

Board of Selectmen
REGULAR MEETING
December 6, 2011 – 5:00 PM
Town Hall
MINUTES

1.0 First Selectman Joyce Okonuk called the meeting to order at 5:05pm. Selectmen Linda Finelli and John Bendoraitis, and Administrative Assistant Patti Handy were also present. 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 November 1, 2011 Regular Meeting, amended as follows: **Item 6.1** under New Business should read: "...O'Connell explained that the issue of the status of Perry Road has already been heard by the Connecticut Superior Court and Appellate Court with both ruling that the road was actually discontinued in the 1937 town meeting action and had not **been** in constant use since that time, resulting in it not **being** eligible for re-opening..." Also, **Item 6.7** under New Business should read: "...There is also the possibility of joining with a larger group of towns. ~~The Selectmen felt that staying with the three small towns would be the most practical.~~ The First Selectman of Franklin is going to investigate further and the Assessor will keep the Selectmen informed..." **Vote: yes, unanimous.**

3.2 Motion made by Bendoraitis, seconded by Finelli to approve the minutes from the November 10, 2011 Special Meeting. **Vote: yes, unanimous.**

3.3 Motion made by Bendoraitis, seconded by Finelli to approve the minutes from the November 17, 2011 Special Meeting, amended as follows: "...All Selectmen agreed that the original intent of the incremental steps was for the employee to be placed on the appropriate step based on where that employee was on 7/1 of any given fiscal year, **with the exception of a new hire who will be moved up to the six-month step at the completion of their probation period.**" **Vote: Yes, unanimous.**

4.0 **Correspondence**
Selectmen received a letter from Betsy Petrie which will be taken up under **Item 6.9** on the agenda.

5.0 **Police Report**
Selectmen reviewed the monthly report supplied by the Resident State Trooper.

6.0 **New Business**
6.1 Brandon Handfield of Anchor Engineering was present to discuss the bridge and pipe replacement projects for FY 2012-13. Okonuk briefed the Board on the condition of three bridges in town: Taylor Road, Chappell Road and Tobacco Street, all of which are in need of pipe replacement. Okonuk explained that the Taylor Road bridge was next on the list because State Inspections have listed it as poor condition; however, the condition of the Chappell Road Bridge was also in question. According to Handfield, who has inspected the Chappell Road bridge, the bottom of the pipe is badly corroded and the soil underneath is beginning to wash away. The wing walls are also being pulled down due to the erosion. He estimated that the cost of replacement would be approximately \$180k - \$220k, in the same range as the Taylor Road bridge. Bendoraitis asked about the possibility of repair versus replacement. Handfield said that a repair would also be costly, and only good for 10-15 years, whereas replacement would last 75+ years. Handfield said that although there is some settlement of the road surface, it is not an imminent problem, and can wait 2-3 years if necessary. The Tobacco Street culvert is significantly smaller, with a replacement estimate of \$80k - \$100k, but it is also rapidly losing the road surface and could be a hazard. Okonuk said that there are not sufficient funds to do all three bridges, and asked Handfield for his recommendation. Handfield said that in his opinion, Taylor Road is in more

serious condition than Chappell Road at this point. He added that the design for the Tobacco Street culvert is mostly complete and has been shelved. Finelli felt that Tobacco Street should be addressed first as it poses the biggest danger, then Taylor Road; all agreed. **Motion made by Finelli, seconded by Bendoraitis to direct the Town Engineer to proceed with the final design of the pipe replacement for the Tobacco Street Culvert project, and if funding is available to proceed additionally with the Taylor Road Bridge. Vote: Yes, unanimous.**

6.2 Julie Lane, member of the Energy Task Force Advisory Committee was present to request the acceptance of a \$1,000 grant from the New England Grassroots Environment Fund. Lane explained that the funds were going to be used to subsidize the cost of the home energy audits. Okonuk explained the process for accepting grants is that the request must be brought to the Board of Finance. She added that the BOF will want to know how the money will be used, but also how it will be dispersed and who will be in charge of the dispersal. Lane said that she will get all the information together and bring it back to the Selectmen for recommendation. No action.

