

Board of Selectmen  
**REGULAR MEETING**  
Town Hall - April 6, 2010 – 6:00 pm  
**MINUTES**

**1.0** First Selectman Joyce Okonuk called the meeting to order at 6:00 pm. Selectmen John Bendoraitis and Linda Finelli, and Administrative Assistant Patti Handy were also present. Audience: 3

**2.0** **Public Forum**

None

**3.0** **Minutes**

**3.1** Motion made by Bendoraitis, seconded by Finelli to approve the minutes from the March 2, 2010 Regular Meeting. Vote: Yes, unanimous.

**3.2** Motion made by Bendoraitis, seconded by Okonuk to approve the minutes from the March 22, 2010 Special Meeting. Vote: Yes (2) Bendoraitis and Okonuk, Abstain (1) Finelli. Motion carries.

**3.3** Motion made by Okonuk, seconded by Bendoraitis to approve the minutes from the March 23, 2010 Special Meeting, amended as follows: Item 4.0 should read “*funds to come from TIP, Account #208-520-5201.*” Vote: Yes (2) Bendoraitis and Okonuk, Abstain (1) Finelli. Motion carries.

**3.4** Motion made by Finelli, seconded by Bendoraitis to approve the minutes from the March 30, 2010 Special Meeting. Vote: Yes, unanimous.

**4.0** **Correspondence**

**4.1** A letter was received from Kenneth Giella, Captain of the Lebanon Towne Militia, requesting use of the Town Green on Sunday April 18, 2010 for their annual “School of the Soldier” event. Selectmen will take this up as **Item 6.11** under new business.

**4.2** Letter was received from resident Linda Scavetta requesting the use of the Town Hall parking area to hold a plant sale to benefit Relay for Life on Saturday, May 8, 2010, with a rain date of May 15, 2010. Selectmen will take this up as **Item 6.12** under new business.

**5.0** **Old Business**

**5.1** Alicia Wayland, Town Historian and member of the Jonathan Trumbull Jr. House Board of Historical Preservation, was present to discuss additional repairs to the Jonathan Trumbull Jr. House. Wayland informed the Board that due to more extensive damage than was first estimated by Tom Linsky of West River Restoration, she is requesting an additional \$1,925.00 to cover repairs to the front door, rotted threshold and woodwork. Linsky provided a detailed explanation of the work to be performed. Motion made by Okonuk, seconded by Finelli to approve the additional repairs to the Jonathan Trumbull Jr. House Museum in the amount of \$1,925.00, funds to come from Endowment Fund for the Jonathan Trumbull Jr. House. Vote: Yes, unanimous.

Wayland also presented another estimate from Linsky to repair the sill on the NE corner of the JTJR House Museum as well as the two back windows. Linsky estimates that in the worst-case scenario the cost to repair/replace the sills from corner to corner on the north and east sides would be \$5,800.00. Motion made by Bendoraitis, seconded by Finelli to approve the expenditure of up to \$5,800.00 to repair/replace the sills from corner to corner on the north and east sides of the JTJR House Museum, funds to come from available fund balance in the Jonathan Trumbull Jr. House fund . Vote: Yes, unanimous.

The Selectmen approved \$6,000.00 to repair the two back windows in the Keeping Room by \$475.00 due to more extensive damage uncovered during the restoration and repair. Motion made by Okonuk, seconded by Finelli to increase the originally approved \$6,000.00 to repair the two back windows in the Keeping Room by \$475.00 due to more extensive damage uncovered during the restoration and repair. Vote: Yes, unanimous.

