted the Board of Selectmen had received a letter from the Fire Chief, Deputy Fire Chief, and Assistant Fire Chief regarding the proposal to lease a garage bay at the Lake Williams campground. The Board agreed, with permission from Alan Olenick who delivered the letter, to discuss it under Agenda Item 7.2 "JLN proposal for fire safety audit."

The Board also acknowledged correspondence indicating the resignations of Albert Vertefeuille, Keith Wentworth, and Berthier Bosse from the Board of Education.

3.1 Monthly correspondence from Troop "K" on services within the Town of Lebanon.

The Board acknowledged receipt of the correspondence.

NO ACTION TAKEN

4.0 Monthly Financial Report

The Board reviewed the Monthly Financial Report.

NO ACTION TAKEN

B. Petrie MOVED to adjourn the order of agenda take up Agenda Item 7.2 "JLN Proposal for fire safety audit" J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

7.2 JLN Proposal for fire safety audit

B. Petrie welcomed J. Nickerson from JLN Associates. B. Petrie recused herself from the conversation at 3:05 PM, citing her membership in the Lebanon Volunteer Fire Department.

G. Coutu said the garage bay lease negotiations should be held off until a study can be performed. He noted that it would not make sense to enter the lease without a study showing its potential benefits. He said a study could show the Town would need to make additional changes or investments to the structure of the Town's public safety efforts that would not be met by the garage bay lease.

J. Bendoraitis stated that he would prefer to move forward with the study, as proposed by JLN, before signing a lease agreement. J. Bendoraitis said the study would only take two months, which would not be a significant delay. J. Nickerson confirmed that the study would only take two months.

P. Chester said he had not yet brought the garage bay lease before the Planning and Zoning Commission. He invited members of the Fire Department to attend their next meeting. J. Bendoraitis suggested that the Fire Department attend the PCZ meeting so that there will be one less hurdle to clear if they decide to pursue the lease following the study. M. Elliot confirmed he would attend.

A. Olenick asked if there are more issues the Fire Department should be aware of.

P. Chester noted that the garage bay lease would probably be considered a change of use and would trigger a health review. Sanitarian D. Coughlin confirmed this.

J. Bendoraitis MOVED to waive the bidding requirement for the fire safety audit given the limited number of providers and the desire to move forward quickly. G. Coutu SECONDED.

MOTION CARRIED: 2:0:1 — B. Petrie abstained

J. Bendoraitis MOVED to approve the study from JLN Associates in the amount of \$8,950 with funds to come from TIP Account #208, pending authorization from the Board of Finance, unless funds can be found elsewhere. G. Coutu SECONDED.

MOTION CARRIED: 2:0:1 — B. Petrie abstained

B. Petrie MOVED to take up Item 6.3 "Next phase of Jonathan Trumbull Jr. House Museum projects." J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

6.3 Next phase of Jonathan Trumbull Jr. House Museum projects

M. McCaw presented a request for 2019 funding for minor improvements to the Jonathan Trumbull Jr. House Museum through a grant. She requested approval for the Board to endorse the plan as presented.

The improvements to be made under the plan include securing ceiling and walls, patching of interior wall cracking, installation of passive ventilation, addition of pathway Tube Standards, permanent display of elements of the Fitch Collection, replacement of existing bathroom floor finish, and the addition of ell basement vent covers for winter. The grant would come from the HL MT and HT Adams Town Memorial Fund.

G. Coutu MOVED to endorse the plan for the Minor Improvement grant application to HL MT and HT Adams Town Memorial fund as presented. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

B. Petrie MOVED to adjourn the order of agenda and take up Agenda Item 6.7 "Proposed Economic Development Commission commercial tax incentive plan." G. Coutu SECONDED.

MOTION CARRIED: 3:0:0

6.7 Proposed Economic Development Commission commercial tax incentive plan

P. McCarthy said the 2010 Plan of Conservation and Development recommended a tax abatement program. She said business adds a lot to the Town, but the Economic Development Commission understands people come to Lebanon for a specific way of life and that the program should be designed to complement the Town's nature. The EDC is proposing a tax abatement for up to a three-year period for businesses which would be subject to approval by the Board of Selectmen based on the recommendation of the EDC. She said it would help the Town to grow new businesses in the village district.