6.3 Tom Conley, Public Works Foreman, was present to discuss the facilities at the Highway Garage. Conley said that the Town mechanic has recently completed his certification on computer analysis of vehicles. He added that the new vehicles being purchased require computer analysis, and the mechanic needs a computer, software and internet access to be able to diagnose problems on site. The options for internet access were discussed and Conley will consult Bob Cady on the possibility of installing a directional antenna from the FSC. Bendoraitis will check on the price for a heavy duty laptop computer as well. Additionally, Conley brought up the issues of the garage facility itself, which is very outdated and has no lift, and much of the equipment is in need of replacement. He emphasized that if the Town is not going to build a new facility in the near future, that they need to at least look in the direction of upgrades of equipment and improvements to the building. The selectmen agreed. Okonuk asked Conley to work with Handy to update the list of equipment which has been compiled, and to include vehicles from the police department and fire department as well. It was also decided to form a study committee to address the garage issue. **Motion made by Bendoraitis, seconded by Finelli to form a seven member study committee to examine the needs of the Public Works Facilities. Vote: Yes, unanimous.**

6.4 On behalf of the Town Center Parking Lot Committee, Okonuk, who is also a member, presented the request that the committee be dissolved as the project has been successfully completed. **Motion made by Finelli, seconded by Bendoraitis to dissolve the Town Center Parking Lot Committee, with thanks to all members for a job well done. Vote: Yes, unanimous.**

6.5 Resident Jeff Cone has approached the First Selectmen to request the possibility of either purchasing or signing a long-term lease for a portion of town-owned land for agricultural purposes. Since the town is still paying a mortgage on the whole property, Okonuk did not think that selling a portion of it would be possible. Discussion followed regarding the possibilities, and Okonuk will get more information on the possible sale of the parcel and bring it back to a future meeting. No action.

6.6 Town Planner Phil Chester was present to request that the selectmen sign a Proclamation acknowledging the retirement of Kip Kolesinkas from the USDA, who has been of great assistance to the Town's farming community. **Motion made by Okonuk, seconded by Finelli to sign the Proclamation acknowledging the retirement of Kip Kolesinkas from the USDA. Vote: Yes, unanimous.**

6.7 Okonuk presented a short-term consulting contract for Financial Services for two part-time interim accountants to work in the Finance Office until a new Finance Director is hired. **Motion made by Finelli, seconded by Bendoraitis to hire Eve Spencer at \$42.50/hour (a per diem rate of \$350.00), effective 11/21/11. Vote: Yes, unanimous. Motion made by Finelli, seconded by Bendoraitis to hire Veronica Calvert at a rate of \$42.50/hour, (a per diem rate of \$350.00) effective 12/09/11. Vote: Yes, unanimous.**

6.8 The Town Clerk has informed the selectmen that they will need to purchase a new minute book for the Town Clerk's vault in the coming year. As this is a fairly large expense and must be ordered ahead of time, the selectmen agreed to purchase the book. **Motion made by Finelli, seconded by Bendoraitis to purchase a new minute book from Town Hall supplies account #100-417-5210 Vault Book in the amount up to \$350.00. Vote: Yes, unanimous.**

6.9 Resident and Board of Finance member Betsy Petrie has contacted the Board of Selectmen to request the establishment of committee to investigate a change in the present form of government, from a non-charter town to a charter town. All of the selectmen were open to the idea, and agreed that it will be a huge undertaking and could take several years to complete the change. Okonuk said that the first step would be to contact other towns in the area who have also made this sort of change and gather input.

Motion made by Okonuk, seconded by Finelli to add Item 6.10 to the agenda: Discuss and act upon a request to change the name of the Conservation Commission. Vote: Yes, unanimous.

