

Board of Selectmen
REGULAR MEETING
November 9, 2010 – 5:00 PM
Town Hall
MINUTES

1.0 First Selectman Joyce Okonuk called the meeting to order at 5:00 pm. Selectmen John Bendoraitis and Linda Finelli, and Administrative Assistant Patti Handy were also present. Audience: 7.

2.0 **Public Forum**

None

3.0 **Minutes**

3.1 Motion made by Finelli, seconded by Bendoraitis to approve the minutes from the September 28, 2010 Special Meeting. Vote: Yes, unanimous.

3.2 Motion made by Finelli, seconded by Bendoraitis to approve the minutes from the October 5, 2010 Regular Meeting. Vote: Yes, unanimous.

3.3 Motion made by Finelli, seconded by Bendoraitis to approve the minutes from the October 19, 2010 Special Meeting. Vote: Yes, unanimous.

3.4 Motion made by Okonuk, seconded by Finelli to approve the minutes from the November 2, 2010 Special Meeting. Vote: Yes (2) Okonuk and Finelli, Abstain (1) Bendoraitis. Motion carries.

4.0 **Correspondence**

None

5.0 **Police Report**

No report available.

6.0 **New Business**

6.1 Anchor Engineering has reviewed the bids for the replacement of the Mack Road Bridge which were opened on November 4, 2010. Four bids were received as follows: Cunningham Construction - \$126,319.00; Coit Excavating, Inc. - \$113,400.00; Milton C. Beebe & Sons, Inc. - \$95,281.00; and Mattern Construction, Inc. - \$75,812.00. Based upon the submitted bid proposal and subsequent discussion with Mattern Construction, Anchor Engineering recommended that the bid be awarded to Mattern Construction. **Motion made by Bendoraitis, seconded by Finelli to award the contract for the replacement of the Mack Road Bridge to Mattern Construction, Inc. in the amount of \$75,812.00. Vote: Yes, unanimous.**

6.2 Five bids for the installation of Energy Efficient Replacement Windows for Town Hall were opened with results as follows: Exterior Solutions - \$18,125.00; United Glass - \$17,850.00; Novotny Builders - \$15,300.00; Homestead Renovations - \$13,340.00; and Frank Martier - \$8,527.61 (apparent low bidder). Selectmen will review the bids, compare window specifications and check references before awarding the bids.

6.3 Selectmen reviewed the application to the CT Department of Agriculture for the 2010 Ag Viability Grant as presented by Town Planner Phil Chester. **Motion made by Finelli, seconded by Bendoraitis to authorize the First Selectman to apply for the 2010 Agriculture Viability Grant in the amount of 49,000.00. Vote: Yes, unanimous.**

Motion made by Finelli, seconded by Bendoraitis to suspend the order of the agenda and take up Items 6.5 – 6.7 under New Business. Vote: Yes, unanimous.

6.4 (See below)

6.5 The Board of Historical Preservation for the Jonathan Trumbull Jr. House Museum has requested that the Board of Selectmen apply for a \$20,000.00 grant. The grant would provide for a detailed inventory of many town historical buildings. **Motion made by Bendoraitis, seconded by Finelli to authorize the First Selectman to apply to the Commission of Culture and Tourism for a \$20,000.00 grant to execute a detailed inventory of as many historical town buildings as funds will allow. Vote: Yes, unanimous.**

6.6 On October 28, 2010, Phil Chester attended a meeting of the Board of Historical Preservation for the Jonathan Trumbull Jr. House Museum for a presentation by the Commission on Culture & Tourism for a grant to conduct a Historic Resources Inventory of Lebanon resulting in a Historic Structure Report (HSR). A team of experts in historic architecture, engineering and materials would examine each building's historical use, provide conditions assessment with an order of priority for repairs with cost estimates, and provide options for preservation, restoration and interpretation. Based on that meeting, Chester and the Board of Historical Preservation request that the Selectmen designate funds from the Jonathan Trumbull Jr. House endowment for use as matching funds for the grant. **Motion made by Bendoraitis, seconded by Okonuk to designate \$15,000.00 from the Jonathan Trumbull Jr. House endowment fund to be restricted for the use of matching funds for anticipated grants. Vote: Yes, unanimous.**

6.7 Alicia Wayland requested clarification on previous conversation she had with Selectmen re a period-correct portico for the Jonathan Trumbull Jr. House Museum. Wayland explained that last spring some members of the Board of Historical Preservation for the Museum were disturbed by the Selectmen's request. Wayland said she understood the reason for the request to look at a portico was to protect the front door and frame from water damage caused by rain hitting the front stone steps and splashing back up against the door, jam and threshold, resulting in continual damage. The Selectmen advised they still feel something must be done to protect the door and surrounding area and would like the Board to investigate options. Wayland suggested that any work be postponed until the Historical Structure Report (as described above) is completed.

Motion made by Finelli, seconded by Bendoraitis to return to the regular order of the agenda and take up item 6.4 under new business. Vote: Yes, unanimous.

6.4 Linda Savitsky, the Financial Consultant hired to conduct a review of accounting procedures was present to review her draft report. Savitsky gave a brief overview, stating that she has examined the roles and responsibilities of employees, internal financial control structure and compliance, all of which will be part of the written recommendations that will be provided in her report. A brief discussion ensued – Selectmen will for final report to be presented by Savitsky at a Special Board of Selectmen's meeting on November, 18, 2010 at 5:00 pm.

Motion made by Okonuk, seconded by Bendoraitis to suspend the order of the agenda and take up items 6.10 and 6.11 under new business. Vote: Yes, unanimous.

6.10 The State is now requiring a new account number be established to record activity relating to the recently received Small Cities Rehabilitation Grant of \$300,000.00. **Motion made by Finelli, seconded by Bendoraitis to authorize the Finance Department to establish a new account for the Small Cities Rehab Program. Vote: Yes, unanimous.**

6.11 The Finance department has requested that the Board of Selectmen authorize the establishment of a cash concentration checking account for the purpose of combining trust and agency funds for the Town of Lebanon. This will allow CD's to be monitored and interest applied as they mature, and to consolidate accounts. **Motion made by Finelli, seconded by Bendoraitis to authorize the Town Accountant to establish a cash concentration checking account for the purpose of combining trust and agency funds for the Town of Lebanon. Vote: Yes, unanimous.**

Motion made by Okonuk, seconded by Bendoraitis to return to the normal order of the agenda with Item 6.8 under New Business. Vote: Yes, unanimous.

6.8 (Bendoraitis recused himself from the following discussion). Okonuk reported that she had authorized David Nichols of Nichols Electric to make necessary repairs to lighting ballasts at the Fire Safety Complex. During that repair, Nichols noticed other problematic and safety issues that he brought to her attention. Nichols has provided a quote for the work to be done: Selectmen discussed the identified tasks on the quote. **Motion made by Okonuk, seconded by Finelli to authorize Nichols Electric to install a one-hour non-hold timer on front door lights, and rewire the police entrance door light to operate from a photo eye sensor over the door area of the Fire Safety Complex, in the amount of \$575.00. Vote: Yes (2) Okonuk and Finelli, Abstain (1) Bendoraitis. Motion carries.**

6.9 Selectmen discussed the upcoming holiday hours for Town Hall. Since both Christmas and New Year's Day fall on Saturdays, they will be observed on Friday, December 24, 2010 and Friday December 31, 2010 respectively, in keeping with the Federal Legal Holiday calendar; Town Hall will be closed on those days. The Selectmen also discussed closing Town Hall at 1:00 pm on Friday December 17, 2010 for the staff holiday dinner celebration. **Motion made by Bendoraitis, seconded by Finelli to close Town Hall and Public Works at 1:00 pm on Friday December 17, 2010, to allow all Town employees to attend the annual holiday celebration. Vote: Yes, unanimous.**

6.10 (See above)

6.11 (See above)

6.12 LVFD member Joe Burnham was present to discuss the possibility of building training apparatus on the Fire Safety Complex property. The training apparatus would simulate a second-story building and would be built on posts and secured to prevent unauthorized entry. Lebanon's Building Official Peter Zvingilas has already approved the tentative plan. Burnham said that funds from a recent Federal grant could possibly be used to build the prop. The Selectmen felt that a PZC 8-24 referral would be required and suggested that Joe or another member of the LVFD contact the Town Planner and get on the next PZC agenda. They were in support of the request to use public land for this purpose at the FSC. No action.