J. Bendoraitis asked if there have been any businesses that have approached the Town already to request an abatement. P. McCarthy said she was not aware of any.

B. Petrie said she and P. Chester have reached out to two businesses about the possibility of a tax abatement, but those businesses indicated that the incentive alone would not determine whether they moved forward with new projects in the Town. She said those businesses have not followed up since the initial contact.

P. McCarthy noted the program would not take taxes away from the Town, it would only provide a temporary abatement for the cost of additions and improvements with a taxable value of \$50,000 or higher.

P. Chester said it was important to note that the abatement would benefit agricultural businesses throughout Town, not just businesses in the Village District.

J. Bendoraitis and P. Chester agreed the proposal needs some more work to ensure that it is written clearly for both the Town and potential applicants. B. Petrie said there is general interest in the proposal, but the document needs fine-tuning. She also suggested the EDC take the proposal to the Board of Finance for input.

NO ACTION TAKEN

B. Petrie MOVED to adjourn the order of agenda and take up Agenda Items 6.4, 6.8, and 6.10. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

6.4 Oliver Road Bridge Repairs

J. Tuttle told the Board that the Oliver Road Bridge falls under the state inspection process for bridges 20 feet and over. An inspector told him that the old buttresses that the new bridge was built around are falling in. He said fallen rocks in the riverbed are undermining the old bridge structure by changing the flow of water and producing increased erosion. He said this could affect the structure of the new bridge. He has been in contact with Anchor Engineering which built the new Oliver Road Bridge in 2009. He said the DPW does not have the manpower to complete the project and protect the stream. He said a platform will need to be constructed over the river.

J. Tuttle said he reached out to Mattern Construction, Inc about the possible project. He noted they have done other bridges in the Town and in the area.

J. Bendoraitis asked if this needs to be done before winter. J. Tuttle said yes. He said if the project is not completed before winter, there will be increased risk to the footing of the new bridge.

G. Coutu suggested this was the fault of the company that constructed the bridge.

J. Tuttle clarified the work would not be focused on the new bridge, instead the repairs are to a wall on the old structure which is changing the waterflow and creating an erosion problem on the footholds of the new bridge. J. Tuttle said he believes this is an emergency repair and that funds would come from the DPW's capital fund.

The Board of Selectmen discussed waiving the competitive bidding process. B. Petrie said given the expected dollar figure for the repairs, she would still want to post the project and solicit proposals from other providers even if the traditional bidding process is waived.

NO ACTION TAKEN

6.8 Proposal for FY 2018-2019 Stormwater Compliance Services

J. Bendoraitis MOVED to approve the FY 2018-2019 Stormwater Compliance Services proposal from Anchor Engineering in the amount of \$1,900.00 to be charged to Public Works Account #430-5320. G. Coutu SECONDED.

MOTION CARRIED: 3:0:0

6.10 Purchase of winter sand supply from Hain Materials

J. Tuttle said Hain will continue to provide sand at last year's price. He said he received a verbal quote from Adelman that was higher. He recommended the Town continue to make its purchase through Hain.

B. Petrie MOVED to approve the purchase of the winter sand supply for the Town from Hain Materials at \$14.75 per ton to be charged to Snow Plowing Account #433-5255, including delivery. G. Coutu SECONDED.

MOTION CARRIED: 3:0:0

B. Petrie MOVED to add "Road Striping" as Agenda Item 6.14 and to adjourn the order of agenda to take up 6.13. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

6.14 Road Striping

J. Tuttle presented a plan to perform Epoxy road striping on several Town roads. He said HiWay Safety Systems, Inc quoted him \$56,623.20 for the Epoxy painting. He recommended the Town engage the services of SMC Safety Marking Inc. which quoted the job at \$50,180.40.

