

Board of Selectmen
REGULAR MEETING
Town Hall – July 13, 2010 – 6:00 PM
MINUTES

1.0 First Selectman Joyce Okonuk called the meeting to order at 6:04 pm. Selectmen John Bendoraitis and Linda Finelli, and Administrative Assistant Patti Handy were also present. Audience: 5

2.0 **Public Forum**

2.1 Resident Ron Cowles was present and wished to express his concerns regarding the safety practices of the Town's Public Works Employees. His concerns included proper protective clothing and equipment as well as holding regular safety meetings. He wanted specifically to know how often the Public Works Department meets for safety meetings. Okonuk replied that the employees receive training through the Town's insurance carrier, Connecticut Interlocal Risk Management Agency (CIRMA) and attend workshops frequently. Okonuk also said that the men are reimbursed up to \$150.00 annually for the purchase of protective clothing and footwear, as well as being supplied with reflective t-shirts as part of their Union Contract. Okonuk added, however, that it is not mandatory for the men to wear them all the time, as the State laws vary depending on the type of work being done. Okonuk has spoken to a CIRMA representative at length, and they will supply the town with an updated list of compliance requirements. Okonuk also spoke with an OSHA representative and has arranged a meeting with OSHA, the Public Works Department and herself for August. Cowles reiterated his concern that the Public Works Department should "muster" every morning to discuss safety procedures. Okonuk replied that his statement was valid and she would take it under consideration, although it is not a mandatory requirement for municipalities. She thanked Cowles for his input, and he thanked the Board for their time.

3.0 **Minutes**

3.1 Motion made by Finelli, seconded by Bendoraitis to approve the minutes from the June 1, 2010 Special Meeting, amended as follows: In item 4.1 under New Business the term "solar voltaic system" should be changed to "solar photovoltaic system." Vote: Yes, unanimous.

3.2 Motion made by Finelli, seconded by Bendoraitis to approve the minutes from the June 10, 2010 Special Meeting. Vote: Yes, unanimous.

3.3 Motion made by Finelli, seconded by Bendoraitis to approve the minutes from the June 15, 2010 Special Meeting. Vote: Yes, unanimous.

3.4 Motion made by Finelli, seconded by Bendoraitis to approve the minutes from the June 22, 2010 Special Meeting. Vote: Yes, unanimous.

3.5 Motion made by Okonuk, seconded by Finelli to approve the minutes from the June 28, 2010 Special Meeting. Vote: Yes (2) Okonuk and Finelli, Abstain (1) Bendoraitis. Motion carries.

3.6 Motion made by Finelli, seconded by Okonuk to approve the minutes from the July 6, 2010 Special Meeting. Vote: Yes (2) Okonuk and Finelli, Abstain (1) Bendoraitis. Motion carries.

4.0 **Correspondence**

4.1 Okonuk explained that she had received a memo from the Finance Department regarding the "Town of Lebanon Tree Account" as the action taken at the May 25, 2010 Special meeting of the Board of Selectmen was incomplete, and should have included a credit balance of \$1,810.30 in account # 100-000-2268, "Lebanon Green Tree Replanting" to be transferred to the Hugh Trumbull Adams Fund. *Motion made by Bendoraitis, seconded by Finelli to transfer a credit balance to the following account: Debit account # 100-000-2268 DT-DF Walkway and Tree Fund in the amount of \$1,810.30; and Credit account # 218-018-2408 Lebanon Green Tree Replanting in the amount of \$1,810.30. Vote: Yes, unanimous.*

4.3 Okonuk shared a letter of thanks from Lebanon Middle School teacher Larry Barlow with the Selectmen. Barlow, whose class participated in the May 26, 2010 annual Bike-N-Hike activity, expressed his praise and appreciation for the Lebanon Police Officers who assisted with the event, many of whom even rode their bikes with the students.

*Motion made by Okonuk, seconded by Finelli to adjourn the order of the agenda and take up **Item 6.1 under Old Business: Discuss and act upon removing the Goshen Cemetery Hearse House. Vote: Yes, unanimous.***

6.1 Howard Wayland, Chairman of the Cemetery Commission was present to discuss the removal of the Goshen Cemetery Hearse House, as recommended by the Commission. The building dates back to the late 1800's, and has had repairs done in the 1980's, and is in very bad shape. Wayland estimated that repairs would cost approximately \$4,000.00. Wayland said that there is another Hearse House at the Exeter Cemetery that is in fairly good condition and

serves to preserve the history of the cemetery. The Selectmen agreed that the Goshen Cemetery Hearse House should be torn down. Wayland also updated the Board on the progress made on the stone wall at the Goshen Cemetery, saying that work is being done as donated funds become available. Motion made by Finelli, seconded by Bendoraitis to allow the removal of the Goshen Cemetery Hearse House pending a favorable 8-24 review with the Planning and Zoning Commission. Vote: Yes, unanimous.