6.13 (Finelli recused herself from the following discussion.) The current Town property mowing contract with S & J Lawn Care will expire on December 31, 2010. S&J requested a renewal of the contract, excluding cemetery maintenance, in the amount of \$21,600.00. **Motion made by Okonuk, seconded by Bendoraitis to renew the mowing and maintenance of town property contract with S & J Lawn Care for all Town properties, excluding cemeteries, in the amount of \$21,600.00 for two years, contract to expire on December 31, 2012. Vote: Yes (2) Okonuk and Bendoraitis, Abstain (1) Finelli. Motion carries.**

6.14 Motion made by Bendoraitis, seconded by Okonuk to advertise the bid for cemetery mowing services. Vote: Yes (2) Okonuk and Bendoraitis, Abstain (1) Finelli. Motion carries.

6.15 Tom Conley, Public Works Foreman was present to discuss the hanging furnaces in the Fire Safety Complex. There are currently two small, separate furnaces that hang in the apparatus bays of the FSC and are not connected to the main furnace. These old units are problematic and inefficient, and could be replaced by extending the main furnace system to include the bays. This would require the purchase and installation of hot water coils and fans. The Selectmen discussed the pros and cons of this expansion and decided that although it is worth consideration, it should be added to the list of improvements and be reconsidered when other projects are completed. No action.

Motion made by Bendoraitis seconded by Okonuk to add Item 6.16 to the agenda: "Discuss and act upon purchasing a new computer for the Town Clerk." Vote: Yes, unanimous.

6.16 Bendoraitis has checked the computer CPU in the Town Clerk's office and has determined that it is too old and too slow to benefit from an upgrade of additional memory. He recommends that it be replaced. **Motion made by Okonuk, seconded by Finelli to authorize the replacement of the Town Clerk's computer CPU, in an amount not to exceed \$600.00, funds to come from Account #208-520-5201, TIP – FF&E Discretionary. Vote: Yes, unanimous.**

Motion made by Okonuk, seconded by Bendoraitis to add Item 6.17 to the agenda: "Discuss and act upon increasing the number of members on the Energy Task Force Advisory Committee." Vote: Yes, unanimous.

6.17 The Energy Task Force Advisory Committee has requested an increase in members from five to six in order to be able to make quorum more easily at their meetings. Bendoraitis suggested seven would be even better. **Motion made by Okonuk, seconded by Finelli to increase the number of members of the Energy Task Force Advisory Committee from five to seven members. Vote: Yes, unanimous.**

7.0 Old Business

7.1 Brandon Handfield of Anchor Engineering provided an update on the Mack Road Bridge. Tree clearing was completed at the end of October as planned; however, AT&T has not yet relocated the utility pole. The precast concrete box culvert was ordered from Hanson Precast on 10/22/10 for \$41,519.20. Contractor bids were received on 11/4/10 at 3:00 pm, and Mattern Construction was the apparent low-bidder with a bid of \$75,812; the bid was awarded at this meeting. (See above). The contract signing is scheduled for 11/15/10 at 3:00 pm, and notice to proceed will be issued for work to start on 11/17/10. Anticipated delivery of precast concrete is 12/8/10. Weather and utility relocation permitting, Anchor anticipates that the road will be open to through traffic by the end of the year.

7.2 Handfield also provided an update on the Tobacco Street Bridge. Paving and pavement marking is complete and stone masonry facing on the bridge end walls will be completed this week. The (temporary) metal beam rail will be installed early next week weather permitting. The bridge will likely be open to through traffic prior to Thanksgiving. The finish bridge rail is being anodized and should be ready for installation mid December (single lane closure is likely for installation). This project is being completed by Coit on budget and on time.

7.3 Okonuk provided an update on Phase V of Leonard Bridge Road. The road is reclaimed, paved and backfilled. Driveway finishing is still in progress. Grass has been planted along the roadside and is coming up nicely. All drainage and catch basins were replaced as needed by the Public Works Department prior to the reclamation and paving.

7.4 The solar panel installations at the Senior Center and Public Works garage are complete, other than waiting for CL&P to inspect the installations before they can begin to produce power. The monitoring website for the Senior Center panel is online, but at this time it has nothing to monitor.