6.10 Phil Chester explained that the Conservation Commission had voted to recommend to the Board of Selectmen that the Conservation Commission be renamed the Agricultural and Conservation Commission (ACC) and that the charge for the ACC include agricultural protection, promotion and growth, and that an advisory seat be added for a Lyman Memorial High School FFA member. The Conservation Commission is aware that this will require approval at a Town Meeting. Chester is very supportive of the idea as the majority of the Commission's time is spent on agricultural issues, and in order to fund small farms, the State requires towns to have an Agricultural Commission. This would also bring Lebanon in line with the current trend to have an Agricultural Commission without the necessity of creating a new commission. Discussion followed. The selectmen requested that Chester develop a newly-defined charge for the proposed commission and bring it to a future meeting for further review. No action.

7.0 Old Business

None

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

8.1 Motion made by Bendoraitis, seconded by Finelli to accept, with regret and appreciation, the resignation of David Scata from the Conservation Commission. Vote: Yes, unanimous.

8.2 Motion made by Finelli, seconded by Bendoraitis to accept, with regret and appreciation for 18 years of dedicated service, the resignation of Priscilla Donnelly the Municipal Agent for the Aging. Vote: Yes, unanimous.

8.3 Motion made by Bendoraitis, seconded by Finelli to accept, with regret and appreciation, the resignation of Gina Russo Wentworth from the Summer Dance Fest Committee. Vote: Yes, unanimous.

8.4 Motion made by Bendoraitis, seconded by Finelli to accept the resignation of Donna Skaats from the Zoning Board of Appeals – Full Seat. Vote: Yes, unanimous.

8.5 Motion made by Bendoraitis, seconded by Finelli to appoint Joyce Godere to the Zoning Board of Appeals – Full Seat, filling the vacancy left by Skaats, with a term from the date of this appointment, 12/06/11 to 11/21/2017, as recommended by the Democratic Town Committee. Vote: Yes, unanimous.

8.6 Motion made by Bendoraitis, seconded by Finelli to appoint Donna Skaats to the Zoning Board of Appeals – Alternate Seat, filling the vacancy left by Donald Anderson,

with a term from the date of this appointment, 12/06/11 to 11/19/2013, as recommended by the Democratic Town Committee. Vote: Yes, unanimous.

8.7 Motion made by Bendoraitis, seconded by Finelli to appoint Charles Haralson to the Board of Finance – Alternate Seat, filling the vacancy left by Donald Anderson, with a term from the date of this appointment, 12/06/11 to the next municipal election on 11/05/13, as recommended by the Democratic Town Committee. Vote: Yes, unanimous.

Motion made by Okonuk, seconded by Finelli to add Item 8.8 to the agenda: Discuss and act upon an appointment to the Conservation Commission. Vote: Yes, unanimous.

8.8 Motion made by Finelli, seconded by Finelli to appoint Jon Slate as a full member of the Conservation Commission from an alternate position, filling the vacancy left by the resignation of David Scata, term to end 4/1/2013. Vote: Yes, unanimous.

9.0 Motion made by Bendoraitis, seconded by Finelli to approve the Tax Refunds for November 2011 as follows:

Targonsky, Gregori M or Targonsky, Heidi H.	\$47.06
Laskarzewski, Robert	\$2,362.88
Gualtieri, Janice	\$26.81
CAB East LLC	\$309.17
Earthgro Inc.	\$2,425.02
Earthgro Inc.	\$386.16
Valliere, Leigh Ann, JNT Valliere, Mark. R.	\$4.08
Valliere, Mark R. or Valliere, Leigh A.	\$6.38
Vaul Trust	\$464.44

Vote: Yes, unanimous.

10.0 The selectmen reviewed the Financial Reports and noted the need for summaries.

11.0 Motion made by Finelli, seconded by Bendoraitis to adjourn at 6:45 pm. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman