

Board of Selectmen
REGULAR MEETING
Town Hall
February 2, 2010 – 6:00 P.M.
MINUTES - REVISED

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: 4

2.0 **Public Forum**

Resident Ron Cowles posed the question of whether or not Robert's Rules of Order are followed at Town Meetings. Okonuk replied that yes, to her knowledge Robert's Rules have always been used to conduct our Town Meetings.

3.0 **Minutes**

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

3.2 Motion made by Finelli seconded by Bendoraitis to approve the minutes from the January 12, 2010 Special Meeting. Vote: Yes, unanimous.

3.3 Motion made by Finelli seconded by Bendoraitis to approve the minutes from the January 20, 2010 Special Meeting. Vote: Yes, unanimous.

Motion made by Okonuk, seconded by Finelli to add the minutes from the January 28, 2010 Special Meeting to the agenda. Vote: Yes, unanimous.

3.4 Motion made by Finelli seconded by Bendoraitis to approve the minutes from the January 28, 2010 Special Meeting, amended as follows: Item 2.0 should read: *The Selectmen reviewed the final version of their budgets which represented a 1.21% increase over FY 09-10. Selectmen felt the reductions made to date were significant and further reductions cannot happen without reductions in services.*
Vote: Yes, unanimous.

4.0 **Correspondence**

4.1 The selectmen discussed a letter from Executive Director of MADD, requesting the use of the Fire Safety Complex on a monthly basis for a court-ordered class for convicted DUI offenders. Item will be acted upon under new business.

4.2 Selectmen discussed a letter from the Energy Task Force Advisory Committee that stated that a Town truck was observed idling for more than 20 minutes outside the Library in December. The Committee expressed concern over this and provided information showing that the State prohibits such excess idling. Okonuk spoke with the Public Works Foreman asking that he and the men comply with the regs.

5.0 **Old Business**

5.1 Residents Ron Cowles and Bill Jestreby were present to discuss the issue of identification of registered voters at Town Meetings. Okonuk contacted the towns of Columbia, Franklin, Colchester, Durham, Scotland and Marlborough. In each case the Town Clerk or Assistant Town Clerk was asked the same questions regarding their town's procedures for identifying eligible voters at Town Meetings. Every town surveyed reported that they do not check identities at the door, they do not verify voter status before a show of hand vote, but do require voter verification by the Registrar of Voters in the case of a successful motion calling for a ballot vote. All towns reported that the Registrar of Voters or Town Clerk came prepared to their Town Meetings with a current voter list, as does Lebanon. None of the towns surveyed reported having any problems with their town meeting procedures in the past, except in the case of an unexpectedly large turnout at last year's meeting in Marlborough. Okonuk advised she had obtained some helpful information from the Town of Durham re Moderator Training as well as the practice of having the Moderator explain at the very beginning of the meeting the Town Meeting procedures so that attendees

are comfortable making motions and are familiar with the process of the Town Meeting. Although Cowles and Jestreby appreciated the effort that Okonuk put into her survey, they were not satisfied with the decision of the Selectmen to continue with the existing Town Meeting procedures which, as Okonuk emphasized, have been in use for decades without any history of problems. She suggested that the two residents bring up their concerns at the annual Town Meeting, before a larger audience than just the Board of Selectmen, under the section of the agenda entitled "other business proper to come before the meeting." Cowles expressed his desire for Okonuk's support on the issue, and said that they would be bringing it up at Town Meeting.

- 5.2 Okonuk briefed the Selectmen on her progress in establishing the Hugh Trumbull Adams Memorial Committee. She said that former Selectman Russ Blakeslee and Lebanon Middle School teacher Gwen Cross have expressed interest in being on the committee. Okonuk would also like to have representatives from the Congregational Church, Historical Society, Town Historian Alicia Wayland and other members of the community at large. Motion made by Finelli, seconded by Bendoraitis to form the Hugh Trumbull Adams Dedication Committee, with eight members representing the community and organizations. Appointments to end at completion of the project. Vote: Yes, unanimous.
- 5.3 Okonuk presented information from Alicia Wayland regarding the gutters at the Jonathan Trumbull Jr. House Museum. Gutters were never installed on the front of the museum, which has caused damage to the clapboards of the building. The installation of gutters was suggested by the Jonathan Trumbull Jr. House Board of Historical Preservation and a quote was obtained. Motion made by Bendoraitis, seconded by Finelli to award the contract to C and R Insulation of North Franklin to install gutters in the front and back of the Jonathan Trumbull Junior House Museum in the amount of \$717.62, funds to come from the Jonathan Trumbull Jr. House fund. Vote: Yes, unanimous.
- 5.4 The Selectmen could not take action on the computer expenses associated with Library Asbestos Abatement Project, as the bills have not yet been received.

Motion made by Finelli, seconded by Bendoraitis to add item 5.5 to the agenda: Discuss and act upon the proposal from C and R Insulation to replace gutters at the Jonathan Trumbull Library. Vote: Yes, unanimous.