**5.2** Tom Conley, Public Works Foreman, presented a proposal from VINCO for the repairs to the Town Hall handicapped ramp. Peter Zvingilas, Town Building Inspector, has already reviewed and approved the proposed repairs. Motion made by Okonuk, seconded by Bendoraitis to waive the bidding requirement with the knowledge that VINCO is a specialized welder and has already done temporary stabilization repairs to the ramp. Vote: Yes, unanimous. Motion made by Bendoraitis, seconded by Finelli to recommend to the Board of Finance the award of the project to the Town Hall handicapped-access ramp to VINCO in the amount of \$5,100.00, funds to come from TIP. Vote: Yes, unanimous. Motion made by Bendoraitis, seconded by Finelli to recommend to the

Board of Finance the authorization to purchase the required materials for the ramp repair in the amount of up to \$2,600.00, funds to come from TIP. Vote: Yes, unanimous.

**5.3** Okonuk gave the board an update on the renovations to the Fire Safety Complex hall and kitchen. The ad has run in the local paper, and bids will be accepted at Town Hall, until 4:45PM on April 13, 2010. All bids will be publicly opened on April 13, 2010 at 5:00PM in the Town Hall at a Special Meeting of the Selectmen.

**5.4** Okonuk gave the Board an update on the request for quotes for performing Financial Processes in the Finance Office. She has contacted four possible candidates, one of which is the Town's interim Accountant. Once the proposals are received, she will set up interviews with the candidates and members of the Selectmen and Finance Boards.

## **6.0 New Business**

Motion made by Okonuk, seconded by Finelli to adjourn the order of the agenda and take up **Item 6.7:** "Discuss and act upon Recreation Commission initiatives including the rental of the pool and hiring pool staff for 2010, under new business." Vote: Yes, unanimous.

**6.7** Sandra Tremblay, Recreation Coordinator, presented Recreation Commission initiatives including the rental of the pool and hiring pool staff for 2010. Motion made by Finelli, seconded by Okonuk to authorize hiring four part-time Lifeguards, one Water Safety Instructor and one Aquatic Director at the 2009-10 wage rate, with the understanding that a 3% wage increase has been requested for the 2010-11 budget. Vote: Yes, unanimous.

The Recreation Commission also recommended the continuation of renting out the pool for private parties during the summer of 2010. It was agreed that the same rules would apply, and the fee of \$100 would be split between the Recreation Commission and the Town. Motion made by Bendoraitis, seconded by Finelli to endorse the recommendation of the Recreation Commission to make the pool available to rent for private parties for the 2010 season as per the 2009 rental agreement. Vote: Yes, unanimous.

**6.1** The Board acknowledged a letter of resignation from Dave Coughlin, Town Sanitarian.

Okonuk left the meeting briefly at approximately 7:00 pm.

**6.2** Motion made by Bendoraitis, seconded by Finelli to approve the Amendment to 2009 FHAP. Vote: Yes (2), Bendoraitis and Finelli. (Okonuk was absent for vote.) Motion carries.

**6.3** Motion made by Bendoraitis, seconded by Finelli to proclaim April as Fair Housing Month. Vote: Yes (2), Bendoraitis and Finelli. (Okonuk was absent for vote.) Motion carries.

**6.4** Motion made by Finelli, seconded by Bendoraitis to authorize the First Selectman to sign the Fair Housing Policy Statement. Vote: Yes (2), Bendoraitis and Finelli. (Okonuk was absent for vote.) Motion carries.

**6.5** Motion made by Finelli, seconded by Bendoraitis to authorize First Selectman to sign the Affirmative Action Policy Statement. Vote: Yes (2), Bendoraitis and Finelli. (Okonuk was absent for vote.) Motion carries.

Motion made by Finelli, seconded by Bendoraitis to add **Item 6.5.1** to the Agenda: Discuss and act upon adopting the Program Income Plan. Vote: Yes (2), Bendoraitis and Finelli. (Okonuk was absent for vote.) Motion carries.

**6.5.1** Motion made by Bendoraitis, seconded by Finelli to adopt Program Income Plan and Program Income Reuse Plan. Vote: Yes (2), Bendoraitis and Finelli. (Okonuk was absent for vote.) Motion carries.

Okonuk returned to the meeting at approximately 7:10 pm.

