

Board of Selectmen
REGULAR MEETING
January 11, 2011 – 5:00 PM - Town Hall
MINUTES

- 1.0 The meeting was called to order by First Selectman Joyce Okonuk at 5:10PM. Selectmen John Bendoraitis and Linda Finelli were in attendance: Audience: 4
- 2.0 Public Forum
Resident Ron Cowles addressed the Board wishing to inform the Selectmen of his concerns regarding the financial operations of the Board of Education. He has been monitoring activities involved with the wind turbine installation and has been less than pleased with the lack of response provided by staff re invoices and accounting for turbine expenses. He also shared concerns about compliance with GAAP and what he deemed unaccountable staff..
- 3.0 Minutes
3.1 **Moved by Bendoraitis, seconded by Finelli to approve the minutes from the December 2, 2010 Regular Meeting as amended: Section 4.12 amend motion to read, “.....and would therefore not be subject to the annual COLA for FY 2011-12”. Vote: Yes, unanimous**
3.2 **Moved by Bendoraitis, seconded by Finelli to approve the minutes from the December 14, 2010 Special Meeting. Vote: Yes, unanimous**
3.3 **Moved by Bendoraitis, seconded by Finelli to approve the minutes from the December 28, 2010 Special Meeting. Vote: Yes, unanimous**
3.4 **Moved by Bendoraitis, seconded by Finelli to approve the minutes from the January 3, 2011 Special Meeting. Vote: Yes, unanimous**
3.5 **Moved by Bendoraitis, seconded by Finelli to approve the minutes from the January 6, 2011 Special Meeting. Vote: Yes, unanimous**
- 4.0 Correspondence – None
- 5.0 Police Report
The Resident Trooper report of Police Activity for December 2011 for Lebanon was distributed.
- 6.0 New Business
6.1 Tax Collector Joyce Hofmann requested the Selectmen to approve the installation of a Web Hosting Taxpayer Inquiring and Payment Processing System (WHTIPPS) for the Tax Office. This system would allow taxpayers to pay their bills on-line and also allow them to print bills and complete other inquiries. At present office uses Official Payments to process payments and that will continue. There will be no additional cost to the town, only the user. The system will update daily through Quality Data. **Moved by Bendoraitis, seconded by Finelli to approve up to \$1,270 for the implementation of the WHTIPPS with funds to come from Account 100-415-5307 – Computer/Tax Collector/Web Services. Vote: Yes, unanimous**
6.2 Interim Town Accountant Jim Day together with Dominic Baron of Blum Shapiro Consulting detailed the plan to implement an expanded chart of accounts for the Town of Lebanon accounting system. ADS will provide guidance to Jim at no extra cost as part of their support services during this process. Work should begin within the next three weeks. Together they have also reviewed the capabilities of the ADS software and feel confident that the software’s grant tracking module will be capable of managing the Town’s Capital Non-Recurring Budget, as part of the town’s attempt to comply with GASB requirements. There will be training for Jim required, at a cost not to exceed \$1,000, the funds for which have been previously approved by the Finance Board. Jim feels certain that a half day training (\$500) should be adequate. Selectmen support this approach and urged Jim to proceed as described.