- 5.5 The Selectmen discussed a proposal from C and R Insulation to replace the gutters at the Jonathan Trumbull Library for \$1,425.00. The discussion led to questions regarding the downspouts and redirecting water away from the foundation of the building. Since this was not specifically noted in the proposal, the Selectmen agreed that they need more information from C and R before awarding the contract. No action.

6.0 New Business

- 6.1 Okonuk requested permission from the Board to put out a Request for Qualifications to open the search for a new attorney for general legal services for the Town. All agreed. Motion made by Bendoraitis, seconded by Finelli to allow Okonuk to advertise the Request for Qualifications for legal services and general council for the Town of Lebanon. Vote: Yes, unanimous.
- 6.2 The Solid Waste Commission requested that the Board of Selectmen approve the contract extension with Fuss & O'Neill for well-testing at the Solid Waste Facility for FY July 2010-11. The Selectmen agreed, but would like to suggest that the Commission goes out to bid for services before the next renewal date. Motion made by Okonuk, seconded by Finelli to renew the contract with Fuss & O'Neill for well-testing at the Solid Waste Facility for the FY July 2010-11, in the amount of \$11,500, funds to come from account # 100-436-5363. Vote: Yes, unanimous.

Motion made by Bendoraitis, seconded by Okonuk to suspend the order of the agenda and take up item 7.1 under Appointments. Vote: Yes, unanimous.

- 7.1 Resident Kirsten Westbrook was in attendance to present her qualifications and her application to become a member of the Economic Development Commission. Westbrook has a background in business and is very interested in the future development of Lebanon. Motion made by Finelli, seconded by Okonuk to

appoint Kirsten Westbrook as a member of the Economic Development Commission, term to expire on 2/1/2011. Vote: Yes, unanimous.

Motion made by Finelli, seconded by Bendoraitis to return to the order of the agenda, item 6.3, under New Business. Vote: Yes, unanimous.

- 6.3 The Selectmen received two proposals for the Grant Administrator for Small Cities and STEAP Grants. One was from the current grant administrator, Community Consulting of Willimantic, and the second was from LootScout.com of Waterbury. The Selectmen compared the proposals and agreed that Community Consulting offered the best pricing and references and the town has been very satisfied with their handling of grants. Motion made by Finelli, seconded by Bendoraitis to award the contract for Grant Administrator for CDGB Small Cities Program Application Preparation Grant Administrator for Small Cities and STEAP Grants to Community Consulting of Willimantic. Vote: Yes, unanimous.
- 6.4 Okonuk requested permission to go out to bid on renovations at the Fire Safety Complex for ceilings and walls. Cost for ceilings must also include reinstalling lights per code. Okonuk will e-mail the final specifications to the other Selectmen before going out to bid. Motion made by Bendoraitis, seconded by Finelli to allow Okonuk to go out to bid for renovations to the Fire Safety complex. Vote: Yes, unanimous.
- 6.5 Selectmen discussed the progress with creating a Regional Animal Control Department. She said that although the final details still need to be worked out, all of the major decisions have been agreed upon. Lebanon will maintain the Pound facility, while Sprague will handle the finances and will be in charge of the vehicle. All aspects of the new arrangement are based on current operating expenses, and they are looking at a two year minimum commitment from each town. Okonuk will provide the Board with more information and details as the project progresses.

Motion made by Okonuk, seconded by Finelli to add item 6.6 to the agenda: Discuss and act upon a correction in the 2009 salary for the part-time Director for the Jonathan Trumbull Jr. House Museum. Vote: Yes, unanimous.

- 6.6 Correction in the 2009 salary for the part-time Director for the Jonathan Trumbull Jr. House Museum. There was a discrepancy in the amount of money being requested. The Board will ask for more information and will table the item until the next meeting. No action.

Motion made by Okonuk, seconded by Finelli to add item 6.7 to the agenda: Opening the bids for harvesting of corn and hay on Town owned property. Vote: Yes, unanimous.

6.7 Opening Bids for harvesting of Corn and Hay on Town owned property for 2010-2011:

BID A: Planting and harvesting approximately 13 acres of corn land located at the Town owned property adjacent to the Lebanon Solid Waste Facility for a two (2) year contract. Bid shall be a lump sum price.

BID B: Harvesting approximately 22 acres of standing hay located at the Town owned property adjacent to the Lebanon Solid Waste Facility; harvesting standing hay located at the Lebanon Fire Safety Complex, 23 Goshen Hill Road, and harvesting approximately 6 acres of standing hay at the Lebanon Senior Center, 37R West Town Street, for a two (2) year contract. Bid shall be a lump sum price.

Three bids were received, amounts as follows:

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|----------------------|--------------------------|
| <u>Bidder</u> | Bid A: \$1,040.00 |
| Jeff Cone | Bid B: \$1,620.00 |
| | Total: \$2,660.00 |

| | |
|----------------------------|--------------------------|
| Shawn McGuillicuddy | Bid A: \$1,302.00 |
| | Bid B: \$2,100.00 |
| | Total: \$3,402.00 |

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|------------------|--|
| Jim McCaw | Bid A: None |
| | Bid B: \$910.00 (\$190.00 for FSC only) |
| | Total: \$910.00 |

Motion made by Bendoraitis, seconded by Finelli to award the bid for corn and hay harvesting on Town owned property to Shawn McGuillicuddy for the total amount of \$3,402.00. Vote: Yes, unanimous.