B. Petrie MOVED to approve the proposal as presented and to award the contract for road striping to SMC Safety Marking Inc for up to \$52,000 with funds to come from Highway Paving Account #220-00-430-2701. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

B. Petrie MOVED to adjourn the order of agenda and take up Agenda Item 6.6 "Disposal of DPW vehicles." J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

6.6 Disposal of DPW vehicles

J. Tuttle reported that the DPW would like to sell off two vehicles which are no longer road worthy, a 1995 International Dump Truck with plow and a 2001 International Dump Truck with plow and sander.

J. Bendoraitis MOVED to approve putting the 1995 International Dump Truck with plow and the 2001 International Dump Truck with plow and sander up for auction. G. Coutu SECONDED.

MOTION CARRIED: 3:0:0

5.0 Consent Agenda

A Consent Agenda is presented by the Chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

5.1 Approval of Minutes

- a. Special Meeting, August 13, 2018 — 10:00 AM
- b. Special Meeting, August 17, 2018 — 3:00 PM

5.2 Appointments

- c. Re-appoint Jay Tuttle as Tree Warden, term to expire 11/17/19
- d. Re-appoint Jason Nowosad as Deputy Tree Warden, term to expire 11/17/19

~~5.3 Resignations~~

- ~~a. Accept resignation of Albert Vertefeuille from the Board of Education, effective August 13, 2018~~
- ~~b. Accept resignation of Keith Wentworth from the Board of Education, effective August 14, 2018~~
- ~~c. Accept resignation of Berthier Bosse from the Board of Education, effective September 6, 2018~~

5.4 Authorization for Boy Scout Troop 180 fundraiser 5K on Saturday, November 10, 2018

5.5 Tax Returns

Tax Refunds for September 2018	Amount
John P. Konow	\$72.65
Jack Kuerbitz	\$19.11
Leigh H. Ruckdeschel	\$124.56
Pamela W. Rheaume	\$18.88
Richard C. Tanger	\$51.60
Bettylou Wengloski	\$31.23
Bettylou Wengloski	\$100.84
Sandra Campbell	\$107.20
Paul Tavors	\$179.63
Paul A. Urbanowicz Jr.	\$64.46
Hans A. Ingram	\$8.32
Lindy J. Olewine	\$28.81
Cheryl E. Karas	\$1822.95
Michael J. Cavallo	\$10.88
John and Susan Murray	\$306.79
Cab East, LLC	\$331.34

Elizabeth and James Forrest	\$205.21
John W. Kolar	\$10.82
Lereta, LLC	\$881.41
Joan E. Cartier	\$100.02

As Chair, B. Petrie removed Items 5.3 from the Consent Agenda, noting that the Board acknowledges but does not accept resignations from the Board of Education.

J. Bendoraitis MOVED to approve the Consent Agenda as modified. B. Petrie SECONDED.

MOTION CARRIED: 3:0:0

6.0 New Business:

Discuss and act upon:

6.1 Authorization for replacement of transfer switch for the DPW (Fuel Depot end) to be charged to the Emergency Management fund

B. Petrie said the Town had been quoted \$2,000 from Daniel Larson to install a new transfer switch.

G. Coutu MOVED to authorize funds for the purchase of a new transfer switch from Daniel Larson in the amount of \$2,000 to be charged to the Emergency Management Fund. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

6.2 Authorization for emergency pump repairs for Jonathan Trumbull Jr. Library to be charged to TIP fund

B. Petrie said there was currently no water at the library to do problems with the pump and that the problem could be repaired tomorrow if the Board authorizes the funds.

G. Coutu MOVED to authorize up to \$5,000 in funds to come from TIP Account #208 to repair the pump at the Jonathan Trumbull Jr. Library. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

6.5 Closure of dead end portion of Lebanon Avenue

P. Chester and J. Tuttle presented the Board with a plan for the discontinuance of the dead end portion of Lebanon Avenue. P. Chester noted that the sign announcing the planned discontinuance would need to be posted by September 28. P. Chester said there is only one person who uses this portion of the road, essentially making it a driveway for them. J. Tuttle

noted the Town has to maintain and plow the road as long as they own it. B. Petrie noted there are other locations in Town that may need to be looked at in the future.

