

**Board of Selectmen
Regular Meeting
December 4, 2018
TOWN HALL — 3:00 PM
MINUTES**

Members Present: First Selectman Betsy Petrie, Selectmen Glen Coutu and John Bendoraitis

Others Present: Highway Foreman Jay Tuttle, Town Planner Philip Chester, Recreation Director Sandy Tremblay, Finance Director Veronica Calvert, Administrative Assistant Bernard Dennler, Cemetery Commission Chair Tom Meyer, and Cemetery Commission members Keith LaPorte and Allyn Miller.

1.0 Call to Order: B. Petrie called the meeting to order at 3:01 PM.

2.0 Public Forum

There was no public forum.

B. Petrie MOVED to adjourn the order of Agenda and take up "Discuss and Act Upon 2018 Recreation Needs Analysis presentation from Recreation Director" as Item 3.0. J. Bendoraitis SECONED.

MOTION CARRIED: 3:0:0

3.0 Discuss and Act Upon 2018 Recreation Needs Analysis presentation from Recreation Director

B. Petrie stated a copy of the report was distributed to the Selectmen ahead of the meeting.

Recreation Director Sandy Tremblay said the report recommends repairs to Fields 2 and 3 at the Aspinall Property which include the replacement of two dugouts in Field 2 and two dugouts on Field 3. She said all-together the recommended repairs would probably cost about \$50,000 if they were completed as a package. She said this is included in the Recreation Commission's Capital Plan given to the Board of Finance.

B. Petrie asked what S. Tremblay would recommend as a timetable for these repairs. S. Tremblay suggested the Town do the dugout replacements to Field 3 first at an estimated cost of \$25,000.

The in-field of Field 2 and fencing also require repairs, according to S. Tremblay. She said this also would cost an estimated \$25,000.

B. Petrie recommended that the Recreation Commission go to the Board of Finance and present these items as a package of improvements to the Aspinall Property. The Selectmen stated she should put together a clearer estimate of the prices, but indicated that the Selectmen would support the improvements if done as a package.

B. Petrie asked if the Recreation Commission is doing more to engage people beyond just school-age children. S. Tremblay said Recreation currently does Tai Chi, Yoga, Zumba, and a Swimming Program which are aimed at adults and seniors. B. Petrie noted the participation in those events still represents a small segment of the Town's population.

B. Petrie said population trends show the population of Lebanon getting older and suggested the Recreation Commission expand its focus accordingly. B. Petrie also asked whether the Recreation Department had considered taking on responsibilities from the Rails to Trails Committee. She said the Rails to Trails Committee is expected to become inactive.

S. Tremblay said it had not been discussed and that she would need to know more about the responsibilities involved.

B. Petrie MOVED to adjourn the order of Agenda and take up "Report from the Chairman of the Cemetery Commission" as Item 4.0. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

4.0 Report from the Chairman of the Cemetery Commission

Cemetery Commission Chair Tom Meyer distributed materials showing the current map of New Lebanon Cemetery, showing that the current mapping system is inadequate. He said the commission would like to bring in a group to digitally map the cemetery. The Commission is also recommending the Town purchase software that would make it more efficient for the Town to keep track of plots and easier for the public to access the information themselves.

The costs related to surveying the cemetery and installing the software would be \$7,120 for FY 2018-2019. Transferring existing records and installing the software for North Lebanon Cemetery is estimated to cost \$5,960 for FY 19-20 which includes the annual software license fee of \$960.

B. Dennler noted that the Selectmen's Office sells plots but has trouble answering resident questions about existing plots due to the inconsistent records and difficult-to-read maps.

J. Bendoraitis said he believes the Cemetery Commission will have to move to private software sooner or later.

T. Meyer also discussed issues with cemetery restoration of the markers and upkeep around Town. He said the Town recently received \$2,500 as part of a neglected cemetery grant from the state and that the commission hopes to receive the same grant again. Keith LaPorte noted the Town can only receive the grant twice.

T. Meyer distributed photographs showing cracked and fallen tombstones and excessive brush at Trumbull Cemetery. He said additional restoration is necessary. He also said future mowing contracts need to take this into account.

G. Coutu said he supports restoration one hundred percent but the Board needs to figure out how to fund the repairs.

B. Petrie said the Cemetery Commission should have a conversation with the Lebanon Historical Society as they may be able to assist in acquiring funds.