Motion made by Okonuk seconded by Bendoraitis to add item 6.8 to the agenda: Discuss and act upon allowing MADD to conduct a monthly program at the Fire Safety Complex. Vote: Yes, unanimous.

6.8 Motion made by Okonuk, seconded by Bendoraitis to approve the use of the Fire Safety Complex for MADD to conduct a court ordered class for convicted DUI offenders, on a three month trial basis, with a reduced fee of \$75 per class to cover expenses and waive the cleaning deposit. Selectmen will require that a representative of the program meet with the First Selectman within two weeks following the third meeting to review the use of the FSC. Vote: Yes, unanimous.

Motion made by Bendoraitis seconded by Finelli to add item 6.9 to the agenda: To review the status of appointed boards, committees and commissions. Vote: Yes, unanimous.

6.9 Selectmen reviewed a list of all appointed boards, commissions and committees and discussed their activity level. Bendoraitis noted that the Code of Ethics Drafting Committee, the Lebanon Green Tree Replanting Committee and the Senior Center Building Committee are either inactive or not showing progress. He stated that he could not see the purpose of having committees that are non-functional or ineffective. The Selectmen agreed. A letter will be sent to the Code of Ethics Drafting Committee requesting that they provide a status report for the April 6, 2010 Board of Selectmen's regular meeting. Also, Bendoraitis, Co-Chair of the Senior Center Building Committee will work to dissolve the committee. The Selectmen agreed that the Lebanon Green Tree Replanting Committee should be dissolved. Motion made by Bendoraitis, seconded by Finelli to dissolve the Lebanon Green Tree Replanting Committee. Vote: Yes, unanimous. Handy will send notices accordingly.

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

7.1 Appointment to the Economic Development Commission (See above)

7.2 Motion made by Bendoraitis seconded by Okonuk to re-appoint Ray Yarmac to the Solid Waste Commission, with term to expire 02/01/13. Vote: Yes, unanimous.

7.3 Motion by Bendoraitis, seconded by Finelli to appoint Bill Lang to the Commission on Aging, term to expire 02/01/13. Vote: Yes, unanimous.

7.4 Motion made by Okonuk seconded by Finelli to appoint Peter Ballsieper as Assistant Emergency Management Director. Vote: Yes, unanimous.

7.5 Motion made by Bendoraitis seconded by Finelli to accept with regret and appreciation, the resignation of David Reid from the Lebanon Recreation Commission. Vote: Yes, unanimous.

Motion made by Okonuk, seconded by Finelli to add item 7.6 to the agenda: Discuss and act upon reappointments to the Commission on Aging. Vote: Yes, unanimous.

7.6 Motion made by Okonuk seconded by Finelli to reappoint Darlene Hathaway and Ellen Bauwens to the Commission on Aging, terms to end 02/01/13. Vote: Yes, unanimous.

Motion made by Okonuk, seconded by Bendoraitis to add item 7.7 to the agenda: Discuss and act upon the reappointment of the part-time Director of the Jonathan Trumbull Jr. House Museum. Vote: Yes, unanimous.

7.7 Motion made by Okonuk, seconded by Finelli to reappoint Candice Brashears as part-time Director for the Jonathan Trumbull Jr. House Museum for the 2010 season, at a salary of \$20.00 per hour, for a maximum of \$6,200.00 for 310 hours of work, funds to come from the Jonathan Trumbull Jr. House Fund. Vote: Yes, unanimous.

Motion made by Okonuk, seconded by Bendoraitis to add item 7.8 to the agenda: Discuss and act upon an appointment to the Board of Finance. Vote: Yes, unanimous.

7.8 The Republican Town Committee has recommended Philip Johnson to fill the alternate vacancy on the Board of Finance. Motion made by Okonuk, seconded by Finelli to appoint Philip Johnson to the Board of Finance as an alternate member, term to expire at the next municipal election in November of 2011. Vote: Yes, unanimous.

8.0 Financial Reports

Selectmen reviewed the financial reports as presented and saw no areas of concern.

9.0 Tax Refunds for January 2010

| NAME | AMOUNT |
|---|------------|
| Tharpe, Philip H. or Curtin, Eileen M. | \$21.73 |
| Hirth, Donald R. | \$2.00 |
| Pawlowski, Thomas | \$ 313.53 |
| Oparowski, Dennis | \$251.34 |
| Ouellette, Raymond W. and Sally B. | \$1,308.04 |

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

10.0 Executive Session

No executive session took place as key personnel were not able to be present.

11.0 Motion made by Bendoraitis seconded by Finelli to adjourn at 8:42 pm. Vote: Yes, unanimous.

Respectfully Submitted,

Joyce R. Okonuk, First Selectman