*Motion made by Okonuk, seconded by Finelli to adjourn the order of the agenda and take up **Item 6.4 under Old Business: Discuss and act upon reviewing accountant contractor work products.** Vote: Yes, unanimous.*

6.4 Linda Savitsky and Jim Day, contractors who were hired to review the procedures in the Finance office, were present to discuss progress made to date. Savitsky informed the Board that she and Day have made great progress and that Day, the Interim Accountant for the Town, has already implemented many of the changes that Savitsky was asked to initiate. They both agreed that an encumbrance system is necessary, as well as conversion to a purchase order system. Day has also been working with Mal Leichter, Business Manger for the Lebanon Schools on the recording of expenditures. Day and Savitsky believe that a monthly check list system would be very helpful, and both agreed that Erin Clark, Bookkeeper for the Town, has demonstrated both the desire and skills to facilitate putting the new methods into action. The Selectmen discussed many of the details of the changes with the two accountants, including utilizing current "grant tracker" software that is used by the school system to work with town accounts and the training that would be needed to put this into place. Both Day and Savitsky supplied the Board with a written, detailed account of progress to date and what is still to be done. Both are well within the hours allotted and payment budgeted for this project. Okonuk stressed that she absolutely must have a detailed written procedure manual for the Finance Office by the end of this year, and both accountants agreed.

*Motion made by Okonuk, seconded by Finelli to return to the normal order of the agenda and continue with the items under **5.0 New Business.** Vote: Yes, unanimous.*

5.0 New Business

5.1 Tom Conley, Public Works Foreman was present to discuss the purchase/installation of a waste oil furnace at the Town Garage. Conley has gathered information from garages that currently use waste oil furnaces as a source of heat, reducing or eliminating the need for propane and/or heating oil. He has obtained an estimate of \$10,000.00 to \$12,000.00 from a furnace dealer to install a waste oil furnace. He also stated that this could replace the current propane heater that uses approximately \$3,000.00 to \$4,000.00 per year in propane. Okonuk asked if the Town generates enough waste oil to fuel the proposed system. Conley explained that the Town Garage may not produce enough, however, currently the Transfer Station pays to have waste oil disposed of that is brought to the Transfer Station, and if they could arrange with the them to transport the used oil to the Town Garage, there would be ample supply to heat the building. Discussion followed regarding the storage, filtering and transportation of the oil. The Selectmen requested that Conley obtain the details, as well as a firm cost and bring it back to a future meeting. No action.

5.2 Conley also wanted to discuss the situation with snowplowing at the Lebanon Schools. Currently the Public Works Department does the plowing, but with limited people and plows, it is becoming an issue. Conley stated that at a recent Board of Finance Meeting it was suggested that the Schools go out to bid to hire a contractor to plow. Okonuk questioned whether it is the responsibility of the Board of Selectmen to get involved, but that they could recommend to the Board of Education goes out to bid, and inform them that the Town Public Works will no longer do the plowing. Bendoraitis questioned as to why this is now a problem. Conley said that his department has the same number of plows now that they did in 1975, but now they have to plow the schools in addition to having more roads that must be plowed. He believes that the Board of Education is given funds to pay for plowing. Finelli suggested that the Selectmen and Conley meet with member of the Board of Education to discuss how the tax dollars can be spread out in the best way. Okonuk expressed concerns that the schools must be plowed before roads, and roads must be plowed for the school busses, which run an hour to an hour and a half before the schools open, even with a delay. Discussion followed, and it was agreed that Okonuk will contact the Board of Education Facilities Subcommittee and ask if they can meet with the Selectmen and Conley. Conley will obtain estimates on cost from contractors.

5.3 Conley also presented an idea to the Selectmen concerning the regionalization of Public Works equipment with surrounding towns. He explained that Colchester is starting the initiative to combine funds between several surrounding towns to purchase large pieces of equipment that all towns need from time to time, but not all the time. Conley believes that sharing resources in this way could save the Town money as they would not have to hire out private contractors for such things as bucket trucks and paving equipment. The Selectmen agreed that it is worth looking into, but Bendoraitis suggested that Conley obtain more detailed information before bringing the information back to the Board of Selectmen. No action.