7.5 Bendoraitis asked for an update on the heating and A/C repairs at Senior Center. Okonuk reported that she has spoken to the architect, Tom Arcari, and he has spoken to a mechanical contractor whose opinion is that the valves in question should have been included original installation. He advised Okonuk not to pay the bill until the matter is resolved. No action.

7.6 Tom Conley was present to provide an update on the purchase of a waste oil furnace for the Public Works Garage. He reported that the price has gone up since the last quote, with an approximate cost now for purchase and installation of \$15,000.00. Conley also said that the practical concerns involving the transportation and storage of the waste oil have been resolved. Bendoraitis commented that any expenditure over \$5,000.00 must first be approved by the Board of Finance and that even though a quote has been obtained, the project must still be put out to bid. **Motion made by Bendoraitis, seconded by Finelli to advertize for bids for the purchase and installation of a waste oil furnace for the Public Works Garage. Vote: Yes, unanimous.**

7.7 Quotes have been obtained for the replacement of the Town Hall front steps with associated lighting for the lower steps. For the stone work: Tom Clark Stone Walls - \$4,900.00; James D. Frazier Jr. - \$4,000.00; Nikko Masonry - \$1,200.00. Nikko has done excellent work for the town in the past. Okonuk has obtained quotes on two types of light fixtures, both incandescent and LED, and the cost of electrical installation from Nichols Electric. Although the incandescent fixtures are less expensive than the LED variety, approximately \$509.00 for two, versus \$650 each, respectively, the LED units are much more energy efficient, and it is possible that only one fixture would provide adequate lighting. However, Okonuk suggested that the wiring be installed on both sides of the steps during the construction so that an additional fixture could be easily added in the future. Conley also suggested that the lamp bases be installed for a second fixture at the same time. The approximate cost for the electrical installation, materials and labor, is \$800.00. Conley added that the rails can be repaired by his department at very little additional cost. **Motion made by Finelli, seconded by Bendoraitis to proceed with the replacement of the front steps of Town Hall and installation of the associated lighting, cost not to exceed \$3,000.00, funds to come from Account #208-10-5117 TIP – Buildings & Grounds – Discretionary. Vote: Yes, unanimous.**

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

8.1 Motion made by Okonuk, seconded by Bendoraitis to appoint Pat Hedwall to the Jonathan Trumbull Jr. House Board of Historical Preservation to fill a vacancy, term to end 9/9/2011. Vote: Yes, unanimous.

8.2 Motion made by Okonuk, seconded by Finelli to appoint Emil Thomen and Ryan Desmaris to the Energy Task Force Advisory Committee, terms to end at the completion of the project. Vote: Yes, unanimous.

8.3 Motion made by Bendoraitis, seconded by Finelli to accept, with regret and appreciation, the resignation of Leo Bibeau from the Solid Waste Commission. Vote: Yes, unanimous.

Motion made by Okonuk, seconded by Finelli to add Item 8.4 to the agenda: “Discuss and act upon an appointment to the Tyler Field Building Committee.” Vote: Yes, unanimous.

8.4 Motion made by Okonuk, seconded by Finelli to appoint Joseph Skaff to the Tyler Field Building Committee, term to end at completion of the project. Vote: Yes, unanimous.

9.0 Motion made by Finelli, seconded by Bendoraitis to authorize Tax Refunds for October 2010, as follows:

Schelhorn, John J. or Rachel M.	\$17.88
Waltenius, Mary K.	\$98.72
Scrivano, Dawn Marie	\$28.98
Collins, Michael J. & Renee B.	\$123.54
Wheels LT	\$129.39
West, Raymond A.	\$19.47
West, Raymond A.	\$0.91
West, Raymond A.	\$21.30
Lane, John W. Jr.	\$19.33
Graf, Margarete	\$30.06
Bender, Eric R.	\$38.41
Worth, Janice J. or Worth, James. C.	\$46.14
Gaal, Arpad	\$14.72
CAB East LLC	\$140.03
Jarvis, John L. III	\$32.07
Czerwienski, Henry J.	\$4.73
Toyota Motor Credit corp	\$82.43

Vote: Yes, unanimous.

10.0 Financial Reports

None

11.0 Executive Session

None

12.0 Motion made by Bendoraitis, seconded by Finelli to adjourn at 7:01pm. 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