B. Petrie MOVED to bring the discontinuance of the dead end portion of Lebanon Avenue to the October 29, 2018 Town Meeting and to post a single sign at the Rote 16 interaction of the northern end of the piece to be discontinued. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

6.8 Establishment of insurance limits for future third-party work as recommended by CIRMA

B. Petrie said there is no uniformity in the certificates of insurance liability in contractors who do work for the Town. B. Petrie said the Town should establish some threshold for these. She presented a recommendation by CIRMA for such limits. B. Petrie said the recommendation does not provide information on single proprietors that the Town works with frequently. B. Petrie said she will continue to work with CIRMA.

NO ACTION TAKEN

6.10 Purchase of additional Microsoft Exchange email licenses

B. Petrie said the Town would like to purchase an email license so that Paul Spedaliere can still use his Town address in the capacity of Veterans Affairs Coordinator even though he will no longer be Assistant Tax Collector. The license would give him an email address but not the full suite of Microsoft Office tools. B. Dennler said it would cost \$4 per month for an individual license versus \$280 per year for the complete suite of services. He also said the Town needs to consider the purchase of similar licenses for the constables who currently use personal email addresses when conducting police work on behalf of the Town.

NO ACTION TAKEN

6.12 Hiring of Revenue Clerk

B. Petrie MOVED to hire Kelly Lawer as Revenue Clerk at a rate of \$17.75 per hour, effective September 27, 2018. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

6.13 Status of the hiring of a School Resource Officer

B. Petrie said the candidate she had intended to recommend to the Board for hiring as withdrawn. The job has been reposted.

NO ACTION TAKEN

B. Petrie MOVED to add "Appointment of Bill Goba to the Library Board of Trustees" to the agenda as Item 6.15. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

6.15 Appointment of Bill Goba to the Library Board of Trustees

B. Petrie MOVED to appoint Bill Goba to the Library Board of Trustees, as recommended by the Democratic Town Committee. J. Bendoraitis SECONDED.

MOTION CARRIED 3:0:0

B. Petrie MOVED to add to the agenda as Item 6.16 the appointment of Michael Wolf to the Conservation and Agriculture Committee. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

6.16 Appointment of Michael Wolf to the Conservation and Agriculture Committee

B. Petrie MOVED to appoint Michael Wolf to the Conservation and Agriculture Committee as student representative to the Commission per the Commission's recommendation. G. Coutu SECONDED.

MOTION CARRIED: 3:0:0

7.0 Unfinished Business

Discuss and act upon:

7.1 Board of Selectmen 2019 Meeting Schedule

The Board discussed whether they should move the time of Board of Selectmen meetings. They agreed to keep the meeting time the same and to continue the practice of accommodating individuals who cannot make it to Regular Meetings by holding Special Meetings when necessary.

B. Petrie MOVED to adopt the 2019 Board of Selectmen Meeting Schedule. G. Coutu SECONDED.

MOTION CARRIED: 3:0:0

7.3 Approval of Minutes

a. Regular Meeting, August 7, 2018 — G. Coutu not present

B. Petrie MOVED to approve the Minutes of the August 7, 2018 Board of Selectmen Regular Meeting. J. Bendoraitis SECONDED.

MOTION CARRIED: 2:0:1 — G. Coutu abstained

B. Petrie MOVED to add "Purchase of development rights of land located on Trumbull Highway" to the agenda as Item 7.4 J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

7.4 Purchase of development rights of land located on Trumbull Highway

P. Chester said the Conservation and Agriculture Commission recommended that the Board of Selectman make an offer to Anthony Pulcinella for \$380,000 for the preservation of his 160 acre farm. P. Chester said they do not yet know if he will be interested in this offer or if they can secure all of the funding for it. However, the Commission believes extending an offer is the next step.

J. Bendoraitis MOVED to authorize the First Selectman to make an offer to purchase the development rights of land located on Trumbull Highway owned by Anthony Pulcinella subject to Federal, State, Town and other funding.

MOTION CARRIED 3:0:0

8.0 Adjournment

B. Petrie MOVED to adjourn at 5:14 PM. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

Meeting adjourned at 5:14 PM.

Respectfully submitted,

Bernard W. Dennler III

Please see the minutes of future meetings for any corrections hereto.