**6.6** Process for continuing the EECBG grant with members of the Energy Task Force Committee. Since the chair for the Energy Task Force Advisory Committee was not yet present, this item was tabled for later discussion.

**6.7** (See Above)

Motion made by Bendoraitis seconded by Finelli to add **Item 6.8** to the agenda: Discuss and act upon contract for heating and diesel fuel for the Town and Board of Education. Vote: Yes, unanimous.

**6.8** Okonuk has spoken with Mal Leichter, Business Manager for the Bd of Ed, who has been working with other regional Boards of Ed to determine the best possible fuel options for the next fiscal year. The Board of Education will hold a special meeting this week to approve a "locked in" price for heating oil. The contract will also offer locked prices for diesel fuel. Motion made by Finelli, seconded by Bendoraitis to authorize the First

Selectman to join with the Board of Education to lock in heating and diesel fuel prices for the 2010-11 season.  
Vote: Yes, unanimous.

Motion made by Finelli, seconded by Bendoraitis to add **Item 6.9** to the agenda: Discuss and act upon progress on the Hugh Trumbull Adams Dedication Committee. Vote: Yes, unanimous.

**6.9** Okonuk explained the date for the Dedication is June 12<sup>th</sup> and subcommittees have been formed. The committee will be meeting regularly.

Motion made by Okonuk, seconded by Bendoraitis to add **Item 6.10** to the agenda: Discuss and act upon progress on the town-wide clothing drive for Haiti earthquake victims. Vote: Yes, unanimous.

**6.10** Okonuk reported that she had held the first meeting this week, and that she has many interested volunteers. She also stipulated that the only items that would be accepted are warm-weather clothes and shoes, cloth diapers and bottled water. The drive will not be accepting household items or cold-weather clothing. Okonuk said that she is hoping to procure a truck to use for the collection. The actual date of the drive is yet to be determined.

Motion made by Bendoraitis, seconded by Finelli to add **Item 6.11** to the agenda: Discuss and act upon a request to use the Town Green. Vote: Yes, unanimous.

**6.11** A letter was received from Kenneth Giella, Captain of the Lebanon Towne Militia, requesting use of the Town Green on Sunday April 18, 2010 for their annual "School of the Soldier" event. Motion made by Bendoraitis, seconded by Okonuk to approve the use of the Lebanon Town Green on Sunday April 18, 2010 for the Lebanon Towne Militia's annual "School of the Soldier" event. Vote: Yes, unanimous.

Motion made by Bendoraitis, seconded by Finelli to add **Item 6.12** to the agenda: Discuss and act upon a request to use the Town Hall parking lot for a plant sale. Vote: Yes, unanimous.

**6.12** Letter was received from resident Linda Scavetta requesting the use of the Town Hall parking area to hold a plant sale to benefit Relay for Life on Saturday, May 8, 2010, with a rain date of May 15, 2010. Motion made by Okonuk, seconded by Finelli to approve the use of the Town Hall parking area to hold a plant sale to benefit Relay for Life on Saturday, May 8, 2010, with a rain date of May 15, 2010. Vote: Yes, unanimous.

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

**7.1** Motion made by Bendoraitis, seconded by Okonuk to reappoint Gina Wentworth, Sue Leone and Robert Wentworth to the Summer Dance Fest Committee as recommended by the Committee, terms to expire on 2/1/13. Vote: Yes, unanimous.

**7.2** Motion made by Finelli, seconded by Okonuk to reappoint John Kolar to the Economic Development Commission as recommended by the Commission, term to expire on 2/1/2015. Vote: Yes, unanimous.

**7.3** Motion made by Finelli, seconded by Bendoraitis to reappoint Paul Oliver to the WPCA as recommended by the WPCA, term to expire on 5/1/2013. Vote: Yes, unanimous.

**7.4** Motion made by Bendoraitis, seconded by Okonuk to reappoint John Drum and Robert Slate to the Inland Wetlands Commission as recommended by the IWC, terms to end on 6/1/2013. Vote: Yes, unanimous. Discussion followed regarding the recommendation by the IWC to reappoint Keith Wentworth. Motion made by Okonuk to reappoint Keith Wentworth to the IWC, term to expire on 6/1/2013. No second being presented, the motion failed.