The Board of Selectmen stated the Cemetery Commission currently has the funds available to engage the services of CME, the company providing the recommended software for the cemeteries. Allyn Miller said the commission thought it had the money but wanted to be sure that the funds were available for this project.

NO ACTION TAKEN.

5.0 Correspondence

5.1 Monthly letter from Troop “K” regarding police services in the Town of Lebanon

The Selectmen reviewed the monthly letter.

NO ACTION TAKEN.

B. Petrie MOVED to adjourn the order of Agenda to take up “Storm Damage Update” as Item 6.0. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

6.0 Storm Damage Update

B. Petrie said the Town is waiting to find out if the FEMA approval will be signed by the President for funds related to damages from the September 25, 2018 rainstorm. Highway Foreman Jay Tuttle said he believed everyone had met their requirements on the state end and it is up to Washington to complete the process.

B. Petrie said the Board of Finance had seen the quote put together by Yantic River Consulting for repairs to Smith Road, Randall Road, and Mack Road. She indicated the Board was receptive to the project. J. Tuttle said if funds are allocated by the Board of Finance as previously discussed, they could quickly begin work on Smith Road.

The Board agreed to take up the issue of allocating the funds within the warned order of Agenda.

J. Tuttle said the crew has been working to resolve drainage issues following more rain and the recent snow storm. He said he has a list of pipes scheduled for unclogging. More work is scheduled on Waterman Road and Oliver Road.

B. Petrie MOVED to adjourn the order of Agenda and take up “New Business: Municipal Consulting Service” as Item 7.0. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

7.0 New Business: Municipal Consulting Services

J. Tuttle said he had been in contact with Bob Myers of Municipal Consulting Service about a possible study on the state of the Town’s Public Works operations. J. Tuttle said Bob Myer was recommended to him.

B. Petrie suggested he come present to the Board of Selectmen.

NO ACTION TAKEN.

8.0 Monthly Financial Report

NO ACTION TAKEN.

9.0 Consent Agenda:

A Consent Agenda is presented by the Chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

9.1 Approval of Minutes

- a. Regular Meeting, November 15, 2018

9.2 Resignations

- a. Accept resignation of Martha Shea from the Solid Waste Commission

9.3 Tax Refunds

Oliver Road Properties, LLC	\$16.70
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B. Petrie MOVED to adopt the Consent Agenda. J. Bendoraitis SECONDED.

MOTION CARRIED: 2:0:1 with G. Coutu abstaining

10.0 Approval of Minutes:

10.1 Special Meeting, November 29, 2018 — J. Bendoraitis not present

B. Petrie MOVED to approve the minutes of the November 29, 2018 Special Meeting. G. Coutu SECONDED.

MOTION CARRIED: 2:0:1 with J. Bendoraitis abstaining

11.0 Old Business — Discuss and Act Upon:

- 11.1** Request the Board of Finance allocate up to one million dollars from fund balance for repairs and improvements due to September 2018 storm damage

J. Bendoraitis MOVED to request the Board of Finance allocate up to one million dollars from fund balance for repairs and improvements due to the September 2018 storm damage. B. Petrie SECONDED.

MOTION CARRIED: 3:0:0

- 11.2** Setting dates for Selectmen workshops on 2020 budgeting

The Board discussed possible meeting dates for future special meetings to discuss the budget for the next fiscal year.

The Board agreed to meet on the following dates: December 11, 2018; December 18, 2018; and December 20, 2018

12.0 New Business — Discuss and Act Upon:

- 12.1** Proposal for treatment of invasive plant species in Lake Williams

B. Petrie said she met with Ryk Nelson from the Friends of Lake Williams. She said the Town has been providing funding annually for the treatments at Lake Williams. She said the Friends of Lake Williams would like to try a new treatment that is only done every three years. This would require the Town to make three years of previously allocated funding available to them at once.

NO ACTION TAKEN.

13.0 Adjournment

B. Petrie MOVED to adjourn the meeting. J. Bendoraitis SECONDED.

MOTION CARRIED: 3:0:0

The meeting was adjourned at 4:52 PM.

Respectfully submitted by Bernard Dennler, Administrative Assistant