5.4 Okonuk explained to the Board that she had met with Peter Huckins of Community Consulting regarding the 504 Transition Plan for upgrading public buildings to meet state codes. Okonuk and Huckins toured all of the Town buildings, and Huckins generated a report of what needs to be done. Okonuk shared this report with the Board, and explained that many of the smaller, low-cost items could easily be done by our Town Handyman. She suggested starting with one building at a time with simple items such as signage and door handles. Bendoraitis suggested selecting an item, such as door handles, and replacing them as required in all buildings, then move on to the next item. Okonuk agreed, and suggested that higher cost changes could be done as funds are available, or perhaps through Tip funds. Bendoraitis agreed, but that the expenditures need to be approved by the Board of Selectmen. All agreed that Okonuk would get a cost estimate for the smaller items and come back to the Board with the easiest to remedy list.

5.5 Okonuk shared a sample of a Police Department Report from our new Resident State Trooper, Ron Turner. Turner would like to attend a Board meeting and explain the terminology to the Selectmen. The Board agreed that a Police Report should be added to the Regular monthly meeting agendas.

5.6 Okonuk suggested that the Board change the start time of their monthly meetings to 5:00 pm rather than 6:00 pm. All agreed that they would be able to start at the earlier time. *Motion made by Okonuk, seconded by Finelli to change the start time for monthly Board of Selectmen's Meetings from 6:00 pm to 5:00 pm, typically on the first Tuesday of the month. Vote: Yes, unanimous.* A new meeting schedule will be drafted and signed and submitted to the Town Clerk.

Motion made by Okonuk, seconded by Finelli to add Item 5.7 to the Agenda: Discuss and act upon signing a Proclamation for Timothy Wengloski. Vote: Yes, unanimous.

5.7 Okonuk presented a Proclamation for Timothy Wengloski who has recently completed his Eagle Scout requirements. *Motion made by Okonuk, seconded by Finelli to present a Proclamation for Timothy Wengloski. Vote: Yes, unanimous.* The proclamation was signed and will be picked up from the Office of the First Selectmen.

Motion made Okonuk, seconded by Finelli to add Item 5.8 to the Agenda: Discuss and act upon awarding the engineering and inspection contract for the Tobacco Street Bridge. Vote: Yes, unanimous.

5.8 Okonuk explained that the State required an RFQ for engineering oversight for the Tobacco Street Bridge. There were six submittals, and Okonuk worked with Mark Decker, Colchester First Selectman to "short-list" the applicants, and narrowed them down to three. The three applicants were Anchor Engineering of Glastonbury, Wengell, McDonnell & Costello of Newington, and Fay, Spafford & Thorndike of East Windsor. Okonuk, Decker and Tom Conley interviewed the three firms on Tuesday, July 13, 2010, and it was the general consensus that Anchor Engineering was overall the most qualified, prepared and experienced firm, with excellent references. Bendoraitis questioned whether or not there could be a conflict on this choice as Anchor is also the design engineer. Okonuk assured the Board that this is common, and that Close, Jensen and Miller will be the liaison with the State and will review everything, as well as the Norwich DOT. The cost of the project is funded 100% by the State through the "Fix-it-First Funds." Finelli questioned if the cost for tree removal is included, and Okonuk said that no, that is the responsibility of the Town, and the cost is estimated at \$7,200.00. *Motion made by Okonuk, seconded by Bendoraitis to award the contract for Construction Engineering and Inspection Services on the Tobacco Street Bridge replacement project to Anchor Engineering. Vote: Yes, unanimous.*

Motion made by Okonuk, seconded by Finelli to add Item 5.9 to the Agenda: Discuss and act upon a bid for a new plow truck. Vote: Yes, unanimous.

5.9 Conley presented a quote for a new plow truck from Nutmeg International for \$124,844.00. Okonuk reiterated that funds for purchase were already approved at the July 1, 2010 Special Town Meeting, for \$125,000.00. Conley explained that this is a fully-loaded truck including the cab chasse, plow and sander. *Motion made by Okonuk, seconded by Bendoraitis to award the bid for a 2010 International Plow Truck including cab chasse, plow and sander, to Nutmeg International in Franklin in the amount of \$124,844.00. Vote: Yes, unanimous.*

Motion made by Okonuk, seconded by Finelli to add Item 5.10 to the Agenda: Discuss and act upon barricades for the Lebanon Volunteer Fire Department (LVFD). Vote: Yes, unanimous.

5.10 Conley explained to the Selectmen that the current practice of the Public Works Department to supply barricades to block roads due to downed trees, wires, accidents or other obstruction, is becoming increasingly difficult for Public Works, and their budget can no longer support the overtime hours required. He suggested that the LVFD be supplied with their own sets of barricades and be directed by the Board of Selectmen to place and man their own barricades and not rely on the Public Works employees to do so. Discussion followed.