- 6.3 Commission not yet ready to present – no action needed.
- 6.4 Jim Jahoda, Chairman of the Planning & Zoning Commission presented a proposal for FY11-12 that would require the dedication of \$100,000 by the Town in the upcoming budget proposal for Open Space preservation. The State and Federal governments are now requiring the town's share be 25% of the costs when preserving land. The Town's Plan of Conservation and Development's goal is to preserve an additional 2,000 acres in Lebanon over the next ten years with a working balance of \$500,000 in the Open Space fund. To accomplish this, Jan Fitter of the Conservation Commission and Town Planner Phil Chester explained that there were options available re funding such as an annual appropriation versus bonding the total amount over set number of years. Bendoraitis supports the concept but knows there will be difficult choices to make this year when proposing the Capital Budget. He defers to the Finance Board re the method by which funding is made, but prefers the bonding option with the question to fund going to referendum. Okonuk is very supportive of the funding for open space and supports the annual appropriation of \$100,000 versus the added cost of the bond e.g. legal costs, interest, etc. which would take money away from the actual land preservation. Finelli said this is a particularly hard time (financially) to look at this type of funding but wished members luck with this initiative. **Moved by Bendoraitis, seconded by Okonuk to acknowledge the support of the Board of Selectmen in achieving a \$500,000 working balance in the Open Space fund as recommended by the POCD as quickly as practical. Vote: Yes, unanimous**
- 6.5 Town Planner Phil Chester explained that funds previously released by Town Meeting for appraisals, surveys and legal fees from the Open Space funds have been used up, and additional funding is needed for this purpose. He is thereby requesting the Selectmen approve, bringing to Town Meeting, the release of \$40,000 for this purpose from the Open Space funds, which currently has a balance of \$150,000. **Moved by Okonuk, seconded by Finelli to recommend the release of \$40,000 from the Open Space funds, at the next Town Meeting. Vote: Yes, unanimous**
- 6.6 Members of the Conservation Commission request to place a plaque acknowledging names of property owners who have permanently preserved land in the Town of Lebanon in the foyer at Town Hall. The plaque was donated by Wayne Budney and it will be unveiled at a reception that is planned to be held this spring. **Moved by Bendoraitis, seconded by Finelli to allow the plaque to be hung in the Town Hall foyer as requested. Vote: Yes, unanimous**
- 6.7 Alicia Wayland explained that members of the Jonathan Trumbull Jr. House Board of Historical Preservation wish to apply for a grant from the Ct. Trust for Historic Preservation to fund a Historic Structure Report on the Jonathan Trumbull Jr. House. **Moved by Finelli, seconded by Bendoraitis to authorize the First Selectman to apply for a \$15,000 matching grant from the Ct. Trust for Historic Preservation to fund a Historic Structure Report on the Jonathan Trumbull Jr. House. Vote: Yes, unanimous**
- 6.8 Commission not yet ready to present – no action needed.
- 6.9 The First Selectman recommend a long-term loan to the Lebanon Historical Society the following items that were located within the Town Hall:
- 4 Framed and matted, pen and ink drawings of the Adams and Trumbull family members
 - 1 Framed and matted State Citation re the Town's Bicentennial.
 - 1 Framed list of all Lebanon veterans who served during the Civil War 1861-1865
- Moved by Finelli, seconded by Bendoraitis to long-term loan the above listed items to the Lebanon Historical Society for purposes of preservation and display. Vote: Yes, unanimous**

- 6.10** Bendoraitis proposed installing wireless internet at the Town Hall and has spoken with Walker System about the install and cost. Install will include four antennas plus hardware and installation costs. Wireless cards will also be needed for some PCs at a cost of \$60/each for approximately 6-8 units. **Moved by Finelli, seconded by Okonuk to authorize spending up to \$4,000 for the installation of wireless connectivity at the Town Hall, funds to come from TIP 208-520-5201. Vote: Yes, unanimous**
- 6.11** Warning for Town Meeting not yet complete – no action needed.
- 6.12** This matter already acted upon – no further action needed.
- 6.13** **Moved by Bendoraitis, seconded by Finelli to submit the FY 11-12 budgets for the Board of Selectmen to the Finance Department. Vote: Yes, unanimous**
- 6.14** **Moved by Bendoraitis, seconded by Finelli to add a new item to the agenda, “Discuss and act upon job description for the Finance Director position”. Vote: Yes, unanimous**
Okonuk reported that she, together with members of the Finance sub-committee have created a job description that is appropriate for the newly created position of Finance Director. Betsy Petrie, Finance sub-committee member explained that the Finance Office has been without a senior staff person for several years. Members of the sub-committee looked at needs in department taking into consideration recommendations by the auditor. Not looking at combining with Board of Education finance staff at present. Due to the fact that Selectmen and Finance members are transient staff, we need to be prepared for the future. In addition to having staff person to assist Finance Board with strategic financial planning, this new position would be office leader, source for information and quality analysis. The wage range being recommended is \$75,000 to \$82,000. Bendoraitis commented on the skill level needed. Finelli felt there is justification for a full-time staff person and was glad position was finally coming together. Bendoraitis said that present contractor has made a huge improvement in quality of work coming from the office. Selectmen will be at Finance Meeting on Thursday as they further discuss description.
- 7.0** Old Business – None
- 8.0** Appointments/Reappointments to, and Resignations from, Boards, Commissions and Committees
- 8.1** **Moved by Bendoraitis, seconded by Finelli to reappoint Kirsten Westbrook to the Economic Development Commission, as recommended by the Commission, term to end 2/01/2011. Vote: Yes, unanimous**
- 9.0** Tax Refunds – None
- 10.0** Financial Reports
All budgets appear to be within normal expenditures. No areas of concern.
- 11.0** Executive Session – None
- 12.0** **Moved by Bendoraitis, seconded by Finelli to adjourn the meeting at 7:20PM. Vote: Yes, unanimous**

Respectfully submitted,



Joyce R. Okonuk, First Selectman