Motion made by Bendoraitis, seconded by Finelli to adjourn the order of the agenda and take up **Item 6.6**: Discuss and act upon the process for continuing the EECBG grant with members of the Energy Task Force Committee. Vote: Yes, unanimous.

**6.6** Kara Fishman, Chairman of the Energy Task Force Advisory Committee (ETFAC) was present to discuss going forward with the EECBG Grant that will be used to replace as many windows as possible in the 1966 wing at the Lebanon Elementary School. She reported that the Board of Finance voted to accept the grant themselves and waived bringing it to Town Meeting as no Town matching funds are required. The ETFAC is now ready to go out to bid for the windows, but must adhere to the specific guidelines as stipulated by the grant. The Committee must obtain a fixed price per window, and bid specs must include labor and materials needed, and not exceed the \$46,294.00 grant. The work needs to be completed this summer during school break and the bid must be put out in April of 2010, work to commence in June of 2010 and be completed during July and August of 2010. Other requirements include that the windows must be American made, and that labor hours must be tracked and a certified payroll submitted. Labor must be full time and E.O.E. Motion made by Bendoraitis, seconded by Finelli to authorize the First Selectman to go out to bid for window replacement at the Lebanon Elementary School. Vote: Yes, unanimous.

Motion made by Okonuk, seconded by Finelli to return to the order of the agenda. Vote: Yes, unanimous.

**7.5** Motion made by Bendoraitis, seconded by Finelli to reappoint Laura Cascio to the Rails to Trails Committee, term to expire on 5/5/2012. Vote: Yes, unanimous.

**7.6** Motion made by Finelli, seconded by Okonuk to reappoint Marc Lang, Toni Willard and David Scata to the Conservation Commission, terms to end on 4/1/2013. Vote: Yes, (2) Okonuk and Finelli, Abstain (1) Bendoraitis. Motion carries.

**7.7** Motion made by Finelli, seconded by Okonuk to accept, with regret and appreciation, the resignation of Ellen Bauwens from the Commission on Aging. Vote: Yes, unanimous.

**7.8** Motion made by Okonuk, seconded by Bendoraitis to appoint Russ Blakeslee to the Commission on Aging, to fill the vacancy left by Bauwens, term to expire on 2/1/2013. Vote: Yes, unanimous.

**7.9** Motion made by Okonuk, seconded by Finelli to appoint Chester Ryan to the Vo-Ag Committee, term to expire on completion of the project. Vote: Yes, unanimous.

## **8.0 Financial Reports**

Selectmen discussed the financial reports. All budgets are within normal expenditure levels except the FSC where heating oil has exceeded budget and the Public Works budget where repairs and maintenance of vehicles and equipment are running higher than budget. Okonuk will advise the Board of Finance of these items.

## **9.0 Tax Refunds**

### **Tax Refunds for March 2010**

<b>NAME</b>	<b>AMOUNT</b>
Ledoux, Sarai	\$1,530.51
Boccaccio, Michael & Christina	\$1,362.03
Taggart, Daniel E. & Beverly E.	\$29.66
Taggart, Daniel E. & Beverly E.	\$29.22
Arnow, Charis A.	\$226.21
Rall, Michael T. & Susan E.	\$558.28
McGillicuddy, Shawn	\$772.97
Leone, Anthony J. or Leone, Alison K.	\$86.10
Guglielmo, Sandra C.	\$226.17

Motion made by Bendoraitis, seconded by Finelli to approve the tax refunds for March 2010, as presented. Vote: Yes, unanimous.

## **10.0 Executive Session**

None

**11.0** Motion made by Okonuk, seconded by Bendoraitis to adjourn at 7:40 pm.

Respectfully Submitted,

Joyce R. Okonuk, First Selectman