Motion made by Bendoraitis seconded by Finelli to authorize the LVFD to make the determination on road closures when they are the first responders to incidents such as fallen trees and downed power lines, rather than have Public Works called to the scene to do it. This will expedite prompt closing of the road and improve public safety. Vote: Yes, unanimous.

6.0 Old Business

6.1 (see above)

6.2 Tom Conley explained to the Board the situation involving the paving contract for the Community Center parking lot. He said that due to a misunderstanding, he thought that he had the authority to go ahead with the paving after he obtained three quotes and selected the lowest bidder. The bids received were as follows: Charles Pasteryak Jr., Inc., of Lisbon for \$14,000.00; B&W Paving of Mystic for \$10,700.00; and New England Blacktop of Glastonbury for \$9,750.00. Conley gave the go-ahead to New England Blacktop prior to official approval from the Board of Selectmen. The Selectmen emphasized that all contracts must be approved by the Board before they can be awarded. Conley apologized for his oversight, and asked if when other work related to paving arises, if it would also need to be brought before the Board. Bendoraitis said that no, that would be considered the normal course of action for paving jobs, but not for a special project such as the Community Center. All agreed.

Motion made by Okonuk, seconded by Bendoraitis to award the contract to pave the Community Center parking lot to New England Blacktop in the amount of \$9,750.00, funds to come from paving account # 220-020-5347. Vote: Yes, unanimous.

6.3 Okonuk reported that some members of the Planning and Zoning Commission are concerned with the recent proposal of installing solar photovoltaic panels on town buildings. The concern is over how the panels may change the appearance on the buildings. Craig Bradway of DCS Energy supplied the Selectmen with several photos of sample installations on various buildings. Okonuk asked if Bendoraitis would be available to present the photos to the next Planning and Zoning meeting on July 19, 2010; he said that he would. Discussion followed as to whether or not this would have to go to a Town Meeting, but it was decided that the Statute 8-24 did not apply in this case. Other discussion centered around the compatibility of the buildings' electrical systems with the new convertor, the need for an internet connection at the site of the solar photovoltaic system(s), and choosing the electrician to do the work.

Motion made by Okonuk, seconded by Finelli to authorize the First Selectman to enter into a contract with DCS Energy to install solar photovoltaic systems for up to five public buildings, pending a favorable recommendation from the Planning & Zoning Commission. Vote: Yes, unanimous.

6.4 (see above)

7.0 Appointments/Reappointments to, and Resignations from, Positions, Boards, Commissions and Committees

Discuss and act upon:

7.1 Okonuk explained that the Board would normally be reappointing the Animal Control Officer at this time, but as the Town has recently joined a Regional Animal Control district there is no longer a need to reappoint. She said that pending the final decision on the new Animal Control Officer, she would send a letter to the State informing them of the change in services. No action.

7.2 *Motion made by Okonuk, seconded by Finelli to accept, with regret and appreciation, the resignation of Judy Vertefeuille from the Jonathan Trumbull Board of Historical Preservation. Vote: Yes, unanimous.*

Motion made by Okonuk, seconded by Finelli to add Item 7.3 to the Agenda: Discuss and act upon an appointment to the Cemetery Commission. Vote: Yes, unanimous.

7.3 *Motion made by Okonuk, seconded by Finelli to appoint Marc Lang to the Cemetery Commission, term to be determined. Vote: Yes, unanimous. (Note: Due to a conflict concerning the term end dates for Cemetery Commission members, and the fact that an Ordinance was just passed at the July 1, 2010 Special Town Meeting, the Board of Selectmen will re-appoint all members at their next meeting.)*

8.0 *Motion made by Okonuk, seconded by Finelli to accept the Tax Refunds for June 2010 as presented. Vote: Yes, unanimous.*

9.0 Financial Reports

None

10.0 Executive Session

10.1 Moved by Bendoraitis, seconded by Finelli to enter Executive Session at 9:04 PM for the purpose of discussing a personnel matter. Tom Conley, Public Works Foreman was invited into the Session.

Selectmen returned to Regular Session at 9:47PM. Moved by Bendoraitis, seconded by Finelli to set the wage for the Public Works Foreman for FY10-11 at an annual wage of \$56,650, retroactive to July 1, 2010 with an additional one-time wage stipend of \$2,500 to be paid on August 1, 2010 as partial compensation for a previously agreed upon salary rate. Vote: Yes, unanimous

11.0 Moved by Bendoraitis, seconded by Finelli to adjourn the meeting at 9:55PM. Vote: Yes, unanimous

Respectfully Submitted,

A handwritten signature in black ink that reads "Joyce R. Okonuk". The signature is written in a cursive, flowing style.

Joyce R. Okonuk, First Selectman